CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, OCTOBER 12, 2021

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CLOSED SESSION - 5:40 PM**
Labor Negotiations related to Bainbridge Island Police Guild – Conference with Labor Negotiators.

2. **CALL TO ORDER/ROLL CALL - 6:00 PM**

3. **EXECUTIVE SESSION - 6:05 PM**

3.A **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

4. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:20 PM**

5. **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.

5.A **Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,** 15 Minutes
Instructions for Providing Public Comment at Remote Meetings.pdf

6. **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.

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

6.B **Approve Accounts Payable and Payroll,**
Payroll Council Report 10-5-21.pdf
AP Report to Council of Cash Disbursements 10-13-21.pdf

6.C **Approve City Council Meeting Minutes,**
City Council Study Session Minutes, September 21, 2021.pdf
City Council Business Meeting Minutes, September 28, 2021.pdf

6.D **Accept Loan Awards for Two Projects from the Washington State Public Works Board for the Winslow Water Tank Replacement Project ($4,500,000) and the West Eagle Harbor Sewer Complex Project ($2,500,000) (with Interest Rate of 0.94 percent), and Authorize the City Manager to Execute Loan Contracts for Each Award - Public Works**
Winslow Water Tank_PWB Loan Award.pdf
W Eagle Harbor Sewer_PWB Loan Award.pdf

6.E **Authorize Solicitation of Professional Services Contract for Wastewater Treatment Plant Capacity Upgrade Support (>$100K) - Public Works,** 5 Minutes
WWTP Capacity Memo 100621.docx

6.F **Authorize Ford F450 Crew Cab Flatbed Truck Procurement ($104,758.84), including Flat Bed Dump Box, Snow Plow and Sander - Public Works**
01124_Quote.pdf

6.G **Adopt Ordinance No. 2021-28 - Update of the City's Capital Improvement Plan - Finance/Public Works** 5 Minutes
2022 Modifications to the 2021-2026 CIP.pdf
Ordinance_No._2021-28_Adopting_the_2022_Update_of_the2021-2026_Six-Year_CIP.docx

6.H **Confirm Recommended Appointments to the Lodging Tax Advisory Committee - Council,** 5 Minutes
Corbin - LTAC (Redacted).pdf
Dumouchel - LTAC (Redacted).pdf
Fitzgerald - LTAC (Redacted).pdf
Raffa - LTAC (Redacted).pdf

6.I **Authorize One-Year Renewal of Annual $65,000 Payment to Friends of the Farms and Direct an Analysis of Policy and Service Delivery - Executive** 5 Minutes
Background: Public Farmland Ad Hoc Committee and Scope of Work 01282020.pdf
Background: Public Farms Map
COBI-Friends of the Farms (Amendment No. 3) - Executed.pdf
Background: COBI-FOF Master Lease

6.J **Review 2021 Quarterly Workplan Document - Executive,** 5 Minutes
Workplan Presentation for 10122021.pdf
2021 Workplan 09-2021 for CC 10122021

7. COUNCIL ANNOUNCEMENTS - 6:45 PM

8. CITY MANAGER'S REPORT - 6: 55 PM

9. PRESENTATION(S)

9.A **(7:00 PM) Present Proclamation Declaring October 2021 as National Community Planning Month,** 5 Minutes
2021 October National Community Planning Month Proclamation.docx

10. UNFINISHED BUSINESS

10.A **(7:05 PM) Consider Draft Ordinance No. 2021-23 Creating a Multifamily Tax Exemption Program - Planning,** 20 Minutes
MFTE presentation.pptx
MFTE Staff Memo.docx
Draft Ordinance No. 2021-23 MFTE Program.docx
Exhibit A BIMC 3.62 MFTE.docx
Exhibit B Greater Winslow Area.pdf
Exhibit C Lynwood Center Area.pdf
Resolution No. 2021-09-Relating to MFTE Designation Areas-Approved 052521.pdf
2021 WA ESD Occupational employment and wage estimates Bremerton Silverdale MSA.pdf
PSRC Summary Multifamily Tax Exemption
2019 Dept of Commerce MFTE Report

10.B **(7:25 PM) Authorize Amendment to the City's Water System Plan and Authorize an Associated Washington State Drinking Water Revolving Fund Loan/Grant Application ($800,000) for Ferncliff Water Main Extension - Public Works,** 5 Minutes
COBI WSP Ferncliff Update - Section 9.3.pdf
COBI WSP Ferncliff Update - Figure 9.1.pdf
DOH - Drinking Water State Revolving Fund Loan Fact Sheet.pdf
Ferncliff Water Extension 092821.pptx

10.C **(7:30 PM) Respond to Mediation Request Relating to Madison Avenue Tax Title Property - Executive,** 10 Minutes
RE_ Follow-up Tax Title Property.pdf

10.D **(7:40 PM) Adopt Goals and Objectives for the Groundwater Management Plan - Public Works,** 10 Minutes
GWMP City Council Presentation 12Octt2021.pptx

10.E **(7:50 PM) Receive Plastic and Waste Reduction Task Force Recommendation,** 10 Minutes
Plastic Waste Reduction Taskforce Recommendation 10 07 2021.pdf
Clean Copy Draft Revised Waste Reduction Ordinance 10 07 2021.pdf

Redlined Draft Revised Waste Reduction Ordinance 10 07 2021.pdf

11. NEW BUSINESS

11.A (8:00 PM) Consider Ordinance No. 2021-27 Relating to 2022 Mid-Biennium Budget Modifications and Set Public Hearing - Finance, 20 Minutes
2021 Budget Presentation for CC 10122021.pptx
2022 Budget Modification Memo.pdf
2022 Expenditures by Fund Exhibit A.pdf
Ordinance No. 2021-27 Adopting Mid-Biennium Modifications to Final Budget ending December 2022.docx

11.B (8:20 PM) Set the Public Hearing for Ordinance No. 2021-26 Relating to the Property Tax Levy for Collection in 2022 - Finance, 5 Minutes
Ordinance No. 2021-26 Relating to the Levy of Property Taxes for Collection in 2022.docx
City of Bainbridge Island Levy Limit 9 29 21.docx

11.C (8:25 PM) Consider Extension of BIMC 2.16.020.S. Housing Design Demonstration Projects (HDDP) Program - Planning, 20 Minutes
Map of Winslow Sewer & WMP areas.pdf
BIMC 2.16.020.S Housing Design Demonstration Projects.pdf
Ordinance No. 2019-32 HDDP.pdf
Comp Plan Goals and Polices to support HDDP
Nov 7 2019 Planning Commission Meeting Minutes.pdf

11.D (8:45 PM) Set the Public Hearing on Ordinance No. 2021-29, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive, 5 Minutes
Ordinance No. 2021-29 Extending Interim Control - Small Wireless Facilities.docx
Ordinance No. 2021-14-Relating to Extending Interim Control of Small Wireless Facilities-Approved 042721.pdf

11.E (8:50 PM) Consider Recommended Appointments to the Cultural Funding Advisory Task Force - Council, 5 Minutes
Chandrasekaran - Cultural Funding (Redacted).pdf
Crandall - Cultural Funding (Redacted).pdf
Denis - Cultural Funding (Redacted).pdf
Douglass-Resnik - Cultural Funding (Redacted).pdf
Reynolds-Gooch - Cultural Funding (Redacted).pdf

12. COMMUNICATIONS

12.A (8:55 PM) Request from Councilmember Schneider to Schedule a Discussion on Diversity/Equity/Inclusion Training for Council on a Future Council Agenda, 10 Minutes
Agenda Request from Councilmember Schneider.pdf

12.B (9:05 PM) Request from Councilmember Deets to Schedule a Discussion on Locating a Biodigester on Bainbridge Island to a Future Council Agenda - Councilmember Deets, 10 Minutes
Agenda Request from Councilmember Deets.pdf

13. COMMITTEE REPORTS - 9:15 PM

14. ADJOURNMENT - 9:20 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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

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

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: 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 pursuant to RCW 42.30.110(1)(i).

AGENDA CATEGORY: Discussion **PROPOSED BY:** Executive

RECOMMENDED MOTION: Hold Executive Session.

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: October 12, 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.

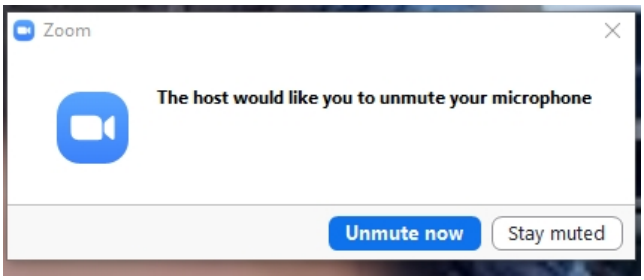
INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

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: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

B. Approve Accounts Payable and Payroll
C. Approve City Council Meeting Minutes
D. Accept Loan Awards for Two Projects from the Washington State Public Works Board for the Winslow Water Tank Replacement Project ($4,500,000) and the West Eagle Harbor Sewer Complex Project ($2,500,000) (with Interest Rate of 0.94 percent), and Authorize the City Manager to Execute Loan Contracts for Each Award
E. Authorize Solicitation and Professional Services Contract for Wastewater Treatment Plant Capacity Upgrade Support (>$100K)
F. Authorize Ford F450 Crew Cab Flatbed Truck Procurement ($104,758.84), including Flat Bed Dump Box, Snow Plow and Sander
G. Adopt Ordinance No. 2021-28 - Update of the City's Capital Improvement Plan
H. Confirm Recommended Appointments to the Lodging Tax Advisory Committee
I. Authorize One-Year Renewal of Annual $65,000 Payment to Friends of the Farms and Direct an Analysis of Policy and Service Delivery
J. Review 2021 Workplan Document

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: October 12, 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 accounts payable and payroll.

STRATEGIC PRIORITY: Good Governance

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

BACKGROUND:

ATTACHMENTS:

Payroll Council Report 10-5-21.pdf

AP Report to Council of Cash Disbursements 10-13-21.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 10 - 05 - 2021

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	10/5/2021	52163 - 52290	Regular check run (Direct Dep)	323,218.34
Normal	10/5/2021	109696	Regular check run (Paper Checks)	2,072.20
Vendor	10/5/2021	109697 - 109708	Vendor check run (Paper Checks)	348,602.90
EFTPS	10/5/2021	N/A	Federal Tax Electronic Transfer	120,648.59
			TOTAL:	**794,542.03**

Prepared and Reviewed by Brenda Landolt Date 10-4-21

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.

Date 10/4/21

Kim Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: September 27, 2021 - October 11, 2021
CITY COUNCIL: September 28, 2021 - October 12, 2021

Last check from previous run: 357377 dated 09/29/2021 issued to Zee Medical Service for $454.00
Last ACH from previous run: 454 dated 09/02/2021 issued to Crystal Reporting Solutions for $165.00

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH - VOID				N/A
EFT	09/24/2021	455	WA State DOR/Excise taxes - August 2021	12,901.66
ACH	09/24/2021	456	WA State DOL/Firearm permits - September 2021	326.00
ACH	09/24/2021	457	COBI/Utility billing - September 2021	4,067.45
VOID	11/25/2020	35033	Reliable Storage never received the check, but our account has been closed and no money is due	N/A
VOID	07/26/2021	356922	Check returned by Anne LeSage because services were not rendered and no longer needed	N/A
Manual	09/27/2021	357378	FIN/City of Bainbridge Island/Front Desk Petty Cash Shortage	8.65
Manual	09/27/2021	357379	ENG/Kitsap County Treasurer/Robert Fraik ROW Deed REET affidavit	10.00
Manual	09/27/2021	357380	CRT/Rolling Bay Commercial Properties/Court House Lease October 2021	4,366.88
Manual	09/27/2021	357381	Washington Water Service/Decant Facility Water	168.99
Manual	09/27/2021	357382	CenturyLink/Weaver PRV water telemetry - September 2021	58.32
Manual	09/27/2021	357383	Kitsap County Sewer District 7/September 2021 Sewer Utility Charge	21,609.81
Manual	09/30/2021	357384	PW/Island Hands/Contract & Emergency Janitorial Services	22,078.09
Manual	09/30/2021	357385	Kitsap County Sewer District 7/Dotson Loop & Lynwood Center September Participation	17,496.71
			Total Manual Checks and Electronic Disbursements	**83,092.56**

Regular Run	10/13/2021	357386-357465	**Total Regular Check Run**	**263,713.96**
Regular Run ACH	10/13/2021	458-464	**Total Regular ACH Run**	**8,467.70**
			Total Disbursements	**355,274.22**

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 R. Shaw

Karl Shaw, Accounting Manager

10/6/2021

Date

JK

09/24/2021 11:06 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
455	09/24/2021	MANL	124	WA ST DEPT OF REVENU	250868	2021-08	09/22/2021		EFTAUG21	12,901.66
Invoice: 2021-08							AUGUST 2021 EXCISE TAXES			
					809.86	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					82.86	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					4,677.35	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					6.56	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					232.22	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
					6,369.53	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					479.49	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					191.23	31011256 53110001123	FEMA EMPG GRANT-EM PREP-SUPPLY			
					3.64	53011212 531100	PD-C/E-PATROL SUPPLIES			
					12.24	51011211 531100	PD-C/E-ADM-SUPPLIES			
					12.24	51011211 531100	PD-C/E-ADM-SUPPLIES			
					18.43	54025212 531100	MARINE - SUPPLIES			
					6.01	11011116 531100	COUNCIL - SUPPLIES			
								CHECK	455 TOTAL:	12,901.66

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 12,901.66

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	12,901.66

*** GRAND TOTAL *** 12,901.66

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 9 168									
APP 401-213000					ACCOUNTS PAYABLE			7,185.95	
09/24/2021	EFTAUG21	EFTDOR			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				12,901.66
09/24/2021	EFTAUG21	EFTDOR			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			5,239.70	
09/24/2021	EFTAUG21	EFTDOR			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			232.22	
09/24/2021	EFTAUG21	EFTDOR			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			243.79	
09/24/2021	EFTAUG21	EFTDOR			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			12,901.66	12,901.66
APP 631-130000					DUE TO/FROM CLEARING			12,901.66	
09/24/2021	EFTAUG21	EFTDOR							
APP 401-130000					DUE TO/FROM CLEARING				7,185.95
09/24/2021	EFTAUG21	EFTDOR							
APP 402-130000					DUE TO/FROM CLEARING				5,239.70
09/24/2021	EFTAUG21	EFTDOR							
APP 403-130000					DUE TO/FROM CLEARING				232.22
09/24/2021	EFTAUG21	EFTDOR							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				243.79
09/24/2021	EFTAUG21	EFTDOR							
					SYSTEM GENERATED ENTRIES TOTAL			12,901.66	12,901.66
					JOURNAL 2021/09/168 TOTAL			25,803.32	25,803.32

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021	9	168	09/24/2021		
001-130000				GENERAL - DUE TO/FROM CLEARING		243.79
001-213000				GENERAL - ACCOUNTS PAYABLE	243.79	
				FUND TOTAL	243.79	243.79
401 WATER OPERATING FUND	2021	9	168	09/24/2021		
401-130000				DUE TO/FROM CLEARING		7,185.95
401-213000				ACCOUNTS PAYABLE	7,185.95	
				FUND TOTAL	7,185.95	7,185.95
402 SEWER OPERATING FUND	2021	9	168	09/24/2021		
402-130000				DUE TO/FROM CLEARING		5,239.70
402-213000				ACCOUNTS PAYABLE	5,239.70	
				FUND TOTAL	5,239.70	5,239.70
403 STORM & SURFACE WATER FUND	2021	9	168	09/24/2021		
403-130000				DUE TO/FROM CLEARING		232.22
403-213000				ACCOUNTS PAYABLE	232.22	
				FUND TOTAL	232.22	232.22
631 CLEARING FUND	2021	9	168	09/24/2021		
631-130000				DUE TO/FROM CLEARING	12,901.66	
635-111100				CASH		12,901.66
				FUND TOTAL	12,901.66	12,901.66

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		243.79
401	WATER OPERATING FUND		7,185.95
402	SEWER OPERATING FUND		5,239.70
403	STORM & SURFACE WATER FUND		232.22
631	CLEARING FUND	12,901.66	
	TOTAL	12,901.66	12,901.66

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

JK

09/24/2021 11:16 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
456	09/24/2021	MANL	969	DEPARTMENT OF LICENS	250869	SEP21 FA	09/23/2021		ACHAUG21	326.00
	Invoice: SEP21 FA					SEP 2021 CPL				
					326.00	41654860 586000	GUN PERMIT OUT			
							CHECK		456 TOTAL:	326.00
						NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL ***			326.00

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	326.00

*** GRAND TOTAL *** 326.00

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 9 169									
APP 650-213000					ACCOUNTS PAYABLE			326.00	
09/24/2021	ACHAUG21	ACHFA			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				326.00
09/24/2021	ACHAUG21	ACHFA			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			326.00	326.00
APP 631-130000					DUE TO/FROM CLEARING			326.00	
09/24/2021	ACHAUG21	ACHFA							
APP 650-130000					DUE TO/FROM CLEARING				326.00
09/24/2021	ACHAUG21	ACHFA							
					SYSTEM GENERATED ENTRIES TOTAL			326.00	326.00
					JOURNAL 2021/09/169 TOTAL			652.00	652.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2021	9	169	09/24/2021		
631-130000				DUE TO/FROM CLEARING	326.00	
635-111100				CASH		326.00
				FUND TOTAL	326.00	326.00
650 AGENCY FUND	2021	9	169	09/24/2021		
650-130000				DUE TO/FROM CLEARING		326.00
650-213000				ACCOUNTS PAYABLE	326.00	
				FUND TOTAL	326.00	326.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631	CLEARING FUND	326.00	
650	AGENCY FUND		326.00
	TOTAL	326.00	326.00

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

JK

09/24/2021 13:14 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
457	09/24/2021	MANL	103	CITY OF BAINBRIDGE I	250870	13005SEP21	09/23/2021		ACH-UB09	1,481.01
	Invoice: 13005SEP21						309 SHANNON DRIVE			
					1,481.01	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					250871	13006SEP21	09/23/2021		ACH-UB09	649.82
	Invoice: 13006SEP21						309 SHANNON DRIVE DOCK			
					649.82	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					250872	10461SEP21	09/23/2021		ACH-UB09	1,021.16
	Invoice: 10461SEP21						289 SHANNON DRIVE			
					1,021.16	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					250873	10463SEP21	09/23/2021		ACH-UB09	553.16
	Invoice: 10463SEP21						370 BRIEN DRIVE			
					553.16	91011755 547500	GG-C/E-COMMONS-WTR/SWR			
					250874	10464SEP21	09/23/2021		ACH-UB09	347.24
	Invoice: 10464SEP21						402 BRIEN DRIVE			
					347.24	91011755 547500	GG-C/E-COMMONS-WTR/SWR			
					250875	11573SEP21	09/23/2021		ACH-UB09	15.06
	Invoice: 11573SEP21						5350 CREOSOTE PLACE NE			
					15.06	91011768 547500	GG-C/E-PARKS-WTR/SWR			
								CHECK	457 TOTAL:	4,067.45
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		4,067.45

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	4,067.45

*** GRAND TOTAL *** 4,067.45

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 9 172									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			4,067.45	
09/24/2021	ACH-UB09	ACH-UB			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				4,067.45
09/24/2021	ACH-UB09	ACH-UB			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			4,067.45	4,067.45
APP 631-130000					DUE TO/FROM CLEARING			4,067.45	
09/24/2021	ACH-UB09	ACH-UB							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				4,067.45
09/24/2021	ACH-UB09	ACH-UB							
					SYSTEM GENERATED ENTRIES TOTAL			4,067.45	4,067.45
					JOURNAL 2021/09/172 TOTAL			8,134.90	8,134.90

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021	9	172	09/24/2021		
001-130000				GENERAL - DUE TO/FROM CLEARING		4,067.45
001-213000				GENERAL - ACCOUNTS PAYABLE	4,067.45	
				FUND TOTAL	4,067.45	4,067.45
631 CLEARING FUND	2021	9	172	09/24/2021		
631-130000				DUE TO/FROM CLEARING	4,067.45	
635-111100				CASH		4,067.45
				FUND TOTAL	4,067.45	4,067.45

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4,067.45
631	CLEARING FUND	4,067.45	
	TOTAL	4,067.45	4,067.45

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

JK

10/06/2021 15:14 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
458	10/13/2021	EFT	8991	ALLIANCE 2020, INC	250986	5833222	09/30/2021		10/10/21	278.16
	Invoice: 5833222						HR/BACKGROUND CHECKS			
					278.16	33011161 544000	HR-C/E-ADVERTISING			
							CHECK	458 TOTAL:		278.16
459	10/13/2021	EFT	2138	ASPECT CONSULTING LL	250961	42753	09/23/2021		10/10/21	1,734.50
	Invoice: 42753						PW/WELL PERFORMANCE EVALUATION			
					1,734.50	73411345 54110001143	WELL PERF TESTING & EVAL-P SVC			
					250962	42754	09/23/2021		10/10/21	2,565.76
	Invoice: 42754						PW/WELL PLANNING, DESIGN AND CONS			
					2,565.76	73414434 64110001096	PRIT PARK WELL DEV/REHAB-PR SV			
							CHECK	459 TOTAL:		4,300.26
460	10/13/2021	EFT	9781	BRONLEA LEHUA MISHLE	250950	21-04	09/27/2021		10/10/21	2,000.00
	Invoice: 21-04						EX/BIPD SOCIAL MEDIA SUPPORT			
					2,000.00	31011572 541100	EX-GF-OUTREACH-PROF SVCS			
							CHECK	460 TOTAL:		2,000.00
461	10/13/2021	EFT	6101	E & S BRYAN INC	251010	3048	09/30/2021		10/10/21	990.00
	Invoice: 3048						FIN/VARIOUS UB, FINANCE REPORTS			
					990.00	41011141 541100	FIN - C/E ADMIN PROF SERVICES			
							CHECK	461 TOTAL:		990.00
462	10/13/2021	EFT	9509	FIREWALLS.COM INC	250904	2021-129012	08/01/2021		10/10/21	200.00
	Invoice: 2021-129012						IT/FIREWALL MANAGEMENT SERVICE			
					200.00	81011881 541100	IT - C/E PROF SERVICES			
							CHECK	462 TOTAL:		200.00
463	10/13/2021	EFT	5882	STAR RENTALS	250927	574718-36	09/16/2021		10/10/21	451.53
	Invoice: 574718-36						PW/LOADER, TRACK TAKEUCHI TL6R			
					451.53	73431835 545000	RENTS & LEASES - OPERATING			
							CHECK	463 TOTAL:		451.53
464	10/13/2021	EFT	4104	WA ST FERRIES	251118	RK380105	09/30/2021		10/10/21	247.75
	Invoice: RK380105						SEP21 WAVE2GO FERRY CHARGES			
					128.65	53011212 543100	PATROL-TRAVEL/MEALS/LODGING			
					9.05	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
					110.05	73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING			

CHECK 464 TOTAL: 247.75

NUMBER OF CHECKS 7 *** CASH ACCOUNT TOTAL *** 8,467.70

	COUNT	AMOUNT
TOTAL EFT'S	7	8,467.70

*** GRAND TOTAL *** 8,467.70

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 10 47									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			3,715.91	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				8,467.70
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			4,300.26	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			451.53	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			8,467.70	8,467.70
APP 631-130000					DUE TO/FROM CLEARING			8,467.70	
10/13/2021	10/10/21	101321							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				3,715.91
10/13/2021	10/10/21	101321							
APP 401-130000					DUE TO/FROM CLEARING				4,300.26
10/13/2021	10/10/21	101321							
APP 403-130000					DUE TO/FROM CLEARING				451.53
10/13/2021	10/10/21	101321							
					SYSTEM GENERATED ENTRIES TOTAL			8,467.70	8,467.70
					JOURNAL 2021/10/47 TOTAL			16,935.40	16,935.40

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021 10	47	10/13/2021		
001-130000			GENERAL - DUE TO/FROM CLEARING		3,715.91
001-213000			GENERAL - ACCOUNTS PAYABLE	3,715.91	
			FUND TOTAL	3,715.91	3,715.91
401 WATER OPERATING FUND	2021 10	47	10/13/2021		
401-130000			DUE TO/FROM CLEARING		4,300.26
401-213000			ACCOUNTS PAYABLE	4,300.26	
			FUND TOTAL	4,300.26	4,300.26
403 STORM & SURFACE WATER FUND	2021 10	47	10/13/2021		
403-130000			DUE TO/FROM CLEARING		451.53
403-213000			ACCOUNTS PAYABLE	451.53	
			FUND TOTAL	451.53	451.53
631 CLEARING FUND	2021 10	47	10/13/2021		
631-130000			DUE TO/FROM CLEARING	8,467.70	
635-111100			CASH		8,467.70
			FUND TOTAL	8,467.70	8,467.70

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		3,715.91
401	WATER OPERATING FUND		4,300.26
403	STORM & SURFACE WATER FUND		451.53
631	CLEARING FUND	8,467.70	
	TOTAL	8,467.70	8,467.70

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

JK RL

09/24/2021 09:19 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | 9/24/2021 | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
355033	11/25/2020	VOID	8745	RELIABLE STORAGE BAI	244312	39017	11/04/2020			-342.00
								CHECK	355033 TOTAL:	-342.00
356922	07/26/2021	VOID	9798	MIKE JUNEAU	249681	BANNER AGREEMENT	07/22/2021			-250.00
								CHECK	356922 TOTAL:	-250.00
						NUMBER OF CHECKS 2		*** CASH ACCOUNT TOTAL ***		-592.00

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	2	592.00

*** GRAND TOTAL *** -592.00

Shannon Minder from Reliable Storage called and emailed on 9/23/21 that we do not owe this money anymore and the check should be voided.

Anne LeSage returned check 356922 to AP on 9/22/21 and explained that the services were not rendered so the check should be voided.

Both invoices have also been voided in Munis to avoid another payment being sent out.

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 9 163									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE				592.00
09/24/2021	355033	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			342.00	
09/24/2021	355033	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			250.00	
09/24/2021	356922	VOID			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			592.00	592.00
APP 631-130000					DUE TO/FROM CLEARING				592.00
09/24/2021 11/22/20		VOID							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			592.00	
09/24/2021 11/22/20		VOID							
					SYSTEM GENERATED ENTRIES TOTAL			592.00	592.00
					JOURNAL 2021/09/163 TOTAL			1,184.00	1,184.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021	9	163	09/24/2021		
001-130000				GENERAL - DUE TO/FROM CLEARING	592.00	
001-213000				GENERAL - ACCOUNTS PAYABLE		592.00
				FUND TOTAL	592.00	592.00
631 CLEARING FUND	2021	9	163	09/24/2021		
631-130000				DUE TO/FROM CLEARING		592.00
635-111100				CASH	592.00	
				FUND TOTAL	592.00	592.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		592.00
631	CLEARING FUND	592.00	
	TOTAL	592.00	592.00

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

CLERK: jkines INVOICE HEADER CHANGED

VENDOR	DOCUMENT	CHECK	RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE STAT	INV DATE DUE DATE	DISCOUNT AMOUNT INVOICE NET	ERROR
008745	90196		244312	410012020	11 635	111100	INV	11/04/2020	.00	
RELIABLE STORAGE	RMT: 0		POL/STORAGE UNIT J28					11/25/2020	342.00	
INVOICE: 39017										
53011212 545000			PAT RENT			N 1		342.00		

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

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 9 164 APM 53011212-545000 09/24/2021 VOID 008745 90196	POLICE - C/E PATROL RENTS POL/STORAGE UNIT J28			342.00
	1 GENERAL LEDGER TOTAL		.00	342.00
APM 001-213000 09/24/2021 VOID 008745	GENERAL - ACCOUNTS PAYABLE		342.00	
	1 TOTAL		342.00	.00
	SYSTEM GENERATED ENTRIES TOTAL		342.00	.00
	JOURNAL 2021/09/164 TOTAL		342.00	342.00
2021 9 164 APM 001-292200 09/24/2021 VOID 008745	EXPENDITURE CONTROL			342.00

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021	9	164	09/24/2021		
001-213000				GENERAL - ACCOUNTS PAYABLE	342.00	
001-292200				EXPENDITURE CONTROL		342.00
				FUND TOTAL	342.00	342.00

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

CLERK: jkines INVOICE HEADER CHANGED

VENDOR	DOCUMENT	CHECK	RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE STAT	INV DATE DUE DATE	DISCOUNT AMOUNT INVOICE NET	ERROR
009798	95459		249681	410012021	07 635	111100	INV	07/22/2021	.00	
JUNEAU, MIKE		RMT: 0	EX/BANNER AGRMT: INSTALL & REMOVAL					07/26/2021	250.00	
INVOICE: BANNER AGREEMENT										
31011256 541100			EM PREP			N 1		250.00		

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

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 9 165									
APM 31011256-541100					EX-GF-EMERG PREP-PROF SVCS				250.00
09/24/2021	VOID	009798		95459	EX/BANNER AGRMT: INSTALL &				
					1 GENERAL LEDGER TOTAL			.00	250.00
APM 001-213000					GENERAL - ACCOUNTS PAYABLE			250.00	
09/24/2021	VOID	009798							
					1 TOTAL			250.00	.00
					SYSTEM GENERATED ENTRIES TOTAL			250.00	.00
					JOURNAL 2021/09/165 TOTAL			250.00	250.00
2021 9 165									
APM 001-292200					EXPENDITURE CONTROL				250.00
09/24/2021	VOID	009798							

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021	9	165	09/24/2021		
001-213000				GENERAL - ACCOUNTS PAYABLE	250.00	
001-292200				EXPENDITURE CONTROL		250.00
				FUND TOTAL	250.00	250.00

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

Jacob Kines

From: Shannon Minder <shannon@reliablestorage.com>
Sent: Thursday, September 23, 2021 2:54 PM
To: Accounts Payable
Subject: Unclaimed Property - uncashed check

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.

Hi Jacob Kines,

I spoke with you today about Unclaimed Property. You have a check for Reliable Storage Bainbridge ck#355033, 11/25/2020 $342.00, that has not been deposited.

Please void the check. We did not receive the check and do not show an outstanding balance due.

Thank You,

Shannon Minder – Bookkeeper

www.reliablestorage.com

Reliable Storage - Poulsbo
1080 NE Forest Rock Lane
Poulsbo, WA 98370
(360) 779-2576

www.facebook.com/reliablestorage

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

Vendor Number	File Date	File Number
8745	11/25/2020	00355033

342.00

Three Hundred Forty Two Dollars and 00 cents ******

RELIABLE STORAGE BAINBRIDGE
9551 NEW BROOKLYN ROAD NE
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
11/04/2020	39017	POL/STORAGE UNIT J28	244312	342.00

Vendor No.	Vendor Name	File No.	File Date	File Amount
8745	RELIABLE STORAGE BAINBRIDGE	00355033	11/25/2020	342.00

Accounts Payable Approval Stamp

Vendor Name: Reliable Storage

Vendor Number: 8745
(If Available)

Amount approved for payment: $ 342.00

Reviewed by (e-sign): Barbara Ramos

Initial if unable to e-sign:

Approved by (e-sign): Joseph N. Clark

Initial if uable to e-sign:

Date Approved (mm/dd/yyyy): 11/10/2020

ORG: 53011212

OBJ: 545000

PRJ:

Contract #:

PO#:

Comments or Questions: Invoice: 39017

POL/STORAGE UNIT J28

Received by: _____

Rev. 04/01/20 CEM
For Internal Use Only

INVOICE

Reliable Storage-Bainbridge
9551 New Brooklyn Road NE
Bainbridge Island, WA 98110
206-842-8781

Unit(s) J028
Tenant 287670
Invoice 39017
Invoice Date November 4, 2020
Due Date December 1, 2020

Amount Due $342.00

Jennifer Cooper
625 Winslow Way E
Bainbridge Island, WA 98110

Address Service Requested

☐ Please check box if address is incorrect and indicate change. Signature is required to authorize address changes.

_____
Signature

AMOUNT ENCLOSED $_____

----------DETACH AND

RETURN TOP PORTION WITH YOUR PAYMENT

UNIT	DATE	ITEM/SERVICE	AMOUNT	TAX	DUE
J028	12/1/2020	Rent 12/1-12/31	342.00	0.00	342.00

Subtotal	$	342.00
Taxes	$	0.00
Balance Due	$	342.00

Please remit the total due amount of $342.00 to the above address.

Thanks for your business!

RELIABLE STORAGE BAINBRIDGE www.reliablestorage.com 206-842-8781

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE

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

UMPQUA BANK
Bainbridge Island, WA

ENDORSEMENT MUST MATCH PAYEE NAME

VOID

Vendor Number	Check Date	Check Number
9798	07/26/2021	00356922

VOID 180 DAYS AFTER CHECK DATE

$250.00

Pay Two Hundred Fifty Dollars and 00 cents ******

VOID

To The Order Of
MIKE JUNEAU
C/O BIDA
147 MADRONE LANE N
BAINBRIDGE ISLAND WA 98110

VOID

Authorized Signature MP

Authorized Signature MP

⑈00356922⑈ ⑆123205054⑆ 59804596 77⑈

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812 Page 1 of 1 **Check Number: 00356922**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/22/2021	BANNER AGREEMENT	EX/BANNER AGRMT: INSTALL & REM	249681	$250.00

VOID

VOID

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
9798	MIKE JUNEAU	00356922	07/26/2021	$250.00

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

Vendor Number	File Date	File Number
9798	07/26/2021	00356922

250.00

Two Hundred Fifty Dollars and 00 cents ******

MIKE JUNEAU
C/O BIDA
147 MADRONE LANE N
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812 Page 1 of 1 **File Number: 00356922**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/22/2021	BANNER AGREEMENT	EX/BANNER AGRMT: INSTALL & REM	249681	250.00

Vendor No.	Vendor Name	File No.	File Date	File Amount
9798	MIKE JUNEAU	00356922	07/26/2021	250.00

MANUAL CHECK REQUEST

CITY OF BAINBRIDGE ISLAND
280 Madison Ave North
Bainbridge Island, WA 98110

Requestor: Anne LeSage
Check Amount: $250

Today's Date: 7/22/2021
Date Check Needed: 8/9/2021

Reason for request: Check for payment to Mike Juneau for banner installation fee

****

Vendor/Supplier #:
Invoice #:
Invoice Date:
Description: Banner fee

Org: 31011256
Object: 541100
PO/contract#:
Project #:

Vendor Name: Mike Juneau
Attention: BIDA
Vendor Address:
147 Madrone Lane North
BI, WA 98110
Vendor Phone/Email:

WHAT SHOULD A/P DO WITH THE CHECK?

- ☐ MAIL CHECK
- ☐ HOLD CHECK AT FRONT DESK FOR VENDOR PICK UP
- ☑ RETURN CHECK TO REQUESTOR
- ☐ OTHER INSTRUCTIONS (SPECIFY):

A/P USE ONLY:

ISSUE DATE:
MAILED/SENT TO DATE:
NOTES:

I, the undersigned, do hereby certify 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 said claim.

Approving Authority: Ellen Schroer
Date: 07/23/2021

BAINBRIDGE ISLAND DOWNTOWN ASSOCIATION

2021 BANNER AGREEMENT

The following Agreement is entered into by the **Bainbridge Island Downtown Association** (BIDA) and City of Bainbridge Island, a Washington Non-Profit Organization (NPO) and covers the placement of the NPO's banner across Winslow Way on Bainbridge Island, Washington.

1. Display Dates: BIDA grants the NPO the right to display their banner above and across Winslow Way for a 2 week period starting on 9 / 15 / 21 and ending on 9 / 29 / 21, inclusive (Sunday-Sunday).

ACTUAL EVENT DATE(S): September 25, 2021

2. Administrative Fee: NPO shall pay BIDA an administrative and handling fee of $100.00, payable to the Bainbridge Is. Downtown Association at 147 Madrone Lane N, Bainbridge Is, WA 98110. **Payment of this fee secures the reserved dates**, and must be paid by the time the banner is delivered.

3. Installation & Removal Fee: NPO shall also pay a fee of $125.00 for the installation of the banner and a $125.00 fee for its removal. This **$250.00 fee shall be paid by check made payable to Mike Juneau** and delivered to BIDA, along with the banner. BIDA will make arrangements with Mike Juneau for installation and removal.

4. Delivery of Banner: The banner must be delivered to the BIDA office at the above address no less than **5 days prior** to the start date so that installation can be arranged. Delay in the receipt of the banner will not extend the ending date for the display of the banner and may result in the banner not being installed. No display dates are guaranteed until this Agreement is signed and all fees have been paid.

5. Banner Specifications: NPO shall supply its own banner, the size of which shall not exceed 20 feet in length and 36 inches in height. It shall be a 2-sided 16 oz double face, heavy-duty opaque banner reinforced with synthetic webbing continuous through the outer hem, grommets throughout the hem, with gusseted corners. Large air pockets (slits) should be cut throughout. BIDA and the installer shall not be held liable for damage, sometimes caused by weather, to the banner.

6. Banner Breakage: If the banner breaks loose due to weakness of the banner, NPO shall pay a fee of $125 to Mike Juneau for re-installation. Otherwise, for safety reasons, banners will be taken down at time of breakage with no reimbursement of administrative/removal fee.

7. Banner Rights: NPO warrants that it has the full legal right to display the name, images, and information contained on the banner and will indemnify and hold BIDA harmless from any claim by any person or organization arising out the name or information displayed.

8. City Sign Code. NPO shall comply with any provisions of the City of Bainbridge Island Sign Ordinance.

Name of Non-Profit: City of Bainbridge Island
Contact: Anne LeSage
Address: 280 Madison Ave N
Bainbridge Island, WA 98110

Anne LeSage 07/22/2021
Non-Profit Organizer (signature): Date

Contact Phone: 206-735-9712
Email: alesage@bainbridgewa.gov
Bainbridge Island, WA 98110

BIDA Staff (signature): Date

For office use only:

Reservation Date: ____/____/____ *Contract Rec'd:* ____/____/____ *Install/Removal Booked:* ____/____/____

Admin. Fee Rec'd: ____/____/____ *Check #* _____ *Install/ Removal Fee Rec'd:* ____/____/____ *Check #* _____

Location Requested: T&C Wire Winslow Mall Wire *Location Assigned:* T&C Wires Winslow Mall Wire

Ver. 20210701

BAINBRIDGE ISLAND DOWNTOWN ASSOCIATION

2021 BANNER AGREEMENT

Street Banner Specifications

Final Product Due to BIDA: *5 days prior to installation.*

Banner Material Description: *Reinforced nylon webbing through the entire hem. 16 oz weight (or heavier) material. Grommets installed through the hem with gusseted corners. Large air pockets cut throughout.*

Design Specifications

While the NPO may print banners at their retailer of choice, the following specs are offered as helpful guidelines for designing your banner if you will be ordering from Sound Reprographics. Files can be submitted digitally to Sound Reprographics and the banner can be picked up at their Bainbridge shop.

Finished Size: *20'x3'*

Bleeds: *Add 1" excess on all edges if your color background or artwork is to extend to the edge of the banner.*

Critical Art: *Set in all critical data at least 3" from finished edges (this area is for grommets, snap hooks & the stitching which sits approximately 3" from the edge.)*

Color: *CMYK process color only, plus black and white. NO RGB, Pantone or Spot.*

Best Software for Layout: *Use vector art as much as possible (lower file sizes). Illustrator (preferred) or InDesign.*

Image Resolution: *300 DPI for any raster images (photos/art created in Photoshop) for image print size. If the file is too large, then 150 DPI is acceptable.*

Fonts: *Best to outline all fonts.*

File Format to Submit: *Export to press quality (or Illustrator friendly export) PDF and keep the bleed art excess area as part of the artwork. NO trim guides needed.*

Art Submittal Timeline: *Print turnaround time is approximately one week.*

If Art is Same on Both Sides: *One page file with instructions for double sided image is acceptable.*

Approval of Art: *Your submitted PDF is assumed to be approved by client requesting.*

Contact BIDA:
Office (206)842-2982
Email info@bainbridgedowntown.org

JK

09/27/2021 13:29 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
357378	09/27/2021	PRTD	460	CITY OF BI - PETTY C	250878	09/22/2021	09/22/2021		M092421	8.65
Invoice: 09/22/2021							FRONT DESK PETTY CASH SHORTAGE			
					8.65	01136 369810	CASHIER'S OVERAGES & SHORTAGES			
							CHECK	357378 TOTAL:		8.65
357379	09/27/2021	PRTD	4354	KITSAP COUNTY TREASU	250879	FRAIK ROW DEED REETA	09/22/2021		M092421	10.00
Invoice: FRAIK ROW DEED REETA							FRAIK ROW DEED REETA			
					10.00	72111421 551000	ENG-STREET-RECORDING AT CO AUD			
							CHECK	357379 TOTAL:		10.00
357380	09/27/2021	PRTD	408	ROLLING BAY COMMERCI	250876	786308	09/21/2021		M092421	4,366.88
Invoice: 786308							CRT/COURT HOUSE LEASE OCT21			
					4,366.88	21011125 545000	COURT - RENTS & LEASES - OPER			
							CHECK	357380 TOTAL:		4,366.88
357381	09/27/2021	PRTD	5271	WASHINGTON WATER SER	250877	4815979187-SEP21	09/16/2021		M092421	168.99
Invoice: 4815979187-SEP21							DECANT FACILITY WATER			
					168.99	91435838 547500	GG-DECANT-WATER/SEWER			
							CHECK	357381 TOTAL:		168.99

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 4,554.52

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	4,554.52

*** GRAND TOTAL *** 4,554.52

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 9 180									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			4,375.53	
09/27/2021	M092421	092721			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				4,554.52
09/27/2021	M092421	092721			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			10.00	
09/27/2021	M092421	092721			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			168.99	
09/27/2021	M092421	092721			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			4,554.52	4,554.52
APP 631-130000					DUE TO/FROM CLEARING			4,554.52	
09/27/2021	M092421	092721							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				4,375.53
09/27/2021	M092421	092721							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				10.00
09/27/2021	M092421	092721							
APP 403-130000					DUE TO/FROM CLEARING				168.99
09/27/2021	M092421	092721							
					SYSTEM GENERATED ENTRIES TOTAL			4,554.52	4,554.52
					JOURNAL 2021/09/180 TOTAL			9,109.04	9,109.04

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021	9	180	09/27/2021		
001-130000				GENERAL - DUE TO/FROM CLEARING		4,375.53
001-213000				GENERAL - ACCOUNTS PAYABLE	4,375.53	
				FUND TOTAL	4,375.53	4,375.53
101 STREET FUND	2021	9	180	09/27/2021		
101-130000				STREETS - DUE TO/FROM CLEARING		10.00
101-213000				STREETS - ACCOUNTS PAYABLE	10.00	
				FUND TOTAL	10.00	10.00
403 STORM & SURFACE WATER FUND	2021	9	180	09/27/2021		
403-130000				DUE TO/FROM CLEARING		168.99
403-213000				ACCOUNTS PAYABLE	168.99	
				FUND TOTAL	168.99	168.99
631 CLEARING FUND	2021	9	180	09/27/2021		
631-130000				DUE TO/FROM CLEARING	4,554.52	
635-111100				CASH		4,554.52
				FUND TOTAL	4,554.52	4,554.52

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4,375.53
101	STREET FUND		10.00
403	STORM & SURFACE WATER FUND		168.99
631	CLEARING FUND	4,554.52	
	TOTAL	4,554.52	4,554.52

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

JK

09/28/2021 08:43 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
357382	09/27/2021	PRTD	551	CENTURYLINK	250880	6124SEP21	09/16/2021		M092721	58.32
Invoice: 6124SEP21							WEAVER PRV WATER TELEM			
					58.32	91411891 542100	GG-WTR-FAC-PHONE			
							CHECK	357382 TOTAL:		58.32
357383	09/27/2021	PRTD	1496	KITSAP COUNTY SEWER	250881	KCSD7-COBI-2021-SEP	09/14/2021		M092721	21,609.81
Invoice: KCSD7-COBI-2021-SEP							PW/SEP21 SEWER UTILITY CHARGE			
					21,609.81	73426356 551000	SIS-SD#7 PROCESSING CHGS			
							CHECK	357383 TOTAL:		21,609.81
						NUMBER OF CHECKS 2	*** CASH ACCOUNT TOTAL ***			21,668.13

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	21,668.13

*** GRAND TOTAL *** 21,668.13

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 9 208									
APP 401-213000					ACCOUNTS PAYABLE			58.32	
09/28/2021	M092721	092721			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				21,668.13
09/28/2021	M092721	092721			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			21,609.81	
09/28/2021	M092721	092721			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			21,668.13	21,668.13
APP 631-130000					DUE TO/FROM CLEARING			21,668.13	
09/28/2021	M092721	092721							
APP 401-130000					DUE TO/FROM CLEARING				58.32
09/28/2021	M092721	092721							
APP 402-130000					DUE TO/FROM CLEARING				21,609.81
09/28/2021	M092721	092721							
					SYSTEM GENERATED ENTRIES TOTAL			21,668.13	21,668.13
					JOURNAL 2021/09/208 TOTAL			43,336.26	43,336.26

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION		DEBIT	CREDIT
401 WATER OPERATING FUND	2021	9	208	09/28/2021			
401-130000				DUE TO/FROM CLEARING			58.32
401-213000				ACCOUNTS PAYABLE		58.32	
					FUND TOTAL	58.32	58.32
402 SEWER OPERATING FUND	2021	9	208	09/28/2021			
402-130000				DUE TO/FROM CLEARING			21,609.81
402-213000				ACCOUNTS PAYABLE		21,609.81	
					FUND TOTAL	21,609.81	21,609.81
631 CLEARING FUND	2021	9	208	09/28/2021			
631-130000				DUE TO/FROM CLEARING		21,668.13	
635-111100				CASH			21,668.13
					FUND TOTAL	21,668.13	21,668.13

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		58.32
402	SEWER OPERATING FUND		21,609.81
631	CLEARING FUND	21,668.13	
	TOTAL	21,668.13	21,668.13

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

JK

09/30/2021 10:33 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
357384	09/30/2021	PRTD	8646	ISLAND HANDS	250959	2134	09/22/2021	M093021		13,870.09
	Invoice: 2134					PW/2020-2023 JANITORIAL CONTRACT				
					13,662.03	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
					208.06	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS			
					250960	2135	09/22/2021	M093021		8,208.00
	Invoice: 2135					PW/EMERGENCY JANITORIAL- COVID-19				
					7,961.76	73011183 54810101069	COVID19-EXTRA JANITORIAL			
					246.24	73425358 54810101069	COVID19-SWR-EXTRA JANITORIAL			
								CHECK	357384 TOTAL:	22,078.09
357385	09/30/2021	PRTD	1496	KITSAP COUNTY SEWER	250955	DOTSON LOOP SEP21	09/29/2021	M093021		5,991.00
	Invoice: DOTSON LOOP SEP21					PARTICIPATION PAYMENT				
					5,991.00	62038 386002	PARTICIPATION-SEWER DIST. #7			
					250956	LYNWOOD CENTER SEP21	09/28/2021	M093021		11,505.71
	Invoice: LYNWOOD CENTER SEP21					SD7 PARTICIPATION, MONTHLY FEES				
					11,392.50	62038 386002	PARTICIPATION-SEWER DIST. #7			
					113.21	73426356 551000	SIS-SD#7 PROCESSING CHGS			
								CHECK	357385 TOTAL:	17,496.71
						NUMBER OF CHECKS 2		*** CASH ACCOUNT TOTAL ***		39,574.80

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	39,574.80

*** GRAND TOTAL *** 39,574.80

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 9 233									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			21,623.79	
09/30/2021 M093021		093021			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				39,574.80
09/30/2021 M093021		093021			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			567.51	
09/30/2021 M093021		093021			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			17,383.50	
09/30/2021 M093021		093021			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			39,574.80	39,574.80
APP 631-130000					DUE TO/FROM CLEARING			39,574.80	
09/30/2021 M093021		093021							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				21,623.79
09/30/2021 M093021		093021							
APP 402-130000					DUE TO/FROM CLEARING				567.51
09/30/2021 M093021		093021							
APP 622-130000					DUE TO/FROM CLEARING				17,383.50
09/30/2021 M093021		093021							
					SYSTEM GENERATED ENTRIES TOTAL			39,574.80	39,574.80
					JOURNAL 2021/09/233 TOTAL			79,149.60	79,149.60

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021	9	233	09/30/2021		
001-130000				GENERAL - DUE TO/FROM CLEARING		21,623.79
001-213000				GENERAL - ACCOUNTS PAYABLE	21,623.79	
				FUND TOTAL	21,623.79	21,623.79
402 SEWER OPERATING FUND	2021	9	233	09/30/2021		
402-130000				DUE TO/FROM CLEARING		567.51
402-213000				ACCOUNTS PAYABLE	567.51	
				FUND TOTAL	567.51	567.51
622 EXPENDABLE TRUST FUND	2021	9	233	09/30/2021		
622-130000				DUE TO/FROM CLEARING		17,383.50
622-213000				ACCOUNTS PAYABLE	17,383.50	
				FUND TOTAL	17,383.50	17,383.50
631 CLEARING FUND	2021	9	233	09/30/2021		
631-130000				DUE TO/FROM CLEARING	39,574.80	
635-111100				CASH		39,574.80
				FUND TOTAL	39,574.80	39,574.80

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		21,623.79
402	SEWER OPERATING FUND		567.51
622	EXPENDABLE TRUST FUND		17,383.50
631	CLEARING FUND	39,574.80	
	TOTAL	39,574.80	39,574.80

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

JK

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
357386	10/13/2021	PRTD	7588	A WORKSAFE SERVICE I	251105	311240	09/30/2021		10/10/21	55.00
	Invoice: 311240						HR/PRE EMPLOYMENT DRUG TEST			
					55.00	33011161 541100	HR-C/E-PROF SVCS			
							CHECK 357386 TOTAL:			55.00
357387	10/13/2021	PRTD	5	ACE HARDWARE	250882	494541	09/17/2021		10/10/21	30.45
	Invoice: 494541						ENG/SUPPLIES FOR WQFMP SAMPLING			
					30.45	72637319 53110000809	WATER QUAL FLOW MONIT-SUPPLIES			
					250893	494601	09/20/2021		10/10/21	125.27
	Invoice: 494601						PW/BATTERIES ALKALINE			
					125.27	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					250895	494661	09/21/2021		10/10/21	27.21
	Invoice: 494661						PW/PLASTIC BUCKET, PAIL			
					27.21	73411345 531100	OFFICE SUPPLIES			
					250972	494861	09/22/2021		10/10/21	7.62
	Invoice: 494861						PW/GERMICIDAL BLEACH			
					7.62	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
					250973	495171	09/28/2021		10/10/21	100.24
	Invoice: 495171						PW/DRILL BIT, FLASHLIGHT			
					100.24	73431835 531100	OFFICE SUPPLIES			
					250974	495061	09/24/2021		10/10/21	9.80
	Invoice: 495061						PW/ROPE POLY PROLINE			
					9.80	73111427 531100	OFFICE SUPPLIES			
					250975	494991	09/23/2021		10/10/21	86.56
	Invoice: 494991						PW/UTILITY KNIFE, TAPE MEASURE			
					86.56	73637893 531100	O&M-ALLOC-SWR CONSUMABLES			
					250976	494981	09/23/2021		10/10/21	55.42
	Invoice: 494981						PW/CONDUIT PVC, GREASE BUCKET			
					55.42	73425358 531100	O&M-WWTP-SUPPLIES			
					250977	494971	09/23/2021		10/10/21	60.97
	Invoice: 494971						PW/PLASTIC BUCKET, WIU COVER DUP			
					60.97	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
					250978	495251	09/29/2021		10/10/21	4.70
	Invoice: 495251						PW/SAND PAPER 9X11			
					4.70	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
					250988	495331	09/30/2021		10/10/21	65.37
	Invoice: 495331						PW/BLADE SAWZAL, BALL VALVE			
					65.37	73425358 531100	O&M-WWTP-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	357387 TOTAL:		573.61
357388	10/13/2021	PRTD	7726	AIR MANAGEMENT SOLUT	250887	0001136734	09/15/2021		10/10/21	865.40
	Invoice: 0001136734						PW/INSPECTED HP-8 KATHY'S OFFICE			
					865.40	73011183 54810000707	CH HVAC-REPAIRS			
					250894	0001136260	09/15/2021		10/10/21	1,250.68
	Invoice: 0001136260						PW/EXHAUST FAN #2 REPAIR			
					1,250.68	73011897 54810000707	PWY HVAC-REPAIRS			
							CHECK	357388 TOTAL:		2,116.08
357389	10/13/2021	PRTD	8672	ALLSTREAM	251018	17734715	10/01/2021		10/10/21	818.18
	Invoice: 17734715						FIN/CITYWIDE PHN SVCS			
					818.18	41637891 542100	FIN - ALLOC TELEPHONE			
							CHECK	357389 TOTAL:		818.18
357390	10/13/2021	PRTD	6499	ANCHOR QEA	250933	04530	09/23/2021		10/10/21	10,701.31
	Invoice: 04530						ENG/EVALUATION SERVICES FOR OVER-W			
					10,701.31	72334562 64110000968	C40-EAGLE HARBOR PH1-PROF SVCS			
							CHECK	357390 TOTAL:		10,701.31
357391	10/13/2021	PRTD	4710	ASSOCIATED PETROLEU	250885	0383096-IN	09/14/2021		10/10/21	963.43
	Invoice: 0383096-IN						PW/REGULAR FUEL 300 GALLONS			
					963.43	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					250896	0384738-IN	09/16/2021		10/10/21	1,605.67
	Invoice: 0384738-IN						PW/DIESEL 257GAL, REGULAR 268GAL			
					802.84	73638893 532000	O&M-FUEL USE-ALLOCATION			
					802.83	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					250980	0385753-IN	09/21/2021		10/10/21	963.59
	Invoice: 0385753-IN						PW/DIESEL & REGULAR FUEL			
					761.24	73638932 531100	2019 WALTON FLATBED TRAILER			
					202.35	73638893 531100	OFFICE SUPPLIES			
							CHECK	357391 TOTAL:		3,532.69
357392	10/13/2021	PRTD	7821	ARAMARK	250889	512000115421	08/05/2021		10/10/21	61.10
	Invoice: 512000115421						PW/COVR FR, COAT LAB SPUN			
					61.10	73638893 589310	LAUNDRY SERVICES			
					250985	512000146340	09/16/2021		10/10/21	60.36
	Invoice: 512000146340						PW/COAT LAB SPUN, COVR FR			
					60.36	73638893 589310	LAUNDRY SERVICES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK	357392 TOTAL:		121.46
357393	10/13/2021	PRTD	4365	AUTOMATIC FUNDS TRAN	250897	121924	09/10/2021		10/10/21	10.29
Invoice: 121924							FIN/FINAL BILL: PRINT AND MAIL			
					1.70	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					1.70	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					3.44	91411891 542500	GG-WTR-FAC-POSTAGE			
					3.45	91421891 542500	GG-SWR-FAC-POSTAGE			
							CHECK	357393 TOTAL:		10.29
357394	10/13/2021	PRTD	47	BAINBRIDGE DISPOSAL	251106	0001130982	09/30/2021		10/10/21	2,297.18
Invoice: 0001130982							CITYWIDE DISP SVCS			
					143.70	91011215 547900	GG-C/E-PD-GARBAGE			
					494.22	91011768 547900	GG-C/E-PARKS-GARBAGE			
					436.23	91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
					1,203.07	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					9.98	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
					9.98	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
					251108	0001131171	09/30/2021		10/10/21	346.96
Invoice: 0001131171							CITY HALL DISP SVCS SEP21			
					346.96	91011189 547900	GG-C/E-CITY HALL-GARBAGE			
					251110	0001131229	09/30/2021		10/10/21	86.73
Invoice: 0001131229							BIG BELLY DISP SVCS AUG21			
					86.73	91011189 547903	BIG BELLY SOLAR GARBAGE CANS			
							CHECK	357394 TOTAL:		2,730.87
357395	10/13/2021	PRTD	55	BI REVIEW SUBSCRIPTI	250989	09/16/2021	09/30/2021		10/10/21	116.00
Invoice: 09/16/2021							PW/104 WEEKS SUBSCRIPTION			
					116.00	73637891 549100	DUES/SUBSCRIPTIONS			
							CHECK	357395 TOTAL:		116.00
357396	10/13/2021	PRTD	55	SOUND PUBLISHING, IN	251109	8040336	09/30/2021		10/10/21	600.00
Invoice: 8040336							EX/WASTE REDUCTION ORDINANCE DITIAL ADS			
					600.00	31011492 54245001150	CLIMATE ACTION PLAN-OUTREACH			
							CHECK	357396 TOTAL:		600.00
357397	10/13/2021	PRTD	55	SOUND PUBLISHING, IN	250886	BIR913799	01/01/2021		10/10/21	38.40
Invoice: BIR913799							CC/CITY ORDINANCE 2020-25			
					38.40	11011113 544000	COUNCIL - LEGAL NOTICES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					250888	BIR913800	01/01/2021		10/10/21	44.40
	Invoice: BIR913800						CC/ROAD STRIPING CONTRACT COMPLETION			
					44.40	11011113 544000	COUNCIL - LEGAL NOTICES			
					250963	BIR938909	09/24/2021		10/10/21	46.75
	Invoice: BIR938909						CC/ROAD STRIPPING CONTRACT LEGAL NOTICE			
					46.75	11011113 544000	COUNCIL - LEGAL NOTICES			
							CHECK	357397 TOTAL:		129.55
357398	10/13/2021	PRTD	3390	BAINBRIDGE SELF STOR	250964	3234	09/29/2021		10/10/21	1,181.00
	Invoice: 3234						EXCC/OFF-SITE STORAGE FOR RECORDS			
					1,181.00	36011143 541100	CLERK-C/E-PROF SVCS			
							CHECK	357398 TOTAL:		1,181.00
357399	10/13/2021	PRTD	5412	BENEFIT ADMINISTRATI	250884	2109509	09/21/2021		10/10/21	260.70
	Invoice: 2109509						HSA/FSA BENEFITS			
					22.67	21011125 520000	COURT - BENEFITS			
					34.00	31011131 520000	EX-GF-BEN			
					34.00	41011141 520000	FIN - C/E ADMIN BENEFITS			
					39.67	51011211 520000	PD-C/E ADMIN-BENEFITS			
					34.00	61011581 520000	PCD - C/E ADMIN BENEFITS			
					85.01	71011321 520000	PW - C/E BENEFITS			
					11.35	81011881 520000	IT - C/E ADMIN BENEFITS			
							CHECK	357399 TOTAL:		260.70
357400	10/13/2021	PRTD	5105	BAINBRIDGE ISLAND RO	251011	693405	09/30/2021		10/10/21	200.00
	Invoice: 693405						POL/REFUND PARK DEPOSIT			
					200.00	41622860 586000	PARK/DOCK DEPOSITS CUST-OUT			
							CHECK	357400 TOTAL:		200.00
357401	10/13/2021	PRTD	9262	BOULDER PARK INC	250883	3672	09/14/2021		10/10/21	9,596.62
	Invoice: 3672						PW/SOLIDS HAULED TO LANDFILL AUG21			
					9,596.62	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
							CHECK	357401 TOTAL:		9,596.62
357402	10/13/2021	PRTD	360	BUILDERS FIRSTSOURCE	250898	84133081	09/15/2021		10/10/21	64.02
	Invoice: 84133081						PW/RECIP BLADE, BLD, BLOCKS			
					64.02	73425358 531100	O&M-WWTP-SUPPLIES			
					250987	84210483	09/28/2021		10/10/21	71.62
	Invoice: 84210483						PW/DECK SCREW STAR GRY			
					71.62	73111261 531100	OFFICE SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					250991	84189451	09/24/2021		10/10/21	164.21
	Invoice: 84189451						PW/4X16' STD&BTR FIR KD			
					164.21	73111261 531100	OFFICE SUPPLIES			
					250992	84182716	09/23/2021		10/10/21	66.45
	Invoice: 84182716						PW/TAPE RULE, WOOD STAKES			
					66.45	73111261 531100	OFFICE SUPPLIES			
							CHECK	357402 TOTAL:		366.30
357403	10/13/2021	PRTD	551	CENTURYLINK	251111	0399SEP21	09/23/2021		10/10/21	3,035.84
	Invoice: 0399SEP21						CITYWIDE TELEMETRY & FAX SVCS			
					1,564.39	91425358 542100	GG-WWTP-TELEPHONE/FAX			
					850.87	91411891 542100	GG-WTR-FAC-PHONE			
					79.20	91011755 542100	GG-C/E-COMMONS-PHONE			
					162.15	91011189 542100	GG-C/E-CITY HALL-PHONE			
					238.05	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					76.88	91011255 542100	GG-C/E-COURT BLDG-PHONE			
					64.30	91011215 542100	GG-C/E-PD-PHONE			
							CHECK	357403 TOTAL:		3,035.84
357404	10/13/2021	PRTD	8491	ROSSMAN ENTERPRISESE	250899	1062099-1	09/21/2021		10/10/21	85.94
	Invoice: 1062099-1						CRT/TONER, STD YLD, 3000PG, BK			
					85.94	21011125 531100	COURT - SUPPLIES			
							CHECK	357404 TOTAL:		85.94
357405	10/13/2021	PRTD	112	CODE PUBLISHING COMP	250900	70982	09/27/2021		10/10/21	569.70
	Invoice: 70982						EXCC/MUNICIPAL CODE - WEB UPDATE			
					569.70	36011143 541100	CLERK-C/E-PROF SVCS			
							CHECK	357405 TOTAL:		569.70
357406	10/13/2021	PRTD	6920	COMCAST	251022	OCT21	10/01/2021		10/10/21	11.23
	Invoice: OCT21						POL/HD CONVERTER BOX			
					11.23	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
							CHECK	357406 TOTAL:		11.23
357407	10/13/2021	PRTD	142	COPIERS NORTHWEST IN	250903	INV2356657	09/22/2021		10/10/21	643.79
	Invoice: INV2356657						EX,FIN/COPIER LEASE CN24130			
					321.89	31011131 545000	EX-GF-RENTS & LEASES			
					321.90	41011141 545000	FIN - C/E ADMIN RENTS & LEASES			
					250907	INV2357187	09/23/2021		10/10/21	216.83

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: INV2357187						PCD,ENG/PRINTER PLOTTER SUPPLIES OCE PRINTER			
					108.42	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					108.41	72011321 531100	ENG - C/E ADMIN SUPPLIES			
							CHECK	357407 TOTAL:		860.62
357408	10/13/2021	PRTD	7965	SHH	250915	20630	09/13/2021	10/10/21		395.30
	Invoice: 20630						CRT/6 SWAB COC, THC, OPI, MAMP, BZO, OXY			
					395.30	21011125 531100	COURT - SUPPLIES			
							CHECK	357408 TOTAL:		395.30
357409	10/13/2021	PRTD	5132	CRYSTAL SPRINGS	250912	5228674 092221	09/22/2021	10/10/21		41.71
	Invoice: 5228674 092221						CRT/BOTTOM LOAD HOT AND COLD COOLER			
					41.71	21011125 531100	COURT - SUPPLIES			
							CHECK	357409 TOTAL:		41.71
357410	10/13/2021	PRTD	6363	LN CURTIS & SONS	251009	INV526371	09/15/2021	10/10/21		168.16
	Invoice: INV526371						POL/GEAR/SWANN			
					168.16	53011212 531100	PD-C/E-PATROL SUPPLIES			
					251013	INV528634	09/22/2021	10/10/21		479.43
	Invoice: INV528634						POL/UNIFORM/SWANN			
					479.43	53011212 520000	POLICE - C/E PATROL BENEFITS			
					251014	INV529011	09/23/2021	10/10/21		10.41
	Invoice: INV529011						POL/NECKTIE/SWANN			
					10.41	53011212 520000	POLICE - C/E PATROL BENEFITS			
					251019	INV528900	09/23/2021	10/10/21		681.53
	Invoice: INV528900						POL/GEAR/LASNIER			
					681.53	53011212 531100	PD-C/E-PATROL SUPPLIES			
					251020	INV528261	09/21/2021	10/10/21		161.11
	Invoice: INV528261						POL/UNIFORM/KOON			
					161.11	53011212 520000	POLICE - C/E PATROL BENEFITS			
					251023	INV528959	09/23/2021	10/10/21		231.84
	Invoice: INV528959						POL/BLEA GEAR/LASNIER			
					231.84	53011212 520000	POLICE - C/E PATROL BENEFITS			
					251025	INV529327	09/24/2021	10/10/21		243.07
	Invoice: INV529327						POL/GEAR/LASNIER			
					243.07	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	357410 TOTAL:		1,975.55

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
357411	10/13/2021	PRTD	7016	CUSTOM PRINTING	250911	9760	08/22/2021		10/10/21	69.22
	Invoice: 9760						PCD/BUSINESS CARDS BLAKE HOLMES			
					69.22	62471591 531100	BLDG-SUPPLIES			
							CHECK	357411 TOTAL:		69.22
357412	10/13/2021	PRTD	7144	DTMICRO, INC	250914	5794	09/15/2021		10/10/21	136.25
	Invoice: 5794						POLICE FIBER CONNECTION TO KITSAP COUNTY			
					136.25	91011215 542100	GG-C/E-PD-PHONE			
							CHECK	357412 TOTAL:		136.25
357413	10/13/2021	PRTD	8816	ECOANALYSTS, INC.	250984	3124	09/24/2021		10/10/21	1,200.00
	Invoice: 3124						PW/FHM, TOPSMET, MYSID, DAPHNID TESTING			
					1,200.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
							CHECK	357413 TOTAL:		1,200.00
357414	10/13/2021	PRTD	6940	FREMONT ANALYTICAL	250983	2109315	09/29/2021		10/10/21	1,088.00
	Invoice: 2109315						ENG/00485 & 00809 SURFACE & GROUND			
					1,088.00	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS			
							CHECK	357414 TOTAL:		1,088.00
357415	10/13/2021	PRTD	1517	GUARDIAN SECURITY SY	251024	1175705	10/01/2021		10/10/21	47.96
	Invoice: 1175705						POL/ALARM MONITORING			
					47.96	51011215 541100	POLICE - C/E FACIL PROF SVCS			
							CHECK	357415 TOTAL:		47.96
357416	10/13/2021	PRTD	253	HACH COMPANY	250908	12647390	09/20/2021		10/10/21	428.76
	Invoice: 12647390						PW/ARSENIC FREE FLUORIDE RGT			
					428.76	73411345 531100	OFFICE SUPPLIES			
					250909	12649837	09/21/2021		10/10/21	617.81
	Invoice: 12649837						PW/ARSENIC FREE FLUORIDE RGT			
					617.81	73411345 531100	OFFICE SUPPLIES			
					250913	12641569	09/15/2021		10/10/21	1,451.79
	Invoice: 12641569						PW/DIGITAL PH SENSOR, PEEK, INSERTION			
					1,451.79	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	357416 TOTAL:		2,498.36

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
357417	10/13/2021	PRTD	9142	JC & SUSAN HOBBS	250969	PLN52039	09/30/2021		10/10/21	180.00
	Invoice: PLN52039						PERMIT PLN52039 TRVM REFUND			
					180.00	47047 345813	TREE REMOVAL/VEG MAINT PERMIT			
							CHECK	357417 TOTAL:		180.00
357418	10/13/2021	PRTD	9865	JENNIFER LYNN WINDLE	250996	2183	08/31/2021		10/10/21	15,500.00
	Invoice: 2183						LEGAL/POLICE-COURT VIDEO SUPPORT			
					15,500.00	32311942 64245000724	PD/COURT BLDG-OUTREACH			
							CHECK	357418 TOTAL:		15,500.00
357419	10/13/2021	PRTD	1505	KITSAP COUNTY TREASU	251121	SEP21	10/05/2021		10/10/21	42.51
	Invoice: SEP21						SEP 2021 OUT COURT REMIT			
					35.51	41612860 586000	CRIME VICTIMS-OUT			
					7.00	41613860 586000	COUNTY LAW LIB - DISB OUT			
							CHECK	357419 TOTAL:		42.51
357420	10/13/2021	PRTD	338	KITSAP COUNTY SHERIF	251012	20210057	09/23/2021		10/10/21	3,258.79
	Invoice: 20210057						POL/PRISONER BOARD/AUG			
					3,258.79	51011236 551000	POLICE - C/E PRISONER DETENT'N			
							CHECK	357420 TOTAL:		3,258.79
357421	10/13/2021	PRTD	4168	KITSAP COUNTY SHERIF	251015	2021-09	09/24/2021		10/10/21	2,500.00
	Invoice: 2021-09						POL/TRAFFIC SAFETY SUPPORT			
					2,500.00	53011217 551000	PD-C/E-TRAF PATROL-INTERGOVERN			
							CHECK	357421 TOTAL:		2,500.00
357422	10/13/2021	PRTD	1971	KELLEY CONNECT	250902	30072508	09/10/2021		10/10/21	316.10
	Invoice: 30072508						PCD/COPIER LEASE 5015AC			
					316.10	61470581 549500	PCDADM-DEV-COPIES/PRINTING			
					250905	30072510	09/10/2021		10/10/21	360.80
	Invoice: 30072510						PCD/COPIER LEASE 7516ACT			
					360.80	61470581 549500	PCDADM-DEV-COPIES/PRINTING			
					250910	30072511	09/10/2021		10/10/21	189.66
	Invoice: 30072511						CRT/COPIER LEASE 4515AC			
					189.66	21011125 545000	COURT - RENTS & LEASES - OPER			
					250939	IN906130	09/27/2021		10/10/21	136.19
	Invoice: IN906130						PCD/COPIER LEASE TOS5015			
					136.19	61470581 549500	PCDADM-DEV-COPIES/PRINTING			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					250940	IN906129	09/27/2021		10/10/21	169.36
	Invoice: IN906129						PCD/COPIER LEASE TOS5716			
					169.36	61470581 549500	PCDADM-DEV-COPIES/PRINTING			
					250965	IN906127	09/27/2021		10/10/21	51.85
	Invoice: IN906127						CRT/COPIER LEASE TOS4515AC			
					51.85	21011125 545000	COURT - RENTS & LEASES - OPER			
					250979	IN906128	09/27/2021		10/10/21	412.88
	Invoice: IN906128						ENG/COPIER LEASE TOS4515AC			
					412.88	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
							CHECK	357422 TOTAL:		1,636.84
357423	10/13/2021	PRTD	315	KITSAP HUMANE SOCIET	251113	2046	09/01/2021		10/10/21	6,233.33
	Invoice: 2046						ANIMAL CONTROL (2021-2023)			
					6,233.33	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
					251117	2060	10/01/2021		10/10/21	6,233.33
	Invoice: 2060						ANIMAL CONTROL (2021-2023)			
					6,233.33	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
							CHECK	357423 TOTAL:		12,466.66
357424	10/13/2021	PRTD	694	KITSAP PUD #1	250954	JUL-SEP21	09/15/2021		10/10/21	40.97
	Invoice: JUL-SEP21						WATER/LOT1 BELFAIR AVE			
					40.97	91011768 547500	GG-C/E-PARKS-WTR/SWR			
							CHECK	357424 TOTAL:		40.97
357425	10/13/2021	PRTD	579	KITSAP SUN	250901	0004042565	08/31/2021		10/10/21	360.20
	Invoice: 0004042565						ENG/SPORTSMAN CLUB-NEW BROOKLYN IMPROVE			
					360.20	72321953 64400000715	SP CLUB/NB INTERSECTN-ADV			
							CHECK	357425 TOTAL:		360.20
357426	10/13/2021	PRTD	6577	LAKESIDE INDUSTRIES	250990	174951	09/18/2021		10/10/21	1,495.17
	Invoice: 174951						PW/156 TON SHINE ASHPALT PLANT			
					1,495.17	73111423 531100	OFFICE SUPPLIES			
							CHECK	357426 TOTAL:		1,495.17
357427	10/13/2021	PRTD	6963	GLEN F. DOYLE	250918	5787	09/09/2021		10/10/21	425.00
	Invoice: 5787						PW/LEAK FINDING 6359 WING POINT RD			
					425.00	73411345 531100	OFFICE SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	357427 TOTAL:		425.00
357428	10/13/2021	PRTD	9263	BELLEVUE PRINTING LL	250925	53723	09/21/2021		10/10/21	5,959.79
	Invoice: 53723						EX/SEPTEMBER 2021 COBI CONNECTS			
					2,303.13	31011572 54250001015	NEWSLETTER-POSTAGE			
					3,656.66	31011572 54950001015	NEWSLETTER-PRINTING			
							CHECK	357428 TOTAL:		5,959.79
357429	10/13/2021	PRTD	7038	MOON SECURITY SERVIC	250982	1105144	09/30/2021		10/10/21	8.00
	Invoice: 1105144						CRT/EHM-K WIRELESS			
					8.00	21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			
							CHECK	357429 TOTAL:		8.00
357430	10/13/2021	PRTD	8545	MUTT MITT	250981	438057	09/28/2021		10/10/21	1,819.79
	Invoice: 438057						PW/MUTT MITT SINGLES/2000 PER CS			
					1,819.79	73111427 531100	OFFICE SUPPLIES			
							CHECK	357430 TOTAL:		1,819.79
357431	10/13/2021	PRTD	4965	NATIONAL SAFETY INC	250998	0629344-IN	09/17/2021		10/10/21	181.21
	Invoice: 0629344-IN						PW/LABOR AND CAL W/CERTIFICATE			
					181.21	73637891 548100	REPAIRS			
							CHECK	357431 TOTAL:		181.21
357432	10/13/2021	PRTD	9254	NELSON NYGAARD CONSU	250922	80386	09/17/2021		10/10/21	9,260.00
	Invoice: 80386						ENG/SUSTAINABLE TRANSPORTATION PLA			
					9,260.00	72111444 54110001018	SUSTAINABLE TRANS-PROF SVC			
							CHECK	357432 TOTAL:		9,260.00
357433	10/13/2021	PRTD	7925	OMNIPARK, INC	251017	123463	10/01/2021		10/10/21	379.32
	Invoice: 123463						POL/PARKING SYSTEM SUPPORT			
					379.32	51011217 548500	PD-C/E-PARKING ENF-COMP SUPPOR			
							CHECK	357433 TOTAL:		379.32
357434	10/13/2021	PRTD	4196	2020 OAPA/APA WA	251008	252	09/30/2021		10/10/21	150.00
	Invoice: 252						PCD/JOINT CONFERENCE REGISTRATION J SUTTON			
					150.00	61011584 443410	PCD - C/E ADM TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK	357434	TOTAL:	150.00
357435	10/13/2021	PRTD	8286	SUPERINTENDENT OF P	251026	16876	09/27/2021		10/10/21	452.50
	Invoice: 16876						POL/FINGERPRINTING			
					452.50	41654861 586110	FINGERPRINT DISB TO SPI			
					251030	16853	09/20/2021		10/10/21	181.00
	Invoice: 16853						POL/FINGERPRINTING			
					181.00	41654861 586110	FINGERPRINT DISB TO SPI			
							CHECK	357435	TOTAL:	633.50
357436	10/13/2021	PRTD	1754	OTIS ELEVATOR COMPAN	250916	100400520444	09/13/2021		10/10/21	2,452.07
	Invoice: 100400520444						PW/ELEVATOR MX AGMT Q4 2021			
					2,452.07	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
							CHECK	357436	TOTAL:	2,452.07
357437	10/13/2021	PRTD	9650	THE PAPE GROUP INC.	250924	12915075	09/14/2021		10/10/21	71.92
	Invoice: 12915075						PW/AUTOCUT 36-2			
					71.92	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	357437	TOTAL:	71.92
357438	10/13/2021	PRTD	6579	WILLIAM R PEACOCK	250999	2021T00107S	09/27/2021		10/10/21	1,030.00
	Invoice: 2021T00107S						PW/WWCPA TRAINING, TEST FEES			
					1,030.00	73421355 443410	WIN COLL-TRAINING			
							CHECK	357438	TOTAL:	1,030.00
357439	10/13/2021	PRTD	1205	PUGET SOUND ENERGY	251107	0727SEP21	09/29/2021		10/10/21	11.05
	Invoice: 0727SEP21						184 WINSLOW WAY W			
					11.05	91011739 547100	COMM EVENTS-ELECTRICITY			
							CHECK	357439	TOTAL:	11.05
357440	10/13/2021	PRTD	434	PUGET SOUND REGIONAL	250920	2022011	09/17/2021		10/10/21	12,880.00
	Invoice: 2022011						FY2022 MEMBERSHIP DUES			
					12,880.00	91011589 551000	EXEC - C/E REGIONAL PLANNING			
							CHECK	357440	TOTAL:	12,880.00
357441	10/13/2021	PRTD	9440	QBSI-XEROX	251003	IN2156025	09/27/2021		10/10/21	56.00
	Invoice: IN2156025						CRT/COPIER LEASE			
					56.00	21011125 545000	COURT - RENTS & LEASES - OPER			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	357441 TOTAL:		56.00
357442	10/13/2021	PRTD	9862	PAULA GERRY GILL	250926	UBI601204511	09/21/2021		10/10/21	65.00
	Invoice: UBI601204511						UBI 601204511 REFUND			
					65.00	01131 316100	B&O TAX			
							CHECK	357442 TOTAL:		65.00
357443	10/13/2021	PRTD	8811	REMOTE MEDICINE INC.	250930	INV-001609	09/22/2021		10/10/21	12,795.00
	Invoice: INV-001609						EX/HYBRID WILDERNESS 1ST RESPONDER COURSE			
					12,795.00	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
							CHECK	357443 TOTAL:		12,795.00
357444	10/13/2021	PRTD	6820	RICH BOTTALICO	250919	2482	09/02/2021		10/10/21	2,180.00
	Invoice: 2482						PW/REBUILD TONGUE AND INSTALL HITCH			
					2,180.00	73111427 548100	O&M-ACCESS RDSIDE R&M			
							CHECK	357444 TOTAL:		2,180.00
357445	10/13/2021	PRTD	5890	SEALEVEL BULKHEAD BU	251002	PAYREQ1-01116	09/30/2021		10/10/21	103,038.32
	Invoice: PAYREQ1-01116						ENG/COUNTRY CLUB RD BULKHEAD SPOT			
					103,038.32	72321955 66300001116	CC BULKHEAD SPOT RPR-CONSTR			
							CHECK	357445 TOTAL:		103,038.32
357446	10/13/2021	PRTD	7385	CHARLES P. SHANE	250967	003120	09/28/2021		10/10/21	144.00
	Invoice: 003120						LEGAL/PUBLIC DEFENDER SRVCS			
					144.00	32011281 541113	LGL-PUBLIC DEFENDER			
					250968	003119	09/28/2021		10/10/21	24.75
	Invoice: 003119						LEGAL/PUBLIC DEFENDER SRVCS			
					24.75	32011281 541113	LGL-PUBLIC DEFENDER			
							CHECK	357446 TOTAL:		168.75
357447	10/13/2021	PRTD	9584	SILKE COMMUNICATIONS	250929	112776	08/24/2021		10/10/21	310.37
	Invoice: 112776						PW/PNW CB INSTALL, TRAVEL TIME			
					310.37	73424435 66400000982	2020 F-150-EQ PURCHASE			
							CHECK	357447 TOTAL:		310.37

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
357448	10/13/2021	PRTD	2035	SIX ROBBLEES INC	250923	2-763576-1	09/20/2021		10/10/21	806.28
	Invoice: 2-763576-1						PW/12-1 4X5 UNI-SERVO			
					806.28	73111427 531100	OFFICE SUPPLIES			
							CHECK	357448 TOTAL:		806.28
357449	10/13/2021	PRTD	8132	SPECTRA LABORATORIES	250994	21-07296	09/30/2021		10/10/21	64.40
	Invoice: 21-07296						PW/NITRATE-N, CHLORIDE TESTING			
					64.40	73011897 54110000391	LAB SVCS-PWY FAC			
					251001	21-07258	09/28/2021		10/10/21	84.64
	Invoice: 21-07258						PW/TOTAL COLIFORM/E COLI TESTING			
					84.64	73411345 54110000391	LAB SVCS-WATER			
					251004	21-07123	09/23/2021		10/10/21	175.00
	Invoice: 21-07123						PW/NITROGEN, PHOSPHORUS TESTING			
					175.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
					251005	21-07295	09/30/2021		10/10/21	64.40
	Invoice: 21-07295						PW/NITRATE, CHLORIDE TESTING			
					64.40	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
					251007	21-07257	09/28/2021		10/10/21	77.28
	Invoice: 21-07257						PW/NITRATE TESTING			
					77.28	73411345 54110000391	LAB SVCS-WATER			
							CHECK	357449 TOTAL:		465.72
357450	10/13/2021	PRTD	2467	STAPLES	251115	3489239440	10/02/2021		10/10/21	22.13
	Invoice: 3489239440						POL/DR GRIP PENS AND REFILLS			
					22.13	51011211 531100	PD-C/E-ADM-SUPPLIES			
					251120	3489239441	10/02/2021		10/10/21	34.37
	Invoice: 3489239441						POL/CLASP ENVELOPES			
					34.37	51011211 531100	PD-C/E-ADM-SUPPLIES			
							CHECK	357450 TOTAL:		56.50
357451	10/13/2021	PRTD	9864	STEIN, TARA	250917	09/27/2021	09/27/2021		10/10/21	150.00
	Invoice: 09/27/2021						DAMAGE DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	357451 TOTAL:		150.00
357452	10/13/2021	PRTD	2122	STERICYCLE INC	251028	3005719260	09/20/2021		10/10/21	32.38
	Invoice: 3005719260						POL/BIOHAZARD DISPOSAL			
					32.38	53011212 541100	POLICE - C/E PATROL PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
								CHECK	357452 TOTAL:	32.38
357453	10/13/2021	PRTD	5730	SUMMIT LAW GROUP	250931	129442	09/22/2021		10/10/21	1,139.00
	Invoice: 129442						LEGAL/PROF SERVICES AUGUST 2021			
					971.50	32011152 54111000870	LGL-HR (NON-BARGAINING)			
					167.50	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
					250932	129443	09/22/2021		10/10/21	167.50
	Invoice: 129443						LEGAL/PROF SERVICES AUGUST 2021			
					167.50	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
								CHECK	357453 TOTAL:	1,306.50
357454	10/13/2021	PRTD	9860	VICTORIA JULIAN GRAY	250938	UBI602130430	09/21/2021		10/10/21	65.00
	Invoice: UBI602130430						UBI602130430 FEE REFUND			
					65.00	01131 316100	B&O TAX			
								CHECK	357454 TOTAL:	65.00
357455	10/13/2021	PRTD	6714	TOSHIBA FINANCIAL SE	251027	30154934	09/24/2021		10/10/21	234.42
	Invoice: 30154934						POL/COPIER LEASE			
					234.42	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
								CHECK	357455 TOTAL:	234.42
357456	10/13/2021	PRTD	9769	TRANSPO GROUP USA, I	250952	26858	09/14/2021		10/10/21	15,952.50
	Invoice: 26858						ENG/TRAFFIC CALMING PROJECT INCLUD			
					2,007.50	72321953 64110001087	FINCH ROAD IMPR-PROF SVCS			
					13,945.00	72111426 54110001164	TRAFFIC CALMING HANDBOOK-PS			
								CHECK	357456 TOTAL:	15,952.50
357457	10/13/2021	PRTD	9861	EILEEN F SORG	250937	UBI601822155	09/21/2021		10/10/21	65.00
	Invoice: UBI601822155						UBI601822155 FEE REFUND			
					65.00	01131 316100	B&O TAX			
								CHECK	357457 TOTAL:	65.00
357458	10/13/2021	PRTD	2190	UNITED PARCEL SERVIC	251029	000028Y3Y1391	09/25/2021		10/10/21	21.63
	Invoice: 000028Y3Y1391						POL/SHIPPING			
					21.63	91011215 542500	GG-C/E-PD-POSTAGE			
								CHECK	357458 TOTAL:	21.63

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
357459	10/13/2021	PRTD	1945	WA ST DEPT LABOR & I	250941	09/22/2021	09/22/2021		10/10/21	1,650.80
	Invoice: 09/22/2021						PW/ELEVATOR OPERATING CERTIFICATE			
					1,650.80	73011189 549100	O&M - C/E FACIL DUES/SUBSCR			
							CHECK	357459 TOTAL:		1,650.80
357460	10/13/2021	PRTD	4502	WASHINGTON STATE OFF	250971	30313855	09/22/2021		10/10/21	150.00
	Invoice: 30313855						OMWBE FEE JUL21-JUN23			
					150.00	91011423 551000	FIN - C/E BUDGET STATE AUDITOR			
							CHECK	357460 TOTAL:		150.00
357461	10/13/2021	PRTD	952	WA ST PATROL	251044	I22001683	10/04/2021		10/10/21	39.75
	Invoice: I22001683						FIN/BACKGROUND CHECKS			
					39.75	41654861 586100	AGENCY DISBURSEMENTS			
							CHECK	357461 TOTAL:		39.75
357462	10/13/2021	PRTD	2251	WA ST TREASURER	251114	SEP21	10/05/2021		10/10/21	2,292.72
	Invoice: SEP21						SEP 2021 OUT COURT REMIT			
					942.20	41611860 586000	PSEA 60% OUT			
					504.07	41610860 586000	PSEA 30% OUT			
					22.89	41619860 586000	PSEA 3 - STATE DISB OUT			
					146.62	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
					64.65	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
					344.64	41614860 586000	JUDICIAL INFO SYST.-OUT			
					.15	41615860 586000	BREATH TEST-CUSTODIAL			
					.83	41615860 586000	BREATH TEST-CUSTODIAL			
					73.16	41618860 586000	TRAUMA CARE-OUT			
					8.03	41612860 586311	DOM VIOLENCE PROT ORD VIOLATIO			
					48.81	41618860 586000	TRAUMA CARE-OUT			
					12.53	41618860 586000	TRAUMA CARE-OUT			
					71.23	41618860 586000	TRAUMA CARE-OUT			
					52.91	41615860 586961	STATE CRIME LAB			
					251119	SEP21 SBCC	10/05/2021		10/10/21	220.00
	Invoice: SEP21 SBCC						SEP 2021 OUT COURT REMIT - SBCC			
					220.00	41652860 586000	SBCC BLDG.-OUT			
							CHECK	357462 TOTAL:		2,512.72
357463	10/13/2021	PRTD	499	WESTBAY AUTO PARTS I	250945	655846	09/29/2021		10/10/21	76.34
	Invoice: 655846						PW/HOSE CLAMPS			
					76.34	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					250946	659626	08/28/2021		10/10/21	177.04
	Invoice: 659626						PW/NITRILE DISPOS GLOVE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					177.04	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					250947	658131	09/29/2021		10/10/21	10.12
	Invoice: 658131						PW/NAPAGOLD OIL FILTER			
					10.12	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					250948	658954	08/24/2021		10/10/21	55.48
	Invoice: 658954						PW/SYN EP GREASE CART			
					55.48	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					250949	662794	09/08/2021		10/10/21	185.45
	Invoice: 662794						POL/2017 FORD ESCAPE BATTERY			
					185.45	51011215 531100	POLICE - C/E FACIL SUPPLIES			
					250993	667445	09/27/2021		10/10/21	21.65
	Invoice: 667445						PW/PREMIUM SEALED BEAMS			
					21.65	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					250997	667447	09/27/2021		10/10/21	25.38
	Invoice: 667447						PW/NAPA OIL FILTER			
					25.38	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	357463 TOTAL:		551.46
357464	10/13/2021	PRTD	7175	WINERY ALLIANCE OF B	250936	1053	05/17/2021		10/10/21	3,000.00
	Invoice: 1053						WINE ON THE ROCK EVENT			
					3,000.00	91140573 541100	GG-TOUR-PROF SERVICES			
							CHECK	357464 TOTAL:		3,000.00
357465	10/13/2021	PRTD	2607	ZEE MEDICAL SERVICE	250953	68418148	09/29/2021		10/10/21	35.99
	Invoice: 68418148						CITY HALL FIRST AID RESTOCK			
					35.99	91011183 531100	GG-C/E-CH CLEANING-SUPPLIES			
					251000	68418151	09/29/2021		10/10/21	80.76
	Invoice: 68418151						PW/HIDDEN COVE RD SUPPLIES, CHECKUP			
					80.76	73637891 531100	OFFICE SUPPLIES			
					251006	68418149	09/29/2021		10/10/21	54.98
	Invoice: 68418149						PW/BRIAN DR SUPPLIES, CHECKUP			
					54.98	73637891 531100	OFFICE SUPPLIES			
							CHECK	357465 TOTAL:		171.73

NUMBER OF CHECKS 80 *** CASH ACCOUNT TOTAL *** 263,713.96

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	80	263,713.96

*** GRAND TOTAL *** 263,713.96

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 10 45									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			69,075.71	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				263,713.96
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			6,621.51	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			29,963.55	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			2,581.11	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			100.24	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			15,954.36	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			131,607.33	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			350.00	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			1,231.67	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			3,228.48	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			3,000.00	
10/13/2021	10/10/21	101321			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			263,713.96	263,713.96
APP 631-130000					DUE TO/FROM CLEARING			257,092.45	
10/13/2021	10/10/21	101321							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				69,075.71
10/13/2021	10/10/21	101321							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				29,963.55
10/13/2021	10/10/21	101321							
APP 401-130000					DUE TO/FROM CLEARING				2,581.11
10/13/2021	10/10/21	101321							
APP 403-130000					DUE TO/FROM CLEARING				100.24
10/13/2021	10/10/21	101321							
APP 402-130000					DUE TO/FROM CLEARING				15,954.36
10/13/2021	10/10/21	101321							
APP 301-130000					DUE TO/FROM CLEARING				131,607.33
10/13/2021	10/10/21	101321							
APP 622-130000					DUE TO/FROM CLEARING				350.00
10/13/2021	10/10/21	101321							
APP 407-130000					DUE TO/FROM CLEARING				1,231.67
10/13/2021	10/10/21	101321							
APP 650-130000					DUE TO/FROM CLEARING				3,228.48

JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC	ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
		10/13/2021	10/10/21	101321							
APP	104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G				3,000.00
		10/13/2021	10/10/21	101321							
							SYSTEM GENERATED ENTRIES TOTAL			257,092.45	257,092.45
							JOURNAL 2021/10/45 TOTAL			520,806.41	520,806.41

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2021 10	45	10/13/2021		
001-130000			GENERAL - DUE TO/FROM CLEARING		69,075.71
001-213000			GENERAL - ACCOUNTS PAYABLE	69,075.71	
			FUND TOTAL	69,075.71	69,075.71
101 STREET FUND	2021 10	45	10/13/2021		
101-130000			STREETS - DUE TO/FROM CLEARING		29,963.55
101-213000			STREETS - ACCOUNTS PAYABLE	29,963.55	
			FUND TOTAL	29,963.55	29,963.55
104 CIVIC IMPROVEMENT FUND	2021 10	45	10/13/2021		
104-130000			CIVIC IMPR DUE TO/FROM CLEAR'G		3,000.00
104-213000			CIVIC IMPR - ACCOUNTS PAYABLE	3,000.00	
			FUND TOTAL	3,000.00	3,000.00
301 CAPITAL CONSTRUCTION FUND	2021 10	45	10/13/2021		
301-130000			DUE TO/FROM CLEARING		131,607.33
301-213000			ACCOUNTS PAYABLE	131,607.33	
			FUND TOTAL	131,607.33	131,607.33
401 WATER OPERATING FUND	2021 10	45	10/13/2021		
401-130000			DUE TO/FROM CLEARING		2,581.11
401-213000			ACCOUNTS PAYABLE	2,581.11	
			FUND TOTAL	2,581.11	2,581.11
402 SEWER OPERATING FUND	2021 10	45	10/13/2021		
402-130000			DUE TO/FROM CLEARING		15,954.36
402-213000			ACCOUNTS PAYABLE	15,954.36	
			FUND TOTAL	15,954.36	15,954.36
403 STORM & SURFACE WATER FUND	2021 10	45	10/13/2021		
403-130000			DUE TO/FROM CLEARING		100.24
403-213000			ACCOUNTS PAYABLE	100.24	
			FUND TOTAL	100.24	100.24
407 BUILDING & DEVELOPMENT FUND	2021 10	45	10/13/2021		
407-130000			DUE TO/FROM CLEARING		1,231.67
407-213000			ACCOUNTS PAYABLE	1,231.67	
			FUND TOTAL	1,231.67	1,231.67
622 EXPENDABLE TRUST FUND	2021 10	45	10/13/2021		

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
622-130000			DUE TO/FROM CLEARING		350.00
622-213000			ACCOUNTS PAYABLE	350.00	
			FUND TOTAL	350.00	350.00
631 CLEARING FUND	2021 10	45	10/13/2021		
631-130000			DUE TO/FROM CLEARING	257,092.45	
631-213000			ACCOUNTS PAYABLE	6,621.51	
635-111100			CASH		263,713.96
			FUND TOTAL	263,713.96	263,713.96
650 AGENCY FUND	2021 10	45	10/13/2021		
650-130000			DUE TO/FROM CLEARING		3,228.48
650-213000			ACCOUNTS PAYABLE	3,228.48	
			FUND TOTAL	3,228.48	3,228.48

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		69,075.71
101	STREET FUND		29,963.55
104	CIVIC IMPROVEMENT FUND		3,000.00
301	CAPITAL CONSTRUCTION FUND		131,607.33
401	WATER OPERATING FUND		2,581.11
402	SEWER OPERATING FUND		15,954.36
403	STORM & SURFACE WATER FUND		100.24
407	BUILDING & DEVELOPMENT FUND		1,231.67
622	EXPENDABLE TRUST FUND		350.00
631	CLEARING FUND	257,092.45	
650	AGENCY FUND		3,228.48
	TOTAL	257,092.45	257,092.45

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

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 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 City Council 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, September 21, 2021.pdf

City Council Business Meeting Minutes, September 28, 2021.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, SEPTEMBER 21, 2021

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Deputy Mayor Pollock 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) PRESENTATIONS

3.A Receive Presentation from Suquamish Tribal Chairman

Cover Page
MOU - Suquamish Tribe & COBI.pdf

Suquamish Tribal Chairman Forsman spoke about the history of the Suquamish Tribe and the Memorandum of Understanding with the City of Bainbridge Island.

There was consensus to form an intergovernmental committee in January 2022.

3.B Introduce Building and Development Study and Authorize Public Review of Building and Community Development Fees - Planning

Cover Page
Fee Study Memo to Council.pdf
Full Cost Development Fee Study 20210827
Presentation - Fee Study.pdf

City Manager King introduced the agenda item. Planning Director Wright provided additional information. Martin Chaw from FCS Group provided a presentation. Matt Hobson and Paul Quinn from FCS Group also joined the meeting.

Council discussed the proposed fees and provided feedback. Staff will look at options and return to Council with a revised proposal prior to asking for public comment.

3.C Preview of Police/Court Facility Educational Video - Executive

Cover Page

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

Deputy Mayor Pollock adjourned the meeting for a break at 7:53 p.m. and reconvened the meeting at 8:00 p.m.

4) UNFINISHED BUSINESS

4.A Discuss Groundwater Management Plan Kickoff - Public Works

Cover Page
Presentation - Ground Water Management Plan 092121.pdf

Public Works Director Wierzbicki introduced the agenda item. Hydrogeologist Whalen provided a presentation on the Groundwater Management Plan and addressed Council's questions.

Environmental Technical Advisory Committee Chair Kratzer joined the meeting and commented on the plan.

Staff will return to Council with the refined goals at a business meeting.

4.B Discuss Neighborhood Traffic Calming and Safety Project Part 1 - Public Works

Cover Page
Presentation - Traffic Calming 092121.pdf

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

4.C Discuss Draft 2013-2019 Buildable Lands Report - Planning

Cover Page
Staff Memo_Buildable Lands Report.pdf
DRAFT Buildable Lands Report - August 2021 Only Bainbridge Relevant Pages.pdf
Bainbridge Island 2020 Census Tracts.pdf

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

Council will provide comments to the City Manager for incorporation in a draft comment letter for review on September 28, 2021.

5) COMMUNICATIONS

5.A Request from Councilmember Deets to Schedule a Discussion on the Process for Placing Coastal Salish Art in One or Both of the Future Hwy 305 Roundabouts on a Future Council Agenda

Cover Page
Agenda Item Request from Councilmember Deets.pdf

Councilmember Deets introduced the agenda item. Council supported adding this item to a future Council agenda.

5.B Receive Planning Commission's Recommendation on proposed amendment to Chapter 16.18 BIMC related to Tree Removal, Forest Stewardship and Vegetation Maintenance, regarding permit exemption for defensible space wildfire mitigation activities (Ordinance No. 2021-07, Exhibit A) - Planning

Cover Page
Draft Ordinance No. 2021-07 Wildfire Mitigation - Planning Commission Public Hearing Draft
Ex. A to Draft Ordinance No. 2021-07 Sept 2021

City Manager King introduced the agenda item which is to simply receive the Planning Commission's recommendation.

6) ADJOURNMENT

Deputy Mayor Pollock adjourned the meeting at 9:24 p.m.

_____
Rasham Nassar, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL BUSINESS MEETING
TUESDAY, SEPTEMBER 28, 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 Schneider moved and Councilmember Deets seconded to approve 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

Elizabeth Davidson spoke in favor of Puget Sound Energy's "missing link" project.

Tom Hansen spoke in favor of the draft letter to Puget Sound Energy and improving electric reliability.

John Grinter spoke about the Madison Avenue project.

Loren Bast spoke in favor of Puget Sound Energy's "missing link" project.

Winifred Perkins spoke in favor of Puget Sound Energy's "missing link" project.

Kathy Hansen spoke in favor of Puget Sound Energy's "missing link" project.

David Johnson commented on the draft letter to Puget Sound Energy.

Rachel Reading spoke about the need for increased electric reliability.

John Hickey spoke in favor of the Yeomalt emergency resolution.

Deborah Myers spoke in favor of increasing electric reliability on the South end.

Dr. Jordan Chapporal spoke about the need for improved electric reliability.

Pascal Schuback spoke about the need for improved electric reliability.

Van Badzil spoke against Route E of Puget Sound Energy's proposed project.

4) CONSENT AGENDA

4.A Agenda Bill for Consent Agenda
Cover Page

MOTION: I move to approve the Consent Agenda as presented.
Deets/Fantroy-Johnson: The motion carried unanimously, 7-0.

4.B Approve Accounts Payable and Payroll
Cover Page
Council Report.pdf
AP Report to Council of Cash Disbursements 09-29-21_krs.pdf

4.C Approve City Council Meeting Minutes
Cover Page
City Council Study Session Minutes, September 7, 2021.pdf
City Council Regular Business Meeting Minutes, September 14, 2021.pdf

4.D Extend the Term and Date to Receive Recommendations from the Plastic and Waste Reduction Task Force
Cover Page
Plastic and Waste Reduction Task Force_Amended.pdf

4.E Consider Resolution No. 2021-12 to Set Public Hearing Date for Unnamed Path, 1912 Chautauqua Replat (Mountain View Road NE) Road Vacation - Public Works
Cover Page
Resolution No. 2021-12 Setting Public Hearing for Unnamed Path Road Vacation.docx
Resolution No. 2021-12_Exhibit A.pdf
STAFF_REPORT (2).docx
Application, ETC.pdf
Comments.pdf
Appraisal.pdf

4.F Continue Current Funding Level for Awards Made to Local Organizations through a One-Year Renewal of Human Services Award Cycle ($330,000 for 2022) - Executive
Cover Page
Human Services Funding Cycle Award Recipient Summary.pdf

4.G Consider Increase to Human Resources Staffing by 0.5 FTE
Cover Page

4.H Cancel the October 5, 2021, City Council Study Session, November 2, 2021, City Council Study Session, and the November 23 City Council Business Meeting

Cover Page

5) COUNCIL ANNOUNCEMENTS

Councilmember Deets spoke about the PINGO app, and COVID-19 booster and flu shots.

Councilmember Fantroy-Johnson spoke about the upcoming cultural funding application process.

6) CITY MANAGER'S REPORT

City Manager King had no report.

7) PRESENTATION(S)

7.A Proclamation Declaring October 2021 as Filipino American History Month - Mayor Nassar

Cover Page
Filipino American History Month Proclamation 2021.docx

Councilmember Carr read the proclamation.

Marisa Acuna, Vice President of the Filipino American Community of Bainbridge Island & Vicinity, thanked Council for the proclamation.

8) UNFINISHED BUSINESS

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

Cover Page
ARPA_Presentation_for_CC_09282021
Climate Change Advisory Committee Minutes ARPA Feedback
ETAC priorities for ARPA funds
REAC ARPA Resolution to City Council
UAC ARPA money ranking

Mayor Nassar introduced the agenda item.

Councilmember Fantroy-Johnson moved that affordable housing be funded in the affordable ARPA program in accordance with the due dates of December 31, 2024 to the amount of $3.5 million, and direct the City Manager to commence implementation steps and return to City Council for further approvals, as required. The motion failed for lack of a second.

MOTION: I move that Housing Resources Bainbridge for the Wyatt and Madison project be partially funded in the amount of $2.0 million via the ARPA program in accordance with the due dates of December 31, 2024, to obligate, and December 31, 2026, to spend all applicable funds, and direct the City Manager to commence implementation steps and return to City Council for further approval, as needed.
Carr/Schneider: The motion carried unanimously, 7-0.

MOTION: I move that the following project be funded via the ARPA program in accordance with the due dates of December 31, 2024, to obligate all applicable funds, and December 31, 2026, to spend all applicable funds in the amount of $1 million for wastewater beneficial reuse and direct the City Manager to commence implementation steps and return to City Council for further approvals as required.

Deets/Hytopoulos: The motion carried 5 – 2.

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

MOTION: I move that we allocate $2 million of ARPA funding, in accordance with the due dates of December 31, 2024, to obligate all applicable funds, and December 31, 2026, to spend all applicable funds on a set-aside for Sustainable Transportation projects and direct the City Manager to commence implementation steps and return to City Council for further approvals as required.
Schneider/Deets: The motion carried 5 – 2.

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

Councilmember Deets moved and Councilmember Schneider seconded that the following project be funded via the ARPA program in accordance with the due dates of December 31, 2024, to obligate all applicable funds, and December 31, 2026, to spend all applicable funds of $700,000 for Wastewater Treatment Plant near-term capacity upgrades and direct the City Manager to commence implementation steps and return to City Council for further approvals as required.

Councilmember Deets withdrew his motion following Council discussion.

MOTION: I move that the following projects be funded via the ARPA program in accordance with the due dates of December 31, 2024 to obligate all applicable funds, and December 31, 2026 to spend all applicable funds for $250,000 for solar panels and battery combinations at emergency Hubs and potentially at mobility hubs if and when those arrive out of the Sustainable Transportation Plan.
Schneider/Pollock: The motion carried 4 – 3.

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

Councilmember Hytopoulos moved and Deputy Mayor Pollock seconded that the following projects be funded via the ARPA program in accordance with the due dates of December 31, 2024, to obligate all applicable funds, and December 31, 2026, to spend all applicable funds: $1.75 million for affordable housing to be determined.

Following discussion, Councilmember Pollock proposed an amendment to the motion to clarify that the money, in the amount of $1.75 million, be spent on permanent affordable housing and that the City Manager will come back to Council with specificity in terms of what affordable housing projects should be pursued. The amendment passed, 6-1, with Mayor Nassar voting against.

AMENDED MOTION: I move that the following projects be funded via the ARPA program in accordance with the due dates of December 31, 2024, to obligate all applicable funds, and December 31, 2026, to spend all applicable funds: $1.75 million for permanent affordable housing to be determined; and direct the

City Manager to commence implementation steps and return to City Council for further approvals as required.
Hytouplos/Pollock: The motion carried 6 – 1.

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

Councilmembers Fantroy-Johnson moved and Councilmember Deets seconded that the remaining ARPA funds be used for emergency pay for childcare workers, with the due dates of December 31, 2024, to obligate all applicable funds, and December 31, 2026, to spend all applicable funds, and to direct the City manager to commence implementation steps and return to City Council for further approvals as required. The motion was withdrawn.

MOTION: I move that the remaining ARPA funds, with the due dates of December 31, 2024, to obligate all applicable funds, and December 31, 2026, to spend the funds, to go into the health and human services funding cycle for people to bid for the money and direct the City manager to commence implementation steps and return to City Council for further approvals as required.
Fantroy-Johnson/Deets: The motion carried unanimously, 7-0.

8.B Consider Revised Response to Puget Sound Energy's Proposed Transmission Line Project - Public Works

Cover Page
PSE_Response_Letter_092421.docx
PSE Map Route Options Map.pdf
2021_0602_PSERouteOptionsFactsheet-1.pdf

City Manager King introduced the agenda item. Council's consensus was to amend the letter to ask for more information on reliability and what percentage of outages will be resolved by the project.

MOTION: I move to authorize the City Manager to submit a response letter pertaining to Puget Sound Energy's Reliability Project in substantially the form as included with this agenda item.
Fantroy-Johnson/Deets: The motion carried unanimously, 7-0.

8.C Consider Formal Response to Draft 2013-2019 Buildable Lands Report - Planning

Cover Page
Sept 17 Staff Memo Buildable Lands Report.pdf
20210921 Pollock Comment on Draft BLR.pdf
Bainbridge Island 2020 Census Tracts.pdf
DRAFT Buildable Lands Report - August 2021 Only Bainbridge Relevant Pages.pdf

Mayor Nassar introduced the agenda item, and Council discussed the report. There was consensus to remove the narrative on page 80.

MOTION: I move to direct the City Manager to send a comment letter to Kitsap County on the draft 2013-2019 Buildable Lands Report, and that the letter will be consistent with the City Council comments or suggested changes that have been provided to the City Manager.
Fantroy-Johnson/Pollock: The motion carried unanimously, 7-0.

9) NEW BUSINESS

9.A Consider Resolution 2021-17 Declaring an Emergency for a Critical Slope Failure Repair on NE Yeomalt Point Drive, and Authorize a Related Budget Amendment ($250,000) - Public Works

Cover Page
Resolution No. 2021-17 Proclaiming an Emergency at NE Yeomalt Drive.docx
Yeomalt Point Drive Slide Memo 9-23-2021.docx

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to approve Resolution No. 2021-17 declaring an emergency for a critical slope failure repair on NE Yeomalt Drive and authorize the City Manager to prepare a related budget amendment in the amount of $250,000.
Fantroy-Johnson/Hytopoulos: The motion carried unanimously, 7-0.

9.B Consider Recommended Appointments to the Lodging Tax Advisory Committee - Council

Cover Page
Corbin - LTAC (Redacted).pdf
Dumouchel - LTAC (Redacted).pdf
Fitzgerald - LTAC (Redacted).pdf
Raffa - LTAC (Redacted).pdf

Mayor Nassar introduced the agenda item.

MOTION: I move to forward the confirmation of the appointment of Bill Corbin as an eligible business representative to the Lodging Tax Advisory Committee to the October 12, 2021, Consent Agenda.
Carr/Deets: The motion carried unanimously, 7-0.

MOTION: I move to forward the confirmation of the appointment of Denise Dumouchel as an eligible recipient representative to the Lodging Tax Advisory Committee to the October 12, 2021, Consent Agenda.
Carr/Deets: The motion carried unanimously, 7-0.

MOTION: I move to forward the confirmation of the appointment of Peter Raffa as an eligible recipient representative to the Lodging Tax Advisory Committee to the October 12, 2021, Consent Agenda.
Carr/Deets: The motion carried unanimously, 7-0.

MOTION: I move to forward the confirmation of the appointment of Shannon Fitzgerald as an eligible business representative to the Lodging Tax Advisory Committee to the October 12, 2021, Consent Agenda.
Carr/Deets: The motion carried unanimously, 7-0.

10) COMMITTEE REPORTS

Councilmember Deets reported on the Kitsap Regional Coordinating Council meeting and the Puget Sound Clean Air Agency meeting.

Councilmember Hytopoulos reported on the Kitsap Public Health District meeting.

Councilmember Schneider reported on the ARPA funding decisions by Puget Sound Regional Council.

11) ADJOURNMENT

Mayor Nassar adjourned the meeting at 9:31 p.m.

_____
Rasham Nassar, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:**

AGENDA ITEM: Accept Loan Awards for Two Projects from the Washington State Public Works Board for the Winslow Water Tank Replacement Project ($4,500,000) and the West Eagle Harbor Sewer Complex Project ($2,500,000) (with Interest Rate of 0.94 percent), and Authorize the City Manager to Execute Loan Contracts for Each Award - Public Works

SUMMARY: The City applied for two construction loans through the Washington State Public Works Board (PWB) and were successful with each. The PWB will award a loan for the Winslow Water Tank Replacement project in the amount of $4,500,000 and a loan for the West Eagle Harbor Sewer Complex project in the amount of $2,500,000.

AGENDA CATEGORY: Contract **PROPOSED BY:** Public Works

RECOMMENDED MOTION: Accept two Washington State Public Works Board construction loans for the Winslow Water Tank Replacement Project in the amount of $4,500,000 and the West Eagle Harbor Sewer Complex Project in the amount of $2,500,000, with an Interest Rate of 0.94 percent for a 20 year term, and Authorize the City Manager to execute loan contracts for each award.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	$4,500,000 + $2,500,000
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	Yes

BACKGROUND: The City applied for two low-interest construction loans through the Washington State Public Works Board for construction of the Winslow Water Tank Replacement Project in the amount of $4,500,000 and the West Eagle Harbor Complex Project in the amount of $2,500,000. The City received notification on September 25, 2021, that both projects were awarded by the Public Works Board; see attached letters of award.

The West Eagle Harbor Complex project includes four projects: Sunday Cove Pump Station, Wood Avenue Pump Station, Sunday Cove Gravity Sewer Main, and Lower Lovell Pump Station.

The Winslow Water Tank Replacement project is to construct a new 2 million gallon reservoir to replace both the existing tanks that are located on an easement near the High School.

The sewer projects are currently in the design phase with construction likely to be phased from 2022 to 2026. The water tank project is still in the planning phase with construction likely by 2023.

The loan rate is 0.94% for a term of 20 years. Both projects are included in the current 6-year Capital Improvement Plan (CIP).

The loan award process requires that the City execute each loan award contract within six months of receipt of the contracts. If the contracts are not timely executed, the result will be withdrawal of the award by the Washington State Public Works Board.

ATTACHMENTS:

Winslow Water Tank_PWB Loan Award.pdf

W Eagle Harbor Sewer_PWB Loan Award.pdf

FISCAL DETAILS: These projects are currently included in the 2021-26 Capital Improvement Plan (CIP). Total cost for the Winslow Water Tank Replacement is $11.6 million. Total cost of the West Eagle Harbor Sewer Complex projects are $6.068 million.

One water and one sewer project

WATER: Project # 00988 High School Reservoir/Water Tank Replacement

SEWER: Project # 00989 Sunday Cove Pump Station, Project # 00990 Wood Avenue Pump Station, Project # 01085 Sunday Cove Gravity Sewer Main, and Project # 01086 Lower Lovell Pump Station

Fund Name(s): Water Fund

Coding:

Washington State
Public Works Board
Post Office Box 42525
Olympia, Washington 98504-2525

September 25, 2021 -REVISED

Peter Corelis
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110

Dear Mr. Corelis,

Thank you for submitting a Public Works Board Construction Loan application for consideration by the Public Works Board (Board). Congratulations, your Winslow Water Tank Replacement project has been awarded $4,500,000.00.

The Board approved your construction application at their August 6, 2021 board meeting. The approval date is also the loan award date. Any eligible costs incurred from this date forward are reimbursable with the Construction loan fund. Our office just completed the underwriting for this project, and the loan interest rate is 0.94% with a loan term of 20-years.

We plan on issuing the contract for signature in the next couple of weeks. Applicants awarded Public Works Board contracts will need to return an executed contract within six months of receipt. Failure to do so will result in withdrawal of the award.

Once again, thank you for applying to the Public Works Board. Please feel free to contact your Project Manager, Connie Rivera (360) 704-9535, or email by at connie.rivera@commerce.wa.gov if you have any questions.

Sincerely,

Connie Rivera
PWB Program Director
cc: Application File

Washington State
Public Works Board
Post Office Box 42525
Olympia, Washington 98504-2525

September 25, 2021 -REVISED

Peter Corelis
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110

Dear Mr. Corelis,

Thank you for submitting a Public Works Board Construction Loan application for consideration by the Public Works Board (Board). Congratulations, your West Eagle Harbor Sewer Complex project has been awarded $2,500,000.00.

The Board approved your construction application at their August 6, 2021 board meeting. The approval date is also the loan award date. Any eligible costs incurred from this date forward are reimbursable with the Construction loan fund. Our office just completed the underwriting for this project, and the loan interest rate is 0.94% with a loan term of 20-years.

We plan on issuing the contract for signature in the next couple of weeks. Applicants awarded Public Works Board contracts will need to return an executed contract within six months of receipt. Failure to do so will result in withdrawal of the award.

Once again, thank you for applying to the Public Works Board. Please feel free to contact your Project Manager, Connie Rivera (360) 704-9535, or email by at connie.rivera@commerce.wa.gov if you have any questions.

Sincerely,

Connie Rivera
PWB Program Director

cc: Application File

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Authorize Solicitation of Professional Services Contract for Wastewater Treatment Plant Capacity Upgrade Support (>$100K) - Public Works,

SUMMARY: Staff are requesting the authority to solicit for professional services to support the the Wastewater Treatment Plan capacity upgrade.

AGENDA CATEGORY: Contract **PROPOSED BY:** Public Works

RECOMMENDED MOTION: Authorize the City Manager to solicit for professional services, in an amount greater than $100,000, to support the Wastewater Treatment Plant capacity upgrade.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	TBD > $100,000
Ongoing Cost:	N/A
One-Time Cost:	TBD > $100,000
Included in Current Budget?	Yes

BACKGROUND: The City's Wastewater Treatment Plant needs capacity upgrades. Public Works has outlined the next steps in the attached memorandum. City staff will prepare a solicitation for professional engineering services to support the upgrades, which is anticipated to cost on the order of $100,000. The project funding is included in the Public Works 2021-22 budget.

The final contract, once solicited and developed, will be brought to Council for review and approval.

ATTACHMENTS:

WWTP Capacity Memo 100621.docx

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

CITY OF
BAINBRIDGE ISLAND

Department of Public Works Memorandum

Date: October 6, 2021

To: Blair King, City Manager

From: Christopher Wierzbicki, Public Works Director

Subject: Wastewater Treatment Plant Status Update

Executive Summary

In June of 2021, the Wastewater Treatment Plant (WWTP) crossed a critical threshold related to high influent concentrations – a plant-capacity metric that is outlined in the City's wastewater discharge permit. Staff have responded by developing a cost-effective, short-term action plan for maintaining compliance and protecting the environment. The treatment plant remains in compliance with all treatment standards and applicable regulations. The work to maintain performance is ongoing.

Background

On June 1, 2021, City staff presented the City Council with an update on the status of the City's WWTP. That update contained information regarding three aspects of a recently completed study of the plant, including: the impact of commercial discharges; results from the study of contaminants of emerging concern; and updates upcoming regulations and the plant capacity.

As a part of that discussion, the staff highlighted one of the findings from the report that indicated high concentrations of biologically dissolved oxygen (BOD) and total suspended solids (TSS) in the plant influent. These influent characteristics are important because under the City's wastewater discharge permit, they define the rated capacity of the plant. If the monthly average of these influent characteristics exceed 85% of the rated capacity for treatment for three consecutive months, a capacity re-rating study must be performed, and the recommendations executed in a reasonable timeframe. The plant reached this threshold in March, April and May 2021, and continued to exceed the threshold in June. City staff are working to satisfy the requirements of the Department of Ecology (Ecology) – the agency that regulates the City's permit – and plan for next steps.

Next Steps

As part of the June 1, 2021 presentation to the City Council, City staff presented several potential next steps for dealing with plant capacity issues, including a lower-cost, short-term optimization options, and higher-cost, long term investment options. A report just recently completed from the City's wastewater consultant, who has been working with staff over the last two months to refine the short-term options, indicates that the lower-cost, short-term optimization process is likely sufficient to postpone the need for larger investments for up to 6-8 years – assuming the plant is not required by upcoming regulations to meet any more stringent limits for effluent nutrients.

The path forward recommended by City staff and the wastewater consultant is as follows:

1. Year 2021 & 2022 - Continue ongoing operational optimization. Estimated cost $100K, included in the biennial budget.
2. Year 2021 & 2022 - Work with Ecology to verify that operational optimizations in process, and short-term planned improvements will satisfy the re-rating requirements of the permit.
3. Year 2022 – Begin an engineering report to assess/design short-term planned improvements to aeration basins by adding diffusers to the second anoxic/anaerobic zone. Use projections from existing planning work to determine the lifespan of improvements. Estimated cost, $75K, not budgeted in the biennium.
4. Year 2024 – Implement the short-term aeration basin improvements. Estimated cost, $400K.
5. Year 2022 to 2026 – Develop Nutrient Optimization Report required by upcoming State regulations. Estimated cost, $75K.
6. Year 2026 – Begin Facility Plan update to re-evaluate the plant long-term improvement needs based on optimized performance projection and considering any new requirements from the Nutrient Optimization Report and/or forthcoming regulations. Estimated cost, $150K.
7. Year 2027 to 2029 – Anticipate design and implementation of longer-term investments in plant upgrades. Cost to be determined.

The cost estimates outlined above for un-budgeted near-term actions (through 2026) total approximately $700K. A portion of the project funding is available in the current biennium, and additional budget will be proposed as part of the next budget cycle.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:**

AGENDA ITEM: Authorize Ford F450 Crew Cab Flatbed Truck Procurement ($104,758.84), including Flat Bed Dump Box, Snow Plow and Sander - Public Works

SUMMARY: Public Works staff requests authorization to purchase a Ford F450 Crew Cab Flatbed Truck for maintaining the City's streets.

AGENDA CATEGORY: Contract **PROPOSED BY:** Public Works

RECOMMENDED MOTION: Authorize the City Manager to prepare and execute a purchase order for the procurement of a Ford 450 Crew Cab Flatbed Truck in the amount of $104,758.84.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:	
Amount:	$104,758.84
Ongoing Cost:	
One-Time Cost:	$104,758.84
Included in Current Budget?	Yes

BACKGROUND: Public Works needs a Ford F450 Crew Cab Flatbed Truck for the maintenance of City streets.

Public Works vehicles typically follows a ten-year replacement schedule or 100,000 miles, depending on the amount of service and type of use. This proposed purchase replaces equipment #2 and is listed on the 2021 Equipment CIP for replacement.

The Public Works Department utilizes the State of Washington State bid program to purchase new vehicles whenever possible, making use of volume pricing discounts. Public Works staff has worked with Bud Clary Ford using the Washington State Department of Enterprise Services for the purchase of a Ford F450 Crew Cab Flatbed Truck in the amount of $104,758.84 including sales tax. See attached quote, which also includes 9 foot flat bed dump box along with a snow plow and sander. Following delivery of the vehicle, the remaining budgeted funds will be used to upfit the vehicle.

RCW 43.19.648 generally requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or biofuel and this purchase meets that requirement due to a diesel engine which can accept biodiesel.

Upon City Council approval, Public Works Operations & Maintenance staff will move forward with a purchase order to acquire approved equipment purchase.

ATTACHMENTS:

01124_Quote.pdf

FISCAL DETAILS: There is $115,000 in the Equipment, Rental and Revolving Fund for this purchase. The remainder of the funds will be used for upfitting the vehicle.

Fund Name(s): Streets Fund

Coding:

Contract Automobile Request System (CARS)

Washington State Department of Enterprise Services

Organization Purchase Request Details

Organization Information Return to Org Requests

Contract #:	05916 - Motor Vehicles	**Quote #:**	2021-6-173
Status:	Submitted To Dealer	**Submit Date:**	06-22-2021
Organization:	21804 - BAINBRIDGE ISLAND, CITY OF - 21804	**Order Date:**	
Order Contact:	Joel Goodwin	**Expected Delivery Date:**	
Contact Phone:	206-730-5164	**Delivery Date:**	
Contact Email:	jgoodwin@bainbridgewa.gov	**Cancel Date:**	
		Organization Reference #:	City of Bainbridge Island
Dealer:	Bud Clary Ford Hyundai (formerly Columbia Ford) - W403	**Organization PO #:**	
Dealer Address:	700 7th Avenue / PO Box 127	**Dealer Contact:**	Marie Tellinghiusen
	Longview WA 98632	**Dealer Phone:**	(360) 423-4321 Ext: 7187
		Dealer Email:	ford.orders@budclary.com

Internal Notes:

Comments To Dealer: need poly salt dog sander

Dealer Reference #: 21-0751 P595

Dealer Comments: 7/7/21 Revised to add #2485 SPREADER: Buyers SHPE3000 12V driven POLY spreader with 3.0yd capacity $8,116.00, add #9001 Modify #2367 stake sides: shorten stake sides to 24in tall ($300.00) 06/23/21 Awaiting sander option - Revised to add #0002, #0003 - info only, delete #0046 Extra Heavy Service Front Suspension Package (Increases 500-1,000 lbs.)(67X) $120.00, delete #0065 XL Only - Power Equipment Group (Crew Cab) (90L/54K) $1,259.00

Color Options

Color Name	Quantity
Oxford White (Z1)	1

Tax Exempt: N

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2022-0913-0001	2022 Ford F450 4WD Cab and Chassis	1	$36,617.00	$36,617.00
2022-0913-0002	INFORMATION ONLY: Bud Clary Ford offers a $300 Prompt Payment Discount if payment is received within 20 days of vehicle delivery.	1	$0.00	$0.00

2022-0913-0003	INFORMATION ONLY: Bud Clary Ford CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. $500 cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. $750 cancellation fee if vehicle has been delivered to customer and must be picked up by dealer and re-stocked into inventory. Absolutely NO cancellation if customer has licensed/registered vehicle. Upfits/Equipment ordered for vans, trucks, chassis cabs and police/fire vehicles will have a 10-30% re-stocking fee; custom bodies cannot be cancelled.	1	$0.00	$0.00
2022-0913-0010	2022 Ford F450 4WD Cab and Chassis, Regular Cab, 145WB, 60CA, DRW, 16,000# GVWR, 7.3L 2V DECVT NA PFI V8 Gas, 10-Speed Automatic w/ Selectable Drive Modes, 225/70Rx19.5G BSW A/P Tires (Set/6), 4.88 RAR (F4H/650A/145WB/99N/44G/TGJ/X48/68L) -- THIS IS THE BASE VEHICLE, please review Vehicle Standard Specifications for complete description.	1	$0.00	$0.00
2022-0913-0017	Alternative Wheelbase, Crew Cab, 203WB, 84CA (W4H/203WB)	1	$3,723.00	$3,723.00
2022-0913-0018	16,500# GVWR Upgrade (Available with all wheelbases and engines) (D68L) (No charge)	1	$0.00	$0.00
2022-0913-0019	Alternative Engine, 6.7L 4-Valve OHV PowerStroke V8 Turbo Diesel B20 with manual push-button Engine-Exhaust Braking/TorqShift 10-Speed Automatic w/ Selectable Drive Modes and Transmission Power Take-Off Provision (PTO) (Includes 4.10 RAR, Dual 750CCA Batteries, 220-AMP Alternator, Intelligent Oil Life Monitor) (99T/44G/62R/X41)	1	$8,910.00	$8,910.00
2022-0913-0039	Operator Commanded Regeneration with Active Regeneration Inhibit (OCR) (Only Available with diesel)(98R)	1	$240.00	$240.00
2022-0913-0041	High-Capacity Trailer Tow Package (includes 4.30 RAR Limited Slip Rear Axle and upgraded rear axle)(Increases GCW from 31,000 Lbs to 35,000 Lbs.) (Includes Trailer Brake Wiring Kit #531 unless Trailer Brake Controller #52B is ordered)(Only available with Diesel) (535/X4L)	1	$898.00	$898.00
2022-0913-0044	Limited Slip Rear Axle (4.88 RAR w/ gas, 4.10 RAR w/ diesel) (4.30 RAR w/ diesel if also ordering Extra HD Front Suspension #67P) (X8L/X4N/X4L)	1	$345.00	$345.00
2022-0913-0047	Snow Plow Prep Package (if ordered w/ 6.7L Diesel Engine, includes 332-AMP Dual Alternators #67A) (if desired, 397-Amp Dual Alternators #67B may also be ordered) (Not compatible w/ other front suspension packages #67H, 67X or 67P) (473)	1	$240.00	$240.00
2022-0913-0058	Cab Steps, Extended or Crew Cab (6in Angular Black Running Boards)(18B)	1	$426.00	$426.00
2022-0913-0060	Daytime Running Lights (replaces standard on/off configuration) (942)	1	$43.00	$43.00
2022-0913-0072	Rearview Camera and Prep Kit (includes loose camera and wiring bundle) (872) (Info: Upfitters offer rearview camera installation option with body orders)	1	$396.00	$396.00
2022-0913-0092	XLT Upgrade (Crew Cab Only) [includes contents of Power Equipment Group #90L/54K; cloth front 40/20/40 split bench with 20% underseat storage and center armrest; 60/40 rear bench w/ flip-up seats and fold-down backrests w/ under-seat partitioned lockable fold-flat storage); two-way adjustable driver/passenger headrests; one (1) 110V/400W Outlet; cloth sunvisors with mirrors; rear fixed privacy glass; Cruise Control #525; SYNC3: includes enhanced voice-recognition communication system with 8-inch LCD capacitive touchscreen in center stack with swipe capability, pinch-to-zoom capability if ordered with Navigation System #21N, AppLink, 911 Assist, Apple CarPlay and Android Auto, two (2) smart-charging USB-C ports; SiriusXM Radio (includes a 6mo prepaid subscription); 4.2in LCD productivity screen in IP cluster w/ compass display; auxiliary audio input jack; upgraded door trim with map pockets, full carpeting, carpeted floor mats, Trailer Brake Controller with Smart Trailer Tow Connector #52B, chrome front bumper and grille] (If ordered w/ 7.3L Gas Engine, includes 397-Amp Alternators #67B) (If ordered w/ 6.7L Diesel Engine, includes 332-Amp Alternators #67A) (653A/TT3/TGJ)	1	$4,602.00	$4,602.00

2022-0913-0098	XLT Only - Carpet Delete (replaces with black vinyl flooring) (Must also order XLT Upgrade) (166)	1	($46.00)	($46.00)
2022-0913-0199	Warranty, Delayed Start (End-User submits request at www.fordwsd.com)	1	$0.00	$0.00
2022-0913-0205	DELETE two (2) extra RKE Fobs w/ Integrated Flip Keys (will receive 2 factory RKE Fobs only) (Must also order Power Equipment Group #90L/54K or XLT Trim Upgrade) (DLR) (CREDIT)	1	($316.00)	($316.00)
2022-0913-0206	Floor Mats, HD Rubber Molded, Front (Weather Tech)(DLR)	1	$120.00	$120.00
2022-0913-0207	Floor Mats, HD Rubber Molded, Rear (Weather Tech) (DLR)	1	$100.00	$100.00
2022-0913-0208	Flare Kit, 3-piece triangle with storage box, for roadside emergency use (DLR)	1	$54.00	$54.00
2022-0913-0209	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	$40.00	$40.00
2022-0913-0210	Undercoating (wheel wells) (DLR)	1	$125.00	$125.00
2022-0913-0211	Service Manual, CD (DLR)	1	$221.00	$221.00
2022-0913-0212	Service Wiring Diagram, Paper (DLR)	1	$87.00	$87.00
2022-0913-2102	Lighting - Whelen Model: MC16PA 16in Century Mini Lightbar, quantity (1), (includes mounting on cab guard or headboard, not compatible with mounting on vehicle roof) (With body order only) (PM2102)	1	$590.00	$590.00
2022-0913-2105	Lighting - (1 pair) Whelen ION surface mount - Installed in front grill (With body order only) (PM2105)	1	$724.00	$724.00
2022-0913-2106	Lighting - (1 pair) Whelen ION surface mount - Installed on rear of body (With body order only) (PM2106)	1	$724.00	$724.00
2022-0913-2107	Lighting - (1 pair) ECCO 6 diode LED work light (includes mount) (to integrate mount on headboard or cab guard, ALSO requires PM2114)) (With body order only) (PM2107)	1	$575.00	$575.00
2022-0913-2114	Lighting - Upgrade (1 pair) Work Light mount to Integrated In Headboard Or Cab Guard (Must Order Lights Separately) (PM2114)	1	$347.00	$347.00
2022-0913-2198	PMI Option - Back Up Alarm (With Body Order Only) (PM2198)	1	$98.00	$98.00
2022-0913-2212	PMI Option - (4) D-Rings (Flush Mount In Floor) 2000lb, Installed In 4 Corners of Cargo Area (With Body Order Only, not compatible with Rugby dump bodies) (PM2212)	1	$594.00	$594.00
2022-0913-2367	Stake Side: 42in tall Aluminum Slat (4 rows of 6in) with Stainless Stakes (Includes SS uprights, slats and gate latches) (Must also order 9-Foot Flatbed WFB-8/9 DRW) (PM2367)	1	$2,239.00	$2,239.00
2022-0913-2401	PMI 9-Foot FLATBED DUMP - Electric/Hydraulic Dual Acting (FBD-8/9) (60inCA, DRW): Venco VC416SF-ED Scelzi CS615T-09 Hoist, 3/16in steel diamond plate deck, Heavy Duty Welded Headboard, Powder Coated Black, LED clearance lights, OEM tail lights, PMI Class V Dump Receiver, 7-Pin Flat plug, Installed. Installation of customer supplied OEM backup camera included. (PM2401)	1	$11,659.00	$11,659.00
2022-0913-2462	Snow Plow - Snowdogg EX90 SNOW PLOW, Installed (With body order Only) (Must also order Ford Snow Plow Prep Package #473) (PM2462)	1	$9,115.00	$9,115.00
2022-0913-2485	SPREADER: Buyers SHPE3000 12V driven POLY spreader with 3.0yd capacity. Black poly hopper, 2.5in stainless augur and trough. Includes vibrator, tie down kit and top screen. Installed (With flatbed/stake body or dump body order only. Not compatible with SRW) (PM2485)	1	$8,116.00	$8,116.00
2022-0913-2498	Option - Buyers Steel 24in wide tapered back pack with (4) doors (With body order only) (Requires 24in between body and cab) (PM2498)	1	$4,139.00	$4,139.00
2022-0913-2527	Toolboxes - Buyers Steel (36x18x18) Toolbox, quantity (2), with drop-down door (PN: 1702305), installed under deck, forward (Must also order flatbed or dump body) (All	1	$1,196.00	$1,196.00

	CAs) (PM2527)			
2022-0913-9001	Modify #2367 stake sides: aluminum stake for PMI beds, shorten stake sides to 24in tall, (3) rows of 6in slats (credit) (DLR/PMI 21002RC0421)	1	($300.00)	($300.00)

Request Totals

Total Vehicles:	**1**
Sub Total:	**$96,641.00**
8.4 % Sales Tax:	**$8,117.84**
Request Total:	**$104,758.84**

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CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2021-28 - Update of the City's Capital Improvement Plan - Finance/Public Works

SUMMARY: Consideration of Ordinance No. 2021-29, which is the 2021-2026 Capital Improvement Plan ("CIP"). The City Council Approved Ordinance No. 2020-25, the update to 2021-2026 six-year Capital Improvement Plan on November 17, 2020. This is the annual update to the 2021-2026 CIP.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Finance & Administrative Services

RECOMMENDED MOTION: Adopt Ordinance No. 2021-28

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge Island annually updates its capital project planning in accordance with the policies in the Comprehensive Plan. The updates include new information on timing of projects, current information on grants, and labor and benefit changes as indicated by current information. No new projects were introduced through this update to the CIP.

ATTACHMENTS:

2022 Modifications to the 2021-2026 CIP.pdf

Ordinance_No._2021-28_Adopting_the_2022_Update_of_the2021-2026_Six-Year_CIP.docx

FISCAL DETAILS: All projects have previously been considered and approved by the City Council.. The Capital Improvement Plan (CIP) ordinance presented provides appropriation authority for $4.7 million in total capital spending in 2022. This is a decrease of $847,000 from the Council Adopted 2021-26 CIP approved last November. In prior years, total Council approved project spending was $37.9

million. The 2022 modified total appropriation for all active projects equals $42.6 million with approval of this ordinance.

Fund Name(s):

Coding:

City of Bainbridge Island
Total CIP (2021 - 2026)
2022 Modifications

	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	**Total**
in (1000s)									
Transportation Projects	5,310	1,045	50	800	-	625	1,110	-	8,941
Transportation Grants	3,072	79	-	-	-	-	-	-	*3,151*
Non Motorized Projects	1,561	721	1,809	15	1,498	235	-	-	5,838
Non Motorized Grants	925	210	1,200	-	735	220	-	-	*3,290*
Fleet and Equipment	-	1,659	270	909	486	633	684	-	4,641
Facility Projects	20,000	396	393	111	-	-	-	-	20,900
Facility Grants	-	-	-	-	-	-	-	-	-
Water Projects	2,016	1,260	811	10,700	1,735	60	228	-	16,810
Water Grants	-	-	-	-	-	-	-	-	-
Sewer Projects	1,660	1,566	1,374	4,169	1,490	1,330	490	-	12,079
Sewer Grants	-	-	-	-	-	-	-	-	-
SSWM Projects	501	226	20	1,955	765	1,270	-	-	4,736
SSWM Grants	-	85	-	1,000	-	-	-	-	*1,085*
Utility Funding	4,177	2,967	2,205	15,824	3,990	2,660	718	-	32,540
General Govt Funding	22,874	1,873	1,053	926	763	640	1,110	-	29,238
Total Project Cost Less Grants	27,051	6,498	3,528	17,659	5,239	3,933	2,512	-	66,420
Grant Totals	3,997	374	1,200	1,000	735	220	-	-	7,526
TOTAL PROJECT COST	31,048	6,872	4,728	18,659	5,974	4,153	2,512	-	73,946

Amounts in thousands

City of Bainbridge Island
Transportation CIP (2021 - 2026)
2022 Modifications

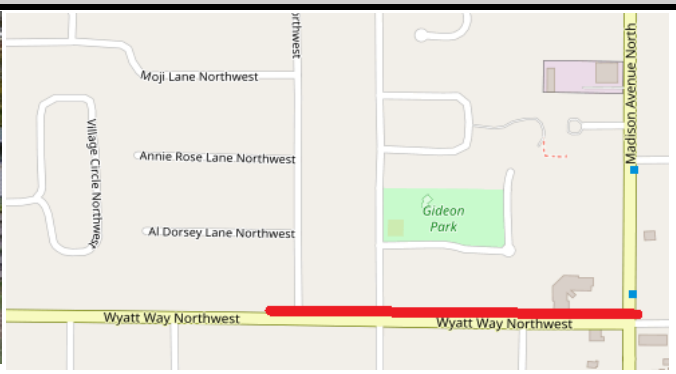
Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	**Total**
TRANSPORTATION PROJECTS - 6-YEAR CIP																	
Wyatt Way Reconstruction Phase I	X	X	2,516		Y	Y			4,153	22	-	-	-	-	-	-	4,175
Madison - Lovell																	
Sportsman Club/New Brooklyn	X	X	635		Y				1,096	128	3	-	-	-	-	-	1,228
Intersection Imprv.																	
Finch Road Improvements	X		-		Y				-	105	47	-	-	-	-	-	152
Wyatt to Sportsman Club																	
Country Club Bulkhead Spot Repairs									-	400	-	-	-	-	-	-	400
at Seawall																	
Country Club Bulkhead Reconstruction									-	15	-	525	-	-	-	-	540
at Seawall																	
Country Club Rd Reconstruction			-		Y				61	325	-	-	-	-	-	-	386
Past Toe Jam to Seawall																	
Manitou Beach Rd & Bulkhead Repair			-		Y				-	-	-	225	-	485	500	-	1,210
Manitou Beach Rd																	
Winslow Way West					Y				-	-	-	-	-	140	610	-	750
Parfitt to Grow Ave																	
Springbrook Fish Passage									-	50	-	50	-	-	-	-	100
Fletcher Bay Road West of New Brooklyn																	-
City Funding									2,238	966	50	800	-	625	1,110	-	5,790
Grant Totals									3,072	79	-	-	-	-	-	-	3,151
TOTALS									5,310	1,045	50	800	-	625	1,110	-	8,941

Amounts in thousands

Project: Wyatt Way Reconstruction Phase 1 **Number:** 00708
Location: Madison to Lovell

Project Description





Description: Capacity (level of service) improvements to the intersection of Madison Avenue and Wyatt Way, including a roundabout. Complete sidewalk and bicycle facilities on both sides of Wyatt from Madison to Lovell. Reconstruct roadway surfacing and drainage. Replace several hundred feet of aging and undersized water mains prior to road repairs.

Benefit: Relieve current and future intersection congestion and ensure mobility by implementing improvements prior to development. Address a gap in non-motorized facilities to improve mobility and safety. Support businesses and employment in the downtown area.

Schedule: YR1/2: design, ROW, and permitting, YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$1,279	$22	$0	$0	$0	$0	$0	$0	$1,301
Water Fund	$343	$167	$0	$0	$0	$0	$0	$0	$510
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Trans. Impact Fees	$358	$0	$0	$0	$0	$0	$0	$0	$358
State Grant	$2,516	$0	$0	$0	$0	$0	$0	$0	$2,516
Sub-total	**$4,496**	**$189**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,685**
FUNDING USES (1000's)									
Project Management	$144	$79							$223
Design/permitting	$770								$770
Construction	$3,582	$110							$3,692
Sub-total	**$4,496**	**$189**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,685**

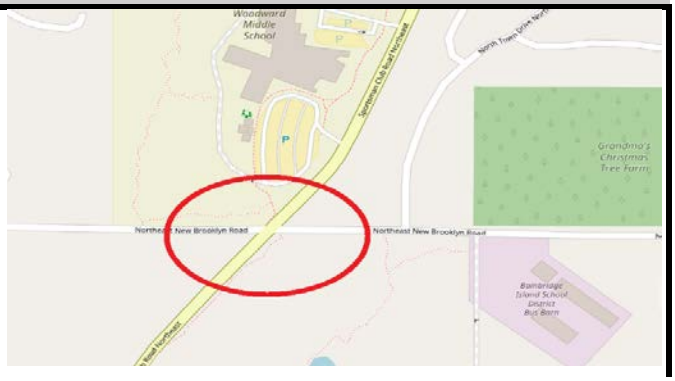
Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Sportsman Club Road and New Brooklyn Road **Number:** 00715
Location: Intersection Improvements

Project Description





Description: Non-motorized and safety improvements such as sidewalks and improved crosswalks are planned for the intersection to better facilitate walking and biking to school.

Benefit: Improved non-motorized safety at the intersection.

Schedule: 2020: Design; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$540	$49	$3	$0	$0	$0	$0	$0	$593
Trans. Impact Fees	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$556	$79	$0	$0	$0	$0	$0	$0	$635
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$1,096**	**$128**	**$3**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,228**
FUNDING USES (1000's)									
Project Management	$56	$49	$3						$109
Design/permitting	$208								$208
Construction	$832	$79							$911
Sub-total	**$1,096**	**$128**	**$3**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,228**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Finch Road Improvements **Number:** 01087
Location: Intersection Improvement

Project Description





Description: Vehicular and non-motorized and safety improvements at the intersection of Finch Road and Wyatt Way, as well as non-motorized improvements along the Finch corridor from Wyatt Way to Sportsman Club Road.

Benefit: Improved vehicular and non-motorized safety.

Schedule: YR1: Design; Y2: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$105	$47	$0	$0	$0	$0	$0	$152
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$105**	**$47**	**$0**	**$0**	**$0**	**$0**	**$0**	**$152**
FUNDING USES (1000's)									
Project Management		$5	$47						$52
Design/permitting		$100							$100
Construction									$0
Sub-total	**$0**	**$105**	**$47**	**$0**	**$0**	**$0**	**$0**	**$0**	**$152**

Estimated Impact on Future Operating Budget

	Prior Yrs	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Country Club Bulkhead Spot Repairs **Number:** 01116

Location: Seawall on Country Club Road

Project Description



Description: The project consists of short-term (3-5 yr) spot repairs to the existing Country Club Road bulkhead to prevent further deterioration and erosion of the embankment until a longer-term solution is implemented.

Benefit: Repairing the bulkhead will prevent further failure of the roadway.

Schedule: 2020: Design and permitting; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$400	$0	$0	$0	$0	$0	$0	$400
REET	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$400**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$400**
FUNDING USES (1000's)									
Project Management		$34							$34
Design/permitting									$0
Construction		$366							$366
Sub-total	**$0**	**$400**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$400**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Country Club Bulkhead Reconstruction **Number:** 00781

Location: Seawall on Country Club Road

Project Description



Description: The project consists of long-term (10-15-yr) repair and replacement of the Country Club bulkhead, including the replacement of drainage facilities and repair of the adjacent roadway.

Benefit: Repairing the bulkhead will prevent further failure of the roadway.

Schedule: 2020: Design and permitting; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
REET	$0	$15	$0	$525	$0	$0	$0	$0	$540
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$15**	**$0**	**$525**	**$0**	**$0**	**$0**	**$0**	**$540**
FUNDING USES (1000's)									
Project Management		$0		**$37**					$37
Design/permitting		$15		$95					$110
Construction		$0		$393					$393
Sub-total	**$0**	**$15**	**$0**	**$525**	**$0**	**$0**	**$0**	**$0**	**$540**

Estimated Impact on Future Operating Budget

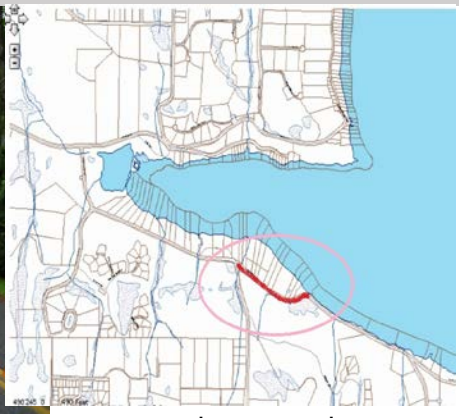
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Country Club Road Reconstruction **Number:** 00712

Location: Toe Jam Road to the Seawall

Project Description





Description: This project will repair failing roadway pavement and improve drainage conditions east of Toe Jam Road to the existing bulkhead.

Benefit: Roadway preservation.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$61	$0	$0	$0	$0	$0	$0	$0	$61
REET	$0	$325	$0	$0	$0	$0	$0	$0	$325
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$61**	**$325**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$386**
FUNDING USES (1000's)									
Project Management	$61	$4							$65
Design/permitting		$55							$55
Construction		$266							$266
Sub-total	**$61**	**$325**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$386**

Estimated Impact on Future Operating Budget

	Prior Yrs	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Springbrook Fish Passage **Number:**

Location: Fletcher Bay Road west of New Brooklyn

Project Description





Description: The Springbrook Fish Weir/Passage project proposes to replace the existing culvert at Springbrook Creek with an open box/bridge structure and streambed restoration.

Schedule: YR 1: Design

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$50	$0	$50	$0	$0	$0	$0	$100
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$50	$0	$50	$0	$0	$0	$0	$100
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$85	$0	$1,000	$0	$0	$0	$0	$1,085
Sub-total	**0**	**185**	**0**	**1100**	**0**	**0**	**0**	**0**	**1285**
FUNDING USES (1000's)									
Project Management		$4		$50					$54
Design/permitting		$181		$50					$231
Construction				$1,000					$1,000
Sub-total	**0**	**185**	**0**	**1100**	**0**	**0**	**0**	**0**	**1285**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

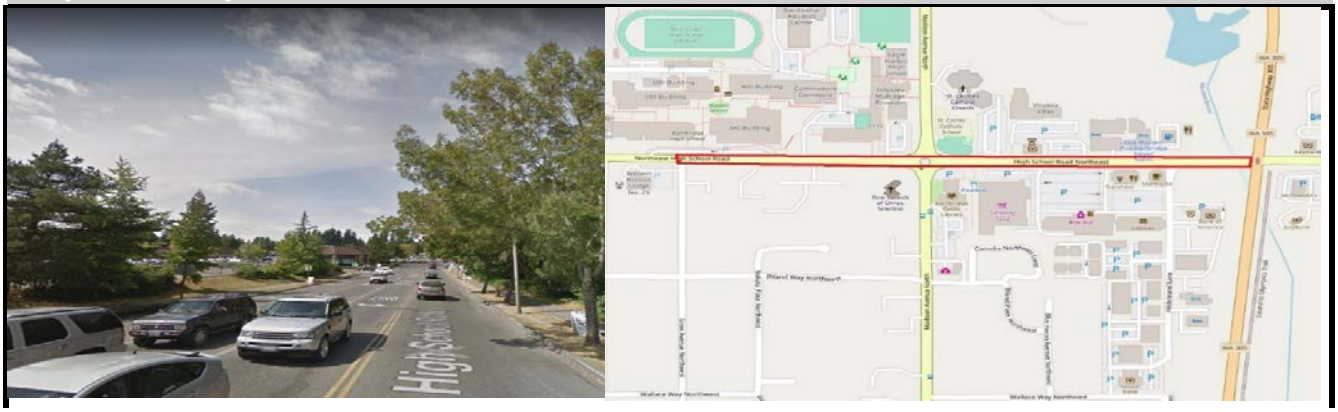
City of Bainbridge Island
Non-Motorized Transportation CIP (2021- 2026)
2022 Modifications

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	**Total**
NON-MOTORIZED PROJECTS - 6-YEAR CIP																	
High School Road Safety Improvements	X	X	225						248	196	-	-	-	-	-	-	444
SR305 to Grow																	
Eagle Harbor Phase II	X	X	700						1,020	57	2	-	-	-	-	-	1,079
Eagle Harbor Dr																	
STO Trail Sakai Pond Connector									141	128	-	-	-	-	-	-	269
SR305 at HS Rd																	
Madison Avenue Sidewalk Improvements	X	X	1,410		Y				-	309	1,801	-	-	-	-	-	2,110
Wyatt to High School																	
C40 Eagle Harbor Dr Phase I	X	X	735					Y	95	30	7	5	755	-	-	-	892
Wyatt to past Bucklin Hill																	
Lost Valley Trail	X		220						-	-	-	10	45	235	-	-	290
HOB to Fletcher Bay Rd																	
C40 - Bucklin Ph 2	X		-		Y				57	-	-	-	698	-	-	-	755
Blakely - Fletcher Bay																	
City Project Funding									636	511	609	15	763	15	-	-	2,548
Grant Totals									925	210	1,200	0	735	220	-	-	3,290
TOTALS									1,561	721	1,809	15	1,498	235	0	-	5,838

Amounts in thousands

Project: High School Road Safety Improvements **Number:** 00966
Location: SR305 to Grow

Project Description



Description: Improve pedestrian safety by reconfiguring an existing mid-block crossing, adding signage and flashing beacons, and adding/moving radar feedback signs.

Benefit: Increase pedestrian and other non-motorized safety.

Schedule: 2020: Design; 2021 Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$23	$16	$0	$0	$0	$0	$0	$0	$39
REET Fund	$0	$180	$0	$0	$0	$0	$0	$0	$180
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$225	$0	$0	$0	$0	$0	$0	$0	$225
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$248**	**$196**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$444**
FUNDING USES (1000's)									
Project Management	$20	$16							$36
Design/permitting	$26								$26
Construction	$202	$180							$382
Sub-total	**$248**	**$196**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$444**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: C40 Eagle Harbor Drive Phase 2 **Number:** 01077

Location: Eagle Harbor shoreline to McDonald

Project Description





Description: Provide a 5'-wide separated shoulder from the shoreline to McDonald Ave.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YR1: design/permitting YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
REET	$70	$57	$2	$0	$0	$0	$0	$0	$129
TIF	$250	$0	$0	$0	$0	$0	$0	$0	$250
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$700	$0	$0	$0	$0	$0	$0	$0	$700
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$1,020**	**$57**	**$2**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,079**
FUNDING USES (1000's)									
Project Management	$40	$57	$2						$99
Design/permitting									$0
Construction	$980								$980
Sub-total	**$1,020**	**$57**	**$2**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,079**

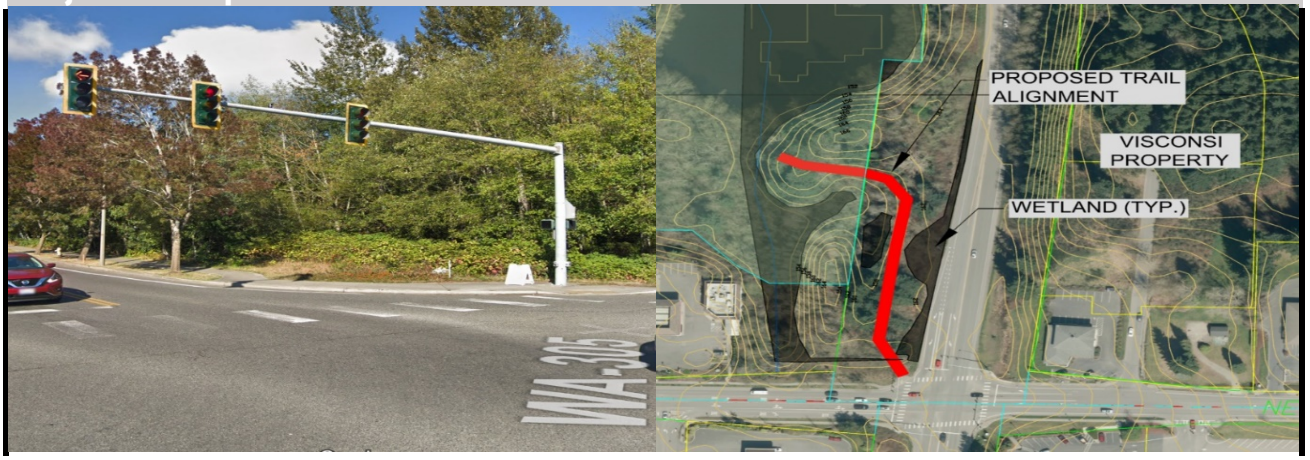
Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: STO Trail Sakai Pond Connector **Number:** 00841

Location:

Project Description



Description: This project is a continuation of the paved, multi-use Sound to Olympics Trail (STO) from the Northwest corner of SR305 and High School Road to the southwest side of the Sakai Pond. The end of the paved, multi-use trail will connect with the Sakai trail on Bainbridge Island Parks property. Approximately $121,000 of the project cost was provided through the Visconsi development agreement.

Benefit: Extension of the STO multi-use trail for non-motorized users.

Schedule: 2020: Design; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$20	$0	$0	$0	$0	$0	$0	$0	$20
REET	$0	$128	$0	$0	$0	$0	$0	$0	$128
Developer Donation	$121	$0	$0	$0	$0	$0	$0	$0	$121
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$141**	**$128**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$269**
FUNDING USES (1000's)									
Project Management	$20	$34							$54
Design/permitting									$0
Construction	$121	$94							$215
Sub-total	**$141**	**$129**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$269**

Estimated Impact on Future Operating Budget

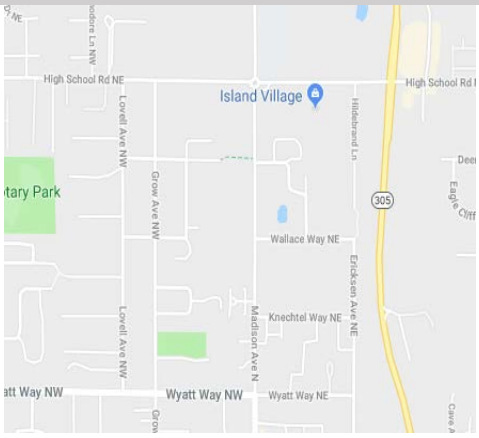
	Prior Yrs.	2021	2022	2022	2023	2024	2025	2026-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Madison Avenue Sidewalk Improvements **Number:** 01088

Location: Wyatt to High School

Project Description





Description: This project will widen the existing east-side sidewalk to 5-feet or greater, and include sections of landscape buffer. Driveways and ramps on the both sides will be upgraded to meet current standards. This project wil be closed and combined with the sewer project Village Basin Improvements in 2022.

Benefit: The goal of the project is to better accommodate pedestrians of all ages and abilities along this heavily used corridor that currently has barriers for many users.

Schedule: YR1: Design; YR2 Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$74	$0	$0	$0	$0	$0	$0	$74
REET	$0	$0	$601	$0	$0	$0	$0	$0	$601
TBD	$0	$25	$0	$0	$0	$0	$0	$0	$25
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$210	$1,200	$0	$0	$0	$0	$0	$1,410
Sub-total	**$0**	**$309**	**$1,801**	**$0**	**$0**	**$0**	**$0**	**$0**	**$2,110**
FUNDING USES (1000's)									
Project Management		$24	$51						$75
Design/permitting		$285							$285
Construction			$1,750						$1,750
Sub-total	**$0**	**$309**	**$1,801**	**$0**	**$0**	**$0**	**$0**	**$0**	**$2,110**

Estimated Impact on Future Operating Budget

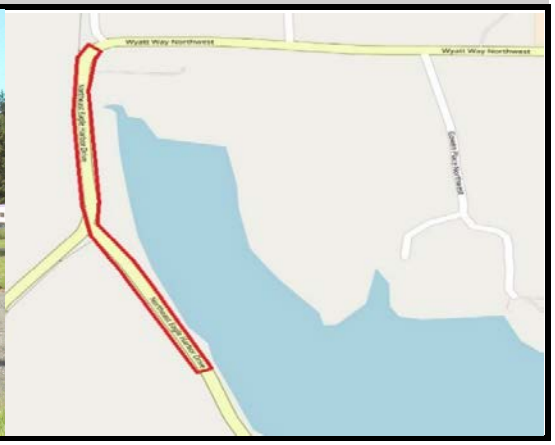
	Prior Yr	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: C40 Eagle Harbor Drive Phase 1 **Number:** 00968

Location: Wyatt to past Bucklin Hill

Project Description





Description: Shoulder widening on both sides from the Head of the Bay and along the shoreline segment of the road. This project includes the replacement of a culvert with a fish passage culvert – see SSWM project list.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2023: Design; 2024: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
REET	$95	$30	$7	$5	$20	$0	$0	$0	$157
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$735	$0	$0	$0	$735
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$95**	**$30**	**$7**	**$5**	**$755**	**$0**	**$0**	**$0**	**$892**
FUNDING USES (1000's)									
Project Management	$10	$30	$7	$5	$20				$72
Design/permitting	$85								$85
Construction					$735				$735
Sub-total	**$95**	**$30**	**$7**	**$5**	**$755**	**$0**	**$0**	**$0**	**$892**

Estimated Impact on Future Operating Budget (1000's)

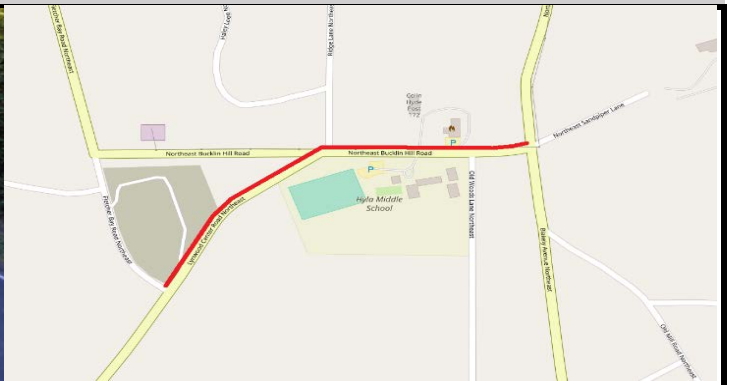
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: C40 Bucklin Hill Road Phase 2 **Number:** 00723

Location: Blakely to Fletcher

Project Description





Description: Provide shoulder widening on both sides of Bucklin Hill Road and Lynwood Center Road from Blakely Avenue to Fletcher Bay Road. There is a potential for separated paths along portions of this segment on both sides of the road.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YR1: Construction (in-house design)

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$57	$0	$0	$0	$698	$0	$0	$0	$755
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$57**	**$0**	**$0**	**$0**	**$698**	**$0**	**$0**	**$0**	**$755**
FUNDING USES (1000's)									
Project Management	$10				$95				$105
Design/permitting	$47								$47
Construction					$603				$603
Sub-total	**$57**	**$0**	**$0**	**$0**	**$698**	**$0**	**$0**	**$0**	**$755**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2022	2023	2024	2025	2026-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

City of Bainbridge Island

FLEET and EQUIPMENT CIP (2021 - 2026)

2022 Modifications

Project	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2021	2022	2023	2024	2025	2026	**Total**
FLEET & EQUIPMENT - 6-YEAR CIP (1000s)												
Police Vehicles (2)	100%					187	195	202	211	219	228	1,242
2020 Police Vehicles	100%					80	-	-	-	-	-	80
2020 Dump Truck		50%			50%	276	-	-	-	-	-	276
2020 Man Lift		100%				325	-		-	-	-	325
2020 Utilities Pickup (F150)			20%	80%		70	-	-	-	-	-	70
2020 Medium Duty Pickup			80%	20%		74	-	-	-	-	-	74
2020 Utilities Van			80%	20%		61	-	-	-	-	-	61
												-
Track Excavator		100%				160	-	-	-	-	-	160
Medium Duty Pickup		100%				66	-	-	-	-	-	66
Heavy Duty Pickup with Crane			50%		50%	120	-	-	-	-	-	120
Heavy Duty Pickup	80%	20%				115						115
Light Duty Pick Up	100%					60	-	-	-	-	-	60
Light Duty Pick Up	20%	20%	20%	20%	20%	65	-	-	-	-	-	65
Police Boat Trailer	100%					-	34	-	-	-	-	34
Police Motorcycle	100%					-	41	-	-	-	-	41
Vactor Truck				50%	50%	-	-	462	-	-	-	462
Electric SUV	20%	20%	20%	20%	20%	-	-	70	-	-	-	70
Medium Duty Pickup	20%	20%	20%	20%	20%	-	-	110	-	-	-	110
Electric SUV	20%	20%	20%	20%	20%	-	-	65	-	-	-	65
Electric SUV	20%	20%	20%	20%	20%	-	-	-	70	-	-	70
City Hall Vehicle	100%					-	-	-	70	-	-	70
Electric SUV	100%					-	-	-	65	-	-	65
Salt Brine System		100%				-	-	-	70	-	-	70
						-	-	-	-	-	-	-
Police Boat Motor	100%					-	-	-	-	15	-	15
Heavy Duty Pickup	20%	80%				-	-	-	-	119	-	119
Truck Cab and Chassis		50%			50%	-	-	-	-	280	-	280
Forklift	20%	20%	20%	20%	20%	-	-	-	-	-	45	45
Street Sweeper		20%			80%	-	-	-	-	-	325	325
Pup Trailer		50%			50%	-	-	-	-	-	86	86
TOTALS						1,659	270	909	486	633	684	4,641

Amounts in thousands

City of Bainbridge Island
Facilities CIP (2021 - 2026)
2022 Modifications

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	**Total**
FACILITIES PROJECTS - 6-YEAR CIP																	
Police and Municipal Court Building				Y					20,000	-	-	-	-	-	-	-	20,000
City Hall Parking Lot Retrofit	x			Y					-	-	-	111	-	-	-	-	111
City Hall Security				Y					-	153	7	-	-	-	-	-	160
Dry Fire Sprinkler									-	60	-	-	-	-	-	-	60
Salt Storage Facility				Y					-	71	-	-	-	-	-	-	71
B.I. Senior Center Renovations				Y					-	112	386	-	-	-	-	-	498
City Total									20,000	396	393	111	-	-	-	-	20,900
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									20,000	396	393	111	-	-	-	-	20,900

Amounts in thousands

Project: Police and Municipal Court Facility **Number:** 00724
Location: 8804 Madison

Project Description



Description: This project provides for the replacement of the Police Station and relocation of the Municipal Court.
Benefit: Replacement Police facility will provide adequate space for current and future departmental needs, while correcting numerous space, structural, and security deficiencies in the current facility. New Court facility will replace existing leased space, which marginally meets current requirements and will create operational efficiencies by being co-located with the Police Station.

Schedule: Construction in 2022.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$10,281	$0	$0	$0	$0	$0	$0	$0	$10,281
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
REET	$1,719	$0	$0	$0	$0	$0	$0	$0	$1,719
Long-Term Debt	$8,000	$0	$0	$0	$0	$0	$0	$0	$8,000
Sub-total	**$20,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20,000**
FUNDING USES (1000's)									
Project Management	$200	$0	$0	$0	$0	$0	$0	$0	$200
Predesign	$450	$0	$0	$0	$0	$0	$0	$0	$450
Acquisition	$8,975	$0	$0	$0	$0	$0	$0	$0	$8,975
Design	$672	$0	$0	$0	$0	$0	$0	$0	$672
Construction	$9,703	$0	$0	$0	$0	$0	$0	$0	$9,703
Sub-total	**$20,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20,000**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating		$100	$100	$100	$100	$100	$100	$1,400	$2,000
Debt Service	$482	$510	$508	$510	$511	$507	$507	$6,620	$10,155
Sub-total	**$482**	**$610**	**$608**	**$610**	**$611**	**$607**	**$607**	**$8,020**	**$12,155**

Project: City Hall Parking Lot Retrofit **Number:**

Location: City Hall

Project Description



Description: Improve the stormwater drainage system and add water quality facilities at the City Hall lower parking lot in accordance with the City's stormwater permit. The project would seek to eliminate the use of asphalt paving as part of the suite of improvements.

Benefit: The improvements would improve drainage and water quality from the site, and potentially enhance the visual aesthetics of the parking lot.

Schedule: YR 1: Design and construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
REET Fund	$0	$0	$0	$111	$0	$0	$0	$0	$111
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$0**	**$0**	**$111**	**$0**	**$0**	**$0**	**$0**	**$111**
FUNDING USES (1000's)									
Project Management	$0	$0	$0	$11	$0	$0	$0	$0	$11
Design/permitting	$0	$0	$0	$0	$0	$0	$0	$0	$0
Construction	$0	$0	$0	$100	$0	$0	$0	$0	$100
Sub-total	**$0**	**$0**	**$0**	**$111**	**$0**	**$0**	**$0**	**$0**	**$111**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total									

Project: City Hall Security **Number:** 01092

Location: City Hall

Project Description



Description: Replace the obsolete existing security system at City Hall to match coordinate with the new system to be installed at the new Police/Court Facility.

Benefit: Improved security at City Hall, and coordinated systems across the organization for ease of maintenance and operability.

Schedule: YR 1: Design and construction; YR 2: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$153	$7	$0	$0	$0	$0	$0	$160
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$153**	**$7**	**$0**	**$0**	**$0**	**$0**	**$0**	**$160**
FUNDING USES (1000's)									
Project Management	$0	$3	$7	$0	$0	$0	$0	$0	$10
Design/permitting	$0	$0	$0	$0	$0	$0	$0	$0	$0
Construction	$0	$150	$0	$0	$0	$0	$0	$0	$150
Sub-total	**$0**	**$153**	**$7**	**$0**	**$0**	**$0**	**$0**	**$0**	**$160**

Estimated Impact on Future Operating Budget (1000's)

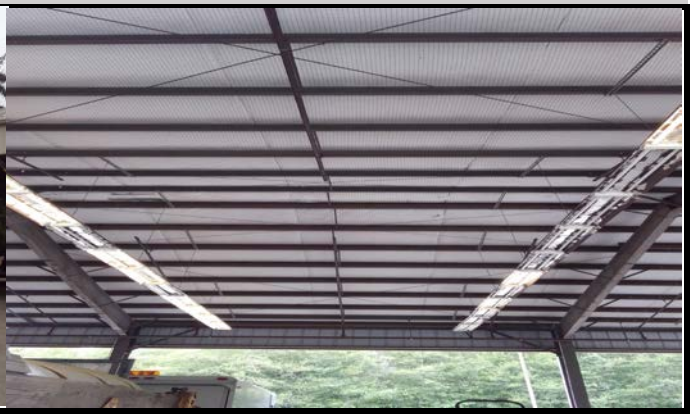
	Prior Yrs	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total									

Project: Dry Fire Sprinkler **Number:** 01163

Location: Hidden Cove Maintenance Facility

Project Description





Description: The City of Bainbridge Island's Operations and Maintenance facility has a lower storage yard that houses various materials and equipment. The main steel canopy (60' x 270') that covers and protects public works equipment is outfitted with a fire protection system so that equipment, property and life will be protected in the event of a fire. This particular system is known as a "Dry Fire System". A dry fire system is a sprinkler system where the sprinkler pipes are filled with compressed air instead of water. Because the sprinkler pipes are exposed to the external environment (freezing temperatures) this type of system is used to prevent the lines from bursting. If fire is detected the system will open and water will rush through the system. During the city's annual fire sprinkler inspection it was determined that dry fire system underneath the metal canopy had reached its operational lifespan. This project will replace the existing dry fire system and bring the facility up to current standards.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$60	$0	$0	$0	$0	$0	$0	$60
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$60**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$60**
FUNDING USES (1000's)									
Project Management	$0	$2	$0	$0	$0	$0	$0	$0	$2
Design/permitting	$0	$0	$0	$0	$0	$0	$0	$0	$0
Construction	$0	$58	$0	$0	$0	$0	$0	$0	$58
Sub-total	**$0**	**$60**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$60**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total									

Project: Salt Storage Facility **Number:** 01093

Location: Hidden Cove Maintenance Facility

Project Description



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

Benefit: Improved snow and ice response, and reduced costs.

Schedule: YR1: Design and construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$71	$0	$0	$0	$0	$0	$0	$71
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$71**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$71**
FUNDING USES (1000's)									
Project Management	$0	$11	$0	$0	$0	$0	$0	$0	$11
Design/permitting	$0	$0	$0	$0	$0	$0	$0	$0	$0
Construction	$0	$60	$0	$0	$0	$0	$0	$0	$60
Sub-total	**$0**	**$71**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$71**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total									

Project: Bainbridge Island Senior Center Renovations **Number:** 01050
Location: BISCC

Project Description



Description: The Bainbridge Island Senior Community Center Renovations project includes a suite of repair and maintenance upgrades (heat pump and roof replacement, security and electrical upgrades, etc.), and renovations to improve efficiency and the use of space for community programs. The work will include retrofitting the east-wing for more a more communal layout, reconfiguring the entryway, and expanding the thrift store.

Benefit: Improved asset and more efficient use of existing space.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$62	$0	$0	$0	$0	$0	$0	$62
REET	$0	$0	$276	$0	$0	$0	$0	$0	$276
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Donated	$0	$50	$110	$0	$0	$0	$0	$0	$160
Sub-total	**$0**	**$112**	**$386**	**$0**	**$0**	**$0**	**$0**	**$0**	**$498**
FUNDING USES (1000's)									
Project Management	$0	$12	$46	$0	$0	$0	$0	$0	$58
Design/permitting	$0	$100	$0	$0	$0	$0	$0	$0	$100
Construction	$0	$0	$340	$0	$0	$0	$0	$0	$340
Sub-total	**$0**	**$112**	**$386**	**$0**	**$0**	**$0**	**$0**	**$0**	**$498**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total									

City of Bainbridge Island
Water CIP (2021 - 2026)
2022 Modifications

Project	Location	Grant Eligible	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	**Total**
WATER PROJECTS - 6-YEAR CIP (1000s)																
Wyatt Way Reconstruction	Wyatt Way				Y			343	167	-	-	-	-	-	-	510
SCADA Upgrades	Various				Y			208	74	-	-	-	-	-	-	282
Chlorine Generator Upgrades	Various				Y			460	271	-	-	-	-	-	-	731
Winslow Water Tank Replacement	New Brooklyn	x			Y			1,005	535	39	10,040	-	-	-	-	11,619
Fire Flow Improvements	Winslow				Y			-	91	275	-	-	-	-	-	366
Well Development/Rehab	Pritchard Park				Y			-	56	164	-	-	-	-	-	220
Pipeline Improvements	Shephard Way				Y			-	66	333	-	-	-	-	-	399
Emergency Generator	Head of the Bay				Y			-	-	-	60	135	-	-	-	195
Water Treatment Improvements	Head of the Bay				Y			-	-	-	600	1,600	-	-	-	2,200
Winslow Way West								-	-	-	-	-	60	228	-	288
City Project Funding								2,016	1,260	811	10,700	1,735	60	228	-	16,810
Grant Totals								-	-	-	-	-	-	-	-	-
TOTALS								2,016	1,260	811	10,700	1,735	60	228	-	16,810

Amounts in thousands

Project: Wyatt Way Reconstruction Phase I **Number:** 00708
Location: Madison to Lovell

Project Description





Description: Capacity (level of service) improvements to the intersection of Madison Avenue and Wyatt Way, including a roundabout. Complete sidewalk and bicycle facilities on both sides of Wyatt from Madison to Lovell. Reconstruct roadway surfacing and drainage. Replace several hundred feet of aging and undersized water mains prior to road repairs.

Benefit: Relieve current and future intersection congestion and ensure mobility by implementing improvements prior to development. Address a gap in non-motorized facilities to improve mobility and safety. Support businesses and employment in the downtown area.

Schedule: 2020: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$1,637	$22	$0	$0	$0	$0	$0	$0	$1,659
Water Fund	$343	$167	$0	$0	$0	$0	$0	$0	$510
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$2,516	$0	$0	$0	$0	$0	$0	$0	$2,516
Sub-total	**$4,496**	**$189**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,685**
FUNDING USES (1000's)									
Project Management	$144	$79							$223
Design/permitting	$770								$770
Construction	$3,582	$110							$3,692
Sub-total	**$4,496**	**$189**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,685**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: SCADA Upgrades **Number:** 00818
Location: Various

Project Description



Description: The City's water systems are monitored and controlled remotely by a Supervisory Control and Data Acquisition (SCADA) system that was design and installed in 1995. This project will upgrade and replace this critical system to meet current hardware and software standards.

Benefit: Provide reliable monitoring and control of the water system.

Schedule: YR1: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$208	$74	$0	$0	$0	$0	$0	$0	$282
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$208**	**$74**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$282**
FUNDING USES (1000's)									
Project Management	$3	$17							$20
Design/permitting		$57							$57
Construction	$205								$205
Sub-total	**$208**	**$74**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$282**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Chlorine Generator Upgrades **Number:** 00987
Location: Various

Project Description



Description: The City's chlorine generators at the Sands, Fletcher Bay, and Head of the Bay Well Site are between 9 and 15 years old. These three 36 pounds per day (ppd) units need to be replaced.

Benefit: Improve water quality for the system.

Schedule: 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$460	$271	$0	$0	$0	$0	$0	$0	$731
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$460**	**$271**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$731**
FUNDING USES (1000's)									
Project Management		$11							$11
Design/permitting									
Construction	$460	$260							$720
Sub-total	**$460**	**$271**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$731**

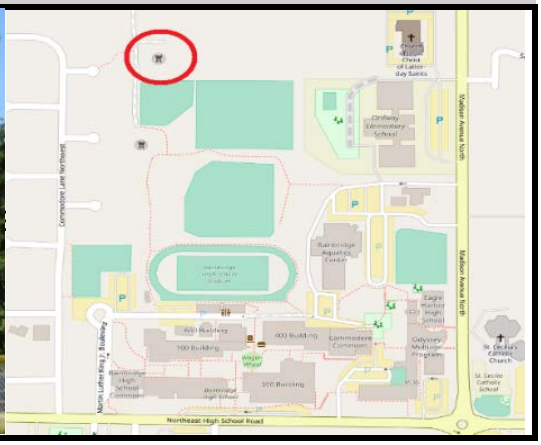
Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Winslow Water Tank Replacement **Number:** 00988
Location: New Brooklyn

Project Description





Description: Construct a new 2 million-gallon reservoir to replace both of the existing tanks that are located on an easement near the High School.

Benefit: A new tank built at a sufficient elevation, and to the most recent design standards, will correct several deficiencies associated with existing tanks including: significant dead storage, pressure zone deficiencies, water quality issues, and seismic deficiencies.

Schedule: 2021: Design; 2023: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$1,005	$535	$39	$10,040	$0	$0	$0	$0	$11,619
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$1,005**	**$535**	**$39**	**$10,040**	**$0**	**$0**	**$0**	**$0**	**$11,619**
FUNDING USES (1000's)									
Project Management	$5	$35	$39	$40					$119
Design/permitting	$1,000	$500							$1,500
Construction				$10,000					$10,000
Sub-total	**$1,005**	**$535**	**$39**	**$10,040**	**$0**	**$0**	**$0**	**$0**	**$11,619**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									TBD
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Fire Flow Improvements **Number:** 01095
Location: Winslow

Project Description





Description: As recommended by the City's 2017 Water System Plan, two pipeline upgrades have been identified that will allow the Winslow Water System to provide the required fire flow requirements for commercial and multi-family buildings.

Benefit: Sufficient fire flow to provide life safety and property protections.

Schedule: YR1: design, YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$91	$275	$0	$0	$0	$0	$0	$366
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$91**	**$275**	**$0**	**$0**	**$0**	**$0**	**$0**	**$366**
FUNDING USES (1000's)									
Project Management		$16	$35						$51
Design/permitting									$0
Construction		$75	$240						$315
Sub-total	**$0**	**$91**	**$275**	**$0**	**$0**	**$0**	**$0**	**$0**	**$366**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Well Development **Number:** 01096

Location: Pritchard Park

Project Description





Description: Pritchard well, which serves the City's Rockaway Beach Water System, has declined 40% since the City took ownership of the system in 1996. Rehabilitation of the well may be possible, but a new well location may also need to be planned in another nearby location.

Benefit: Provide sufficient water supply for the Rockaway service area.

Schedule: YR1: Planning; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$56	$164	$0	$0	$0	$0	$0	$220
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$56**	**$164**	**$0**	**$0**	**$0**	**$0**	**$0**	**$220**
FUNDING USES (1000's)									
Proj. Management		$6	$14						$20
Design/permitting		$50							$50
Construction			$150						$150
Sub-total	**$0**	**$56**	**$164**	**$0**	**$0**	**$0**	**$0**	**$0**	**$220**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Pipeline Improvements **Number:** 01097
Location: Shepard Way

Project Description




Description: This project proposes to increase the size of the water main on Shepard Way which was identified by the City's Water System Plan as undersized to meet current needs.

Benefit: Sufficient fire flow to protect life and property.

Schedule: YR1: design, YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$66	$333	$0	$0	$0	$0	$0	$399
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$66**	**$333**	**$0**	**$0**	**$0**	**$0**	**$0**	**$399**
FUNDING USES (1000's)									
Proj. Management		$16	$33						$49
Design/permitting									$0
Construction		$50	$300						$350
Sub-total	**$0**	**$66**	**$333**	**$0**	**$0**	**$0**	**$0**	**$0**	**$399**

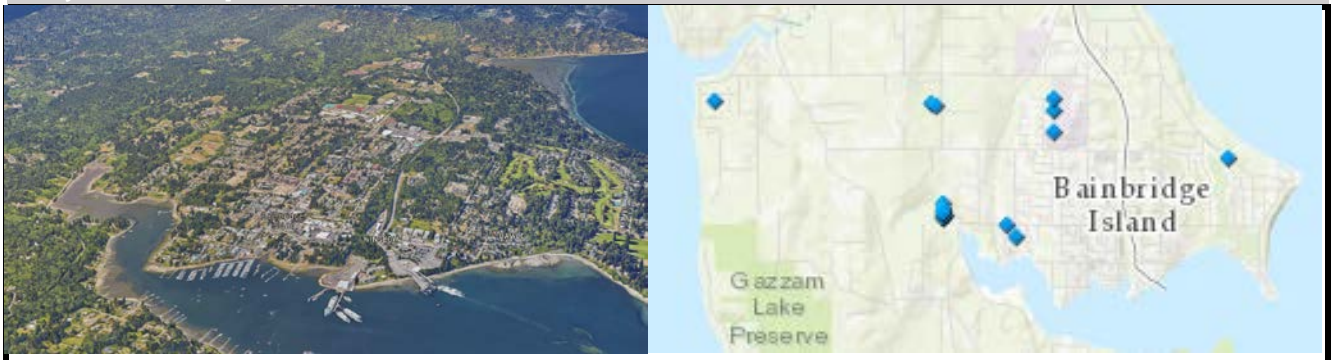
Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Water Treatment Improvements **Number:** 00816

Location: Winslow

Project Description



Description: This project implements water treatment improvements to prevent iron, manganese, and sulfide levels from exceeding the maximum contaminant levels (MCLs).

Benefit: Improve water quality for the system.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$600	$1,600	$0	$0	$0	$2,200
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$0**	**$0**	**$600**	**$1,600**	**$0**	**$0**	**$0**	**$2,200**
FUNDING USES (1000's)									
Project Management				$100	$100				
Design/permitting				$500					
Construction					$1,500				
Sub-total	**$0**	**$0**	**$0**	**$600**	**$1,600**	**$0**	**$0**	**$0**	**$2,200**

Estimated Impact on Future Operating Budget

	Prior Yrs	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

City of Bainbridge Island
Sewer CIP (2021 - 2026)
2022 Modifications

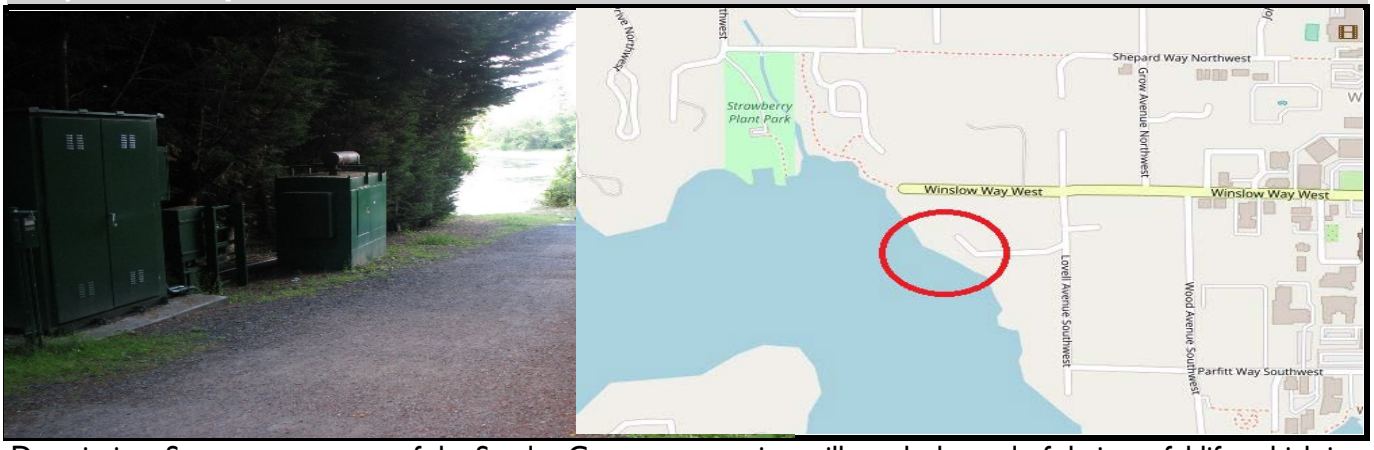
Project	Location and/or Phase	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	**Total**
SEWER PROJECTS - 6-YEAR CIP (1000s)																		
Rehabilitate Pumps	Sunday Cove			-				Y		151	45	466	-	-	-	-	-	662
Lift Station SCADA Upgrades	Various			-				Y		281	106	-	-	-	-	-	-	387
Pump Station & Force Main	Wood Ave			-				Y		753	17	21	2,800	-	-	-	-	3,591
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell							Y		173	12	475	440	-	-	-	-	1,100
Rehabilitate Pump Station (Wing Point)	Wing Point			-				Y		102	15	17	-	525	-	-	-	659
Village Basin Improvements	NW Winslow							Y		-	791	1	-	-	-	-	-	792
WWTP Airgap Replacement	Wing Point							Y		-	188	-	-	-	-	-	-	188
Hawley Pump	Lower Hawley							Y		-	-	124	-	490	-	-	-	614
Hawley/Irene Grinder Pumps	Wing Point							Y		-	363	27	-	-	-	-	-	390
North Town Woods Pump	NW Winslow							Y		-	-	115	474	-	-	-	-	589
Woodward Pump	NW Winslow							Y		-	14	119	-	-	380	-	-	513
Rehabilitate Pump Station (Island	Island Terrace			-				Y		-	-	-	180	475	-	-	-	655
Install Gravity Sewers	Sunday Cove			-				Y		200	15	10	-	-	-	490	-	715
Extend WWTP Outfall	Wing Point			-				Y		-	-	-	275	-	950	-	-	1,225
City Total										1,660	1,566	1,374	4,169	1,490	1,330	490	-	12,079
Grant Total										-	-	-	-	-	-	-	-	-
TOTALS										1,660	1,566	1,374	4,169	1,490	1,330	490	-	12,079

Amounts in thousands

Project: Rehabilitate Pumps **Number:** 00989

Location: Sunday Cove

Project Description



Description: Some components of the Sunday Cove pump station will reach the end of their useful life, which is assumed to be approximately 30 years, over the next few years. In addition to replacement of the pumps and motors, this project will include the replacement of the station's emergency generator.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: Design and construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$151	$45	$466	$0	$0	$0	$0	$0	$662
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$151**	**$45**	**$466**	**$0**	**$0**	**$0**	**$0**	**$0**	**$662**
FUNDING USES (1000's)									
Project Management	$1	$15	$46						$62
Design/permitting	$150	$30							$180
Construction			$420						$420
Sub-total	**$151**	**$45**	**$466**	**$0**	**$0**	**$0**	**$0**	**$0**	**$662**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Lift Station SCADA Upgrades **Number:** 00821
Location: Various

Project Description



Description: The City's sewer system is monitored and controlled remotely by a Supervisory Control and Data Acquisition (SCADA) system that was designed and installed in 1995. This project will upgrade and replace this critical system to meet current hardware and software standards.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: 2020: Design; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$281	$106	$0	$0	$0	$0	$0	$0	$387
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$281**	**$106**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$387**
FUNDING USES (1000's)									
Project Management	$1	$21							$22
Design/permitting		$85							$85
Construction	$280								$280
Sub-total	**$281**	**$106**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$387**

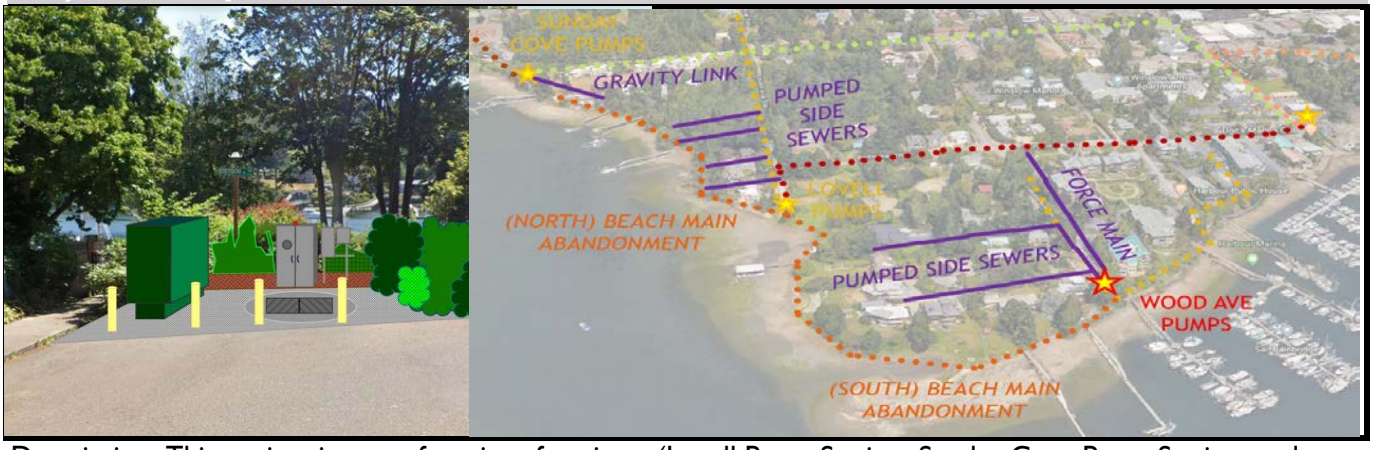
Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Pump Station and Force Main **Number:** 00990

Location: Wood Ave

Project Description



Description: This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Abandonment of the beach mains was determined to be the best replacement approach due to environmental, maintenance and cost-benefit concerns.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: design/permitting, YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$753	$17	$21	$2,800	$0	$0	$0	$0	$3,591
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$753**	**$17**	**$21**	**$2,800**	**$0**	**$0**	**$0**	**$0**	**$3,591**
FUNDING USES (1000's)									
Project Management	$3	$17	$21	$50					$91
Design/permitting	$750								$750
Construction				$2,750					$2,750
Sub-total	**$753**	**$17**	**$21**	**$2,800**	**$0**	**$0**	**$0**	**$0**	**$3,591**

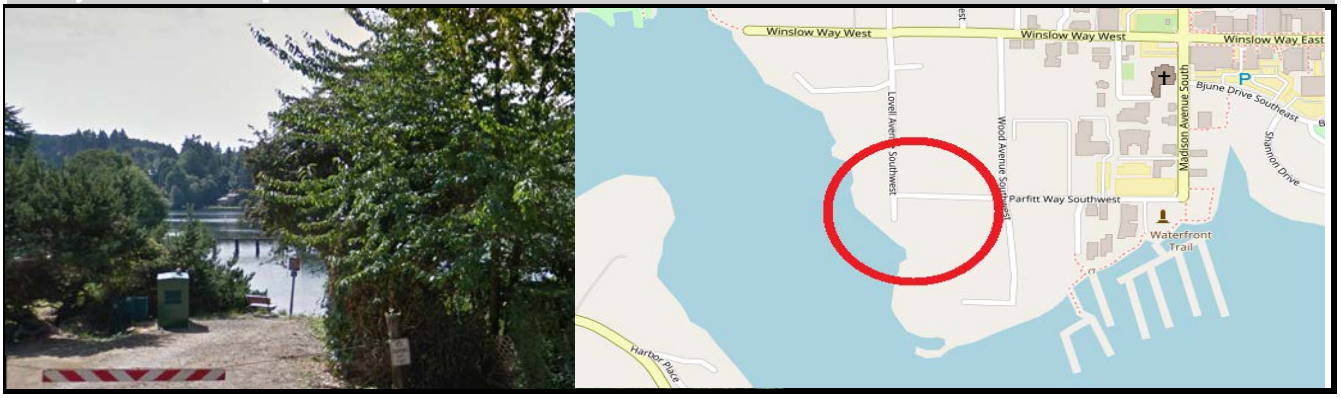
Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Rehabilitate Pump Station and Re-connect Side Sewers **Number:** 01086

Location: Lower Lovell

Project Description



Description: The pump station is reaching the end of its useful life, and needs to be upgraded with replacement pumps. This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Side sewers associated with several properties along Lovell Avenue will be reconnected to the upland sewer main as part of this project.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$173	$12	$475	$440	$0	$0	$0	$0	$1,100
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$173**	**$12**	**$475**	**$440**	**$0**	**$0**	**$0**	**$0**	**$1,100**
FUNDING USES (1000's)									
Project Management	$3	$12	$45	$40					$100
Design/permitting	$170								$170
Construction			$430	$400					$830
Sub-total	**$173**	**$12**	**$475**	**$440**	**$0**	**$0**	**$0**	**$0**	**$1,100**

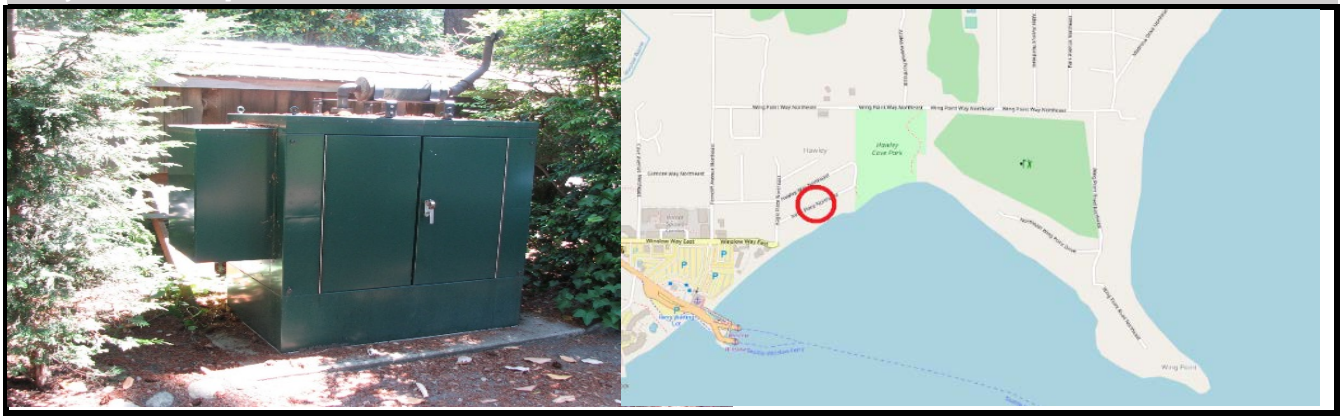
Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Rehabilitate Pump Station **Number:** 00820

Location: Wing Point

Project Description



Description: The Wing Point Pump Station has not been upgraded since its construction in 1979, and has reached the end of its useful life. In addition to required upgrades, the pump station access hatch will need to be re-designed to accommodate impacts from sea-level rise.

Benefit: Improves reliability of current sewer collection system.

Schedule: 2020: Design; 2024: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$102	$15	$17	$0	$525	$0	$0	$0	$659
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$102**	**$15**	**$17**	**$0**	**$525**	**$0**	**$0**	**$0**	**$659**
FUNDING USES (1000's)									
Project Management	$2	$15	$17		$25				$59
Design/permitting	$100								$100
Construction					$500				$500
Sub-total	**$102**	**$15**	**$17**	**$0**	**$525**	**$0**	**$0**	**$0**	**$659**

Estimated Impact on Future Operating Budget (1000's)

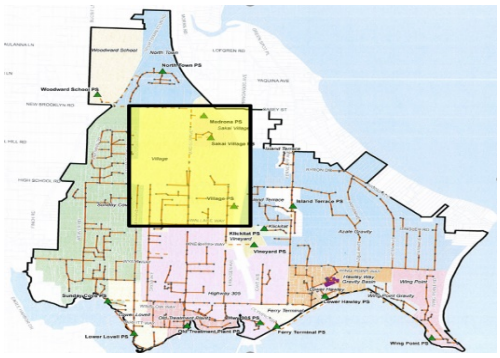
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Village Basin Improvements **Number:** 01100

Location:

Project Description





Description: This project is a placeholder for prioritized sewer improvements that will be identified by the City's sewer basin analysis, which is anticipated to be completed in Fall 2020. The amount is reflective of the approximate cost of what may be the basin's priority project, replacement of a force main in New Brooklyn and Madison Avenue. This project wil be closed and combined with Madison Avenue Sidewalk Improvements in 2022.

Benefit: Improves reliability of sewer collection system.

Schedule: YR1: Design and Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$791	$1	$0	$0	$0	$0	$0	$792
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$791**	**$1**	**$0**	**$0**	**$0**	**$0**	**$0**	**$792**
FUNDING USES (1000's)									
Project Management		$41	$1						$42
Design/permitting		$30							$30
Construction		$720							$720
Sub-total	**$0**	**$791**	**$1**	**$0**	**$0**	**$0**	**$0**	**$0**	**$792**

Estimated Impact on Future Operating Budget

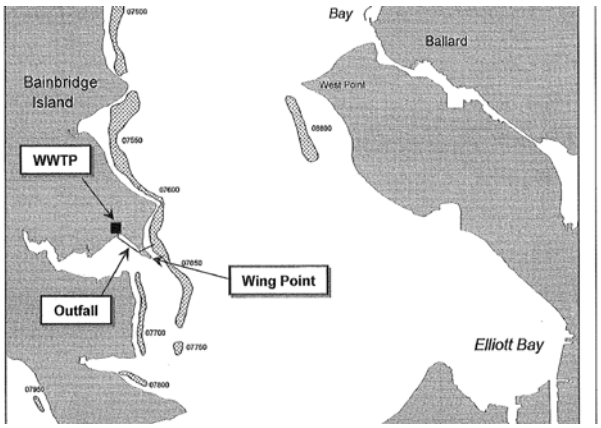
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: WWTP Air Gap Replacement **Number:** 01073

Location: Wing Point

Project Description





Description: Replace backflow protection for the potable water connection within the wastewater treatment plant. An in plant air gap system will be installed to isolate the solids processing building from the potable water connection, Winslow Water System and will meet Washington State Department of Health current regulations.

Schedule: YR1: design, YR2: construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$188	$0	$0	$0	$0	$0	$0	$188
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$188**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$188**
FUNDING USES (1000's)									
Project Management		$8							$8
Design/permitting									$0
Construction		$180							$180
Sub-total	**$0**	**$188**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$188**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Rehabilitate Pump Station **Number:** 01102

Location: Lower Hawley

Project Description



Description: The station was constructed as part of a major sewer system upgrade in 1979. Telemetry is limited to monitoring and is provided by a tone RTU installed in 1995. A generator set installed in 1996. The electrical systems are in fair condition, the telemetry is beyond its useful life, and the wet well controls do not meet current safety standards. Because of their age, the pumps, motors, valves, controls, and telemetry should be replaced. The station has exceeded the estimated useful life and requires rehabilitation.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$124	$0	$490	$0	$0	$0	$614
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$0**	**$124**	**$0**	**$490**	**$0**	**$0**	**$0**	**$614**
FUNDING USES (1000's)									
Project Management			$24		$40				$64
Design/permitting			$100						$100
Construction					$450				$450
Sub-total	**$0**	**$0**	**$124**	**$0**	**$490**	**$0**	**$0**	**$0**	**$614**

Estimated Impact on Future Operating Budget

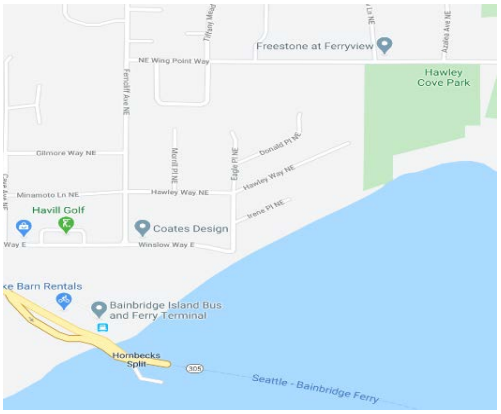
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Hawley/Irene Grinder Pumps **Number:** 01103

Location:

Project Description





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

Benefit: Replacement of a deteriorated system with a reliable improvement that can be maintained in the future.

Schedule: YR1: Design and Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$363	$27	$0	$0	$0	$0	$0	$390
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$363**	**$27**	**$0**	**$0**	**$0**	**$0**	**$0**	**$390**
FUNDING USES (1000's)									
Project Management		$13	$27						$40
Design/permitting									$0
Construction		$350							$350
Sub-total	**$0**	**$363**	**$27**	**$0**	**$0**	**$0**	**$0**	**$0**	**$390**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: North Town Woods Pump **Number:** 01104

Location:

Project Description





Description: This project proposes to upgrade the North Town Woods pump station to meet current standards, as identified in the City's General Sewer Plan.

Benefit: Upgrading the sewer system with a reliable improvement that can be maintained in the future.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$115	$474	$0	$0	$0	$0	$589
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$0**	**$115**	**$474**	**$0**	**$0**	**$0**	**$0**	**$589**
FUNDING USES (1000's)									
Project Management			$14	$24					$39
Design/permitting			$100						$100
Construction				$450					$450
Sub-total	**$0**	**$0**	**$114**	**$474**	**$0**	**$0**	**$0**	**$0**	**$589**

Estimated Impact on Future Operating Budget

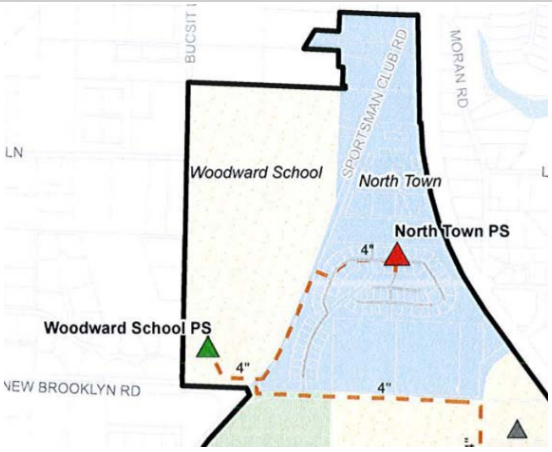
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Woodward Pump **Number:** 01125

Location:

Project Description





Description: This project proposes to upgrade the Woodward pump station to meet current standards, as identified in the City's General Sewer Plan.

Benefit: Upgrading the sewer system with a reliable improvement that can be maintained in the future.

Schedule: YR1: Design; YR4: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$14	$119	$0	$0	$380	$0	$0	$513
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$14**	**$119**	**$0**	**$0**	**$380**	**$0**	**$0**	**$513**
FUNDING USES (1000's)									
Project Management		$14	$19			$30			$63
Design/permitting			$100						$100
Construction						$350			$350
Sub-total	**$0**	**$14**	**$119**	**$0**	**$0**	**$380**	**$0**	**$0**	**$513**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Rehabilitate Pump Station **Number:**

Location: Island Terrace

Project Description





Description: The Island Terrace pump station will reach the end of its useful life, which is assumed to be approximately 30 years, over the next few years. Additionally the concrete drywell and wet well at the pump station requires painting. As the upgrade project takes place, wet well controls should be replaced to meet current safety standards.

Benefit:Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$180	$475	$0	$0	$0	$655
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$0**	**$0**	**$180**	**$475**	**$0**	**$0**	**$0**	**$655**
FUNDING USES (1000's)									
Project Management				$30	$25				$55
Design/permitting				$150					$150
Construction					$450				$450
Sub-total	**$0**	**$0**	**$0**	**$180**	**$475**	**$0**	**$0**	**$0**	**$655**

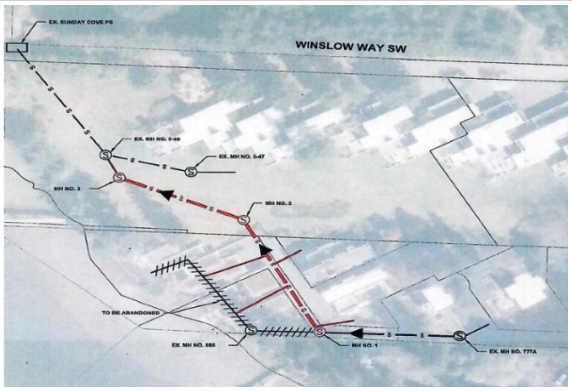
Estimated Impact on Future Operating Budget

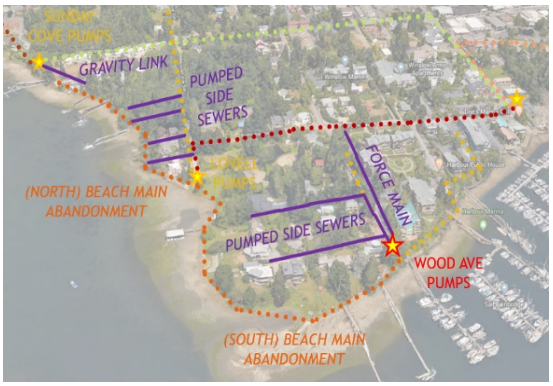
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Install Gravity Sewers **Number:** 01085

Location: Sunday Cove

Project Description





Description: This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Abandonment of the beach mains was determined to be the best replacement approach due to environmental, maintenance and cost-benefit concerns.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained

Schedule: 2020: Design; 2026: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$200	$15	$10	$0	$0	$0	$490	$0	$715
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$200**	**$15**	**$10**	**$0**	**$0**	**$0**	**$490**	**$0**	**$715**
FUNDING USES (1000's)									
Project Management		$15	$10				$40		$65
Design/permitting	$200								$200
Construction							$450		$450
Sub-total	**$200**	**$15**	**$10**	**$0**	**$0**	**$0**	**$490**	**$0**	**$715**

Estimated Impact on Future Operating Budget

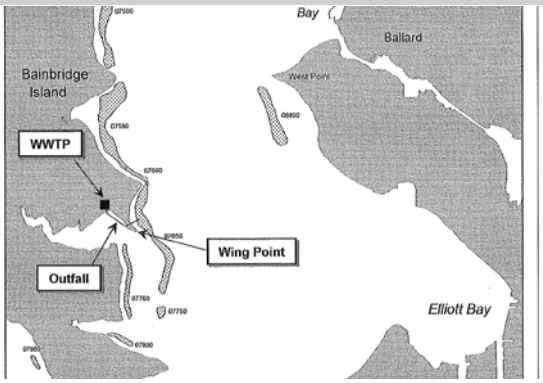
	Prior	2021	2022	2023	2024	2025	2026	2027-	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Extend WWTP Outfall **Number:** 01106

Location: Wing Point

Project Description





Description: The outfall from the City WWTP operates under an aquatic lease with WDFW. The outfall terminates in a geoduck bed, which is closed for harvesting due to this outfall. Recent shellfish surveys have documented the loss of potential harvest, and WDFW has notified the City that natural resource fines will likely be implemented in the near future. This project will extend the outfall as described in the Cosmopolitan Engineering report of 2008.

Benefit: Protect natural resources and ensure the future operation of the WWTP.

Schedule: YR1: design, YR2: construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$275	$0	$950	$0	$0	$1,225
SSWM Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$0**	**$0**	**$0**	**$275**	**$0**	**$950**	**$0**	**$0**	**$1,225**
FUNDING USES (1000's)									
Project Management				$75		$50			$125
Design/permitting									$0
Construction		$0		$200		$900			$1,100
Sub-total	**$0**	**$0**	**$0**	**$275**	**$0**	**$950**	**$0**	**$0**	**$1,225**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

City of Bainbridge Island
Stormwater CIP (2021- 2026)
2022 Modifications

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	**Total**
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	210	56	9	-	-	-	-	-	276
Pritchard Park Outfall								Y	125	24	-	-	-	-	-	-	149
Yeomalt Area Drainage Improvements			-					Y	61	-	-	625	-	-	-	-	686
Blakely Ave. Drainage Improvements			-					Y	-	-	-	280	-	-	-	-	280
Springbrook Creek Restoration and Culvert Complex Replacement	x		-					Y	-	-	-	-	240	1,270	-	-	1,510
Springbrook Fish Passage	x		1,085	X				Y	-	135	-	1,050	-	-	-	-	1,185
Eagle Harbor Drive Cooper Creek Fish Passage	x		-	X				Y	105	10	11	-	525	-	-	-	651
City Funding									501	141	20	955	765	1,270	-	-	3,651
Grant Totals									-	85	-	1,000	-	-	-	-	1,085
TOTALS									501	226	20	1,955	765	1,270	-	-	4,736

Amounts in thousands

Project: Eagle Harbor Drive at McDonald Creek **Number:** 00823
Location: 5530 Eagle Harbor Drive

Project Description





Description: Replacement of an existing deep concrete culvert that shows signs of failure.

Benefit: Preservation of roadway and drainage system.

Schedule: 2020: Design and permitting; Construction deferred until permits are in place.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$210	$56	$9	$0	$0	$0	$0	$0	$276
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$210**	**$56**	**$9**	**$0**	**$0**	**$0**	**$0**	**$0**	**$276**
FUNDING USES (1000's)									
Project Management	$10	$6	$9						$26
Design/permitting	$200	$50							$250
Construction									$0
Sub-total	**$210**	**$56**	**$9**	**$0**	**$0**	**$0**	**$0**	**$0**	**$276**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Pritchard Park Outfall **Number:** 1120
Location: Pritchard Park

Project Description



Description: Relocate stormwater outfall for Nikkei Memorial Park as agreed in legal settlement with adjacent property owner.

Benefit: Achieve compliance with legal settlement and coordinate on-site construction with planned improvements to the memorial.

Schedule: Design complete; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$125	$24	$0	$0	$0	$0	$0	$0	$149
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$125**	**$24**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$149**
FUNDING USES (1000's)									
Project Management		$24							**$24**
Design/permitting									$0
Construction	$125								$125
Sub-total	**$125**	**$24**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$149**

Estimated Impact on Future Operating Budget (1000's)

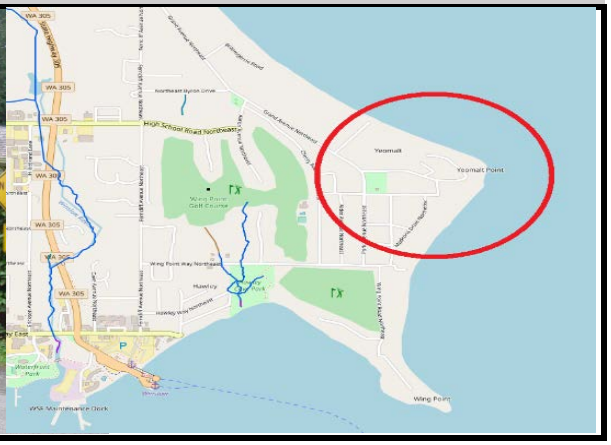
	Prior Yr	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Yeomalt Area Drainage Improvements **Number:** 00663

Location: Area bordered by Cherry, Yeomalt, Madrona and Wing Point Way

Project Description





Description: Provides for storm drainage improvements in the Yeomalt area. The City completed design in 2014 with funds received from a DOE grant for water quality

Benefit: Much of the Wing Point area above Yeomalt Point was developed before regulations required conveyance systems. Currently there are drainage problems in many areas and/or existing conveyances are lacking or inadequate.

Schedule: 2021: Design; 2022: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$61	$0	$0	$625	$0	$0	$0	$0	$686
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$61**	**$0**	**$0**	**$625**	**$0**	**$0**	**$0**	**$0**	**$686**
FUNDING USES (1000's)									
Project Management	$1			$35					$36
Design/permitting	$60								$60
Construction				$590					$590
Sub-total	**$61**	**$0**	**$0**	**$625**	**$0**	**$0**	**$0**	**$0**	**$686**

Estimated Impact on Future Operating Budget (1000's)

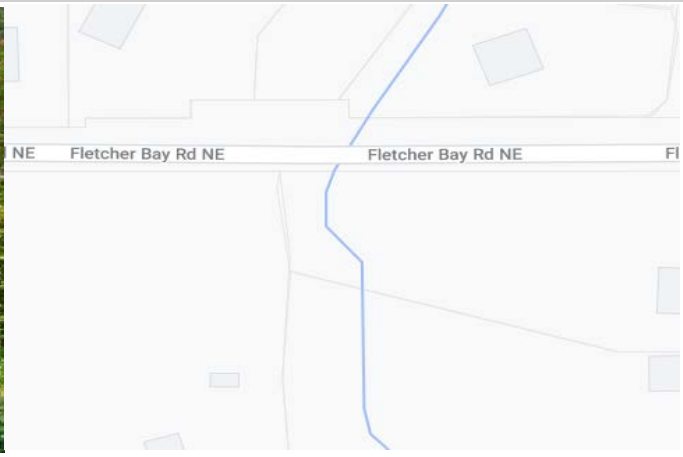
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Springbrook Fish Passage **Number:**

Location: Fletcher Bay Road west of New Brooklyn

Project Description





Description: The Springbrook Fish Weir/Passage project proposes to replace the existing culvert at Springbrook Creek with an open box/bridge structure and streambed restoration.

Benefit:

Schedule: YR 1: Design

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$50	$0	$50	$0	$0	$0	$0	$100
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$0	$50	$0	$50	$0	$0	$0	$0	$100
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$85	$0	$1,000	$0	$0	$0	$0	$1,085
Sub-total	**0**	**185**	**0**	**1100**	**0**	**0**	**0**	**0**	**1285**
FUNDING USES (1000's)									
Project Management		$4		$50					$54
Design/permitting		$181		$50					$231
Construction				$1,000					$1,000
Sub-total	**0**	**185**	**0**	**1100**	**0**	**0**	**0**	**0**	**1285**

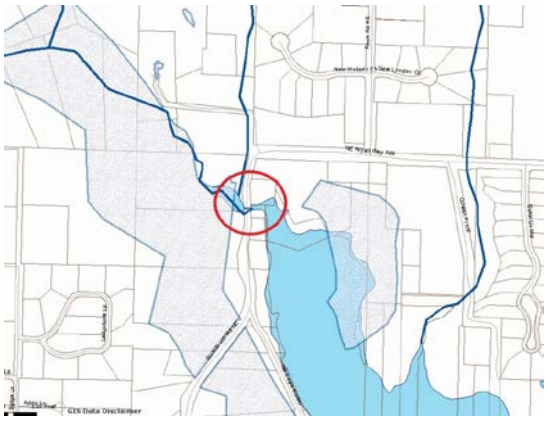
Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Project: Eagle Harbor Drive Cooper Creek Fish Passage **Number:** 1107
Location: Head of the Bay North of Green Light Automotive

Project Description





Description: Replace existing undersized culvert with a fish passage box culvert wide enough to accomodate non-motorized improvements on Eagle Harbor Drive.

Benefit: Addresses flooding, provides for fish passage, and accommodates future non-motorized improvements.

Schedule: 2021: Design; 2024 Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
SSWM Fund	$105	$10	$11	$0	$525	$0	$0	$0	$651
Federal Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
State Grant	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sub-total	**$105**	**$10**	**$11**	**$0**	**$525**	**$0**	**$0**	**$0**	**$651**
FUNDING USES (1000's)									
Proj. Management	$10	$10	$11						$31
Design/permitting	$95								$95
Construction					$525		$0	$0	$525
Sub-total	**$105**	**$10**	**$11**	**$0**	**$525**	**$0**	**$0**	**$0**	**$651**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	$0	$0	$0	$0	$0	$0	$0	$0	$0

ORDINANCE NO. 2021-28

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting the 2022 update of the 2021-2026 six-year Capital Improvement Plan.

WHEREAS, in accordance with the Growth Management Act, the City of Bainbridge Island adopted a Comprehensive Plan on September 1, 1994, revised it on December 8, 2004, and completed an update on February 28, 2017; and

WHEREAS, the Comprehensive Plan contains a Capital Facilities Element that establishes goals and policies for the provision and financing of capital facilities for the residents of Bainbridge Island; and

WHEREAS, the Capital Facilities Element is implemented through the City's Capital Improvement Plan, which is a six-year plan that is updated annually; and

WHEREAS, the 2021-2026 update of the six-year Capital Improvement Plan addresses the goals and requirements set forth in the Growth Management Act and the Bainbridge Island Comprehensive Plan; and

WHEREAS, the 2021-2026 update of the six-year Capital Improvement Plan is consistent with the Comprehensive Plan, functional plans, and adopted capital and operating budgets as stated in Policy CF 1.1 of the Comprehensive Plan; and

WHEREAS, the City Council conducted public hearings on the 2021-2022 Biennial Budget on October 27, 2020 and November 10, 2020, and the 2021-2026 update of the six-year Capital Improvement Plan is a component of that budget, such that the 2021 and 2022 capital improvements identified in the Capital Improvement Plan are incorporated into the 2021-2022 Biennial Budget; and

WHEREAS, the City Council is considering modifications to the 2022 Adopted Budget, including updates to the six-year Capital Improvement Plan, as attached.

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

Section 1. The 2022 update of the 2021-2026 six-year Capital Improvement Plan, attached as **Exhibit A**, is adopted as of the effective date of this ordinance.

Section 2. In the event that there are instances in which the dollar amounts or timing of capital projects included in this update differ from those in other sections of the Comprehensive Plan, the amounts and timing in this update shall prevail.

Section 3. This ordinance authorizes the City Manager to reformat **Exhibit A** into a final edition for publication and to reformat and transmit **Exhibit A** to the State of Washington as the City's annual State Transportation Improvement Program ("STIP"), as applicable.

Section 4. If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

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

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: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: 2021-28

Exhibit A: 2022 Update of the 2021-2026 CIP

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Confirm Recommended Appointments to the Lodging Tax Advisory Committee - Council,

SUMMARY: A call for participation was issued for volunteers to serve on the Lodging Tax Advisory Committee. The selection team consisted of Councilmembers Hytopoulos and Deets. Applications were reviewed and the selection team recommends 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: Confirm the appointment of Bill Corbin as an eligible business representative to the Lodging Tax Advisory Committee.

Confirm the appointment of Denise Dumouchel as an eligible recipient representative to the Lodging Tax Advisory Committee.

Confirm the appointment of Peter Raffa as an eligible recipient representative to the Lodging Tax Advisory Committee.

Confirm the appointment of Shannon Fitzgerald as an eligible business representative to the Lodging Tax Advisory Committee.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Corbin - LTAC (Redacted).pdf

Dumouchel - LTAC (Redacted).pdf

Fitzgerald - LTAC (Redacted).pdf

Raffa - LTAC (Redacted).pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, April 13, 2021 9:15 PM
To: CityAdmin
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (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.

Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

Step 1

Lodging Tax Advisory Committee- 2021 Commitment Only

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund).

LTAC members meet August-October to review project proposals. The award process typically involves member participation in 1-2 orientation meetings in August and September, and then 2-3 meetings in October and November to receive and review proposals. Members should include 2 people from Bainbridge Island businesses that collect lodging taxes and 2 people from businesses or agencies eligible to receive lodging tax funding. Members cannot currently serve as active board members or paid staff of organizations that will apply for lodging tax funding.

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

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

Applicant Information

Name	William M Corbin
Email	
Daytime Phone	

Address	
City	Bainbridge Island, Wa
State	WA
Zip	98110
Current Employer	Self, WM Corbin Construction Corp. and owner of part time vacation rental at address above
Current Position	President - Treasurer

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).	LTAC Lodging Tax Advisory Committee last year
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have been a general contractor, custom home builder, in the state of Washington since 1987. My wife, Mary Corbin, and I have rented a portion our home on Battle Point Drive as a short term vacation rental for the past 3 years. I have bachelor degrees in Fine Arts and Building Construction from the University of Florida. I was an active duty commissioned officer in the US Army from 1967 to 1970.
Please share your community interests (groups, committees, organizations) if any:	I am a member of St Cecilia Catholic Church. I am a member of the Bainbridge Island Chamber of Commerce. In the past I have been a Realtor in Kitsap County, a member of Bainbridge Island Kiwanis Club, a member of Kitsap County Home Builder's Association.
Do you have potential conflicts of interest? If so, please explain:	I believe that I do not have any conflicts of interest.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	*Field not completed.*
Type the Year	2021

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, April 20, 2021 4:26 PM
To: CityAdmin
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

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

Applicant Information

Name	DENISE DUMOUCHEL
Email	
Daytime Phone	

Address	
City	BAINBRIDGE ISLAND
State	WA
Zip	98110
Current Employer	Bainbridge Artisan Resource Network (BARN)
Current Position	Executive Director

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).	LTAC
Please share your qualifications for this appointment (skills, activities, training, education) if any?	served this past round and write many grant proposals
Please share your community interests (groups, committees, organizations) if any:	Bainbridge Aquatic Masters, IslandWood, Arts & Humanities Directors' Forum
Do you have potential conflicts of interest? If so, please explain:	not this year
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

DENISE M. DUMOUCHEL

Balancing passion and purpose, action and reflection, immediacy and vision.

Highlights:

- Dedicated educator with a proven track record of developing, administering, and facilitating innovative experiences that inspire lifelong learning and connection to place
- Humble leader who models attentive listening and receptivity to cultural differences
- Passionate supporter of other educators
- Experienced executive who blends collaborative leadership with decisive action
- Professional storyteller

EDUCATION

Ph.D. Environmental Studies, Antioch New England Graduate School, Keene, NH (2004)
Dissertation focused on intensive professional development programs for educators
Specialized coursework in field ecology

M.S. Ed., Outdoor Teacher Education, Northern Illinois University, DeKalb, IL (1987)
Emphasis in social studies and science education, human development, and experiential learning

B.A., History and Environmental Planning, University of Rochester, NY (1984)
Self-designed major combining social, economic, political, ecological and geological science aspects of environmental issues, with additional coursework in education

RELEVANT SKILLS AND EXPERIENCE

Educational:

- Developed and taught integrated curricula to children of diverse ages (8-18 years), languages, and cultural backgrounds, in public and private schools, and outdoors.
- Taught third grade & middle grades in public & private schools in Finland & Massachusetts.
- Facilitated teacher professional development sessions about experiential teaching methods, global awareness, and integrating core curricula through environmental themes.
- Taught graduate and undergraduate courses in curriculum and instruction methods, foundations of education, service learning, ecology, and human development.

Administrative:

- Direct the transition from building a community maker space facility to growing a community of volunteers and artisans who find inspiration, serve community, and create, together.
- Oversaw the creation of a residential environmental learning center, including faculty, strategic planning, graduate program curriculum development, and relationship-building.
- Built and maintained relationships with the University of Washington College of Education, adjunct faculty, and administrators.
- Created and implemented professional development opportunities for teachers, including several educator certificate programs and the three-week International Seminar on Environmental Education.

EMPLOYMENT HISTORY

Dates	Positions	Organization
2/18-present	Executive Director	BARN Bainbridge Artisan Resource Network, WA
4/05-3/18 11/01-4/05 8/00-11/01	Graduate Program Director School Programs Director Education Director	IslandWood, WA (Puget Sound Environmental Learning Center)
8/99- 6/00	Associate Professor	Slippery Rock University, PA
8/97- 6/99	Third Grade Teacher Middle School Dorm Parent	The Bement School, Deerfield, MA
8/96- 6/97	Middle School Teacher	Tikkurila International School, Finland
1991-96 1988-91	Education Director Instructor	Headlands Institute, GGNRA, CA Yosemite National Institutes, CA
Summer 1990	Trip Leader	US-USSR Environmental Exchange, USSR
1988 & 1989	Program Coordinator	Legacy International Youth Programs, VA
Fall 1987	Science Educator	Tanglewood 4-H, ME
Summer 1987	Trip Leader, backpacking	National Wildlife Federation, NC
1984-86	Park Ranger	Grand Canyon, Petrified Forest National Parks, AZ
1985-86	Energy Specialist	SCICON (Outdoor Science School), CA

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

PRESENTER: North American Association for Environmental Education conference, 2000; Environmental Education Association of Washington & Oregon conference, 2001, 2004, 2006, 2009; Washington Science Teachers' Association conference, 2011; California Science Teachers' Association conference, 1995; World Congress on Education and Communication for Environment and Development (ECO-ED), Toronto, Ontario, Canada, 1992; International Conference on Environmental Education, INDIA, 1989.

PUBLICATIONS: Facilitating Teachers' Growth: Investigating the Factors that Contribute to the Effectiveness of Intensive Professional Development Programs for Educators (2004); *Experiential Practice: Outdoor, Environmental and Adventure Education*; and *Learning from the Land: The Power of Place* (in New Horizons for Learning online journal Vol. IX, No, 3, 2003); regular column *Parenting in Nature* for IslandWood's newsletter, Connections (2006-2008)

FACILITATOR: GLOBE (Global Learning and Observations to Benefit the Environment), Projects WILD, Aquatic, WET, and Project Learning Tree; Population Connection

SERVICE: Board Member for the Bainbridge Island Boys and Girls Club (2006-2009); volunteer for Arms Around Bainbridge (ongoing)

SPECIFIC RESPONSIBILITIES AND ACCOMPLISHMENTS

Executive Director, Bainbridge Artisan Resource Network (BARN), Washington (2018-present)

- Oversee all aspects of a young organization: finance, staffing and human resources, program development, volunteer management and facility maintenance.
- Manage the collaborative efforts of ten art studios run by over one hundred volunteers.
- Work with Board of Directors towards a strategic plan and a business model that will sustain itself through the vagaries of financial backing for arts and education.
- Attained post-secondary school certification through the state Workforce Training Board.
- Build partnerships with the Suquamish Tribe and other arts and educational organizations.

Adjunct Faculty, Seattle University Department of Environmental Studies (2015-present)

- Teach undergraduate courses entitled "Environmental Education" and "Children and Nature."

Director of Graduate Education, Head of School Programs, IslandWood; Director of Education, Puget Sound Environmental Learning Center (2000-2018)

- Oversaw the creation of programs, educational facilities, curricula, and community relationships.
- Hired, trained and supervised Technology, Graduate Program, School Partnerships, Research and Arts Coordinators, and all faculty naturalists.
- Taught graduate courses in Foundations of Education, Child Development, Environmental Education, Curriculum and Instruction, and Social Studies Methods.
- Provided leadership for diversity initiatives, curriculum development, budget management, and graduate mentoring and training.

Assistant Professor of Environmental Education, Slippery Rock University

- Taught graduate and undergraduate courses in Endangered Systems Education, Applied Ecology, Natural History and Field Studies, and Terrestrial Systems Education.
- Advised undergraduate and graduate students majoring in Environmental Education.

International Professional Development Facilitator for Educators

- Designed and facilitated a five-day professional development program for teachers in Singapore, 2010.
- Facilitated reef education programs for the Bahamas Reef Environment Educational Foundation (BREEF), San Salvador Island, the Bahamas, summers 1997-1999.
- Provided three-day science education workshops for Finnish and Estonian teachers, summers 1993-1996.
- Created the 3-week International Seminar on Environmental Education (1992, 1994): participants from fourteen countries learning together and creating "Learning Approaches for Global Awareness," a book of philosophies and lessons regarding culture, education and the environment.

Roz Lassoff

From: noreply@civicplus.com
Sent: Thursday, September 16, 2021 9:17 AM
To: CityAdmin
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Open Until Filled)

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Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Open Until Filled)

Step 1

Lodging Tax Advisory Committee- 2021 Commitment Only (Open Until Filled)

Currently seeking one Bainbridge Island business representative that collects lodging taxes. Member cannot currently serve as active board members or paid staff of organizations that will apply for lodging tax funding.

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund). LTAC members meet September-November to review project proposals. The award process typically involves member participation in 1-2 orientation meetings in September and then 2-3 meetings in October and November to receive and review proposal.

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.

Applicant Information

Name	SHANNON FITZGERALD
Email	
Daytime Phone	
Address	

City	BAINBRIDGE ISLAND
State	WA
Zip	98110
Current Employer	Bainbridge Pediatrics
Current Position	Nurse Practitioner

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	*Field not completed.*
Please share your qualifications for this appointment (skills, activities, training, education) if any?	In October 2020, I opened a newly renovated short-term rental home in the Rollingbay area on Bainbridge Island with my family. My job in "real life" is as a healthcare provider and leader, and though I love my work, the experience of being a part-time innkeeper is an incredible source of joy - on most days! Dahlia Bluff Cottage overlooks Puget Sound, and we managed to create an oasis of peace and refuge for our guests, all of whom have been so appreciative of this escape, especially during the current phase of the worldwide pandemic. Our visitors are drawn to the jewel that is Bainbridge Island, and a big part of my host role is to provide accurate and relevant information about where to go and what to do while they are here, beyond staring at the astonishing views and watching the eagles soar. Though this is my first foray into the hospitality world, I have traveled extensively, have held several leadership positions in organizations and community initiatives, and feel that many of the skills and abilities I have gained over the years have translated naturally into this new endeavor. I love people, learning new things, and I welcome feedback, believe in continuous improvement, and am a reliable volunteer and worker.
Please share your community interests (groups, committees, organizations) if any:	I joined the Medical Reserve Corps, a component of Bainbridge Prepares, shortly after we moved to the island in 2017. Through that organization, I've become a neighborhood captain for disaster preparedness. I have administered hundreds of vaccine doses, including at all of the facilities run by Bainbridge Senior Living and the mass vaccination clinics. Bainbridge

	Prepares is an example of the incredible teamwork and cooperation that define this community. This LTAC opportunity would be the second activity here on the island with which I would volunteer. I believe my part-time role as a healthcare provider locally is also valuable - and several people have relocated to the island and are our patients, after having stayed at Dahlia Bluff Cottage! I attached my CV, and it has a list of various activities with which I have been involved over the 30 years that I have been a Washington resident; this includes running campaigns for school levy funding and at clinics for underserved populations. Additionally, my husband and I started a clinic in a disadvantaged "slum" in Lusaka, Zambia, in 2007, and we serve 600 women a month. My role is to support Zambian nurses to deliver the care; one of our core values is to employ only Zambians, to buy all of our supplies from local pharmacies, and to never impose standards that are inconsistent with the needs and customs of that community. Being involved with and helping the community in which I live has always been part of what makes me happy; I think this started when I served as the high school representative to the county library advisory board in the tiny town in Oregon closest to our family's sheep ranch. I would love to serve on this committee and find ways to build and grow the wonderfulness of Bainbridge Island in this small way.
Do you have potential conflicts of interest? If so, please explain:	No
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021
How did you hear about the volunteer opportunity?	Other (specify below)
Other	Andrea Addington

CURRICULUM VITAE

Shannon Fitzgerald, MSN, ARNP

Shannon Consulting:

Clinical Practice: Bainbridge Pediatrics
1280 Grow Avenue
Bainbridge Island, WA 98110
206.780-5437

EDUCATION

1980	Yale University New Haven, Connecticut Master of Science in Nursing, Community Health, Family Nurse Practitioner Track with pediatric focus
1976	University of Portland Portland, Oregon Bachelor of Science in Nursing, maxima cum laude

LICENSURE AND CERTIFICATION

- Advanced Registered Nurse Practitioner, Washington State
- Registered Nurse, Washington State
- Pediatric Nurse Practitioner (National Certification Board of Pediatric Nurse Practitioners)
- Family Nurse Practitioner (American Nurses Credentialing Center)

PROFESSIONAL EXPERIENCE

2019-present	Nurse Practitioner, Bainbridge Pediatrics, Bainbridge Island, WA Pediatric Primary Care, Group Practice
2019-present	Shannon Consulting, LLC Nurse Practitioner/APP Scope of Practice, Licensure, and Optimal Performance
2005-2019	Chief, Advanced Practice Services Seattle Children's Hospital, Seattle, WA
2006-2019	Nurse Practitioner, Urgent Care, Seattle Children's Hospital (15-20%)
1999-2006	Harbor Pediatrics, Gig Harbor, WA Pediatric Nurse Practitioner Primary care pediatrics, infants through adolescents, hospital privileges for newborn care; management of acute illnesses and injuries
1994-1999	Pediatric/Family Nurse Practitioner, Madigan Army Medical Center, Tacoma, WA (2-3 days/week concurrently with PLU)

1992-1996	Assistant Professor, Pacific Lutheran University, School of Nursing, Tacoma, WA – Developed and started FNP program
1982-1992	Family/Pediatric Nurse Practitioner, FNP Associates, Carson Medical Group and Family Medical Center, Carson City, Nevada, and Office of Susan Pintar, MD
1980-1982	Family/Pediatric Nurse Practitioner, Pediatric Clinic, St. Francis Hospital, Hartford, Connecticut
1978-1980	Visiting Nurse, Hartford Visiting Nurse Association
1976-1978	Community Health Nurse, Benton County, Oregon

HOSPITAL AFFILIATIONS (Clinical Privileges)

2006-present	Seattle Children's Hospital, ambulatory services
1999-2006	St. Joseph Medical Center, Tacoma, WA – maternal newborn service
1999-2006	Tacoma General Hospital, Tacoma, WA – maternal newborn service
1994-1997	Madigan Army Medical Center, newborn and pediatric service

BOARD APPOINTMENTS/REGULATORY EXPERIENCE

2020-present & 2002-2007	Pro Tem Board Member, Department of Health, Health Professions Quality Assurance, State of Washington
1994-2002	Member, Washington State Nursing Care Quality Assurance Commission Commission Chairman, 1999-2001 Chairman, Practice Committee, 1994-2002 Commission Representative for Washington State Task Force for Diabetes in the Schools
2001-2002	Advanced Practice Registered Nurse Task Force, National Council of State Boards of Nursing, Chicago, IL
1984-1990	APN Council/Peer Advisory Council, Nevada State Board of Nursing

HONORS

2020	Elizabeth Thomas Award for Professional Practice, Seattle Children's Hospital
2016	University of Washington School of Nursing, Distinguished Clinician Award, 2016
2012	Puget Sound Business Journal Health Care Practitioner of the Year, Washington State

2011	March of Dimes Nurse of the Year, Washington State
2009	Seattle Children's Hospital Ambulatory Achievement Award: Outstanding Mentor
2007	Children's Hospital Centennial Award for Nursing Leadership
1996	American Academy of Nurse Practitioners, Washington State Award for Excellence in Clinical Practice
1996	Sigma Theta Tau, National Nursing Honorary Society
1978-80	US Public Health Service Traineeship, Yale University
1976	Dean's Award for Excellence in Nursing Practice

PUBLICATIONS

Morris, A., Smith, R., Fitzgerald, S., Bosque, E. Growing Neonatal Advanced Practice Providers via Mentorship Can Fill the Need: Program Description and Tool Kit (published online ahead of print, 2021 Mar 25). Advances in Neonatal Care, 2021. *Adv Neonatal Care.* 2021; 10.1097/ANC.0000000000000847.doi:10.1097/ANC0000000000000847

Bolick et al Recommendations for Matching Pediatric Nurse Practitioner Education Preparation and Certification to Pediatric Acute Care Hospital Populations. Journal of Pediatric Health Care, October 2012. DOI: 10.1016/j.pedhc.2012.09.009

Fitzgerald, S., Maloney, P.L., Doyle, J., Elam, K. Managing school emergencies II: A case-based curriculum. National Association of School Nurses, publisher. Funded by a grant from the Maternal and Child Health Bureau, Emergency Medical Services for Children, Bethesda, Maryland, 1999.

Maloney, P.L., Doyle, J., Fitzgerald, S., Elam, K. Managing school emergencies I: A case-based curriculum. National Association of School Nurses, publisher. Funded by a grant from the Maternal and Child Health Bureau, Emergency Medical Services for Children, Bethesda, Maryland, 1998.

Fitzgerald, Shannon and Wood, Sylvia. Advanced practice nursing: Back to the future. Journal of Obstetric, Gynecologic, and Neonatal Nursing. 26:1, January/February, 1997: 101-107.

COMMUNITY SERVICE

2011- present	Board of Directors, Seattle for Ng'ombe, charitable organization serving the Ng'ombe community in Lusaka, Zambia
2008-2015	Board of Directors, Eat Well, Be Active Guild, Seattle Children's Hospital
1994-2006	Volunteer ARNP, St. Leo's Neighborhood Clinic, Hilltop Area, Tacoma
1994-2007	Member, Health Advisory Committee, Gig Harbor High School
1994-2008	President, Friends of Carson City Schools, chaired the bond issue campaign for $29.7 million
1994-2009	Founding Board Member, Carson City Children's Museum
1986-1988	President, Carson Tahoe Medical Alliance

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, April 13, 2021 3:06 PM
To: CityAdmin
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

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Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

Step 1

Lodging Tax Advisory Committee- 2021 Commitment Only

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund).

LTAC members meet August-October to review project proposals. The award process typically involves member participation in 1-2 orientation meetings in August and September, and then 2-3 meetings in October and November to receive and review proposals. Members should include 2 people from Bainbridge Island businesses that collect lodging taxes and 2 people from businesses or agencies eligible to receive lodging tax funding. Members cannot currently serve as active board members or paid staff of organizations that will apply for lodging tax funding.

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

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

Applicant Information

Name	Peter Raffa
Email	
Daytime Phone	

Address	
City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	Bainbridge Island Museum of Art
Current Position	Development Director

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).	LTAC
Please share your qualifications for this appointment (skills, activities, training, education) if any?	As an experienced grant seeker and maker, I have year of experience reviewing applications seeking funds for nonprofit organizations. As an island resident since 1994, I know the community well. After serving last year of the LTAC committee, I know have one year under my belt working with the COBI.
Please share your community interests (groups, committees, organizations) if any:	I am past board member of Bainbridge Island Childcare Centers. I have assisted in fundraising for Helpline House, Bainbridge Youth Services, Kitsap Humane Society, Bainbridge Public Library to name a few.
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	*Field not completed.*
Type the Year	2021

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Authorize One-Year Renewal of Annual $65,000 Payment to Friends of the Farms and Direct an Analysis of Policy and Service Delivery - Executive

SUMMARY: Staff recommends that the Council consider continuing an annual payment of support to Friends of the Farms related to their management of the City's public farmland. The City agreed to amend the master lease and make a payment to Friends of the Farms in 2019, 2020, and 2021. Staff proposes to continue the 2021 payment amount of $65,000 into 2022 at the same level.

In addition, staff proposes that the Council consider directing the City Manager to further review the City's approach to public farmland, analyze service delivery models, and provide a recommendation for a future approach to this body of work.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION: Authorize the City Manager to execute an Amendment No. 4 to the Master Lease and Management Agreement between the City and Friends of the Farms in the amount of $65,000 for fiscal year 2022 in substantially the same form as Amendment No. 3 to the Master Lease with funding to come from the 2022 Council Contingency. In addition, direct the City Manager to analyze the service delivery model and policy objectives for public farmland and provide the Council with options for further consideration.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:	
Amount:	$65,000
Ongoing Cost:	
One-Time Cost:	$65,000
Included in Current Budget?	No

BACKGROUND: The City of Bainbridge Island (City) owns 60 acres of farmland in seven parcels across the Island, of which 21 acres are actively farmed. These properties are managed by a non-profit organization, Friends of the Farms (FOF), according to a Master Lease Agreement (Master Lease) originally signed in 2011. In 2018, FOF requested revising the Master Lease to update the scope of services and responsibilities of both parties and to provide an annual direct payment of operating support.

After discussion in the fall of 2019, the City Council decided to continue payment to FOF for the calendar year 2020 with plans to evaluate the preferred long-term approach. In January of 2020, a Council Ad Hoc Committee was formed to assess various issues related to the City's Public Farmland, as detailed in the attached Scope of Work. The Ad Hoc Committee met in 2020 and 2021 to discuss the issues in the scope of work.

The Ad Hoc Committee reviewed the current framework for management of the City's public farmland with particular attention to the following four topics:

1. Whether all of the City farmland properties should continue to be managed within a single framework.

Status: Committee work complete. The Ad Hoc Committee recommended that the City farmland properties continue to be managed within a single framework.

2. Whether some or all of the City properties should be managed on behalf of the City by an external organization.

Status: Committee work complete. The Ad Hoc Committee recommended that the City farmland properties continue to be managed by an external organization, for cost and organizational relationship reasons.

3. If an external organization is responsible for management of some or all of the City properties, what are the scope of services the City requires.

Status: Ongoing. The Ad Hoc Committee recommended that the scope of services provided by the external organization serving as manager of the properties should be limited to property management functions, with any other services provided by that organization funded through a separate City or community-based mechanism.

4. If an external organization is responsible for management of some or all of the City properties, what is the preferred framework to manage the provision of those services.

Status: Committee work complete. The Ad Hoc Committee determined that the preferred framework to manage the provision of the services to be provided by Friends of the Farms should continue to be the Master Lease, amended to define the basis for an ongoing annual management fee.

ATTACHMENTS:

Background: Public Farmland Ad Hoc Committee and Scope of Work 01282020.pdf

Background: Public Farms Map

COBI-Friends of the Farms (Amendment No. 3) - Executed.pdf

Background: COBI-FOF Master Lease

FISCAL DETAILS: The proposal is to pay Friends of the Farms $65,000 in 2022. This amount would be added to the City's expenditures either through the 2022 Budget Modification process, or through a quarterly budget amendment in 2022.

The payment can be authorized through Council Contingency funding, or as an add to the overall budget.

Fund Name(s): General Fund

Coding:

CITY OF BAINBRIDGE ISLAND

Ad Hoc Committee Formation Request

Request date: 01-07-20

Requested by: City Council, per October 22, 2019 direction

Procedural Authority/Governance Manual Reference(s): Section 3.1.3 of the Governance Manual

Name of Committee Proposed: Public Farmland Ad Hoc Committee

Purpose/ Scope of Work: See attached scope of work

Specific task deliverable(s) (recommendation, report, etc.): Recommendation to Council

Link to Council/Dept work plan: Executive

Reports to: ◯ City Council ◯ City Manager

Public participation/education required? ◯ Yes ◯ No

Staff support required? ◉ Yes ◯ No

Sunset date:

If Yes, in what form (notes, technical, etc.)?

City Manager's comments:

Members: Councilmembers Joe Deets, Kirsten Hytopoulos, Rasham Nassar

Proposed Motion: I move to authorize the formation of a Council ad hoc committee on public farmland.

Date action taken: 1/28/2020

CITY OF
BAINBRIDGE ISLAND

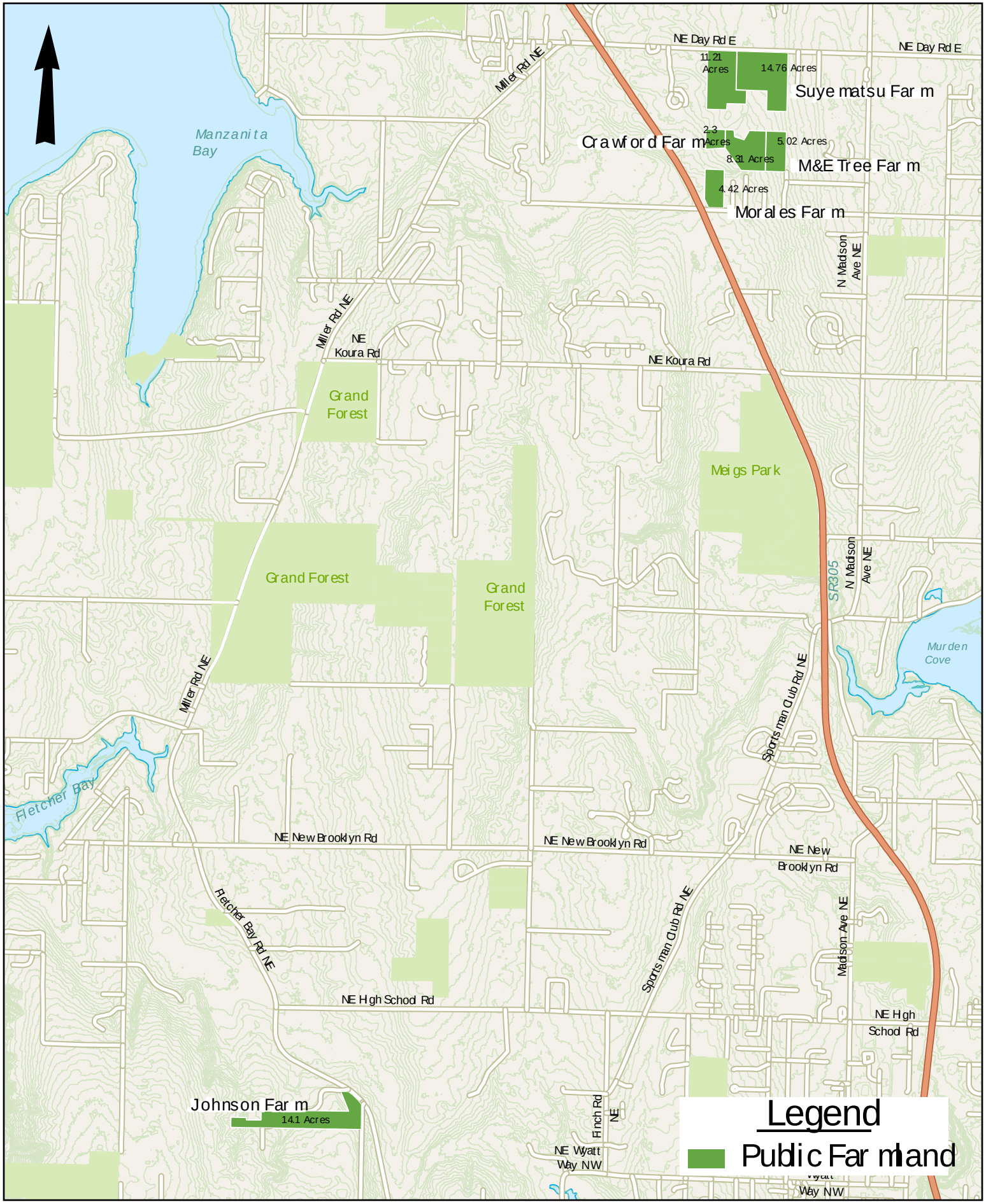
Public Farmland Ad Hoc Committee

Scope of Work

Review current framework for management of the City's public farmland, in order to develop recommendations to the full Council on:

1. Whether all of the City farmland properties should continue to be managed within a single framework.
2. Whether some or all of the City properties should be managed on behalf of the City by an external organization.
3. If an external organization is responsible for management of some or all of the City properties, what are the scope of services the City requires.
4. If an external organization is responsible for management of some or all of the City properties, what is the preferred framework to manage the provision of those services.

Public Farmland



0 0.25 0.5 1 Miles


SCANNED 4/19/21 CEM

AMENDMENT NO. 3 TO
THE MASTER LEASE AND MANAGEMENT AGREEMENT

THIS AMENDMENT NO. 3 TO THE MASTER LEASE AND MANAGEMENT AGREEMENT ("Amendment No. 3") amends the Master Lease and Management Agreement ("Master Lease") entered into on December 9, 2011, by the City of Bainbridge Island, a Washington State municipal corporation ("City"), and the Friends of the Farms, a Washington State nonprofit corporation ("Friends").

WHEREAS, the City and Friends entered into the Master Lease to provide management services for the City's approximately 60 acres of public farmland; and

WHEREAS, on September 11, 2018, Friends presented to the City Council and described its need for City funding in order to continue to provide management services for the City's public farmland; and

WHEREAS, on November 6, 2018, Friends provided additional information to the City Council regarding Friends' request for City funding; and

WHEREAS, on November 13, 2018, the City Council allocated a one-time payment of $65,000 to Friends in the 2019 fiscal year ("FY19") in consideration of the management services to be provided to the City under the Master Lease in FY19; and

WHEREAS, on November 27, 2018, the City Council approved Ordinance No. 2018-39, which adopted the final budget for fiscal years 2019-2020 and included the $65,000 allocation to Friends in FY19; and

WHEREAS, on February 6, 2019, the City and Friends executed Amendment No. 1 to the Master Lease, amending the Master Lease to include a new Section 3.15 providing for a one-time payment of $65,000 to Friends in FY19; and

WHEREAS, for the 2020 fiscal year ("FY20"), Friends requested $72,000 from the City in consideration of the management services to be provided to the City under the Master Lease in FY20; and

WHEREAS, the City Council considered Friends' request for funding during the July 16, September 17, and October 22, 2019 Council meetings; and

WHEREAS, on October 22, 2019, the City Council allocated $72,000 from the Council contingency fund as payment to Friends in consideration of the management services to be provided to the City under the Master Lease in FY20; and

WHEREAS, also on October 22, 2019, the City Council approved the formation of a Council ad hoc committee specifically to work with Friends to revise the Master Lease in 2020; and

WHEREAS, on February 13, 2020, the City and Friends executed Amendment No. 2 to the Master Lease, amending Section 3.15 providing for a one-time payment of $65,000 to Friends in FY20; and

WHEREAS, on December 1, 2020, the City awarded $65,000 from the Council contingency fund as payment to Friends in consideration of the management services by be provided to the City under the Master Lease in FY21.

NOW, THEREFORE, the City and Friends agree to further amend the Master Lease as follows:

1. Section 3.15 of the Master Lease is hereby amended to read as follows:

3.15. PAYMENT TO FRIENDS. The City agrees to pay Friends a total of $65,000 for services performed under this Lease in fiscal year 2019, which amount shall be paid quarterly in four equal installments of $16,250. The City agrees to pay Friends a total of $72,000 for services performed under this Lease in fiscal year 2020, which amount shall be paid quarterly in four equal installments of $18,000. The City agrees to pay Friends a total of $65,000 for services performed under this Lease in fiscal year 2021, which amount shall be paid quarterly in four equal installments of $16,250. Friends shall submit, in a format acceptable to the City, quarterly invoices for services performed in a previous quarter. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from Friends.

2. Except as modified herein, all other terms and conditions to the Master Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment to the Master Lease as of the later of the signature dates included below.

FRIENDS OF THE FARMS

Date: APRIL 14, 2021

By: Heather Burger

Heather Burger, Executive Director

CITY OF BAINBRIDGE ISLAND

Date: 04.29.2021

By: Ellen Joy Schroer

Ellen Schroer, Interim City Manager

STATE OF WASHINGTON)
) ss:
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that Ellen Schroer signed this instrument, on oath stated that she was authorized to execute the instrument and acknowledged it as the Interim City Manager of the City of Bainbridge Island to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: April 29, 2021

Rosalind D. Lassoff

NAME: Rosalind D. LASSOFF
(Print Name)

Notary Public in and for the State of Washington, residing at Poulsbo, WA

My Commission Expires: 6/9/21

ROSALIND D LASSOFF NOTARY PUBLIC COMMISSION EXPIRES 6-09-21 STATE OF WASHINGTON

STATE OF WASHINGTON)
) ss:
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that Heather Burger signed this instrument, on oath stated that she was authorized to execute the instrument, and acknowledged it as the Executive Director of Friends of the Farms to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: April 14th, 2021

Lauren Manohara

NAME: LAUREN MANOHARA
(Print Name)

Notary Public in and for the State of Washington, residing at 180 Hildebrand Ln NE, B.I. WA 98110

My Commission Expires: 09-01-2022

LAUREN MANOHARA NOTARY PUBLIC MY COMM. EXP. 09-01-2022 COMM. NO. 202693 STATE OF WASHINGTON

CITY OF BAINBRIDGE ISLAND AND FRIENDS OF THE FARMS

MASTER LEASE AND MANAGEMENT AGREEMENT

CITY OF BAINBRIDGE ISLAND AND FRIENDS OF FARMS

MASTER LEASE AND MANAGEMENT AGREEMENT

THIS MASTER LEASE AND MANAGEMENT AGREEMENT ("Lease") is made and entered into by and between the City of Bainbridge Island, a Washington municipal corporation ("City"), and the Trust for Working Landscapes, a nonprofit corporation doing business as Friends of the Farms ("Friends").

RECITALS

WHEREAS, the City has adopted policies to preserve and enhance land in its agricultural condition; and

WHEREAS, the City Municipal Code establishes agriculture as a preferred use in zones where it is allowed; and

WHEREAS, the City owns approximately sixty (60) acres of farmable land; and

WHEREAS, in 2005, the City contracted with the American Farmland Trust and Cascade Harvest Coalition to conduct an assessment of the City-owned agricultural properties and to develop recommendations on management and program activities to support Island agriculture and other varied public purposes; and

WHEREAS, on February 8, 2006, the City Council passed Resolution No. 2006-06, adopting the American Farmland Trust Assessment and Recommendations for Preservation and Management of the City-owned Agricultural Land ("AFT Report") as the guiding document for creating a long-term farm management plan; and

WHEREAS, on September 25, 2008, the City Council adopted Resolution No. 2008-28 accepting the recommendations from the Mayor's 90-Day Farmland Committee's Report and Initial Recommendations to be used in conjunction with the AFT Report to guide policy in developing a comprehensive management plan for all City-owned agricultural lands; and

WHEREAS, Resolution No. 2008-28 directed that the City should work with a single management entity "to develop a master lease agreement for management of the City-owned agricultural lands"; and

WHEREAS, Friends entered into an Agreement for Professional Services with the City, dated April 30, 2009, to provide various management services for the City's sixty acres of public farmland including negotiating "lease agreements with Farmers in order to provide long-term farm planning stability for leasehold Farmers"; and

WHEREAS, farmers cannot make long-term plans or investments in their businesses without guarantees of long-term access to the land they are cultivating; and

WHEREAS, the Premises described in this Lease have been acquired and are being leased by the City to Friends in furtherance of the City's public purposes; and

WHEREAS, Friends shares the purposes and goals of the City and has agreed to enter into this Lease not only to obtain those benefits to which Friends is entitled under this Lease, but also to further the public purposes of the City with regard to the Premises; and

NOW THEREFORE, in consideration of the mutual promises of the City and Friends, and of other good and valuable consideration, the City and Friends agree as follows:

ARTICLE 1: PREMISES

1.1. PREMISES: The City hereby leases to Friends the property described in the attached and incorporated Exhibit A ("Premises").

1.2. AS IS: Friends agrees to accept the Premises in their "as is" condition and "with all faults" existing as of the date hereof. Friends agrees that this Lease has been entered into after full investigation of the Premises, or with Friends satisfied with the opportunity afforded for investigation, and without reliance upon any statement or representation by the City unless such statement or representation is expressly set forth in this Lease.

1.3. RESERVATION OF MINERAL RIGHTS: The City reserves to itself all of the oil, gas, coal and other minerals, including water, upon, in and under the Premises. This reservation shall not diminish the right of Friends under this Lease to occupy and freely use the Premises. Any extraction of minerals by the City shall be carried out with as little disruption to Friends as is possible. On the completion of any such extraction, the City shall return the surface of the Premises to its original state. Notwithstanding this reservation of mineral and water rights by the City, Friends shall have the right to draw upon such quantity of water from the Premises as is reasonably necessary to fulfill the proposed farming uses for the property identified under the terms of this Lease on the Premises.

ARTICLE 2: DURATION OF LEASE

The term of this Lease shall be thirty (30) years, commencing on the 1st day of January, 2012 ("Commencement Date"), and terminating on the 1st day of January, 2042 ("Expiration Date"), unless terminated sooner or extended as provided below. In the event that ownership of the land comprising the Premises is conveyed or transferred (whether voluntarily or involuntarily) by the City to any other person or entity, this Lease shall not cease, but shall remain binding and unaffected.

ARTICLE 3: MANAGEMENT AND SUBLEASING

3.1. PREVIOUS AGREEMENTS. This Lease supersedes and replaces all previous leases or management contracts, including the April 30, 2009 Agreement for Professional Services between the City of Bainbridge Island and the Trust for Working Landscapes.

3.2. FRIENDS' RESPONSIBILITIES: Friends shall be responsible for managing the Premises in accordance with this Lease, including granting and managing subleases granted to individual farmers ("Farmers"). Friends' responsibilities will include, but are not limited to:

a. Recruiting and selecting leasehold Farmers (3.4, below).

b. Negotiating subleases with leasehold Farmers (3.3, below).

c. Coordinating resources for the leasehold Farmers (3.5, below).

d. Developing an overall Farm Management Plan for managing the Premises, which Farm Management Plan shall be developed according to the Capital Projects and Management Task List (Exhibit D) and submitted to the City for its approval.

e. Monitoring conformance to the Goals, Policies and Practices, and Farm Management Plan (3.9, below).

f. Implementation of Capital Projects and Management Task List identified in Exhibit D. The parties anticipate that the list of projects on Exhibit D will change from time to time upon mutual agreement of the Parties, as projects and management tasks are completed, and as City funding, if any, and Friends' capacity to perform evolves during the term of this Lease.

3.3. TERMS OF SUBLEASES: Subleases granted to Farmers shall be in a form and contain terms approved by the City Manager and shall be consistent with the following:

a. Rental rates shall be set according to a schedule or formula approved by the City Manager. Rent for sublease Farmers shall be calculated as the monthly fair rental value of the Premises as of the commencement of the lease term, and shall (i) include the cost of any use of Premises' utilities, (ii) be determined by a formula based on a comparison of agricultural lease rates set by the USDA and local Kitsap County agricultural lease rates, and (iii) include a proportional share of the cost of maintaining and operating any common areas included in the Premises. This calculation will also recognize (x) that certain costs of ownership, including the cost of some insurance and utilities, may be paid directly by the Farmer and are therefore not costs for which reimbursement is required, (y) that use of the Premises is restricted by the Lease in ways that reduce the fair rental value, and (z) that Farmer will be providing certain benefits to the Bainbridge Island community including but not limited to preservation and enhancement of agricultural land quality (e.g. soil amendments and physical improvements), opportunities for public involvement in the agricultural process and protection of the environment.

b. On mutual agreement by the City and Friends, consideration may be given in exceptional circumstances on a case-by-case basis for a sublease Farmer's rent rate to be calculated by an agreed percentage rate of gross income from crop yield. Under

all circumstances such rent rates shall include at a minimum (i) the cost of any use of Premises utilities, and (ii) a proportional share of the cost of maintaining and operating any common areas included in the Premises.

c. The length of such subleases may be up to twenty-five (25) years and shall be appropriate to the type of food crop and specific situation – e.g., vineyards and orchards require at least four to seven years before they produce fruit, whereas row crops begin yielding produce within one to two years. The term of such subleases shall not exceed the termination date of this Lease.

d. The subleases shall require compliance with the terms of this Lease.

e. Farmers shall be required to participate in outreach activities and community events, education in partnership with other organizations, heritage teaching of farm practices, and community culture-building.

f. Farmers shall be responsible for the cost of on-going maintenance and leasehold improvements supporting their farming activities, beyond the City's existing infrastructure investments (e.g., clearing, deer fencing, installation of an irrigation system).

g. Rent and fees paid by sublease Farmers or other users of the Premises shall be paid to Friends, and used by Friends to contribute to necessary operational and management costs to fulfill the terms of this Lease.

3.4. SELECTION OF SUB-LESSEES: Friends will sublease to Farmers who are selected in an open competitive process with criteria approved by the City and which give preference based on the following factors:

a. Previous commitment to working on City farmland.

b. Previous experience with commercial farming.

c. Compatibility with other uses and users of the Premises.

d. Growing food crops.

e. Agricultural diversity.

f. Sustainability of practices.

g. Submission of an Agriculture Business Plan demonstrating commercial viability.

h. Ability to fulfill lease requirements.

i. Proximity of residence to farmland.

Friends will issue public notice of the application period for available subleases. Notice shall be posted in a newspaper of local jurisdiction, posted on the City and on Friends websites, and any additional media Friends may designate. Notice must be issued at least forty-five (45) days in advance of the close of the application period.

3.5. COORDINATION OF SHARED RESOURCES: Friends will facilitate cooperation among Farmers in the development of the Premises and the use and maintenance of common resources (such as storage facilities and large equipment) and tasks (such as

maintenance of fencing and farm materials). The City understands that Friends intends to delegate direct performance of these duties to the Farm Site Committees identified in Section 3.10 below.

3.6. COLLATERAL USES: Friends shall allow incidental accessory uses of the Premises for residential or educational purposes and shall allow other compatible uses of the land (e.g., affordable housing for Farmers, classroom space, etc.), as well as short-term, low impact, revenue-producing activities, such as weddings, so long as such uses are compatible with the primary use of commercial farming.

3.7. WRITTEN CONSENT FOR OTHER USES: Friends must secure prior written consent from the City for any uses of the Premises that are not consistent with the terms of this Lease or about which there may be reasonable doubt as to their consistency with the terms of this Lease. Any request by Friends for such consent shall be either granted or refused by the City Manager in writing within thirty (30) days of receipt thereof, and if not granted within such thirty-day period shall be deemed denied.

3.8. RESPONSIBLE USE AND COMPLIANCE WITH LAW: Friends shall use, and ensure that Farmers, and all other users of the Premises, use the Premises in a manner so as not to cause actual harm to others or create any nuisances, public or private; and shall dispose of any and all waste in a safe and sanitary manner and in compliance with all applicable laws and regulations. Friends shall maintain the Premises and Improvements in good and safe condition in all respects, except for normal wear and tear, in full compliance with all applicable laws and regulations, and in such condition as is required to maintain the insurance coverage required by Article 8 of this Lease.

3.9. GOALS, POLICIES AND PRACTICES:

a. Friends shall implement and abide by the Goals, Policies and Practices for the Premises attached hereto as Exhibit B and incorporated herein. Friends shall ensure that all users of the Premises follow Best Management Practices for the Premises as specified in a Conservation Farm Plan developed by the Kitsap Conservation District and attached hereto as Exhibit C and incorporated herein. In addition, Friends shall ensure all users of the Premises comply with the Goals, Policies and Practices for the Premises and with any applicable Farm Management Plan for the Premises.

b. For the first five years of this Lease, the Parties will annually review the terms of Exhibit B, the Lease Goals, Policies and Practices by June 1 of each year beginning in 2013. The purpose of the review will be to examine Exhibit B, and to determine if modifications are necessary to the terms of Exhibit B to ensure fulfillment of the goals of this Lease. Where the Parties identify the need for modifications of the Goals, Polices and Practices, the Parties agree to act in good faith to make such modifications to support the Lease. Modifications to Exhibit B or any other part of the Lease will go into effect only upon the written agreement of both the City and Friends. Exhibit B will be reviewed in the same manner every five years of this Lease after the first five years this Lease is in effect.

3.10. FARM SITE COMMITTEES: Friends shall establish a separate Farm Site Committee for each of the following areas of the Premises: 1) Day Road Farm (including Crawford property), 2) Morales Farm, and 3) Johnson Farm. For the areas to which they are assigned, each Farm Site Committee will have general property oversight responsibilities including: oversight of daily property management, allocation of farmland and farmland resources (such as water), an opportunity to be consulted by Friends about applicants for a sublease on the applicable site, and determination of use of farmland infrastructure. Farm Site Committees will consist of each farmer operating in the farm area of the Farm Site Committee, and at least one representative from Friends. Friends will develop operating policies for the Farm Site Committees, which policies shall be approved by the City, and which shall include a farmer business plan review, and a farmer tenant dispute resolution process. Neither the establishment of Farmer Site Committees, the assignment of responsibilities to them, nor the City's approval of their policies, nor any other activity by the Parties shall relieve Friends of its obligations under this Lease.

3.11. REPORTS: By March 1 of each year beginning in 2013, Friends will provide the City with an annual written report, which will include at least the following information:

a. Quantification of produce and products from designated leased properties.

b. Identification of farmer subleases by parcel, acreage utilized and lease rates.

c. Summary of financial management (calendar year basis) including but not limited to: expense by parcel and payee; income by parcel; operating revenues and expenses of the management organization; grants sought/awarded, etc.

d. Schedule and status for farm related capital improvements, if any.

e. Description of farm-related activities, including but not limited to: educational programs, community outreach, work-parties, and public events.

f. Description of farm and farm-related activities demonstrating compliance with the Goals, Policies and Practices and other requirements of this Lease, and where appropriate, reporting and an explanation of instances where the Goals, Policies and Practices and other requirements of this Lease may not have been met.

If requested by the City, such report shall be accompanied by an oral presentation to the City Council and other City representatives.

3.12. INSPECTION: City may inspect any portion of the Premises except the interiors of residential structures, at any reasonable time, and in any reasonable manner, upon at least twenty-four (24) hours' oral notice to Friends. In the event of emergency, the City may inspect any portion of the Premises except the interior of residential structures without notice, provided the City shall have made reasonable efforts to give advance notice to Friends. City may inspect the interiors of residential structures, upon at least twenty-four (24) hours' written notice to Friends and an occupant of suitable age.

3.13. ASSIGNMENT, ETC: Except as otherwise provided in this Lease, Friends shall not assign, sublease, sell or otherwise convey any of Friends' rights under this Lease without the prior written consent of the City. The City retains unilateral discretion to withhold such consent.

If permission is granted, any assignment or sublease shall be subject to all of the terms of this Lease.

3.14. OTHER SERVICES: Friends will make reasonable efforts to act as a service facilitator and clearinghouse for ideas for the City and farm property tenants, including:

a. Development of new sources of revenue (e.g., agritourism, special events, merchandising, fundraising).

b. Assisting with transition planning for individual Farmers (e.g., training and mentoring new farmers and enabling retirement/exit of farmers no longer interested in farming).

c. Permitting for value-added processing and on-site sales of farm products.

d. Functioning as a business incubator and support resource for island farmers, including forging appropriate alliances with other organizations that have the resources to promote successful farm business development.

e. Providing information on benefits (e.g., health coverage, 401(K) programs, insurance).

f. Sharing information relevant to farming with other organizations (e.g., Sustainable Bainbridge, WSU Extension, Kitsap Conservation District, Housing Resources Board, Farmers Market, Bainbridge Island School District, private businesses on the Island).

g. Providing general business support to leasehold farmers, including identifying and finding ways to provide technical best practices training.

h. Marketing and public relations (e.g., "Buy Local" campaign).

i. Farming education for adults and children, including a program of internships and cooperative programs with the Island's public and private schools.

j. Planning special activities related to the Island's farming heritage.

k. Planning recreational opportunities and community events (e.g., special harvest events).

l. Developing a network of trails around the perimeter of farm properties.

Friends will make reasonable efforts to coordinate with other community organizations to satisfy this service obligation.

ARTICLE 4: RENT

There shall be no monetary rent due from Friends, unless agreed otherwise as described below. Consideration for this lease shall be the services, responsibilities, and financial obligations undertaken by Friends, as expressly set forth herein as well as collateral benefits such as preservation and enhancement of the quality of the City's agricultural land (e.g. soil amendments and physical improvements), opportunities for public involvement in the agricultural process, and protection of the environment.

Income received by Friends related to the terms of this lease shall be deposited in a separate account established for this purpose.

Friends will receive up to twenty percent (20%) of income received as a property management fee.

Friends shall keep and maintain complete, appropriate, and accurate books, records and accounts of the income and expenses related to this Lease, in accordance with standard accounting practice. These books, records and accounts, including true copies of receipts and sales slips and any sales and other excise tax reports that Friends may be required to furnish to any government or governmental agency, shall at all reasonable times be open to the inspection of the City. City may request, at its own expense, an independent audit or review of said books, records and accounts.

If at any time a Party determines that Friends is receiving adequate income to cover the costs associated with maintaining and managing the City's agricultural lands through income such as sub-lease rent payments, use fees, and other sources associated with the City's lands, then the Parties agree to negotiate in good faith the terms of monetary rent due to the City from Friends, with the intent that the City should be receiving income beyond the costs of maintenance and management, which rent may be used by the City for any municipal purpose.

ARTICLE 5: TAXES AND ASSESSMENTS

5.1. TAXES AND ASSESSMENTS: The City shall be responsible for payment of all taxes and governmental assessments that relate to the Improvements and the Premises. Friends shall pay directly, when due, all other service bills, and utilities charges associated with the Premises.

5.2. TAXES ON PREMISES: In the event that the local taxing authority bills Friends for the taxes on the Premises, the City shall be responsible for such expense. The City shall promptly pay any such tax bill upon receipt thereof from Friends or the taxing authority.

ARTICLE 6: IMPROVEMENTS

6.1. CITY FUNDING: The City may, but is not obligated to, provide funding for specific, City-approved capital projects. The initial plan for funding and related capital projects is identified in Exhibit D, but it is anticipated that this plan will change from time to time on agreement between the Parties. Friends can draw on approved City funding, as needed, with the approval of the City Manager.

6.2. Within the meaning of this Article, "Improvements" shall mean "Additions to or enhancements of raw land or a building that normally increase its usefulness and value, and are intended to remain attached or annexed including but not limited to buildings, irrigation systems, fencing, green houses, electrical installations, etc," that are added by Friends subsequent to entering the Lease.

6.3. OWNERSHIP: It is agreed that all improvements constructed or placed on the Premises in whole or in part at the expense of the City during the term of this Lease shall be the

property of the City and that all improvements constructed or placed on the Premises by Friends solely at its own expense during the term of this Lease shall be property of Friends.

6.4. ALTERATION OF IMPROVEMENTS: Subject to the City Manager's written approval when such approval is required under the terms of this Lease, Friends shall have the right to alter, improve, or expand existing improvements on the Premises for uses permitted by the terms of this Lease, provided that such alteration, improvement or expansion is permitted under the other terms of this Lease.

6.5. DEVELOPMENT OF NEW PERMANENT STRUCTURES: New permanent structures may be developed on the Premises only for uses permitted by the terms of this Lease, and only with the written consent of the City Manager, which consent shall not be unreasonably withheld. Specific uses for which such structures may, with the City's consent, be constructed include, but are not limited to, housing for interns or seasonal farm workers, storage, shelter for animals, growing of plants, value-added processing of farm-raised products, retail sale of farm-produced products, educational activities, and activities benefiting the local community, provided such uses are in compliance with all applicable public laws and regulations.

6.6. CITY'S APPROVAL REQUIRED: Friends must receive prior written approval from the City Manager for the siting and construction of new permanent buildings of any kind and for any modification of existing permanent buildings that expands or alters the exterior of such buildings.

6.7. QUALITY OF IMPROVEMENTS: Friends shall ensure that all construction and other work permitted by this Lease shall be done in a good and workmanlike manner and in compliance with all applicable laws, regulations, building codes, orders and requirements of all public authorities. The City may inspect Friends' work at reasonable times and shall promptly give notice of observed defects.

6.8. PROHIBITION OF LIENS: No lien of any type shall attach to the City's title to the Premises or to the City's interest in the Premises or to any other property owned by the City. Friends shall not permit any statutory or similar lien to be filed against the Premises, the Improvements, or any interest of the City or Friends. If any such lien remains more than sixty (60) days after it has been filed, Friends shall, at Friends' sole expense, cause any such lien to be discharged of record by payment, deposit, bond, order of a court of competent jurisdiction or as otherwise permitted by law. If Friends fails to cause such lien to be discharged within the sixty-day period, then, in addition to any other right or remedy, the City may, but shall not be obligated to, discharge the lien by paying the amount in question. Any amounts paid by the City to discharge such liens shall be deemed to be additional Rent payable by Friends upon demand.

6.9. MAINTENANCE AND SERVICES: Friends shall, at Friends' sole expense, maintain the Premises and all improvements as required by this Lease. The City shall not be required to furnish any services or facilities, including but not limited to heat, electricity, air conditioning or water, or to make any repairs to the Premises or improvements, and Friends hereby assumes the sole responsibility for furnishing all services or facilities.

6.10. DISPOSITION OF IMPROVEMENTS UPON EXPIRATION OF LEASE TERM: Upon the expiration of the term of this Lease as such term may be extended or sooner terminated in accordance with this Lease, Friends shall surrender all improvements together with the Premises to the City. Notwithstanding the generality of the foregoing, Friends may remove from the Premises upon or prior to the expiration of the Lease any property of Friends that does not rest upon a permanent foundation or is not otherwise permanently installed on the Premises.

ARTICLE 7: MORTGAGE FINANCING

Friends may not mortgage the Improvements or any portion of the Premises without the prior written consent of the City Manager.

ARTICLE 8: LIABILITY, INSURANCE, DAMAGE AND DESTRUCTION, EMINENT DOMAIN

8.1. FRIENDS' LIABILITY: Friends assumes sole responsibility and liability for all persons and entities related directly to Friends' possession, occupancy and use of the Premises including but not limited to Friends' agents, employees, family, invitees, customers and guests. Friends assumes no responsibility or liability for the agents, employees, invitees, or guests of the City accessing the property for public purposes including but not limited to educational programs, community meetings or events, site-tours, trail use, completion of official duties, or implementation of this Lease.

8.2. INDEMNIFICATION: Friends shall defend, indemnify and hold City harmless against all liability and claims of liability for injury or damage to person or property from any cause on or about the Premises and the Improvements. Friends waives all claims against City for such injury or damage. However, the City shall remain liable (and Friends shall not indemnify and defend City against such liability or waive such claims of liability) for injury or damage due to the grossly negligent or intentional acts or omissions of the City or City's agents or employees. The City shall defend, indemnify and hold Friends harmless against all liability and claims of liability for injury or damage to persons or property from any cause on or about the Premises and the Improvements from actions taken by the City under this Lease.

8.3. PAYMENT BY THE CITY: In the event that City shall be required to pay any sum that is Friends' responsibility or liability, Friends shall promptly reimburse the City for such payment and for reasonable expenses caused thereby. In the event that Friends shall be required to pay any sum that is the City's responsibility or liability, the City shall promptly reimburse Friends for such payment and for reasonable expenses caused thereby.

8.4. INSURANCE – CITY: The City shall, at the City's sole expense, be responsible for insuring all City-owned Improvements and other City-owned property against loss or damage by fire or other hazards and for insuring against any City liability under such terms as the City shall determine in its sole discretion.

8.5. INSURANCE – FRIENDS:

a. Friends, at Friends' sole expense, shall be responsible for insuring all Friends-owned Improvements and other property against loss or damage by fire or other hazards under such terms as Friends shall determine in its sole discretion.

b. Friends shall maintain continuously in effect liability insurance covering all activities taking place on the Premises in the amounts of not less than Two Million Dollars ($2,000,000.00) for injury to or death of any one person, and Five Million Dollars ($5,000,000.00) in the aggregate; and Two Million Dollars ($2,000,000.00) for property damage per occurrence. The dollar amounts of this coverage shall be adjusted at two-year intervals, beginning on the date this Lease is signed. This adjustment shall be equal to the percentage of change (positive or negative), over the period in question, of the Consumer Price Index for the Seattle-Everett metropolitan area, or such other index as reasonably measures adjustments in coverage amounts for the applicable type of insurance. Such index is maintained by the Office of Prices and Living Conditions of the Bureau of Labor Statistics, of the U.S. Department of Labor. Such insurance shall specifically insure the City against all liability assumed under this Lease as well as all liability imposed by law.

c. Friends shall provide the City with copies of all policies and renewals of policies. All policies shall also contain endorsements providing that they shall not be cancelled, reduced in amount or coverage or otherwise modified by the insurance carrier involved without at least thirty (30) days' prior written notice to the City.

d. Friends may require sublessees, at the sublessee's sole expense, to maintain continuously in effect liability insurance covering the sublessee's activities.

8.6. EMINENT DOMAIN: If, by reason of eminent domain or other similar action of public authority prior to the expiration of this Lease, the Premises is taken, either in its entirety or to such extent that it will no longer serve the purposes of this Lease, the Lease shall terminate as of the date Friends gives up possession of the Premises, and the entire amount of any award(s) paid shall be allocated as follows. The proceeds of the award shall be paid first to cover any expenses of collecting the proceeds. Remaining proceeds shall be paid to Friends for loss of any improvements then owned by Friends, and for costs reasonably calculated to terminate Friends' obligations under this Lease. The balance of such proceeds, if any, shall be paid to the City.

In the event of a taking of a portion of the Premises which does not reduce the value of the remaining Premises to an extent that it will no longer adequately serve the purposes of this Lease the balance of such proceeds, if any, shall be paid to the City.

Any and all proceedings brought by a party in connection with any damages as a result of any taking referred to in this Section shall be conducted at the sole expense of such party. If any provision of law requires that such proceedings be brought by or in the name of any owner or lessee of the Premises, such party shall join in such proceedings or permit the same to be brought in its name. Each party agrees to do all acts and to execute all documents that may be required to enable the other to maintain such proceedings. If the party required to join in the proceedings incurs any cost or expense in doing so, such party shall be entitled to reasonable reimbursement and this entitlement shall constitute a first charge against any award.

ARTICLE 9: DEFAULT

9.1. DEFAULT BY FRIENDS: It shall be an event of default if Friends fails to abide by any material term or condition in this Lease, and such failure is not cured by Friends within sixty (60) days after written notice of such failure is given by the City to Friends.

9.2. DEFAULT BY FRIENDS RESULTING FROM JUDICIAL PROCESS: It shall be an event of default if the estate hereby created is taken on execution or by other process of law, or if Friends is judicially declared bankrupt or insolvent according to law, or if any assignment is made of the property of Friends for the benefit of creditors, or if a receiver, trustee in involuntary bankruptcy or other similar officer is appointed to take charge of any substantial reorganization of Friends under any provisions of the Bankruptcy Act now or hereafter enacted, or if Friends files a petition for such reorganization, or for arrangements under any provision of the Bankruptcy Act now or hereafter enacted and providing a plan for a debtor to settle, satisfy or extend the time for payment of debts.

9.3. REMEDIES: In the case of any of the events of default described above, the City shall have the following remedies therefore:

a. The City may terminate this Lease and initiate summary proceedings against Friends. Pursuant to such proceedings, without demand or notice, the City may enter any part of the Premises and repossess the entire Premises, and expel Friends and those claiming rights through Friends and remove their effects without being guilty of any manner of trespass, and without prejudice to any remedies which might otherwise be used for arrears of rent or preceding breach of covenant. If this Lease is terminated by the City, or if City re-enters the Premises pursuant to an event of default, Friends agrees to pay and be liable for any unpaid Rent, damages which may be due or sustained prior to or in connection with such termination or re-entry, and all reasonable costs, fees and expenses (including, without limitation, reasonable attorney's fees) incurred by the City in pursuit of its remedies under this Lease.

b. The City may bring an action at law or in equity for money damages or equitable relief, including, without limitation, an action seeking to restrain by injunction any violation or attempted or threatened violation of any of the covenants, conditions or provisions of this Lease or seeking specific performance of any such covenants, conditions or provisions; provided, however, that the foregoing shall not be construed as a confession of judgment by the defendant in any such action.

c. The City may exercise any other remedy or remedies expressly provided in this Lease.

The foregoing remedies shall be cumulative and are not intended to be exclusive of any other remedies or means of redress that City may be lawfully entitled to seek, either at law or in equity, in case of any breach or threatened breach of any provision of this Lease.

9.4. DEFAULT BY THE CITY: The City shall in no event be in default in the performance of any of its obligations under the Lease unless and until the City has failed to perform such obligations within sixty (60) days, or such additional time as is reasonably required to correct any default, after written notice by Friends to the City properly specifying the City's failure to perform any such obligation.

9.5. LIMITATION ON LIABILITY: Friends shall neither assert nor seek to enforce any claim for breach of this Lease against any of the City's assets other than the City's interest in the Lease and the Premises, and Friends agrees to look solely to such interest for the satisfaction of any liability of the City under this Lease, it being specifically agreed that neither the City, nor any successor holder of the City's interests hereunder shall ever be personally liable for any such liability. This Section shall not limit any right that Friends might otherwise have to obtain injunctive relief against the City or its successors-in-interests, or to take any other action otherwise permitted under this Lease which shall not involve the personal liability of the City, or of any successor holder of the City's interest hereunder, to respond in monetary damages from City's assets other than City's interest in this Lease and the Premises, as aforesaid. In no event shall City ever be liable for any indirect or consequential damages or loss of profits or the like.

ARTICLE 10: DISPUTE RESOLUTION

Any grievance or dispute that arises between the City and Friends concerning the terms of this Lease which cannot be resolved by normal interaction, shall be resolved with the assistance of a non-binding mediation service such as the Dispute Resolution Center of Kitsap County.

If mediation has not resolved the dispute, then the Parties may, but are not obligated to, agree to binding arbitration of the dispute. The procedure for binding arbitration will be agreed upon by the Parties as part of the Parties' written agreement to enter into binding arbitration for any particular dispute.

When a dispute cannot be resolved by mediation, and when the Parties have not agreed to binding arbitration, either Party may then commence litigation. Any lawsuit arising from this Lease shall be filed and heard in Kitsap County Superior Court.

ARTICLE 11: GENERAL PROVISIONS

11.1. NOTICES: Whenever this Lease requires either party to give notice to the other, the notice shall be given in writing and delivered in person or mailed, by certified or registered mail, return receipt requested, or by nationally recognized overnight courier service, to the party at the address set forth below, or such other address designated by like written notice:

If to the City: 280 Madison Avenue North, Bainbridge Island, WA 98110, Attention: City Manager;

If to Friends: 221 Winslow Way West, #303 Bainbridge Island, WA 98110, Attention: Executive Director

All notices, demands and requests shall be effective upon being deposited in the United States Mail or, in the case of personal delivery, upon actual receipt.

11.2. NO BROKERAGE: Friends warrants that Friends has not dealt with any broker in connection with the consummation of this Lease, and in the event any claim is made against City relative to dealings with brokers, Friends shall defend the claim against City with counsel of the City's selection and save harmless and indemnify City on account of loss, cost or damage which may arise by reason of any such claim.

11.3. SEVERABILITY: If any part of this Lease is unenforceable or invalid, such material shall be read out of this Lease and shall not affect the validity of any other part of this Lease or give rise to any cause of action of Friends or the City against the other, and the remainder of this Lease shall be valid and enforced to the fullest extent permitted by law.

11.4. WAIVER: The waiver by the City at any given time of any term or condition of this Lease, or the failure of the City to take action with respect to any breach of any such term or condition, shall not be deemed to be a waiver of such term or condition with regard to any subsequent breach of such term or condition, or of any other term or condition of the Lease. The City may grant waivers in the terms of this Lease, but such waivers must be in writing and signed by the City before being effective. The subsequent acceptance of Rent payments by the City shall not be deemed to be a waiver of any preceding breach by Friends of any term or condition of this Lease, other than the failure of Friends to pay the particular Rent so accepted, regardless of the City's knowledge of such preceding breach at the time of acceptance of such Rent payment.

11.5. CITY'S RIGHT TO PROSECUTE OR DEFEND: The City shall have the right, but shall be under no obligation, to prosecute or defend, in its own or Friends' name, any actions or proceedings appropriate to the protection of its title to the Premises. Whenever requested by the City, Friends shall give the City all reasonable aid in any such action or proceeding.

11.6. CITY'S RIGHT TO ASSIGN: The City shall have the unilateral right to assign this Lease to another public agency or non-profit.

11.7. THIRD-PARTY: Notwithstanding any provision of this Agreement, no third party shall have any right, title, lien, encumbrance, interest or claim of any kind or character whatsoever as a result of this Lease.

11.8. CONSTRUCTION: Whenever in this Lease a pronoun is used it shall be construed to represent either the singular or the plural, masculine or feminine, as the case shall demand.

11.9. CAPTIONS AND TABLE OF CONTENTS: The captions and table of contents appearing in this Lease are for convenience only, and are not a part of this Lease and do not in any way limit or amplify the terms or conditions of this Lease.

11.10. PARTIES BOUND: This Lease, including the attached Exhibits and other attachments, sets forth the entire agreement between the City and Friends with respect to the leasing of the Premises; it is binding upon and inures to the benefit of these parties and, in accordance with the provisions of this Lease, their respective successors-in-interest. This Lease may be altered or amended only by written notice executed by the City and Friends or their legal representatives or, in accordance with the provisions of this Lease, their successors-in-interest.

11.11. COUNTERPARTS: This Lease may be executed in several counterparts, each of which shall be deemed an original, and such counterparts shall constitute but one and the same instrument.

11.12. GOVERNING LAW: This Lease shall be interpreted in accordance with and governed by the laws of the State of Washington. The language in all parts of this Lease shall be, in all cases, construed according to its fair meaning and not strictly for or against the City or Friends.

11.13. RECORDING: The parties agree, as an alternative to the recordation of this Lease, to execute a so-called Notice of Lease or Short Form Lease in form recordable and complying with applicable law and reasonably satisfactory to the City's Attorney. In no event shall such document set forth the rent or other charges payable by Friends under this Lease; and any such document shall expressly state that it is executed pursuant to the provisions contained in this Lease, and is not intended to vary the terms and conditions of this Lease.

CITY OF BAINBRIDGE ISLAND

By: _____
Brenda Bauer, City Manager

TRUST FOR WORKING LANDSCAPES, d/b/a/
FRIENDS OF THE FARMS

By: _____
Title: President

STATE OF WASHINGTON)
) ss
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that Brenda Bauer is the person who appeared before me, and said person acknowledged that she signed this instrument, on oath stated that she was authorized to execute the instrument, and acknowledged it as the City Manager of CITY OF BAINBRIDGE ISLAND, WASHINGTON to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

KATE L. BROWN NOTARY PUBLIC COMMISSION EXPIRES 6-09-15 STATE OF WASHINGTON

DATED: 12/9/2011

NAME: Kate L Brown
(Print Name)
Notary Public in and for the State of Washington.
Commission Expires: 6/9/2015

STATE OF WASHINGTON)
) ss
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that Christy Carr is the person who appeared before me, and said person acknowledged that s/he signed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the President of TRUST FOR WORKING LANDSCAPES d/b/a FRIENDS OF THE FARMS to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

KATE L. BROWN NOTARY PUBLIC COMMISSION EXPIRES 6-09-15 STATE OF WASHINGTON

DATED: 12/9/2011

NAME: Kate L Brown
(Print Name)
Notary Public in and for the State of Washington.
Commission Expires: 6/9/2015

EXHIBITS:
A: PREMISES – LEGAL DESCRIPTION
B: GOALS, POLICIES, AND PRACTICES
C: KITSAP CONSERVATION DISTRICT CONSERVATION FARM PLAN
D: CAPITAL PROJECTS AND MANAGEMENT TASK LIST

EXHIBIT A
LEGAL DESCRIPTIONS

DAY ROAD

Parcel A (Suyematsu)

RESULTANT PARCEL A OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 200110240152, RECORDS OF KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

THE EAST ONE-HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., CITY OF BAINBRIDGE ISLAND, KITSAP COUNTY, WASHINGTON.

EXCEPT THE NORTHWEST QUARTER OF THE SOUTH ONE-HALF THEREOF.

EXCEPT THE SOUTH ONE-HALF OF THE SOUTH ONE-HALF THEREOF.

AND EXCEPT THE NORTH 20 FEET FOR NE DAY ROAD AS CONVEYED TO KITSAP COUNTY UNDER KITSAP COUNTY AUDITOR'S FILE NO. 22403.

SUBJECT TO AND TOGETHER WITH EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD.

Parcel 2

ALSO THE EAST 171.86 FEET OF THE NORTH ONE-HALF OF THE WEST ONE-HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., CITY OF BAINBRIDGE ISLAND, KITSAP COUNTY, WASHINGTON.

EXCEPT THE NORTH 20.00 FEET FOR NE DAY ROAD.

SUBJECT TO AND TOGETHER WITH EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD.

Parcel C (Bentryn)

RESULTANT PARCEL C OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 200110240152, RECORDS OF KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

LOT C OF THE CITY OF BAINBRIDGE ISLAND SHORT PLAT RECORDED IN VOLUME 13, PAGES 126 AND 127 OF SHORT PLATS, UNDER KITSAP

COUNTY AUDITOR'S FILE NO. 9603190265, BEING A PORTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER, AND THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, ALL IN SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., CITY OF BAINBRIDGE ISLAND, KITSAP COUNTY, WASHINGTON.

EXCEPT THE EAST 171.86 FEET OF THE NORTH ONE-HALF OF THE WEST ONE-HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 10.

SUBJECT TO AND TOGETHER WITH EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD.

MORALES

THE WEST 330 FEET OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON;

EXCEPT THAT PORTION CONVEYED TO STATE OF WASHINGTON FOR SECONDARY HIGHWAY NO. 21, BY DEED RECORDED MAY 26, 1951, UNDER AUDITOR'S FILE NO. 533335;

AND EXCEPT ROADS.

CRAWFORD

(LOT A OF SHORT PLAT NO. 4670 RECORDED UNDER AUDITOR'S FILE NO. 8803240085) THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 10; THENCE ALONG THE NORTH-SOUTH CENTERLINE, S1*12'27 W 1311.73 FEET TO THE NORTHWEST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE S88*04'22 E 15.00 FEET TO THE EASTERLY RIGHT OF WAY OF COUNTY ROAD NO. 145 AND THE TRUE POINT OF BEGINNING; THENCE CONTINUING S88*04'22 E 317.87 FEET TO THE NORTHWEST CORNER OF THE EAST ONE-HALF OF THE WEST ONE-HALF OF THE NORTH ONE-HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER SAID SECTION 10; THENCE ALONG THE WEST LINE OF SAID SUBDIVISION, S1*12'34 W 300.00 FEET; THENCE S86*39'43 W 318.84 FEET TO THE EASTERLY RIGHT OF WAY OF SAID COUNTY ROAD NO. 145; THENCE ALONG SAID RIGHT OF WAY, N1*12'27 E 329.36 FEET TO THE TRUE POINT OF BEGINNING.

M & E

Tax Account No. 102502-1-029-2008

WEST HALF OF THE EAST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; AND EAST HALF OF THE WEST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER;

EXCEPT THE FOLLOWING DESCRIBED TRACTS:

PARCEL A: THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 25N, RANGE 2 EAST, W.M., KITSAP CO., WA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID SUBDIVISION WHICH IS SOUTH 88*05'05 EAST 473.56 FEET FROM THE NORTHWEST CORNER THEREOF; THENCE SOUTH 6*07'33 EAST 112.26 FEET; THENCE SOUTH 72*19'53 EAST 159.83 FEET; THENCE NORTH 29*44'49 EAST 174.76 FEET TO THE NORTH LINE OF SAID SUBDIVISION; THENCE NORTH 88*05'05 WEST 251.12 FEET TO THE POINT OF BEGINNING.

PARCEL B: BEGINNING AT A POINT 300 FEET SOUTH OF THE NORTHWEST CORNER OF SAID EAST HALF OF THE WEST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH 360 FEET, MORE OR LESS, TO THE SOUTHWEST CORNER THEREOF; THENCE EAST 270 FEET; THENCE IN A NORTHEASTERLY DIRECTION TO THE POINT OF BEGINNING ALL IN SECTION 10, TOWNSHIP 25N, RANGE 2 EAST, W.M., KITSAP CO., WA; TOGETHER WITH AN EASEMENT FOR INGRESS, EGRESS AND UTILITIES OVER, UNDER AND ACROSS THE SOUTHWESTERLY 20 FEET OF THE ABOVE EXCEPTED PARCEL A.

SUBJECT TO THAT EASEMENT RESERVED UNTO AKIO SUYEMATSU, HIS HEIRS, SUCCESSORS AND ASSIGNS, IN THAT STATUTORY WARRANTY DEED DATED MARCH 28, 1986 AND RECORDED UNDER KITSAP COUNTY RECORDING NO. 8604040097, FOR INGRESS, EGRESS AND UTILITIES OVER, UNDER AND ACROSS THE EAST 10 FEET OF THE HEREIN DESCRIBED PROPERTY FOR THE BENEFIT OF AKIO SUYEMATSU'S ADJACENT PROPERTY, BEING THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 24, NORTH, RANGE 2 EAST.

Tax Account No. 102502-1-028-2009

EAST HALF OF THE EAST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON.

TOGETHER WITH A EASEMENT FOR INGRESS AND EGRESS AND UTILITIES OVER A PORTION OF THE WEST HALF OF THE EAST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE ABOVE DESCRIBED PROPERTY; THENCE NORTH 30 FEET; THENCE WEST 30 FEET; THENCE SOUTH 30 FEET; THENCE EAST 30 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH AN EASEMENT FOR INGRESS, EGRESS AND UTILITIES OVER, UNDER AND ACROSS THE FOLLOWING DESCRIBED PROPERTY:

PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT NORTH 87°55'25" WEST 1331.44 FEET AND NORTH 1°11'59" EAST 342.62 FEET FROM THE EAST QUARTER CORNER OF SAID SECTION 10; THENCE NORTH 1°11'59" EAST 315.00 FEET TO THE NORTHWEST CORNER OF THE PLAT OF "VIEW CREST" RECORDED IN VOLUME 9 OF PLATS, PAGE 30, RECORDS OF KITSAP COUNTY, WASHINGTON; THENCE NORTH 88°00'12" WEST 330.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE NORTH 88°00'12" WEST 20.00 FEET; THENCE SOUTH 1°11'51" WEST 315.00 FEET; THENCE SOUTH 88°00'12" EAST 20 FEET; THENCE NORTH 1°11'51" EAST 315.00 FEET TO THE TRUE POINT OF BEGINNING.

SITUATE IN KITSAP COUNTY, WASHINGTON.

JOHNSON FARM

RESULTANT PARCEL A OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 200108090145, RECORDS OF KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

THAT PORTION OF THE NORTH ONE-HALF OF THE SOUTH ONE-HALF OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 28; THENCE ALONG THE NORTH-SOUTH CENTERLINE OF SAID SECTION 28, SOUTH 00*56'10 WEST 1316.84 FEET TO THE NORTHEAST CORNER OF THE

SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28 AND THE TRUE POINT OF BEGINNING; THENCE ALONG THE NORTH LINE OF SAID SUBDIVISION, NORTH 89*04'22 WEST 393.41 FEET; THENCE LEAVING SAID NORTH LINE, SOUTH 21*36'14 EAST 393.06 FEET; THENCE NORTH 89*04'22 WEST 635.79 FEET; THENCE SOUTH 89*11'42 WEST 71.58 FEET TO THE EAST LINE OF THAT PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 8103300054; THENCE ALONG SAID EAST LINE, SOUTH 00*49'49 WEST 12.46 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL; THENCE ALONG THE SOUTH LINE OF SAID PARCEL AND THE PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 1144465, SOUTH 89*01'21 WEST 365.18 FEET TO THE WEST LINE OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28; THENCE ALONG SAID WEST LINE, NORTH 00*49'49 EAST 9.82 FEET; THENCE CONTINUING ALONG THE SOUTH LINE OF SAID PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 1144465, NORTH 89*04'22 WEST 357.52 FEET TO THE EAST LINE OF THAT PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 982136; THENCE ALONG SAID EAST LINE SOUTH 00*46'38 WEST 149.99 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE ALONG THE SOUTH LINE OF SAID PARCEL NORTH 89*04'22 WEST 240.00 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE ALONG THE WEST LINE OF SAID PARCEL, NORTH 00*46'38 EAST 40.00 FEET TO THE SOUTH LINE OF THAT PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 1086501; THENCE ALONG SAID SOUTH LINE, NORTH 89*04'22 WEST 253.67 FEET TO THE EAST LINE OF THE WEST 463.75 FEET OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28; THENCE ALONG SAID EAST LINE, SOUTH 00*43'28 WEST 167.61 FEET TO THE SOUTH LINE OF THE NORTH ONE-HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28; THENCE ALONG SAID SOUTH LINE AND THE SOUTH LINE OF THE NORTH ONE-HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28, SOUTH 89*02'53 EAST 2165.31 FEET TO THE SOUTHEAST CORNER OF SAID NORTH ONE-HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER; THENCE ALONG THE EAST LINE OF SAID SUBDIVISION, NORTH 00*56'10 EAST 658.42 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPT THE RIGHT OF WAY OF FLETCHER BAY ROAD N.E. CONVEYED UNDER AUDITOR'S FILE NO. 1003493.

EXCEPT THE RIGHT OF WAY OF ISLAND CENTER ROAD N.E. CONVEYED UNDER AUDITOR'S FILE NO. 280318.

EXCEPT THE RIGHT OF WAY OF N.E. JOHNSONVILLE LANE RECORDED UNDER AUDITOR'S FILE NO. 200106270142.

SUBJECT TO AND TOGETHER WITH EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

EXHIBIT B

City Farmland Goals, Policies, and Practices Definitions

1. City – City of Bainbridge Island, and any agents, employees or representatives of the City.

2. Community Land Trust - A community land trust is a property trust which aims to benefit the surrounding community by ensuring the long-term availability of affordable housing. The community land trust (CLT) is an equitable and sustainable model of affordable housing and community development that has slowly spread throughout the United States during the past 30 years. Two-thirds of a CLT's board of directors are nominated by, elected by, and composed of people who either live on the CLT's land or people who re-side within the CLT's targeted "community" but do not live on the CLT's land.

3. Farm District – This area is comprised of City Farmlands: Day Road Farm, Crawford Farm, M & E Tree Farms, and Morales Farm, and private farmlands: Laughing Crow Farm, Bainbridge Island Winery and Vineyards and Perennial Vintners Farm. At this time the farm district is not a legal designation, but it is hoped that the City will establish such designation under its zoning code in the near future.

4. Friends of the Farms – A Washington non-profit corporation managing the City of Bainbridge Island farmland properties.

5. Goal - A goal or objective is a projected state of affairs that a person or a system plans or intends to achieve a personal or organizational desired end-point in some sort of assumed development.

6. Policy and Practice - A "policy" is a statement of commitment to a broad requirement, often used in an organization to instruct personnel as to a required outcome, and a "practice" describes how a policy is implemented. In this case policies and practices are closely aligned, limited in quantity, and for ease of drafting are included in the same sections.

GOALS, POLICIES AND PRACTICES

CRAWFORD PROPERTY

I. General Property Description

The Crawford property is a forested property that was purchased by the City with open space funds for agricultural purposes.

Acreage: 2.3

Tax Parcel No.: 102502-1-047-2006

Location: Mid-point of Farm District, the Crawford property lies south of Suyematsu West, North of the Lempriere property, and east of M & E.

II. Management Goals and Practices

Goal: As a forested property in a community with a significant dedication to conservation values it is essential that planned uses of the Crawford Property be sensitive to these values. This parcel was purchased with the primary intent of converting it to agricultural purposes. Once converted from a forested land into agricultural land the Crawford Property will follow the Day Road Farm Management Plan as this property is adjacent to the Day Road farms and will likely be put to the same or similar uses.

Practices: the following management practices should be followed in this plan:

1. All timber removal shall be done using best management practices for timber harvest as timber is removed from the property. Removal of lumber shall be phased to allow for minimal environmental impact as the forest is removed. For instance, timber removal should not be undertaken during species mating, nesting, hibernation, or reduced food availability periods for wildlife currently reliant on the property for habitat. Harvest methods involving low impact such as the use of animals and hand logging shall be considered.

2. Opportunities for harvest of forest products and forest dependent crops should be considered as part of the phased removal of timber. Forest products are a valuable Northwest commodity as are plants that grow under the forest canopy. For instance, salal and Oregon grape undergrowth is used by florists, cedar and fir trimmings are common holiday decorations, and burnt out stumps and logs are valuable for landscaping.

3. Timber harvest of the Crawford Property shall exercise maximum sensitivity with regard to surface water run-off, as removal of timber will inevitably increase downhill stormwater runoff. Planning shall include mitigation for stormwater impacts

such as silt barriers and a stormwater collection pond that could be converted to irrigation uses in the future.

4. Maximum public benefit shall be identified for uses for harvested timber. Harvested timber may yield board lumber and logs. These wood resources may be utilized for community projects such as farm property structures, bus stops, bird blinds in public parks, benches, or artistic creations, or may be sold to fund public or agricultural related activities.

5. Local labor and artisans should whenever possible be consulted and hired to undertake the work of harvesting and using materials removed from the property.

6. All forestry and clearing activities shall comply with local and state laws governing such activities such as securing a City of Bainbridge Island Clearing Permit and a Department of Natural Resources Forest Practices Application.

7. Timing of timber harvest shall be undertaken with consideration to first eliminating any shading of adjacent farmland.

8. Tree harvest plans shall include consideration of community education opportunities e.g., best practice logging demonstrations and hands-on activities.

9. Wood that cannot be utilized for a more constructive purpose shall be collected for fire wood. Fire wood sales can be used to fund farmland management and activities.

10. Upon completion of timber removal and clearing of the Crawford Property the use of the land shall be governed by the Management Goals, Policies and Practices adopted for the Day Road Farm area. However, it is recognized that the Crawford Property currently has no water rights and that any plans contemplating long-term farming must address this issue.

DAY ROAD FARM

I. General Property Description

The Day Road Farm area consists of two parcels of land purchased by the City. One was purchased from farmer Akio Suyematsu. According to the real estate purchase agreement this area shall contain "Suyematsu" in the name of the property. The other parcel was purchased from vintner Gerard Bentryn. Herein the parcels will be referred to as "Suyematsu East," and "Bentryn West," and collectively as the "The Day Road Farm."

The Day Road Farm area is the center piece of the City public farmlands. The parcels represent a major agricultural site dating from the 1940's, one of the largest farms in Kitsap County. This farm was identified by the City Open Space Commission as central to fulfilling the community's goals of preserving agriculture on Bainbridge Island.

The Day Road agricultural lands consist of some of the richest and most productive agricultural soils on the island: the farmland slopes south-southwestward thus they receive maximum sunlight.

Acreage: Total 25.97

Suyematsu East: 14.76

Bentryn West: 11.21

Location: The Day Road Farm comprises the north end of the City Farm District. Day Road runs parallel to the northern property line bounding the Farm District on that side. Suyematsu East has the physical address of 9229 Day Rd. E.

Tax Parcel Nos.: Suyematsu East: 102502-1-052-2008
Bentryn West: 102502-1-063-2005

II. Management Goals, Policies and Practices

A. Agricultural Use

1. Policies and Practices

(a) Given the high quality soil conditions and solar exposure of this farmland, the land should be farmed consistent with feasible and sustainable objectives (with allowance for standard farm practices such as regular fallowing of land, and variation of crops from one season to another or long-term crop development).

(b) Farming operations shall be carried out in a cooperative manner among all farmers bearing leases to the farmland. Such cooperation will include but not be limited to equipment and infrastructure sharing, repair and maintenance of farm

infrastructure and common areas, group irrigation planning, marketing, farm stand sales, and crop rotation planning.

(c) Property owners and lessees must comply with any and all applicable local ordinances, including but not limited to zoning, solid waste, wellhead protection and critical areas ordinances, and any applicable federal, state and local permits that may be required.

(d) Farm activities on the Day Road Farm shall conform to the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation District.

(e) Food crops shall be preferred, and both feed lots and turf farms are prohibited.

(f) Farmers should rely on the findings of the Farm Evaluation Plan for the Day Road Farm Property, if available, as they develop farm plans.

(g) Long-term operating leases designed to ensure long-term viability shall be offered to farmers who are chosen as tenants. Lease terms shall be based on farmer experience, farmer business plan, availability of agricultural lands, type of crop and demonstrated farmer ability to meet management goals for the property and City agricultural lands.

2. Goals

(a) Farm Plans. Farmers utilizing Day Road Farm agricultural lands must develop individual farm plans and business plans to be reviewed in a City-approved application process.

(b) Develop Farm Evaluation Plan for the Day Road Farm Property to identify potential agricultural uses for the farm area. The evaluation should include an analysis of soil quality, water availability, potential crop and livestock capacity, and analysis of existing and potential farm related infrastructure.

(c) Develop a cooperative maintenance and repair plan and schedule for common areas and shared infrastructure.

B. Agricultural Housing

1. Background: Agricultural housing is a desired goal by the community to enhance opportunities to support the agricultural community. The need for farm housing on the Island is significant.

Suyematsu East has 6 development rights under current zoning code. The Northeast corner of this property already contains a single family home. Thus, up to 5 new single

family homes can still be built on this property along with up to 6 accessory dwelling units (1 for each single family home). The existing home can either be replaced or rebuilt to meet needs. Historically, 3 transient residences were placed along the northern boundary. Although no longer used, these offer potential sites of historical interest, and for location of additional farm housing.

2. Policies and Practices

(a) Housing development should be coordinated to reduce impact on farming activities, and existing housing.

(b) Agricultural housing on the Day Road Farms should only be provided for farmer households, farm interns, itinerant farm labor, educational farm program housing, or other agriculture housing needs. Housing should not be established on the Day Road Farms to provide general housing or affordable housing to meet other City housing needs.

(c) As based on need, as determined by the farmers relying on farms in the farm district, available units should be provided for interns and itinerant labor.

(d) Management of the housing should be carried out by an organization with experience in affordable housing, such as the Housing Resources Board of Bainbridge Island ("HRB") or another suitable agency, or as a self managing Community Land Trust.

(e) The Farm Village housing should be made available on a rental basis.

(f) Opportunities for communal sharing of resources should be maximized for the Farm Village. This policy should be considered during development and management of the Farm Village. This may include shared utilities, storage space, meeting rooms, kitchen service, garbage/composting operations, transportation, office space, yard space, play areas and workshops. At the same time, development should ensure opportunities for privacy for each individual and family.

(g) Provide interested farm families financial planning advice from local housing agencies or other sources concerning how to take advantage of the savings they will realize by renting rather than owning a home so that they might save toward purchasing a home of their own if that is a goal they desire.

3. Goals

(a) Establish a cluster of farm housing (the "Farm Village") at the North East corner of Suyematsu East. This step will be largely the responsibility of the City, and because of its scope and complexity, this must be viewed as a long-term goal.

(b) The City shall eventually develop a master plan for appropriate farm housing.

(c) First unit established should be dedicated to interns.

(d) Form a Farm Village resident's or homeowner's association for governance of common areas and shared resources. Alternatively, develop a Community Land Trust to govern all housing and common areas within the Farm Village.

C. Water

1. Background: Water is a limited and scarce resource for the Day Road Farms. Farmers must recognize the need to conserve and creatively use water.

2. Policies and Practices

(a) Water use on the Day Road Farm shall conform to USFA Irrigation Plan Natural Resources Conservation Service Irrigation Plan or the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation District.

(b) Where feasible, drip irrigation and similar conservation methodologies should be utilized.

(c) Rainwater catchment should be encouraged where feasible.

3. Goals

(a) Develop and implement a farm plan to maximize conservation and sustainable use of water resources.

(b) Develop and implement irrigation management plan.

D. Soils

1. Policies and Practices

(a) Farm activities affecting soil on the Day Road Farm shall conform to the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation District.

(b) The amount and timing of amendments and fertilizer applications should be based on crop needs and production goals.

(c) Farm Practices shall implement farm practices that intercept runoff and sediment as close to the source as possible.

(d) Efforts to control sources of runoff, sediment, and erosion should be coordinated with those of neighboring properties.

(e) Protect unpaved roads and other heavy-use or bare soil areas should be protected from concentrated flows of water.

(f) Sediment and runoff should be detained and filtered before it leaves the property.

3. Goals

(a) Perform an evaluation of site conditions to determine farm-site irrigation, rainfall, stormwater runoff patterns, and identify erosion problem areas and their causes.

(b) Develop a farm plan to minimize erosion.

(c) Perform an evaluation of site conditions to determine farm-site soil conditions and quality.

(d) Develop a farm plan to improve and maintain soil conditions and quality.

E. Structures

1. Background:

Suyematsu East: This property includes the Suyematsu house (mentioned above), a workshop, a green house and a variety of equipment sheds and storage areas.

Bentryn West: This property includes an existing farm stand, historical water-tower, and storage shed.

2. Policies and Practices

(a) Existing structures should be maintained and integrated into farming activities if feasible.

(b) Existing structures shall be used for farm related or farm support activities only.

(c) Consideration of new structures may include other shared agricultural and educational resources and structures, including a commercial kitchen and classrooms. In addition, enhancement of existing structures to meet changing farm uses should be considered.

3. Goals

(a) Initiate process for acquiring/funding structures.

(b) Ensure long term maintenance and operations of existing farm structures.

4. Farm Stand

(a) Background: Discussions of uses at the Day Road Farms have for some time included the idea of upgrading the existing farm stand on Bentryn West. The electrical connections that could assist such an upgrade have been made as part of the electrical system installed for the Day Road Irrigation Project in 2008. In 2010 the existing farm stand was significantly upgraded and expanded to allow a substantial increase in sales of farm products. It is possible that the farm stand could operate up to seven days a week during high crop yield seasons, and if provided with refrigeration and display capacity it could expand the timing and variety of produce currently offered. It is expected that the farmers leasing public farmland will be encouraged to form a cooperative marketing system, and as part of such that lessee's will make seasonal products available to the farm stand. Lessees shall not have a right to prevent the farm stand from selling products from commercial farmers from elsewhere on Bainbridge Island.

(b) Goals

(i) Develop a business plan to determine the best and most feasible market plan for the farm stand (this should include a comparative analysis with the adequacy of other locations).

(ii) The Farmers at the Day Road Farms will participate in a common marketing program that utilizes the farm stand.

5. Water Tower.

(a) Policy and Practices

(i) The historic water tower now standing in Bentryn West (near the potential site of a farm stand) should be enhanced and serve as an exhibit commemorating the history of local agriculture on Bainbridge Island. Access should be ensured for the public, and island visitors, to this commemorative site.

F. Public Access

1. Trails

(a.) Background: Agricultural parcels owned by the City are of interest to the entire community and require access trails and point of interest viewing locations. The City and the Park District are in the process of constructing a trail system that would connect the farm properties in the farm district. The City's Non-Motorized Transportation Plan includes plans for the construction of non-motorized facilities in the area. In addition, portions of the property not dedicated to agriculture may serve low impact public uses.

(b) Policies and Practices

(i) Trails and viewing stations should be developed to ensure that public visitors can access and view the property, will not interfere with farm activity, and are safe from active farm operations.

(ii) Open space on the property may allow activities such as compiling wildlife and plant inventories, analyzing the life forms in the waterways, placing birdhouses on parts of the property, making periodic butterfly or bird counts, picking up litter on an annual basis and removal of invasive species where appropriate.

c. Goals

(i) Develop trail system with viewing stations for points of interest to allow the public access to the Day Road Farm Area.

(ii) Integrate the trail system with the City non-motorized transportation plan and Bainbridge Island Metropolitan Park and Recreation District's Island-wide trail planning.

2. Education Activities

a. Policies and Practices

(i) Public and private educational activities shall be allowed and encouraged on the Day Road Farm.

(ii) Public and private educational activities may include, but are not limited to, volunteer projects to enhance the public's enjoyment of the properties, and opportunities for Bainbridge residents and others to educate themselves about agricultural practices and the natural world. These could include agricultural education programs, public growing programs, trail enhancement, and property enhancement work parties.

b. Goals

(i) The possibility of granting historic status to the Suyematsu property through the state registry should be researched. Such designation would

acknowledge the historical and cultural significance of Japanese farmers on Bainbridge Island, and may open the property up to additional funding and educational opportunities.

(ii) Develop partnerships with educational institutes to facilitate educational opportunities on the property. Specifically: (i) build and facilitate K-12 learning experiences integrated with farm operations, in a way that does not interfere with daily business and supports the farm's sustainability, (ii) develop adult learning experiences integrated with farm operations, in a way that does not interfere with daily business and supports the farm's sustainability – these may include internship programs and classes coordinated with WSU Extension and other educational programs.

G. Stewardship/Habitat Conservation

1. Background: Natural habitat and watercourses are an indispensable and irreplaceable but fragile natural resource with which the citizens of Bainbridge Island have been endowed. The natural areas and habitats are a unique sub-system in the local environment. Further, preservation of natural habitats in agricultural areas helps to ensure a continuance of native biological diversity. Therefore, efforts shall be made to preserve/maintain existing critical areas as defined by BIMC.

2. Policies and Practices

(a) Farm practices should reflect a relation to the natural environment.

(b) Farm practices should preserve the unique natural habitats of agricultural areas for species that commonly rely on healthy farmlands.

(c) Portions of the property bordering private non-agricultural property and public rights of way shall be maintained in a natural vegetative state, when compatible with farm uses of the property. These border areas may be planted and maintained with native plants, edible plantings and plantings supportive of habitat and food provision for birds and animals. Where possible plantings should include a variety of plant species and avoid monocultures. Where practicable trees should be planted on or near the property line, shrubs and smaller trees should be planted in front of these, and finally shrubs and groundcovers should be placed in front. This will allow for a tapered buffer to maximize privacy and habitat variation. Consideration should be given to planting of edible plant species that can be harvested. All planting must be balanced against usability of the land for crop production which will take precedence.

(d) Management of the property should be mindful of the water course that runs from Day Road through the Bentryn property and the M & E property. This ravine is a high value natural area.

(e) Currently the center of Suyematsu East is occupied by an active and large scale composting operation. The composting operation is controlled by Akio Suyematsu. This operation is undertaken as part of Mr. Suyematsu's life estate

management of the property. It is his hope to leave a legacy of excellent soil conditions at the Day Road Farm. It is anticipated that when Mr. Suyematsu is no longer running this operation that it will be modified.

3. Goals

(a) Place a conservation easement on portions of this property and the adjacent properties containing the ravine area to permanently protect the open space value of this portion of these properties.

(b) Develop a habitat management plan for the Day Road Farm.

(c) Develop a long-term plan for compost operations in cooperation with Mr. Suyematsu.

H. Special Considerations

1. Aesthetics: As both public lands and as fully operational commercial farmlands management of these lands must strike a delicate balance between form and function. One of the reasons operating farms are supported on public lands is that they reflect a rural aesthetic valued by the community. They are also supported because of their practical value of providing locally grown food for local consumption. Farm management is inherently a busy and sometimes messy industry, and these practices must not be compromised by aesthetics alone. To balance these values the farmland must be maintained according to the following Policies and Practices:

2. Policy and Practices

(a) Obsolete materials and machinery should be removed from the property, or if they are to be saved organized for display.

(b) Mechanical equipment and storage areas should be screened by vegetation or building design where possible.

(c) Vegetation near roadsides and public areas should be maintained.

(d) Structures should reflect the historical and rural character of local farms where feasible.

JOHNSON FARM

I. General Property Description

The Johnson Farm is located mid-island on Fletcher Bay Road and Johnsonville Lane. This area was historically farmed by the Johnson family.

Acreage: 14.51

Location: Johnson Farm is located off of Island Center Road at its intersection with Johnsonville Lane. Primary access to the property is via two access roads that enter from Fletcher Bay Road.

Tax Parcel No.: 282502-2-064-2002

II. Management Goals, Policies and Practices

General Statement: The Johnson Farm is a unique property serving multiple public purposes. The diverse segments of the property allow for uses serving farming, affordable/agricultural housing, public access, and open space conservation. The Johnson Farm property shall be managed for a combination of agricultural purposes, affordable/agricultural housing, habitat conservation, public access and passive recreation. See Attachment A for a Johnson Farm Site Plan reflecting these goals, practices, and policies.

A. Agricultural Use

1. Policies and Practices

(a) Given the high quality soil conditions and solar exposure of this farmland, the land should be farmed consistent with feasible and sustainable objectives (with allowance for standard farm practices such as regular fallowing of land, and variation of crops from one season to another or long-term crop development).

(b) Farming operations shall be carried out in a cooperative manner among all farmers bearing leases to the farmland. Such cooperation will include but not be limited to equipment and infrastructure sharing, repair and maintenance of farm infrastructure and common areas, group irrigation planning, marketing, farm stand sales, and crop rotation planning.

(c) Property owners and lessees must comply with any and all applicable local ordinances, including but not limited to zoning, solid waste, wellhead protection and critical areas ordinances, and any applicable federal, state and local permits that may be required.

(d) Farm activities on the Johnson Farm shall conform to the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation District.

(e) Food crops shall be preferred, and both feed lots and turf farms are prohibited.

(f) Farmers should rely on the findings of the Farm Evaluation Plan for the Johnson Farm Property, if available, as they develop farm plans.

(g) Long-term operating leases designed to ensure long-term viability shall be offered to farmers who are chosen as tenants. Lease terms shall be based on farmer experience, farmer business plan, availability of agricultural lands, type of crop and demonstrated farmer ability to meet management goals for the property and City agricultural lands.

2. Goals

(a) Farm Plans. Farmers utilizing Johnson Farm agricultural lands must develop individual farm plans and business plans to be reviewed in a City-approved application process.

(b) Develop Farm Evaluation Plan for the Johnson Farm Property to identify potential agricultural uses for the farm area. The evaluation should include an analysis of soil quality, water availability, potential crop and livestock capacity, and analysis of existing and potential farm related infrastructure.

(c) Develop a cooperative maintenance and repair plan and schedule for common areas and shared infrastructure.

B. Water

1. **Background:** There is a large farm pond on the Johnson property, and the Johnson property does have legal water rights for irrigation of up to 20 acres. The time frame during which irrigation can be pumped from the farm pond under existing water rights for the property is limited to the period of June 1 to September 30 each year. The water rights for this property also include the use of water for rearing and propagating fish. In order to extend the irrigation period, or change the allowed uses for the farm's water, then an application to the Washington Department of Ecology would need to be submitted for these changes.

2. Policies and Practices

(a) Water use on the Johnson Farm shall conform to USFA Irrigation Plan Natural Resources Conservation Service Irrigation Plan or the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation

District. Where feasible, drip irrigation and similar conservation methodologies should be utilized.

(b) Rainwater catchment should be encouraged where feasible.

(c) In most years, application of water between June 1 and September 30 will likely cover the needs for irrigation of crops and pasture. However, given the relatively low water holding capacity of the soils at this location, it is possible that in years with drier than normal spring months, or drier than normal Octobers, crops and/or pasture might suffer for lack of soil moisture. Therefore, if it is feasible and possible to extend the period when irrigation is allowed on the Johnson property, it is recommended that an application be made to extend that period to run from May 1 through October 15 each year to assure that adequate irrigation water be available should precipitation in the Spring or in October be insufficient for agricultural needs.

3. Goals

(a) Develop and implement a farm plan to maximize conservation and sustainable use of water resources.

(b) Develop and implement irrigation management plan.

C. Soils

1. Policies and Practices

(a) Farm activities affecting soil on the Johnson Farm shall conform to the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation District.

(b) The amount and timing of amendments and fertilizer applications should be based on crop needs and production goals.

(c) Farm Practices shall implement farm practices that intercept runoff and sediment as close to the source as possible.

(d) Efforts to control sources of runoff, sediment, and erosion should be coordinated with those of neighboring properties.

(e) Protect unpaved roads and other heavy-use or bare soil areas should be protected from concentrated flows of water.

(f) Sediment and runoff should be detained and filtered before it leaves the property.

2. Goals

(a) Perform an evaluation of site conditions to determine farm-site irrigation, rainfall, stormwater runoff patterns, and identify erosion problem areas and their causes.

(b) Develop a farm plan to minimize erosion.

(c) Perform an evaluation of site conditions to determine farm-site soil conditions and quality.

(d) Develop a farm plan to improve and maintain soil conditions and quality.

D. Housing/Structures

1. Background: There are four existing structures on Johnson Farm: two well houses, a storage shed with Community Supported Agriculture ("CSA") delivery area, and a storage area with a fowl pen. The property has six development rights. Plans for the property depict two units being located on the upper property for farmer housing, and four units located in the lower "parking" area of the property. The City has approved a barn structure to be built for community use, also to be located in the "parking" area.

2. Policies and Practices

(a) Providing opportunities for housing to the farming community is an important element in ensuring that farmers and their families can continue their work on Bainbridge Island. Further, economic diversity in the community is promoted by providing options for affordable housing. Therefore, a portion of the property shall be engaged in affordable and/or agricultural housing unless specific conditions make housing impossible on the property.

(b) The Johnson Farm property has 6 development rights. These should be used to provide agricultural housing and affordable housing.

(c) Farm families should be given priority of use for housing. Units that are not occupied by farm families or interns and itinerate labor, can be added to the pool of affordable housing available to Islanders.

(d) Management of the housing should be carried out by an organization with experience in affordable housing, such as the Housing Resources Board of Bainbridge Island ("HRB") or another suitable agency, or as a self-managing Community Land Trust.

(e) Opportunities for communal sharing of resources should be maximized by the households located on the property. This may include shared utilities, storage space, meeting rooms, kitchen service, garbage/composting operations,

transportation, office space, yard space, play areas and workshops. At the same time, development should ensure opportunities for privacy for each individual and family.

(f) The barn structure planned for the low East end of the property shall be available for farm related activities, and may be used for other public needs that are compatible with the primary uses of the Johnson Farm.

(g) The property currently includes a well and appurtenant pump house, fowl containment pen, and shed structure used for storage and to house the CSA subscription pick up for Persephone Farms. These structures should be maintained and remain in continued use.

3. Goals

(a) Develop housing on the property according to the layout in the Johnson Farm Site Plan, Attachment A. The East end of the property (a low area used for parking during the Harvest Fair) is planned to include four residential units and a barn structure for public use. Two residential units are planned for the central area of the upland portion of the property.

(b) The City shall develop a master plan for appropriate farm housing.

(c) Form a Farm Village resident's or homeowner's association for governance of common areas and shared resources. Alternatively, develop a Community Land Trust to govern all housing and common areas within the Farm Village.

(d) Ensure long term maintenance and operations of existing farm structures.

E. Public Access

1. Trails

(a) Background: Agricultural parcels owned by the City are of interest to the entire community and require access trails and point of interest viewing locations. Friends of the Farms has constructed a trail system that connects provides access and viewing opportunities on the property. In addition, portions of the property not dedicated to agriculture may serve low impact public uses.

(b) Policies and Practices

i. Trails and viewing stations should be developed to ensure that public visitors can access and view the property, will not interfere with farm activity, and are safe from active farm operations.

ii. Open space on the property may allow activities such as compiling wildlife and plant inventories, analyzing the life forms in the waterways, placing birdhouses on parts of the property, making periodic butterfly or bird counts, picking up litter on an annual basis and removal of invasive species where appropriate.

(c) Goals

i. Develop trail system with viewing stations for points of interest to allow the public access to the Johnson Farm Area.

ii. Integrate the trail system with the City non-motorized transportation plan and Bainbridge Island Metropolitan Park and Recreation District's Island-wide trail planning.

2. Education Activities

(a) Policies and Practices

i. Public and private educational activities shall be allowed and encouraged on the Johnson Farm.

ii. Public and private educational activities may include, but are not limited to, volunteer projects to enhance the public's enjoyment of the properties, and opportunities for Bainbridge residents and others to educate themselves about agricultural practices and the natural world. These could include agricultural education programs, public growing programs, trail enhancement, and property enhancement work parties.

(b) Goals

i. Develop partnerships with educational institutes to facilitate educational opportunities on the property. Specifically: (i) build and facilitate K-12 learning experiences integrated with farm operations, in a way that does not interfere with daily business and supports the farm's sustainability, (ii) develop adult learning experiences integrated with farm operations, in a way that does not interfere with daily business and supports the farm's sustainability – these may include internship programs and classes coordinated with WSU Extension and other educational programs.

3. Pea-Patches

(a) Background: A pea-patch area has been established adjacent to the orchard area.

(b) Policies and Practices

i. A portion of the property should be maintained for public use garden areas.

(c) Goals

i. Maintain availability of portions of the property for pea-patch gardening.

F. Stewardship/Habitat Conservation

1. Background: Natural habitat and watercourses are an indispensable and irreplaceable but fragile natural resource with which the citizens of Bainbridge Island have been endowed. The natural areas and habitats are a unique sub-system in the local environment. Further, preservation of natural habitats in agricultural areas helps to ensure a continuance of native biological diversity. Therefore, efforts shall be made to preserve/maintain existing critical areas as defined by BIMC.

2. Policies and Practices

(a) Farm practices should reflect a relation to the natural environment.

(b) Farm practices should preserve the unique natural habitats of agricultural areas for species that commonly rely on healthy farmlands.

(c) Portions of the property bordering private non-agricultural property and public rights of way shall be maintained in a natural vegetative state, when compatible with farm uses of the property. These border areas may be planted and maintained with native plants, edible plantings and plantings supportive of habitat and food provision for birds and animals. Where possible plantings should include a variety of plant species and avoid monocultures. Where practicable trees should be planted on or near the property line, shrubs and smaller trees should be planted in front of these, and finally shrubs and groundcovers should be placed in front. This will allow for a tapered buffer to maximize privacy and habitat variation. Consideration should be given to planting of edible plant species that can be harvested. All planting must be balanced against usability of the land for crop production which will take precedence.

3. Goals

(a) The West end of the property has been used for nature mapping by students from Sakai for at least ten years. The data they have been collecting has been submitted to the University of Washington. This and similar activities should be encouraged to continue.

(b) Develop a habitat management plan for the Johnson Farm.

(c) The West end of the property is not suitable for agricultural activities, and should be placed under a conservation easement to permanently protect the open space value of this portion of the property.

G. Special Considerations

1. Aesthetics. As both public lands and as fully operational commercial farmlands management of these lands must strike a delicate balance between form and function. One of the reasons operating farms are supported on public lands is that they reflect a rural aesthetic valued by the community. They are also supported because of their practical value of providing locally grown food for local consumption. Farm management is inherently a busy and sometimes messy industry, and these practices must not be compromised by aesthetics alone. To balance these values the farmland must be maintained according to the following Policies and Practices:

2. Policy and Practices

(a) Obsolete materials and machinery should be removed from the property, or if they are to be saved organized for display.

(b) Mechanical equipment and storage areas should be screened by vegetation or building design where possible.

(c) Vegetation near roadsides and public areas should be maintained.

(d) Structures should reflect the historical and rural character of local farms where feasible.

M & E PROPERTY

I. General Property Description

The M & E Property was donated to the City in 2003 by Elizabeth Grossman. It is the location of the former M & E Tree Farm. The site consists of two parcels "M & E East" and "M & E West."

A. Acreage: Total 13.33

M & E East: 5.02

M & E West: 8.31

B. Location: The M & E properties are located along the southern and south east section of the Farm District. The Bainbridge Island Metropolitan Park and Recreation District has cleared an area for parking near the entrance.

C. Tax Parcel Nos.: M & E East: 102502-1-028-2009
M & E West: 102502-1-029-2008

II. Management Goals, Policies and Practices

A. Background: The M & E property is unique from other properties in the Farm District in that it was not purchased using City open space funds, but was donated to the City. The acquisition agreement subjected the property to conservation and use restrictions that control and serve as policy and practices for the property.

III. Permitted Uses

A. Agricultural Use

The M & E property is burdened by a restriction that no individual may conduct commercial farming on the property. Aside from this restriction there are no restrictions on agricultural activity for the property.

The unique restrictions placed on the M & E property present unique opportunities. While it is not possible to conduct commercial agricultural operations by private parties, there are likely many activities that can be undertaken on the property that complement the commercial farm activities in the Farm District. One possibility (in addition to those mentioned above) is for agricultural activity to be carried out on the land by the Farm Manager. Harvesting activities could be accomplished by farmers serving as employees of the Farm Manager. Products derived from the operation could be harvested and marketed for a modest profit to help pay for management operations. For instance, harvesting of existing Christmas trees or seasonal greens could be carried out by a staff

farmer, and the materials could be sold to support the Farm Manager. This activity would not be commercial, and could contribute to solving the problem of funding the City farmlands management entity.

The parcel could also be used as an incubator to allow would-be farmers (such as interns) to test their business plans, possibly in conjunction with an agriculture-related courses at the Washington State University Extension.

B. Water

1. Background: The M & E property has no water rights or water access at this time.

2. Goals

(a) Develop and implement a water acquisition and management plan relative to the determined use of the property.

C. Soils

1. Policies and Practices

(a) Farm activities affecting soil on the M & E Property shall conform to the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation District.

(b) The amount and timing of amendments and fertilizer applications should be based on crop needs and production goals.

(c) Farm Practices shall implement farm practices that intercept runoff and sediment as close to the source as possible.

(d) Efforts to control sources of runoff, sediment, and erosion should be coordinated with those of neighboring properties.

(e) Protect unpaved roads and other heavy-use or bare soil areas should be protected from concentrated flows of water.

(f) Sediment and runoff should be detained and filtered before it leaves the property.

2. Goals

(a) Perform an evaluation of site conditions to determine farm-site irrigation, rainfall, stormwater runoff patterns. and identify erosion problem areas and their causes.

(b) Develop a farm plan to minimize erosion.

(c) Perform an evaluation of site conditions to determine farm-site soil conditions and quality.

(d) Develop a farm plan to improve and maintain soil conditions and quality.

D. Structures

1. Background: There are two storage sheds and a small office structure located on the property. The Conservation Restrictions allow for maintenance of existing structures, but prohibit expansion of the structures.

2. Policies and Practices

(a) Existing structures should be maintained and integrated into farming activities if feasible.

(b) Existing structures shall be used for farm related or farm support activities only.

3. Goals

(a) Ensure long term maintenance and operations of existing farm structures.

F. Public Access

1. Trails

(a) Background: Agricultural parcels owned by the City are of interest to the entire community and require access trails and point of interest viewing locations. The City and the Park District are in the process of constructing a trail system that would connect the farm properties in the farm district. The City's Non-Motorized Transportation Plan includes plans for the construction of non-motorized facilities in the area. In addition, portions of the property not dedicated to agriculture may serve low impact public uses.

(b) Policies and Practices

i. Trails and viewing stations should be developed to ensure that public visitors can access and view the property, will not interfere with farm activity, and are safe from active farm operations.

ii. Open space on the property may allow activities such as compiling wildlife and plant inventories, analyzing the life forms in the waterways, placing birdhouses on parts of the property, making periodic butterfly or bird counts, picking up litter on an annual basis and removal of invasive species where appropriate.

(c) Goals

i. Develop trail system with viewing stations for points of interest to allow the public access to the Day Road Farm Area.

ii. Integrate the trail system with the City non-motorized transportation plan and Bainbridge Island Metropolitan Park and Recreation District's Island-wide trail planning.

2. Education Activities

(a) Policies and Practices

i. Public and private educational activities shall be allowed and encouraged on the Day Road Farm.

ii. Public and private educational activities may include, but are not limited to, volunteer projects to enhance the public's enjoyment of the properties, and opportunities for Bainbridge residents and others to educate themselves about agricultural practices and the natural world. These could include agricultural education programs, public growing programs, trail enhancement, and property enhancement work parties.

(b) Goals

i. The possibility of granting historic status to the Suyematsu property through the state registry should be researched. Such designation would acknowledge the historical and cultural significance of Japanese farmers on Bainbridge Island, and may open the property up to additional funding and educational opportunities.

ii. Develop partnerships with educational institutes to facilitate educational opportunities on the property. Specifically: (i) build and facilitate K-12 learning experiences integrated with farm operations, in a way that does not interfere with daily business and supports the farm's sustainability, (ii) develop adult learning experiences integrated with farm operations, in a way that does not interfere with daily business and supports the farm's sustainability – these may include internship programs and classes coordinated with WSU Extension and other educational programs.

G. Stewardship/Habitat Conservation

1. Background: Natural habitat and watercourses are an indispensable and irreplaceable but fragile natural resource with which the citizens of Bainbridge Island have been endowed. The natural areas and habitats are a unique sub-system in the local environment. Further, preservation of natural habitats in agricultural areas helps to ensure a continuance of native biological diversity. Therefore, efforts shall be made to preserve/maintain existing critical areas as defined by BIMC.

2. Policies and Practices

(a) Farm practices should reflect a relation to the natural environment.

(b) Farm practices should preserve the unique natural habitats of agricultural areas for species that commonly rely on healthy farmlands.

(c) Portions of the property bordering private non-agricultural property and public rights of way shall be maintained in a natural vegetative state, when compatible with farm uses of the property. These border areas may be planted and maintained with native plants, edible plantings and plantings supportive of habitat and food provision for birds and animals. Where possible plantings should include a variety of plant species and avoid monocultures. Where practicable trees should be planted on or near the property line, shrubs and smaller trees should be planted in front of these, and finally shrubs and groundcovers should be placed in front. This will allow for a tapered buffer to maximize privacy and habitat variation. Consideration should be given to planting of edible plant species that can be harvested. All planting must be balanced against usability of the land for crop production which will take precedence.

(d) Management of the property should be mindful of the water course that runs from Day Road through the Bentryn property and the M & E property. This ravine is a high value natural area.

(e) Currently the center of Suyematsu East is occupied by an active and large scale composting operation. The composting operation is controlled by Akio Suyematsu. This operation is undertaken as part of Mr. Suyematsu's life estate management of the property. It is his hope to leave a legacy of excellent soil conditions at the Day Road Farm. It is anticipated that when Mr. Suyematsu is no longer running this operation that it will be modified.

3. Goals

(a) Place a conservation easement on portions of this property and the adjacent properties containing the ravine area to permanently protect the open space value of this portion of these properties.

(b) Develop a habitat management plan for the Day Road Farm.

(c) Develop a long-term plan for compost operations in cooperation with Mr. Suyematsu.

H. Timber Removal

1. Background: According to the property Conservation Restrictions "Timber resources on the Property may be cultivated cut, and harvested, provided that such timber Activities are (i) reviewed and approved in advance by the Open Space Commission or other commission or entity designated by the City, (ii) conducted in a manner to preserve and protect the Conservation Values of the Property, and (iii) all funds generated by such activities are used to acquire additional open space property in accordance with applicable laws and ordinances."

IV. Prohibited Uses

The following uses are prohibited on the property under the Conservation Restrictions:

A. Subdivision of the property.

B. Commercial Agricultural Activities. The commercial harvesting, cutting, or destruction of timber or other vegetation on the Property.

C. Alteration of Land. The alteration of the surface of the land, including, without limitation, the excavation or removal of soil, sand, gravel, rock, peat, or sod, except as necessary to preserve or protect the Conservation Values of the Property.

MORALES FARM

I. General Property Description

The Morales Farm is owned by the City and currently managed by the Friends of the Farms under a stewardship plan dated November 4, 2003, that has been incorporated into a management contract.

The Morales Farm has value as a historic farm located in a part of the island with soil and other conditions conducive to agriculture, at the South West corner of the Farm District. The property must be preserved as a community resource to promote island farming.

The Morales house was built in 1953 and served as the primary residence of the Morales family before the property was put on the market after many years of use by the family for farming. The property was sold to the City in 2003 as an open space fund acquisition.

A. Acreage: Acreage: 4.74

B. Location: The property is located in the NE ¼ of Section 10, Township 25N, Range 2E, at 8862 Lovgreen Road, Bainbridge Island in the Manzanita Bay Watershed.

C. Tax Parcel No.: 102502-1-062-2006

II. Management Goals, Policies and Practices

A. Agricultural Use

1. Background: The Morales Farm has been used for small-scale agriculture for decades. The farm fell into disuse when the Morales family vacated the property prior to purchase by the City. The property should be returned to maximum agricultural production. Under Friends of the Farms management, substantial steps have been taken toward that goal over the past eight years.

2. Policies and Practices

(a) Given the high quality soil conditions and solar exposure of this farmland, the land should be farmed to the maximum consistent with feasible and sustainable objectives (with allowance for standard farm practices such as regular fallowing of land, and variation of crops from one season to another or long-term crop development).

(b) Farming operations shall be carried out in a cooperative manner among all farmers bearing leases to the farmland. Such cooperation will include but not be limited to equipment and infrastructure sharing, repair and maintenance of farm

infrastructure and common areas, group irrigation planning, marketing, farm stand sales, and crop rotation planning.

(c) Property owners and lessees must comply with any and all applicable local ordinances, including but not limited to zoning, solid waste, wellhead protection and critical areas ordinances, and any applicable federal, state and local permits that may be required.

(d) Farm activities on the Morales Farm shall conform to the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation District.

(e) Food crops shall be preferred, and both feed lots and turf farms are prohibited.

(f) Farmers should rely on the findings of the Farm Evaluation Plan for the Morales Farm Property, if available, as they develop farm plans.

(g) Long-term operating leases designed to ensure economic viability shall be offered to farmers who are chosen as tenants. Farm leases shall be given terms based on farmer experience, farmer business plan, availability of agricultural lands, type of crop and demonstrated farmer ability to meet management goals for the property and City agricultural lands.

3. Goals:

(a) Farm Plans. Farmers utilizing Morales Farm agricultural lands must develop individual farm plans and business plans to be reviewed in a City-approved application process.

(b) Develop Farm Evaluation Plan for the Morales Farm Property to identify potential agricultural uses for the farm area. The evaluation should include an analysis of soil quality, water availability, potential crop and livestock capacity, and analysis of existing and potential farm related infrastructure.

(c) Develop a cooperative maintenance and repair plan and schedule for common areas and shared infrastructure.

B. Water

1. Background: There is a shallow well on the property (see "pumphouse" on site plan for location). This is currently being used to support agricultural activity. Friends of the Farms installed a new pump and electrical system. The well originally provided water for the Morales residence. Anecdotally, the well never runs dry. Future plans for the property should include applying to the Department of Ecology for a water right to serve agricultural activity. A seasonal stream crosses the property from the northeast, emptying into a wetland on the adjacent property to the west. The Morales

family made use of water from the pond on the neighboring property to the west for their agricultural needs. Another approach to securing long-term water access for agricultural activities could include approaching the neighbor for a water easement. A third approach for providing water to the property could include hooking up the Morales Farm to the North Bainbridge Water system, which serves the surrounding neighborhood. This would provide a health department-approved water source for any residence or farm stand on the property, though it does not represent a likely source of agricultural water due to the costs of irrigation water usage.

C. Soil

1. Policies and Practices

(a) Farm activities affecting soil on the Morales Farm shall conform to the Resource Inventory Evaluation and Alternatives produced for the property by the Kitsap Conservation District.

(b) The amount and timing of amendments and fertilizer applications should be based on crop needs and production goals.

(c) Farm Practices shall implement farm practices that intercept runoff and sediment as close to the source as possible.

(d) Efforts to control sources of runoff, sediment, and erosion should be coordinated with those of neighboring properties.

(e) Protect unpaved roads and other heavy-use or bare soil areas should be protected from concentrated flows of water.

(f) Sediment and runoff should be detained and filtered before it leaves the property.

3. Goals

(a) Perform an evaluation of site conditions to determine farm-site irrigation, rainfall, stormwater runoff patterns, and identify erosion problem areas and their causes.

(b) Develop a farm plan to minimize erosion.

(c) Perform an evaluation of site conditions to determine farm-site soil conditions and quality.

(d) Develop a farm plan to improve and maintain soil conditions and quality.

D. Housing/Structures

1. Background: The property includes the Morales house and adjacent garage structure. The house is currently unoccupied.

The house and garage are currently used for storage by farmers using the land for agricultural purposes. The roof of the house was replaced by the City in 2007. Remodeling of the structure is occurring now and will likely be completed in 2012.

2. Policies and Practices

(a) The Morales house for use depending on cost and need include:

i. Storage for agricultural activities on the property and for City activities.

ii. Classroom area for agricultural intern and education programs.

iii. Farm stand for produce sale. This option is attractive due to its location near the Hwy-305. Use as a farm stand would have to include consideration of other locations such as the Day Road Farm, which appears to be the current favored location for a farm stand.

iv. Residential use. Farm housing and affordable housing are an identified need for the community.

(b) A large green-house structure has been established on the property is owned and managed by Butler Farms. The structure will serve the growing needs of the farmers on the property and will also serve as an auxiliary structure for agriculture education programs.

3. Goals

(a) Ensure long term maintenance and operations of existing farm structures.

E. Public Access

1. Trails

(a) Background: The Morales Farm is on the far South West corner of the City Farm District. The City is interested in constructing a trail system that would connect the farm properties. The Non-Motorized Transportation Plan includes plans for the construction of non-motorized facilities in conjunction with Day Road to the north of the Morales Farm.

(b) Policies and Practices

i. Trails and viewing stations should be developed to ensure that public visitors can access and view the property, will not interfere with farm activity, and are safe from active farm operations.

ii. Open space on the property may allow activities such as compiling wildlife and plant inventories, analyzing the life forms in the waterways, placing birdhouses on parts of the property, making periodic butterfly or bird counts, picking up litter on an annual basis and removal of invasive species where appropriate.

(c) Goals

i. Develop trail system with viewing stations for points of interest to allow the public access to the Johnson Farm Area.

ii. Integrate the trail system with the City non-motorized transportation plan and Bainbridge Island Metropolitan Park and Recreation District's Island-wide trail planning.

2. Education Activities

(a) Policies and Practices

i. Public and private educational activities shall be allowed and encouraged on the Johnson Farm.

ii. Public and private educational activities may include, but are not limited to, volunteer projects to enhance the public's enjoyment of the properties, and opportunities for Bainbridge residents and others to educate themselves about agricultural practices and the natural world. These could include agricultural education programs, public growing programs, trail enhancement, and property enhancement work parties.

(b) Goals

i. Develop partnerships with educational institutes to facilitate educational opportunities on the property. Specifically: (i) build and facilitate K-12 learning experiences integrated with farm operations, in a way that does not interfere with daily business and supports the farm's sustainability, (ii) develop adult learning experiences integrated with farm operations, in a way that does not interfere with daily business and supports the farm's sustainability – these may include internship programs and classes coordinated with WSU Extension and other educational programs.

ii. Consideration should be given to placing an interpretive display on the property that explains the history and cultural contributions of Filipino farmers on

Bainbridge Island. Potential partners that could help design and construct the display include the Bainbridge Island Historical Society, Bainbridge Island Arts and Humanities Council, or other cultural organizations. Due to its historic and cultural values, the Morales farm may be a candidate for historical designation through the state registry. Such designation could open up the farm and the City's farmland preservation program in general, to additional funding opportunities.

H. Habitat Conservation

1. Background: Natural habitat and watercourses are an indispensable and irreplaceable but fragile natural resource with which the citizens of Bainbridge Island have been endowed. The natural areas and habitats are a unique sub-system in the local environment. Further, preservation of natural habitats in agricultural areas helps to ensure a continuance of native biological diversity. Therefore, efforts shall be made to preserve/maintain existing wetland and woodland areas.

2. Policies and Practices

(a) Farm practices should reflect a relation to the natural environment.

(b) Farm practices should preserve the unique natural habitats of agricultural areas for species that commonly rely on healthy farmlands.

(c) Portions of the property bordering private non-agricultural property and public rights of way shall be maintained in a natural vegetative state. These border areas should be planted and maintained with native plants, edible plantings and plantings supportive of habitat and food provision for birds and animals. Plantings should include a variety of plant species and avoid monocultures. Where practicable trees should be planted on or near the property line, shrubs and smaller trees should be planted in front of these, and finally shrubs and groundcovers should be placed in front. This will allow for a tapered buffer to maximize privacy and habitat variation. Consideration should be given to planting of edible plant species that can be harvested. All planting must be balanced against usability of the land for crop production which should take precedence.

(d) The farm is transected by a Non-fish seasonal (Ns) stream that drains west to Manzanita Creek. While Manzanita Creek has documented presence of salmonid species, publicly available data indicate the presence of a fish passage barrier where the stream passes under SR 305 via a culvert. This fish passage barrier is classified by Washington Department of Fish and Wildlife (WDFW) as a "total barrier." Current City critical areas regulations require a 50-foot buffer for Ns streams, measured from the ordinary high water mark (OHWM). Buffers are to be retained in their natural condition; however, it is acceptable to enhance the buffer by planting native or equivalent vegetation as approved by the City. Ongoing agricultural activities using best management practices as included in a farm management plan developed by the Kitsap Conservation District are exempt from current critical areas regulations; however, it is recommended that invasive species, such as Himalayan and evergreen blackberry and Scotch broom, as well as tree

species that may shade actively farmed areas, be removed from the stream buffer. Depending upon the extent of bare ground resulting from plant removal, native plant species of quantities and height that will provide an adequate riparian plant community and not interfere with agricultural activities should be installed. In addition, the Kitsap Conservation District recommends the correct management of fertilizers and chemicals on the farm property.

A small wetland lies to the west of the farm on the opposite side of the access road immediately adjacent to the farm. Due to the location of the existing road between the wetland and the farm, agricultural activities on the farm would not likely adversely affect the functions and values of the wetland as long as the correct management of fertilizers and chemicals is implemented on the farm property.

3. Goals

(a) Place a conservation easement on portions of this property and the adjacent properties containing the ravine area to permanently protect the open space value of this portion of these properties.

(b) Develop a habitat management plan for the Morales Farm.

G. Special Considerations

1. Aesthetics.

(a) Background: As both public lands and as fully operational commercial farmlands management of these lands must strike a delicate balance between form and function. One of the reasons operating farms are supported on public lands is that they reflect a rural aesthetic valued by the community. They are also supported because of their practical value of providing locally grown food for local consumption. Farm management is inherently a busy and sometimes messy industry, and these practices must not be compromised by aesthetics alone. To balance these values the farmland must be maintained according to the following Policies and Practices:

(b) Policy and Practices

i. Obsolete materials and machinery should be removed from the property, or if they are to be saved organized for display.

ii. Mechanical equipment and storage areas should be screened by vegetation or building design where possible.

iii. Vegetation near roadsides and public areas should be maintained.

iv. Structures should reflect the historical and rural character of local farms where feasible.

EXHIBIT C

KITSAP CONSERVATION DISTRICT CONSERVATION FARM PLAN

RESOURCE INVENTORY EVALUATION
AND
MANAGEMENT ALTERNATIVES

For

City of Bainbridge Island
280 Madison Ave North
Bainbridge Island, WA 98110
(206) 842-2552

Day Road Agriculture Properties
Day Rd

Tax Parcels

10250210632005
10250210522008

By

Brian Stahl
Resource Planner
Kitsap Conservation District
(360) 337-7171

2006

Farm Plan Disclaimer

This farm plan does not exempt the property owners or lessees from compliance with any and all local ordinances, including but not limited to zoning, solid waste, wellhead protection and critical areas ordinances nor any applicable federal, state and local permits that may be required during any BMP implementation phases of this farm plan.

PURPOSE

A Conservation Farm Plan is a document developed by your Conservation District and you, the farmer or landowner. It is a series of actions developed to meet a farmer's goals while protecting water quality and the natural resources. Some of the things considered in a farm plan are farm size, soils type, slope of the land, proximity to streams or water bodies, type of livestock or crops, the farmer's goals, resources such as machinery or buildings and finances available.

BACKGROUND

The 25.75 - acre two parcel property is located in the NE ¼ of Section 10, Township 25N, Range 2E, at 9229 Day Road, Bainbridge Island in the Manzanita Bay Watershed. The property is a historic farm currently managed by Akio Suyematsu and Gerard Gentryn. A CONSERVATION PLAN MAP is located in the appendix. This plan is being prepared in response to a request by the City of Bainbridge Island for long range planning.

OBJECTIVES

- Utilize farm property in an environmentally conscious and sustainable manner.
- Establish vegetative buffer along seasonal stream
- Provide a location where small farms can grow and sell their products

GENERAL INFORMATION

- The average annual rainfall in this area is 35 inches.
- The average annual air temperature is 51 degrees F.

Agricultural Buildings – Several agriculture structures exist on the property. See Conservation Plan Map for locations

Cultural Resources

According to the Washington State Register of Cultural Resources, obtained from the Washington State Office of Archaeology and Historic Preservation, there are no known historical or cultural resources mapped in this section.

RESOURCE INVENTORY

Soils - Please refer to attached soil map and descriptions. Most soils on property are in the "C" Hydrologic Soil Group with the exception of the northeast corner which is in the "D" Hydrologic Soil Group. Soil depth to hardpan varies from 30" – 60". Monthly Leaching Index calculations indicate nutrient leaching into ground water sources may occur between November 1st and March 1st.

Soil Type	Hydrologic Group
(2) – Alderwood very gravelly sandy loam, 6-15% slopes	C
(15) – Harstine sandy gravelly loam, 6-15% slopes	C
(22) – Kapowsin gravelly loam, 0-6 % slopes	C
(23) – Kapowsin gravelly loam, 6-15% slopes	C
(37) – Norma fine sandy loam	D

See attached soil inventory map for soil locations

Water – A drainage ditch flows south through the center of the property into two man made ponds. Seasonal flow from the ponds feed into Manzanita Creek. Buffers along the ditch average 12 feet. The buffer along the "organic debris composting area" may be inadequate due to the yard waste grinding and aged manure storage. The water sources for the property are a shallow hand dug well located along the north property line, two man-made ponds, and a "Certificate of Surface Water Right" issued in 1955. Water right allows 0.18 cubic foot per second of water for the purpose of irrigating 18 acres. Water right was issued to Akio Suyematsu, who owned 40 acres at that time. Two irrigation ponds were dug in the 1960's and 1970's. Estimated capacities of ponds are 1.2 million gallons. Both ponds are located on the Gerard Bentryn property. Mr. Bentryn has issued ½ of the water right to the City of Bainbridge for irrigation purposes.

Livestock - Two draft horses owned by Betsy Wittick graze a one acre pasture. Pasture was in very good condition indicating good pasture management.

Farmland – See Conservation Plan Map for existing field locations. Currently, there are 14 fields of various crops totaling 15 acres. Fields 1, 4, and 7 are in continuous grape vineyard or raspberry production. Field 9 is pastureland. Field 12 is planted with a mixture of native and ornamental trees. The remaining fields are planted annual with various produce or pumpkins. Most fields are planted with a cover crop over the winter months. The area located east of the drainage ditch along the north property line is co-managed by Akio Suyematsu and Scotts Tree Service. The piles of material range from ground yard waste to aged livestock manure. Leachates from the piles are a significant concern to water quality in the ditch.

Air - Presently, foul odors on the property are minimal.

Wildlife Area – A few fir trees exist along the drainage ditch. The remainder of the drainage is severely lacking native trees and shrubs.

CONSERVATION NEEDS AND ALTERNATIVES - See Conservation Plan Map for locations of proposed practices.

Some of the alternatives listed below may be eligible for financial assistance. To insure eligibility, Kitsap Conservation District must be notified before project initiation i.e. material purchase, design, installation.

EXISTING SITUATION

Currently there are two draft horses that graze a one acre pasture on the property. Horses are owned by Betsy Wittick, a private property owner located within the Day Road Farm area.

Imported livestock manure from local sources is currently used as an alternative crop nutrient. Manure is stored on a 36'x79' concrete slab with ecology block walls. Estimated storage capacity is 500 cubic yards. Pile is covered during the winter months.

Yard waste is accepted on the property by private property owners and Scott's Tree Service and stored in the Organic Debris Composting Area. Scott's Tree Service rents the northern half of the area for composting activities. The southern half consists of composted materials and aged livestock manure. The entire Organic Debris Composting Area raises concerns due to the potential of sediment and dissolved contaminants entering the adjacent drainage ditch. Current buffer averages less than 20 feet and is mostly Himalayan blackberry.

Farmers working the property use organic growing practices and integrated pest management whenever possible. Irrigation systems range from overhead "big gun" sprinklers to drip irrigation. The main irrigation water source is two man made ponds dug in the 1960's and 1970's. Estimated capacity of ponds is 1.2 million gallons. Neither of the ponds are on City property, both are located on the Gerard Bentryn property. Mr. Bentryn has issued ½ of the water right to the City of Bainbridge for irrigation purposes. A "Certificate of Surface Water Right" was issued To Akio Suymatsu in 1955. Water right allows 0.18 cubic foot per second of water for the purpose of irrigating 18 acres.

EFFECTS

- A lack of irrigation management may lead to soil erosion, nutrients entering waterways or ground water, reduced stream flows, water right violations, and pond reservoir depletion.
- Insufficient pest management may lead to pesticides entering waterways or ground water and inadvertent elimination of beneficial organisms
- Scarce vegetation cover on croplands decreases soil uptake rates of nutrients, increasing runoff and reducing filtering. Lack of a vegetative cover also allows soil erosion to occur at greater rates.
- Insufficient buffers along ditch and pond may lead to excessive sediments, nutrients, and other pollutants entering open water resources.
- An uncovered manure pile or accumulation of manure contributes nutrients and bacteria to surface water through the processes of leaching and runoff.
- Livestock access to wet areas causes compaction and excessive muddiness which results in increased manure laden runoff leaving the area. This also creates the potential for animals to deposit wastes directly into surface waters.

ALTERNATIVES – NRCS Practice Specifications are available at the following web site: http://efotg.nrcs.usda.gov/treemenuFS.aspx?StateName=Washington&MenuName=menuWA.zip&MenuType=2

Use Exclusion (472) – Excluding animals, people or vehicles from an area.

Purpose – To protect, maintain, or improve the quality and quantity of plants, soil, air and water, and improve aesthetics, human and animal health and safety.

- Due to Bremerton-Kitsap Health District ordinances, no hoofed animals are allowed on drain fields. Agricultural structures and livestock heavy use areas shall not be located within 50 feet of well.
- Exclude livestock from proposed Filter Strips during the winter months and follow Prescribed Grazing (528A) during the remainder of the year.
- During the winter months, exclude livestock from cultivated areas that have cover crops.
- Confine animals to roofed areas or barns with heavy use areas and sacrifice fields during rainy season.

Waste Storage Structure (313) – A planned system in which all necessary components are installed for storing liquid and solid waste

Purpose – To store waste in a manner that prevents or minimizes degradation of air, soil, and water resources and protect public health and safety.

- Utilize the existing Waste Storage Structure to store livestock manure for crop nutrient needs.
- Do not spread manure onto ponded or saturated fields. Spread in accordance with nutrient management as described later in this plan.

Roof Runoff Management (558) / Underground Outlets (620) – A facility for collecting, controlling, and disposing of runoff water from roofs.

Purpose – To prevent roof runoff water from flowing across concentrated waste areas, barnyards, roads, and alleys, and to reduce pollution and erosion, improve water quality, preventing flooding, improve drainage, and protect the environment.

- Connect downspouts and underground outlets to buildings. Outlet roof runoff to infiltration pits, buffer areas, or irrigation containment. This will keep roof clean water clean and prevent potential muddy conditions in livestock heavy use areas.

Heavy Use Area Protection (561) - Protecting heavily used areas by surfacing with suitable materials to reduce muddiness and surface runoff that may lead to manure laden runoff, leaching of nutrients, and unhealthy livestock conditions.

Purpose – To stabilize urban, recreation or facility areas frequently and intensely used by people, animals, or vehicles.

- If livestock are housed on the property, create heavy use areas for confinement and exercise for livestock during the winter months and to allow implementation of Prescribed Grazing (528A) as described later in this document. These should be located on the driest areas on the farm to perform correctly. Heavy use area size should be limited to 12' x 30' in size to minimize impact and allow livestock to exercise. The following are two options on how to create heavy use areas:

NRCS approved options for heavy use area protection:

Low impact option

a) In the dry season, excavate the top of soil that is apt to become muddy during the rainy season.
b) In hydric soil conditions, place a layer of filter fabric onto native ground surface in proposed heavy use area.
c) Place 4" of 5/8" or ¾" clean crushed rock onto surface.
d) Install a ecogrid of similar product.
e) Cover grid with ¼" pea gravel or similar material to create footing .
f) Pick manure on a daily basis to maintain a clean and pervious heavy use area.

Or

Gravel option

a) In the dry season, excavate the top of soil that is apt to become muddy during the rainy season.
b) Apply filter fabric over the surface of the soil.
c) Apply 8" of 3" minus crushed rock in heavy use area; than surface with 4" of 3/4" minus crushed rock, sand, or other fine material.
d) Slope area away from barn or spigot for drainage.
e) Fill holes in surfacing as soon as they occur.
f) Pick manure on a daily basis to maintain a clean and pervious heavy use area.

**Manure must be picked from heavy use areas to prevent surface sealing which will lead to ponding and surface runoff.*

Nutrient Management (590) - Managing the amount, form, placement, and timing of applications of plant nutrients.

Purpose - To supply plant nutrients for optimum forage and crop yields, minimize entry of nutrients to surface and groundwater, and to maintain or improve chemical and biological condition of the soil.

- Exclude livestock from ponded fields and wet soils during the winter months to allow plants to maintain vigor and avoid overgrazing and soil compaction.
- Spread stored manure onto gardens or cropland after March 1st of each year or when conditions permit to provide plants with nutrients to maximize forage production. Apply nutrients in accordance with plant needs. This information will be provided as needed. It is suggested that a soil test be completed to determine nutrients in soil. If commercial fertilizer is applied, deduct nutrients in manure from recommended rates to avoid over application of nutrients. A fall soil test is recommended to 'fine tune" nitrate application.
- Do not apply wastes to surface water or excessively wet soils.

Filter Strip (393) – A strip or area of vegetation that removes sediment, organic matter, and other pollutants from runoff and wastewater, and provides limited habitat for wildlife. See attached Conservation Practice Standard.

Purpose – To remove sediment and other pollutants from runoff or wastewater by filtration, deposition, infiltration, absorption, adsorption, decomposition, and volatilization, thereby reducing pollution to surface water and adjacent lands.

- Organic Debris Composting Area – Create a herbaceous vegetative strip between the composting area and the drainage ditch. Due to the unknown composition of yard waste and aged manure pile, an extended filter strip of 45 feet is recommended along "organic debris composting area" to reduce potential dissolved contaminants from entering the drainage ditch. Allow grass filter strips to grow to average height of at least 3" prior to the rainy season (November 1st through April 1st) to filter any runoff from composting area. Filter strip will capture sediments and help remove pollutants from entering Manzanita Creek. Vegetative species shall meet Filter Strip (393) specifications.
- Pond Area and cropland buffers - Maintain a 35 foot herbaceous vegetative strip between the ponds and cropland.

Cover Crop (340) – A crop of close-growing grasses, legumes, or small grain grown primarily for seasonal protection and soil improvement. It usually is grown for 1 year or less, except where there is permanent cover as in orchards.

Purpose - To control erosion during wet periods, allow nutrient uptake, provide filter for sediment and nutrient, add organic material to the soil, and improve infiltration, aeration, and tilth.

- In the fall of each year overseed bare soil areas with close-growing grasses, legume, or small grain to uptake nutrients and minimize soil erosion.

Prescribed Grazing (528A) – The controlled harvest of vegetation with grazing or browsing animals, managed with the intent to achieve a specified objective.

Purpose – This practice may be applied as part of a conservation management system to accomplish one or more of the following purposes:

- ❖ Improve or maintain the health and vigor of selected plant(s) and to maintain a stable and desired plant community.
- ❖ Provide or maintain food, cover and shelter for animals of concern.
- ❖ Improve or maintain animal health and productivity.
- ❖ Maintain or improve water quality and quantity.
- ❖ Reduce accelerated soil erosion and maintain or improve soil condition for sustainability of the resource.

- Manage Filter Strips, Contour Strips, and other grassed areas as described below.

  a) Rotational grazing -- To gain optimal usage from the grass it is important to minimize immediate regrazing of new growth and to utilize pastures as evenly as possible. Rotate

livestock to another field while resting the previously grazed field. Turn livestock back in when grasses are 5-6" tall and remove animals when grasses are 2-3" tall or after a two-week period which ever comes first. Clip and harrow, if needed, after each grazing period. Clipping maintains grass at an even height and eliminates tall unpalatable grasses and weeds. Harrowing spreads manure droppings and minimizes uneven growth.

b) Livestock exclusion -- (1) Exclude livestock from wet or ponded pasture areas to prevent compaction and muddiness. (2) Exclude livestock from grassed strips during rainy season.

c) Nutrient management -- If possible, apply manure in spring of each year evenly to cropland to meet nutrient needs and improve soil tilth. A soil test is suggested to see if any additional fertilization is needed. Remember to subtract nutrient amount applied in manure from amount suggested in soil test. Do not apply manure/fertilizer to open water area. A fall test is recommended to evaluate residual soil nitrogen level to further "fine tune" applications of nitrogen the following years.

Pest Management (595) – Utilizing environmentally sensitive prevention, avoidance, monitoring and suppression strategies to manage weeds, insects, disease, animals and other organisms (including invasive and non-invasive species), that directly or indirectly cause damage or annoyance.

Purpose – Enhance quantity and quality of commodities. Minimize negative impacts of pest control on soil resources, water resources, air resources, plant resources, animal resources and/or humans.

- Integrated Pest Management (IPM) that strives to balance economics, efficiency and environmental risk shall be implemented. Washington State University Extension Bulletin 1786 provides information on IPM. This sustainable approach to pest control combines the use of prevention, avoidance, monitoring and suppression strategies, to maintain pest populations below economical damaging levels, to minimize pest resistance, and to minimize harmful effects of pest control on human and environmental resources. IPM suppression systems include biological controls, cultural controls and the judicious use of chemical controls. Information and fact sheets are available for commodity specific IPM at the following web-sites:
    - http://ipm.wsu.edu/
    - http://pep.wsu.edu/
    - http://wsprs.wsu.edu/CropProfiles.html

Irrigation Water Management (449) – Irrigation Management is the process of determining and controlling the volume, frequency, and application rate of irrigation water in a planned, efficient manner.

Purpose – Manage soil moisture to promote desired crop response. Optimize use of available water supplies. Minimize irrigation induced soil erosion. Decrease non-point source pollution of surface and ground water. Manage salts in the crop root zone. Manage air, soil, or plant micro-climate.

The water sources for the property are a shallow hand dug well located along the north property line and a "Certificate of Surface Water Right" issued in 1955. Water right allows 0.18 cubic foot per second of water for the purpose of irrigating 18 acres. Water right was issued to Akio Suyematsu, who owned 40 acres at that time. Two irrigation ponds were dug in the 1960's and 1970's. Estimated capacities of ponds are 1.2 million gallons. Both ponds are located on the Gerard Bentryn property. Mr. Bentryn has issued ½ of the water right to the City of Bainbridge for irrigation purposes.

See attached "Day Road Farm Irrigation" spreadsheet.

- Maximum potential irrigation from ponds assuming irrigating 17 acres of cropland over a four month period is 0.6 inches water per acre per month.
- Maximum potential irrigation per 18 acres per ½ Water Right is 3.57 inches per acre per month.

- Irrigation shall be applied through drip irrigation if possible or low flow type sprinklers. Irrigation shall be based on plant needs and available water holding capacity of the soil. See attached Irrigation Water Management (449)

WILDLIFE HABITAT MANAGEMENT

EXISTING CONDITIONS:

A seasonal drainage ditch flows south bisecting the two parcels. Ditch flows into a series of two man-made ponds on the Bentryn Property. The buffer along the ditch adjacent to the composting is mostly Himalayan blackberry and is approximately 12 feet in width. Buffers around northern pond vary from 15 feet to 20 feet of mostly native grasses. Buffers around southern pond vary from 29 feet to 50 feet of a variety of mostly native trees and shrubs.

ALTERNATIVES:

Upland Wildlife Habitat (645) – Creating, restoring, maintaining or enhancing areas for food, cover, and water for upland wildlife and species, which use upland habitat for a portion of their life cycle.

Purpose – This practice may be applied as part of a resource management system to:

- ❖ Provide a variety of food for wildlife;
- ❖ Provide a variety of cover types for wildlife, examples of wildlife use include nesting in dense shrubs, fawning in tall grass, resting in snags, escape from predation along travel lanes, and thermal buffering created by conifer stands.
- ❖ Provide water for wildlife.
- ❖ Arrange habitat elements in proper amounts and locations to benefit wildlife.

- Consider planting native trees and shrubs along ditch and ponds to improve wildlife habitat. Trees & shrubs provide erosion control, wildlife habitat, and climate control.

CONCLUSION

This completes your current farm plan. This is a working document that can change as your objectives change. The plan serves as a record of decisions and provides a way of allowing you to track your progress. To the best of our ability, with either financial or technical assistance, we will assist you in the implementation of your farm plan. Thank you for giving us the opportunity to work with you. Maintaining your awareness of our natural resources will benefit you and your livestock as well as our environment.

Landowner	Date
Land Manager	Date
Kitsap Conservation District Resource Planner	Date

APPENDIX:

- Soils Inventory Map
- Soils Descriptions
- Conservation Plan Maps

NOTE: NRCS Specification Sheets will be provided for each practice upon request.

RESOURCE INVENTORY EVALUATION AND MANAGEMENT ALTERNATIVES

Requested By

Trust for Working Landscapes

For

City of Bainbridge Island
280 Madison Ave North
Bainbridge Island, WA 98110
(206) 842-2552

Morales Farm
Lovgreen Rd

By

Brian Stahl
Resource Planner
Kitsap Conservation District
(360) 337-7171

2005

Farm Plan Disclaimer

This farm plan does not exempt the property owners or lessees from compliance with any and all local ordinances, including but not limited to zoning, solid waste, wellhead protection and critical areas ordinances nor any applicable federal, state and local permits that may be required during any BMP implementation phases of this farm plan.

PURPOSE

A Conservation Farm Plan is a document developed by your Conservation District and you, the farmer or landowner. It is a series of actions developed to meet a farmer's goals while protecting water quality and the natural resources. Some of the things considered in a farm plan are farm size, soils type, slope of the land, proximity to streams or water bodies, type of livestock or crops, the farmer's goals, resources such as machinery or buildings and finances available.

BACKGROUND

The 4.74-acre property is located in the NE ¼ of Section 10, Township 25N, Range 2E, at 8862 Lovgreen Road, Bainbridge Island in the Manzanita Bay Watershed. The property is a historic farm currently managed by Trust for Working Landscapes. A CONSERVATION PLAN MAP is located in the appendix. This plan is being prepared in response to a request by Trust for Working Landscapes.

OBJECTIVES

- Utilize farm property in an environmentally conscious and sustainable manner.
- Establish vegetative buffer along seasonal stream
- Provide a location where small farms can grow and sell their products

GENERAL INFORMATION

- The average annual rainfall in this area is 35 inches.
- The average annual air temperature is 51 degrees F.

Agricultural Buildings – Several small structures, garage, and house exist on the property.

Cultural Resources

According to the Washington State Register of Cultural Resources, obtained from the Washington State Office of Archaeology and Historic Preservation, there are no known historical or cultural resources mapped in this section.

RESOURCE INVENTORY

Soils - Please refer to attached soil map and descriptions. All soils on property are in the "C" Hydrologic Soil Group. Soil depth to hardpan averages 36". Monthly Leaching Index calculations indicate nutrient leaching into ground water sources may occur between November 1st and March 1st.

(1) – Alderwood very gravelly sandy loam, 0-6% slopes
(3) – Alderwood very gravelly sandy loam, 15-30% slopes

See attached soil inventory map for soil locations

Water – A seasonal portion of Manzanita Creek, flows southwest through the north portion of the property. Surface flow from the southern one-third of the property flows to a depression along the west property line. The domestic water source for the property is a shallow well located along the easement road on the West side of the property.

Livestock - At time of visit, January 2005, no livestock were present on the property. Trust for Working Landscape (TWL) representatives agrees to limit livestock on the property to the amount that can be sustained from grazing the filter strips. The proposed Filter Strip and Contour Buffer Strip can produce approximately 0.6 tons of forage per year. Contact the Kitsap Conservation District for the number of livestock that may be grazed on the property.

Farmland – See Conservation Plan Map for potential farmland locations. At time of visit, January 2005, a one acre portion of the Cropland was cleared of Scotch broom and other invasive weeds leaving bare soil. The remainder of the Cropland was well vegetated. The North Slope was covered with Scotch broom and Himalayan blackberry. TWL representatives indicated North Slope may be used as a vineyard and Cropland utilized for vegetable crop production.

Air - Presently, foul odors on the property are minimal.

Riparian / Wildlife Area – A few large Douglas fir remain near the northeast portion of the property along the seasonal stream. The remainder of the stream is severely lacking native trees and shrubs.

CONSERVATION NEEDS AND ALTERNATIVES - See Conservation Plan Map for locations of proposed practices.

Some of the alternatives listed below may be eligible for financial assistance. To insure eligibility, Kitsap Conservation District must be notified before project initiation i.e. material purchase, design, installation.

EXISTING SITUATION

Currently there are no livestock on the property. Approximately one acre of the Cropland had exposed soil due to recent clearing of Scotch broom and other invasive weeds. The remainder of the Cropland was well vegetated. Exposed soils during the winter months may lead to soil erosion and excessive nutrients entering open water. TWL requests to allow the use of livestock manure as an alternative crop nutrient source.

EFFECTS of potential poor management

- Irresponsible irrigation management may lead to soil erosion, nutrients entering waterways or ground water, and reduced stream flows.
- Irresponsible pest management may lead to pesticides entering waterways or ground water and inadvertent elimination of beneficial organisms
- A lack of vegetation decreases soil uptake rates of nutrients, increasing runoff and reducing filtering. Lack of a vegetative cover also allows soil erosion to occur at greater rates.
- An uncovered manure pile or accumulation of manure contributes nutrients and bacteria to surface water through the processes of leaching and runoff.
- Animal waste left uncollected in paddocks and unprotected livestock use areas during the rainy season can lead to leaching and/or manure laden runoff entering nearby streams.
- Roof runoff concentrates water around building areas causing muddy conditions and increasing the potential for nutrient laden runoff to impact nearby wells or streams.
- Livestock access to wet areas causes compaction and excessive muddiness which results in increased manure laden runoff leaving the area. This also creates the potential for animals to deposit wastes directly into surface waters.

ALTERNATIVES

Use Exclusion (472) – Excluding animals, people or vehicles from an area.

Purpose – To protect, maintain, or improve the quality and quantity of plants, soil, air and water, and improve aesthetics, human and animal health and safety.

- Due to Bremerton-Kitsap Health District ordinances, no hoofed animals are allowed on drain fields. Agricultural structures and livestock heavy use areas shall not be located within 50 feet of well.
- Exclude livestock from Riparian Forest buffer with the exception of short periods to control invasive weeds.
- Exclude livestock from proposed Filter Strips and Contour Buffer Strip during the winter months and follow Prescribed Grazing (528A) during the remainder of the year.
- During the winter months, exclude livestock from cultivated areas that have cover crops.
- Confine animals to roofed areas or barns with heavy use areas and sacrifice fields during rainy season.

Waste Storage Structure (313) – A planned system in which all necessary components are installed for storing liquid and solid waste

Purpose – To store waste in a manner that prevents or minimizes degradation of air, soil, and water resources and protect public health and safety.

- If livestock manure will be stored on the property, construct a covered waste storage facility to store livestock manure for crop nutrient purposes.
- Do not spread manure onto ponded or saturated fields. Spread in accordance with nutrient management as described later in this plan.

Roof Runoff Management (558) / Underground Outlets (620) – A facility for collecting, controlling, and disposing of runoff water from roofs.

Purpose – To prevent roof runoff water from flowing across concentrated waste areas, barnyards, roads, and alleys, and to reduce pollution and erosion, improve water quality, preventing flooding, improve drainage, and protect the environment.

- Connect downspouts and underground outlets to buildings. Outlet roof runoff to infiltration pits, buffer areas, or irrigation containment. This will keep roof clean water clean and prevent potential muddy conditions in livestock heavy use areas.

Heavy Use Area Protection (561) - Protecting heavily used areas by surfacing with suitable materials to reduce muddiness and surface runoff that may lead to manure laden runoff, leaching of nutrients, and unhealthy livestock conditions.

Purpose – To stabilize urban, recreation or facility areas frequently and intensely used by people, animals, or vehicles.

- If livestock are housed on the property, create heavy use areas for confinement and exercise for livestock during the winter months and to allow implementation of Prescribed Grazing (528A) as described later in this document. These should be located on the driest areas on the farm to perform correctly. Heavy use area size should be limited to 12' x 20' in size to minimize impact and allow livestock to exercise. The following are two options on how to create heavy use areas:

NRCS approved options for heavy use area protection:

Organic option

a) In the dry season, excavate the top of soil that is apt to become muddy during the rainy season.
b) Surface the area by laying down a 2-4" layer of straw, hay, filter fabric or newspaper to act as an interface between the soil and top layer of wood chips.
c) Apply ± 24" of fir/cedar pole peelings or hog fuel
d) Slope area away from barn or spigot for additional drainage capability.
e) May need to resurface with pole peelings/ hog fuel annually.
f) May need to replace every 2-3 years.

g) Fill any holes in surfacing as soon as they occur.
h) Pick manure on a regular basis.

Or

Gravel option

a) In the dry season, excavate the top of soil that is apt to become muddy during the rainy season.
b) Apply filter fabric over the surface of the soil.
c) Apply 8" of 3" minus crushed rock in heavy use area; than surface with 4" of 3/4" minus crushed rock, sand, or other fine material.
d) Slope area away from barn or spigot for drainage.
e) Fill holes in surfacing as soon as they occur.
f) Pick manure on a regular basis.

**Manure must be picked from heavy use areas to prevent surface sealing which will lead to ponding and surface runoff.*

Nutrient Management (590) - Managing the amount, form, placement, and timing of applications of plant nutrients.

Purpose - To supply plant nutrients for optimum forage and crop yields, minimize entry of nutrients to surface and groundwater, and to maintain or improve chemical and biological condition of the soil.

- Exclude livestock from ponded fields and wet soils during the winter months to allow plants to maintain vigor and avoid overgrazing and soil compaction.
- Spread stored manure onto gardens or cropland after March 1st of each year or when conditions permit to provide plants with nutrients to maximize forage production. Apply nutrients in accordance with plant needs. This information will be provided as needed. It is suggested that a soil test be completed to determine nutrients in soil. If commercial fertilizer is applied, deduct nutrients in manure from recommended rates to avoid over application of nutrients. A fall soil test is recommended to 'fine tune" nitrate application.
- Do not apply wastes to surface water or excessively wet soils.

Filter Strip (393) – A strip or area of vegetation that removes sediment, organic matter, and other pollutants from runoff and wastewater, and provides limited habitat for wildlife.

Purpose – To remove sediment and other pollutants from runoff or wastewater by filtration, deposition, infiltration, absorption, adsorption, decomposition, and volatilization, thereby reducing pollution to surface water and adjacent lands.

- Maintain a 35 foot vegetated filter strip along the east property line downslope of cropland and a 10 foot vegetative strip along stream buffer. Allow grass filter strips to grow to average height of at least 3" prior to the rainy season (November 1st through April 1st) to filter any runoff from cropland. Filter strip will capture sediments and help prevent nutrient laden

runoff from entering Manzanita Creek. Due to the soil types on the property, recommended filter strip width is 35 feet. Vegetative species shall meet Filter Strip (393) specifications.

Contour Buffer Strips (332) – Narrow strips of perennial, herbaceous vegetative cover established across the slope and alternated down the slope with wider cropped strips.

Purpose – To reduce sheet and shrill erosion, transport of sediment and other water- born contaminants downslope, on-site or of-site. To enhance upland wildlife habitat.

- Establish 8' vegetative strips at no more than 100' spacing across the northeast slope in the cropland area. Vegetative strips will provide vehicle access to gardens and intercept sediment that may erode downslope during rain events. Vegetative species shall meet Filter Strip (393) specifications.

Cover Crop (340) – A crop of close-growing grasses, legumes, or small grain grown primarily for seasonal protection and soil improvement. It usually is grown for 1 year or less, except where there is permanent cover as in orchards.

Purpose - To control erosion during wet periods, allow nutrient uptake, provide filter for sediment and nutrient, add organic material to the soil, and improve infiltration, aeration, and tilth.

- In the fall of each year overseed bare soil areas with close-growing grasses, legume, or small grain to uptake nutrients and minimize soil erosion.

Prescribed Grazing (528A) – The controlled harvest of vegetation with grazing or browsing animals, managed with the intent to achieve a specified objective.

Purpose – This practice may be applied as part of a conservation management system to accomplish one or more of the following purposes:

- ❖ Improve or maintain the health and vigor of selected plant(s) and to maintain a stable and desired plant community.
- ❖ Provide or maintain food, cover and shelter for animals of concern.
- ❖ Improve or maintain animal health and productivity.
- ❖ Maintain or improve water quality and quantity.
- ❖ Reduce accelerated soil erosion and maintain or improve soil condition for sustainability of the resource.

- Manage Filter Strips, Contour Strips, and other grassed areas as described below.

  a) Rotational grazing -- To gain optimal usage from the grass it is important to minimize immediate regrazing of new growth and to utilize pastures as evenly as possible. Rotate livestock to another field while resting the previously grazed field. Turn livestock back in when grasses are 5-6" tall and remove animals when grasses are 2-3" tall or after a two-week period which ever comes first. Clip and harrow, if needed, after each grazing period. Clipping maintains grass at an even height and eliminates tall unpalatable grasses and weeds. Harrowing spreads manure droppings and minimizes uneven growth.

b) Livestock exclusion -- (1) Exclude livestock from wet or ponded pasture areas to prevent compaction and muddiness. (2) Exclude livestock from grassed strips during rainy season.

c) Nutrient management -- If possible, apply manure in spring of each year evenly to cropland to meet nutrient needs and improve soil tilth. A soil test is suggested to see if any additional fertilization is needed. Remember to subtract nutrient amount applied in manure from amount suggested in soil test. Do not apply manure/fertilizer to open water area. A fall test is recommended to evaluate residual soil nitrogen level to further "fine tune" applications of nitrogen the following years.

Pest Management (595) – Utilizing environmentally sensitive prevention, avoidance, monitoring and suppression strategies to manage weeds, insects, disease, animals and other organisms (including invasive and non-invasive species), that directly or indirectly cause damage or annoyance.

Purpose – Enhance quantity and quality of commodities. Minimize negative impacts of pest control on soil resources, water resources, air resources, plant resources, animal resources and/or humans.

- Integrated Pest Management (IPM) that strives to balance economics, efficiency and environmental risk shall be implemented. Washington State University Extension Bulletin 1786 provides information on IPM. This sustainable approach to pest control combines the use of prevention, avoidance, monitoring and suppression strategies, to maintain pest populations below economical damaging levels, to minimize pest resistance, and to minimize harmful effects of pest control on human and environmental resources. IPM suppression systems include biological controls, cultural controls and the judicious use of chemical controls. Information and fact sheets are available for commodity specific IPM at the following web-sites:
    - http://ipm.wsu.edu/
    - http://pep.wsu.edu/
    - http://wsprs.wsu.edu/CropProfiles.html

Irrigation Water Management (449) – Irrigation Management is the process of determining and controlling the volume, frequency, and application rate of irrigation water in a planned, efficient manner.

Purpose – Manage soil moisture to promote desired crop response. Optimize use of available water supplies. Minimize irrigation induced soil erosion. Decrease non-point source pollution of surface and ground water. Manage salts in the crop root zone. Manage air, soil, or plant micro-climate.

- Irrigation shall be applied through drip irrigation and based on plant available water holding capacity of the soil. See attached Irrigation Water Management (449)

WILDLIFE HABITATE MANAGEMENT

EXISTING CONDITIONS:

A seasonal portion of Manzanita Creek, flows southwest through the north portion of the property. Surface flow from the southern one-third of the property flows to a depression along the west property line. A few large Douglas fir remain near the northeast portion of the property along the seasonal stream. The remainder of the stream is severely lacking native trees and shrubs.

ALTERNATIVES:

Riparian Forest Buffer (391) – An area of predominantly trees and/or shrubs located adjacent to and up-gradient from watercourses or water bodies.

Purpose – This practice may be applied as part of a resource management system to:

- Create shade to lower water temperatures to improve habitat for aquatic organisms.
- Provide a source of detritus and large woody debris for aquatic and terrestrial organisms.
- Create wildlife habitat and establish wildlife corridors.
- Reduce excess amounts of sediment, organic material, nutrients and pesticides in surface runoff and reduce excess nutrients and other chemicals in shallow ground water flow.
- Provide a harvestable crop of timber, fiber, forage, fruit, or other crops consistent with other intended purposes.
- Provide protection against scour erosion within the floodplain.
- Restore natural riparian plant communities.

- Create a 35 foot native vegetative buffer along both sides of the creek. Plant species shall be a mix of native trees, shrubs, with a focus on native edible and medicinal varieties.

CONCLUSION

This completes your current farm plan. This is a working document that can change as your objectives change. The plan serves as a record of decisions and provides a way of allowing you to track your progress. To the best of our ability, with either financial or technical assistance, we will assist you in the implementation of your farm plan. Thank you for giving us the opportunity to work with you. Maintaining your awareness of our natural resources will benefit you and your livestock as well as our environment.

_____

Landowner Date

_____

Land Manager Date

_____

Resource Planner Date

APPENDIX:

- Soils Inventory Map
- Soils Descriptions
- Conservation Plan Maps

NOTE: NRCS Specification Sheets will be provided for each practice upon request.

SOIL DESCRIPTIONS:

(1) Alderwood very gravelly sandy loam, 0 to 6 percent
(3) Alderwood very gravelly sandy loam, 15 to 30 percent

This moderately deep, well-drained soil occurs on broad uplands, and was formed in material deposited by glaciers. Typically, the subsurface layer consists of brown very gravelly sandy loam about a 1 inch thick. The subsoil is brown very gravelly loam about 21 inches thick. The substratum is grayish brown weakly cemented glacial till at a depth of 22 inches and ranges from 20 to 40 inches. Depth to perched water table ranges from 20 to 40 inches from January to March. Available water capacity is low. Water moves slowly through this soil.

EXHIBIT D

CAPITAL PROJECTS AND MANAGEMENT TASK LIST

As indicated in Section 3.2 (f) of the Lease:

"The parties anticipate that the list of projects on Exhibit D will change from time to time upon mutual agreement of the Parties, as projects and management tasks are completed, and as City funding, if any, and Friends' capacity to perform evolves during the term of this Lease."

The Parties agree to review Exhibit D and its contents annually to ensure that the projects and tasks identified herein conform to the annual work plans and budgets for both the City and Friends. Annual review should be coordinated with the City budget process, and Friends's annual report to the City.

The following Capital Projects and Management Tasks have been identified for 2012:

A. Capital Projects:

1. **Morales Farm Green House (36' x 96' commercial greenhouse)** – A greenhouse structure has been established on this property for increased production, extended season production, and educational opportunities. Friends will continue installing structural elements of the green house.

2. **Morales Farm House** – Friends will complete the remodel of the Morales Farm House initiated in 2011.

3. **Crawford Property Tree Clearing** – The Crawford property is a forested property purchased by the City for farmland. The property is located at the heart of the City's "Agricultural District." Trees located on the Crawford property are over-shadowing currently operational farmland, and the continued growth of the trees exacerbates this problem. Friends shall continue the slow and incremental clearing of this land.

4. **Day Road Farm Water Tower Interpretive Display** – Friends has applied for an LTAC grant through the City. If Friends receives adequate funding through the LTAC grant and/or other sources, then Friends will establish an interpretive display regarding historical and contemporary farming on Bainbridge in and around the Day Road Farm Water Tower.

5. **Suyematsu Compost Filter Structure** – Friends will complete design and construction of a filter system for the Suyematsu compost operation.

B. Management Tasks:

1. **Develop a Farm Management Plan for City Owned Agricultural Lands** - It is anticipated that this Planning process will extend into 2013 or more.

2. **Farmer Sub-leases** - Negotiate sub-leases of the City-owned agricultural properties between Friends and the farmers currently operating on City agricultural lands.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Review 2021 Quarterly Workplan Document - Executive,

SUMMARY: The quarterly workplan update provides the most significant progress for projects currently underway at the City.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Executive

RECOMMENDED MOTION: Receive quarterly update on the City workplan.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: Staff regularly presents an update to Council on the City's workplan. The workplan is a list of projects that the City maintains to describe work that is outside the general course of City business, or of particular interest to the Council, staff, or the community. Projects can be added by staff, as policy priorities of the Council, or through the budget process.

The Council and staff use this document to track and report on certain high priority items. Staff can also use this document to help explain the tradeoffs that must be made when new items emerge. The workplan is a useful way to keep tabs on projects that were started but have not yet been completed, either because they are still in progress or because other projects have assumed a higher priority.

The workplan projects are part of a larger City set of programs and services. A significant amount of City work is not captured on a project list such as the one presented as the workplan – key service delivery items such as filling potholes, traffic patrol, and paying invoices.

Within the 111 Workplan projects represented in the attached document, staff are actively working on 76 projects, with an additional 35 projects that are either deferred or pending. More information on project status

and progress is included in the attachment. There are also 33 projects which were previously tracked on the workplan have been completed in 2021.

Projects are assigned various attributes to assist with review. These categories are intended to provide rough guidance as to where tradeoffs will occur if projects are added or eliminated.

Status:

- Active – projects with current staff assigned.
- Pending – projects for which staff is awaiting a decision or input.
- Deferred – projects which have been placed on hold and to which no staff are assigned.
- Complete – projects which have been completed in 2021.

Driver:

- Policy – projects which support the development of new policies, code, programs or services.
- Capital – capital projects.
- Operations – projects funded through the budget which support funded City programs and services.
- Required – projects which the City must complete for regulatory reasons.

Category. These categories are also indicated by the color coding on the left side of the table.

- Climate/Natural Resources (green)
- Community (brown)
- Land Use/Housing (purple)
- Mobility (gold)
- Safety (blue)
- Accountability/Governance (gray)

ATTACHMENTS:

Workplan Presentation for 10122021.pdf

2021 Workplan 09-2021 for CC 10122021

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

2021 Workplan Discussion

October 12, 2021

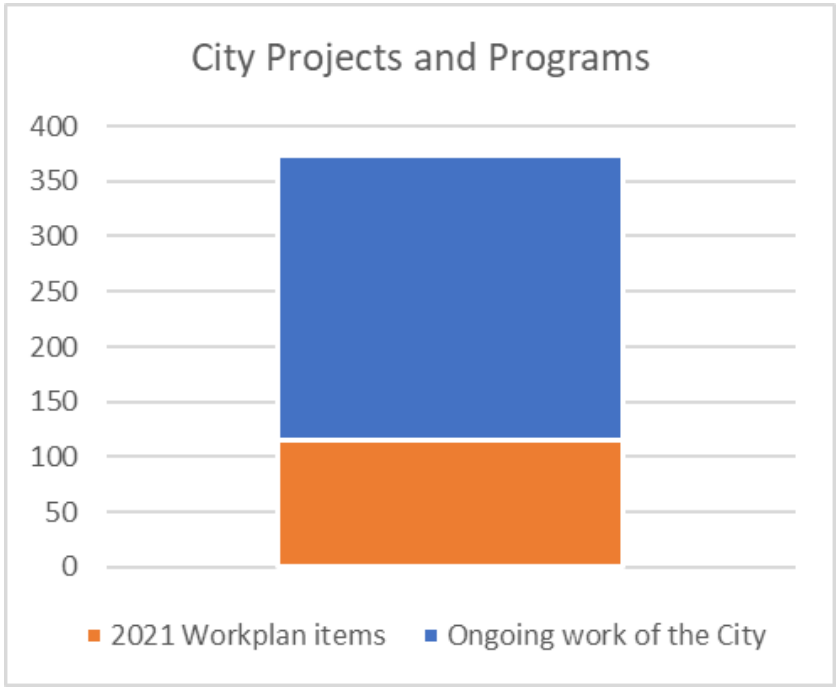
Workplan priority discussion

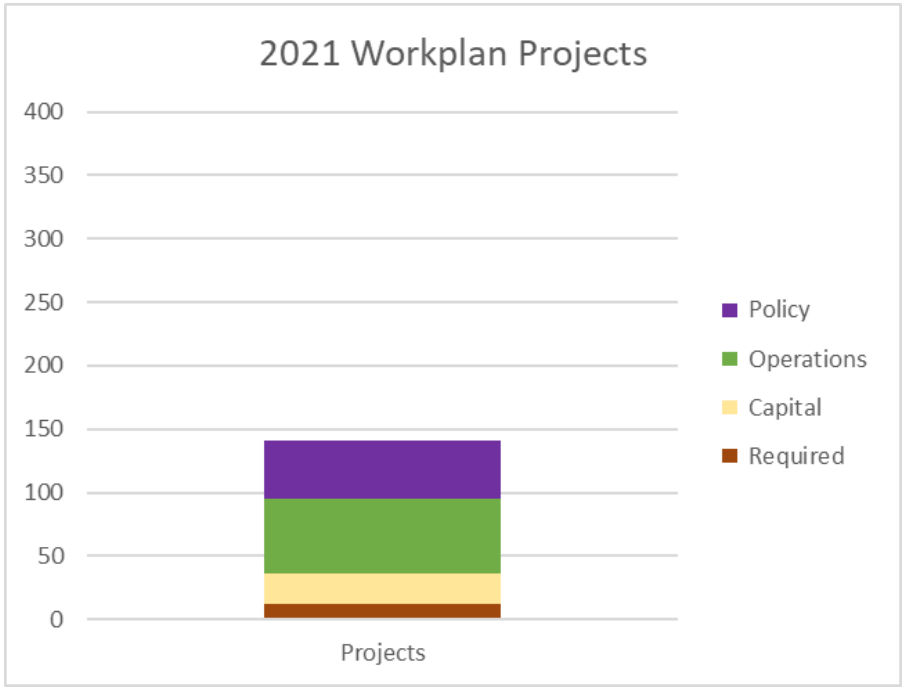
2021 current City workplan

- Third Quarter summary
- Periodic update on projects completed
- Periodic update on projects added

Projects summarized by

- “driver” – why (Policy, Operations, etc.)
- “category” – type of work (Land Use, Safety, Accountability, etc.)
- “status” – active, deferred, pending

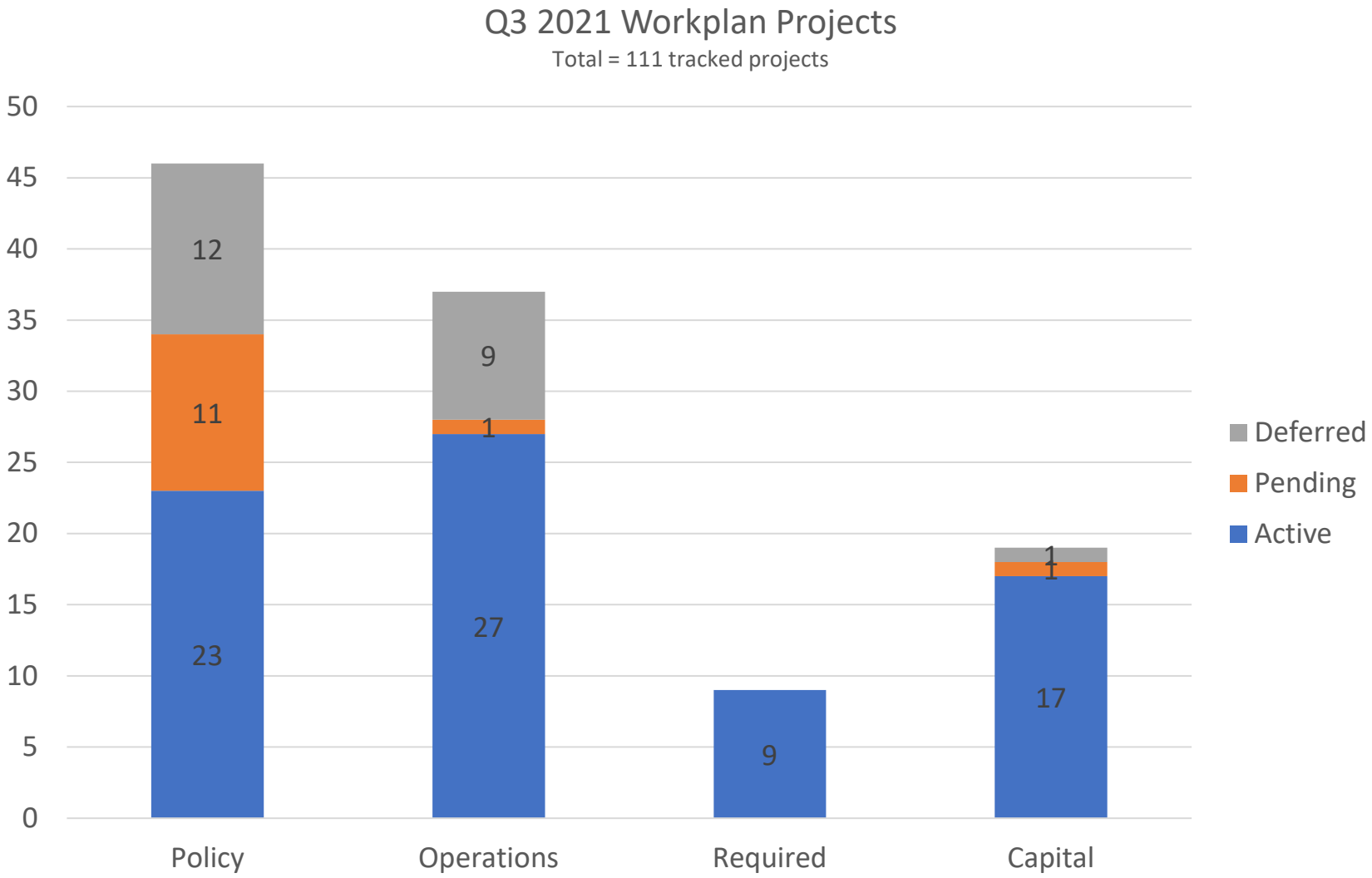




2021 Workplan Projects represent roughly a third of the City's overall programs and services

In 2021, between 40 and 50 policy projects -

23 active policy projects include 15 for climate, housing, land use topics



2021 Completed Projects (during Q3)

Completed projects include:

- Approve island-wide Cooperative Weed Management Association agreement
- Approve Complete Streets Ordinance
- Implement Blakely Harbor No Wake Zone and install buoys
- 2021 annual roads preservation and striping projects
- Re-open City Hall for in-person service delivery
- Refunding of 2011 LTGO Bonds, realizing savings over next 10 years

2021 Emerging Priorities (during Q3)

New projects added include:

- Outreach and decision support regarding $7.1 million American Rescue Plan funds
- Discuss increased density for affordable housing development on property owned by religious organizations
- Develop Defensible Fire Space Zone Ordinance
- Consider extension of the HDDP Program
- Support Waste Reduction ordinance outreach and implementation efforts
- Consider increasing scope of Madison Avenue Sidewalk project



Ambitious workplan – at or above staff capacity



Foundation for 2022 Budget Modifications



Questions regarding particular items

Conclusion

2021 Workplan Projects

Last updated October 1, 2021

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Adopt 12 and 20-year Multifamily Tax Exemption (MFTE) program	Active	Public Hearing on designation area held in June 2021. Introduction of ordinance planned for October 2021.	Midway	PCD									high	Land Use/ Housing	Policy
Triage – Phase II Code Changes – Code revisions related to meetings and requirements prior to a land use permit	Active	Scheduled for Council consideration on November 9, 2021.	Beginning	PCD									high	Land Use/ Housing	Policy
Consider TDR Implementation	Active	Counci took action in July 2021 to request the consultant (EcoNorthwest) determine the sender TDR exchange value.	Beginning	PCD									high	Land Use/ Housing	Policy
Initiate Winslow Master Plan (WMP) Update	Active	Initiated conversation with Livable Cities Year to begin preliminary work on the WMP.	Beginning	PCD									high	Land Use/ Housing	Policy
Consider Sea Level Rise Adaptation policy	Active	Scope to be determined.	Beginning	PCD										Land Use/ Housing	Policy
Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	RFP issued.	PCD	PCD									high	Land Use/ Housing	Policy
Discuss increased density for affordable housing development on property owned by religious organization	Active	Scheduled for Council consideration on October 26, 2021	Beginning	Exec/ PCD										Land Use/ Housing	Policy
Defensible Fire Space Zone Ordinance	Active	Formerly part of Tree and Vegetation Ordinance but now proceeding on separate tracks.	Midway	PCD									medium	Land Use/ Housing	Policy
Consider Ordinance to allow Hotels in the Mixed Use Town Center (MUTC)	Active	In July, the City Council directed staff to work with the Planning Commission to determine if and where hotels should be allowed in the MUTC. Staff indicated the earliest they could begin this work was September 2021.	Beginning	PCD									medium	Land Use/ Housing	Policy
Consider Extension of the HDDP Ordinance	Active	THe HDDP Ordinance has a December 31, 2021 sunset date. Council discussion set for October 12, 2021	Beginning	PCD									low	Land Use/ Housing	Policy
Complete changes to Sign Code	Deferred		Beginning	PCD									low	Land Use/ Housing	Policy
Consider allowing RV's as permanent housing	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Beginning	PCD									high	Land Use/ Housing	Policy
Consider rules for tiny home villages	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Beginning	PCD									high	Land Use/ Housing	Policy
Administrative Review of the Development Moratorium	Deferred	Review and analysis of the code changes that resulted from the development moratorium. Deferred due to lack of staff capacity.	Beginning	PCD									medium	Land Use/ Housing	Policy
Complete Island Center Subarea Plan	Deferred	Subcommittee completed their recommendation in May 2021. PC Review started July 2021. Council voted on August 10, 2021 to suspend work on the Island center subarea planning process.	Council - defer until after WMP	PCD									medium	Land Use/ Housing	Policy

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Implement Island Center Subarea Plan	Deferred	Council voted on August 10, 2021 to suspend work on the Island center subarea planning process.	Beginning	PCD									medium	Land Use/ Housing	Operations
PSRC Regional Growth Allocation	Pending	Following the completion of the Buildable Lands Report, the City will engage in growth allocation discussions with the County and other cities.	Beginning	PCD									medium	Land Use/ Housing	Policy
Consider creation of Agricultural Resource Land designation	Pending	Last briefings with Council in 2020. Could be considered along with Transfer of Development Rights (TDR).	Beginning	PCD									medium	Land Use/ Housing	Policy
Consider regulations related to common ownership of ADU's	Pending	Last briefings with Council in 2020.	Midway	PCD									medium	Land Use/ Housing	Policy
Decision Criteria – Subdivision	Pending	Last briefings with Council in 2020.	Beginning	PCD									medium	Land Use/ Housing	Policy
Decision Criteria – Conditional Use Permit	Pending	Last briefings with Council in 2020.	Beginning	PCD									medium	Land Use/ Housing	Policy
Develop regulations specific to small lots	Pending	Added to work plan in January 2021. Regulations under development for Native Vegetation and Landmark Trees could influence this work.	Beginning	PCD									medium	Land Use/ Housing	Policy
Consider implementation of Inclusionary Zoning (IZ)	Pending	Last briefings with Council in 2020.	Beginning	PCD									medium	Land Use/ Housing	Policy
Complete revisions to Native Vegetation, Landmark Trees, noticing requirement for tree clearing	Active	Separated landmark tree amendments from the vegetation amendment package.	Midway	PCD									medium	Climate/ Natural Resources	Policy
Complete SMP Periodic Review	Active	Adoption planned for August 2022.	Beginning	PCD									high	Climate/ Natural Resources	Required
NTA Grant for Manzanita Watershed Planning	Active	Consultant work underway	Beginning	PW									medium	Climate/ Natural Resources	Policy
Support PSE community solar project	Active	Project driven by PSE schedule; no schedule	Beginning	PW									medium	Climate/ Natural Resources	Policy
Support Groundwater Management Plan	Active	Council reviewed goals and objectives on 9/21; Approve goals on 10/12	Beginning	PW									medium	Climate/ Natural Resources	Operations
Waste Reduction - Single Use Food Service Products Ordinance	Active	Initial ordinance passed related to single-use food service products. Ambassador program in partnership w/BIDA, Chamber of Commerce, and Zero Waste to share information with business community. Effective date is Jan. 1, 2022	Midway	Exec									medium	Climate/ Natural Resources	Policy
Waste Reduction and Limit on Single Use Plastics	Active	Additional work is underway regarding broader topic, including related to Council subcommittee work on this topic.	Ongoing	Exec									medium	Climate/ Natural Resources	Policy
Shoreline Stewardship Program	Deferred	Due to lack of staff capacity	Beginning	PCD									medium	Climate/ Natural Resources	Policy
SMP/CAO Monitoring & Program Evaluation	Deferred	Due to lack of staff capacity	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Consider Green Building Initiatives	Deferred	Due to lack of staff capacity.	Beginning	PCD									medium	Climate/ Natural Resources	Policy
Complete administrative review of Critical Areas Ordinance (CAO)	Deferred	Due to lack of staff capacity	Beginning	PCD									medium	Climate/ Natural Resources	Policy

	Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
	SEPA Ordinance Update	Deferred	Due to lack of staff capacity	Beginning	PCD									medium	Climate/ Natural Resources	Policy
	Support PSE Brien Drive power undergrounding and vehicle charging station	Deferred	Project delay due to PSE scheduling; undetermined start date at this time	Deferred	PW									low	Climate/ Natural Resources	Operations
	Pritchard Outfall – Complete design, community outreach and construct	Deferred	Due to staff capacity.	Beginning	PW									medium	Climate/ Natural Resources	Operations
	Amend Appendix J of the Building Code to address stormwater	Deferred	Amend code to reflect the City's stormwater regulations; deferred until PW hiring completed	Beginning	PW/PCD									medium	Climate/ Natural Resources	Operations
	Climate Action Plan implementation	Pending	TBD based on support from new climate-focused staff position. New employee will start in October.	Beginning	PCD/ PW									high	Climate/ Natural Resources	Operations
	Eagle Harbor PH I Non-Motorized – design and right-of-way evaluation	Active	Consultant selected for high-level review of environmental and permitting challenges associated with design options; Council review scheduled for October 12	Beginning	PW									medium	Mobility	Capital
	Madison Avenue Sidewalk project scope evaluation	Active	Council authorized expanded scope and grant shift to 2023	Beginning	PW									medium	Mobility	Capital
	Support Sustainable Transportation Project	Active	Priority networks determined; Near Term Action plan to be developed for October review by Task Force	Midway	PW									high	Mobility	Policy
	Eagle Harbor Drive/McDonald Creek culvert – permit and construct	Active	Design completed, but project on hold to explore mitigation options that will avoid a permit appeal; consultant work started	Beginning	PW									high	Mobility	Capital
	Eagle Harbor PH II Non-Motorized – Complete design and construct	Active	Project anticipated complete in October	Wrap Up	PW									high	Mobility	Capital
	Sakai Pond Trail – Complete permitting and construct	Active	Project anticipated complete in October	Wrap Up	PW									medium	Mobility	Capital
	Dana's Trail project improvements planned for BISD property	Pending	Project advancement pending BISD	Beginning	PW									medium	Mobility	Capital
	Traffic Calming Program Development	Active	Consultant hired to begin program handbook and three project design locations: Grow; Schel Chelb; Grand Forest; Finch; Proposed for next review by Council in December	Beginning	PW									high	Safety	Policy
	Identified traffic calming projects	Active	Equipment (radar signs) received; installation in September	Midway	PW									Medium	Safety	Capital
	Cascadia Rising Planning	Active	Plan for City/EOC participation in regional earthquake response exercise	Beginning	Exec									high	Safety	Operations
	Police/Court Facility	Active	Informational video produced and provided to Council and community.	Midway	Exec									high	Safety	Capital
	Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs - Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations.	Midway	POL									medium	Safety	Operations
	Marine Patrol: · Increase visibility and patrol hours during boating season · Coordinate with BIFD to augment staffing during patrols and increase available resources - Increase boater safety inspections	Active	Building work schedules to maximize coverage within existing budget. Cross-training of BIFD personnel in boat operations underway.	Midway	POL									medium	Safety	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
High School Road Safety Improvements - Complete design and construct	Active	Project awarded additional grant funds; construction to commence in October	Beginning	PW	■	■	■	■					high	Safety	Capital
Sportsman Club/New Brooklyn Roundabout – Complete design and construct	Active	Project re-advertising in January 2022	Beginning	PW	■	■	■	■					medium	Safety	Capital
Community COVID vaccine distribution	Active	Re-activated for fall booster	Ongoing	Exec	■	■		■					high	Safety	Operations
Community COVID testing site	Active	City cooperating to organize test site at local church.	Ongoing	Exec	■			■					low	Safety	Operations
Consider rules related to Sexually Violent Predator Housing	Deferred		Beginning	Exec									low	Safety	Policy
EM - complete MOUs with community partners for Hubs and Shelters	Deferred		Midway	Exec									low	Safety	Operations
EM - Map Your Neighborhood outreach	Deferred		Ongoing	Exec									low	Safety	Operations
Farm Irrigation Projects - construction	Active	Pump and well-head maintenance/replacement in the procurement process	Beginning	PW			■	■					low	Community	Operations
Consider Welcome Pole project	Active	Considering possible location and scope	Beginning	PW			■	■					low	Community	Capital
BISCC Renovations Project – design and construction	Active	30% design complete	Beginning	PW	■	■	■	■	■	■	■	■	high	Community	Capital
American Rescue Plan Project Identification	Active	Worked with Council to develop options and identify spending allocation for federal grant funds.	Wrap Up	Exec			■	■					high	Community	Policy
Plan for 2021 Community Needs Assessment	Active	RFP development to begin Q4. Will include community outreach component.	Beginning	Exec			■	■					medium	Community	Policy
Support City participation in opioid litigation	Active	Coordinating with outside counsel.	Ongoing	Exec									low	Community	Policy
Support Council consideration of public farmland framework	Active	Council consideration of 2022 payment in October. Additional work may be scoped at that time.	Midway	Exec	■	■	■	■					low	Community	Policy
American Rescue Plan Project Implementation	Active	Develop project plans and timelines	Beginning	Exec				■					high	Community	Operations
Support 2022 LTAC funding cycle	Active	Review/recommendations scheduled in Q4	Midway	Exec		■	■	■	■				low	Community	Operations
Support 2022-2023 Cultural Element Funding Cycle	Active	RFP issued. Review/recommendations scheduled in Q4	Midway	Exec		■	■	■	■				low	Community	Operations
Support 2022 Human Services Funding Cycle	Active	Existing funding will be continued through 2022.	Wrap Up	Exec		■	■	■					low	Community	Operations
Continue to investigate options to improve cellular service coverage via Master Permits with Verizon and other service providers	Active	Next step is to complete updates to Title 19 BIMC related to Master Permits, and then to pursue such permitting with Verizon and other providers.	Ongoing	Exec	■	■	■	■					medium	Community	Operations
Continue to investigate options to improve community cellular service	Active		Beginning	Exec	■	■	■	■					medium	Community	Operations
Support REAC outreach workplan	Active	Committee meets regularly and is developing a plan for 2022.	Ongoing	Exec	■	■	■	■	■	■	■	■	medium	Community	Operations
Resolve Crawford shade covenant issues	Active	Staff investigating community proposal.	Beginning	Exec				■					medium	Community	Operations
Develop racial equity toolkit	Active	Consultant-led process including training for staff, collaboration with Race Equity Advisory Committee.	Ongoing	Exec			■	■	■	■	■	■	medium	Community	Operations
Revise and update City special event permit process	Deferred	Reviewing within the context of committee-related activities	Beginning	Exec									medium	Community	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Small wireless facility ordinance	Active	Interim control extended to May 14, 2021. Additional extension will be considered in October.	Midway	PCD	■	■	■						medium	Accountability	Required
Stormwater Master Plan	Active	Project scope not yet developed; project to be managed by the City's hydrogeologist	Beginning	PW				■	■	■	■	■	medium	Accountability	Policy
2021 Annual drainage program – design and construction	Active	Project designs underway	Beginning	PW	■	■	■	■					high	Accountability	Operations
Annual fleet and equipment procurement	Active	Projects underway	Beginning	PW	■	■	■	■					low	Accountability	Operations
Respond to and support potential Local Improvement District for Ferncliff HOA	Active	Council review of loan/grant option in October	Beginning	PW		■	■	■	■	■	■	■	medium	Accountability	Operations
Yeomalt Drive slide repair	Active	Council made emergency declaration in September for repair work in October	Beginning	PW		■	■	■					medium	Accountability	Operations
Negotiate Comcast Franchise Renewal	Active	Negotiations are ongoing, with a goal to reach agreement by the end of 2021.	Midway	PW	■	■	■	■					high	Accountability	Required
Lead PSE Franchise renewal process	Active	Provide first draft of franchise and Partnership Agreement to PSE likely in October 2021	Ongoing	PW	■	■	■	■	■	■			medium	Accountability	Required
Salt Storage Facility – design and construction	Active	Anticipated start fall 2021	Beginning	PW			■	■					low	Accountability	Capital
Village Basin sewer force main project – design and construction	Active	Considering addition of scope to Madison Bike Lanes project	Beginning	PW	■	■	■	■	■	■	■	■	high	Accountability	Capital
Complete disposition of designated surplus property (IslandWood Easement)	Active	Working with the parties to the IslandWood easement to reach agreement.	Wrap Up	Exec	■	■	■	■					low	Accountability	Operations
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Active		Beginning	Exec	■	■	■	■					medium	Accountability	Required
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Midway	Exec		■	■						medium	Accountability	Required
Achieve reaccreditation from WASPC for Police Department	Active	Assemble proofs of compliance for mock assessment in June 2021. On-site assessment held in September 2021.	Midway	POL	■	■	■	■					high	Accountability	Policy
Inventory System: Replace manual inventory system with software to improve tracking and planning for replacement cycles	Active	Reviewing existing software to better identify any gaps in meeting department needs for inventory of equipment. An inventory module was added to existing web-based program used by the department. Inventory can now be tracked by assigned location/individual. The final phase of the process is to cross-check manual records with system records. Expected completion by end of year.	Wrap Up	POL	■	■	■	■					medium	Accountability	Operations
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	Vendor selected in Q4 2020. Statement of work under development for implementation and transition. ILA under review by legal and final contract approval by Kitsap County. Migration to the new RMS expected in 2022.	Midway	POL	■	■	■	■	■	■	■		medium	Accountability	Required
Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements and implement legislative changes.	Active	Trainning occurring to meet compliance. Policies have been updated to meet requirements of recent legislative changes. Additional changes expected in the next legislative session.	Wrap Up	POL	■	■	■	■					medium	Accountability	Required
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Beginning	FIN		■	■	■					low	Accountability	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
FEMA Grant compliance and claims	Active	The City is in the process of submitting $200k for reimbursement related to COVID-19 eligible expenses. Costs ongoing	Midway	FIN									high	Accountability	Operations
ARPA Grant compliance and claims	Active	The City will be receiving $7.061 million in two payments of $3.5 million in June/July of 2021 and 2022	Beginning	FIN									high	Accountability	Operations
Support development services fee study	Active	Update of building, planning and engineering fees. Last update was in 2007. Council briefing September 2021. Plan to return in 2021.	Midway	Fin/PCD									High	Accountability	Operations
Chlorine Generator Replacement – Complete design and construct	Active	Project construction contract awarded	Beginning	PW									medium	Accountability	Required
Water and Sewer SCADA Upgrades - construct	Active	Project construction underway	Midway	PW									High	Accountability	Capital
Complete pre-design for Winslow Water Tank replacement; submit to DOH	Active	Design development report submitted to Department of Health in September	Midway	PW									medium	Accountability	Capital
Country Club road bulkhead "spot" repair – Complete design and construct	Active	Project awarded; construction started in September	Midway	PW									medium	Accountability	Capital
Initiate design for Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Project 30% design completed; PWTF Loan awarded	Beginning	PW									medium	Accountability	Capital
Revise and update City real property surplus process	Active	Working with the Finance Dpt. on updates to the process.	Midway	Exec									low	Accountability	Operations
Review Noise Standards	Deferred	Existing noise code aligns with WAC. Update not currently a priority.	Beginning	PCD									medium	Accountability	Policy
City Hall Security – design and construction	Deferred	On hold while Police/Court facility next steps are determined	Beginning	PW									low	Accountability	Capital
Website improvements	Deferred		Beginning	Exec									high	Accountability	Operations
National Citizens Survey	Deferred		Beginning	Exec									low	Accountability	Operations
Develop community budget reporting	Deferred		Beginning	FIN									low	Accountability	Policy
Complete changes to Code Compliance	Pending	As staff has capacity, will complete this project	Wrap Up	PCD									medium	Accountability	Policy
Work with Council to implement changes to Ethics Program	Pending	Proposal to amend program is pending based on Council scheduling.	Midway	Exec									medium	Accountability	Policy
Water System Business Plan	Deferred	Project scope not yet developed	Beginning	PW									high	Accountability	Policy

2021 Workplan Projects - Completed

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Buildable Lands Report	2021	County's Buildable Lands Report provides info related to growth trends. Council discussed formal comments to the County in September 2021.	Complete	PCD									medium	Land Use/ Housing	Operations
Triage – Phase I Code Changes – Code revisions related to certain procedures	2021	Council action taken in April 2021, Ordinance 2021-03.	Complete	PCD									high	Land Use/ Housing	Policy
Support Council completion of Development Moratorium workplan (CAO/SMP integration)	2021	Moratorium sunset on April 4, 2021. Final work plan item approved by Ecology with a March 5, 2021 effective date.	Complete	PCD									low	Land Use/ Housing	Policy
FAR - Interim Zoning Control (IZC)- 6 month extension	2021	Interim control extended to September 10, 2021.	Complete	PCD									low	Land Use/ Housing	Policy
FAR – Zoning Control – Amended Regulations	2021	Ordinance No. 2021-10 limits bonus FAR in the MUTC and has a one year sunset (September 10, 2022)		PCD									medium	Land Use/ Housing	Policy
Approve islandwide Cooperative Weed Management Association	2021	MOU approved in September	Complete	PW/PCD									medium	Climate/ Natural Resources	Operations
WRIA 15 Watershed Plan Approval	2021	Approved by Council on 4/13	Complete	PW									medium	Climate/ Natural Resources	Operations
Complete SMP Limited Amendment - Critical Areas & Nonconforming	2021	Adopted by Council on November 24, 2020. Ecology approval received on February 19; effective on March 5, 2021.	Complete	PCD									low	Climate/ Natural Resources	Operations
Complete annual update to GHG inventory dataset	2021		Complete	Exec									low	Climate/ Natural Resources	Operations
Single Use Food Ware and Waste Reduction Ordinance	2021	Initial ordinance passed. Timing due to state law July 1, 2021 deadline.	Complete	Exec									medium	Climate/ Natural Resources	Policy
Grand Forest/Miller Road Parking Revisions	2021	Completed	Complete	PW									medium	Mobility	Operations
Support multi-jurisdictional sustainable transportation event	2021		Complete	PW									medium	Mobility	Policy
Complete Streets Ordinance	2021	Ordinance approved August 2021; grant application pending in Nov	Complete	PW									medium	Mobility	Policy
Safe Routes to School projects	2021	Pilot project complete	Complete	PW									medium	Safety	Capital
Hands-free restroom fixture upgrade - construction	2021	Implemented in City-owned buildings	Complete	PW									low	Safety	Operations
Blakely Harbor No Wake Zone	2021	Applications to install two marker buoys completed in January 2021. Installation pending final permit approvals. Installation of buoys was completed August 23, 2021.	Complete	POL									medium	Safety	Operations

Project	Status	Notes	Progress	Dept	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Level of effort	Category	Project Driver
Race Equity Advisory Committee Welcoming Signage	2021	Installed at six locations islandwide	Complete	PW									low	Community	Capital
Complete Winslow wayfinding project	2021		Complete	PW									low	Community	Operations
Community business grants	2021	Grant applications closed Mar 28.	Complete	FIN									High	Community	Policy
Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for "Something New" rotating artwork project	2021	City and AHB signed 5-year PSA	Complete	Exec									low	Community	Operations
Manage GARE technical assistance project	2021	Programming is not available as previously planned. Pursuing different GARE options.	Complete	Exec									medium	Community	Operations
Support 2021 LTAC funding cycle	2021	Award cycle held in Q1	Complete	Exec									low	Community	Operations
Manage GARE Foundations training	2021	GARE training availability very limited after Q2. Human resources staff and some council and committee members attended training Q1-Q2.	Complete	Exec									medium	Community	Operations
Develop hazard pay ordinance	2021		Complete	Exec									low	Community	Policy
City Hall Repairs	2021		Complete	PW									medium	Accountability	Capital
Wyatt Water Main Extension	2021		Complete	PW									medium	Accountability	Capital
Yeomalt Drive emergency draingage repair	2021	Substantially complete	complete	PW									medium	Accountability	Operations
2021 Annual road preservation and striping program – design and construction	2021	Project complete	Complete	PW									high	Accountability	Operations
Complete study to upgrade WWTP to tertiary treatment	2021	Presented to Council on 6/1; Next steps for Council as part of 2022-23 budget development	complete	PW									medium	Accountability	Policy
Complete changes to Fire Code/Coordination with BIFD	2021	Completed	Complete	PW									low	Accountability	Required
Complete International Building Code Update	2021	State extended deadline from June 2020 to February 2021. Complete Feb 2021.	Complete	PCD									medium	Accountability	Required
2011 LTGO Bond Refunding	2021	New - 2011 LTGO bond current refunding of $2,950,000 of outstanding bonds - Est. NPV savings at $250k to $300k	Complete	FIN									high	Accountability	Operations
Support transition to providing in-person services at City Hall	2021	Dependent on County phase. Develop new service delivery protocols and accompanying policy and procedures	Complete	Exec									high	Accountability	Operations
Support for City Manager search	2021		Complete	Exec									medium	Accountability	Required

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (7:00 PM) Present Proclamation Declaring October 2021 as National Community Planning Month,

SUMMARY:
Each year, the month of October is declared National Community Planning Month. This is an opportunity for the City of Bainbridge Island to recognize that communities benefit by planning for their future and acknowledge that such efforts are the results of many who embrace and participate in the community planning process. This year's theme — Planning At A Crossroads — highlights how planning and planners have lead communities throughout the pandemic to address change to become more equitable and resilient.

This proclamation is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION:
Presentation only.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

2021 October National Community Planning Month Proclamation.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring October 2021 as "National Community Planning Month"

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, and other places in the State of Washington; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work, reside, recreate and otherwise live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning require public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment, and assuring their sustainability; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of members of planning commissions, members of volunteer advisory committees and boards, and the professional community and planners who have contributed their time and expertise to the improvement of the City of Bainbridge Island and to extend our heartfelt thanks for their continued commitment to public service.

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October, 2021, is hereby designated as

COMMUNITY PLANNING MONTH

in the City of Bainbridge Island in conjunction with the celebration of National Community Planning Month.

DATED this 12th day of October, 2021

Rasham Nassar, Mayor

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (7:05 PM) Consider Draft Ordinance No. 2021-23 Creating a Multifamily Tax Exemption Program - Planning,

SUMMARY: The purpose of tonight's City Council discussion is to:

Confirm the level of affordability and the maximum household incomes for units designated as affordable housing through the MFTE Program. Staff recommends utilizing the maximum household income levels in the state MFTE regulations (Chapter 84.14 RCW), which are 80% Area Median Income (AMI) and 115% AMI for the 20-year and 12-year MFTE programs, respectively.

Draft Ordinance No. 2021-23 would create new Chapter 3.62 BIMC, Multifamily Property Tax Exemption Program. The proposed new code chapter is set forth in Exhibit A to Ordinance No. 2021-23. The new chapter describes the program and program administration as required by the state law, Chapter 84.14 RCW. Exhibit A includes the Council policy direction to date regarding the type of MFTE program (12 and 20-year programs), designation areas (ordinance Exhibits B and C), and minimum eligible project size (creation of 4 multifamily units). These program elements are in draft Section 3.62.050, Project Eligibility.

- A 12-year MFTE program would require that:
  - For rental projects: 20% of housing units be rented to low or moderate income households or below.
  - For home-ownership projects, such as condominiums: 100% of housing units required to be sold to moderate income households or below.

- 20-Year MFTE Program: Newly adopted state law provision for nonprofits that requires 25% of units to be permanently affordable housing.

In addition to project eligibility, the second portion of the proposed new chapter describes the administration of the future MFTE program in Sections 3.62.050-.120. The program is initiated with an MFTE application being submitted during the building permit phase of a development project. The MFTE program provides for application, approval, denial, appeals, and annual compliance review.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION: I move to set the level of affordability and the maximum household incomes for units designated as affordable housing through the MFTE Program at 80% Area Median Income for the 20-year program, and 115% Area Median Income and the 12-year program, in a manner consistent with state law.

I move to schedule additional City Council discussion to occur at the October 26, 2021 Council meeting regarding draft Ordinance No. 2021-23.

STRATEGIC PRIORITY: Green, Well-Planned Community

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

BACKGROUND: This agenda item is to consider a proposed MFTE Program, as set forth in a working draft of proposed Ordinance No. 2021-23. The draft ordinance has not yet undergone legal review by the City Attorney. As part of the Council's consideration of this agenda item, City staff is seeking for the Council to confirm the level of affordability and the maximum household incomes for units designated as affordable housing through the MFTE Program.

The WA State Employment Security Department recently updated its 2021 Occupational Employment and Wage Estimates (see link below). The beginning of the document has statewide estimates by job type, but the County/Bremerton-Silverdale MSA also has specific wage estimates on pages 29-36 (see excerpt attached). Staff is including the information to provide the City Council additional context for the median income portion of the MFTE discussion.

https://media.esd.wa.gov/esdwa/Default/ESDWAGOV/labor-market-info/Libraries/Occupational-reports/OES/2021-Occupational-employment-and-wage-estimates.pdf

Washington state law allows local governments to adopt a MFTE program as described in Chapter 84.14 RCW. The purpose of such a program is to encourage the development and redevelopment of multifamily and affordable housing by granting a property tax exemption for qualifying projects for a period of 8, 12, or 20 years. The exemption is a partial property tax exemption on the value of residential improvements for qualifying MFTE housing developments, and does not apply to the value of land or any non-residential development. MFTE summary publications from the Puget Sound Regional Council and the State Department of Commerce are included as background material.

A Joint City Council/Planning Commission land use subcommittee met in the summer and fall of 2020 and presented a list of recommended priority code changes to the Council on October 13, 2020 that included adopting a 12-year MFTE Program. The Council approved the list and recommended it be forwarded to the Planning Commission for immediate legislative work.

Planning Commission Preliminary Recommendations

At their meetings on January 14 and 28, 2021, the Planning Commission discussed the following MFTE program elements:

1. Potential MFTE designation or eligibility areas - where should the program be available to properties?

2. MFTE project threshold - what is the minimum number of multifamily units that will be required to enroll in a future MFTE program? The state minimum project eligibility threshold is four multifamily residences.

3. Should a City MFTE program be available to both rental and homeownership projects, as allowed under state law?

At their January 28, 2021 meeting, the Planning Commission came to the preliminary recommendations on these program elements, and in general, the consensus was to make a MFTE program as widely available as possible. On February 11, 2021, the Planning Commission finalized their transmittal memo to the City Council and unanimously passed the motion below related to recommended MFTE program elements. The following is the motion adopted by the Commission:

Motion: I move to forward the following policy recommendations and attached supporting memo to the City Council related to adopting a Multifamily Property Tax Exemption program:

1. That the following areas be considered for the MFTE designation/eligibility areas:

All properties either within the Winslow Master Plan Study Area, or the Winslow Sewer System Service Area, or both and within the Lynwood Center area, which have zoning of Neighborhood Center (NC), NC/R-12, and R-5.

2. That the project eligibility threshold be four multifamily residences.

3. That a future City MFTE program be applicable to both rental and ownership units.

City Council Discussion to Date

At the City Council's May 4, 2021 meeting, the Council received an overview of the state MFTE program and the Planning Commission recommendations. The different MFTE programs authorized under state law vary by duration of tax exemption and affordability requirements. At their meeting on May 4, 2021, the Council directed staff to move forward with developing 12-year and 20-year programs.

The Council also directed staff to schedule a public hearing on June 8, 2021, as required by RCW 84.14.040, and to receive public comment on the following proposed MFTE designation areas, as also recommended by the Planning Commission:

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

In accordance with the procedures of RCW 84.14.040(2), on May 11, 2021, the Council discussed Resolution No. 2021-09, which included the potential residential target areas and the time and place of the designation area public hearing. The Council forwarded Resolution No. 2021-09 to the May 25, 2021 consent agenda. The resolution was approved on May 25, 2021.

On June 8, 2021, the Council held a public hearing, as required by RCW 84.14.040, and received public comment on the following proposed MFTE designation areas, as also recommended by the Planning Commission:

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

After closing the public hearing, the Council voted unanimously to include the three areas as eligible areas in a future City MFTE program.

ATTACHMENTS:

MFTE presentation.pptx

MFTE Staff Memo.docx

Draft Ordinance No. 2021-23 MFTE Program.docx

Exhibit A BIMC 3.62 MFTE.docx

Exhibit B Greater Winslow Area.pdf

Exhibit C Lynwood Center Area.pdf

Resolution No. 2021-09-Relating to MFTE Designation Areas-Approved 052521.pdf

2021 WA ESD Occupational employment and wage estimates Bremerton Silverdale MSA.pdf

PSRC Summary Multifamily Tax Exemption

2019 Dept of Commerce MFTE Report

FISCAL DETAILS: The addition of this program may require additional staffing and other costs to administer. See discussion of potential MFTE application fee in staff memo.

While taxes are reduced to participating multifamily units on the one hand, additional costs may be shifted to other non-participating property taxpayers. As an example, if the BLIS apartments valued at $29.8 million were considered a MFTE project, the total tax exempt amount shifted to other residents would be approximately $289,000. A residential property assessed at $800,000 would pay an additional $16 per year in property taxes.

Fund Name(s):

Coding:

Ordinance 2021-23: Developing a City Multifamily Property Tax Exemption (MFTE) Program

City Council

October 12, 2021

Meeting Purpose

- Confirm the level of affordability/ maximum household incomes for units designated as affordable housing through the MFTE program. Staff recommends utilizing the maximum household income levels in the State MFTE regulations for units designated as affordable housing through the future MFTE program.

- Schedule further discussion on Ordinance No. 2021-23, New BIMC Chapter 3.62 *Multifamily Property Tax Exemption* for the next City Council business meeting on October 26, or at a future date.

What is the State Multifamily Property Tax Exemption?

- MFTE is a property tax relief program authorized by Washington State (RCW 84.14).
- Temporary exemption from property taxation on the residential improvement value.
- Financial incentive to encourage development and redevelopment of multifamily and affordable housing.
- Tax exemption on residential improvements begins once a multifamily housing development is built and completed.
- Monitoring and reporting required.

A City MFTE Program Would Not.....

- Modify City zoning or environmental regulations
- Modify City development standards such as building height or density
- Modify or reduce required land use permit processes

City Policy Support for Adopting MFTE

- 2017 Comprehensive Plan Housing Element Policy HO 4.4
- 2018 Affordable Housing Task Force Final Report Recommendation 1.C
- October 2020 Joint Land Use Subcommittee Recommendation

May 4th Council Direction

Move forward with developing 12-year and 20-year City MFTE Programs:

- 12-Year MFTE: Requires 20% (rentals) or 100% (ownership)of units within a development set aside for affordable housing
- 20-Year MFTE: WA Legislature Newly Approved for nonprofits that requires 25% of units to be permanently affordable housing

May 4th Council Direction

Hold City Council Public Hearing on June 8th on Proposed MFTE Eligibility Area(s)

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

Income Requirements for MFTE Affordable Units:

20-year Program up to 80% AMI

12-year Program up to 115% AMI

City of Bainbridge Island
2021 Median Income Limits by Household Size
For Required Affordable Housing under MFTE Program

Median Income Limits by Category (BIMC 18.21.020)	Household Size							
	1	2	3	4	5	6	7	8
100% of Median Household Income	$65,870	$75,280	$84,690	$94,100	$101,628	$109,156	$116,684	$124,212
≤ 30% of Median Household Income	$19,800	$22,600	$25,450	$28,250	$30,550	$32,800	$35,050	$37,300
31% - 50% of Median Household Income	$32,950	$37,650	$42,350	$47,050	$50,850	$54,600	$58,350	$62,150
51% - 80% of Median Household Income	$52,750	$60,250	$67,800	$75,300	$81,350	$87,350	$93,400	$99,400
81%-115% of Median Household Income: Maximum Affordable Housing Income for State MFTE regulations	$75,750	$86,570	$97,390	$108,215	$116,870	$125,530	$134,185	$142,845

NOTE: *Gross Annual Income*

$15/hour full-time= $31,200 $13.69/hour full-time= $28,475 (2021 WA State Minimum Wage)

Income Requirements for MFTE Affordable Units:

20-year Program up to 80% AMI

12-year Program up to 115% AMI

City of Bainbridge Island
2021 Median Income Limits by Household Size
For Required Affordable Housing under MFTE Program

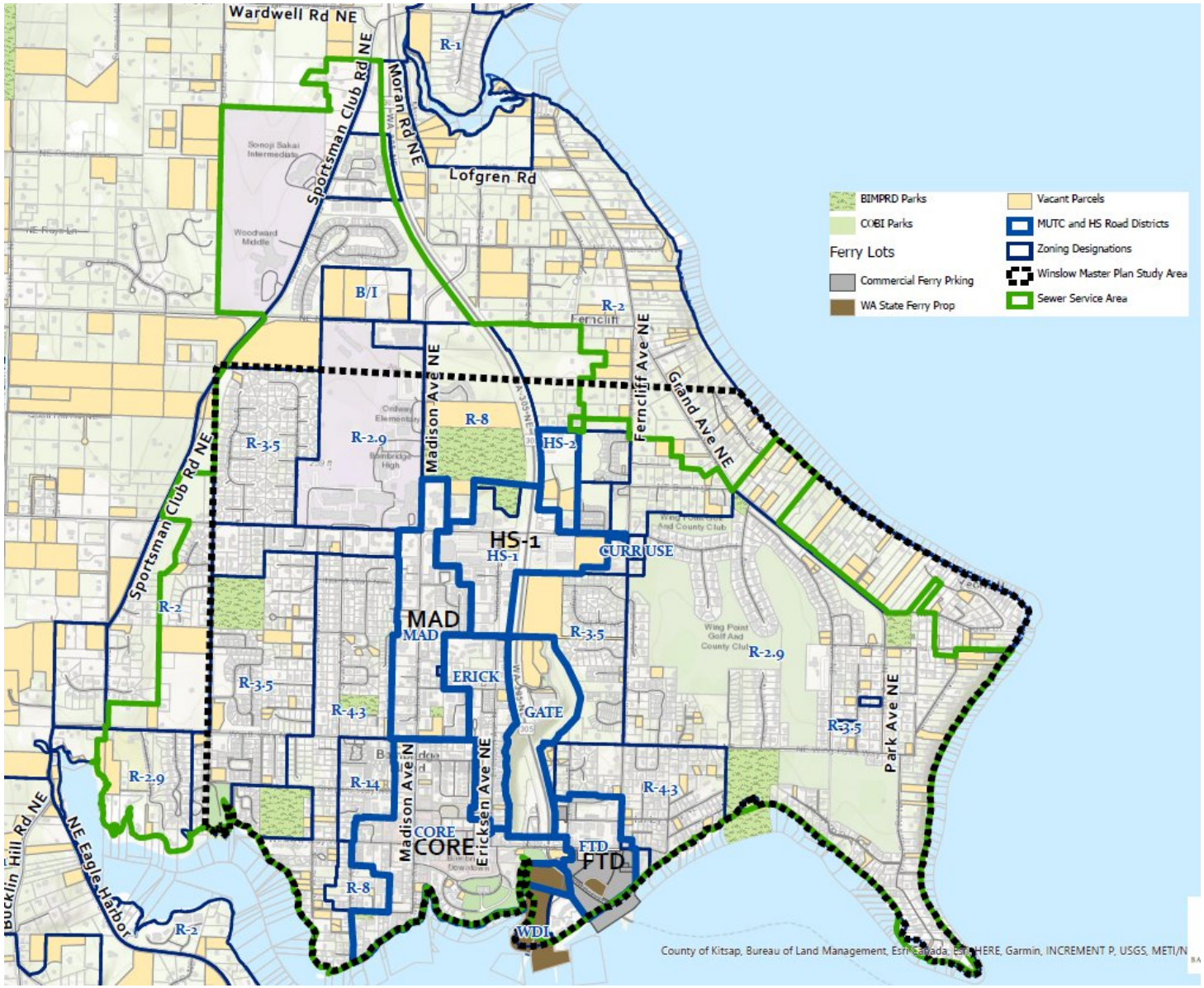
Median Income Limits by Category (BIMC 18.21.020)	Household Size							
	1	2	3	4	5	6	7	8
100% of Median Household Income	$65,870	$75,280	$84,690	$94,100	$101,628	$109,156	$116,684	$124,212
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31% - 50% of Median Household Income	$32,950	$37,650	$42,350	$47,050	$50,850	$54,600	$58,350	$62,150
51% - 80% of Median Household Income	$52,750	$60,250	$67,800	$75,300	$81,350	$87,350	$93,400	$99,400
81%-115% of Median Household Income: Maximum Affordable Housing Income for State MFTE regulations	$75,750	$86,570	$97,390	$108,215	$116,870	$125,530	$134,185	$142,845

**Staff recommends utilizing the maximum household income levels in the State MFTE regulations for units designated as affordable housing through the future MFTE program (see above table).

Council Direction after June 8 Public Hearing: MFTE Program Eligibility Areas

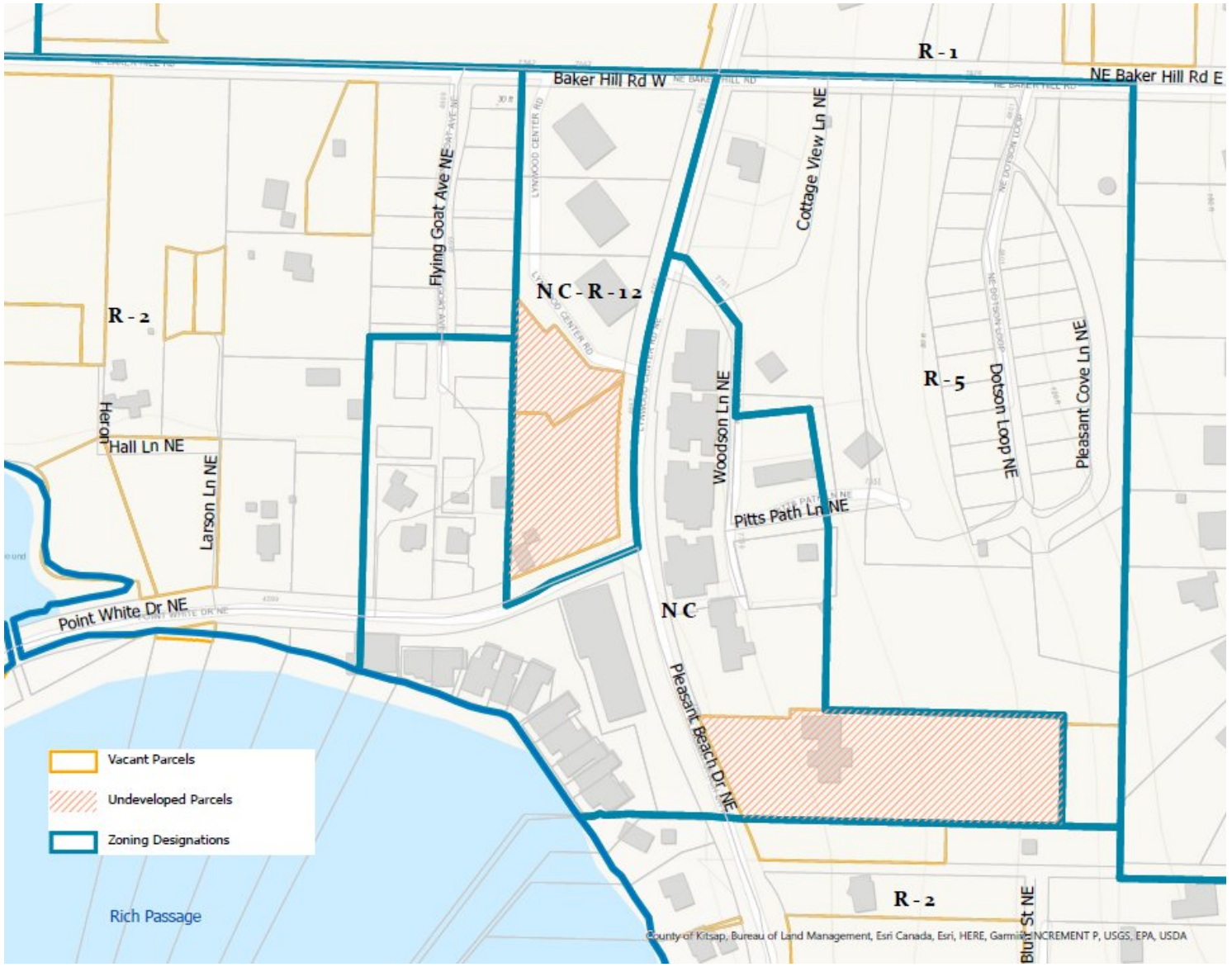
Winslow Master Plan Study Area (WMPSA, *black dotted line)*

Winslow Sewer Service Area (*green line)*



Council Direction after June 8 Public Hearing: MFTE Program Eligibility Areas:

Lynwood Center Area: NC, NC/R-12 and R-5 zones



The City Could Adopt a MFTE Application Review Fee

Jurisdiction	MFTE Application Review Fee
Bremerton	$1,500
Burien	$736+ $39/unit (maximum $2,060 total)
Edmonds	$1,000 + Recording Fees
Kirkland	$1,205 + $150 County Assessor Fee
Olympia	$100
Port Angeles	$1,000
Port Orchard	$1,500
Port Townsend	$0
Redmond	$2,360.06 + County Assessor Fee
Shoreline	Hourly Review Fee: $206/hour (3-hour minimum: $618)
Woodinville	$400 + $100 Annual Compliance Review
Yakima	$0 + $100 County Assessor Fee

Next Steps for Developing City MFTE Program

1. Review Ordinance 2021-23 Creating . New BIMC Chapter 3.62 *Multifamily Property Tax Exemption*, including whether to a adopt MFTE application review fee.
2. Schedule future discussion on Ordinance 2021-23 and Consider Adoption (Date TBD)

CITY OF BAINBRIDGE ISLAND

Department of Planning and Community Development

Memorandum

Date: October 8, 2021

To: City Council
via Blair King, City Manager

From: Jennifer Sutton, AICP Senior Planner
Heather Wright, AICP Director

Subject: Ordinance No. 2021-23 New BIMC Chapter 3.62 Multifamily Property Tax Exemption ("MFTE")

I. Meeting Purpose

The purpose of tonight's City Council discussion is to:

- Confirm the level of affordability/maximum household incomes for units designated as affordable housing through the MFTE program. Staff recommends utilizing the maximum household income levels in the Washington state MFTE regulations for units designated as affordable housing through the future MFTE program (see Section IV below).
- Schedule further discussion on the working draft of the ordinance for the next City Council business meeting on October 26, 2021 or at a future date.

II. State MFTE Program Overview

Washington state law provides for local governments to adopt a MFTE program as described in (Chapter 84.14 RCW). The purpose of such a program is to encourage the development and redevelopment of multifamily and affordable housing by granting a property tax exemption for qualifying projects for a period of 8, 12, or 20 years. Projects must create at least 4 multifamily residences. The exemption is a partial property tax exemption for qualifying projects, on the value of residential improvements for qualifying MFTE housing developments and does not apply to the value of land or any non-residential development. The tax exemption is a financial incentive to build multifamily and affordable housing.

The stated purpose of the state law MFTE program, as described in RCW 84.14.007, is to stimulate the construction of new multifamily housing and redevelopment of underutilized buildings for multifamily housing in urban centers. Adding a MFTE program, which would be a new financial incentive for multifamily housing and affordable housing, could theoretically stimulate the building of such housing by responding to an identified barrier - the cost of development.

A MFTE program is only a financial incentive and it would not change or reduce any other City land use permits or standards for development, such as zoning or environmental protections. Put another way, a MFTE program does not allow any type of development that is not already allowed by the existing City land use code.

If the City adopts this program, qualifying multifamily projects would be partially exempt from property taxation and would not pay property tax on the residential improvement for a period of 8, 12 or 20 years, depending on the program adopted, after construction is complete. Property taxes on land and any commercial development is not exempted. The amount of MFTE property tax relief would be shifted to other property taxpayers through a tax increase divided among property owners Island-wide.

III. Background

Adopting a MFTE program has been planned and recommended over the last four years, as referenced in the following documents:

- 2017 Comprehensive Plan Housing Element Policy HO 4.4
- 2018 Affordable Housing Task Force Final Report Recommendation 1.C

A Joint City Council/Planning Commission land use subcommittee met in the summer and fall of 2020 and presented a list of recommended priority code changes to the Council on October 13, 2020 that included adopting a 12-year MFTE Program. The Council approved the list and recommended it be forwarded to the Planning Commission for immediate legislative work.

Planning Commission Preliminary Recommendations

At their meetings on January 14 and 28, 2021, the Planning Commission discussed the following MFTE program elements:

1. Potential MFTE designation or eligibility areas - where should the program be available to properties?
2. MFTE project threshold - what is the minimum number of multifamily units that will be required to enroll in a future MFTE program? The state minimum project eligibility threshold is four multifamily residences.
3. Should a City MFTE program be available to both rental and homeownership projects, as allowed under state law?

At their January 28, 2021 meeting, the Planning Commission came to the preliminary recommendations on these program elements, and in general, the consensus was to make a MFTE program as widely available as possible. On February 11, 2021, the Planning Commission finalized their transmittal memo to the City Council (see attached transmittal message) and unanimously passed the motion below related to recommended MFTE program elements. The following is the motion adopted by the Commission:

Motion: I move to forward the following policy recommendations and attached supporting memo to the City Council related to adopting a Multifamily Property Tax Exemption program:

1. That the following areas be considered for the MFTE designation/eligibility areas:
   All properties either within the Winslow Master Plan Study Area, or the Winslow Sewer System Service Area, or both and within the Lynwood Center area, which have zoning of Neighborhood Center (NC), NC/R-12, and R-5.
2. That the project eligibility threshold be four multifamily residences.
3. That a future City MFTE program be applicable to both rental and ownership units.

City Council Discussion to Date

At the May 4, 2021 City Council meeting, the Council received an overview of the state MFTE program and the Planning Commission recommendations. The different MFTE programs authorized under state law vary by

duration of tax exemption and affordability requirements. At their meeting on May 4, 2021, the Council directed staff to move forward with developing 12-year and 20-year programs.

The City Council also directed staff to schedule a public hearing on June 8, 2021, as required by RCW 84.14.040, and to take public comment on the following proposed MFTE designation areas, as also recommended by the Planning Commission:

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

Following the procedures of RCW 84.14.040(2), on May 11, 2021, the Council considered Resolution No. 2021-09, which included the potential residential target areas and the time and place of the designation area public hearing. The Council forwarded Resolution No. 2021-09 to the May 25, 2021 consent agenda. The resolution was approved on May 25, 2021.

On June 8, 2021, the City Council held a public hearing, as required by RCW 84.14.040, and received public comment on the following proposed MFTE designation areas, as also recommended by the Planning Commission:

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

After closing the public hearing, the Council voted unanimously to include the three areas as eligible areas in a future City MFTE program.

IV. DRAFT ORDINANCE NO. 2021-23 (WORKING DRAFT):

Proposed Ordinance No. 2021-23, which is a working draft at this point that will require legal review by the City Attorney, would create a new Chapter 3.62 BIMC, *Multifamily Property Tax Exemption Program*, establishing this new program. The new code chapter is Exhibit A to draft Ordinance No. 2021-23. The new chapter sets forth the proposed program and program administration as required by the state law, Chapter 84.14 RCW. Exhibit A includes the Council policy direction to date regarding the type of MFTE program (12 and 20-year programs), designation areas (see above, ordinance Exhibits B and C), and minimum eligible project size (creation of 4 multifamily units). These program elements are in Section 3.62.050, *Project eligibility*.

- A 12-year MFTE program would require that:
  - For rental projects: 20% of housing units rented to low or moderate (80-115% Area Median Income [AMI]) income households or below.
  - For home-ownership projects, such as condominiums: 100% of housing units required to be sold to moderate (115% or below AMI) income households or below.
- 20-Year MFTE Program: A new state law provision for nonprofits that requires 25% of units to be permanently affordable housing to low (80% or below AMI) income households.

Staff recommends utilizing the maximum household income levels in the state MFTE regulations for units designated as affordable housing through the future MFTE program, as described above.

Household Incomes Prioritized for MFTE Affordability

With draft Ordinance No. 2021-23, the City would be pursuing two different MFTE programs, the 12-year and 20-year programs that have slightly different maximum housing income requirements for designated affordable units (see page 3 above and table below). The City Council had previously considered having the City's MFTE program be targeted to households with incomes lower than 80% AMI. Some other jurisdictions include lower household income thresholds in their programs, or require a mix of affordability in their MFTE programs. City staff reached out to the Washington State Department of Commerce for assistance on this issue. The response was that in some jurisdictions market-rate rent is at, near, or less than 80% of AMI. Therefore, those communities have adjusted some of their MFTE income requirements lower to make their programs incentivize affordability for households not being served by the market. If market rent in a community exceeds 80% or 115% AMI, then the maximum income allowed under the state MFTE requirements would be considered affordable. There is practically zero vacancies for Bainbridge Island homes, both single-family and multi-family housing types. This low inventory indicates that market-rate rent is not affordable. If the City's MFTE affordability requirement is set too low, the program may not be utilized. Staff recommends utilizing the maximum household income levels in the State MFTE regulations for designated affordable housing, as shown below.

CITY OF BAINBRIDGE ISLAND
2021 MEDIAN INCOME LIMITS BY HOUSEHOLD SIZE
FOR REQUIRED AFFORDABLE HOUSING UNDER MFTE PROGRAM

Median Income Limits by Category (BIMC 18.21.020)	Household Size							
	1	2	3	4	5	6	7	8
100% of Median Household Income	$65,870	$75,280	$84,690	$94,100	$101,628	$109,156	$116,684	$124,212
≤ 30% of Median Household Income	$19,800	$22,600	$25,450	$28,250	$30,550	$32,800	$35,050	$37,300
31% - 50% of Median Household Income	$32,950	$37,650	$42,350	$47,050	$50,850	$54,600	$58,350	$62,150
51% - 80% of Median Household Income Maximum Income for 20-year MFTE program	$52,750	$60,250	$67,800	$75,300	$81,350	$87,350	$93,400	$99,400
81%-115% of Median Household Income: Maximum Income for 12-year MFTE program	$75,750	$86,570	$97,390	$108,215	$116,870	$125,530	$134,185	$142,845

In addition to project eligibility, the second half of the proposed new chapter describes the administration of the future MFTE program. See, Sections 3.62.050, through 3.62.120. The program is initiated with an MFTE application being submitted during the building permit phase of a development project. The MFTE program provides for application, approval, denial, appeals, and annual compliance review. Prior to drafting proposed Chapter 3.62 BIMC, City staff surveyed the MFTE codes of other Washington communities. The organization of the other MFTE programs was relatively uniform, and that fact informed the proposed organization of proposed Chapter 3.62 BIMC.

MFTE Application Fee or Deposit

The City could opt to charge a fee for City review of a MFTE application. This fee would be in addition to any required land use or building permit review fees. State law provides for the option to charge a fee, see RCW 84.14.080, but does not require a fee to be charged. If the City Council is interested in having a fee for this review, the Council could provide guidance to staff on how much the fee should be. Currently the Council has directed that the City should have 100% cost recovery related to development review work. City staff estimates that reviewing a MFTE application could take between 2-10 hours of staff time. Staff estimates that annual reporting would take about 1-2 hours per project. The City of Bremerton has had a MFTE program for several years and estimates spending 2-4 hours of staff time to review a MFTE application, and 1-2 hours per project for annual reporting. The Bainbridge City Council had a study session on a wider City fee study on September 21, 2021. As part of that study, a staff hourly rate of $165 is proposed. The Council could also revisit the goal of 100% cost recovery during the fee study discussion(s).

A deposit is an alternative to collecting a review fee. The City could collect a review deposit based upon an estimate of MFTE application review time and a staff hourly rate. If staff takes less time to review a MFTE application, then a portion of the deposit could be refunded. See table below for examples from other jurisdictions.

Jurisdiction	MFTE Application Review Fee
Bremerton	$1,500
Burien	$736+ $39/unit (maximum $2,060 total)
Edmonds	$1,000 + Recording Fees
Kirkland	$1,205 + $150 County Assessor Fee
Olympia	$100
Port Angeles	$1,000
Port Orchard	$1,500
Port Townsend	$0
Redmond	$2,360.06 + County Assessor Fee
Shoreline	Hourly Review Fee: $206/hour (3-hour minimum: $618)
Woodinville	$400 + $100 Annual Compliance Review
Yakima	$0 + $100 County Assessor Fee

If the City Council opts to adopt a fee or deposit, City staff would bring back a resolution for Council review to add the fee to the City's fee schedule. This could be done with a stand-alone resolution, or added to the future, larger fee schedule amendment that will be reviewed later in the fall/winter of 2021 as a result of the City fee study.

V. NEXT STEPS:

City Council continued review of proposed draft Ordinance No. 2021-23 creating new Chapter 3.62 BIMC, *Multifamily Property Tax Exemption Program*, establishing this new program. The Council could schedule additional discussion or consideration of the proposed ordinance for the next Council business meeting on October 26, 2021 or on a later date.

As above described, City staff seeks confirmation from the Council to utilize the maximum household income levels in the state MFTE regulations for units designated as affordable housing through the future MFTE program.

Working Draft

ORDINANCE NO. 2021-23

AN ORDINANCE of the City of Bainbridge Island, Washington, adding a new Chapter 3.62 to the Bainbridge Island Municipal Code to create a City of Bainbridge Island Multifamily Property Tax Exemption program.

WHEREAS, Washington state law authorizes the City Council to adopt a Multifamily Property Tax Exemption ("MFTE") program as described in Chapter 84.14 RCW, and the purpose of the program is to encourage the development and redevelopment of multifamily and affordable housing by granting a property tax exemption; and

WHEREAS, adopting a MFTE program has been planned and was recommended in the 2017 Comprehensive Plan Housing Element and the 2018 Affordable Housing Task Force Final Report Recommendation; and

WHEREAS, a Joint City Council/Planning Commission land use subcommittee met in the summer and fall of 2020 and presented a list of recommended priority code changes to the City Council on October 13, 2020 that included adopting a 12-year MFTE Program, and the City Council approved the list and recommended that it be forwarded to the Planning Commission for legislative work; and

WHEREAS, the Planning Commission considered the MFTE program at their meetings on January 14 and 28, 2021, and at their February 11, 2021 meeting the Planning Commission completed their recommendation on MFTE program elements for the City Council, including a recommendation on proposed designation areas in which a City MFTE program should apply; and

WHEREAS, at the City Council meeting on May 4, 2021, the Council received an overview of state law provisions related to the MFTE program and the Planning Commission recommendation on program elements for a MFTE program, including recommended MFTE designation areas (i.e., areas in which the program would apply);

WHEREAS, also on May 4, 2021, the City Council approved a motion to move forward with development of 12-year and 20-year MFTE programs; and

WHEREAS, also on May 4, 2021, the City Council approved a motion to move forward with setting the date of a public hearing for June 8, 2021 for the designation areas recommended by the Planning Commission for a City of Bainbridge Island MFTE program, as required by RCW 84.14.040; and

WHEREAS, at the May 11, 2021 City Council meeting, the Council considered Resolution No. 2021-09, a resolution of intention to so designate MFTE designation areas, as authorized by RCW 84.14.040(2); and

WHEREAS, also on May 11, 2021, the City Council approved a motion to schedule a public hearing for June 8, 2021 related to the proposed MFTE designation areas, and to direct the City Manager to begin public outreach for the hearing, such that the eligible areas to be considered at the hearing were: the Winslow Master Plan Study Area; the Winslow Sewer System Service Area; and within the Lynwood Center area, the Neighborhood Center (NC), NC/R-12, and R-5 zones; and

WHEREAS, also on May 11, 2021, the City Council approved a motion to forward Resolution No. 2021-09 for consideration of approval with the Consent Agenda at the May 25, 2021 Council meeting; and

WHEREAS, on May 25, 2021, the City Council adopted Resolution No. 2021-09; and

WHEREAS, on June 8, 2021, the City Council held a public hearing on the proposed designation areas recommended by the Planning Commission and which were subsequently affirmed by the City Council for a City of Bainbridge Island MFTE program, as required by RCW 84.14.040; and

WHEREAS, after closing the public hearing on June 8, 2021, the City Council approved a motion to include all of the proposed areas in a future City MFTE program, with those areas consisting of: the Winslow Master Plan Study Area; the Winslow Sewer System Service Area; and within the Lynwood Center area, the Neighborhood Center (NC), NC/R-12, and R-5 zones; and

WHEREAS, the City Council considered this Ordinance No. 2021-23 at its meeting on October 12, 2021; and

WHEREAS, the City Council further considered this ordinance at its meeting(s) on _____.

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

Section 1. A new Chapter 3.62, *Multifamily Property Tax Exemption Program*, is hereby added to the Bainbridge Island Municipal Code as set forth in Exhibit A, which is attached hereto and incorporated herein.

Section 2. Attached hereto and incorporated herein are Exhibits B and C, which are maps of the Multifamily Property Tax Exemption Program designation areas.

Section 3. 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 4. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2021.

APPROVED BY THE MAYOR this _____ day of _____, 2021.

_____
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	October 8 2021
PASSED BY THE CITY COUNCIL:	_____, 2021
PUBLISHED:	_____, 2021
EFFECTIVE DATE:	_____, 2021
ORDINANCE NUMBER:	2021-23

Attachments:

Exhibit A: Chapter 3.62 BIMC, *Multifamily Property Tax Exemption Program*

Exhibit B: Map of Winslow Master Plan Study Area and Winslow Sewer Service Area

Exhibit C: Map of Lynwood Center Area, showing the NC, NC/R-12, and R-5 zones

EXHIBIT A WORKING DRAFT

New Chapter 3.62
MULTIFAMILY PROPERTY TAX EXEMPTION PROGRAM

Sections:

3.62.010 Purpose
3.62.020 Definitions
3.62.030 Target area for multifamily residential development
3.62.040 Terms of the tax exemption
3.62.050 Project eligibility
3.62.060 Application procedure
3.62.070 Application review- Issuance of conditional certificate- Denial-Appeal
3.62.080 Extension of conditional certificate
3.62.090 Final certificate
3.62.100 Issuance of final certificate
3.62.110 Annual compliance review and report
3.62.120 Cancellation of tax exemption
3.62.130 Conflict of provisions

3.62.010 Purpose.

Pursuant to Chapter 84.14 RCW, the purpose of this chapter is to provide limited exemptions from ad valorem property taxation for qualified development or redevelopment multifamily housing projects in designated areas: .

A. Further, the purpose of this chapter is to promote and incentivize the development or redevelopment of an appropriate and equitable mix of housing, as a catalyst for additional investment and activity in the target area, in accordance with the Comprehensive Plan; and.
B. Stimulate new construction or rehabilitation of existing vacant and underutilized buildings for multifamily housing in designated residential targeted areas to increase and improve housing opportunities, including affordable housing; and
C. Accomplish the planning goals required under the Growth Management Act, Chapter 36.70A RCW, as implemented by the city's comprehensive plan.

3.62.020 Definitions.

Unless expressly provided for below, in construing the provisions of this chapter, definitions of key terms in this chapter shall follow the definitions as set out in RCW 84.14.010. Definitions for additional terms in this chapter may be found in 18.36.030 BIMC.

A. "Affordable housing" means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty percent of the household's monthly income. For the purposes of housing intended for owner occupancy under this chapter, "affordable housing" means residential housing that is within the means of low- or moderate-income households, as defined by this chapter. Income level eligibility threshold levels shall be set using HUD levels for the Bremerton-Silverdale metropolitan statistical area.

B. "Household" means a single person, family, or unrelated persons living together.

C. "Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is at or below eighty percent of the median family income adjusted for family/household size.

D. “Median family/household income” means the median household income for the Bremerton-Silverdale metropolitan statistical area, as calculated by the Federal Department of Housing and Urban Development and updated annually.

E. “Moderate-income household” means, generally speaking, a single person, family, or unrelated persons living together whose adjusted income is more than eighty percent but is at or below one hundred fifteen percent of the median family income (AMI), adjusted for family size/household size.

F. “Multiple-unit housing” (also “multifamily housing”) means a building having four or more dwelling units not designed or used as transient accommodations. Multifamily housing units may result from new construction or from rehabilitation or conversion of vacant, substandard, or underutilized buildings to multifamily housing, and may form part of a mixed-use development.

G. “Owner” means the owner of record for the property in question.

H. “Permanent residential occupancy” means the definition provided for in RCW 84.14.010.

I. “Rehabilitation improvements” means the definition provided for in RCW 84.14.010.

J. “Residential target area” means the definition provided for in RCW 84.14.010 and the areas that have been so designated by the city council pursuant to RCW 84.14 and in accordance with this chapter.

K. “Substantial compliance” means the definition provided for in RCW 84.14.010.

3.62.030 Designation of residential target areas.

Pursuant to RCW 84.14.040, the Bainbridge Island City Council designates the following areas as the target where the provisions of this chapter are applicable, and as shown in Exhibits B – C:

A. Winslow Master Plan Study Area.

B. Winslow Sewer Service Area.

C. Within the Lynwood Center Neighborhood Center Area: NC, NC/R-12 and R-5 zones.

3.62.040 Terms of the tax exemption .

A. Duration of Exemption. For projects that have applied and been certified in accordance with this chapter, the value of new housing construction, conversion and rehabilitation improvements qualifying under this chapter is exempt from ad valorem property taxation. For both 12 and 20-year exemptions, the exemption begins on January 1st of the year immediately following the calendar year of issuance of the tax exemption certificate.

B. Limits on Exemption. The exemption does not apply:
   1. To the value of land or to the value of non-housing related improvements not qualifying under this chapter.
   2. In the case of rehabilitation of existing buildings, to the value of improvements constructed prior to submission of the completed application required under this chapter.
   3. To increases in assessed valuation made by the Kitsap County assessor on nonqualifying portions of building or other improvements and value of land nor to increases made by lawful order of a county board of equalization, the Department of Revenue, or Kitsap County, to a class of property throughout the county or specific area of the county to achieve the uniformity of assessment or appraisal required by law.

C. Conclusion of Exemption. At the conclusion of the exemption period, the new or rehabilitated housing cost shall be considered as new construction for the purposes of Chapter 84.55 RCW.

3.62.050 Project eligibility.

A proposed multifamily housing project must meet all of the following requirements for consideration for a property tax exemption under this chapter

A. Location. The project must be located within a residential targeted area as provided in Section 3.62.030.

B. Size of Project. The project, whether new, converted, or rehabilitated multiple-unit housing, must include at least 4 units of multifamily housing within a residential structure or as part of a mixed-use development. In the case of existing multifamily housing that is occupied, or which has not been vacant for 12 months or more, the multifamily housing project must also provide for a minimum of 4 additional multifamily units. In a mixed-use development, the new, converted, or rehabilitated multiple-unit housing must provide for a minimum of at least 50% of floor area must be dedicated to permanent residential occupancy.

C. Number of Affordable Housing Units.

   1. For approval under 12-year MFTE exemption program pursuant to this chapter and RCW 84.14, minimum number of affordable housing units are:
      a. For rental projects, at least twenty (20) percent of the total housing units shall be rented throughout the duration of the twelve-year exemption period to low-income or moderate-income households.
      b. For ownership projects, one-hundred (100) percent of the housing units shall be sold as affordable housing to low-income or moderate-income households. If a unit is sold prior to the end of the twelve-year exemption period, then the City shall verify the income of subsequent buyers.

   2. For approval under the 20-year MFTE exemption program pursuant to this chapter and RCW 84.14, twenty-five (25) percent of the total housing units must be built by or sold to a qualified nonprofit or local government that will assure permanent affordable homeownership. shall be permanently designated as affordable housing.

D. Compliance with Land Use Process, Standards and Guidelines. The project must be designed to comply with the city's Comprehensive Plan, applicable development regulations and applicable building codes.

E. Mix and Configuration of Housing Types. The mix and configuration of housing units (e. g., studio, one bedroom, two bedroom) that meet the requirement for affordable units under this chapter shall be substantially proportional to the mix and configuration of the total housing units in the project. When a project includes more than one building with multifamily housing units, all of the affordable housing units must not be located in the same building.

F. Tenant Displacement Prohibited. The project must not displace existing residential tenants of structures that are proposed for redevelopment. If the property proposed to be rehabilitated is not vacant, an applicant shall provide each existing tenant housing of comparable size, quality, and price and a reasonable opportunity to relocate.

G. Project Completion. The project must be scheduled for completion within three years from the date of issuance of the conditional certificate.

3.62.060 Application Procedure.

A property owner who wishes to propose a project for a tax exemption shall complete the following procedures:

A. The exemption application provided by the city shall be completed and filed with the Department of Planning and Community Development prior to issuance of a building permit for the project. The completed application. The City may adopt an application fee as authorized RCW 84.14.080.

B. The exemption application shall contain and require such information as deemed necessary by the City Manager to review the project for eligibility, including:
   1. A brief written description of the project, including timing and construction schedule, setting forth the grounds for the exemption, including floor plans
   2.
   3. Information describing how the applicant will comply with applicable affordability requirements set forth in Section 3.62.050.C.
   4. A statement from the owner acknowledging the potential tax liability when the project ceases to be eligible under this chapter.
   5. An affidavit signed by the owner stating the occupancy record of the property for a period of 12 months prior to filing the application.
   6. Verification of the correctness of the information submitted by the owner's signature and affirmation made under penalty of perjury under the laws of the state of Washington.

3.62.070 Application review – Issuance of conditional certificate – Denial – Appeal

A. City Manager 's Decision. The City Manager may certify as eligible an application which is determined to comply with all applicable requirements of this chapter and RCW 84.114. A decision to approve or deny an application shall be made within 90 calendar days of receipt of a complete application.

B. Approval of Application – Contract Required. If an application is approved, the applicant shall enter into a contract with the city, regarding the terms and conditions of implementation of the project, and pursuant to the following:

1. The contract shall be reviewed by the City, regarding the terms and conditions of the project and eligibility for exemption under this chapter. This contract shall be a covenant running with the land and shall be binding on the assigns, heirs, and successors of the applicant.
2. For any development project including owner-occupied units, the contract with the city shall also require that an owners' association organized under RCW 64.34.300 be formed for all owner-occupied units within the development, for at least the length of the exemption period granted, to assume the responsibility for collecting from all individual unit owners the information and documents required to complete the annual reporting requirements and for filing the required annual report with the city for each of the individual homeowners.
3. Amendment of Contract. Within three years of the date of approval of the contract, an owner may request an amendment(s) to the contract by submitting a request in writing to the City Manager. The fee for an amendment is as set forth in the city's current fee resolution. The City Manager shall have authority to approve minor changes to the contract that are reasonably within the scope and intent of the contract approved by the city council, as solely determined by the City Manager. Amendments that are not reasonably within the scope and intent of the approved contract, as solely determined by the City Manager, shall be submitted to the city council for review and approval. The date for expiration of the conditional certificate shall not be extended by contract amendment unless all the conditions for extension set forth in 3.62.070 BIMC are met.

C. Issuance of Conditional Certificate. If the application meets all requirements of this chapter and RCW 84.14, the City Manager shall issue a conditional certificate of acceptance of tax exemption. The certificate must contain a statement by a duly authorized administrative official of the governing authority that the property has complied with the required findings of this chapter and RCW 84.14.060. The conditional certificate shall expire three years from the date of approval unless an extension is granted as provided in this chapter.

D. Denial of Application. If an application is denied, the City Manager shall state in writing the reasons for denial and shall send notice to the applicant at the applicant's last known address within 10 calendar days of issuance of the denial.

E. Appeal. Per RCW 84.14.070, an applicant may appeal a denial to the city council within 30 calendar days of receipt of the denial by filing a complete appeal application and fee, as set forth in the city's current fee resolution, with the City Manager. The appeal before the city council will be based on the record made before the City Manager. The City Manager 's decision shall be upheld unless the applicant can show that there is no substantial evidence on the record to support the City Manager 's decision. The city council's decision on appeal will be final.

3.62.080 Extension of conditional certificate.

A. Extension. The conditional certificate and time for completion of the project may be extended by the City Manager for a period not to exceed a total of 24 consecutive months. To obtain an extension, the applicant must submit a written request with a fee, as set forth in the city's current fee resolution, stating the grounds for the extension. An extension may be granted if the City Manager determines that:
   1. The anticipated failure to complete construction or rehabilitation within the required time period is due to circumstances beyond the control of the owner; provided, that financial hardship, regardless of the cause or reason, shall not be considered by the City Manager as a circumstance beyond the control of the owner in order to grant an extension; and

2. The owner has been acting and could reasonably be expected to continue to act in good faith and with due diligence; and
3. All the conditions of the original contract (and as amended) between the applicant and the city will be satisfied upon completion of the project.

B. Denial of Extension. If an extension is denied, the City Manager shall state in writing the reason for denial and shall send notice to the applicant's last known address within 10 calendar days of issuance of the denial.

C. Appeal. An applicant may appeal the denial of an extension to the hearing examiner within 14 calendar days of receipt of the denial by filing a complete appeal application and appeal fee with the City Manager. The appeal before the hearing examiner shall be processed as a closed record hearing. No appeal to the city council is provided from the hearing examiner's decision.

3.62.090 Final certificate.

Upon completion of the improvements agreed upon in the contract between the applicant and the city and upon issuance of a temporary or permanent certificate of occupancy, the applicant may request a final certificate of tax exemption by filing with the City Manager such information as the City Manager may deem necessary or useful to evaluate the eligibility for the final certificate, including the following:

A. A statement of expenditures made with respect to each multifamily housing unit and the total expenditures made with respect to the entire property.

B. A description of the completed work and a statement of qualification for the exemption;

C. The total monthly rent or total sale amount of each multifamily housing unit rented or sold to date;

D. A statement that the work was completed within the required three-year period or any authorized extension;

E. Information on the applicant's compliance with the affordability requirements of this chapter; and

F. Any additional information requested by the city pursuant to meeting any reporting requirements under applicable requirements of the BIMC, or Chapter 84.14 RCW.

3.62.100 Issuance of final certificate.

A. City Manager 's Decision. Within 30 calendar days of receipt of all materials required for a final certificate, the City Manager shall determine whether the specific improvements satisfy the requirements of the contract, application, and this chapter.

B. Granting of Final Certificate. If the City Manager determines that the project has been completed in accordance with this chapter and the contract between the applicant and the city, and has been completed within the authorized time period, the city shall, within 10 calendar days of the expiration of the 30-day review period above, file a final certificate of tax exemption with the Kitsap County assessor. The City Manager is authorized to cause to be recorded, at the owner's expense, in the real property records of the Kitsap County department of records, the contract with the city, as amended if applicable, and such other document(s) as will identify such terms and conditions of eligibility for exemption under this chapter as the City Manager deems appropriate for recording, including requirements under this chapter relating to affordability of units.

C. Denial of Final Certificate. The City Manager shall notify the applicant in writing that a final certificate will not be filed if the City Manager determines that:
   1. The improvements were not completed within the authorized time period;
   2. The improvements were not completed in accordance with the contract between the applicant and the city; or
   3. The owner's property is otherwise not qualified under this chapter.

D. Appeal. An applicant may appeal a denial of a final certificate to the hearing examiner within 14 calendar days of issuance of the denial of a final certificate by filing a complete appeal application and appeal fee with the City Manager. The appeal before the hearing examiner shall be processed as a closed record hearing. No appeal to the city council is provided from the hearing examiner's decision.

3.62.110 Annual compliance review and report.

A. Within 30 calendar days after the first anniversary of the date of filing the final certificate of tax exemption and each year for the tax exemption period, the property owner shall be required to file a notarized declaration with the City Manager indicating the following:
   1. A statement of occupancy and vacancy of the multifamily units during the previous 12 months;
   2. A certification by the owner that the property has not changed use and continues to be in compliance with the contract with the city and the applicable requirements of this chapter;
   3. A description of changes or improvements to the property made after the city's issuance of the final certificate of tax exemption;
   4. The total monthly rent of each multifamily housing unit rented or the total sale amount of each unit sold during the 12 months ending with the anniversary date;
   5. A breakdown of the number, type, and specific multifamily housing units rented or sold during the 12 months ending with the anniversary date;
   6. If granted a 12-year exemption, information demonstrating the owner's compliance with the affordability requirements of this chapter, including, but not limited to, the income of each renter household at the time of initial occupancy or the income of each purchaser of owner-occupied units at the time of purchase;
   7. The value of the tax exemption for the project; and
   8. Any additional information requested by the city pursuant to meeting any reporting requirements under Chapter 84.14 RCW.

B. City staff may also conduct on-site verification of the declaration and reporting required under this section. Failure to submit the annual declaration and report may result in cancellation of the tax exemption pursuant to this chapter and shall result in a review of the exemption per RCW 84.14.110.

C. If the city issues final tax exemption certificates pursuant to this chapter, the City Manager shall submit the report required by RCW 84.14.100 to the State Department of Commerce by December 31st of each year.

3.62.120 Cancellation of tax exemption.

A. The City Manager may cancel a tax exemption on a property if they determines any of the following:
   1. The owner is not complying with the terms of the contract or this chapter;
   2. The use of the property is changed or will be changed to a use that is other than residential;
   3. The project violates applicable zoning requirements, land use regulations, building, or fire code requirements; or

4. The owner fails to submit the annual declaration and report specified in Section 3.62.110.

B. If the owner intends to convert the multifamily housing to another use, the owner shall notify the City Manager and the Kitsap County assessor in writing within 60 calendar days of the change in use.

C. Cancellation may occur in conjunction with the annual review or at any such time noncompliance has been determined.

D. Upon cancellation of the tax exemption, additional taxes, interest, and penalties shall be imposed on the property, and a priority lien may be placed on the land, pursuant to state law.

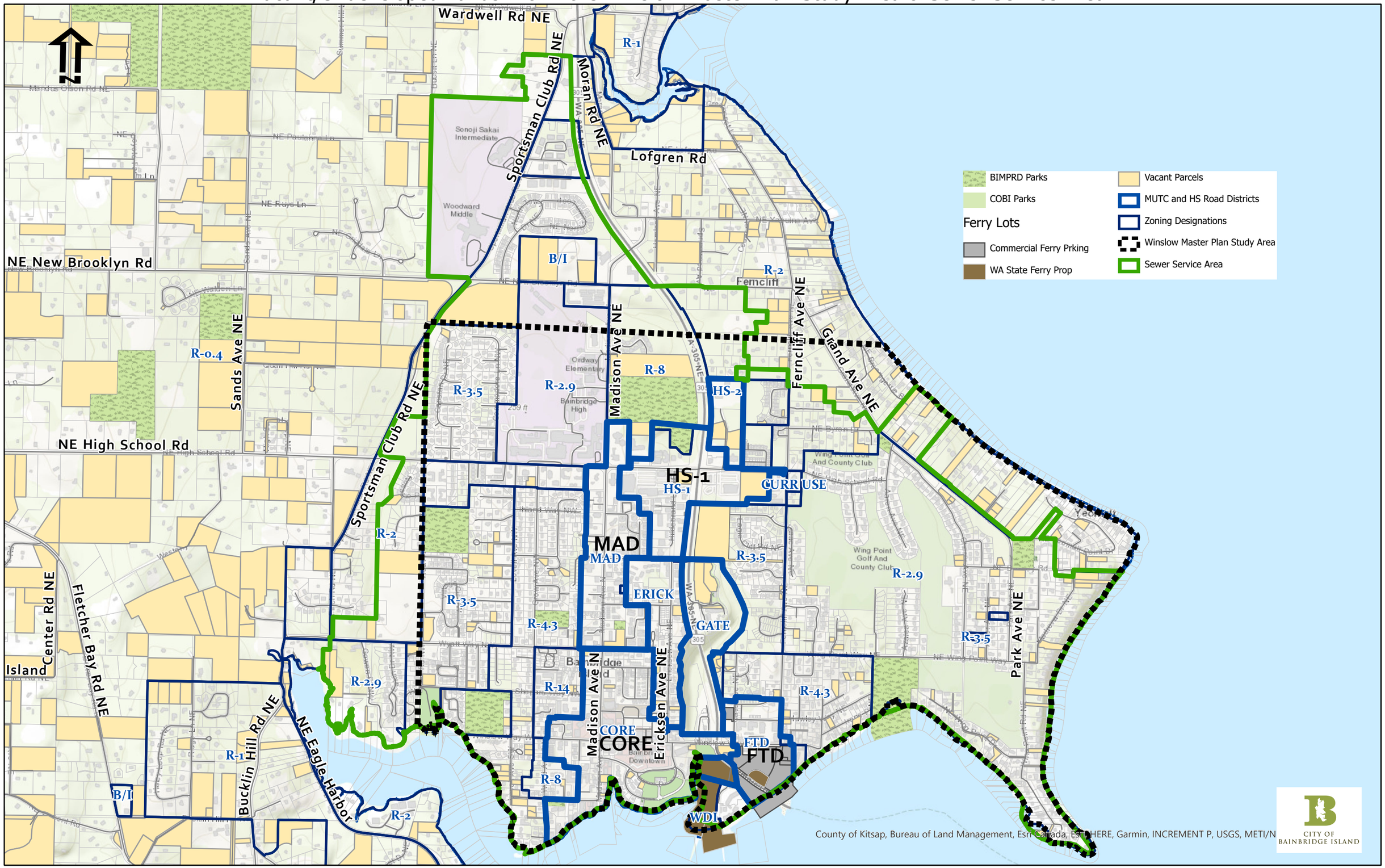
E. Notice of Cancellation. Upon determining that a tax exemption is to be canceled, pursuant to RCW 84.14.110(2), the City Manager shall notify the owner by mail, return receipt requested.

F. Appeal of Cancellation. The owner may appeal the determination of cancellation to the hearing examiner by filing a notice of appeal and appeal fee with the city clerk within 30 calendar days of the date of the notice of cancellation, specifying the factual and legal basis for the appeal. The appeal shall be heard by the hearing examiner as a closed record hearing. No appeal to the city council is provided from the hearing examiner's decision.

3.62.130 Conflict of provisions.

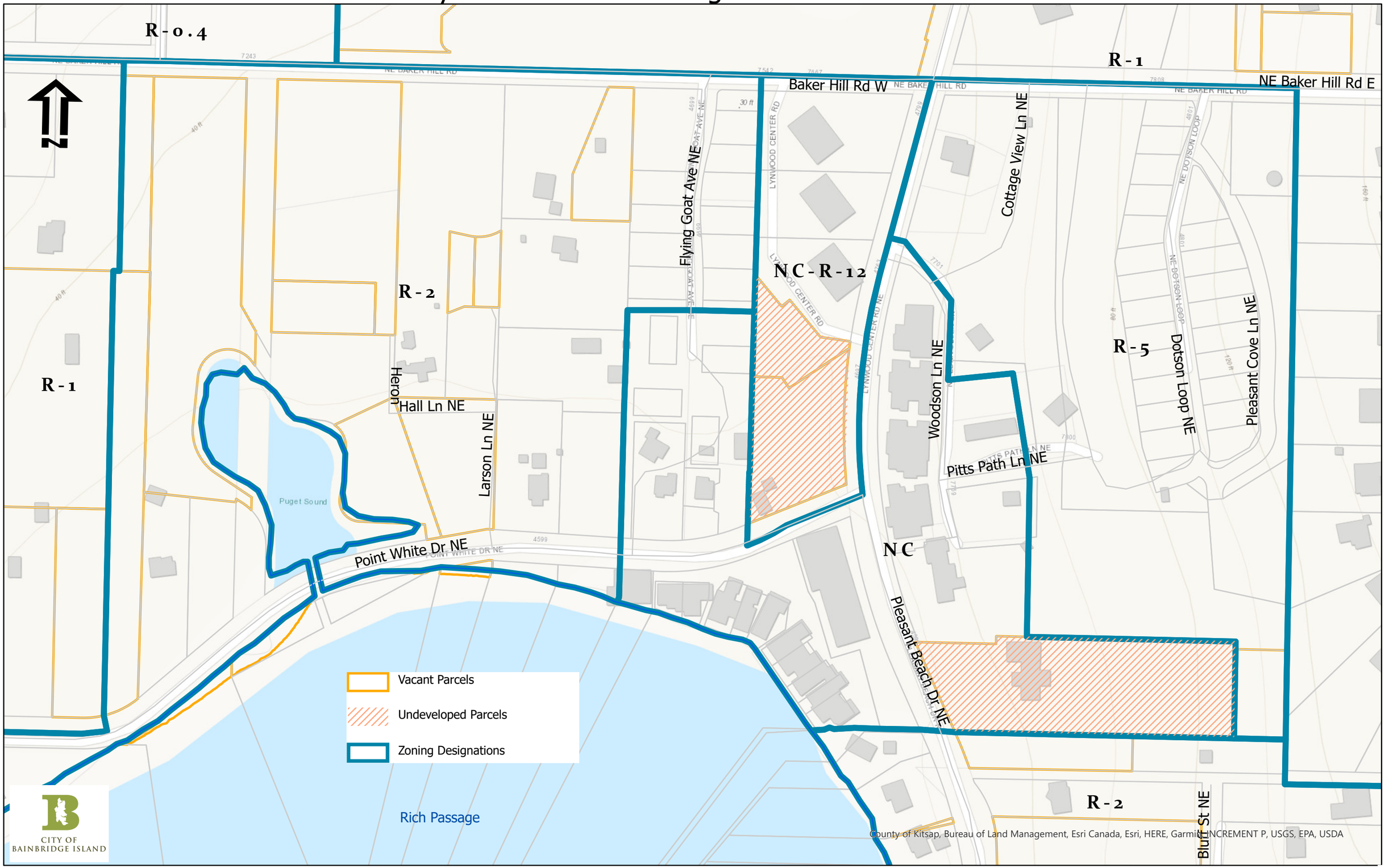
If any provision of this chapter is in legal conflict with the provisions of Chapter 84.14 RCW, as currently adopted or hereafter amended, the provisions of Chapter 84.14 RCW shall apply as if set forth in this chapter.

Vacant/Undeveloped Lands within the Winslow Master Plan Study Area & Sewer Service Area



Lynwood Center Zoning & Vacant Lands

Exhibit C



RESOLUTION NO. 2021-09

A RESOLUTION of the City of Bainbridge Island, Washington, relating to stating the City's intention to designate certain areas in which a City of Bainbridge Island Multifamily Property Tax Exemption program would apply, to include the Winslow Master Plan Study Area, Winslow Sewer Service Area, and in the Lynwood Center Area, the NC, NC/R-12, and R-5 zones.

WHEREAS, Washington State law authorizes the City Council to adopt a Multifamily Property Tax Exemption ("MFTE") program as described in Chapter 84.14 RCW, and the purpose of this program is to encourage the development and redevelopment of multifamily and affordable housing by granting a property tax exemption; and

WHEREAS, adopting a MFTE program has been planned and was recommended in the 2017 Comprehensive Plan Housing Element and the 2018 Affordable Housing Task Force Final Report Recommendation; and

WHEREAS, a Joint City Council/Planning Commission land use subcommittee met in the Summer and Fall of 2020 and presented a list of recommended priority code changes to the Council on October 13, 2020 that included adopting a 12-year MFTE Program, and the City Council approved the list and recommended that it be forwarded to the Planning Commission for legislative work; and

WHEREAS, the Planning Commission discussed the MFTE program at their meetings on January 14 and 28, 2021, and at the February 11, 2021 meeting, the Planning Commission completed their recommendation on MFTE program elements to the City Council, including a recommendation on proposed designation areas in which a City MFTE program should apply; and

WHEREAS, at the City Council meeting on May 4, 2021, the Council received an overview of state law related to the MFTE program and the Planning Commission recommendation on program elements for a future MFTE program, including recommended MFTE designation areas (i.e., areas in which the program would apply);

WHEREAS, at the May 4, 2021 meeting, the City Council approved a motion to move forward with development of 12-year and 20-year MFTE program; and

WHEREAS, at the May 4, 2021 meeting, the City Council approved a motion to move forward with setting the date of a public hearing for June 8, 2021 for the designation areas recommended by the Planning Commission for a City of Bainbridge Island MFTE program, as required by RCW 84.14.040; and

WHEREAS, at its May 11, 2021 meeting, the City Council considered and adopted this resolution of intention to so designate MFTE designation areas, as authorized by RCW 84.14.040(2).

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

Section 1. The City Council will hold a public hearing on June 8, 2021 as part of the Council's regular meeting that begins at 6:00 PM to receive public comment on the proposal to designate the following areas as designation areas in which a City of Bainbridge Island MFTE program would apply, such that development projects would be eligible to participate in such a MFTE program:

Winslow Master Plan Study Area;
Winslow Sewer Service Area; and
In the Lynwood Center Area, the NC, NC/R-12, and R-5 zones.

Section 2. Attached hereto and incorporated herein are Exhibits A and B, which are maps of the proposed designation areas.

Section 3. This resolution will take effect immediately upon passage.

PASSED by the City Council this 25th day of May 2021.

APPROVED by the Mayor this 25th day of May 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

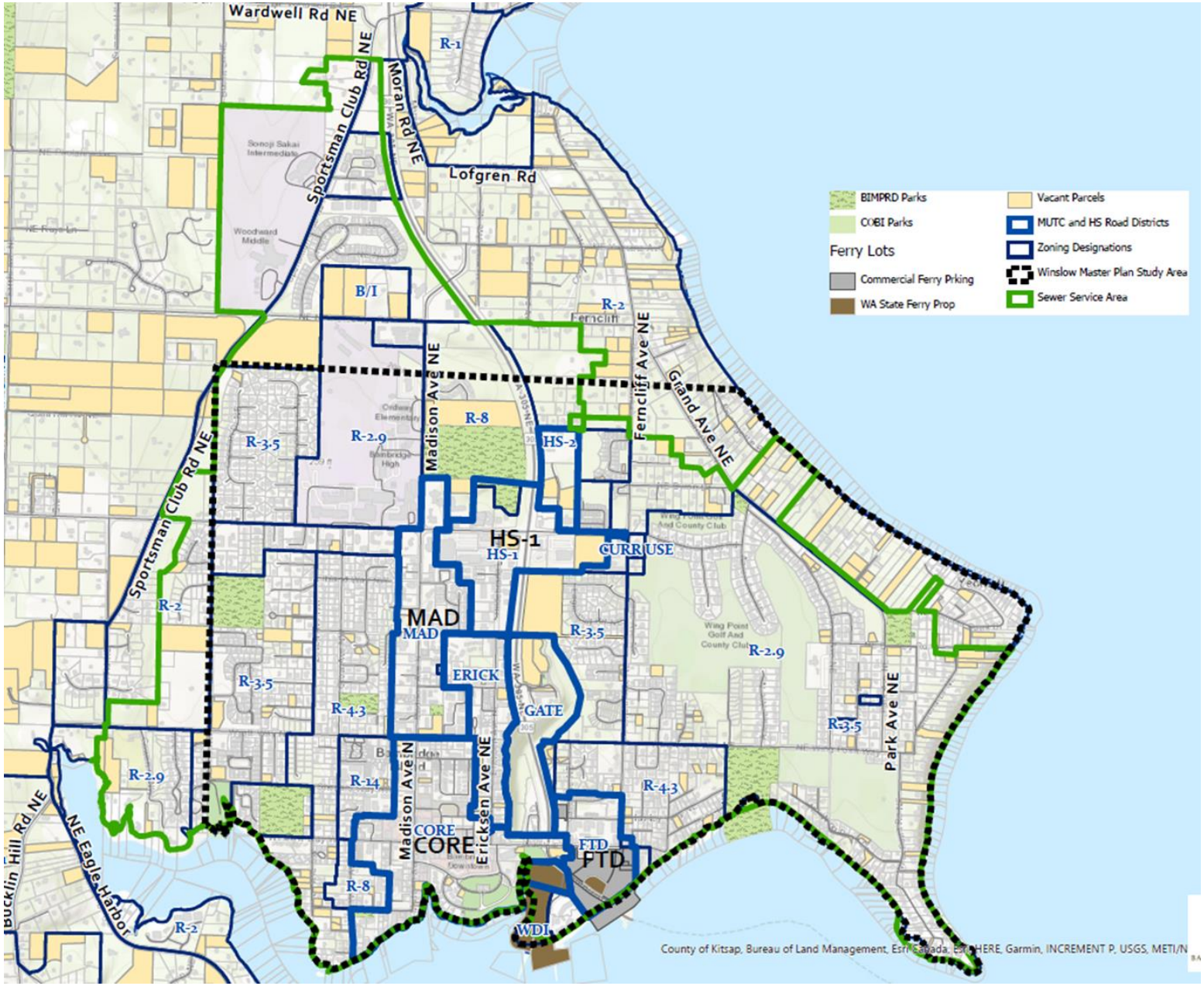
Christine Brown, CMC, City Clerk

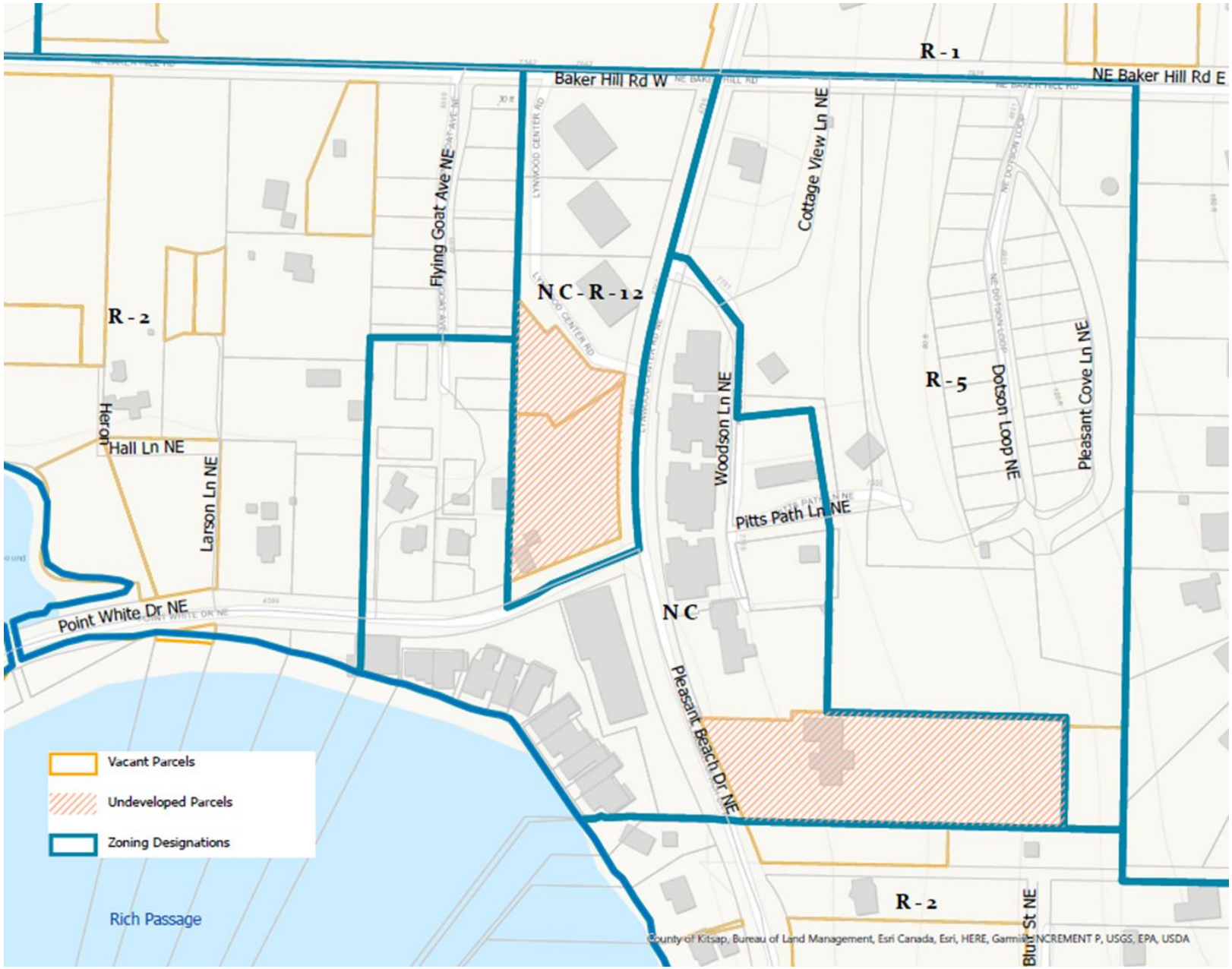
FILED WITH THE CITY CLERK: May 7, 2021
PASSED BY THE CITY COUNCIL: May 25, 2021
RESOLUTION NO.: 2021-09

Attachments:

EXHIBIT A: Map of Winslow Master Plan Study Area and Winslow Sewer Service Area

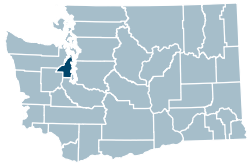
EXHIBIT B: Map of the Lynwood Center Area, showing the NC, NC/R-12, and R-5 zones


Wardwell Rd NE
Sportsman Club Rd NE
Moran Rd NE
Lofgren Rd
Madison Ave NE
Fernclift Ave NE
Grand Ave NE
Park Ave NE
Ericksen Ave NE
NE Eagle Harbor
Bucklin Hill Rd NE
R-1
B/I
R-2
R-3.5
R-2.9
R-8
HS-2
HS-1
CURR USE
MAD
ERICK
GATE
R-4.3
R-14
CORE
FTD
WDI
BIMPRD Parks
COBI Parks
Ferry Lots
Commercial Ferry Prking
WA State Ferry Prop
Vacant Parcels
MUTC and HS Road Districts
Zoning Designations
Winslow Master Plan Study Area
Sewer Service Area
County of Kitsap, Bureau of Land Management, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/N


R-1
Baker Hill Rd W
NE Baker Hill Rd E
Flying Goat Ave NE
Cottage View Ln NE
NC-R-12
R-2
R-5
Woodson Ln NE
Dotson Loop NE
Pleasant Cove Ln NE
Heron
Hall Ln NE
Larson Ln NE
Pitts Path Ln NE
Point White Dr NE
NC
Pleasant Beach Dr NE
Vacant Parcels
Undeveloped Parcels
Zoning Designations
Rich Passage
R-2
Blue St NE
County of Kitsap, Bureau of Land Management, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

Bremerton-Silverdale, Washington MSA

2021 Occupational Employment
and Wage Estimates
Includes Kitsap County



SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
13-2011	Accountants and Auditors	566	$39.61	$28.53	$34.87	$45.25	$82,404
29-1298	Acupuncturists and Healthcare Diagnosing or Treating Practitioners, All Other	25	$40.27	$27.87	$31.58	$44.72	$83,756
11-3010	Administrative Services and Facilities Managers	81	$52.22	$45.24	$51.77	$59.93	$108,598
39-3091	Amusement and Recreation Attendants	-	$15.27	$13.99	$14.59	$15.54	$31,760
39-2021	Animal Caretakers	127	$15.70	$14.01	$14.84	$15.92	$32,672
17-1011	Architects, Except Landscape and Naval	107	$39.84	$32.57	$37.03	$45.10	$82,878
17-3011	Architectural and Civil Drafters	-	$28.26	$23.44	$27.65	$31.89	$58,789
11-9041	Architectural and Engineering Managers	128	$70.24	$63.17	$68.91	$76.51	$146,098
25-4011	Archivists	11	$34.27	$28.43	$30.98	$39.41	$71,288
53-6031	Automotive and Watercraft Service Attendants	127	$16.10	$14.70	$15.58	$17.16	$33,493
49-3021	Automotive Body and Related Repairers	126	$29.30	$21.75	$26.73	$37.31	$60,941
49-3023	Automotive Service Technicians and Mechanics	413	$25.84	$20.62	$24.83	$30.29	$53,745
51-3011	Bakers	101	$17.38	$14.90	$17.01	$19.22	$36,156
35-3011	Bartenders	211	$19.69	$14.62	$17.06	$24.32	$40,959
43-3011	Bill and Account Collectors	33	$21.17	$18.09	$20.07	$23.97	$44,034
43-3021	Billing and Posting Clerks	296	$22.57	$17.36	$19.67	$27.46	$46,941
19-4021	Biological Technicians	48	$25.77	$21.11	$24.18	$28.04	$53,606
43-3031	Bookkeeping, Accounting, and Auditing Clerks	799	$22.92	$18.57	$22.56	$26.75	$47,678
47-2021	Brickmasons and Blockmasons	18	$25.35	$19.08	$23.46	$33.15	$52,724
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	98	$33.45	$28.93	$34.08	$38.96	$69,582
25-1011	Business Teachers, Postsecondary	-	-	-	-	-	$71,420
51-3021	Butchers and Meat Cutters	-	$23.17	$19.22	$23.62	$27.54	$48,205
13-1020	Buyers and Purchasing Agents	344	$36.62	$26.34	$33.06	$47.67	$76,184
51-7011	Cabinetmakers and Bench Carpenters	-	$28.00	$26.26	$28.58	$30.97	$58,250
53-5021	Captains, Mates, and Pilots of Water Vessels	22	$51.79	$34.90	$48.08	$64.56	$107,736
25-2023	Career/Technical Education Teachers, Middle School	20	-	-	-	-	$88,102
25-1194	Career/Technical Education Teachers, Postsecondary	167	$29.35	$22.21	$26.01	$32.76	$61,044
25-2032	Career/Technical Education Teachers, Secondary School	85	-	-	-	-	$85,194
47-2031	Carpenters	904	$29.94	$25.05	$29.84	$34.62	$62,269
41-2011	Cashiers	2,099	$16.91	$14.54	$15.52	$16.57	$35,157
47-2051	Cement Masons and Concrete Finishers	58	$29.63	$19.86	$25.86	$38.21	$61,636
35-1011	Chefs and Head Cooks	32	$32.92	$22.18	$32.51	$43.72	$68,482
11-1011	Chief Executives	33	$106.66	$74.94	$100.03		$221,837
21-1021	Child, Family, and School Social Workers	236	$28.04	$22.32	$28.71	$34.15	$58,310
39-9011	Childcare Workers	105	$15.67	$14.02	$15.08	$16.27	$32,589
29-1011	Chiropractors	21	$49.87	$31.07	$35.81	$39.67	$103,743
17-3022	Civil Engineering Technologists and Technicians	66	$34.04	$30.95	$34.87	$37.78	$70,798
17-2051	Civil Engineers	185	$45.57	$38.89	$45.80	$52.88	$94,775
13-1031	Claims Adjusters, Examiners, and Investigators	35	$39.21	$34.09	$39.77	$44.32	$81,554
53-7061	Cleaners of Vehicles and Equipment	203	$18.17	$13.99	$15.73	$21.01	$37,785

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
21-2011	Clergy	22	$26.27	$15.58	$25.10	$32.57	$54,637
29-2010	Clinical Laboratory Technologists and Technicians	101	$32.76	$23.15	$32.63	$41.27	$68,135
19-3031	Clinical, Counseling, and School Psychologists	111	$35.57	$23.24	$29.23	$48.11	$73,991
27-2022	Coaches and Scouts	-	-	-	-	-	$42,526
51-9124	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	90	$31.99	$19.99	$25.35	$43.00	$66,540
25-1122	Communications Teachers, Postsecondary	11	-	-	-	-	$60,003
21-1099	Community and Social Service Specialists, All Other	31	$21.27	$16.44	$18.58	$22.89	$44,240
21-1094	Community Health Workers	73	$22.96	$17.24	$20.90	$26.73	$47,739
13-1141	Compensation, Benefits, and Job Analysis Specialists	13	$26.82	$22.38	$24.56	$31.18	$55,796
13-1041	Compliance Officers	151	$38.32	$29.12	$37.05	$47.03	$79,714
11-3021	Computer and Information Systems Managers	121	$70.21	$52.11	$68.95	$89.99	$146,027
15-1241	Computer Network Architects	36	$45.67	$39.65	$44.83	$50.10	$94,989
15-1231	Computer Network Support Specialists	39	$33.34	$26.60	$35.49	$40.00	$69,359
15-1299	Computer Occupations, All Other	630	$44.75	$37.24	$45.34	$50.85	$93,071
15-1251	Computer Programmers	-	$44.02	$42.01	$45.26	$48.54	$91,551
15-1211	Computer Systems Analysts	162	$56.04	$41.62	$51.39	$71.59	$116,578
15-1232	Computer User Support Specialists	382	$31.74	$24.15	$30.34	$38.59	$66,023
49-2011	Computer, Automated Teller, and Office Machine Repairers	19	$22.80	$18.84	$23.30	$26.36	$47,420
47-4011	Construction and Building Inspectors	53	$36.00	$32.57	$36.99	$39.64	$74,876
47-2061	Construction Laborers	797	$23.75	$17.32	$22.63	$29.31	$49,417
11-9021	Construction Managers	133	$43.95	$34.27	$44.22	$50.70	$91,425
35-2011	Cooks, Fast Food	-	$14.79	$14.01	$14.66	$15.36	$30,755
35-2012	Cooks, Institution and Cafeteria	216	$18.51	$15.66	$17.83	$20.27	$38,494
35-2014	Cooks, Restaurant	949	$16.81	$14.94	$15.96	$18.36	$34,961
35-2015	Cooks, Short Order	47	$15.99	$14.73	$15.65	$16.96	$33,273
13-1051	Cost Estimators	172	$33.54	$27.44	$33.11	$38.82	$69,752
41-2021	Counter and Rental Clerks	342	$19.60	$16.15	$18.99	$21.70	$40,779
43-4031	Court, Municipal, and License Clerks	116	$27.69	$23.77	$28.11	$31.12	$57,587
13-2041	Credit Analysts	54	$34.69	$25.66	$30.01	$40.51	$72,149
39-9098	Crematory Operators and Personal Care and Service Workers, All Other	-	$17.32	$13.99	$14.01	$16.19	$36,028
43-4051	Customer Service Representatives	1,028	$19.28	$14.90	$17.54	$22.61	$40,104
51-9032	Cutting and Slicing Machine Setters, Operators, and Tenders	22	$26.11	$21.26	$25.04	$31.01	$54,306
43-9021	Data Entry Keyers	18	$18.36	$15.10	$18.00	$21.52	$38,200
41-9011	Demonstrators and Product Promoters	-	$23.08	$16.29	$22.77	$26.50	$47,996
31-9091	Dental Assistants	390	$22.49	$18.55	$21.28	$26.51	$46,791
29-1292	Dental Hygienists	170	$55.38	$50.14	$55.75	$62.23	$115,191
51-9081	Dental Laboratory Technicians	13	$21.92	$16.11	$20.24	$27.88	$45,596
29-1021	Dentists, General	92	$121.05	$85.99	-	-	$251,777
33-3021	Detectives and Criminal Investigators	82	$43.14	$33.17	$38.97	$50.92	$89,739
29-2032	Diagnostic Medical Sonographers	35	$47.88	$43.21	$47.75	$52.30	$99,601
29-1031	Dietitians and Nutritionists	-	$35.59	$31.07	$36.67	$40.75	$74,022
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	228	$15.33	$14.36	$15.05	$15.75	$31,895
35-9021	Dishwashers	365	$15.23	$14.03	$14.84	$15.66	$31,667
43-5032	Dispatchers, Except Police, Fire, and Ambulance	131	$23.95	$16.66	$23.32	$30.33	$49,818
17-3019	Drafters, All Other	20	$26.11	$21.26	$24.11	$28.39	$54,300

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
53-3031	Driver/Sales Workers	79	$20.65	$17.61	$19.48	$23.50	$42,952
27-3041	Editors	16	$28.18	$13.79	$26.99	$31.78	$58,616
11-9039	Education Administrators, All Other	18	$49.38	$35.84	$54.01	$58.31	$102,722
11-9032	Education Administrators, Kindergarten through Secondary	175	-	-	-	-	$129,765
11-9033	Education Administrators, Postsecondary	28	-	-	-	-	-
11-9031	Education and Childcare Administrators, Preschool and Daycare	21	$26.77	$20.12	$25.39	$31.75	$55,684
25-9099	Educational Instruction and Library Workers, All Other	38	$31.65	$24.44	$31.27	$38.55	$65,839
21-1012	Educational, Guidance, and Career Counselors and Advisors	114	$36.10	$27.76	$32.05	$45.30	$75,083
17-3023	Electrical and Electronic Engineering Technologists and Technicians	300	$41.63	$34.39	$42.30	$49.46	$86,572
17-2071	Electrical Engineers	170	$50.64	$34.40	$45.61	$54.69	$105,335
51-2028	Electrical/Electronic/Electromechanical Assemblers Only	48	$20.75	$15.43	$18.81	$25.19	$43,151
47-2111	Electricians	1,108	$32.86	$25.11	$30.90	$35.89	$68,353
17-2072	Electronics Engineers, Except Computer	165	$48.76	$42.60	$49.47	$55.55	$101,427
25-2021	Elementary School Teachers, Except Special Education	882	-	-	-	-	$79,562
43-4061	Eligibility Interviewers, Government Programs	97	$25.64	$22.86	$25.05	$29.71	$53,339
29-2040	Emergency Medical Technicians and Paramedics	132	$30.32	$13.79	$22.62	$47.14	$63,074
17-2199	Engineers, All Other	374	$56.54	$47.93	$56.86	$66.41	$117,619
19-4042	Environmental Science and Protection Technicians, Including Health	-	$28.69	$27.72	$28.86	$31.14	$59,667
19-2041	Environmental Scientists and Specialists, Including Health	105	$41.46	$32.63	$41.22	$48.65	$86,235
43-6011	Executive Secretaries and Executive Administrative Assistants	100	$31.20	$26.89	$31.20	$36.73	$64,895
39-9031	Exercise Trainers and Group Fitness Instructors	241	$21.15	$15.47	$19.44	$25.41	$44,004
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	53	$17.34	$14.95	$16.52	$19.12	$36,065
45-2093	Farmworkers, Farm, Ranch, and Aquacultural Animals	38	$14.40	$13.80	$14.18	$14.98	$29,950
35-3023	Fast Food and Counter Workers	3,360	$15.31	$14.01	$14.71	$15.84	$31,833
43-4071	File Clerks	18	$18.23	$15.32	$17.71	$20.96	$37,913
13-2098	Financial & Investment Analysts, Financial Risk Specialists, All Other	275	$41.35	$30.99	$38.37	$46.32	$86,004
43-3099	Financial Clerks, All Other	20	$22.05	$20.87	$22.75	$24.64	$45,846
11-3031	Financial Managers	207	$57.95	$40.73	$56.36	$68.39	$120,542
33-2011	Firefighters	274	$38.68	$30.07	$39.08	$47.39	$80,457
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	710	$43.71	$40.02	$43.37	$46.65	$90,913
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers	-	$20.84	$14.90	$16.01	$27.54	$43,354
33-1021	First-Line Supervisors of Firefighting and Prevention Workers	88	$54.49	$46.63	$54.76	$63.35	$113,336
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	760	$20.14	$15.29	$17.91	$24.08	$41,881
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	46	$24.80	$21.96	$24.17	$27.00	$51,577
37-1012	First-Line Spvrs.. of Landscaping, Lawn Svc., and Groundskeeping Workers	-	$31.58	$28.62	$30.83	$32.98	$65,706
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	1,000	$45.90	$43.17	$46.85	$51.68	$95,475
41-1012	First-Line Supervisors of Non-Retail Sales Workers	81	$52.91	$36.82	$45.82	$54.38	$110,057
43-1011	First-Line Supervisors of Office and Administrative Support Workers	665	$38.76	$26.33	$33.04	$46.87	$80,627
33-1012	First-Line Supervisors of Police and Detectives	120	$53.33	$45.60	$52.37	$62.59	$110,912
51-1011	First-Line Supervisors of Production and Operating Workers	514	$42.84	$40.28	$44.50	$47.98	$89,117
41-1011	First-Line Supervisors of Retail Sales Workers	748	$23.53	$17.67	$21.62	$26.65	$48,947
27-1023	Floral Designers	37	$16.79	$13.79	$14.51	$17.90	$34,935
35-2021	Food Preparation Workers	348	$17.43	$14.53	$16.34	$19.65	$36,266
35-3041	Food Servers, Nonrestaurant	174	$15.64	$14.52	$15.17	$15.81	$32,548
11-9051	Food Service Managers	84	$36.46	$24.59	$37.53	$46.89	$75,830

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
13-1131	Fundraisers	29	$26.49	$18.90	$26.76	$32.46	$55,088
11-1021	General and Operations Managers	1,105	$56.18	$37.61	$53.45	$65.08	$116,850
27-1024	Graphic Designers	43	$32.23	$25.97	$34.22	$37.84	$67,043
39-5012	Hairdressers, Hairstylists, and Cosmetologists	261	$20.88	$16.72	$19.22	$23.84	$43,435
29-9098	Health Info Techs & Pratictioners/Reg Medical/Surg. Assts/Technical, All Other	16	$28.07	$20.41	$27.00	$36.16	$58,381
21-1022	Healthcare Social Workers	74	$25.77	$15.98	$23.80	$33.28	$53,616
31-9099	Healthcare Support Workers, All Other	143	$24.43	$19.56	$24.47	$29.11	$50,810
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	122	$26.13	$19.58	$27.57	$31.03	$54,360
53-3032	Heavy and Tractor-Trailer Truck Drivers	457	$25.55	$21.47	$26.82	$30.13	$53,132
47-3011	Helpers-Brickmasons, Blockmasons, Stonemasons, & Tile and Marble Setters	-	$18.48	$16.01	$17.98	$21.17	$38,423
51-9198	Helpers-Production Workers	65	$18.49	$15.34	$17.23	$19.44	$38,457
47-4051	Highway Maintenance Workers	46	$29.93	$27.37	$29.48	$32.37	$62,259
31-1120	Home Health and Personal Care Aides	1,151	$15.69	$14.68	$15.35	$16.13	$32,651
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	233	$17.07	$14.25	$15.24	$16.40	$35,521
43-4081	Hotel, Motel, and Resort Desk Clerks	96	$15.18	$14.25	$14.96	$15.71	$31,567
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	150	$22.69	$19.45	$23.31	$25.64	$47,207
11-3121	Human Resources Managers	58	$62.71	$49.63	$64.27	$78.39	$130,453
13-1071	Human Resources Specialists	527	$38.22	$28.33	$37.50	$46.32	$79,501
17-2112	Industrial Engineers	159	$43.86	$35.57	$43.67	$52.31	$91,224
49-9041	Industrial Machinery Mechanics	254	$33.52	$27.53	$35.80	$39.64	$69,715
11-3051	Industrial Production Managers	41	$59.04	$47.50	$58.57	$69.00	$122,807
43-4199	Information and Record Clerks, All Other	250	$24.67	$20.98	$24.47	$27.98	$51,302
15-1212	Information Security Analysts	36	$35.93	$30.62	$35.59	$40.37	$74,746
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	250	$29.44	$20.11	$30.64	$38.17	$61,219
49-9099	Installation, Maintenance, and Repair Workers, All Other	1,296	$31.05	$25.17	$29.82	$36.03	$64,580
25-9031	Instructional Coordinators	66	$39.28	$29.43	$41.09	$48.87	$81,715
43-9041	Insurance Claims and Policy Processing Clerks	-	$31.98	$23.84	$32.71	$37.75	$66,502
41-3021	Insurance Sales Agents	185	$25.31	$15.94	$19.26	$28.13	$52,635
27-3091	Interpreters and Translators	24	$26.58	$22.41	$24.54	$29.34	$55,269
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1,250	$18.39	$15.41	$17.65	$20.20	$38,255
23-1023	Judges, Magistrate Judges, and Magistrates	10	$55.41	$47.32	$47.33	$47.33	$115,252
25-2012	Kindergarten Teachers, Except Special Education	203	-	-	-	-	$75,777
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	1,129	$18.81	$14.72	$16.20	$22.71	$39,123
17-1012	Landscape Architects	-	$42.38	$36.94	$40.13	$43.52	$88,163
37-3011	Landscaping and Groundskeeping Workers	485	$18.87	$16.86	$18.49	$20.09	$39,260
51-6011	Laundry and Dry-Cleaning Workers	35	$14.89	$14.31	$14.81	$15.31	$30,969
23-1011	Lawyers	160	$48.55	$24.72	$50.14	$65.05	$100,978
51-4192	Layout Workers, Metal and Plastic	544	$29.94	$25.06	$29.87	$34.83	$62,277
23-2099	Legal Support Workers, All Other	33	$36.40	$28.76	$34.92	$41.42	$75,716
11-1031	Legislators	44	-	-	-	-	-
25-4022	Librarians and Media Collections Specialists	100	$38.05	$28.39	$36.07	$46.73	$79,123
43-4121	Library Assistants, Clerical	111	$17.67	$15.12	$16.83	$20.05	$36,757
25-4031	Library Technicians	68	$22.62	$17.64	$21.45	$26.34	$47,046
29-2061	Licensed Practical and Licensed Vocational Nurses	284	$27.37	$25.10	$28.06	$30.56	$56,942
53-3033	Light Truck Drivers	370	$23.90	$17.24	$21.21	$30.50	$49,704

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
43-4131	Loan Interviewers and Clerks	119	$22.03	$17.95	$21.56	$25.58	$45,805
13-2072	Loan Officers	255	$36.72	$21.98	$31.73	$48.68	$76,386
11-9081	Lodging Managers	18	$25.59	$18.46	$22.18	$33.68	$53,207
13-1081	Logisticians	340	$41.63	$34.10	$40.92	$47.68	$86,581
51-4041	Machinists	356	$30.97	$26.06	$31.44	$35.47	$64,413
37-2012	Maids and Housekeeping Cleaners	253	$15.57	$14.49	$15.21	$15.94	$32,371
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	19	$20.27	$15.95	$20.08	$24.46	$42,151
49-9071	Maintenance and Repair Workers, General	652	$25.07	$18.03	$23.75	$31.77	$52,145
13-1111	Management Analysts	540	$43.66	$36.37	$42.23	$49.03	$90,808
39-5092	Manicurists and Pedicurists	-	$16.53	$14.74	$15.48	$16.21	$34,381
17-2121	Marine Engineers and Naval Architects	170	$44.98	$37.73	$45.35	$50.73	$93,571
13-1161	Market Research Analysts and Marketing Specialists	188	$27.48	$21.00	$25.72	$33.22	$57,151
11-2021	Marketing Managers	39	$66.97	$39.55	$67.42	$92.05	$139,302
31-9011	Massage Therapists	66	$30.98	$27.81	$30.53	$33.26	$64,443
17-3013	Mechanical Drafters	45	$27.83	$25.94	$28.24	$30.54	$57,901
17-2141	Mechanical Engineers	663	$45.25	$35.54	$45.34	$52.22	$94,112
11-9111	Medical and Health Services Managers	189	$47.42	$31.76	$44.84	$59.68	$98,626
31-9092	Medical Assistants	600	$22.18	$18.77	$21.90	$25.24	$46,128
29-2098	Medical Dosimetrists/ Med. Rcrds./Health Technologists/Technicians, All Other	126	$24.07	$17.26	$21.90	$28.66	$50,066
31-9093	Medical Equipment Preparers	56	$19.25	$15.08	$16.97	$22.35	$40,027
49-9062	Medical Equipment Repairers	11	-	-	-	-	-
43-6013	Medical Secretaries and Administrative Assistants	179	$22.22	$17.44	$22.75	$25.70	$46,215
13-1121	Meeting, Convention, and Event Planners	26	$23.36	$20.12	$23.68	$27.02	$48,595
21-1023	Mental Health and Substance Abuse Social Workers	47	$26.16	$20.42	$26.19	$33.33	$54,402
27-1026	Merchandise Displayers and Window Trimmers	32	$17.24	$14.97	$16.48	$18.91	$35,853
25-2022	Middle School Teachers, Except Special and Career/Technical Education	326	-	-	-	-	$81,184
51-2090	Miscellaneous Assemblers and Fabricators	214	$18.14	$14.96	$16.25	$19.45	$37,738
47-4090	Miscellaneous Construction and Related Workers	17	$25.89	$22.73	$26.45	$29.47	$53,837
33-1090	Miscellaneous First-Line Supervisors, Protective Service Workers	25	$31.31	$24.12	$29.81	$38.43	$65,137
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	147	$27.72	$21.18	$28.16	$33.52	$57,660
39-4031	Morticians, Undertakers, and Funeral Arrangers	10	$27.69	$20.16	$28.81	$33.33	$57,585
53-3099	Motor Vehicle Operators, All Other	118	$25.36	$15.89	$29.45	$31.73	$52,751
25-4013	Museum Technicians and Conservators	20	$23.74	$14.67	$16.24	$36.97	$49,382
11-9121	Natural Sciences Managers	33	$73.70	$58.30	$65.44	$78.72	$153,299
15-1244	Network and Computer Systems Administrators	120	$33.76	$21.11	$35.74	$43.25	$70,227
29-1171	Nurse Practitioners	97	$61.95	$55.28	$61.15	$67.19	$128,852
31-1131	Nursing Assistants	1,409	$17.32	$15.34	$17.31	$19.25	$36,018
19-5011	Occupational Health and Safety Specialists	173	$43.63	$38.43	$42.61	$48.11	$90,745
19-5012	Occupational Health and Safety Technicians	15	$32.39	$27.12	$29.45	$33.32	$67,390
29-1122	Occupational Therapists	66	$43.04	$36.81	$42.91	$49.44	$89,500
43-9199	Office and Administrative Support Workers, All Other	171	$21.34	$15.59	$20.98	$25.89	$44,382
43-9061	Office Clerks, General	1,838	$21.21	$15.77	$19.81	$25.88	$44,106
47-2073	Operating Engineers and Other Construction Equipment Operators	126	$33.07	$28.52	$30.69	$32.98	$68,802
51-9083	Ophthalmic Laboratory Technicians	-	$19.61	$15.24	$17.80	$23.65	$40,789
29-2057	Ophthalmic Medical Technicians	-	$20.30	$16.31	$19.15	$23.54	$42,230

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
29-2081	Opticians, Dispensing	99	$20.56	$16.98	$19.58	$23.23	$42,760
29-1041	Optometrists	28	$65.74	$54.12	$63.32	$75.51	$136,719
43-4151	Order Clerks	25	$18.08	$16.15	$17.95	$19.66	$37,596
51-9111	Packaging and Filling Machine Operators and Tenders	11	$19.92	$15.31	$18.23	$24.00	$41,415
53-7064	Packers and Packagers, Hand	134	$18.02	$14.81	$16.09	$19.94	$37,497
47-2141	Painters, Construction and Maintenance	828	$25.37	$21.04	$24.90	$29.51	$52,765
23-2011	Paralegals and Legal Assistants	-	$29.03	$24.45	$28.04	$31.49	$60,381
53-6021	Parking Attendants	42	$14.73	$13.92	$13.92	$15.18	$30,632
41-2022	Parts Salespersons	125	$18.21	$14.99	$16.26	$21.13	$37,883
53-3058	Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity	464	$22.23	$16.74	$21.51	$27.87	$46,256
43-3051	Payroll and Timekeeping Clerks	-	$21.97	$19.13	$21.82	$24.52	$45,693
13-2052	Personal Financial Advisors	89	$60.66	$35.04	$44.68	$76.53	$126,175
11-9198	Personal Svc. Mgrs, Entmt. & Rec Mgrs, Exc. Gambling & Mgrs, All Other	184	$59.34	$50.22	$59.70	$69.80	$123,424
39-1098	Personal Svcs. & Entmt. & Recr. Supervisors, Except Gambling Services	58	$25.91	$20.00	$24.48	$30.28	$53,887
29-1051	Pharmacists	180	$63.56	$57.05	$63.02	$73.61	$132,219
31-9095	Pharmacy Aides	-	$17.11	$14.82	$15.64	$18.01	$35,603
29-2052	Pharmacy Technicians	194	$22.93	$20.09	$22.80	$25.53	$47,678
31-2021	Physical Therapist Assistants	29	$28.17	$24.92	$29.47	$32.64	$58,579
29-1123	Physical Therapists	153	$45.69	$43.01	$46.46	$49.93	$95,030
29-1071	Physician Assistants	63	$60.23	$50.28	$60.32	$71.25	$125,271
29-1228	Physicians, All Other and Ophthalmologists, Except Pediatric	108	$115.87	$94.45	-	-	$241,013
47-2152	Plumbers, Pipefitters, and Steamfitters	1,066	$32.69	$25.91	$31.55	$35.88	$67,986
29-1081	Podiatrists	14	$111.17	$64.70	-	-	$231,228
33-3051	Police and Sheriff's Patrol Officers	402	$39.06	$28.76	$41.84	$48.57	$81,255
43-5051	Postal Service Clerks	89	$23.53	$18.59	$22.26	$26.18	$48,937
43-5052	Postal Service Mail Carriers	301	$24.48	$19.00	$21.72	$32.00	$50,923
11-9131	Postmasters and Mail Superintendents	15	$38.95	$34.93	$37.71	$42.73	$80,998
25-2011	Preschool Teachers, Except Special Education	291	$16.68	$14.57	$15.43	$18.32	$34,710
51-5112	Printing Press Operators	13	$19.95	$14.72	$15.55	$22.87	$41,487
21-1092	Probation Officers and Correctional Treatment Specialists	64	$30.60	$27.71	$31.34	$32.93	$63,635
43-3061	Procurement Clerks	135	$26.75	$24.87	$27.21	$28.76	$55,642
27-2012	Producers and Directors	15	$40.86	$41.07	$43.97	$45.63	$84,990
43-5061	Production, Planning, and Expediting Clerks	542	$34.16	$24.98	$31.56	$45.50	$71,047
13-1198	Project Mgmt. Specialists and Business Operations Specialists, All Other	1,997	$42.28	$32.88	$43.19	$50.34	$87,956
11-9141	Property, Real Estate, and Community Association Managers	48	$51.34	$29.94	$42.95	$78.92	$106,767
29-1223	Psychiatrists	24	$111.46	$62.60	$98.76	-	$231,830
11-2030	Public Relations and Fundraising Managers	14	$54.18	$40.10	$53.48	$68.42	$112,683
27-3031	Public Relations Specialists	86	$36.49	$25.91	$35.89	$45.33	$75,889
11-3061	Purchasing Managers	17	$61.54	$54.87	$65.07	$68.91	$128,005
29-2034	Radiologic Technologists and Technicians	96	$39.10	$33.35	$38.61	$46.31	$81,317
41-9021	Real Estate Brokers	-	$52.66	$29.36	$60.91	$67.18	$109,528
41-9022	Real Estate Sales Agents	89	$43.06	$24.14	$37.01	$55.85	$89,577
43-4171	Receptionists and Information Clerks	725	$17.42	$15.25	$17.14	$19.28	$36,235
39-9032	Recreation Workers	153	$17.53	$14.80	$15.78	$18.37	$36,463
29-1141	Registered Nurses	1,410	$34.76	$29.08	$32.82	$39.74	$72,308

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
21-1015	Rehabilitation Counselors	150	$23.02	$18.92	$22.14	$24.06	$47,872
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks	15	$23.36	$21.44	$23.53	$25.62	$48,579
39-9041	Residential Advisors	40	$21.62	$15.80	$20.27	$27.70	$44,957
41-2031	Retail Salespersons	2,821	$17.52	$14.76	$15.71	$17.23	$36,446
49-9096	Riggers	596	$29.97	$25.16	$29.81	$34.76	$62,345
47-2181	Roofers	119	$24.14	$17.53	$22.87	$28.09	$50,224
53-5011	Sailors and Marine Oilers	58	$31.05	$28.89	$30.36	$33.53	$64,588
41-9099	Sales and Related Workers, All Other	55	$16.27	$14.29	$15.29	$17.52	$33,846
11-2022	Sales Managers	90	$61.78	$37.84	$60.16	$81.35	$128,501
41-3091	Sales Reps. of Svcs., Exc. Advertising, Insurance, Financial Svcs., & Travel	195	$40.66	$24.31	$36.79	$54.38	$84,569
41-4012	Sales Reps/Wholesale/Mfg., Except Tech/Science Products	497	-	-	-	-	-
41-4011	Sales Reps/Wholesale/Mfg., Tech/Scientific Products	-	$30.91	$23.03	$27.68	$32.23	$64,290
51-7041	Sawing Machine Setters, Operators, and Tenders, Wood	-	$20.68	$15.71	$18.27	$23.03	$43,007
33-9098	School Bus Monitors and Protective Service Workers, All Other	92	$23.78	$19.81	$22.80	$25.72	$49,464
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	449	-	-	-	-	$82,021
43-6014	Secretaries and Admin. Assistants, Except Legal, Medical, and Executive	757	$22.40	$17.97	$21.86	$26.67	$46,583
41-3031	Securities, Commodities, and Financial Services Sales Agents	139	$31.07	$22.33	$28.66	$38.01	$64,629
49-2098	Security and Fire Alarm Systems Installers	22	$33.62	$28.16	$31.68	$41.69	$69,941
33-9032	Security Guards	499	-	-	-	-	-
25-3021	Self-Enrichment Teachers	146	$22.39	$15.67	$21.19	$27.18	$46,566
51-9012	Separating & Filtering Machine Setters/Operators/Tenders	44	$18.32	$14.57	$15.46	$19.84	$38,108
47-4071	Septic Tank Servicers and Sewer Pipe Cleaners	38	$22.16	$17.66	$20.75	$25.42	$46,089
51-6031	Sewing Machine Operators	-	$16.27	$14.12	$15.44	$17.90	$33,845
47-2211	Sheet Metal Workers	300	$29.39	$24.90	$30.66	$34.62	$61,136
53-5031	Ship Engineers	21	$48.89	$43.33	$49.10	$51.43	$101,684
43-5071	Shipping, Receiving, and Inventory Clerks	257	$24.37	$19.70	$24.98	$28.19	$50,698
39-5094	Skincare Specialists	-	$18.76	$17.16	$18.93	$20.63	$39,012
11-9151	Social and Community Service Managers	116	$36.98	$33.07	$36.66	$40.19	$76,912
21-1093	Social and Human Service Assistants	298	$21.49	$15.47	$20.77	$26.57	$44,689
15-1256	Software Developers and Software Quality Assurance Analysts and Testers	340	$48.70	$36.40	$46.97	$58.79	$101,305
25-2052	Special Education Teachers, Kindergarten and Elementary School	104	-	-	-	-	$78,134
25-2057	Special Education Teachers, Middle School	57	-	-	-	-	$79,725
25-2051	Special Education Teachers, Preschool	25	-	-	-	-	$83,347
25-2058	Special Education Teachers, Secondary School	75	-	-	-	-	$82,246
29-1127	Speech-Language Pathologists	89	$41.47	$35.08	$43.17	$49.26	$86,255
51-8021	Stationary Engineers and Boiler Operators	19	$31.49	$28.13	$33.64	$36.12	$65,502
53-7065	Stockers and Order Fillers	968	$18.03	$14.84	$16.01	$21.08	$37,518
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	234	$24.31	$19.52	$23.46	$28.78	$50,566
25-3031	Substitute Teachers, Short-Term	466	$18.39	$16.15	$17.77	$19.40	$38,240
29-2055	Surgical Technologists	-	$29.65	$24.23	$29.04	$34.32	$61,666
17-3031	Surveying and Mapping Technicians	11	$30.69	$25.23	$30.94	$37.18	$63,840
17-1022	Surveyors	22	$44.25	$30.64	$46.84	$55.52	$92,051
25-9045	Teaching Assistants, Except Postsecondary	1,238	-	-	-	-	$39,669
27-3042	Technical Writers	45	$44.52	$34.11	$46.04	$52.36	$92,581
43-3071	Tellers	316	$18.53	$16.04	$17.92	$19.76	$38,527

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
47-2044	Tile and Stone Setters	87	$29.46	$24.65	$29.23	$34.27	$61,269
49-3093	Tire Repairers and Changers	117	$17.08	$14.74	$15.84	$18.76	$35,519
23-2093	Title Examiners, Abstractors, and Searchers	68	$22.84	$17.37	$21.64	$28.01	$47,515
11-3131	Training and Development Managers	17	$58.15	$31.11	$68.35	$76.45	$120,946
13-1151	Training and Development Specialists	126	$36.11	$32.71	$36.36	$40.01	$75,112
11-3071	Transportation, Storage, and Distribution Managers	20	$52.95	$48.83	$54.46	$59.26	$110,135
53-1047	Transportation/Material Moving Supervisors/No Cargo Handlers	209	$32.51	$21.42	$31.67	$42.95	$67,614
25-3097	Tutors and Teachers and Instructors, All Other	175	-	-	-	-	$82,746
19-3051	Urban and Regional Planners	76	$41.18	$33.57	$41.82	$48.87	$85,664
29-1131	Veterinarians	71	$55.67	$45.52	$54.54	$63.53	$115,793
31-9096	Veterinary Assistants and Laboratory Animal Caretakers	147	$18.38	$16.14	$18.22	$20.12	$38,235
29-2056	Veterinary Technologists and Technicians	79	$22.23	$20.05	$22.41	$24.78	$46,250
35-3031	Waiters and Waitresses	1,306	$18.76	$14.06	$16.64	$21.88	$39,032
51-8031	Water and Wastewater Treatment Plant and System Operators	118	$31.40	$25.49	$31.60	$36.12	$65,317
15-1257	Web Developers and Digital Interface Designers	35	$38.02	$27.39	$36.88	$48.04	$79,072
51-4121	Welders, Cutters, Solderers, and Brazers	781	$30.38	$25.05	$30.75	$35.95	$63,191
19-1023	Zoologists and Wildlife Biologists	61	$43.05	$34.46	$39.73	$53.60	$89,541



Multifamily Tax Exemption

Under state law, cities may exempt multifamily housing from property taxes in urban centers with insufficient residential opportunities. The city defines a residential target area or areas within an urban center; approved project sites are exempt from *ad valorem* property taxation on the residential improvement value for a period of eight or 12 years.

The 12-year exemption requires a minimum level of affordable housing to be included in the development (at least 20% of the units or 100% if the building is solely owner-occupied). The eight-year exemption leaves the public benefit requirement—in both type and size—to the jurisdiction's discretion. The eight-year exemption carries no affordable housing requirement. Cities must pass an enabling ordinance to enact the MFTE and to allow applications for the exemption.

WHAT ISSUES DOES A MULTIFAMILY TAX EXEMPTION (MFTE) ADDRESS?

This tool encourages multifamily development and redevelopment in compact mixed-use districts (urban centers) where housing and affordable housing options are in short supply. Through the multifamily tax exemption, a jurisdiction can incentivize dense and diverse housing options in urban centers lacking in housing choices or affordable units. MFTE can also apply to rehabilitating existing properties and redeveloping vacant or underused properties.

TOOL PROFILE

Objectives

- Housing in Centers and Near Transit
- Housing Options in Expensive Markets
- Mitigate Residential Displacement

Type of Tool

- Incentives

Project Type

- Multifamily
- Rental

Affordability Level

- Market-rate incentives and tools
- Most effective for units <80% AMI

WHERE IS THE MULTIFAMILY TAX EXEMPTION MOST APPLICABLE?

Cities planning under the Growth Management Act (RCW 36.70a) that have designated urban centers with a deficiency of housing opportunities are eligible to implement this tool. In King, Pierce, Snohomish and Kitsap counties, cities must have at least 5,000 in population. Cities must designate eligible areas that contain urban centers.

Urban centers—in the context of the MFTE-enabling legislation—have a specific meaning:

> " …a compact identifiable district where urban residents may obtain a variety of products and services. An urban center must contain:
>
> a) Several existing or previous, or both, business establishments that may include but are not limited to shops, offices, banks, restaurants, governmental agencies;
>
> b) Adequate public facilities including streets, sidewalks, lighting, transit, domestic water, and sanitary sewer systems; and
>
> c) A mixture of uses and activities that may include housing, recreation, and cultural activities in association with either commercial or office, or both, use." (RCW 84.14.010)

Based on the state law, designated districts are commercial or business districts with some mix of uses. Such areas may exist in downtowns, commercial corridors, or other intensively developed neighborhoods. Examples of designated districts throughout the central Puget Sound region are listed in the model policies, regulations, and other information section.

MFTEs have been effective in producing multifamily units in the region's larger cities. Since its inception, the MFTE law has been expanded to include smaller cities. PSRC's 2019 Housing Incentives Survey found that MFTE produced the greatest number of new units of the tools surveyed. State legislative review similarly found that the tool was widely used in the central Puget Sound region, but that some changes may be needed to ensure effectiveness of the program. The success of this tool in larger jurisdictions could make it an attractive tool for smaller and moderate-sized cities that meet the population threshold.

Multifamily tax exemptions can encourage relatively dense attached flats or townhomes in mixed-use projects or residential complexes, which makes this tool particularly useful in urban centers and transit-oriented developments. Dense development is also economically efficient in expensive housing markets and can reduce housing costs.

WHAT DO I NEED TO KNOW ABOUT USING OR DEVELOPING A MULTIFAMILY TAX EXEMPTION?

The MFTE implementation process is guided by state law in RCW 84.14. In general, the process includes preparing a resolution of intent to adopt a designated area, holding a public hearing, and adopting and implementing standards and guidelines to be utilized in considering applications for the MFTE. Among other criteria, the designated area must lack "sufficient available, desirable, and convenient residential housing, including affordable housing, to meet the needs of the public who would be likely to live in the urban center, if the affordable, desirable, attractive, and livable places to live were available" (RCW 84.14.040).

A property owner applying for an MFTE must meet the criteria (per RCW 84.14.030) summarized here:

- The new or rehabilitated multiple-unit housing must be located in city-designated residential target areas within the urban center.
- The project must meet local government requirements for height, density, public benefit features, number and size of proposed development, parking, income limits for occupancy, limits on rents or sale prices, and other adopted requirements.
- At least 50% of the space in the new, converted, or rehabilitated multiple-unit housing must be for permanent residential occupancy. Existing occupied multifamily developments must also provide a minimum of four additional multifamily units.
- New construction of multifamily housing and rehabilitation improvements must be completed within three years from approval.
- The applicant must enter into a contract with the city containing terms and conditions satisfactory to the local government.

The exemption is recorded with the County Assessor. Developments that violate the terms of the exemption are required to pay back the exempted tax amounts, plus interest, and a penalty fee.

Cities considering the program need to weigh the temporary (8-12 years) loss of tax revenue against the potential attraction of new investment to targeted areas. MFTE projects could be catalysts for other private investment if they help prove an area is desirable.

Pairing the MFTE with other tools that affect density and cost reductions may help the city achieve higher density and affordable housing in designated mixed-use and commercial areas. These tools include density bonuses, TOD overlays, parking reductions, mixed-use development, and a planned action EIS.

CREATING A MULTIFAMILY TAX EXEMPTION PROGRAM

A typical planning process (gathering information, conducting public outreach, and considering ordinances), together with the specific requirements of state law, will guide the development of an MFTE program:

Determine Residential Target Areas

Cities will need to consider the state law's "urban center" definition which addresses existing commercial businesses, mixed uses, and infrastructure.

Analysis

To support the urban center and residential target area designations, a jurisdiction should map or collect data on current uses, services, and capital facilities. The data and analysis should demonstrate that the area lacks sufficient residential housing, including affordable housing.

Estimating the tax revenue and other cost-benefit implications of the MFTE program can help to determine whether the program would help achieve housing goals. In terms of other cost-benefits, jurisdictions can calculate the short-term construction and sales tax revenues and employment gains that stem from the development.

Conduct Public Outreach

The MFTE statute suggests that a jurisdiction considering an MFTE program issue a resolution of intention to designate an urban center and residential target area(s). The resolution should also identify the time and place of a hearing. Cities must hold a public hearing on the proposed MFTE ordinance and follow notification schedules listed in the statute. While crafting the ordinance, cities will also want to involve stakeholders, including developers of multifamily and condominium housing, affordable housing developers and advocacy groups, and major landowners and businesses in the residential target areas. See Build Community Support for strategies to involve the public and stakeholders.

Determine Standards

The state affords jurisdictions wide latitude to design their MFTE laws to meet local planning goals. Proposals must meet local zoning and development standards and any affordability and occupancy criteria the jurisdiction sets. Based on the intent of the MFTE, key decisions to shape the ordinance include:

- **Encouraging more versus less participation from developers**
  The threshold number of units to qualify for the exemption and public benefit requirements could influence the level of participation by developers. A low threshold and limited public benefit requirements, for example, might make the program more accessible to developers, but yield a smaller return in public benefit for foregone revenue. A high threshold and demanding public benefit requirement, however, might make the program unattractive to developers. Striking a balance between requirements, goals and attractiveness is essential to a successful MFTE program.
- **Encouraging affordable housing versus market-rate housing**
  RCW 84.14 allows cities to provide a bonus for affordable housing provision by allowing 12 years of tax exemption, versus the eight years offered for market-rate developments. Cities could further encourage developers to opt for the 12-year exemption by setting a threshold number of units or public benefit to attract development. Offering other incentives, such as density bonuses and flexible development regulations, along with the MFTE can strengthen interest in affordable development in the city.
- **Ensuring that affordability endures**
  Affordable units are at risk of losing their affordable status both at the end of the MFTE time period and during its existence if a developer decides to opt out of the program. Requiring affordability covenants for these units is one method for preserving affordability.

Implementation

State law requires an application process and procedures. Cities will need to allocate staff and resources to reviewing applications. A fee may be charged for the request. The agency has 90 days to approve or deny the application.

Monitoring
The law requires regular reporting by applicants and by cities. Upon construction and annually thereafter, the property owner must file reports containing information such as occupancy, vacancy, and other items required by the city.

Cities will also want to make sure that these requirements are not too onerous. In some cases, partnerships between non-profits and for-profits to ensure secure income certifications and monitoring may be helpful.

Cities must annually report to the Washington State Department of Commerce the number of certificates granted, unit types, monthly rent and sales costs, and other information. Cities can use these regular reports to monitor the success of the program and build supporting data for future program goals. Some cities adopt a sunset clause by which time the city may re-adopt or let expire the tax exemption program.

MODEL POLICIES, MODEL REGULATIONS, OTHER INFORMATION

State of Washington: RCW 84.14

See adopted ordinances of the following cities at: http://www.mrsc.org/codes.aspx

- Bremerton: Downtown Core and Multiple Residential Zones
- Burien: Downtown Commercial Zone
- Everett: Downtown and vicinity
- Kirkland: Central Kirkland/Houghton; Totem Lake and North Rose Hill; Juanita; and NE 85th Street
- Lynwood: City Center
- Puyallup: central business district (CBD) and certain areas south of the CBD
- SeaTac: 154th Street and SeaTac/Airport Station Areas
- Seattle: 39 neighborhoods or districts
- Shoreline: Ridgecrest District
- Tacoma: 17 mixed-use centers designated on the Generalized Land Use Plan and in the Comprehensive Plan

2019 Report on Property Tax Exemptions for Multifamily Housing in Urban Areas



2019 Statistics

12 cities issued MFTE certificates

65 total certificates issued

1,210 affordable units created

4,252 market rate units created

$11,773,176 in exempted property tax revenue for projects in year 1

$2,155 average property tax exemption per unit for projects in year 1

2019 MFTE Program Highlights

In 2019, twelve cities issued multifamily tax exemption (MFTE) certificates, used in the development of 1,210 income and rent restricted units and 4,252 market rate units, and providing about $11.8 million in property tax exemptions. Of 104 municipalities eligible to adopt and implement a MFTE program, 49 have a program.

2019 JLARC Report

In 2019, the Joint Legislative Audit Review Committee (JLARC) issued a report on the MFTE program. The report found that since 2007 the program had been used in the production of 34,885 new housing units, with 21% of those designated as affordable. The report found that developers created housing using the MFTE, yet could not conclude whether this represents a net increase in development. JLARC made some recommendations for program changes, which are detailed in the report.

2020 Legislation

Several bills to amend the MFTE program were proposed in the 2020 legislative session: HB 2950, HB 2620, SB 6411, and HB 2746. Ultimately, the legislature passed Substitute House Bill 2950, which extended property tax exemptions until Dec. 31, 2021 for properties that would have expired before that date. It also included a requirement that a multisector work group be established to study and make recommendations on the MFTE program. This study was vetoed due to the state budget shortfall associated with the coronavirus pandemic.

Agency contact

Anne Fritzel
SENIOR PLANNER

Growth Management Services

Anne.Fritzel@commerce.wa.gov

Phone: 360.259.5216

What is the MFTE Program?

The Multifamily Tax Exemption (MFTE) is a property tax exemption program, codified at RW 84.14, to encourage multifamily housing development in designated "residential target areas" within a city or urban growth area. These residential areas must be in a compact urban district that lacks sufficient housing opportunities.

Cities may offer an 8- and/or 12-year property tax exemption on the value of the residential improvements for building or rehabilitating four or more units of multifamily housing. The 12-year exemption requires owners to offer at least 20 percent of the units as income and rent restricted housing. If an eligible city chooses to create a program, it may create requirements or restrictions in addition to those listed in statute.

Cities have the authority to approve and reject individual projects. Developers generally apply for a conditional certificate of tax exemption, and have a certain time period to complete the project. The tax exemption starts the year after the project is completed. The land, commercial or other non-residential spaces, and pre-improvement structures continue to be taxed.

Who Can Offer an MFTE Program?

Cities that are required to plan or choose to plan under the Growth Management Act are eligible to offer an MFTE program if:

- The city or town has a population of at least 15,000;
- It is the largest city or town in a county planning under the Growth Management Act in which there is no city or town with a population of at least 15,000; or
- It is a city or town with a population of at least 5,000 in a county subject to RCW 36.70A.215, which includes Clark, Kitsap, King, Pierce, Snohomish, Thurston and Whatcom counties.
- Pierce County is also eligible.



Example MFTE Web Pages

12-year	8- & 12-year
Bellevue	Bremerton
Shoreline	SeaTac
Seattle	Spokane
	Tacoma

Data Tables

On the next pages are tables of data of exemptions issued by cities in 2019, a list of cities that have a program that did not issue certificates, and those that are eligible that do not have an MFTE program.

RCW 84.14.100 requires jurisdictions with an MFTE program to report to the Department of Commerce each year on the certificates issued in the past year.



15 West Apartments on Mill Plain Blvd, Vancouver, WA

Which jurisdictions issued final MFTE certificates in 2019?

City name	8-yr certs	12-yr certs	Total certs	Affordable units	Market rate units	Total units	Tax exemption in year 1	Average annual tax exemption per unit*
Bellingham	2	0	2	0	49	49	$57,637	$1,176
Edmonds	0	1	1	19	91	110	$208,690	$1,897
Kirkland	1	1	2	42	254	296	$792,759	$2,678
Lakewood	2	0	2	0	219	219	$572,275	$2,613
Olympia	1	0	1	0	48	48	$37,315	$777
Seattle	0	32	32	716	2,706	3,422	$7,514,387	$2,196
Shoreline	0	1	1	17	64	81	170,300	$2102
Spokane	2	7	9	193	78	271	$240,925	$889
Tacoma	4	4	8	27	578	605	$1,571,359	$2,597
Vancouver	2	1	3	196	69	265	$439,625	$1,659
Wenatchee	2	0	2	0	72	72	$152,915	$2,124
Yakima	2	0	2	0	24	24	$14,989	$625
Totals	18	47	65	1,210	4,252	5,462	$11,773,176	$2,155

*** Average annual tax exemption per unit is based on Year 1 info and may change over time. This chart does not include developments which received tax exemption certificates in prior years.**

Which jurisdictions have an MFTE program, but did not issue certificates in 2019?

City Name	Past MFTE Projects?	2019 Projects?	City Name (Cont'd)	Past MFTE Projects?	2019 Projects?
AUBURN	YES	NO	PIERCE COUNTY	YES	NO
BELLEVUE	YES	NO	PORT ANGELES	NO	NEW PROGRAM
BLAINE	NO	NEW PROGRAM	PORT ORCHARD	YES	NO
BREMERTON	YES	NO	PORT TOWNSEND	NO	NO
BURIEN	YES	NO	PUYALLUP	YES	NO
CAMAS	NO	NO	REDMOND	NO	NO
COVINGTON	YES	NO	RENTON	YES	NO
ELLENSBURG	YES	NO	SEATAC	NO	NO
EVERETT	YES	NO	SNOHOMISH	NO	NEW PROGRAM
FEDERAL WAY	NO	NO	SNOQUALMIE	NO	NO
FERNDALE	NO	NO RESPONSE	SUMNER	NO	NEW PROGRAM
ISSAQUAH	NO	NO	TUKWILA	YES	NO
KENMORE	YES	NO	TUMWATER	NO	NO
LACEY	NO	NO	UNIVERSITY PLACE	YES	NO
LONGVIEW	NO	NO	WALLA WALLA	YES	NO RESPONSE
LYNNWOOD	NO	NO	WASHOUGAL	NO	NO RESPONSE
MARYSVILLE	NO	NO	WOODINVILLE	NO	NO
MOSES LAKE	YES	NO RESPONSE			

Which jurisdictions are eligible to have an MFTE program but do not have one at this time?

City Name	Have an MFTE program?	City Name (Cont'd)	Have an MFTE program?	City Name (Cont'd)	Have an MFTE program?
ABERDEEN	NO	FRIDAY HARBOR	NO RESPONSE	OAK HARBOR	NO
ANACORTES	NO	GIG HARBOR	NO	ORTING	NO
ARLINGTON	CONSIDERING	KENNEWICK	NO	PACIFIC	NO RESPONSE
BAINBRIDGE ISLAND	NO	KENT	EXPIRED 2019	PASCO	NO RESPONSE
BATTLE GROUND	NO	LAKE FOREST PARK	CONSIDERING	POMEROY	NO RESPONSE
BONNEY LAKE	NO	LAKE STEVENS	CONSIDERING	POULSBO	NO RESPONSE
BOTHELL	CONSIDERING	LYNDEN	NO	PULLMAN	NO RESPONSE
BRIER	NO	MAPLE VALLEY	NO	RAYMOND	NO RESPONSE
CENTRALIA	NO	MERCER ISLAND	REPEALED 2019	RICHLAND	NO
COLVILLE	NO	MILL CREEK	NO	RIDGEFIELD	NO
DAYTON	CONSIDERING	MILTON	NO	SAMMAMISH	NO
DES MOINES	NO	MONROE	CONSIDERING	SHELTON	NO RESPONSE
DUPONT	NO	MOUNT VERNON	NO	SPOKANE VALLEY	CONSIDERING
DUVALL	NO	MOUNTLAKE TERRACE	EXPIRED	STANWOOD	NO
EAST WENATCHEE	CONSIDERING	MUKILTEO	NO	STEILACOOM	NO
EDGEWOOD	NO	NEWCASTLE	NO RESPONSE	SULTAN	NO
ENUMCLAW	NO	NEWPORT	NO RESPONSE	SUNNYSIDE	NO
FIFE	CONSIDERING	NORMANDY PARK	NO	WEST RICHLAND	NEWLY ELIGIBLE FOR PROGRAM
FIRCREST	CONSIDERING	NORTH BEND	NO	YELM	NO

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (7:25 PM) Authorize Amendment to the City's Water System Plan and Authorize an Associated Washington State Drinking Water Revolving Fund Loan/Grant Application ($800,000) for Ferncliff Water Main Extension - Public Works,

SUMMARY: Staff are requesting approval to submit for a State Revolving Fund loan/grant in the amount of $800,000 to support an extension of the Ferncliff Avenue water main.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to prepare and execute an amendment to the City's Water System Plan that identifies a potential extension of the Ferncliff Avenue water main, and authorize the City Manager to submit an application for a State Revolving Fund loan/grant in the amount of $800,000 to support the potential extension.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:	
Amount:	$800,000
Ongoing Cost:	N/A
One-Time Cost:	$800,000
Included in Current Budget?	No

BACKGROUND: This agenda item is a follow up to a City Council discussion on August 24, 2021 related to a staff recommendation for building approximately 1,800 linear feet of new water main extension at an estimated cost of $700,000 - $900,000 so that the City's municipal water utility can serve properties along Ferncliff Avenue, including those currently belonging to the Ferncliff Water Association (FWA), as well as the existing City water utility customers on Casey Street.

The original recommendation included funding the project through the creation of a rate surcharge that would apply to all of the properties at the time of connection, whether that occurs as part of the construction of the extension or at a later time. At the August 24th meeting, the City Council expressed concern about how the project costs would impact the City's Water Fund balance and existing rate payers.

Therefore, staff is requesting approval to submit for a State Revolving Fund loan/grant in the amount of $800,000 to support an extension of the Ferncliff Avenue water main. If received, the loan would provide a low-interest (1.75% for 20 years) alternative for funding the Ferncliff Avenue water main extension, and also provide a 50% loan forgiveness ($400,000), which would significantly lower the cost of the project, and relieve the water system ratepayers from bearing any cost of the project. See the grant program information attached.

In order to be eligible for the loan/grant program, the City would need to submit a Water System Plan amendment that identifies the Ferncliff project as a potential future system improvement. See the amendment documentation attached.

Select slides from the August 24, 2021 City Council meeting presentation on this topic are included for background purposes.

ATTACHMENTS:

COBI WSP Ferncliff Update - Section 9.3.pdf

COBI WSP Ferncliff Update - Figure 9.1.pdf

DOH - Drinking Water State Revolving Fund Loan Fact Sheet.pdf

Ferncliff Water Extension 092821.pptx

FISCAL DETAILS:

Fund Name(s): Water Fund

Coding:

9.3 PIPELINE PROJECTS

The pipeline projects recommended to be completed during the planning period are listed in Table 9.2 and shown on Figure 9.1. Each pipeline CIP item is described below.

9.3.1 P-1: Winslow Pipeline Improvement Projects

Nine pipe segments throughout the Winslow Water System are recommended to be upsized as a result of the system analysis to provide the required fire flow capacity. These pipe segments are listed as P-1A through P-1I in Table 9.2 and shown on Figure 9.1.
The City is in the process of implementing Project P-1E, which consists of upgrading pipeline along Olympic Drive. Therefore the cost of this project is not included in the CIP.

Table 9.2 Pipeline Improvement Projects; Water System Plan; City of Bainbridge Island

Segment	Type	Length (LF)	Existing Diameter	New Diameter (inches)	Planning Period
P-1A	Upsize	1,970	4	8	Long-term
P1-B	Upsize	150	4	8	Long-term
P-1C	Upsize	320	2	8	Long-term
P1-D	Upsize	550	4	8	Long-term
P-1E	Upsize	1,000	4	8	Long-term
P-1F	Upsize	780	4	8	Long-term
P-1G	Upsize	990	6	8	Long-term
P1-H	Upsize	850	1.5	8	Long-term
P1-I	Upsize	120	8	12	Long-term
P-2A	New	1,260	-	8	Long-term
P-2B	New	3,160	-	12	Long-term
P-2C	New	840	-	8	Short-term
P-2D	New	2,200	-	8	Mid-term
P-3	Upsize	900	2/6	8	Short-term
P-4A	Upsize	250	6	12	Short-term
P-4B	Upsize	400	4	8	Short-term
P-4C	Upsize	450	6	8	Short-term
		11,990			

9.3.2 P-2: Winslow Pipeline Installation Projects

Three new pipe segments are recommended to provide looping within the Winslow Water System and thereby allow the distribution system to meet fire flow requirements. These projects are listed as P-2A, P-2B, and P-2C in Table 9.2 and shown on Figure 9.1. Projects

to provide looping on the west side of the Winslow Water System such as Project P-2B will be implemented as the water system expands. These projects will be paid for by developers. Therefore the cost of P-2B is not included in the CIP.

One new pipe segment, on Ferncliff Avenue is recommended to extend service to the existing Ferncliff Water Association (FWA) properties and the Casey Street properties. This project is listed as P-2D in Table 9.2 and shown on Figure 9.1 The FWA properties are currently served by a Group A private system, and the Casey Street properties are served by an isolated private system under City ownership. Funding for these projects is still to be determined, but is anticipated to be a mix of loans/grants and customer contributions.

9.3.3 P-3: Shepherd Way Pipeline Improvement Project

The City found that the water feed to the Winslow Park Condominium Complex on Shepherd Way is undersized. A high priority project for the City is to increase the diameter of the 900 feet of pipes supplying the complex to 8 inches. This project is shown on Table 9.2 and Figure 9.1 as P-3.

9.3.4 P-4: Winslow Core Fire Flow Improvement Projects

The 2015 inspection by the Washington State Survey and Rating Bureau (Bureau) brought to the City's attention some buildings within the Winslow Core require fire flows above the City's general policy of 1,500 gallons per minute (gpm) for commercial and multi-family buildings. Carollo Engineers prepared a memorandum for the City that lists the fire flows available to many of the buildings in the Winslow Core as predicted by the City's hydraulic model. This memorandum is included in this Plan as Appendix Q.

The City is in the process of evaluating these fire flow requirements further and determining how to provide increased fire flow capacity to specific buildings in the Winslow Core. At this time, the City has identified three pipeline upgrade projects to be implemented in the short-term. These projects are listed in Table 9.2 as projects P-4A, P-4B, and P-4C and are shown on Figure 9.1.

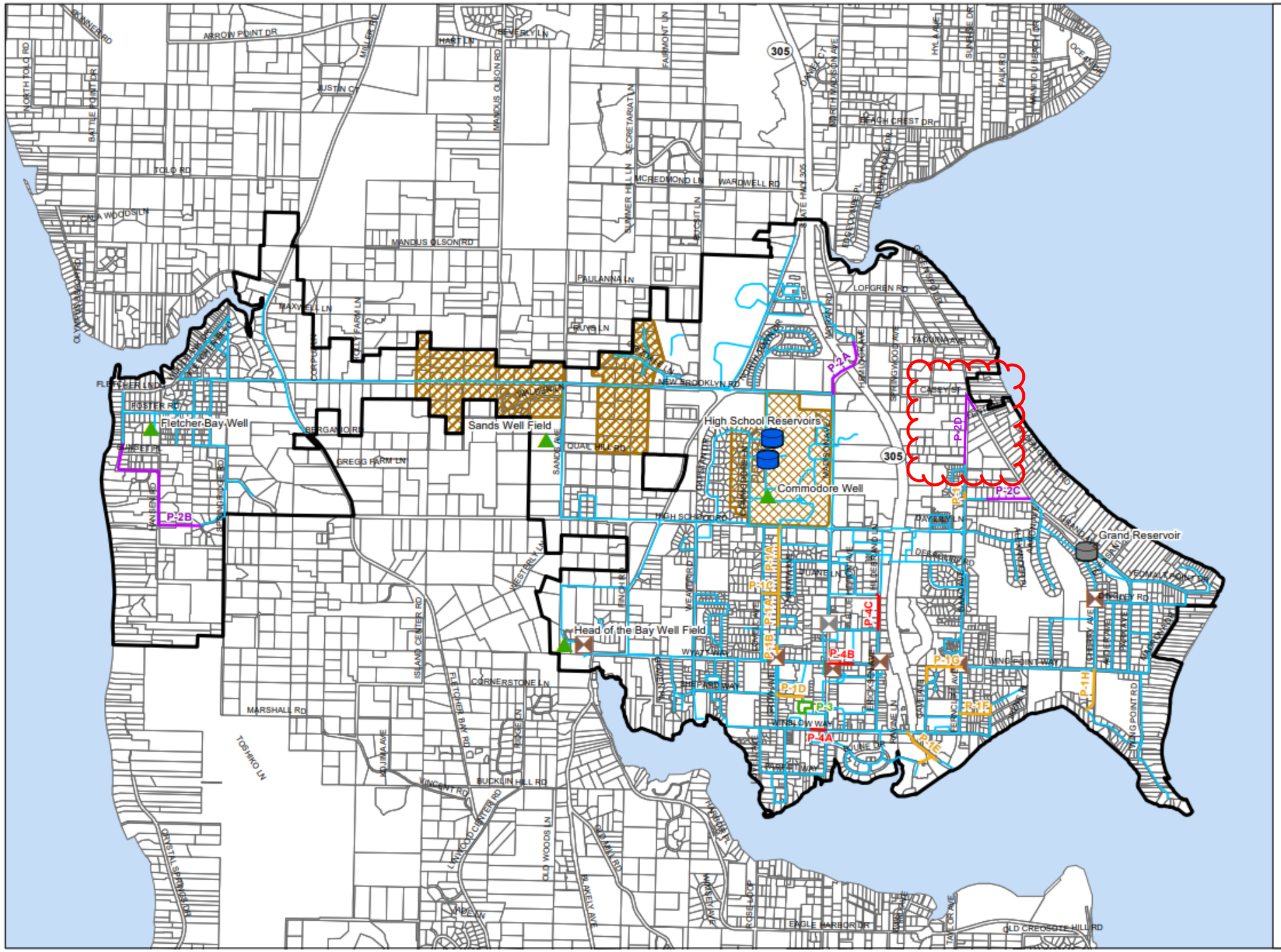


Figure 9.1
Pipeline and Rezone Improvement Projects
Water System Plan
City of Bainbridge Island

Fact Sheet

2021 Drinking Water State Revolving Fund (DWSRF) Construction Loan Overview

331-630 • 9/1/2021

Cycle open for applications: October 1 to November 30. An on-line application in Washington Loan Tracking network (WALT) is available for application submittal and the *WALT External User's Guide* 331-614 is posted on the DWSRF webpage at doh.wa.gov/DWSRF.

Amount available to award: $80 million in loan

Maximum award: $8 million per jurisdiction

Loan information: 1.0 percent loan origination fee, 1.75 percent standard interest rate for 20-year loan term. Disadvantaged systems and consolidation projects qualify for 1.25 percent interest rate, up to 50 percent principal forgiveness (subsidy), and up to 30-year loan term.

Eligible entities: Group A community water systems (publicly owned, privately owned, and for-profit), Group A nonprofit non-community water systems, Group B systems that become a Group A system through consolidation, and tribal systems not receiving other SRF set-aside funding for the project

Non-eligible entities: Federally and state owned systems (however, these systems can be part of a consolidation project), Group A for-profit non-community water systems, Group B water systems that remain a Group B system.

Eligible projects: Projects must address a public health risk, resiliency, or upgrade deteriorating facilities. Projects where the primary focus is for operation and maintenance, future growth, or fire flows will not be eligible for funding.

Eligibility requirements: Must have current, approved Water System Plan that is current through November 30, 2021, or approved Small Water System Management Program with the proposed project included in the approved planning document. Also must have water rights (if needed for the project) and have legal control of the project site. All funded projects must be reviewed and approved by the regional engineer prior to proceeding to construction.

Scoring and ranking: All projects scored and ranked based on health risk being addressed. Funds awarded to highest ranking projects until funding is exhausted. Similarly, subsidy is awarded to highest ranking projects until subsidy is exhausted; not all projects that are eligible for subsidy will receive subsidy.

Application review process: All applications reviewed for completeness and eligibility in December and January. If the application is incomplete, systems will be notified and have 14 calendar days to provide any missing information. Applicants will be notified in February 2022 regarding their funding status. If funded, loan agreements will be generated in July 2022.

The DWSRF 2021 Construction Loan Guidelines will be available prior to October 1 at doh.wa.gov/DWSRF.

For more information, contact Corina Hayes, 360-236-3153.

Ferncliff Water Extension

Christopher Wierzbicki, PE
Public Works Director



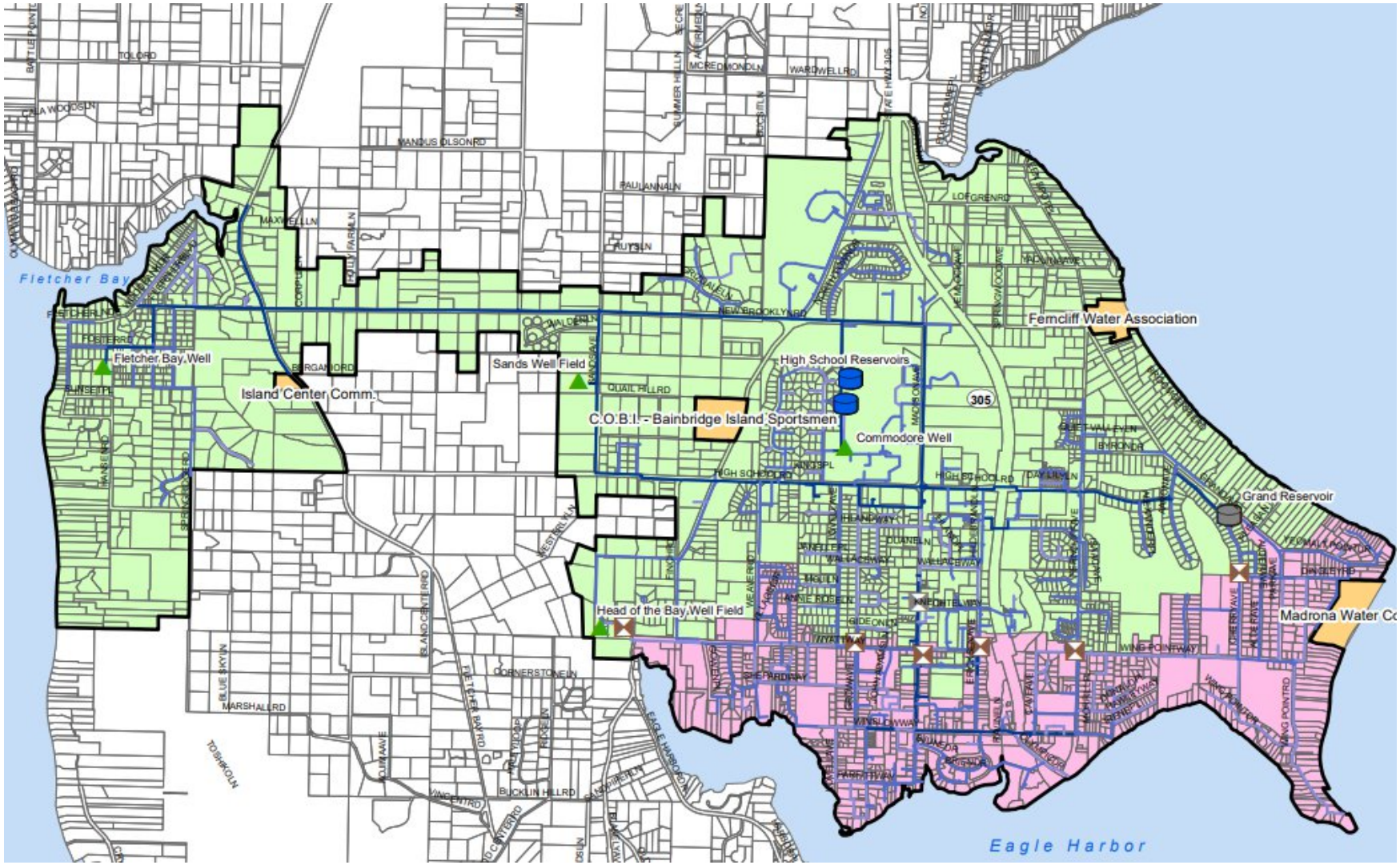
Agenda

- Project Background
- Input from Utility Advisory Committee
- Staff Recommendations / Costs
- Next Steps

Discussion Goal

- Determine if the City Council is comfortable enough with the recommended approach for funding a water main extension to engage residents on costs and potential timing.

Project Background – Winslow Water System



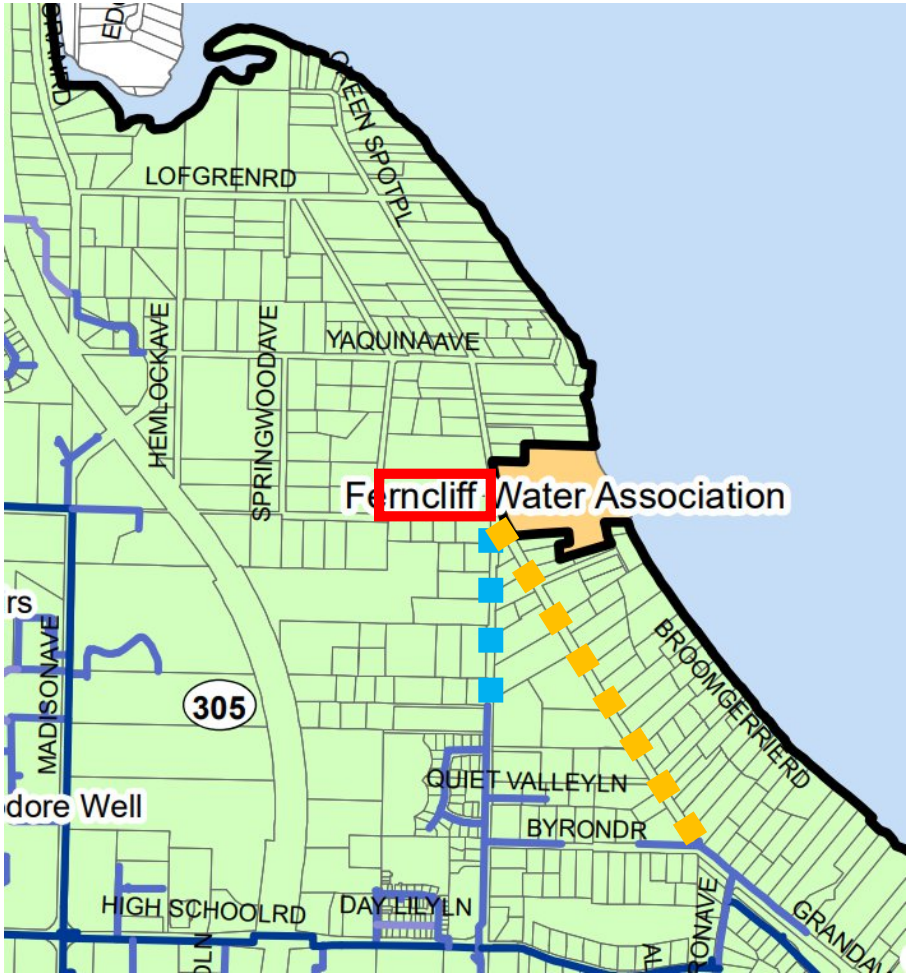
Project Background – Ferncliff Request

- February 2021 request from Ferncliff Water Board of Trustees to evaluate water extension
- Group B water system, 18 connections (yellow)
- City-owned system across the street, 9 connections (Casey, red)



Project Background – Public Outreach

- March 2021 postcard notification to residents along two possible extension routes (yellow and blue)
- 23 responses
- 7 supporting along Grand
- 5 supporting along Ferncliff



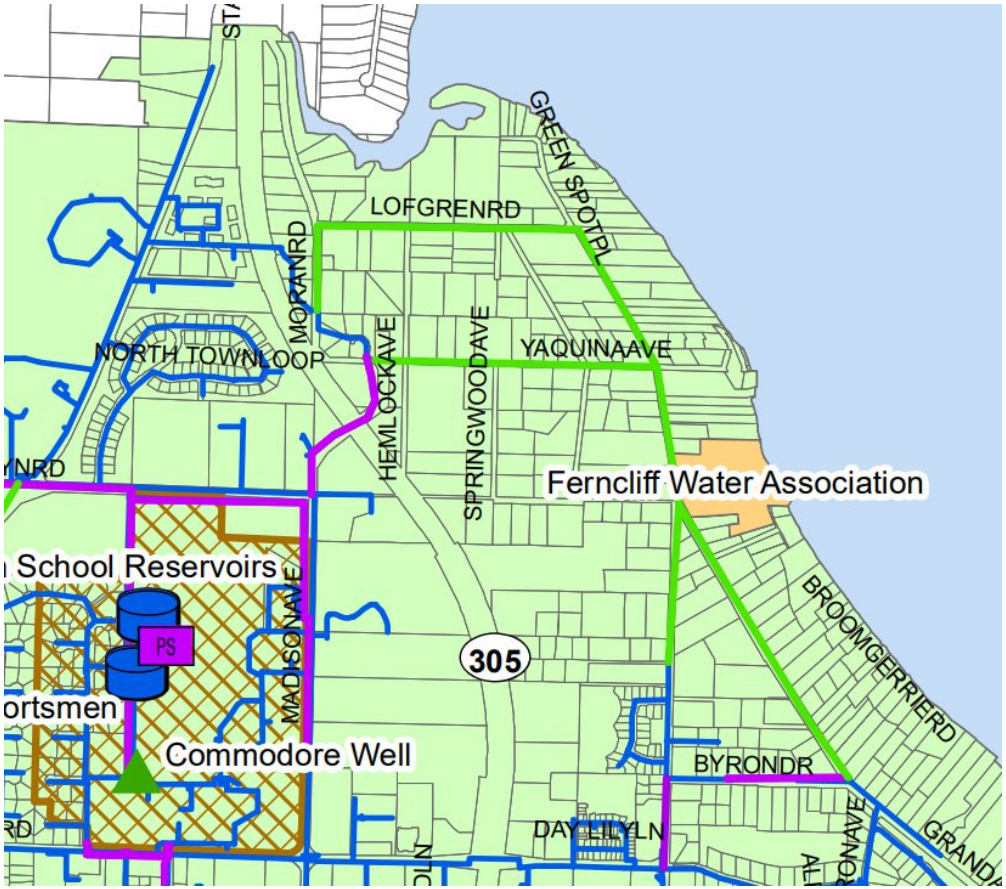
Input from Utility Advisory Committee – Resolution 2021-02

- Establishes a policy for management support to non-City owned small water systems, including:

Section 1. The City adopts a policy of providing active and consistent assistance, if requested, to the small water systems on Bainbridge Island, and of encouraging, if appropriate, voluntary consolidation of those systems into the City's current water utility. Priority focus should be on the water systems within and adjacent to the City's current county-assigned service areas.

Input from Utility Advisory Committee - General

- Extension provides benefit to the system (future expansion from Water System Plan shown in green)
- Include Casey Street customers
- Extension should be paid by benefitting customers
- Incentivize connections
- Explore State Revolving Fund loan/grant options



Ferncliff Water Extension
Q&A

Christopher Wierzbicki, PE
Public Works Director



CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (7:30 PM) Respond to Mediation Request Relating to Madison Avenue Tax Title Property - Executive,

SUMMARY: The City Manager is seeking direction from the City Council regarding a request from Kitsap County to participate in meditation related to a Madison Avenue tax title property.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to direct the City Manager to respond to a request from Kitsap County regarding a proposed mediation related to a Madison Avenue tax title property by indicating that the City [is] [or] [is not] interested in pursuing such mediation.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:	
Amount:	$23,352
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: On July 13, 2021, the City Council authorized the City Manager to move forward with the purchase of a Madison Avenue tax title property that is currently owned by Kitsap County. On August 27, 2021, the City Manager expressed such interest via a letter to Kitsap County Treasurer Meredith Green. On September 8, 2021, Kitsap County Collections Supervisor Hope Beyl communicated with the City Manager and other interested parties as follows:

Ladies and Gentlemen:

We are writing concerning the dispute that has arisen among neighbors and the City of Bainbridge Island about the potential sale by the County of the tax-title parcel that some of the neighbors have been using as a road.

On August 31, Mr. Bob Scales suggested that the City and neighbors consider attempting to resolve the matter through mediation, such as through the Dispute Resolution Center of Kitsap County (www.KitsapDRC.org).

The County strongly encourages the parties to consider this option and, if they are willing, initiate the mediation process. The County is not recommending that any particular mediator or mediation service be used and would not itself participate in the process.

Our office would appreciate being advised by October 15 of whether the parties have chosen to pursue mediation and, if so, of the date by which the mediation process may be completed.

Thank you for your consideration of this matter.

This item is on the agenda for this October 12, 2021 Council meeting because the County asked to be advised by October 15, 2021 regarding whether the parties have chosen to pursue mediation and, if so, the date by which the mediation process may be completed.

The City Manager is seeking direction from the City Council regarding the manner in which the Council would like the City to respond to the County, including whether the Council would like the City Manager to pursue mediation related to the City's potential purchase of the tax title property at issue and the dispute that has arisen related to that potential purchase.

It is noted that Mr. Bob Scales has requested via e-mail correspondence to the City Manager that the City request the County delay its decision concerning the sale of the tax title property. Mr. Scales' proposal with regard to a delay is attached. As an alternative, the Council may wish to respond to Mr. Scales' request to delay the County's decision.

ATTACHMENTS:

RE_ Follow-up Tax Title Property.pdf

FISCAL DETAILS: The cost of the property as offered by Kitsap County is $23,352. The cost of future maintenance and repair is unknown at this time.

Fund Name(s):

Coding:

Christine Brown

From: Bob Scales <tibetbytruck@gmail.com>
Sent: Monday, October 4, 2021 7:32 PM
To: Blair King
Cc: Carl Marquardt; Joe Levan; John de Chadenedes; Karen Matsumoto; Mona; Margaret Gibbs; Michael Reed; gmpb1@juno.com; Kate Durand; John R. Durand; Debbie Jenkins; Chris Wierzbicki; Ellen Schroer; Jeanne Huber; amiles@co.kitsap.wa.us; Robert Gelder; mgreen@co.kitsap.wa.us; Hope Beyl; Council; Paul Nylund
Subject: RE: Follow-up Tax Title Property

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.

Mr. King,

I am confused. I was not aware that the maintenance and improvement of our 800' dirt road was a policy issue that requires a City Council vote. You are turning a basic administrative matter into a political issue.

The County has asked the City and the adjacent property owners to mediate this matter. I have asked you to join me in an agreed continuance of our applications to purchase the County tax-title parcel. Mediation and the timing of the sale are both administrative issues that are within your purview to decide. No one is asking the City Council to change its decision to purchase the property. So why are you getting the Council involved?

Apparently you are going to ask the City Council to decide these administrative issues at their next meeting on October 12th. Will this matter be placed on the agenda or will it be discussed in Executive Session? As you know, the City Council cannot make any decisions in Executive Session so I assume that there will need to be some item placed on the agenda. Will there be a staff memo associated with the agenda item? Will the public get notice of this agenda item and will there be an opportunity for public comment? Will you provide the City Council with all the relevant information on this matter including emails from me and my neighbors and evaluations from the City Arborist and the City Engineer. You should know that each of them has come out to look at the property in the last few weeks and they have made statements that conflict with the Council's intentions for purchasing the property. For example, Paul Nylund said that if Tyler Hannon was unable to bring in his construction equipment over the County property, that he could build a secondary road from Ellingsen Road for construction and then he would use our road for passenger cars only. This proposal would defeat the City Council's stated goal of saving "200 trees" on Mr. Hannon's property and would result in environmental destruction on both ends of his property as well as the loss of significant trees on the County property.

Since it appears that our little dirt road is a major policy issue for the City Council, I would like to know how things will proceed moving forward. Will the City Council perform a site survey to determine the boundaries of the property? Will the City Council conduct an environmental assessment of the fish bearing stream and the significant trees on the property? Will the City Council produce an engineering report that examines the road's compliance with fire code and City right of way standards? Will the City Council be involved in the permits granted to Tyler Hannon? (I ask this question because Councilmember Pollock has already asked you in July to expedite Mr. Hannon's permits and give him a discount on his permitting fees).

All of the adjacent property owners, except for Tyler Hannon, support the County's proposal for mediation. I believe that Mr. Hannon would be the only property owner who would oppose a delay of the sale of the County property. Since Mr. Hannon has strong support on the City Council, I assume that the City Council will side with him and they will refuse to mediate and they will oppose any delay in the sale of the property. Mr. Hannon wants to build his road and cut down

the significant trees on the County property as soon as possible and the City Council will undoubtedly vote to support his wishes.

As you discuss this matter with the City Council, I hope that you will make them aware that they do not have an absolute right to purchase this County owned tax-title parcel. The County may decide to sell the parcel to me or they may decide not to sell the parcel to anyone. The County could also decide to delay the sales process regardless of how the City Council votes. Since the City and I are the only two applicants who want to purchase this property, I thought it would be best if we both agreed to request a delay of the sale of the property until the City could perform its due diligence and come up with a plan for road improvements and maintenance.

As I have said before, it is in everyone's interest to take the time needed to do our due diligence and see if we can reach a mutually agreed upon solution that benefits all the parties involved as well as the general public. Bringing this matter to the City Council for them to make a political decision will not result in a good outcome.

Please reconsider your decision and let's start working together to reach a solution that benefits everyone.

Sincerely,

Bob Scales

From: Blair King
Sent: Monday, October 4, 2021 3:33 PM
To: Bob Scales
Cc: Carl Marquardt; Joe Levan; John de Chadenedes; Karen Matsumoto; Mona; Margaret Gibbs; Michael Reed; gmpb1@juno.com; Kate Durand; John R. Durand; Debbie Jenkins; Chris Wierzbicki; Ellen Schroer; Jeanne Huber; amiles@co.kitsap.wa.us; Robert Gelder; mgreen@co.kitsap.wa.us; Hope Beyl
Subject: RE: Follow-up Tax Title Property

Mr. Scales,
Your most recent communication requesting to delay the purchase of the Tax Title property has been forwarded to the City Council.

Blair King

From: Bob Scales <tibetbytruck@gmail.com>
Sent: Thursday, September 30, 2021 6:45 PM
To: Blair King <bking@bainbridgewa.gov>
Cc: Carl Marquardt <carl@cjmpllc.com>; Joe Levan <jlevan@bainbridgewa.gov>; John de Chadenedes <deshoebox@gmail.com>; Karen Matsumoto <kwrenm@gmail.com>; Mona <monaswanson@comcast.net>; Margaret Gibbs <margarte@me.com>; Michael Reed <mvreed100@hotmail.com>; gmpb1@juno.com; Kate Durand <kated@oz.net>; John R. Durand <career@emiba.co>; Debbie Jenkins <debbiejenkins9@gmail.com>; Chris Wierzbicki <cwierzbicki@bainbridgewa.gov>; Ellen Schroer <eschroer@bainbridgewa.gov>; Jeanne Huber <jeanne.huber@gmail.com>; amiles@co.kitsap.wa.us; Robert Gelder <rgelder@co.kitsap.wa.us>; mgreen@co.kitsap.wa.us; Hope Beyl <HBeyl@co.kitsap.wa.us>
Subject: RE: Follow-up Tax Title Property

Mr. King,

Thank you for letting me know that the City has no plan for what it will do if the City is able to purchase the County property and our road. It is important for us to know that the City does not have any budget for road improvements or maintenance and that there is no timeline for developing or implementing any Capital Improvement Project.

It is clear that mediation would not be productive at this time since the City has not yet performed any due diligence on the County property and the City does not know what it is going to do with the property or the road after it is purchased. As a result you have told me that you cannot answer any questions that my neighbors and I have and so there would be no point in mediation.

Now that I know the City's position on this matter, I would like to offer you a new proposal. If the City needs more time to perform its due diligence and develop a plan and a budget for road improvements and maintenance, I would not object to a further continuance of the tax-title property sales process. According to the County, the normal timeline for the sale of tax-title property is six to twelve months. https://www.kitsapgov.com/treas/Documents/Tax_Title_Instructions_Application.pdf

The City has already convinced the County to delay my application to purchase the property indefinitely. The City submitted its application to purchase the tax-title parcel at the end of August so we still have 11 months before the County will need to make a decision. I do not believe the City has any urgent need to acquire this property that has been within the City's jurisdiction for more than 30 years. If the sale of the property is delayed, the property owners on the existing road maintenance agreement will continue to maintain and use the road as we have for the last 50 years and nothing will change while we wait for the County's sales process to conclude.

My neighbors and I would be happy to work with you and your staff as you conduct a survey of the parcel and perform environmental assessments of the County property and engineering assessments of our road. At the conclusion of this process, we may find that the City and the impacted neighbors are in agreement about future ownership and maintenance of the road. If we are not in agreement, at least we will have all the relevant facts and the City will be able to present its plan to the County and the neighbors prior to purchasing the property.

An extension of time would also benefit Tyler Hannon. Mr. Hannon has not yet conducted an assessment of the 500 foot road extension that he wants to build. This extension may not be possible under the City code and it may be more expensive than Mr. Hannon planned for. Mr. Hannon will also be able to perform a proper environmental site assessment on his property with the assistance of the City Arborist. The information that Mr. Hannon has previously provided to the City about a driveway from Ellingsen Road resulting in the loss of 200 trees is based on a hypothetical calculation and not a site assessment. It is important that both Mr. Hannon and the City make their decisions based on facts and not conjecture.

I am confident that if all the parties work together collaboratively to examine the significant issues related to the County property and the road, that we will be able to reach a mutually beneficial solution. One of the reasons we have had so much conflict and disagreement is because no one has had all the facts. Let's take the time to gather those facts and conduct the appropriate environmental and engineering assessments.

If the City would like more time to conduct its due diligence on the property and develop a plan and a budget for road maintenance and improvements, then I would not object to a further delay of my application to purchase the County property. If the City is unwilling to perform the necessary due diligence on its purchase and if the City is unwilling to inform the neighbors of its intentions for the property and the impacts on the adjacent property owners, my neighbors and I will continue to object to the City's attempt to take over our road. This conflict will likely result in litigation and complaints to the relevant governmental authorities. We can avoid all of that by taking our time and working together.

Rather than try to rush this process through, let's all step back and work together to develop the best plan possible for the property and our road. I hope that the City will accept my proposal which is in the best interests of the City, the adjacent property owners and the taxpayers of Bainbridge Island. If you agree, perhaps we could send a joint statement to the County.

Sincerely,

Bob Scales

206-915-8683

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (7:40 PM) Adopt Goals and Objectives for the Groundwater Management Plan - Public Works,

SUMMARY: City staff will present final goals and objectives for the Groundwater Management Plan.

AGENDA CATEGORY: Review and Recommendation **PROPOSED BY:** Public Works

RECOMMENDED MOTION: Adopt the goals and objectives for the Groundwater Management Plan as discussed and amended at the October 12, 2021 City Council meeting.

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?	Yes

BACKGROUND: City staff have spent the last several months compiling and organizing the studies and data related to managing the City's groundwater resources. Additionally, City staff have met with the Climate Change Advisory Committee, the Utility Advisory Committee, and the Environmental Technical Advisory Committee to receive input on the potential goals and objectives for the Groundwater Management Plan.

As a part of this agenda item, City staff will present final goals and objectives (see attached slides) for the Groundwater Management Plan, modified based on the City Council's input from the September 21, 2021 Study Session.

ATTACHMENTS:

GWMP City Council Presentation 12Octt2021.pptx

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

CITY OF
BAINBRIDGE ISLAND

Groundwater Management Plan

City Council

12 October 2021

Maureen Whalen
Chris Wierzbicki

GWMP Goals

1. **Ensure** clean and sufficient groundwater for future generations

2. **Mitigate** climate change impacts as practicable

3. **Develop** community-wide understanding

CITY OF
BAINBRIDGE ISLAND

GWMP Goals & Objectives

Goal – **Ensure** clean and sufficient groundwater for future generations

Objectives

a) Minimize threats to groundwater quality
b) Minimize demand and maximize recharge

CITY OF BAINBRIDGE ISLAND

GWMP Goals & Objectives

Goal – **Mitigate** climate change impacts as practicable

Objectives

a) Identify climate impacts on groundwater
b) Develop and implement mitigation strategies
c) Improve climate change indicator monitoring

CITY OF
BAINBRIDGE ISLAND

GWMP Goals & Objectives

Goal – **Develop** community-wide understanding

Objectives

a) Establish advisory sub-committee
b) Establish island-wide stakeholder engagement
c) Develop on-line platform to share information

CITY OF BAINBRIDGE ISLAND

Next Steps

- **Council Approve Goals & Objectives**

- **Staff to complete early 2022**
  a) **Develop GWMP format / scope**
  b) **Establish advisory committees**
  c) **Plan for community engagement**

CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (7:50 PM) Receive Plastic and Waste Reduction Task Force Recommendation,

SUMMARY: The Plastic and Waste Reduction Task Force has been meeting regularly and will provide a verbal presentation of its recommendations at the October 12, 2021 City Council Business Meeting.

The task force is comprised of Councilmembers Deets, Hytopoulos, and Schneider, individuals with expertise in plastic and waste reduction, and individuals representing the affected business community.

Attached is a memo from the task force describing their recommendations. Also attached is a proposed draft ordinance related to those recommendations, including a redlined version and a "clean" version. The City Attorney has not yet conducted legal review of the draft ordinance.

Subsequent actions will be determined by the recommendation and City Council direction. Individual members of the task force have indicated they hope that the Council will take action upon its recommendations prior to the reorganization of the Council.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: Receive the Plastic and Waste Reduction Task Force Recommendations and provide direction.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Plastic_Waste Reduction Taskforce Recommendation 10 07 2021.pdf

Clean Copy Draft Revised Waste Reduction Ordinance 10 07 2021.pdf

Redlined Draft Revised Waste Reduction Ordinance 10 07 2021.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

Plastic and Waste Reduction Taskforce:

Recommendations
October 7, 2021

The Plastic and Waste Reduction Taskforce was created by the City Council on June 22, 2021, with the deadline to complete its work by September 28, 2021. The Taskforce has met seven times via Zoom since July and is now reporting back to the City Council with its recommendations and a revised draft ordinance.

While the Taskforce reached consensus on the major policy issues, the support of the individual Taskforce members for the final ordinance remains contingent on the following goals being adequately met: (1) affected businesses have adequate time to implement changes, (2) there is adequate support (financial/ technical assistance and community education) for affected businesses, and (3) the mechanism for approving exceptions adequately captures the full array of potential supply issues business owners may face. There was unanimous agreement on the Taskforce that the successful implementation of the ordinance requires that these goals be met.

TASKFORCE VOLUNTEERS

The Taskforce has been comprised of three council members: [Joe Deets, Kirsten Hytopoulos and Leslie Schneider]; four representatives from the food service business community: [Steve Snyder (Market Director at Town & Country Market Bainbridge), Ashlee Redfern (Manager at Town & Country Market Bainbridge), Lani Sordello (Owner at Via Rosa 11)], and Stefan Goldby (President at Bainbridge Island Chamber of Commerce)]; three representatives from the climate action & zero waste community: [Diane Landry (Director of Bainbridge Island Zero Waste), Nora Nickum (Ocean Policy Manager at Seattle Aquarium and former member of COBI Climate Change Advisory Committee), and Erika Shriner [Co-founder & former chair of Climate Action Bainbridge)]; a representative from the waste management community (Heather Church (Owner at Bainbridge Disposal); and, joining the taskforce in late September, two representatives from the lodging community: [Bonne McBryan (Owner at Eagle Harbor Inn and Board Member Bainbridge Island Lodging and Hospitality Association) and Andrea Addington (Sales and Marketing Director at Bainbridge Island Lodging and Hospitality Association)].

BACKGROUND: WASTE REDUCTION ORDINANCE & TASKFORCE

The taskforce was created by the City Council following its approval of Ordinance 2021-18 amending chapter 8.24 of the Bainbridge Island code (adopted in 1989 to prohibit the use of polystyrene food containers), to also limit the distribution of single use utensils and to rename that chapter “Single Use Foodware and Waste Reduction”. These amendments were considered along with a number of other amendments and approved by the Council as the first of two anticipated phases of amendments to the ordinance the Council is intending to complete this year as one of the “immediate actions” of the Bainbridge Island Climate Action Plan. The Plastic and Waste Reduction Taskforce was established to develop recommendations regarding the remaining potential amendments to the ordinance to be considered by the Council in the fall.

SUMMARY OF COMMITTEE PROCESS

The Taskforce began by exploring the follow policy questions arising from the previously proposed amendments to the waste reduction ordinance deferred to "phase 2" by the Council in June:

1. Should we prohibit the use of disposable plastic food service products on Bainbridge Island?

2. Should we require that disposable service products be "biodegradable" or "compostable", and if compostable, how should we define compostability?

3. Should we have a list of indefinitely exempted products, or a list of items exempted until an alternative exists that is compostable and readily available?

4. Should we impose a fee for single use cups, and if so, should that fee be $0.25?

5. Should we require reusable serving ware for on-premises dining?

6. Should we prohibit the distribution of disposable personal care products in small bottles in hotels and other lodging establishments?

Through a series of conversations, the taskforce addressed these questions and reached the following determinations, which were further refined through the review of a draft proposed ordinance (as detailed in the bullet points below and the draft ordinance attached to this memo):

1. Disposable plastic food service ware should be prohibited.

Reasons for this determination included:
- Volume of ocean plastic pollution and we are an Island city.
- Microplastics in our food and environment threaten human health.
- Climate impacts of petrochemical products at all stages.
- Plastic used in food service ware is not recyclable.

Related issues to be addressed in ordinance:
- Because there could be a product that is only available in plastic, there should be the ability to use plastic as the last resort
- Expanded polystyrene should continue to be not allowed as an alternative at any time.
- Plastic straws must be an exception when specifically requested to accommodate a disability

2. The City should require that disposable food service ware be "home compostable".

Reasons for this determination included:
- "Compostable Plastics" on the market today, like PLA plastic utensils, cups and clamshell, are not compostable outside of an industrial composting facility.

- There are no industrial composting facilities serving Bainbridge Island that accept compostable plastics.
- "Compostable Plastics" pose a similar threat as petrochemical-based plastic as they are often not properly disposed of and behave similarly to plastic in marine environments, degrade slowly in terrestrial environments and often contain as many toxic chemicals as petroleum plastic.
- An increasing number of cities and counties are requiring that food service ware be fiber based and/or otherwise break down into compost easily without the need for industrial composting.
- Limiting the definition to fiber based would not allow for new technologies like PHA plastic.
- "Home Compostable" is the industry term for the level of compostability we are seeking.
- There is not yet an ASTM standard for "home compostable" but there are international standards including "OK HOME Compost".

Related issues to be addressed in ordinance:

- There must be a process for identifying exceptions (where no reasonably feasible alternative exists) and for business owners to petition for exception at any time
- "Home compostable" products most also be certified to be free of PFAS (fluorinated chemicals) which have been linked to serious human health effects.
- As universal composting is another goal in the Climate Action Plan, "Home compostable" products should also be certified to be compostable in industrial composting facilities so that when that service is available they will be accepted

3. The City should have a dynamic list of exempted products that can be added to and subtracted from.

Reasons behind this determination included:

- Technology is changing fast, items that should be excluded today may have reasonably available alternatives in a few months or a year.
- Business owners need to have the ability to petition for exceptions that may be unforeseen today.
- Exceptions should be made through a clear administrative process, not by the taskforce or the city council.
- With an increasing number of other cities passing similar legislation there are resources available to the City Administration and to businesses regarding specific products.

Related issues to be addressed in ordinance:

- Exemptions should sunset annually, but should be indefinitely renewable so long as there remains no reasonably feasible "home compostable" option.
- A list of current exemptions should be available on the City's website.

4. The City should require a fee for disposable cups, which would not be charged to customers bringing their own reusable cup. The fee should be retained by the food service business collecting it and. $0.25 appears to be a reasonable amount.

Reasons behind this determination included:

- Studies show that fees not incentives work to encourage the bringing of reusable cups.
- The fees collected could help offset costs of compliance with the ordinance.
- Cups are different from other food service ware in that people increasingly do carry reusable cups (vs. a food container)
- $0.25 is the fee set by other jurisdictions which have adopted similar legislation.

Related issues to be addressed in ordinance

- There should be an exception for small scale, occasional sales by groups that are not in the business of selling beverages (e.g. the Boy Scouts selling lemonade at an event)
- Businesses should be able to refuse to fill reusable cups that don't comply with the relevant county and state regulations

5. We should require reusable food service ware for on-site dining.

Reasons behind this determination included:

- Reusable food service ware is the alternative least likely to deplete resources, add to greenhouse gas emissions, create a risk to human health or the natural environment, and take up landfill space.
- Reusable food service ware may cost businesses less than disposable service ware even taking into consideration additional labor for dishwashing

Related issues to be addressed in ordinance

- There must be a waiver available for businesses that cannot accommodate adequate dishwashing facilities and/or storage of reusable service ware
- There must be a temporary waiver available for businesses who do not have adequate dishwashing facilities to upgrade
- There must be a provision recognizing the special challenges of self-service food bars
- If there is any question about whether public health regulations, including pandemic related mandates, would override these regulations, that should be addressed in the ordinance

6. The City should encourage the use of refillable dispensers in lodging establishments and prohibit the distribution of disposable personal care products not packaged in "home compostable packaging".

Reasons behind this determination included:

- There is already a movement in the hotel industry away from distributing personal care bottled in small plastic bottles.
- Some states (California and New York) and cities (Including Bellingham) have prohibited the distribution of personal care products in small bottles.
- If only bottles are prohibited, plastic pouches could be used which would also not meet our goals.
- Soap bars are often provided even if other products are not provided or provided in refillable dispensers.

- Soap bars are widely available in paper packaging

Related issues to be addressed in ordinance

- Need to address the role of remote corporate ownership (e.g. at Quality Inn) and ability of onsite management to comply by effective date of ordinance.
- May need additional research into availability of home compostable options before

⇒ Subcommittee research:

It should be noted that parallel to the full group meetings, a subcommittee, comprised of two representatives from the food service business community and two representatives from the climate action/ zero waste community, researched the availability of compliant products, and reported back to the Taskforce that there appeared to be a "home compostable" option for virtually all types of food service ware, with new options under development.

⇒ Business Community Surveys:

The Taskforce also drafted and had published a survey seeking the feedback of food service businesses which will remain live through at least October 13th. The task force is also preparing a survey drafted and will have published by October 11th a survey seeking feedback from the lodging community which will remain live through October 25th.

(Note that the Taskforce began review of the personal care products provision in September and is just now launching the survey to receive feedback from the lodging community. The Taskforce will compile and forward to the Council responses to that survey along with any additional responses to the food service ware survey, by the October 19th City Council meeting)

RECOMMENDATION OF TASKFORCE

In light of the Council's goal to adopt additional amendments to the waste reduction ordinance before the end of the year, and the projected loss of council meeting time to holidays and other events, it is the recommendation of the Taskforce that the Council give preliminary consideration to the attached draft ordinance and, should it meet the expectations of the Council, forward it immediately to the City Attorney for his review and recommendations.

The Taskforce also strongly recommends that the City Council allocate a minimum of $50k* in financial assistance to Bainbridge Island businesses impacted by the ordinance in the form of grants to assist with the initial costs of complying with the ordinance (e.g. for purchasing reusable and/or home compostable disposable food service ware). The Taskforce also recommends that additional funds be allocated for an outreach to inform the community and visitors about what to expect and the important policy reasons behind the new regulations. As stated previously, the Taskforce unanimously agrees that financial and technical assistance to the affected businesses and a robust educational and marketing campaign are essential to the success of the ordinance.

**A possible source for funding would be the funds set aside by council in the 2021-22 budget for implementation of the Climate Action Plan.*

Chapter 8.24
DISPOSABLE FOOD SERVICE WARE AND WASTE REDUCTION

Sections:

8.24.005 Definitions.
8.24.010 Standards for disposable food service ware.
8.24.015 Exemptions.
8.24.020
8.24.025 Disposable food service ware requiring customer's affirmation.
8.24.030 Reusable food service ware required for on-premises dining.
8.24.035 Restricting certain types of single use personal care products in lodging establishments
8.24.040 Rules and regulations.
8.24.050 Penalties.
8.24.060 Education and outreach.

8.24.005 Definitions.

A. "ASTM Standard" means meeting the standards of the American Society for Testing and Materials (ASTM).

B. "Biodegradable Products Institute (BPI)" refers to a certification program that ensures that compostable products and packaging displaying the BPI logo have been independently tested and verified to meet certain standards including a limit of 100 parts per million (ppm) total fluorinated chemicals as the upper threshold for acceptance and no intentionally added fluorinated chemicals.

C. "Compost Manufacturing Alliance (CMA) refers to a certification program that ensures that compostable products displaying the CMA logo have been independently tested and verified to meet certain standards including a limit of 100 parts per million (ppm) total fluorinated chemicals as the upper threshold for acceptance and no intentionally added fluorinated chemicals.

D. "Disposable" means designed to be discarded after a single or limited number of uses, not manufactured for long-term multiple reuse, and/or is not reusable as defined herein.

E. "Fluorinated chemicals" means perfluoroalkyl and polyfluoroalkyl substances (PFAS chemicals) or fluorinated chemicals, which are a class of fluorinated organic chemicals containing at least one fluorinated carbon atom.

F. "Food service ware" means a product intended used for serving, distributing, holding, packaging and or transporting prepared food including, but are not limited to, plates, bowls, cups, trays, deli rounds, clamshells and other hinged or lidded containers, food contact paper (e.g. wraps, bags, tray liners, etc.), and portion cups. The term food service ware also includes food service accessories including, but not limited to, lids, straws, stirrers, cup spill plugs, cup

sleeves, condiment packets, utensils, cocktail sticks/picks, toothpicks, napkins, and the packaging that any of that any of these individual items are wrapped in, if any.

G. "Home compostable" means comprised of natural fiber as defined below, and/or able to break down or otherwise become part of usable compost in a safe and a timely manner in non-industrial composting environment. Any food service ware item that is OK Compost HOME certified by TÜV Austria will be presumed to meet this definition. In the event that an ASTM standard for home compostable products that meets or exceeds the OK Compost HOME standard is established, any food service ware item certified as meeting that standard will be presumed to meet this definition.

H. "Industrial composting facility" means a composting facility capable of processing large quantities of compostable waste, including food service ware certified as industrial compostable, by controlling parameters such as particle size, heat and moisture.

I. "Lodging establishment" means an establishment that contains one or more sleeping room accommodations that are rented or otherwise provided to the public, including, but not limited to, a hotel, motel, resort, bed and breakfast inn, or vacation rental (including Airbnb).

J. "Natural fiber" means a plant-based, non-synthetic fiber, including but not limited to products made from paper, sugar cane, bamboo, wheat stems/stalk, hay and wood.

K. "Polystyrene" means blown polystyrene and expanded and extruded foams which are thermoplastic, petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene)."

L. "Prepackaged food" means food service products that have been filled with food and sealed by a separate food service business or food manufacturer prior to receipt by the point-of-sale retail establishment. "Prepackaged food" includes a utensil, straw, or other item physically attached for purposes of retail sale to a food service product prior to receipt by the point-of-sale retail establishment.

M. "Prepared Food" means food or beverages that undergo a cooking or food preparation technique on the retail food establishment's premises for consumption by the public. Cooking or preparation technique includes, but is not limited to the following:

1. Cooking methods, utilizing the application of heat, such as steaming, microwaving, simmering, boiling, broiling, grilling, frying, or roasting.
2. Beverage preparation, such as blending, brewing, steeping, juicing, diluting, or pouring.
3. Food preparation techniques, such as defrosting, rinsing, washing, diluting, cutting, portioning, mixing, blending, assembling, coating, dipping, garnishing, decorating, or icing.

Prepared Food does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.

DRAFT

N. “Retail establishment” means any person, corporation, partnership, business, facility, vendor, organization, or individual that sells or provides merchandise, goods, or materials directly to a customer, including to a “retail food establishment.” “Retail establishment” includes, but is not limited to, retail food establishments, grocery stores, department stores, hardware stores, home or business delivery services, pharmacies, liquor stores, restaurants, catering trucks, convenience stores, or other retail stores or vendors, including temporary stores or vendors at farmers markets, street fairs, and festivals.

O. “Retail food establishment” means all sales outlets, stores, shops, or other places of business located within the city, which sell or convey foods directly to the ultimate consumer. “Retail food establishment” shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short-order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; take out prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served, or provided for the public for charge.

P. “Reusable” means designed and manufactured to maintain its shape and structure, and to be materially durable for repeated (at least 1,000 times each) sanitizing in water at 171 degrees Fahrenheit for at least 30 continuous seconds, washing via commercial dishwashing machine, and reuse.

Q. “Single use” means a disposable product that is designed to be used once and discarded.

R. “TÜV Austria” means the corporation that certifies categories of compostable products including the certification of OK Compost HOME which classifies products being able to be composted at ambient temperatures and with a natural microbial community (e.g. in a home compost environment).

S. “Utensil” means a product designed to be used by a consumer to facilitate the consumption of food or beverages, including knives, forks, spoons, cocktail picks, chopsticks, splash sticks, and stirrers. “Utensil” does not include plates, bowls, cups, bottles, and other products used to contain food or beverages.

8.24.010 Standards for disposable food service ware .

A. No retail food establishment licensed to do business or required to be licensed within the city shall use polystyrene-based food service ware at any time when providing prepared food.

B. Retail food establishments licensed to do business or required to be licensed within the city shall only use home compostable disposable food service ware when providing prepared food, except as otherwise provided in 8.24.015.

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C. All home compostable disposable food service ware items shall be free of all intentionally added fluorinated chemicals.

D. Except as otherwise provided in 8.24.015, all disposable food service ware items, including those that that qualify for an exemption pursuant to 8.24.015 C., shall be:

1. Certified to be compostable in an industrial composting facility in a timely manner, and/or

2. Accepted for recycling by the retail food establishment's recycling collection service

E. To verify compliance with section C and D.1 above, items shall be certified by the Biodegradable Products Institute (BPI), the Compost Manufacturer's Alliance (CMA) or another independent third party approved by the City Manager or designee, in collaboration with the Climate Mitigation/ Adaptation Officer, and must be accepted by the industrial composting facility, if any, providing compost collection services to Bainbridge Island residents.

F. Retail establishments shall charge $0.25 for every disposable cup provided.

1. Income from the disposable cup charge shall be retained by the retail establishment.

2. Charges for disposable cups shall be identified separately on any post-sale receipt provided and, pre-sale, shall be clearly identified for the customer on media such as menus, ordering platforms, and/or menu boards. Customers placing orders by telephone shall be informed verbally of the single-use cup charge.

3. This provision shall not prohibit a retail establishment from providing free drinking water upon request to customers in a small, unlined paper cup.

4. This provision shall not apply to retail establishments that operate as a retail food establishment for less than 10 days per calendar year.

5. Customers may provide their own reusable cups for beverage service in accordance with Retail Food Code Chapter 246-215-03348 of the WAC. These reusable cups must be clean, sturdy, and appropriately insulated if ordering hot beverages such that they can be held in the customer's bare hand if intended to be used for hot liquids. Retail food establishments may refuse, at their sole discretion, any customer-provided cup that is cracked, chipped, or corroded, appears inappropriate in size, material or condition for the intended beverage, or that appears to be soiled or unsanitary, and instead require use of a reusable cup for beverage consumed on the premises, or a disposable cup that conforms to the standards of this chapter.

G. This chapter shall take effect July 31, 2022.

8.24.015 Exemptions.

A. Prepackaged food is exempt from the provisions of this chapter.

B. Home compostable items coated or lined with a biologically based polymer, such as corn or other plant based sourced (e.g. compostable plastics) is exempt from the provisions of this chapter if certified by BPI or another independent third party approved by the City Manager or designee in collaboration with the Climate Mitigation/ Adaptation Officer.

C. If the City Manager, with the advice and counsel of the Climate Mitigation/ Adaptation Officer, determines that a reasonably feasible disposable food service ware item that complies with section 8.21.010.B of this chapter does not exist, that item will be exempt from that provision for a period not to exceed one year. A current list of exempted items will be posted on the City's website.

Exemptions will only be granted where there not are at least two vendors that make suitable and readily commercially available home compostable alternatives to the disposable food service item for which the exemption is being sought.

D. Exempted items shall comply with 8.24.010 D, unless it is specifically determined that there is no reasonably feasible alternative that meets that standard.

E. If the City Manager extends any exemption granted herein, public notice of extension shall be posted on the City's website. Extensions under section shall not exceed a period of one year.

F. Nothing in this chapter shall be construed to conflict with the Americans with Disabilities Act or any other applicable law concerning the rights of individuals with disabilities. In particular, nothing in this chapter shall restrict, or be construed to restrict the provision by retail food establishments or health care facilities of disposable non-compostable straws to individuals who may request the use of disposable non-compostable straws to accommodate medical needs or disabilities. In the case of health care facilities, straws may be distributed without patient request on a case by case basis at the discretion of the healthcare facility staff based on the physical or medical needs of the patient.

8.24.020 Reserved

8.24.025 Disposable food service ware requiring customer's affirmation.

A. A retail food establishment may provide the following disposable food service products only after a customer's affirmation for the below item or items:

1. Utensils;
2. Straws;
3. Condiments in packaging;
4. Beverage cups; and/or
5. Beverage cup lids.

B. A retail food establishment may provide beverage cup lids without a customer request for:

1. Hot beverages; or

2. Beverages provided through delivery service, drive-through, or curbside pickup.

C. The products listed in subsection A of this section may not be available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis for any reason.

D. This chapter shall take effect as of January 1, 2022.

8.24.030 Requiring reusable food service ware for on-premises dining

A. Reusable food service products including utensils are required at all on-premises dining establishments for any meal to be eaten on the premises. Home compostable straws shall be allowed upon request for dining on the premises. Condiments, such as sauces, ketchup, or mustard, provided for on-site consumption, shall not be served in disposable, individual-serving packaging.

B. Consumption is considered on-premises if it takes place at tables and/or seating provided by the food service business, either on its own or in conjunction with another food service business. This requirement does not prohibit a food service business from providing, upon a customer's request, food service products compliant with sections 8.24.010 A and B above for the customer to take away leftover prepared food after dining on the premises.

C. Customers must be asked whether they want the food or beverages they have ordered to be eaten in the premises or to take out. In the case of self-service facilities (e.g. food or salad bar), this requirement shall be satisfied by the provision of reusable and disposable options for customer self-selection, with re-usable options clearly marked to encourage use for on-premises dining.

D. Waivers. On-premises dining establishments that do not have onsite or off-site dishwashing capacity may petition the director for a full or partial one-year waiver. Waivers may be renewed. To obtain a waiver, the food service business shall demonstrate inability to comply due to insurmountable space constraints, undue financial hardship, and/or other extraordinary circumstances. Food service products used for on-premises dining pursuant to a waiver obtained under this section shall comply with all requirements set forth elsewhere in this Chapter.

E. This chapter shall take effect July 31, 2022.

8.24.035 Restricting certain types of single use personal products in lodging establishments.

Beginning July 31, 2022, no single use personal care products shall be distributed in lodging establishments unless they are packaged in home compostable packaging. Lodging establishments are encouraged to use refillable personal care product dispensers.

8.24.040 Rules and regulations

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The city manager charged with the enforcement of this chapter shall be authorized from time to time to adopt reasonable rules and regulations for its implementation, which shall be consistent with these provisions.

8.24.050 Penalties.

A. Prior to imposing penalties or taking other enforcement action as set forth below in subsection B, the city shall attempt to provide written notice to any establishment in violation of this chapter. The notice shall include a description of the item sold or provided by the retail establishment in violation of the requirements of this chapter, the text of the specific code provision(s) that apply, and information on how to comply with the provision(s). The notice shall be provided to the retail establishment by personal service or certified mail, return receipt requested. Such notice is not a formal enforcement action, is not subject to appeal, and is a public record.

B. Any person violating any of the provisions of this chapter shall be deemed to have committed a civil infraction and, upon, such a finding, shall be punishable by a fine not to exceed $250.00 per day for the first 20 days that the violation exists and $500.00 per day for each day thereafter. Each such violation committed or permitted to continue by the violator shall constitute a separate offense and shall be punishable as such under this section. Each day that an establishment violates any of the provisions of this chapter shall constitute a single, separate violation.

8.24.060 Education and outreach.

As necessary, the City Manager, or their designee, and pursuant to BIMC 8.24.040, shall provide, or contract for the provision of, education and outreach activities to inform retail establishments, consumers, and other interested individuals about the requirements of this chapter. Education and outreach will be designed to effectively convey the policies underlying this chapter, describe the actions necessary to gain compliance with its provisions, and minimize the need for formal enforcement action. The city will emphasize education and outreach rather than enforcement to achieve compliance with the requirements of this chapter.

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Chapter 8.24
DISPOSABLE FOOD SERVICE WARE AND WASTE REDUCTION

Deleted: SINGLE USE

Sections:

8.24.005 Definitions.
8.24.010 Standards for disposable food service ware.
8.24.015 Exemptions.
8.24.020
8.24.025 Disposable food service ware requiring customer's affirmation.
8.24.030 Reusable food service ware required for on-premises dining.
8.24.035 Restricting certain types of single use personal care products in lodging establishments
8.24.040 Rules and regulations.
8.24.050 Penalties.
8.24.060 Education and outreach.

Deleted: Restrictions on
Deleted: food and beverage containers
Deleted: Reserved.
Deleted: Single-use
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8.24.005 Definitions.

A. "ASTM Standard" means meeting the standards of the American Society for Testing and Materials (ASTM).

B. "Biodegradable Products Institute (BPI)" refers to a certification program that ensures that compostable products and packaging displaying the BPI logo have been independently tested and verified to meet certain standards including a limit of 100 parts per million (ppm) total fluorinated chemicals as the upper threshold for acceptance and no intentionally added fluorinated chemicals.

C. "Compost Manufacturing Alliance (CMA) refers to a certification program that ensures that compostable products displaying the CMA logo have been independently tested and verified to meet certain standards including a limit of 100 parts per million (ppm) total fluorinated chemicals as the upper threshold for acceptance and no intentionally added fluorinated chemicals.

D. "Disposable" means designed to be discarded after a single or limited number of uses, not manufactured for long-term multiple reuse, and/or is not reusable as defined herein.

E. "Fluorinated chemicals" means perfluoroalkyl and polyfluoroalkyl substances (PFAS chemicals) or fluorinated chemicals, which are a class of fluorinated organic chemicals containing at least one fluorinated carbon atom.

F. "Food service ware" means a product intended used for serving, distributing, holding, packaging and or transporting prepared food including, but are not limited to, plates, bowls, cups, trays, deli rounds, clamshells and other hinged or lidded containers, food contact paper (e.g. wraps, bags, tray liners, etc.), and portion cups. The term food service ware also includes food service accessories including, but not limited to, lids, straws, stirrers, cup spill plugs, cup

Deleted: A. "Biodegradable materials" means those materials made of cellulose-based or other substances that are capable of being readily attacked, decomposed, assimilated, and otherwise completely oxidized or broken down by bacteria or other natural biological organisms into carbonaceous soil material or water and carbon dioxide within a reasonable period of time.
Deleted: product
Deleted: for one-time use and
Deleted: food or drink offered for sale or use
Deleted: . Food service products include
Deleted: containers,
Deleted: , lids, beverage containers
Deleted: meat
Deleted: utensils, sachets, straws, condiment packaging,

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sleeves, condiment packets, utensils, cocktail sticks/picks, toothpicks, napkins, and the packaging that any of that any of these individual items are wrapped in, if any.

G. "Home compostable" means comprised of natural fiber as defined below, and/or able to break down or otherwise become part of usable compost in a safe and a timely manner in non-industrial composting environment. Any food service ware item that is OK Compost HOME certified by TÜV Austria will be presumed to meet this definition. In the event that an ASTM standard for home compostable products that meets or exceeds the OK Compost HOME standard is established, any food service ware item certified as meeting that standard will be presumed to meet this definition.

H. "Industrial composting facility" means a composting facility capable of processing large quantities of compostable waste, including food service ware certified as industrial compostable, by controlling parameters such as particle size, heat and moisture.

I. "Lodging establishment" means an establishment that contains one or more sleeping room accommodations that are rented or otherwise provided to the public, including, but not limited to, a hotel, motel, resort, bed and breakfast inn, or vacation rental (including Airbnb).

J. "Natural fiber" means a plant-based, non-synthetic fiber, including but not limited to products made from paper, sugar cane, bamboo, wheat stems/stalk, hay and wood.

K. "Polystyrene" means blown polystyrene and expanded and extruded foams which are thermoplastic, petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene)."

L. "Prepackaged food" means food service products that have been filled with food and sealed by a separate food service business or food manufacturer prior to receipt by the point-of-sale retail establishment. "Prepackaged food" includes a utensil, straw, or other item physically attached for purposes of retail sale to a food service product prior to receipt by the point-of-sale retail establishment.

M. "Prepared Food" means food or beverages that undergo a cooking or food preparation technique on the retail food establishment's premises for consumption by the public. Cooking or preparation technique includes, but is not limited to the following:

1. Cooking methods, utilizing the application of heat, such as steaming, microwaving, simmering, boiling, broiling, grilling, frying, or roasting.
2. Beverage preparation, such as blending, brewing, steeping, juicing, diluting, or pouring.
3. Food preparation techniques, such as defrosting, rinsing, washing, diluting, cutting, portioning, mixing, blending, assembling, coating, dipping, garnishing, decorating, or icing.

Prepared Food does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.

Deleted: C. "Nonbiodegradable materials" means those made in whole or in part of polystyrene plastic.¶
¶
D. "Packaging" means all food-related wrappings, boxes, containers, and disposable or non-reusable plates, cups, or drinking utensils.

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N. "Retail establishment" means any person, corporation, partnership, business, facility, vendor, organization, or individual that sells or provides merchandise, goods, or materials directly to a customer, including to a "retail food establishment." "Retail establishment" includes, but is not limited to, retail food establishments, grocery stores, department stores, hardware stores, home or business delivery services, pharmacies, liquor stores, restaurants, catering trucks, convenience stores, or other retail stores or vendors, including temporary stores or vendors at farmers markets, street fairs, and festivals.

O. "Retail food establishment" means all sales outlets, stores, shops, or other places of business located within the city, which sell or convey foods directly to the ultimate consumer. "Retail food establishment" shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short-order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; take out prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served, or provided for the public for charge.

Deleted: For the purposes of this definition,

P. "Reusable" means designed and manufactured to maintain its shape and structure, and to be materially durable for repeated (at least 1,000 times each) sanitizing in water at 171 degrees Fahrenheit for at least 30 continuous seconds, washing via commercial dishwashing machine, and reuse.

Q. "Single use" means a disposable product that is designed to be used once and discarded.

R. "TÜV Austria" means the corporation that certifies categories of compostable products including the certification of OK Compost HOME which classifies products being able to be composted at ambient temperatures and with a natural microbial community (e.g. in a home compost environment).

S. "Utensil" means a product designed to be used by a consumer to facilitate the consumption of food or beverages, including knives, forks, spoons, cocktail picks, chopsticks, splash sticks, and stirrers. "Utensil" does not include plates, bowls, cups, bottles, and other products used to contain food or beverages.

8.24.010 Standards for disposable food service ware .

Deleted: Restrictions on Food and Beverage Containers

A. No retail food establishment licensed to do business or required to be licensed within the city shall use polystyrene-based food service ware at any time when providing prepared food,

Deleted: disposable

Deleted: No retail food establishment licensed to do business or required to be licensed within the city shall sell or convey food directly to ultimate consumers within the city unless such food is placed, wrapped, or packed in biodegradable packaging at the conclusion of a sales transaction for the purchase of such food.

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B. Retail food establishments licensed to do business or required to be licensed within the city shall only use home compostable disposable food service ware when providing prepared food, except as otherwise provided in 8.24.015.

C. All home compostable disposable food service ware items shall be free of all intentionally added fluorinated chemicals.

D. Except as otherwise provided in 8.24.015, all disposable food service ware items, including those that that qualify for an exemption pursuant to 8.24.015 C., shall be:

1. Certified to be compostable in an industrial composting facility in a timely manner, and/or

2. Accepted for recycling by the retail food establishment's recycling collection service

E. To verify compliance with section C and D.1 above, items shall be certified by the Biodegradable Products Institute (BPI), the Compost Manufacturer's Alliance (CMA) or another independent third party approved by the City Manager or designee, in collaboration with the Climate Mitigation/ Adaptation Officer, and must be accepted by the industrial composting facility, if any, providing compost collection services to Bainbridge Island residents.

F. Retail establishments shall charge $0.25 for every disposable cup provided.

1. Income from the disposable cup charge shall be retained by the retail establishment.

2. Charges for disposable cups shall be identified separately on any post-sale receipt provided and, pre-sale, shall be clearly identified for the customer on media such as menus, ordering platforms, and/or menu boards. Customers placing orders by telephone shall be informed verbally of the single-use cup charge.

3. This provision shall not prohibit a retail establishment from providing free drinking water upon request to customers in a small, unlined paper cup.

4. This provision shall not apply to retail establishments that operate as a retail food establishment for less than 10 days per calendar year.

5. Customers may provide their own reusable cups for beverage service in accordance with Retail Food Code Chapter 246-215-03348 of the WAC. These reusable cups must be clean, sturdy, and appropriately insulated if ordering hot beverages such that they can be held in the customer's bare hand if intended to be used for hot liquids. Retail food establishments may refuse, at their sole discretion, any customer-provided cup that is cracked, chipped, or corroded, appears inappropriate in size, material or condition for the intended beverage, or that appears to be soiled or unsanitary, and instead require use of a reusable cup

for beverage consumed on the premises, or a disposable cup that conforms to the standards of this chapter.

G. This chapter shall take effect July 31, 2022.

8.24.015 Exemptions.

A. Prepackaged food is exempt from the provisions of this chapter.

B. Home compostable items coated or lined with a biologically based polymer, such as corn or other plant based sourced (e.g. compostable plastics) is exempt from the provisions of this chapter if certified by BPI or another independent third party approved by the City Manager or designee in collaboration with the Climate Mitigation/ Adaptation Officer.

C. If the City Manager, with the advice and counsel of the Climate Mitigation/ Adaptation Officer, determines that a reasonably feasible disposable food service ware item that complies with section 8.21.010.B of this chapter does not exist, that item will be exempt from that provision for a period not to exceed one year. A current list of exempted items will be posted on the City's website.

Exemptions will only be granted where there not are at least two vendors that make suitable and readily commercially available home compostable alternatives to the disposable food service item for which the exemption is being sought.

D. Exempted items shall comply with 8.24.010 D, unless it is specifically determined that there is no reasonably feasible alternative that meets that standard.

E. If the City Manager extends any exemption granted herein, public notice of extension shall be posted on the City's website. Extensions under section shall not exceed a period of one year.

F. Nothing in this chapter shall be construed to conflict with the Americans with Disabilities Act or any other applicable law concerning the rights of individuals with disabilities. In particular, nothing in this chapter shall restrict, or be construed to restrict the provision by retail food establishments or health care facilities of disposable non-compostable straws to individuals who may request the use of disposable non-compostable straws to accommodate medical needs or disabilities. In the case of health care facilities, straws may be distributed without patient request on a case by case basis at the discretion of the healthcare facility staff based on the physical or medical needs of the patient.

8.24.020 Reserved

8.24.025 Disposable food service ware requiring customer's affirmation.

A. A retail food establishment may provide the following disposable food service products only after a customer's affirmation for the below item or items:

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BIMC 8.24.010 shall not apply to the following items:¶
¶
1. Any flexible transparent covering;¶

Deleted: 2. Any food packaging used at hospitals or nursing homes;¶

Deleted: 3. **Deleted:** Any paper or other cellulose-based packaging that is coated with polyethylene plastic on only one side, or wax coated;¶
¶
4. Any plastic covers, covering material, food containers, or lids that are biodegradable;¶
¶
5. Any glass container or glass packaging which is recyclable; ¶
¶
6. Plastic eating utensils, such as forks, knives or spoons, straws, or beverage container covers; and¶
¶
7. Any foods sold by a retail food establishment packaged by a wholesale distributor, manufacturer, processor, bakery, or similar wholesaler whose premises is located outside the city; provided that not more than 10 percent of the total volume of food sold at the retail food establishment is packaged in nonbiodegradable packaging. …

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1. ____Utensils;
2. ____Straws;
3. ____Condiments in packaging;
4. ____Beverage cups; and/or
5. ____Beverage cup lids.

B. ____A retail food establishment may provide beverage cup lids without a customer request for:

1. ____Hot beverages; or
2. ____Beverages provided through delivery service, drive-through, or curbside pickup.

C. ____The products listed in subsection A of this section may not be available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis for any reason.

D. ____This chapter shall take effect as of January 1, 2022.

8.24.030 Requiring reusable food service ware for on-premises dining.

Deleted: [Reserved.]

A. ____Reusable food service products including utensils are required at all on-premises dining establishments for any meal to be eaten on the premises. Home compostable straws shall be allowed upon request for dining on the premises. Condiments, such as sauces, ketchup, or mustard, provided for on-site consumption, shall not be served in disposable, individual-serving packaging.

B. ____Consumption is considered on-premises if it takes place at tables and/or seating provided by the food service business, either on its own or in conjunction with another food service business. This requirement does not prohibit a food service business from providing, upon a customer's request, food service products compliant with sections 8.24.010 A and B above for the customer to take away leftover prepared food after dining on the premises.

C. ____Customers must be asked whether they want the food or beverages they have ordered to be eaten in the premises or to take out. In the case of self-service facilities (e.g. food or salad bar) this requirement shall be satisfied by the provision of reusable and disposable options for customer self-selection, with re-usable options clearly marked to encourage use for on-premises dining.

D. ____Waivers. On-premises dining establishments that do not have onsite or off-site dishwashing capacity may petition the director for a full or partial one-year waiver. Waivers may be renewed. To obtain a waiver, the food service business shall demonstrate inability to comply due to insurmountable space constraints, undue financial hardship, and/or other extraordinary circumstances. Food service products used for on-premises dining pursuant to a waiver obtained under this section shall comply with all requirements set forth elsewhere in this Chapter.

E. ____This chapter shall take effect July 31, 2022.

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8.24.035 Restricting certain types of single use personal products in lodging establishments.

Beginning July 31, 2022, no single use personal care products shall be distributed in lodging establishments unless they are packaged in home compostable packaging. Lodging establishments are encouraged to use refillable personal care product dispensers.

Deleted: [Reserved.]¶

8.24.040 Rules and regulations

The city manager charged with the enforcement of this chapter shall be authorized from time to time to adopt reasonable rules and regulations for its implementation, which shall be consistent with these provisions.

8.24.050 Penalties.

A. Prior to imposing penalties or taking other enforcement action as set forth below in subsection B, the city shall attempt to provide written notice to any establishment in violation of this chapter. The notice shall include a description of the item sold or provided by the retail establishment in violation of the requirements of this chapter, the text of the specific code provision(s) that apply, and information on how to comply with the provision(s). The notice shall be provided to the retail establishment by personal service or certified mail, return receipt requested. Such notice is not a formal enforcement action, is not subject to appeal, and is a public record.

B. Any person violating any of the provisions of this chapter shall be deemed to have committed a civil infraction and, upon, such a finding, shall be punishable by a fine not to exceed $250.00 per day for the first 20 days that the violation exists and $500.00 per day for each day thereafter. Each such violation committed or permitted to continue by the violator shall constitute a separate offense and shall be punishable as such under this section. Each day that an establishment violates any of the provisions of this chapter shall constitute a single, separate violation.

8.24.060 Education and outreach.

As necessary, the City Manager, or their designee, and pursuant to BIMC 8.24.040, shall provide, or contract for the provision of, education and outreach activities to inform retail establishments, consumers, and other interested individuals about the requirements of this chapter. Education and outreach will be designed to effectively convey the policies underlying this chapter, describe the actions necessary to gain compliance with its provisions, and minimize the need for formal enforcement action. The city will emphasize education and outreach rather than enforcement to achieve compliance with the requirements of this chapter.

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CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (8:00 PM) Consider Ordinance No. 2021-27 Relating to 2022 Mid-Biennium Budget Modifications and Set Public Hearing - Finance,

SUMMARY: This agenda item is to consider mid-biennium modifications to the 2022 budget via Ordinance No. 2021-27 and to set the public hearing on the ordinance for October 26, 2021 as required by RCW 35.34.130. Staff will provide a presentation of the proposed changes and provide time for questions and discussion. All modifications are described in the narrative and included in the reports and analysis provided.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Finance & Administrative Services

RECOMMENDED MOTION: I move to set a public hearing for October 26, 2021 on Ordinance No. 2021-27 relating to the 2022 mid-biennium budget modifications.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge Island approved Ordinance No. 2020-31 adopting the 2021-2022 biennial budget in the fall of 2020. Additional changes to the 2021 Adopted Budget were made in Ordinance Nos. 2021-08, 2021-15, and 2021-24.

RCW 35.34.130 requires a mid-biennial review of the 2022 budget for modifications to be approved by the Council and also mandates a separate public hearing. City administration is proposing a limited number of adjustments for consideration. There is time set aside on this agenda for discussion and questions. Additional time will be set aside at future meetings if necessary for additional Council discussion and input.

ATTACHMENTS:

2021 Budget Presentation for CC 10122021.pptx

2022 Budget Modification Memo.pdf

2022 Expenditures by Fund Exhibit A.pdf

Ordinance No. 2021-27 Adopting Mid-Biennium Modifications to Final Budget ending December 2022.docx

FISCAL DETAILS: The modifications include a total of $1,705,175 in additional new tax supported expenditures, which includes 4.65 FTE, and of which $1,244,245 is recurring and $460,930 is one-time. There is also a total of $98,860 in additional new utility supported expenditures. There will also be an additional $480,000 in additional new sales tax revenue in the affordable housing fund. Please see the attached budget memo as well as attached exhibit for details.

Fund Name(s): Other

Coding:

CITY OF
BAINBRIDGE ISLAND

2022 Proposed Budget Modifications

October 12, 2021

DeWayne Pitts, CPA, CFE, Finance Director

Agenda

- Introduction
- 2021 Year End Estimates
- Summary of Proposed Modifications
- 10 Year Capacity Charts with Proposed Modifications
- Next Steps

2022 Introduction - Budget Highlights

- Provide consistent, reliable and predictable public services
- Improve and maintain infrastructure (built) environment
- Improve and maintain natural environment
- Technical adjustments

2021 Year End Highlights

- Overall City financial condition is healthy
- Revenues 13% over budget and 7% increase over 2020 levels
- Expenses 13% below budget and 5% above 2020 levels
- Fund balances $2.1 million over Jan 1st; reserves fully funded

2021 Year End Recurring Revenue Forecast vs Budget

Fund	2021 Budget	2021 Forecast	2021 Change	%
General Fund	18,054,000	19,837,000	1,783,000	10%
Streets	1,103,000	805,000	(298,000)	-27%
REET	2,900,000	4,279,000	1,379,000	48%
Building, Development	1,190,000	1,428,000	238,000	20%
Transportation Benefit	600,000	673,000	73,000	12%
Transportation Impact Fee	100,000	125,000	25,000	25%
Debt	615,000	619,000	4,000	1%
Affordable Housing	31,000	43,000	12,000	39%
Totals	24,593,000	27,809,000	3,216,000	13%

2021 Year End Expense Forecast vs Budget

Fund	2021 Budget	2021 Forecast	2021 Change	%
General Fund	18,041,000	15,246,000	(2,795,000)	-15%
Streets	3,762,000	3,691,000	(71,000)	-2%
Debt	1,557,000	1,557,000	-	0%
Building, Development	3,341,000	2,837,000	(504,000)	-15%
Transportation Benefit	130,000	130,000	-	0%
Affordable Housing	118,000	11,000	(107,000)	-91%
Totals	26,949,000	23,472,000	(3,477,000)	-13%

2021 Year End Fund Balance Forecast

Fund	Actual Jan 1	Est. Dec 31	2021 Change	%
General Fund	15,910,000	16,993,000	1,083,000	7%
Streets	62,000	16,000	(46,000)	-74%
REET	2,528,000	3,461,000	933,000	37%
Building, Development	17,000	17,000	-	0%
Transportation Impact Fee	182,000	58,000	(124,000)	-68%
Transportation Benefit	1,190,000	1,334,000	144,000	12%
Affordable Housing	375,000	509,000	134,000	36%
Totals	20,264,000	22,388,000	2,124,000	10%

2022 Summary of Proposed Modifications

- **Provide consistent, reliable and predictable public services**
  - ✓ Management Policy Analyst (1.0 FTE)
  - ✓ Senior IT Specialist (1.0 FTE)
  - ✓ National Urban Fellow Executive Intern
  - ✓ Public Records support temporary position
  - ✓ Software application update and support
  - ✓ 3rd party building permit support for expected high permit volume

2022 Summary of Proposed Modifications

- **Improve or maintain infrastructure (built) environment**
  - ✓Affordable Housing Manager (1.0 FTE)
  - ✓Housing Action Plan
  - ✓Downtown Winslow Maintenance Worker (1.0 FTE)
  - ✓Capital Improvements
  - ✓Water/Sewer Rate study update
  - ✓Biosolids waste disposal

2022 Summary of Proposed Modifications

- **Improve or maintain natural environment**
  - ✓Parks trails maintenance
  - ✓Groundwater management data acquisition and modeling
  - ✓Vincent Road property groundwater monitoring

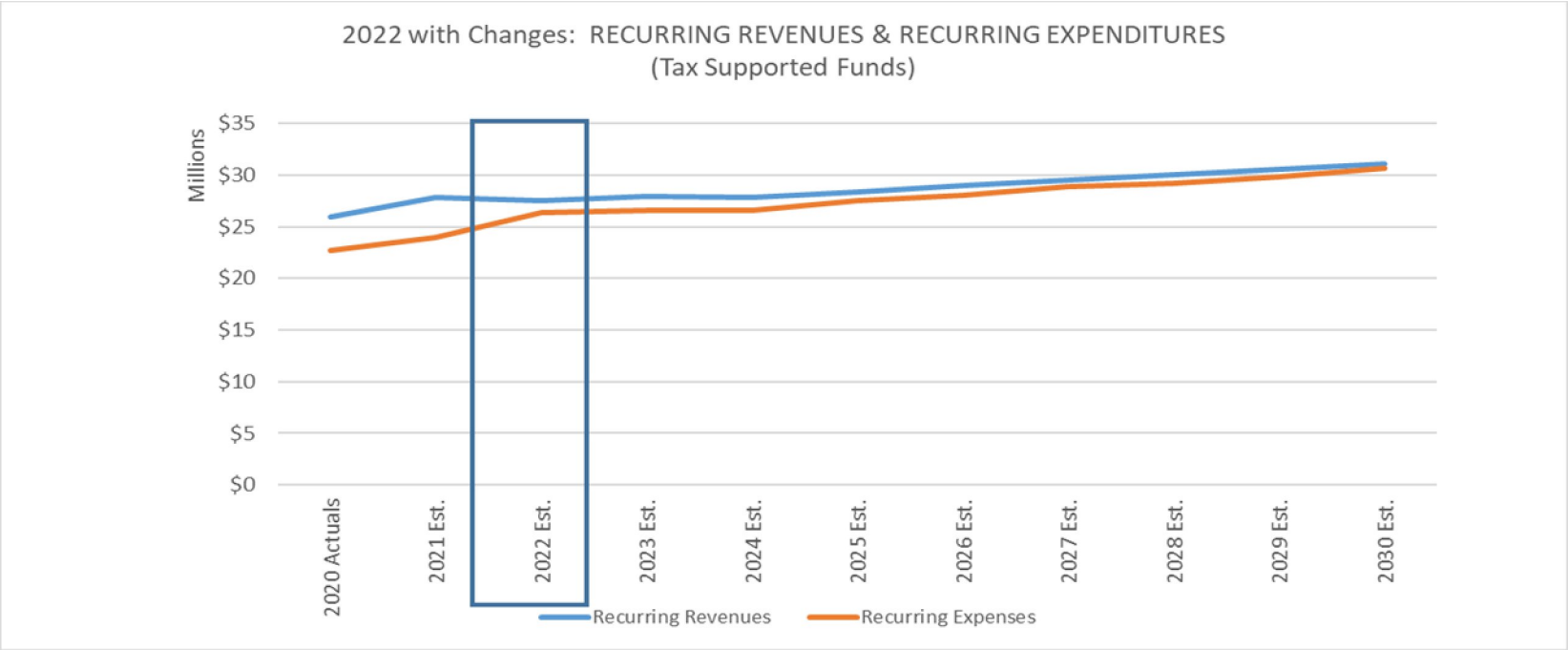
2022 Summary of Proposed Modifications

- **Technical changes**
  - ✓Previously approved personnel cost changes
  - ✓Debt refunding adjustments
  - ✓City Insurance increase

2022 Tax Supported Modifications

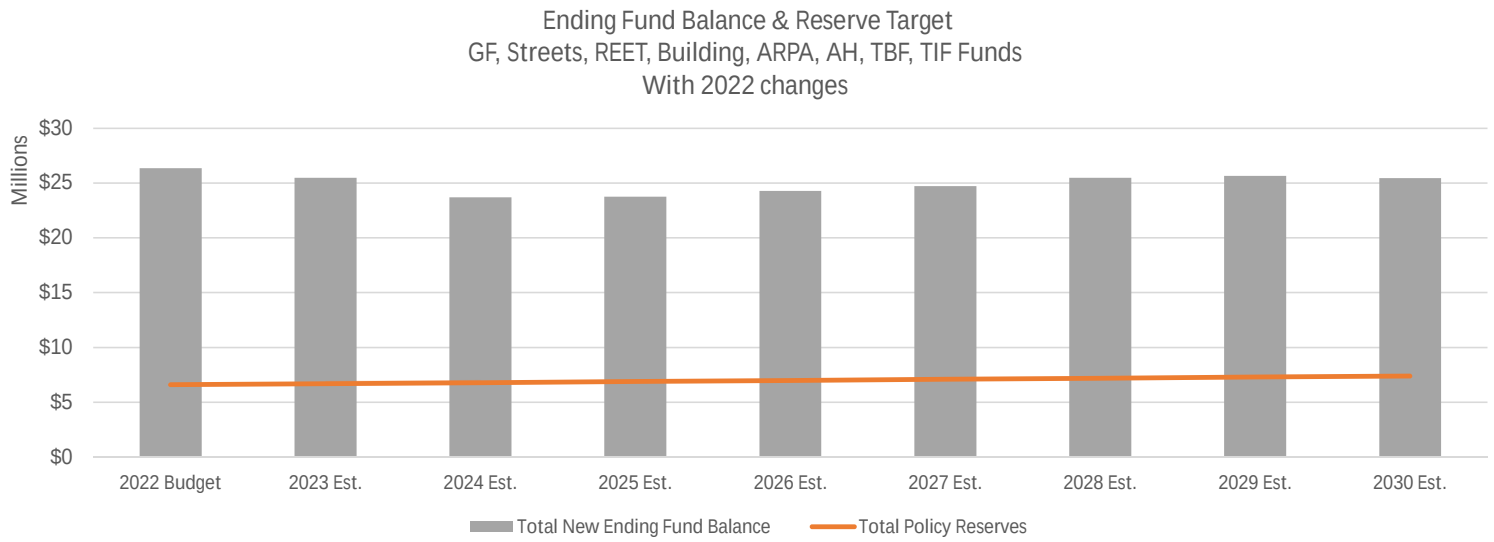
Budget Modification	2022 Budget	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.	One-time or Recurring
FTE - Management Policy Analyst/Council Policy Issues	127,760	133,190	138,850	144,752	150,903	157,317	164,003	170,973	178,239	Recurring
National Urban Fellow Executive Intern	70,000	72,975	76,076	79,310	82,680	86,194	89,858	93,676	97,658	Recurring
National Urban Fellow Internship Computer& Supplies	5,000									One-time
FTE - Sr. Information Technology Specialist	96,960	101,081	105,377	109,855	114,524	119,391	124,466	129,755	135,270	Recurring
Term Limited Public Records Support	57,180									One-time
Software Application update and Support	73,500	73,500	73,500	73,500	73,500	73,500	73,500	73,500	73,500	Recurring
3rd Party Building Permit Support Services	50,000									One-time
Communications and Civic Engagement	20,000									One-time
FTE - Affordable Housing Analyst	140,525	146,497	152,723	159,214	165,981	173,035	180,389	188,055	196,048	Recurring
Affordable Housing Sales Tax	480,000	500,400	521,667	543,838	566,951	591,046	616,166	642,353	669,653	Recurring
Housing Action Plan	100,000									One-time
FTE - Maintenance Labor I/II	80,000	83,400	86,945	90,640	94,492	98,508	102,694	107,059	111,609	Recurring
WF Dock/Lineal moorage repair and maintenance	20,000									One-time
Public Works Fuel system upgrade	45,000									One-time
Survey equipment	13,750									One-time
Country Club Bulkhead repairs	15,000									One-time
Madison Ave Sidewalk Improvements	25,000									One-time
Parks and Recreation trail maintenance	20,000									One-time
Groundwater mgmt plan data acquisition	25,000									One-time
Vincent Road Dump ground water monitoring	65,000									One-time
Council Salaries	188,500	188,500	188,500	188,500	188,500	188,500	188,500	188,500	188,500	Recurring
Human Resources FTE increase	56,300	58,693	61,187	63,788	66,499	69,325	72,271	75,343	78,545	Recurring
Court salaries /Benefits	46,000	47,955	49,993	52,118	54,333	56,642	59,049	61,559	64,175	Recurring
Cost of Living allowance increase	284,700	293,241	302,038	311,099	320,432	330,045	339,947	350,145	360,649	Recurring
WCIA Insurance	80,000	81,600	83,232	84,897	86,595	88,326	90,093	91,895	93,733	Recurring
Total Recurring Revenue	480,000	500,400	521,667	543,838	566,951	591,046	616,166	642,353	669,653	5,132,074
Total Recurring Expense	1,244,245	1,280,632	1,318,422	1,357,672	1,398,439	1,440,784	1,484,769	1,530,460	1,577,926	12,633,348
Total One Time Expense	460,930	-	-	-	-	-	-	-	-	460,930

Recurring Revenues and Expenditures – w/Proposed 2022 Modifications

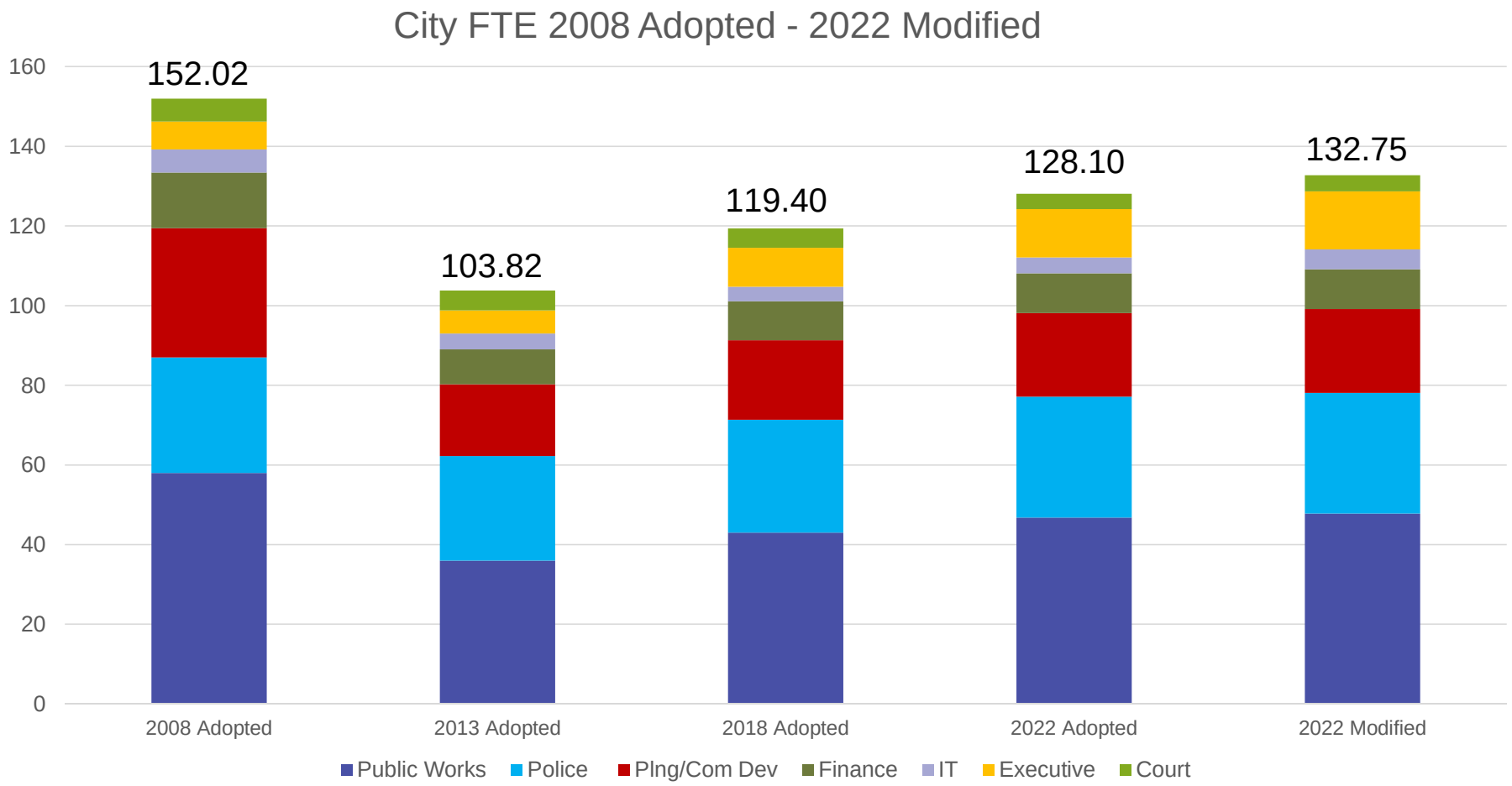


Proposed Budget w 2022 Modifications									
	2022 Est.	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.
Recurring Revenues	27,539,313	27,965,365	27,863,356	28,403,262	28,936,641	29,464,523	30,012,912	30,567,196	31,125,267
Recurring Expenses	26,338,367	26,553,713	26,604,332	27,539,355	28,052,862	28,840,804	29,172,623	29,847,654	30,688,043
	1,200,947	1,411,652	1,259,024	863,907	883,779	623,719	840,289	719,541	437,224

Ending Fund Balance & Reserves with 2022 Modifications



Proposed Budget w 2022 Modifications									
	2022 Budget	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.
Total Policy Reserves	6,607,412	6,701,300	6,796,976	6,894,476	6,993,833	7,095,085	7,198,266	7,303,414	7,410,566
Total New Ending Fund Balance	26,378,163	25,494,169	23,712,096	23,754,609	24,296,257	24,715,178	25,470,926	25,616,176	25,403,420


City FTE 2008 Adopted - 2022 Modified
160
140
120
100
80
60
40
20
0
152.02
103.82
119.40
128.10
132.75
2008 Adopted
2013 Adopted
2018 Adopted
2022 Adopted
2022 Modified
Public Works
Police
Plng/Com Dev
Finance
IT
Executive
Court

Next Steps

- October – staff is available to answer questions and provide additional information, as needed
- October 26 – Hold Public Hearing and Consider adoption of Ord. No. 2021-26 Relating to Property Tax Levy
- October 26 – Hold Public Hearing of Ord. No. 2021-27 relating to Budget Modifications
- November 9 - Consider Adoption of Ord. No. 2021-27 relating to Budget Modifications

CITY OF
BAINBRIDGE ISLAND

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT MEMORANDUM

DATE: October 7, 2022

TO: City Council
Blair King, City Manager

FROM: DeWayne Pitts, Director of Finance and Administrative Services

SUBJECT: City of Bainbridge Island 2022 Budget Modifications

The City of Bainbridge Island prepares a biennial budget, which provides a financial plan for two years and is intended to allow both the Council and City administration to set longer-term priorities and plans. The biennial budget cycle also supports efficient operations by minimizing budget development activities in mid-cycle years. The Council approved a budget for 2022 late in the fall of 2020 to which City administration is now proposing a modest number of modifications for consideration. The adjustments enhance the City's ability to complete the 2022 work plan that is already in place and responds to Council and community support requests.

Modifications can be grouped as follows:

1. Consistent, reliable, and predictable public services. These budget adjustments reflect the City's commitment to providing consistent, reliable, and predictable services for residents. We therefore need a stable level of staffing and an adequate number of people to perform the work expected by the Council and the public.
2. Built environment. These budget adjustments reflect the City's responsibility for improving or maintaining our infrastructure environment. This includes efforts to expand the supply of affordable housing, maintenance functions, wastewater treatment plant maintenance and upgrades, and land use planning.
3. Natural environment. These budget adjustments reflect the City's responsibilities for our natural environment in accordance with the Guiding Principles of the Comprehensive Plan and the City Council's established policy priorities.
4. Technical changes. These budget adjustments reflect decisions that have already been made through, for example, a 2021 quarterly budget adjustment, a 2021 Ordinance, or contract acceptance.

The 2022 budget modifications are as follows:

Consistent, reliable and predictable – 7 items, $526,260 expenditure increase, 2.0 FTE: Budget changes in this grouping increases the City's regular position count by 2.0 FTE, provides for temporary public records staffing, and establishes a management intern fellowship. The total increase to spending is $526,260 in 2022, $416,260 of which is ongoing spending and $110,000 in one-time spending.

- *Management Analyst - $127,760 expenditure increase and 1.0 FTE*: This position will allow the City Manager's office to address emerging requests for policy support from the City Manager and City Council, manage special projects, and support issues of particular importance across the City.
- *National Urban Fellowship Intern - $75,000 expenditure increase*: Participate in the National Urban Fellows program as a mentor. The fellowship program is centered on early to mid-career professionals who are committed to equity, public service, and social impact. Mentorship is a critical element of the program. Fellows receive unparalleled access to senior executives, networks, and professional development, while mentor organizations gain fresh perspectives that are key to maintaining relevance and flexibility.
- *Senior Information Technology Analyst - $120,000 expenditure increase and 1.0 FTE*: This position will allow City staff to provide the increasing audio-visual support required for City meetings, assure security needs are met, improve City website infrastructure, and address the backlog of technical requests from staff.
- *Temporary Public Records Analyst - $60,000 expenditure increase:* This position will be dedicated to work responsibilities related to identifying and compiling records responsive to public records requests received by the City. This addition provides support for existing staff, acknowledges that current and expected future workload exceeds current staffing, and allows for redundancy in the public records function.
- *Software applications - $73,500 expenditure increase*. The City will continue using a hybrid approach to our work spaces and processes. This will entail continuing the use of certain software in the area of video conferencing, community information, civic engagement, hydrogeology tools, increased security and project management.
- *3rd party building support services -$50,000 expenditure increase*: In the development of the 2021-2022 Adopted Budget, Council approved the elimination of the vacant Senior Plans Examiner position. As an offset to the decreased capacity, staff recommended using third party building support services to fill the gap during times of high permitting volumes. Building permits and plan reviews remain in a back-log status. Staff recommends continuing this optional service to better serve our customers.
- *Communications, outreach, and civic engagement - $20,000 expenditure increase*: The City Council and administration continue to prioritize transparency and civic engagement, believing effective communication plays a key role in this endeavor.

Built Environment – 11 items, $480,000 revenue increase, $570,525 expenditure increase, 2.0 FTE: Budget changes in this grouping increase the City's regular position count by 2.0 FTE, provide for a housing action plan, and address asset maintenance, equipment and routine operations. The total increase to

spending is $570,525 in 2022, of which $320,525 is ongoing spending. The City also recognizes new revenue, dedicated to certain affordable housing purposes, of $480,000 per year.

- *Sales and use tax one-tenth of one percent - $480,000 revenue increase:* Council authorized an incremental sales and use tax to be used for funding affordable housing and mental and behavioral health-related facilities.
- *Housing Services Manager - $140,525 expenditure increase and 1.0 FTE:* This request adds a new position within the City Manager's office. This employee will be able to lead the City's programs and services intended to address the wide range of policy and finance issues related to affordable housing.
- *Housing Action Plan (HAP) - $100,000 expenditure increase:* This request adds professional services funding in the Planning and Community Development department to create a HAP. A HAP identifies community housing needs and identifies ways the City can support development that is needed to build and strengthen our community.
- *Maintenance Worker - $80,000 expenditure increase and 1.0 FTE*: This position will allow the City to consistently preserve the downtown corridor, maintain infrastructure, and quickly respond to community concerns in the Winslow area.
- *Lineal moorage repair and maintenance - $20,000 expenditure increase:* This funding will support the expanded buoy system, increased repairs, and unanticipated inflation costs.
- *Public works fuel system software upgrade - $45,000 expenditure increase*: Funding was added to the 2021-2022 Adopted Budget for the replacement of obsolete fueling software at the public works fueling station. Original plans were to complete this project in 2021. However, due to staffing capacity constraints this project was postponed. This request adds the funding to 2022.
- *Survey equipment - $25,000 expenditure increase:* The purpose of this funding is to replace obsolete equipment used by City staff for field surveys. Current equipment is unable to acquire accurate GPS position and requires a two-person crew to operate which is problematic and time consuming for staff.
- *Water and sewer rate study - $75,000 expenditure increase*: This is a periodic update to the City's utility rates and will allow the utilities to plan for and fund needed capital and operating expenses.
- *Biosolids waste disposal - $45,000 expenditure increase:* The City hauls the biosolids from the Wastewater Treatment Plants biosolids to a different location for processing, and, in 2021 had to change the location. Additional funding is needed to cover the increase in hauling expense.
- *Country Club Bulkhead repair capital project - $15,000 expenditure increase*: Increase in cost due to construction cost increase.
- *Madison Ave sidewalk improvements capital project - $25,000 expenditure increase*: Increase in cost due to construction cost increase.

***Natural Environment – 3 items, $110,000 expenditure increase*:** Budget changes in this grouping do not increase the City's regular position count. The changes provide for ongoing work related to trails and groundwater management. The total increase to spending is $110,000 in 2022, with no costs considered ongoing spending.

- *Parks Interlocal Maintenance Agreement - $20,000 expenditure increase:* At the January 26, 2021 City Council Regular Business Meeting, Council authorized a budget amendment in the amount of $20,000 to support activities associated with the execution of the Interlocal Agreement (ILA) between the City and Bainbridge Island Parks District. The ILA is a partnership intended to share resources and create efficiencies in performing certain trail construction and maintenance. This budget request continues the partnership in 2022.
- *Groundwater management plan/data acquisition and management support - $25,000 expenditure increase*: The development of the Groundwater Management Plan is underway, led by the City's Hydrogeologist. The purpose of this funding is additional data acquisition and management, including well monitoring, groundwater model updates and GIS modeling.
- *Vincent Road dump ground water monitoring - $65,000 expenditure increase*: This funding provides for a required Funding for the Department of Ecology's (DOE) 5-year landfill report. In December 2020, the DOE notified the City that the deadline of the required report was being pushed to 2023 due to staff shortages. The DOE also informed the City the report would require an additional test for manganese. This request adds the original 2021 funding of $45,000 plus an additional amount of $20,000 for the additional testing to 2022.

Technical Modifications 7 items, $597,250 expenditure increase, .65 FTE:

- *Council salaries and benefits - $188,500 expenditure increase:* In a decision from the Salary Commission to City Council dated April 19, 2021, the Salary Commission determined all members of City Council salary should be $36,000 per year and the Council elected Mayor shall receive $48,000 per year. A budget amendment in the amount of $188,500 covers the additional salaries and benefits.
- *Human Resources Analyst - $62,215 expenditure increase and 0.5 FTE:* The additional capacity created by this position will provide efficient recruitment citywide, respond to changing regulations and policies surrounding COVID-19, and research and implement recruitment and retention practices with the goal to attract and retain a diverse workforce.
- *Court personnel - $46,000 expenditure increase and a net of 0.15 FTE*: Court Security was decreased from .75 FTE to .50 FTE and two Senior Judicial Technicians were increased to full-time employees from .80 FTE's. The changes were made due to an increase in remote video hearings which requires less security and a backlog of other services, such as processing of passport applications.
- *Cost-of-living adjustment (COLA) - $344,400 expenditure increase:* The 2022 Adopted Budget for salaries and benefits assumed a 1.5% increase; the actual COLA was 3.5%, the maximum provided by the labor contract, due to the June 2021 CPI.
- *WCIA insurance - $108,000 expenditure increase*: The City's insurance provider has increased premiums due to statewide factors including the increasing cost of claims paid for member losses, changes in state laws, and changing conditions in the insurance market worldwide.
- *Wastewater Treatment Plant debt refinancing - $41,850 expenditure decrease*: The City refunded existing bonds and will have lower payments going forward.

- *<u>Fireflow water capital project - $110,000 expenditure decrease:</u>* The timing of this project changed, and budget was moved to 2021. This is the offsetting decrease to 2022.

TABLE 1: Proposed 2022 Budget Modifications

Consistent, reliable, and predictable	Tax Supported	Utility Supported	Total	FTE	On-going or One-time
FTE - Management Analyst	127,760	-	127,760	1.00	On-going
FTE - National Urban Fellowship Executive Intern	75,000	-	75,000	-	On-going
FTE - Sr. Information Technology Specialist	96,960	23,040	120,000	1.00	On-going
Temp Public Records Request staff	57,180	2,820	60,000	-	One-time
Software Applications	73,500	-	73,500	-	On-going
3rd Party Building Support Services	50,000	-	50,000	-	One-time
Communications and civic engagement	20,000	-	20,000	-	On-going
Sub-total	500,400	25,860	526,260	2.00	
Built Environment					
FTE - Housing Services Manager	140,525	-	140,525	1.00	On-going
Housing Action Plan	100,000	-	100,000	-	One-time
FTE - Maintenance Worker	80,000	-	80,000	1.00	On-going
WF Dock/Lineal moorage repair and maintenance	20,000	-	20,000	-	One-time
Public Work fuel system upgrade	45,000	-	45,000	-	One-time
Survey equipment	13,750	11,250	25,000	-	One-time
Water/Sewer Rate Study	-	75,000	75,000	-	One-time
Biosolids Waste Disposal	-	45,000	45,000	-	One-time
Country Club Bulk Head Repairs	15,000	-	15,000	-	One-time
Madison Ave Sidewalk Improvements	25,000	-	25,000	-	One-time
Sub-total	439,275	131,250	570,525	2.00	
Natural Environment					
Parks and trail maintencance	20,000	-	20,000	-	One-time
Groundwater mgmt plan data acquisition and	25,000	-	25,000	-	One-time
Vincent Road Dump ground water monitoring	65,000	-	65,000	-	One-time
Sub-total	110,000	-	110,000	-	
Technical - decisions already approved by Council					
Increase to Council personnel costs	188,500	-	188,500	-	On-going
Increase to HR FTE and personnel costs	56,300	5,900	62,200	0.50	On-going
Increase to Court FTE and personnel costs	46,000	-	46,000	0.15	On-going
Cost of living allowance increase	284,700	59,700	344,400	-	On-going
WCIA Insurance	80,000	28,000	108,000	-	On-going
DEBT: WWTP 2011 LTGO	-	35,000	35,000	-	On-going
DEBT: WWTP 2011 LTGO - Interest	-	(76,850)	(76,850)	-	On-going
Fireflow Water Project - budget moved forward	-	(110,000)	(110,000)	-	One-time
Sub-total	655,500	(58,250)	597,250	0.65	
TOTAL EXPENDITURES	**1,705,175**	**98,860**	**1,804,035**	**4.65**	

With these proposed adjustments, the 2022 budget continues to meet the City's guiding fiscal priorities; hold recurring expenses less than recurring revenues, and fully fund all policy reserves.

In the coming weeks, I look forward to working with you to approve a modified budget for 2022. I am also looking forward to working with you in 2022 for development of the 2023/2024 biennial budget.

CITY OF BAINBRIDGE ISLAND - 2022 MODIFIED BUDGET
SUMMARY BY FUND

Exhibit A
ORDINANCE NO. 2021-27

CITY FUNDS		2022 EXPENDITURES
001	GENERAL FUND	21,960,220
101	STREET FUND	3,171,968
103	REAL ESTATE EXCISE TAX FUND	3,279,151
104	CIVIC IMPROVEMENT FUND	250,000
108	AFFORDABLE HOUSING FUND	109,500
201	GO BOND FUND	1,554,535
203	LID BOND FUND	40,780
301	CAPITAL CONSTRUCTION FUND	3,682,758
401	WATER OPERATING FUND	2,287,787
402	SEWER OPERATING FUND	5,783,138
403	STORM & SURFACE WATER FUND	2,002,748
407	BUILDING & DEVELOPMENT FUND	3,600,267
501	EQUIPMENT RENTAL & REVOLVING	270,000
	TOTAL EXPENDITURES	**47,992,851**

Public Hearing Draft for 2022 Budget Hearing

ORDINANCE NO. 2021-27

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting mid-biennium modifications to the final budget of the City for the fiscal year ending December 31, 2022, which is the second year of the biennial budget.

WHEREAS, the City of Bainbridge Island adopted Ordinance No. 2008-11 providing for a biennial budget process for years after 2010; and

WHEREAS, on November 24, 2020, the City of Bainbridge Island adopted a biennial budget for 2021 and 2022; and

WHEREAS, the City adopted Ordinance No. 2013-23 providing for a mid-biennial review of the budget; and

WHEREAS, modifications to the budget were submitted to the City Manager with estimates of revenues, and based on requests from all departments for expenditures for the fiscal year ending December 31, 2022 (these dates being prior to the dates required by law); and

WHEREAS, the modifications to the biennial budget were presented to the City Council at a City Council meeting on October 12, 2021; and

WHEREAS, on October 26, 2021, pursuant to Chapter 2.82 of the Bainbridge Island Municipal Code and RCW 35A.34.130, the City Council held a public hearing regarding this ordinance and the proposed modifications to the biennial budget; and

WHEREAS, the City Council considered proposed modifications to the biennial budget at Council meetings on October 12 and October 26, 2021 for the purpose of adopting a final budget for 2022, and at which meetings the City Council made such changes as it deemed necessary and proper; and

WHEREAS, on October 26, 2021, the City Council adopted this Ordinance No. 2021-27 and thereby adopted a final budget for 2022.

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

Section 1. The budget for fiscal year 2022 is hereby modified and adopted as the result of the City's mid-biennium review. The entire modified budget document is to be placed on file with the office of the City Clerk for public inspection.

Section 2. Attached hereto as Exhibit A (to the 2022 Modified Budget) are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined in summary form for the modified budget.

Section 3. The City Manager may authorize transfers of budget authority within a fund as needed but may not transfer budget authority from one fund to another without the prior approval of the City Council.

Section 4. Because the amounts of revenues and expenditures to be recorded in the Building and Development Services Fund are not clearly fixed and because the Building and Development Services Fund receives operating transfers from the General Fund, this Budget authorizes additional amounts to be spent from the Building and Development Services Fund and to be covered by additional operating transfers from the General Fund provided that the total expenditures for these two funds shall be no more than the amount authorized by this ordinance.

Section 5. A complete copy of the final budget for 2022, as modified by the mid-biennium review, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 6. 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 7. This ordinance shall take effect on January 1, 2022.

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

APPROVED by the Mayor this ____ day _____, 2021.

_____
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	October 7, 2021
PASSED BY THE CITY COUNCIL:	_____, 2021
PUBLISHED:	_____, 2021
EFFECTIVE DATE:	January 1, 2022
ORDINANCE NO.:	2021-27

ATTACHED:

EXHIBIT A: “City of Bainbridge Island – 2022 Modified Budget, Summary by Fund”

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (8:20 PM) Set the Public Hearing for Ordinance No. 2021-26 Relating to the Property Tax Levy for Collection in 2022 - Finance,

SUMMARY: In accordance with state law, the City is required to have a public hearing to levy property taxes for 2022. In addition, the City must certify its desired levy amount via ordinance for 2022 to the County Assessor no later than November 30, 2021. This agenda item is for the City Council to schedule a public hearing on Ordinance No. 2021-26 related to revenue sources before setting the levy amount. The Kitsap County Assessor's Office has indicated that it will provide the final calculations by October 18, 2021, including the amount for new construction (not currently available). The attached ordinance includes bracketed text to note the figures that will be updated. The ordinance is being provided to the Council at this time in this format (i.e., pending confirmation regarding some figures) because the Assessor's Office has been delayed in providing some final figures to the City, and the City is proceeding with the information that it has to ensure compliance with a statutory deadline. All of the final figures will be included in Ordinance No. 2021-26 when it is considered by the Council for adoption.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Finance & Administrative Services

RECOMMENDED MOTION: I move to set a public hearing for October 26, 2021 regarding Ordinance No. 2021-26, relating to the Property Tax Levy for Collection in 2022.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: Washington state uses a budget-based property tax system. This means that cities, as part of their annual budget process, must first establish the total dollar amount of property tax revenue they wish to generate for the upcoming year, subject to several restrictions. Once the total dollar amount is established, the levy rate is calculated based on the assessed valuation and other factors. These requirements are necessary for both annual and biennial budgets. There are three steps to complete the necessary requirements: First, a public hearing needs to be scheduled by the Council. Second, a public hearing must take place. And third, the ordinance must be adopted by the Council that states both the dollar increase and the percentage change from the prior year. The City must certify its desired levy amount each year via ordinance to the County Assessor no later than November 30th in order to levy taxes for the subsequent budget year. The 2022 proposed property tax

estimate is calculated by the Kitsap County Assessor's Office. The dollar increase to the 2021 total levy of $8,036,582 is $38,937, which is an increase of .4845, plus an increase of $x [the amount in the previous year was $64,927] equal to the amount allowed under the new construction provisions of RCW 84.55.010, plus the tax refund amount of $8,107, for a total new levy amount of $8,083,626 [which excludes new construction and any amounts due to an increase in state assessed utilities]. Additional detail is provided on the attached document, which was provided by the Kitsap County Assessor's Office. In addition, Ordinance No. 2021-26 will levy $612,800 to pay the 2022 debt service cost of the 2013 Refunded Voted Open Space General Bond Obligation Bonds. The levy is equal to the amount of the debt service.

ATTACHMENTS:

Ordinance No. 2021-26 Relating to the Levy of Property Taxes for Collection in 2022.docx

City of Bainbridge Island Levy Limit 9 29 21.docx

FISCAL DETAILS: The 2022 revised biennial budget will be supported by estimated property tax revenues that were forecast during the creation of the 2021-22 Proposed Budget. The revenue estimates in the 2022 budget will reflect the changes after the public hearing and the Council's adoption of the ordinance take place. Property taxes are recorded as revenue in both the General Fund and the General Obligation Bond Fund.

Fund Name(s):

Coding:

Public Hearing Draft for Property Tax Levy Revenue Hearing

ORDINANCE NO. 2021-26

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the levy of property taxes for the City of Bainbridge Island for the fiscal year commencing January 1, 2022, on all real and personal property within the City that is subject to taxation; levying both general property taxes for the purpose of providing sufficient revenue to carry on the usual activities of the City as required by law, and special levy taxes as authorized by the voters in the November 6, 2001, election.

WHEREAS, the City Council of Bainbridge Island has considered the financial requirements of the City for 2022 as set forth in the adopted 2021-2022 Biennial Budget that has been provided by the City Manager to the City Council, and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property which are included therein; and

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

WHEREAS, the City Council properly provided notice of and conducted the public hearing on October 26, 2021, to consider the City's revenue sources for the City's 2022 General Fund budget; and

WHEREAS, the previous year's actual levy was $8,036,582; and

WHEREAS, the City Council, after hearing and duly considering the relevant information and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year equal to 0.4845 percent of the amount levied for collection in 2021 as authorized by Chapter 84.55 RCW (see, e.g., RCW 84.55.005, RCW 84.55.010), in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City and in its best interest; and

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

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

WHEREAS, the debt service on such bonds for the year 2022 will be $612,800.

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

Section 1. The 2021 regular property tax levy for collection in 2022 is declared to be the previous year's levy of $8,036,582 plus an increase of $38,937, which is an increase of 0.4845 percent, plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 of $_____ [the amount in the previous year was $64,927], and any increase in the value of state-assessed property, as well as any additional amounts resulting from any refunds made of $8,107. The estimated total based on the figures provided by the Kitsap County Assessor's Office at this point is $8,083,626 [which excludes new construction and any amounts due to an increase in state assessed utilities] [the figures above will be updated once the Assessor's Office provides those figures].

Section 2. In addition to the City's regular property tax levy described in Section 1 above, there is levied for collection in 2022, upon all property, both real and personal within the City and within the area subject to taxation, a voter-approved special levy property tax to pay the debt service on the City's 2002 and 2004 Unlimited Tax General Obligation Bonds which were refunded in 2013. The special levy to pay the 2022 debt service on the refunded debt service amount is $612,800.

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

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. This ordinance shall take effect on January 1, 2022, after its passage, approval, and publication as required by law.

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	October 7, 2021
PASSED BY THE CITY COUNCIL	_____, 2021
PUBLISHED:	_____, , 2021
EFFECTIVE DATE:	January 1, 2022
ORDINANCE NO:	2021-26

2022 TAX YEAR LEVY LIMIT CALCULATION

CITY OF BAINBRIDGE ISLAND District # 8730

Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 8,036,582

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

Highest Allowed Levy Since 1986 = 7,995,563

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

1% Increase to Highest Allowed Levy = 8,075,519

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is $38,937 and 0.4845%.

Amount due to New Construction = NOT CURRENTLY AVAILABLE

New construction assessed value 0 X .840413 (the prior year's levy rate) = 0

Amount due to Increase in Utilities = 0

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

AV of Annexed Property = 0 Amount due to Annexations = 0

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

Current Total Assessed Value = 10,226,949,361

This amount may fluctuate until values are final in January.

Tax Refunds & Canceled Taxes less Supplements = 8,107

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

Projected Levy Rate = .789631 Maximum Levy Rate = 2.488608

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

ESTIMATED TOTAL LEVY LIMIT AMOUNT = 8,083,626 EXCLUDES NEW CONSTRUCTION & ANY AMOUNTS DUE TO AN INCREASE IN STATE ASSESSED UTILITIES

Kitsap County Assessor's Office, Holly Beckstead (360) 337-7084 hbecksted@co.kitsap.wa.us

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (8:25 PM) Consider Extension of BIMC 2.16.020.S. Housing Design Demonstration Projects (HDDP) Program - Planning,

SUMMARY: The City Council will consider whether to extend the City's Housing Design Demonstration Project program. The program is codified in BIMC Section 2.16.020.S. (see attached). Without an extension, the HDDP program is set to expire on December 31, 2021.

On December 10, 2019, the Council approved Ordinance No. 2019-32 (see attached) to extend the City's Housing Design Demonstration Projects program for two additional years, until December 31, 2021. In so doing, the program was also narrowed to only be available for development projects that provide at least 50% of residential units as affordable housing.

The City was working on preliminary design concepts for the Suzuki Affordable Housing project, which was being planned as an HDDP project with more than 50% affordable housing. The City owns 13.83 acres, commonly referred to as the “Suzuki Property”, at the intersection of Sportsman Club Road and New Brooklyn Road. Development at Suzuki was removed from the City's priority affordable housing work list in 2020; additional work has not happened since that time.

The City has not received any formal development proposals that plan to utilize the HDDP program since the program was extended and narrowed at the end of 2019.

If the Council would like to extend the program, the Council can direct the City Manager accordingly. If the Council directs that an extension occur, a next step would be for staff to work with the Planning Commission to consider an ordinance to extend the program, and such an ordinance would subsequently be provided to the Council for consideration. If the Council does not wish to extend the program, the Council may affirmatively vote to not extend the program, or the Council may take no action, in which case the program will expire January 1, 2022.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION: I move to extend the Housing Design Demonstration Projects Program for 2 years, until December 31, 2023, and for the City Manager to take steps to effectuate the extension.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	

One-Time Cost:	
Included in Current Budget?	

BACKGROUND: The City's Housing Design Demonstration Projects (HDDP) program was originally approved in 2009 as a 3-year Pilot Program in the greater Winslow area (see attached map). Goals of the HDDP program include:

• Promotes green building, sustainable site development, and housing diversity & affordability using development standard flexibility & density incentives, including a density incentive.

• HDDP projects are limited to a 1,600 square foot maximum dwelling unit size for all HDDP units revised in 2013.

The program was revised in 2016 to reflect updated low-impact development (LID) requirements and extended until 2019. Ordinance No. 2019-32 (see attached) narrowed the program to only be available for development projects that provide at least 50% of residential units as affordable housing, and extended the HDDP program until December 31, 2021. See attached November 7, 2019 Planning Commission meeting minutes with their previous recommendations on HDDP program extension.

In 2010, the HDDP program was recognized with a Sustainability award by the Washington State Chapter of the American Planning Association.

ATTACHMENTS:

Map of Winslow Sewer & WMP areas.pdf

BIMC 2.16.020.S Housing Design Demonstration Projects.pdf

Ordinance No. 2019-32 HDDP.pdf

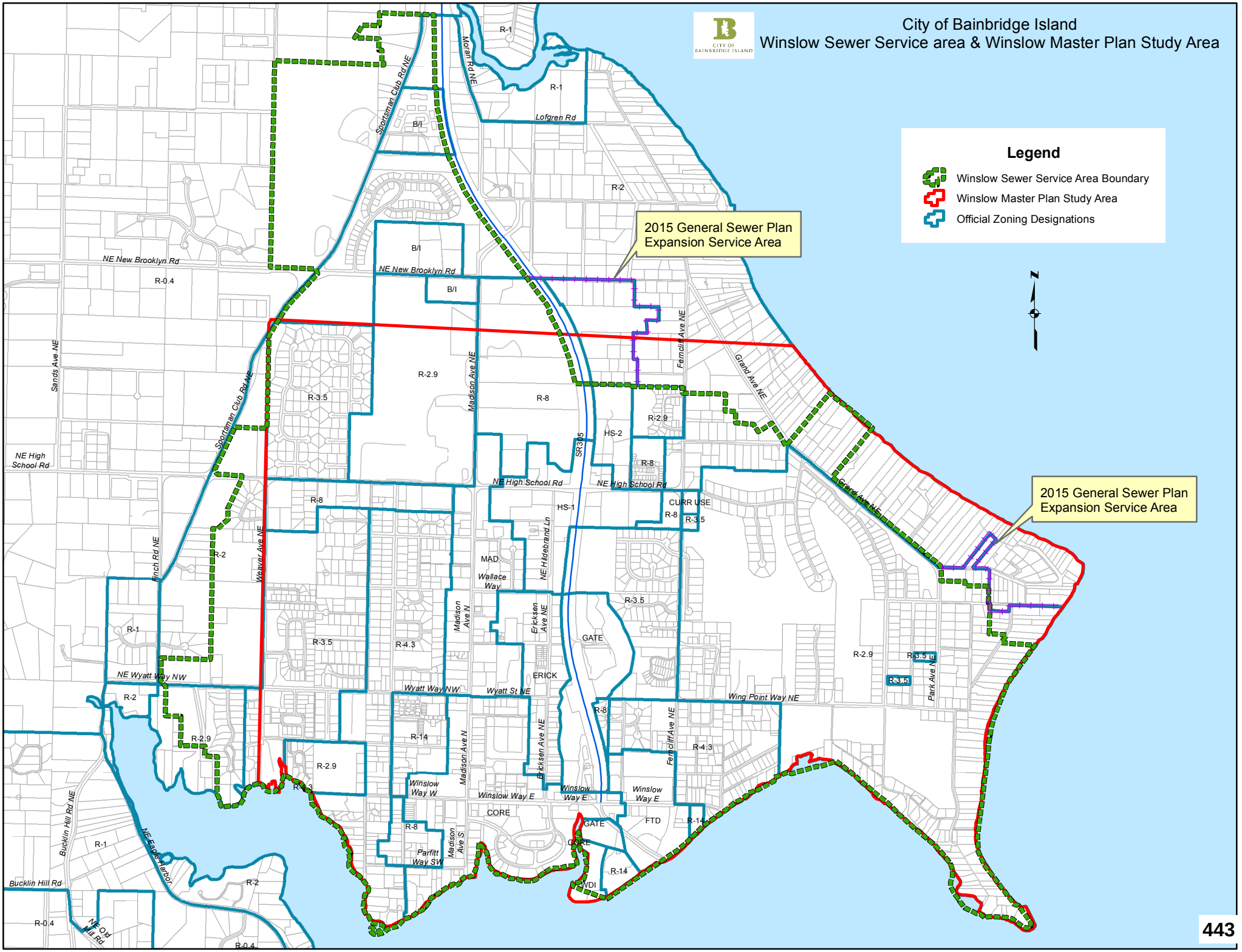
Comp Plan Goals and Polices to support HDDP

Nov 7 2019 Planning Commission Meeting Minutes.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:


City of Bainbridge Island
Winslow Sewer Service area & Winslow Master Plan Study Area
Legend
Winslow Sewer Service Area Boundary
Winslow Master Plan Study Area
Official Zoning Designations
2015 General Sewer Plan Expansion Service Area
2015 General Sewer Plan Expansion Service Area
N
NE New Brooklyn Rd
NE High School Rd
NE Wyatt Way NW
Wyatt Way NW
Wyatt St NE
Wing Point Way NE
Winslow Way W
Winslow Way E
Bucklin Hill Rd
Bucklin Hill Rd NE
NE Eagle Harbor
NE Old Mill Rd
Sportsman Club Rd NE
Madison Ave NE
Madison Ave N
Madison Ave S
Ericksen Ave NE
Ferncliff Ave NE
Grand Ave NE
Park Ave NE
Weaver Ave NE
Finch Rd NE
Sands Ave NE
Parfitt Way SW
Wallace Way
NE Hidebrand Ln
SR305
Lofgren Rd
Moran Rd NE
R-1
R-2
R-2.9
R-3.5
R-4.3
R-8
R-14
R-0.4
B/I
HS-1
HS-2
MAD
GATE
ERICK
CORE
FTD
WDI
CURR USE

2.16.020.S. Housing Design Demonstration Projects.

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

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

2. Applicability. This subsection S is applicable to all properties located within the Winslow sanitary sewer system service area. An application for a housing design demonstration project may be applied to single-family residential subdivisions, mixed-use/multifamily and multifamily developments. Since the purpose is to provide housing projects as demonstrations, the city will accept projects for consideration and approval prior to the sunset date of the ordinance codified in this chapter. The city will limit acceptance of projects outlined in this section to two projects after the effective date of the ordinance codified in this section.

3. Review and Approval Process. Housing design demonstration project applications shall be reviewed as specified in the same manner as other applications for the same type of underlying land use permit (see BIMC 2.16.030 through 2.16.210), with additional review steps done in the order below as outlined in this subsection.

a. Conceptual Proposal Review. Applicants proposing a demonstration project shall meet with city staff during the conceptual phase to discuss the goals and evaluation parameters of the proposed project. The conceptual proposal review is an informal discussion between the applicant and city staff regarding a proposed project. There are no required application materials for this stage. Applicants shall contact the planning department staff to request a meeting, and the meeting shall be scheduled by staff for no more than three weeks after the request date. The purpose of the conceptual proposal review is to determine if the proposal is eligible to be considered as an application for a housing design demonstration project and to assist the applicant by identifying (i) requirements for submittal, including types of supplemental materials for application; (ii) compliance with applicable city plans, goals, policies, codes, or guidelines and possible revisions to the project that will enhance the proposal with respect to these requirements; (iii) areas of BIMC Title 17, Subdivisions, and BIMC Title 18, Zoning, where the applicant seeks flexibility; and (iv) required plans, studies, reports, and/or other materials specific to the proposal that will provide necessary information for staff and the design review board, and to review the project under the criteria outlined in subsection S.4 of this section.

b. Public Participation Program. The applicant is required to participate in one or more community meetings, either through (i) the city's public participation program following the procedures

outlined in Resolution Nos. 2010-32 and 2001-11, or (ii) an equivalent public meeting that includes participation by city staff, as approved by the director.

c. Preapplication Conference. The applicant shall apply for a preapplication conference pursuant to subsection I of this section. Housing design demonstration projects shall be reviewed by both staff and the design review board, pursuant to subsection F of this section. The applicant shall submit an HDDP proposal consistent with the requirements in the administrative manual. The applicant shall consider input received during the public meetings and conceptual review with city staff in crafting the proposal. The proposal will be evaluated pursuant to subsection S.4 of this section by city staff with the design review board serving in an advisory role, in addition to their review of applicable design guidelines. The director shall prepare written findings of facts, and applicants will receive preliminary notification from the director whether the proposal will qualify as a housing design demonstration project, or feedback about how to improve the proposal to qualify. If the applicant changes the proposal in any significant manner other than a response to feedback from the public meeting, conceptual review, or the preapplication review, an additional preapplication conference may be required.

d. Application Submittal. An applicant may submit a land use permit application (subdivision, site plan and design review, or conditional use permit) for a housing design demonstration project after completion of a required conceptual and preapplication review and notification by the city that the proposal qualifies as a housing design demonstration project. Upon receipt of an application, the director shall provide notice to the applicant and public in accordance with subsection M of this section and commence the application review process. Housing design demonstration projects that require more than one land use permit must utilize the consolidated project review process outlined in BIMC 2.16.170. All housing design demonstration project applications, including subdivisions, shall be reviewed by the design review board and the planning commission at public meetings. The design review board and the planning commission shall make recommendations on all housing design demonstration projects.

e. Permit Decision. The decision to approve or deny a housing design demonstration project shall be made as part of underlying land use permit approval. The decision shall be based upon the decision criteria of the underlying planning permit, and the decision criteria outlined in subsection S.5 of this section. Housing design demonstration project approval conditions shall be included in the final permit approval and shall address any ongoing compliance requirements, including compliance with approved design plans. The city may require that the applicant record covenants to ensure ongoing compliance or maintenance for required project components.

f. Building Permit. The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for required certification by a green building rating system, such as Evergreen Sustainable Development, LEED, or BuiltGreen. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.

g. Living Building Challenge. For projects pursuing the Living Building Challenge standard of the International Living Building Institute, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction, and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the site, materials, indoor quality and beauty/inspiration components of the Living Building Challenge and that the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

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

Table 2.16.020.S-1: Housing Design Demonstration Project Scoring System

Density Incentives	**Requirements to Receive Incentives**	
	Green Building and Innovative Site Development	**Housing Diversity**
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	• LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development • 25 Points in Innovative Site Development Practices	• 50% affordable housing • Home size not larger than 1,600 sq. ft.
NOTE: For required affordable housing units: o Home ownership projects: 50% of required affordable house units should serve ≤ 80% AMI o Rental projects: 50% of required affordable house units should serve ≤ 60% AMI.		

Table 2.16.020.S-2 Housing Diversity Scoring Method

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

Table 2.16.020.S-3 Innovative Site Development Scoring Method

Minimum Site Development Point Requirement

25

WATER QUALITY & CONSERVATION

Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, green roofs and covered parking.

All HDDP projects will follow the stormwater manual adopted in Chapter 15.20 BIMC.

REQUIREMENT	VALUE
Number of dwelling units that integrate greywater reuse components into building design:	
10%	1
11-20%	2
21-30%	3
Over 31%	4
Percentage of total roof area qualifying as "green roofs":	
15-30%	2
Over 31%	4
Project integrates cisterns: % of total roof area directed to cisterns: 15-30%	2
Over 31%	4
Percentage of total parking spaces that are covered (i.e. parking garage, carport):	
5-20%	1
21-40%	2
41-60%	3
61-80%	4
Over 81%	5

LANDSCAPING & OPEN SPACE

Project provides well-designed common open space, with at least 5 percent of the gross land area, set aside as open space and designed as an integrated part of the project rather than an isolated element. The common open space must be outside of critical areas and their buffers and required roadside buffers. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens can be in common open space areas, and shall be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Required growing space for neighborhood gardens is 60 square feet per dwelling unit, not including any existing orchard area. Open space dedicated to the public pursuant to the standards of BIMC Sections 17.12.030. A1, A2, A3, A6 & A7 is encouraged.

% OF OPEN SPACE	VALUE	VALUE IF PUBLIC
5-10%	2	4
11-15%	4	6
16-20%	6	8
21-25%	8	10
Greater than 25%	10	12
Incorporates neighborhood garden	2	
Preserves tree that qualifies as a "Heritage tree" under City Program. The tree is not otherwise required to be preserved.	2 per tree	
All Private yard areas ≤ 20% turf	4	
Project landscaping integrates at least 60% native or drought tolerant plants	4	

TRANSPORTATION

Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Island-wide Transportation Plan (IWTP) and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters.

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TRANSPORTATION COMPONENTS	VALUE
Project preserves, creates or integrates internal and external non-motorized connections.	2
Provides public walkways, separated paths, or bike lanes. No points for facilities required by IWTP.	3
On-site car sharing program	1 per each car
Electric vehicle charging stations for 3% of vehicle parking capacity.	3
Covered, consolidated bike parking for subdivisions	3
Bus Shelter	2

a. Housing Diversity. Evaluation will review:

i. Unit Type. The project includes a variety of unit types, for example, single-family, townhomes, flats, duplex, cottages, age-in-place or accessory dwelling units;

ii. Unit Size. The project includes a variety of housing unit sizes that provide for a broad mix of income levels and family size; and

iii. Affordable Housing. The project includes housing units that are affordable to the spectrum of income levels as described in Chapter 18.21 BIMC, Affordable Housing, and BIMC 18.36.030. Designated affordable housing shall remain affordable for 99 years from the time of final inspection on the affordable unit. The applicant shall record covenants that demonstrate how the unit will remain affordable and be managed for 99 years.

b. Innovative Site Development. Evaluation will review:

i. Water Quality and Conservation. Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, vegetated roofs and covered parking. All HDDP projects will follow the Department of Ecology's 2012 Stormwater Management Manual for Western Washington, as amended in December 2014.

ii. Landscaping. The project uses low maintenance landscaping that integrates a high proportion of native plants or drought-tolerant plants that are climate appropriate. The project limits the amount of lawn in private yards in favor of common open space. Projects are encouraged to use cisterns to collect rainwater for irrigation or garden use.

iii. Common Open Space. The project provides connected common open space area set aside as active open space and designed and integrated into the project. The open space could include active elements such as a neighborhood garden/pea patch and composting facilities, or a playground. Critical areas and their buffers and required roadside buffers do not contribute to "common open space" under the housing design demonstration project program.

iv. Transportation. The project (A) uses a design that provides enhanced sensitivity to pedestrian travel; (B) internally preserves existing informal, internal connection to external trail(s), or creates new connections where appropriate, to implement the Island-wide Transportation Plan (IWTP); (C) reduces reliance on automobiles and trip counts, and promotes alternative transportation and public transit; (D) minimizes the visual dominance of automobiles throughout the project; or (E) the project accommodates needs of alternative vehicles through techniques such as parking and charging facilities for electric cars, locating rechargeable electric vehicle (EV) parking in a conspicuous and preferred location close to a main building entrance, and integrating a parking space for a vehicle sharing program, such as Zipcar™.

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

5. Approval Criteria. In addition to decision criteria required by the underlying planning permit or approval, an application for a housing design demonstration project may be approved if the following criteria are met:

a. The applicant clearly demonstrates evaluation factors listed in subsection S.4 of this section as shown in the housing design demonstration project scoring system as evaluated by the planning department;

b. The applicant has demonstrated how relief from specific development standards, including setback reductions, lot coverage and/or design guidelines, is needed to achieve the desired innovative design and the goals of this chapter;

c. The project does not adversely impact existing public service levels for surrounding properties;

d. The project complies with all other portions of the BIMC, except as modified through this housing design demonstration project process;

e. If a project will be phased, each phase of a proposed project must contain adequate infrastructure, open space, recreational facilities, landscaping and all other conditions of the project to stand alone if no other subsequent phases are developed; and

f. The applicant is meeting required housing diversity standards.

6. Development Standard Incentives for Development Projects in the Mixed-Use Town Center. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.

b. Maximum Lot Coverage. Maximum lot coverage can be increased above zoning district requirements with no maximum.

c. Natural Area. For MUTC projects developed under BIMC Title 17, the prescriptive natural area requirements in Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 50 square feet of natural area per unit.

d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and one and one-half parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or subcompact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project program, then the development shall integrate at least one guest parking space for every five dwelling units.

e. Setbacks. Unless required for public safety purposes, such as sight distance, setbacks may be reduced as described below. This section does not supersede lesser setback requirements in the MUTC/HS Road district zones, as outlined in Tables 17.12.070-1 and 18.12.020-2, as applicable.

i. Zoning Setback Reductions.

(A) Front setback within project: 10 feet.

(B) Rear setback within project: minimum of five feet.

(C) Side setback within project: minimum of five feet.

ii. Subdivision Setback Reductions.

(A) All interior subdivision setbacks: zero feet.

(B) Building to exterior subdivision boundary: five feet.

(C) Building to right-of-way or on-site private access: 10 feet.

f. Building Height. Buildings within the Mixed-Use Town Center or High School Road districts may achieve a maximum building height not to exceed the optional height outlined in Table 18.12.020-2.

7. Development Standard Incentives for Development Projects in Residential Zones. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.

b. Maximum Lot Coverage. Maximum lot coverage can be increased above zoning district requirements with no maximum.

c. Natural Area. For residentially zoned projects developed under BIMC Title 17, the prescriptive natural area requirements in Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 400 square feet of natural area per unit.

d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and one and one-half parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or subcompact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project, then the development shall integrate at least one guest parking space for every five dwelling units.

e. Setbacks. Unless required for public safety purposes, such as sight distance, zoning and subdivision setbacks may be reduced as described below. This section does not supersede lesser setback requirements as outlined in Tables 17.12.070-1 and 18.12.020-1, as applicable. Additional vegetative landscaping screen may be required by the director when reducing setbacks.

i. Zoning Setback Reductions.

(A) Front setback to on-site access: 10 feet.

ii. Subdivision Setback Reductions.

(A) All interior subdivision setbacks: zero feet.

(B) Building to on-site access: 10 feet.

8. Density Bonus Incentives. An increase in residential base density may be permitted as outlined in Table 2.16.020.S-4.

Table 2.16.020.S-4: Housing Diversity Program Project Density Bonuses
• 2.5 x Base Density • OR Max. Bonus Mixed-Use FAR (all residential)

9. Housing Project Visit. In order to learn from the innovative design practices used, all projects completed under this subsection S shall allow city staff to conduct occasional site tours. City staff will make a request of the property owner prior to conducting a tour and will not access the properties for tours more than once every three months. The site tours will be limited to the exterior and common grounds of the property and conducted during regular business hours. Visits will be coordinated through the staff and property owner, and the owner will receive written notice no less than two weeks in advance of each visit. Any additional access to private property or at alternative times shall be at the permission and cooperation of the individual homeowner only.

10. Demonstration Period. This subsection S and related provisions of BIMC Titles 2, 17, and 18 shall expire on December 31, 2021.

ORDINANCE NO. 2019-32

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, Ordinance No. 2018-02 imposed a temporary six-month moratorium on the acceptance of certain development ("development moratorium"), stating the City Council's concerns regarding likely adverse impacts related to growth and development under existing regulations; and

WHEREAS, Tier 3 HDDP projects require that 50% of dwelling units be designated for affordable housing and these Tier 3 HDDP projects are exempt from the development moratorium; and

WHEREAS, in 2018 and early 2019, the Design Review Board and Planning Commission worked on revisions to Title 17 of the Bainbridge Island Municipal Code ("BIMC") relating to subdivisions to improve consistency between subdivision development and the City's Comprehensive Plan; and

WHEREAS, in 2017-2018, the Planning Commission expressed concern during project review and recommendation meetings related to HDDP land use applications that the existing HDDP program is difficult to implement and is not achieving its stated purpose and goals; and

WHEREAS, on June 21, 2018, the Planning Commission recommended that the City Council suspend the existing HDDP program until work on revisions to Title 17 BIMC are completed; and

WHEREAS, on July 24, 2018, the City Council discussed the issue of suspending the HDDP program as recommended by the Planning Commission, and held a public hearing on and approved Ordinance No. 2018-31 on August 28, 2018; and

WHEREAS, Ordinance No. 2018-31 suspended the HDDP program except for projects that produced 100% of units as affordable housing, exceeding the underlying Tier 3 HDDP provisions that require at least 50% of units be designated as affordable housing; and

WHEREAS, on September 24, 2019, the City Council approved updated subdivision standards via Ordinance No. 2019-03 and thereby satisfied a basis for suspending the HDDP program; and

WHEREAS, this Ordinance No. 2019-32 will restore Tier 3 of the HDDP program to the form it was previously by removing the sentence that was added by Ordinance No. 2018-31, and with removal of that sentence Tier 3 HDDP development projects will revert back to requiring at least 50% (rather than 100%) of units to be designated as affordable housing; and

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

WHEREAS, the City is still working to accomplish many of the recommendations made by the Task Force's final report and to implement City green building standards, and both affordable housing and green building are required as part of the HDDP program; and

WHEREAS, the HDDP program is currently set to expire on December 31, 2019; and

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

WHEREAS, the Planning Commission discussed this Ordinance No. 2019-32 on October 24, 2019 and held a public hearing on November 7, 2019, and after closing the public hearing, voted 5-2 to recommend denial of Ordinance No. 2019-32 to the City Council; and

WHEREAS, after the Planning Commission completed their recommendation on Ordinance No. 2019-32, the Commission voted 6-1 to recommend to the City Council that they direct the Planning Commission and staff to draft an interim affordable housing ordinance that includes density incentives to promote affordable housing and green building; and

WHEREAS, notice was given on November 5, 2019 to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106 related to this Ordinance No. 2019-32; and

WHEREAS, the City Council considered versions of this Ordinance No. 2019-32 on October 22, November 26, and December 10, 2019, and desires to extend the HDDP program for Tier 3 projects only, also increasing the duration of affordability from 50 years to 99 years; and

WHEREAS, Ordinance No. 2019-32 also corrects municipal code references and terminology for consistency with the new subdivision regulations, approved with Ordinance No. 2019-03 on September 24, 2019.

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

Section 1. Section 2.16.020.S. of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A, which is incorporated herein.

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

PASSED BY THE CITY COUNCIL this 10th day of December, 2019.

APPROVED BY THE MAYOR this 10th day of December, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	October 15, 2019
PASSED BY THE CITY COUNCIL:	December 10, 2019
PUBLISHED:	December 13, 2019
EFFECTIVE DATE:	December 18, 2019
ORDINANCE NUMBER:	2019-32

Attachment: Exhibit A

EXHIBIT A

2.16.020 General provisions.

S. Housing Design Demonstration Projects.

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

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

2. Applicability. This subsection S is applicable to all properties located within the Winslow sanitary sewer system service area. An application for a housing design demonstration project may be applied to single-family residential subdivisions, mixed-use/multifamily and multifamily developments. ~~The city will only accept applications for housing design demonstration projects where 100 percent of the housing units created will constitute affordable housing, as defined by BIMC 18.36.030.16, for one or more of the income groups defined in BIMC 18.21.020.A.~~ Since the purpose is to provide housing projects as demonstrations, the city will accept projects for consideration and approval prior to the sunset date of the ordinance codified in this chapter. The city will limit acceptance of ~~Tier 3 and 4~~ projects outlined in this section to <u>two</u> ~~three~~ projects <u>after the effective date of Ordinance 2019-32</u> ~~in each tier~~.

3. Review and Approval Process. Housing design demonstration project applications shall be reviewed as specified in the same manner as other applications for the same type of underlying land use permit (see BIMC 2.16.030 through 2.16.210), with additional review steps done in the order below as outlined in this subsection.

a. Conceptual Proposal Review. Applicants proposing a demonstration project shall meet with city staff during the conceptual phase to discuss the goals and evaluation parameters of the proposed project. The conceptual proposal review is an informal discussion between the applicant and city staff regarding a proposed project. There are no required application materials for this stage. Applicants shall contact the planning department staff to request a meeting, and the meeting shall be scheduled by staff for no more than three weeks after the request date. The purpose of the conceptual proposal review is to determine if the proposal is eligible to be considered as an application for a housing design demonstration project and to assist the applicant by identifying (i) requirements for submittal, including types of supplemental materials for application; (ii) compliance with applicable city plans, goals, policies, codes, or guidelines and possible revisions to the project that will enhance the proposal with respect to these requirements; (iii) areas of BIMC Title 18, Zoning, and BIMC Title 17, subdivisions, where the applicant seeks flexibility; and (iv) required plans, studies, reports, and/or other materials specific to the proposal that will provide necessary information for staff and the design review board, and to review the project under the criteria outlined in subsection S.4 of this section.

b. Public Participation Program. The applicant is required to participate in one or more community meetings, either through the city's (i) public participation program following the procedures outlined in Resolution Nos. 2010-32 and 2001-11, or (ii) an equivalent public meeting that includes participation by city staff, as approved by the director.

c. Preapplication Conference. The applicant shall apply for a preapplication conference pursuant to subsection I of this section. Housing design demonstration projects shall be reviewed by both staff and the design review board, pursuant to subsection F of this section. The applicant shall submit a HDDP proposal consistent with the

requirements in the administrative manual. The applicant shall consider input received during the public meetings and conceptual review with city staff in crafting the proposal. The proposal will be evaluated pursuant to subsection S.4 of this section by city staff with the design review board serving in an advisory role, in addition to their review of applicable design guidelines. The director shall prepare written findings of facts, and applicants will receive preliminary notification from the director whether the proposal will qualify as a housing design demonstration project, or feedback about how to improve the proposal to qualify. If the applicant changes the proposal in any significant manner other than a response to feedback from the public meeting, conceptual review, or the preapplication review, an additional preapplication conference may be required.

d. Application Submittal. An applicant may submit a land use permit application (subdivision, site plan and design review, or conditional use permit) for a housing design demonstration project after completion of a required conceptual and preapplication review and notification by the city that the proposal qualifies as a housing design demonstration project. Upon receipt of an application, the director shall provide notice to the applicant and public in accordance with subsection M of this section and commence the application review process. Housing design demonstration projects that require more than one land use permit must utilize the consolidated project review process outlined in BIMC 2.16.170. All housing design demonstration project applications, including subdivisions, shall be reviewed by the design review board and the planning commission at public meetings. The design review board and the planning commission shall make recommendations on all housing design demonstration projects.

e. Permit Decision. The decision to approve or deny a housing design demonstration project shall be made as part of underlying land use permit approval. The decision shall be based upon the decision criteria of the underlying planning permit, and the decision criteria outlined in subsection S.5 of this section. Housing design demonstration project approval conditions shall be included in the final permit approval and shall address any ongoing compliance requirements including compliance with approved design plans. The city may require that the applicant record covenants to ensure ongoing compliance or maintenance for required project components.

f. Building Permit. The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for required certification by a green building rating system, such as Evergreen Sustainable Development, LEED, or BuiltGreen. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.

g. Living Building Challenge. For projects pursuing the Living Building Challenge standard of the International Living Building Institute, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the Site, Materials, Indoor Quality and Beauty/Inspiration components of the Living Building Challenge and that the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

4. Evaluation Method. Each project will be evaluated for innovation and achievement of the goals of this subsection S of this section using a number of factors. The evaluation factors are divided into three categories. Examples of sustainable development methods do not limit other mechanisms of meeting the evaluation factor. Projects that

qualify as housing design demonstration projects are eligible to use the flexible development standard incentives outlined in subsections S.6 and 7 of this section, and. Projects qualifying as a Tier 2, 3, or 4 project are eligible for the residential incentives outlined below and in subsection S.8 of this section. Tables 2.16.020.S-1, S-2, and S-3 show how projects are scored to qualify for different tiers in the housing design demonstration project program.

Table 2.16.020.S-1: Housing Design Demonstration Project Scoring System

Density Incentives	Requirements to Receive Incentives: Green Building and Innovative Site Development	Requirements to Receive Incentives: Housing Diversity
Tier 4		
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	Living Building Challenge (ILFI) OR Passive House (Passive House Institute US/International)	Home size not greater than 1,600 sq. ft.
	30 Points in Innovative Site Development Practices	10 pts/10% of units affordable housing
Tier 3		
2.5 x Base Density OR Max. Bonus Mixed-Use FAR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development	50% affordable housing
	25 Points in Innovative Site Development Practices	Home size not larger than 1,600 sq. ft.
Tier 2		
1.5 x Base Density (R-8 and R-14); OR 2.0 x Base Density not to exceed R-8 density (R-2, R-2.9, R-3.5, and R-4.3); OR Max. Bonus Mixed-Use FAR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development	Home size not greater than 1,600 sq. ft.
		10% of units affordable housing
	25 Points in Innovative Site Development Practices	Projects with ≥ 20 units must get 3 points in "Unit Type" category
Tier 1		
No Density Bonus	LEED Certification, BuiltGreen 4, or Evergreen Sustainable Development	Home size not greater than 1,600 sq. ft.
		4 points (projects with < 20 units) in "Housing Diversity" category
	14 Points in Innovative Site Development Practices	5 points (projects with ≥ 20 units) in "Housing Diversity" category
		Projects with ≥ 20 units must get 2 points in "Unit Type" category
NOTE: For Tiers 2 and 3 required affordable housing units: Home ownership projects: 50% of required affordable house units should serve ≤ 80% AMI Rental projects: 50% of required affordable house units should serve ≤ 60% AMI.		

EXHIBIT A

Table 2.16.020.S-2 Housing Diversity Scoring Method

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

Table 2.16.020.S-3 Innovative Site Development Scoring Method

~~TIER~~	Minimum Site Development Point Requirement	WATER QUALITY & CONSERVATION Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, green roofs and covered parking. All HDDP projects will follow the stormwater manual adopted in Chapter 15.20 BIMC.	LANDSCAPING & OPEN SPACE Project provides well-designed common open space, with at least 5 percent of the gross land area, set aside as open space and designed as an integrated part of the project rather than an isolated element. The common open space must be outside of critical areas and their buffers and required roadside buffers. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens can be in common open space areas, and shall be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Required growing space for neighborhood gardens is 60 square feet per dwelling unit, not including any existing orchard area. Open space dedicated to the public pursuant to the standards of BIMC Sections 17.12.030. A1, A2, A3, A6 & A7 is encouraged.	TRANSPORTATION Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Island-wide Transportation Plan (IWTP) and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters.
~~4~~	**~~30~~**			.
~~3~~	**25**			
~~2~~	**~~25~~**			
~~1~~	**~~14~~**			

REQUIREMENT	VALUE
Number of dwelling units that integrate greywater reuse components into building design:	
10%	1
11-20%	2
21-30%	3
Over 31%	4
Percentage of total roof area qualifying as "green roofs":	
15-30%	2
Over 31%	4
Project integrates cisterns: % of total roof area directed to cisterns:	
15-30%	2
Over 31%	4
Percentage of total parking spaces that are covered (i.e. parking garage, carport):	
5-20%	1
21-40%	2
41-60%	3
61-80%	4
Over 81%	5

% OF OPEN SPACE	VALUE	VALUE IF PUBLIC
5-10%	2	4
11-15%	4	6
16-20%	6	8
21-25%	8	10
Greater than 25%	10	12
Incorporates neighborhood garden	2	
Preserves tree that qualifies as a "Heritage tree" under City Program. The tree is not otherwise required to be preserved.	2 per tree	
All Private yard areas ≤ 20% turf	4	
Project landscaping integrates at least 60% native or drought tolerant plants	4	

TRANSPORTATION COMPONENTS	VALUE
Project preserves, creates or integrates internal and external non-motorized connections.	2
Provides public walkways, separated paths, or bike lanes. No points for facilities required by IWTP.	3
On-site car sharing program	1 per each car
Electric vehicle charging stations for 3% of vehicle parking capacity.	3
Covered, consolidated bike parking for subdivisions	3
Bus Shelter	2

a. Housing Diversity. Evaluation will review:

i. Unit Type. The project includes a variety of unit types, for example, single-family, townhomes, flats, duplex, cottages, age-in-place or accessory dwelling units;

ii. Unit Size. The project includes a variety of housing unit sizes that provide for a broad mix of income levels and family size; and

iii. Affordable Housing. The project includes housing units that are affordable to the spectrum of income levels as ~~defined~~ described in Chapter 18.21 BIMC~~,~~ Affordable Housing and 18.36.030.16~~, except that affordable housing units required for a housing design demonstration project must use the Bremerton-Silverdale Average Median Income (AMI)~~. Designated affordable housing shall remain affordable for ~~50~~ 99 years from the time of final inspection on the affordable unit. The applicant shall record covenants that demonstrate how the unit will remain affordable and be managed for ~~50~~ 99 years.

b. Innovative Site Development. Evaluation will review:

i. Water Quality and Conservation. Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, vegetated roofs and covered parking. All HDDP projects will follow the Department of Ecology's 2012 Stormwater Management Manual for Western Washington, as amended in December 2014.

ii. Landscaping. The project uses low maintenance landscaping that integrates a high proportion of native plants or drought-tolerant plants that are climate appropriate. The project limits the amount of "lawn" in private yards in favor of common open space. Projects are encouraged to use cisterns to collect rainwater for irrigation or garden use.

iii. Common Open Space. The project provides connected common open space area set aside as active open space and designed and integrated into the project. The open space could include active elements such as a neighborhood garden/pea patch and composting facilities, or a playground. Critical areas and their buffers and required roadside buffers do not contribute to "common open space" under the housing design demonstration project program.

iv. Transportation. The project (A) uses a design that provides enhanced sensitivity to pedestrian travel; (B) internally preserves existing informal, internal connection to external trail(s), or creates new connections where appropriate, to implement the Island-wide Transportation Plan (IWTP); (C) reduces reliance on automobiles and trip counts, and promotes alternative transportation and public transit; (D) minimizes the visual dominance of automobiles throughout the project; or (E) the project accommodates needs of alternative vehicles through techniques such as parking and charging facilities for electric cars, locating rechargeable electric vehicle (EV) parking in a conspicuous and preferred location close to a main building entrance, and integrating a parking space for a vehicle sharing program, such as Zipcar™.

c. Innovative Building Design. The project is constructed under a green building certification program that requires third-party verification such as the Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, Passive House

Institute US/International, LEED or the BuiltGreen Program of the Master Builders of King and Snohomish Counties.

5. Approval Criteria. In addition to decision criteria required by the underlying planning permit or approval, an application for a housing design demonstration project may be approved if the following criteria are met:

a. The applicant clearly demonstrates evaluation factors listed in subsection S.4 of this section as shown in the housing design demonstration project scoring system as evaluated by the planning department;

b. The applicant has demonstrated how relief from specific development standards, including setback reductions, lot coverage and/or design guidelines, is needed to achieve the desired innovative design and the goals of this chapter;

c. The project does not adversely impact existing public service levels for surrounding properties;

d. The project complies with all other portions of the BIMC, except as modified through this housing design demonstration project process;

e. If a project will be phased, each phase of a proposed project must contain adequate infrastructure, open space, recreational facilities, landscaping and all other conditions of the project to stand alone if no other subsequent phases are developed; and

f. The applicant is meeting required housing diversity standards.

6. Development Standard Incentives ~~–~~for Development Projects in the Mixed-Use Town Center. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.

b. Maximum Lot Coverage. Maximum lot coverage can be increased ~~by five percent for Tier 1 projects, and 10 percent for Tier 2 projects. For example, for a Tier 1 project in the Madison overlay district, the 35 percent lot coverage limit may be increased to 40 percent. Tier 3 and 4 projects may increase lot coverage~~ above zoning district requirements with no maximum.

c. Natural Area ~~Open Space~~. For MUTC projects developed under BIMC Title 17~~, flexible lot subdivision~~, the prescriptive ~~open space~~ natural area requirements in ~~BIMC 17.12.030.A~~ Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 50 square feet of ~~open space~~ natural area per unit. ~~The open space shall be located along a public or private street or driveway, or public walkway.~~

d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and 1.5 parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any

other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to BIMC Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or sub-compact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project program, then the development shall integrate at least one guest parking space for every five dwelling units.

e. Setbacks. Unless required for public safety purposes, such as sight distance, setbacks ~~required by BIMC Title 18 in any district other than the Mixed-Use Town Center or the High School Road zoning district~~ may be reduced as described below. This section does not supersede lesser setback requirements in the MUTC/HS Road district zones, as outlined in Tables 18.12.020-2 ~~3~~ and 17.12.070-1, as applicable.

i. Zoning Setback Reductions.

(A) Front setback within project: 10 feet.

(B) Rear setback within project: minimum of five feet.

(C) Side setback within project: minimum of five feet.

ii. Subdivision Setback Reductions.

(A) All interior subdivision setbacks: zero feet.

(B) Building to exterior subdivision boundary: five feet.

(C) Building to right-of-way or on-site private access: 10 feet.

f. Building Height. Buildings within the Mixed-Use Town Center or High School Road districts may achieve a maximum building height not to exceed the optional height outlined in Table 18.12.020-2 ~~3~~.

7. Development Standard Incentives ~~–~~ for Development Projects in Residential Zones. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:

a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.

b. Maximum Lot Coverage. Maximum lot coverage can be increased ~~by five percent for Tier 1 projects, and 10 percent for Tier 2 projects. For example, for Tier 1 projects in the R-4.3 district, the 25 percent lot coverage limit may be increased to 30 percent. Tier 3 and 4 projects may increase lot coverage~~ above zoning district requirements with no maximum.

c. Natural Area ~~Open Space~~. For residentially zoned projects developed under BIMC Title 17, ~~flexible lot subdivision,~~ the prescriptive ~~open space~~ natural area requirements in ~~BIMC 17.12.030. A~~ Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 400 square feet of ~~open space~~ natural area per unit. ~~The open space shall be located along a public or private street or driveway, or public walkway. This common consolidated open space would be in addition to any protected critical areas or buffers.~~

d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and 1.5 parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or sub-compact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project, then the development shall integrate at least one guest parking space for every five dwelling units.

e. Setbacks. Unless required for public safety purposes, such as sight distance, zoning and subdivision setbacks ~~required by BIMC Title 18~~ may be reduced as described below. This section does not supersede lesser setback requirements as outlined in Tables 18.12.020-1 and 17.12.070-1, as applicable. Additional vegetative landscaping screen may be required by the director when reducing setbacks.

i. Zoning Setback Reductions.
(A) Front setback to on-site access: 10 feet.

ii. Subdivision Setback Reductions.
(A) All interior subdivision setbacks: zero feet.
(B) Building to on-site access: 10 feet.

8. Density Bonus Incentives. An increase in residential base density may be permitted as outlined in Table 2.16.020.S-4.

Table 2.16.020.S-4: Housing Diversity Program Project Density Bonuses
~~**Tier 4**~~
~~2.5 x Base Density **OR** Max. Bonus Mixed-Use FAR (all residential)~~
~~**Tier 3**~~
2.5 x Base Density **OR** Max. Bonus Mixed-Use FAR (all residential)
~~**Tier 2**~~
~~•1.5 x Base Density (R-8 and R-14) **OR** •2.0 x Base Density not to exceed R-8 density (for R-2, R-2.9, R-3.5, and R-4.3) **OR** •Max. Bonus Mixed-Use FAR (all residential)~~
~~**Tier 1**~~
~~No Density Bonus~~

9. Housing Project Visit. In order to learn from the innovative design practices used, all projects completed under this subsection S shall allow city staff to conduct occasional site tours. City staff will make a request of the property owner prior to conducting a tour and will not access the properties for tours more than once every three months. The site tours will be limited to the exterior and common grounds of the property and conducted during regular business hours. Visits will be coordinated through the staff and property owner, and the owner will receive written notice no less than two weeks in advance of each visit. Any additional access to private property or at alternative times shall be at the permission and cooperation of the individual homeowner only.

10. Demonstration Period. This subsection S and related provisions of BIMC Titles 2, 17, and 18 shall expire on December 31, 2021 ~~2019~~. (Ord. 2018-20 § 6, 2018; Ord. 2018-31 § 1, 2018; Ord. 2018-24 § 1, 2018; Ord. 2018-08 §§ 2 – 6, 2018; Ord. 2017-03 § 1, 2017; Ord. 2016-28 §§ 2, 3 (Exh. A), 2016; Ord. 2016-27 §§ 1 – 5, 2016; Ord. 2013-25 §§ 2, 3, 2013; Ord. 2012-09 § 1, 2012; Ord. 2011-02 § 2 (Exh. A), 2011)

Comprehensive Plan Support for the HDDP Program

COMPREHENSIVE PLAN INTRODUCTION

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 Policy 3.1

Ensure a variety of housing choices to meet the needs of present and future residents in all economic segments and promote plans, projects and proposals to create *affordable housing*.

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 Policy 5.2

Recognize that the sustainable use of the Island's finite land base is served by *green building* practices.

LAND USE ELEMENT

Policy LU 5.1

Winslow is the urban core of the Island while the Neighborhood Centers are smaller-scale mixed-use centers. In order to achieve the *goals* of the *GMA* this Plan:

- Encourages development in areas where *public facilities* and services exist or can be provided in an efficient and effective manner.
- Provides a vibrant, pedestrian-oriented core.
- Reduces sprawl.
- Provides choice of housing location and lifestyle.
- Maintains and protects environmentally sensitive and resource lands.
- Encourages the retention of open space.
- Maintains and enhances fish and wildlife habitat.

Policy LU 5.5

Implement a *green building* code.

Policy LU 5.8

Adopt *development standards* and program public improvements to encourage walkability within each *designated center* and to the surrounding areas.

LU Action #3 Amend the City's development code to implement green building codes. Utilize lessons learned from communities of comparable environmental and socio-economic characteristics to implement green building codes which address issues such as site sustainability, water use efficiency, energy use efficiency, indoor environmental quality, and the impact on the atmosphere, materials and resources by buildings.

ECONOMIC ELEMENT

DIVERSIFIED ECONOMY

GOAL EC-1

Promote economic vitality, growth and stability.

Bainbridge Island has the opportunity to create a robust, resilient and durable economy by demonstrating early leadership and acknowledging the changes that will affect our economy. Planning for these changes and taking actions that support and encourage a local economy will help reduce community vulnerability to issues such as aging demographics, housing availability, transportation constraints, and *climate change*.

By providing enterprises that both serve and employ local residents, Bainbridge Island will be better able to withstand fluctuations in the larger regional economy. In addition, people who live and work in their community are available to invest time and money in their families, organizations, and community life. A key to a healthy, stable and vital economy is to create and undertake business opportunities that anticipate and respond to conditions that affect our community. This would include identifying emerging needs and markets so that Bainbridge Island businesses benefit from being on the leading edge of change.

Policy EC 3.1

Encourage the use of *green building* materials and techniques in all types of construction, as well as design approaches that are responsive to changing conditions.

JOBS/HOUSING BALANCE

GOAL EC-5

Provide a variety of *affordable housing* choices so that more people who work on Bainbridge Island can live here.

The Housing Element of the *comprehensive plan* provides several options for the development of *affordable housing* on the Island.

Policy EC 5.1

Continue to monitor the progress in implementing the Housing Element and evaluate new ways of providing *affordable housing*.

Policy EC 5.2

In concert with the Housing Element's Goals and Policies, pursue a housing strategy that seeks to accommodate a wide variety of housing options, both in design and affordability, to meet the demands of the full range of the population including service sector employees, retirees, students, artists, farmers and craftspeople.

Policy EC 9.1

Increase availability of housing to enable service sector employees to live on the Island.

ENVIRONMENTAL ELEMENT

Goal EN-4

Encourage sustainable development that maintains diversity of healthy, functioning ecosystems that are essential for maintaining our quality of life and economic viability into the future.

Policy EN 4.1

Employ conservation design methods and principles such as *low impact development* techniques for managing storm and waste water, *green building* materials, high-efficiency heating and lighting systems.

Policy EN 12.2

Facilitate the improvement and convenience of low carbon mass transit and increased car-sharing, cycling, walking and the development of alternative vehicle infrastructure (e.g., charging stations) to reduce *greenhouse gas* emissions.

Policy EN 12.3

Strive for reduced *greenhouse gas* emissions by, among other actions, integrating *climate change* into the city planning process, including *land use* and transportation planning and management, and making *climate change* considerations and meeting *greenhouse gas* emission reduction goals a component of city decision making.

EN Action #2 Integrate sustainability and conservation into regulations.

UTILITIES ELEMENT

Policy U 13.5

Minimize disruption and/or degradation of natural drainage systems, minimize impervious areas by restricting site coverage, and encourage site permeability by retaining natural vegetation and buffers, and specifying use of permeable materials.

Policy U 14.2

Encourage the conservation of electrical energy, especially during periods of peak usage, and encourage energy saving building code strategies, local renewable energy, and other cost effective approaches to meeting the island's energy needs, including distributed energy systems.

HOUSING ELEMENT

GOAL HO-1

Make steady progress toward the following aspirational targets for increasing the diversity of *housing types* and the supply of *affordable housing*.

Policy HO 1.1

Decrease to 20% or less the number of cost burdened families living in rental housing (down from 40%).

Policy HO 1.2

Decrease to 18% or less the number of cost burdened families owning homes (down from 34%).

Policy HO 1.3

Increase rental housing units to at least 11% of total housing units (up from 7%).

Policy HO 1.7

Achieve a jobs-housing balance of .8 (up from 0.59).

GOAL HO-3

Promote and maintain a variety of *housing types* to meet the needs of present and future Bainbridge Island residents at all economic segments in a way that is compatible with the character of the Island and encourages more socio-economic diversity. Partner with community non-profit organizations and local and regional private and public entities in carrying out the following policies.

Policy HO 3.1

Encourage innovative zoning regulations that increase the variety of *housing types* and choices suitable to a range of household sizes and incomes in a way that is compatible with the character of existing neighborhoods. Examples of innovative approaches are *cottage housing* development, *conservation villages*, stacked or common-wall housing, *tiny houses* and *accessory dwelling units*.

Policy HO 3.4

Partner with non-profit housing organizations, churches, the development community, local lending institutions, elected officials and the community at large to assist in meeting *affordable housing goals* and implementing strategies.

Policy HO 3.5

Support the efforts of community non-profit housing organizations and local and regional public and private entities in developing and managing *affordable housing* on Bainbridge Island.

Policy HO 3.6

Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as *tiny houses, micro units* and *cottage housing*.

GOAL HO-6

Facilitate the provision of a diverse *affordable housing* stock in all geographic areas of the community.

Policy HO 6.1

Encourage housing created by agencies such as a community land trust.

Policy HO 6.2

In order to provide for permanently *affordable housing* pursue effective strategies to reduce the land cost component of *affordable housing* which may include alternative land use zoning, *density bonuses* and other incentives.

Policy HO 6.3

Maintain an innovative housing program and clarify or adopt new flexible permit processes in all *designated centers* to promote an increase in the supply, diversity and access to housing including *affordable housing.*

Policy HO 6.7

Support the development of *livable neighborhoods*.

GOAL HO-7

Promote and facilitate the provision of rental and for-purchase housing that is affordable to *income-qualified* households with a variety of income levels.

Policy HO 9.5

Consider the options for making City-owned land or air-space available through long-term leases or other mechanisms for the purpose of creating income-qualified housing and support other public entities that wish to use publicly-owned land for this purpose. Take into consideration however, the full range of uses that City-owned properties may serve over the long-term.

HIGH PRIORITY ACTIONS

HO Action #2 Amend the City's development code to facilitate an increase in the diversity of housing types and supply of affordable housing.

HO Action #3 Partner with other jurisdictions, the development community, and non-profit organizations to increase the diversity of housing types and supply of affordable housing.

MEDIUM PRIORITY ACTIONS

HO Action #7 Focus additional city and other financial resources to help increase the supply of affordable housing.

HUMAN SERVICES ELEMENT

HOUSING AND HUMAN SERVICES

GOAL HS-3

Recognize the interrelationship between housing and human services. The human services sector not only provides support services for those living in *affordable housing* but also enables people at risk or in crisis situations to remain in their existing housing.

The Human Services Element complements the Housing Element, which deals primarily with the development, retention and construction of *affordable housing*.

Policy HS 3.2

Promote the creation of a mix of housing alternatives and services for people at different levels of independence.

MEDIUM PRIORITY ACTIONS

HS Action #3

Amend the City's development code and create public/private partnerships to increase the diversity of housing types and supply of affordable housing.

NOTE: Same Action in Housing Element.

CITY OF
BAINBRIDGE ISLAND

Planning Commission Special Meeting
Thursday, November 7, 2019

Meeting Minutes

1) CALL TO ORDER/ROLL CALL

Chair William Chester called the meeting to order at 7:00 PM.

2) PUBLIC COMMENT ON OFF AGENDA ITEMS

Amy Aspell spoke about Affordable Housing providing the seven recommendations from the Community Housing Coalition

3) PUBLIC HEARING

3.a Ordinance No. 2019-32 Amending BIMC 2.16.020.S. Housing Design Demonstration Projects (HDDP) Program,

Chair Chester began the topic with a 30-minute study session.
The public hearing opened at 7:27 PM.

Jane Rein - supported sunsetting the HDDP program.

Joe Dunstan, Design Review Board Chair - Said he had not seen a quality HDDP project come before the DRB yet. **As a citizen**, he supported sunsetting the HDDP Program.

Holly Brewer - Spoke in support of affordable housing being close to public transportation and providing walkability.

Marshall Tappan - Spoke in support of sunsetting the HDDP Program.

Jonathan Davis - Spoke in support of the HDDP Program.

Ron Peltier - Spoke as a citizen and asked if the HDDP Program was supported by the Comprehensive Plan.

The public hearing closed at 7:47 PM.

Long Range Senior Planner Jennifer Sutton began discussion with a draft provided by Commissioner McCormick Osmond.

MOTION: Planning Commission recommends that the HDDP Program should sunset as scheduled by December 31, 2019. Further, the Planning Commission recommends that the draft Ordinance 2019-32 should not go forward.
Quitslund/Pearl: Motion carried 5 - 2
AYES: Mack Pearl, Jon Quitslund, Lisa Macchio, Kim McCormick-Osmond, Don Doman
NOES: Joe Paar, William Chester
ABSENT: None
ABSTAIN: None

MOTION: The Planning Commission recommends that the City Council direct the Planning Commission and staff to draft an interim affordable housing ordinance that includes density incentives to promote green building and affordable housing.
McCormick Osmond/Quitslund: Motion carried 5 - 1
AYES: Mack Pearl, Jon Quitslund, Kim McCormick-Osmond, Don Doman, Joe Paar
NOES: Lisa Macchio
ABSENT: None
ABSTAIN: William Chester

4) PLANNING DIRECTOR'S REPORT

Planning & Community Development Director Heather Wright provided an update on City Council actions of interest to the Planning Commission.

5) ADJOURNMENT

Meeting adjourned at 9:09 PM.

/s/_____
William Chester, Chair

/s/_____
Jane Rasely, Administrative Specialist

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (8:45 PM) Set the Public Hearing on Ordinance No. 2021-29, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive,

SUMMARY: The Small Wireless Facilities Design Standards Interim Official Control is set to expire on November 14, 2021. City staff are working on completing the tasks in the work plan adopted for this interim control regarding proposed permanent regulations related to small wireless facilities design standards but that work is not yet complete and an extension of the current interim regulations is necessary to complete that work.

Such an extension will allow additional time to complete the remaining research, analysis, and outreach that is necessary related to the proposed permanent regulations. The Planning Commission has made several recommendations, including as relates to Kitsap County regulations, and City staff have been engaged in research and analysis related to legal requirements pertaining to the proposed regulations, and that analysis will be provided to the City Council as part of consideration of the proposed permanent regulations. In order to extend the interim control, a public hearing must be held. The extension, which would be effectuated by Ordinance No. 2021-29, would extend the interim regulations for six months, until May 14, 2022.

This agenda item is to schedule a public hearing on Ordinance No. 2021-29 for October 26, 2021.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to set a public hearing for October 26, 2021 related to Ordinance No. 2021-29, which would extend the interim control regarding small wireless facilities design standards for six months.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The Federal Communications Commission ("FCC") has adopted a Declaratory Ruling, Order, and Regulation ("FCC Order"), which imposes limitations on local municipalities including the City of

Bainbridge Island (“City”) regarding processing and review of all permits associated with the deployment of small wireless facilities.

On May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design standards, amending Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealing and replacing Chapter 18.11 BIMC. The interim official control has since been extended via the adoption of Ordinance No. 2019-31 and Ordinance No. 2020-11, as well as via the ordinances below described.

On September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15. The Planning Commission continued its discussion of permanent regulations to replace the interim official control during its October 24, 2019, December 12, 2019, January 23, 2020, May 28, 2020, June 11, 2020, June 25, 2020, July 23, 2020, and August 13, 2020 meetings. On August 13, 2020, the Planning Commission held a public hearing on proposed permanent regulations and made a recommendation to the City Council.

As described in more detail in Ordinance No. 2021-29 (see attached), on October 27, 2020, the City Council enacted Ordinance No. 2020-22, which extended for six months the existing interim regulations that the City had in place related to small wireless facilities. On April 27, 2021, the Council enacted Ordinance No. 2021-14, which further extended the interim regulations for six months. That extension will expire on November 14, 2021 if it is not extended by the Council. City staff are recommending that the interim regulations be extended to allow additional time to complete the work described in the work plan that was updated most recently via the adoption of Ordinance No. 2021-14 (see attached). This agenda item is to schedule a public hearing on Ordinance No. 2021-29, which would extend the interim control for an additional six months.

During the course of this interim control, City staff have been engaged in research, analysis, and outreach related to the recommendations made by the Planning Commission via proposed Ordinance No. 2021-05, including recommendations that are based on Kitsap County regulations. The work regarding the proposed permanent regulations has taken longer than expected based on several factors, including that City staff have been working to reconcile differences between what the Planning Commission is recommending and what is being recommended by an expert legal consultant the City engaged with to assist in the drafting of the regulations at issue, and City staff are working to provide to the City Council the most up-to-date information and analysis related to legal requirements pertaining to those recommendations, as well as in the context of the experience of Kitsap County in interpreting and implementing similar regulations, and that work is not yet complete.

Based on the status of the work on this matter that is ongoing, at the Council meeting on October 12, 2021 City staff are recommending that the Council schedule a public hearing for October 26, 2021 on Ordinance No. 2021-29 to extend the interim control for an additional six months. Staff recommends that the ordinance be adopted to allow for an extension of the interim regulations so that City staff can work with the Council to complete the work plan related to the interim regulations, including regarding what is being recommended by the Planning Commission, as above described, to ensure that the City has procedures in place that conform with legal requirements, including federal law, while the Council considers the adoption of permanent regulations.

If approved, Ordinance No. 2021-29 would extend the interim official control until May 14, 2022, unless terminated earlier by the City Council.

ATTACHMENTS:

Ordinance No. 2021-29 Extending Interim Control - Small Wireless Facilities.docx

Ordinance No. 2021-14-Relating to Extending Interim Control of Small Wireless Facilities-Approved 042721.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

PUBLIC HEARING DRAFT

ORDINANCE NO. 2021-29

AN ORDINANCE of the City of Bainbridge Island, Washington, concerning wireless communication facilities; leaving the effective date of the interim official control adopted by Ordinance No. 2019-15 unchanged; adopting an updated work plan; and extending the duration of the interim official control adopted by Ordinance No. 2019-15, and previously extended by Ordinance Nos. 2019-31, 2020-11, 2020-22, and 2021-14 for an additional six-month period to May 14, 2022.

WHEREAS, the Federal Communications Commission ("FCC") adopted a Declaratory Ruling, Order, and Regulation ("FCC Order"), which imposed limitations on local municipalities, including the City of Bainbridge Island ("City"), regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, the City Council found that the existence of the federal regulations required the immediate enactment of administrative procedures and processes which comply with the FCC Order; and

WHEREAS, on May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design standards, amended Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealed and replaced Chapter 18.11 BIMC; and

WHEREAS, the interim official control adopted by Ordinance No. 2019-15 was established for a six (6) month period, which the City Council found to be necessary for the immediate preservation of the public peace, health, and safety; and

WHEREAS, contemporaneous with the consideration of Ordinance No. 2019-15, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

WHEREAS, on June 11, 2019, the City Council held a public hearing on Ordinance No. 2019-15 to receive public comment on the interim official control; and

WHEREAS, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review of proposed deployments of small wireless facilities; and

WHEREAS, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

WHEREAS, separately, federal law and regulation sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

WHEREAS, on August 13, 2019, the City Council directed the Planning Commission to begin work on permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

WHEREAS, on September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

WHEREAS, on October 8, 2019, the City Council set a public hearing on Ordinance No. 2019-31 for the October 22, 2019 Council Meeting to extend the interim official control adopted by Ordinance No. 2019-15 for six months; and

WHEREAS, on October 22, 2019, the City Council held a public hearing on Ordinance No. 2019-31; and

WHEREAS, on October 22, 2019, following the public hearing, the City Council adopted Ordinance No. 2019-31, extending the interim official control until May 14, 2020; and

WHEREAS, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its October 24, 2019, December 12, 2019, and January 23, 2020 meetings; and

WHEREAS, on February 29, 2020, Governor Jay Inslee declared a state of emergency in response to cases of COVID-19 in Washington State; and

WHEREAS, on March 9, 2020, the City Manager issued a Proclamation of Emergency due to the COVID-19 public health emergency; and

WHEREAS, on March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the Proclamation of Emergency issued by the City Manager; and

WHEREAS, the COVID-19 public health emergency has had and continues to have significant impact on City operations; and

WHEREAS, due to the COVID-19 public health emergency, the City Council found that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 would be necessary given that the emergency posed by the spread of COVID-19 forced the cancellation of meetings of both the City Council and the Planning Commission; and

WHEREAS, on April 14, 2020, the City Council set a public hearing on Ordinance No. 2020-11 for the April 28, 2020 Council Meeting to extend the interim official control adopted by

Ordinance No. 2019-15, and initially extended by Ordinance No. 2019-31, for an additional six months; and

WHEREAS, on April 28, 2020, the City Council held a public hearing on Ordinance No. 2020-11; and

WHEREAS, on April 28, 2020, following the public hearing, the City Council adopted Ordinance No. 2020-11, extending the interim official control until November 14, 2020; and

WHEREAS, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its May 28, 2020, June 11, 2020, June 25, 2020, July 23, 2020, and August 13, 2020 meetings; and

WHEREAS, on August 13, 2020, the Planning Commission held a public hearing on Ordinance No. 2020-04, an ordinance containing permanent small wireless facility design standards; and

WHEREAS, on August 13, 2020, following the close of the public hearing, the Planning Commission forwarded Ordinance No. 2020-04 for City Council consideration with a recommendation proposing several additional changes; and

WHEREAS, relatedly, on August 12, 2020, a three-judge panel of the U.S. Court of Appeals for the Ninth Circuit entered a decision on five consolidated cases challenging the FCC Order preempting many aspects of local government regulation of small wireless facilities; and

WHEREAS, based on that court decision, the City needed additional time to analyze the potential impacts of the Ninth Circuit's decision as relates to the Planning Commission's recommendation and proposed Ordinance No. 2020-04; and

WHEREAS, on October 27, 2020, following a public hearing, the City Council adopted Ordinance No. 2020-22, further extending the interim control until May 14, 2021; and

WHEREAS, as part of that ordinance, the City Council found that an additional six-month extension of the interim control was necessary to allow the Council time to develop, consider, and process permanent regulations to replace the interim control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim control; and

WHEREAS, over the subsequent several months, the City engaged in research and analysis related to the recommendations made by the Planning Commission as set forth in proposed Ordinance No. 2021-05 (formerly Ordinance No. 2020-04); and

WHEREAS, in relevant part, the Planning Commission made recommendations that are based on Kitsap County regulations, and City staff engaged in due diligence regarding those recommendations and the related Kitsap County regulations, but that work was ongoing at the

time the interim control was scheduled to expire, so an extension was necessary to allow time to complete that work; and

WHEREAS, on April 27, 2021, following a public hearing, the City Council adopted Ordinance No. 2021-14, further extending the interim control until November 14, 2021; and

WHEREAS, the City has continued to be engaged in research and analysis related to the recommendations made by the Planning Commission via proposed Ordinance No. 2021-05, and that work has taken longer than expected based on several factors, including that City staff have been working to reconcile differences between what the Planning Commission is recommending and what is being recommended by an expert legal consultant the City engaged with to assist in the drafting of the regulations at issue, and City staff are working to provide to the City Council the most up-to-date information and analysis related to legal requirements pertaining to those recommendations, as well as in the context of the experience of Kitsap County in interpreting and implementing similar regulations, and that work is not yet complete; and

WHEREAS, an extension of the interim regulations is necessary to allow more time for City staff to work with the City Council to complete the work plan related to the interim regulations, including the research, analysis, and outreach above described; and

WHEREAS, on October 12, 2021, the City Council set a public hearing on this Ordinance No. 2021-29 for the October 26, 2021 Council meeting to extend the interim official control adopted by Ordinance No. 2019-15, and extended by Ordinance Nos. 2019-31, 2020-11, 2020-22, and 2021-14, for an additional six months; and

WHEREAS, on October 26, 2021, the City Council held a public hearing on this Ordinance No. 2021-29; and

WHEREAS, the City is authorized by state law, including RCW 36.70A.390, to adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, considered, and processed through the City's standard legislative procedures; and

WHEREAS, the City Council finds that the adoption of the interim official control adopted by Ordinance No. 2019-15 allowed the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for Bainbridge Island residents to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

WHEREAS, the City Council finds that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 is necessary to allow City staff and the Council time to further develop, consider, and process permanent regulations to replace the interim official control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim official control; and

WHEREAS, the interim official control promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change the basis for the that declaration of emergency nor the effective date of the interim official control, which is May 14, 2019.

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

Section 1. Purpose. The purpose of this ordinance is to extend the interim official control adopted by Ordinance No. 2019-15 for an additional six-month period, unless terminated earlier by the City Council, and to adopt an updated work plan for the adoption of permanent regulations.

Section 2. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim official control, as initially established by Ordinance No. 2019-15.

Section 3. Duration of Interim Official Control Extended. The interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control until May 14, 2022, six months beyond the current expiration date set by Ordinance No. 2021-14 which, without this extension, would be November 14, 2021.

Section 4. Interim Official Control Work Plan and Hearing. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City Council may at its sole discretion renew an interim official control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made. The City Council is hereby extending the interim official control as described herein based on the work plan that has been developed and is attached and incorporated herein as **Exhibit A** to this ordinance, the public hearing that was held related to this ordinance, and the findings of fact related to this interim official control that have been made in this ordinance, Ordinance No. 2021-29, as well as in related Ordinance Nos. 2021-14, 2020-22, 2020-11, 2019-31, and 2019-15.

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

Section 6. No Change to Basis for Declaration of Emergency or Effective Date; Extension of Duration. This ordinance shall take effect and be in force five days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in Ordinance No. 2019-15, which preceded this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration were included in the "Whereas" clauses in Ordinance Nos. 2019-15, 2019-31, 2020-11, 2020-22, and

2021-14, as well as in this Ordinance No. 2021-29, and those "Whereas" clauses are adopted as findings of fact. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period, until May 14, 2022, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is May 14, 2019. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

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:	October 8, 2021
PASSED BY THE CITY COUNCIL:	_____, 2021
PUBLISHED:	_____, 2021
EFFECTIVE DATE:	_____, 2021
ORDINANCE NUMBER:	2021-29

Attachment: Exhibit A

EXHIBIT A

UPDATED WORK PLAN FOR PERMANENT REGULATIONS GOVERNING THE DEPLOYMENT OF SMALL WIRELESS FACILITIES (October 26, 2021)

The City has developed and is proceeding based on the amended and updated work plan described below to adopt permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15.

November 2021 through January 2022

- Complete the ongoing research and analysis related to the small wireless facility regulations being implemented by Kitsap County, and potentially other jurisdictions, as those regulations relate to the recommendations made by the Planning Commission and what is required by state and federal law.

January through March 2022

- Consideration by the City Council of the proposed permanent regulations, which are set forth in proposed Ordinance No. 2021-05 (formerly Ordinance No. 2020-04).
- If significant changes are recommended to proposed Ordinance No. 2021-05, the City Council may set a second public hearing on that ordinance to receive additional public comment.
- Consideration by the City Council of adoption of proposed Ordinance No. 2021-05.

ORDINANCE NO. 2021-14

AN ORDINANCE of the City of Bainbridge Island, Washington, concerning wireless communication facilities; leaving the effective date of the interim official control adopted by Ordinance No. 2019-15 unchanged; adopting an updated work plan; and extending the duration of the interim official control adopted by Ordinance No. 2019-15, and previously extended by Ordinance Nos. 2019-31, 2020-11, and 2020-22, for an additional six-month period to November 14, 2021.

WHEREAS, the Federal Communications Commission ("FCC") adopted a Declaratory Ruling, Order, and Regulation ("FCC Order"), which imposed limitations on local municipalities, including the City of Bainbridge Island ("City"), regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, the City Council found that the existence of the federal regulations required the immediate enactment of administrative procedures and processes which comply with the FCC Order; and

WHEREAS, on May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design standards, amended Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealed and replaced Chapter 18.11 BIMC; and

WHEREAS, the interim official control adopted by Ordinance No. 2019-15 was established for a six (6) month period, which the City Council found to be necessary for the immediate preservation of the public peace, health, and safety; and

WHEREAS, contemporaneous with the consideration of Ordinance No. 2019-15, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

WHEREAS, on June 11, 2019, the City Council held a public hearing on Ordinance No. 2019-15 to receive public comment on the interim official control; and

WHEREAS, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review of proposed deployments of small wireless facilities; and

WHEREAS, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

WHEREAS, separately, federal law and regulation sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

WHEREAS, on August 13, 2019, the City Council directed the Planning Commission to begin work on permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

WHEREAS, on September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

WHEREAS, on October 8, 2019, the City Council set a public hearing on Ordinance No. 2019-31 for the October 22, 2019 Council Meeting to extend the interim official control adopted by Ordinance No. 2019-15 for six months; and

WHEREAS, on October 22, 2019, the City Council held a public hearing on Ordinance No. 2019-31; and

WHEREAS, on October 22, 2019, following the public hearing, the City Council adopted Ordinance No. 2019-31, extending the interim official control until May 14, 2020; and

WHEREAS, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its October 24, 2019, December 12, 2019, and January 23, 2020 meetings; and

WHEREAS, on February 29, 2020, Governor Jay Inslee declared a state of emergency in response to cases of COVID-19 in Washington State; and

WHEREAS, on March 9, 2020, the City Manager issued a Proclamation of Emergency due to the COVID-19 public health emergency; and

WHEREAS, on March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the Proclamation of Emergency issued by the City Manager; and

WHEREAS, the COVID-19 public health emergency has had and continues to have significant impact on City operations; and

WHEREAS, due to the COVID-19 public health emergency, the City Council found that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 would be necessary given that the emergency posed by the spread of COVID-19 forced the cancellation of meetings of both the City Council and the Planning Commission; and

WHEREAS, on April 14, 2020, the City Council set a public hearing on Ordinance No. 2020-11 for the April 28, 2020 Council Meeting to extend the interim official control adopted by

Ordinance No. 2019-15, and initially extended by Ordinance No. 2019-31, for an additional six months; and

WHEREAS, on April 28, 2020, the City Council held a public hearing on Ordinance No. 2020-11; and

WHEREAS, on April 28, 2020, following the public hearing, the City Council adopted Ordinance No. 2020-11, extending the interim official control until November 14, 2020; and

WHEREAS, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its May 28, 2020, June 11, 2020, June 25, 2020, July 23, 2020, and August 13, 2020 meetings; and

WHEREAS, on August 13, 2020, the Planning Commission held a public hearing on Ordinance No. 2020-04, an ordinance containing permanent small wireless facility design standards; and

WHEREAS, on August 13, 2020, following the close of the public hearing, the Planning Commission forwarded Ordinance No. 2020-04 for City Council consideration with a recommendation proposing several additional changes; and

WHEREAS, relatedly, on August 12, 2020, a three-judge panel of the U.S. Court of Appeals for the Ninth Circuit entered a decision on five consolidated cases challenging the FCC Order preempting many aspects of local government regulation of small wireless facilities; and

WHEREAS, based on that court decision, the City needed additional time to analyze the potential impacts of the Ninth Circuit's decision as relates to the Planning Commission's recommendation and proposed Ordinance No. 2020-04; and

WHEREAS, on October 27, 2020, following a public hearing, the City Council adopted Ordinance No. 2020-22, further extending the interim control until May 14, 2021; and

WHEREAS, as part of that ordinance, the City Council found that an additional six-month extension of the interim control adopted by Ordinance No. 2019-15 was necessary to allow the Council time to develop, vet, and process permanent regulations to replace the interim control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim control; and

WHEREAS, over the past several months, the City has been engaged in additional research and analysis related to the recommendations made by the Planning Commission via proposed Ordinance No. 2021-05 (formerly Ordinance No. 2020-04); and

WHEREAS, in relevant part, the Planning Commission made recommendations that are based on regulations in place in Kitsap County, and City staff is conducting due diligence regarding those recommendations and the related Kitsap County regulations, and that due

diligence is not yet complete so an extension of the interim control is necessary to allow time to complete that work; and

WHEREAS, an extension of the interim regulations is necessary so that City staff can work with the City Council on completing the work plan related to the interim regulations, including related to what is being recommended by the Planning Commission; and

WHEREAS, on April 13, 2021, the City Council set a public hearing on this Ordinance No. 2021-14 for the April 27, 2021 Council meeting to extend the interim official control adopted by Ordinance No. 2019-15, and extended by Ordinance Nos. 2019-31, 2020-11, and 2020-22, for an additional six months; and

WHEREAS, on April 27, 2021, the City Council held a public hearing on this Ordinance No. 2021-14; and

WHEREAS, the City is authorized by state law, including RCW 36.70A.390, to expeditiously adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, vetted, and processed through the City's standard legislative procedures; and

WHEREAS, the City Council finds that the adoption of the interim official control adopted by Ordinance No. 2019-15 allowed the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for Bainbridge Island residents to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

WHEREAS, the City Council finds that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 is necessary to allow the Council time to further develop, vet, and process permanent regulations to replace the interim official control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim official control; and

WHEREAS, the interim official control promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change the basis for the that declaration of emergency nor the effective date of the interim official control, which is May 14, 2019.

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

Section 1. Purpose. The purpose of this ordinance is to extend the interim official control adopted by Ordinance No. 2019-15 for an additional six-month period, unless terminated earlier by the City Council, and to adopt an updated work plan for the adoption of permanent regulations.

Section 2. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim official control, as initially established by Ordinance No. 2019-15.

Section 3. Duration of Interim Official Control Extended. The interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control until November 14, 2021, six months beyond the current expiration date set by Ordinance No. 2020-22 which, without this extension, would be May 14, 2021.

Section 4. Interim Official Control Work Plan and Hearing. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City Council may at its sole discretion renew an interim official control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made. The City Council is hereby extending the interim official control as described herein based on the work plan that has been developed and is attached and incorporated herein as **Exhibit A** to this ordinance, the public hearing that was held related to this ordinance, and the findings of fact related to this interim official control that have been made in this ordinance, Ordinance No. 2021-14, as well as in related Ordinance Nos. 2020-22, 2020-11, 2019-31, and 2019-15.

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

Section 6. No Change to Basis for Declaration of Emergency or Effective Date; Extension of Duration. This ordinance shall take effect and be in force five days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in Ordinance No. 2019-15, which preceded this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration were included in the "Whereas" clauses in Ordinance Nos. 2019-15, 2019-31, 2020-11, and 2020-22, as well as in this Ordinance No. 2021-14, and those "Whereas" clauses are adopted as findings of fact. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period, until November 14, 2021, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is May 14, 2019. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 27th day of April, 2021.

APPROVED by the Mayor this 27th day of April, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	April 9, 2021
PASSED BY THE CITY COUNCIL:	April 27, 2021
PUBLISHED:	April 30, 2021
EFFECTIVE DATE:	May 5, 2021
ORDINANCE NUMBER:	2021-14

Attachment: Exhibit A

EXHIBIT A

WORK PLAN FOR PERMANENT REGULATIONS GOVERNING THE DEPLOYMENT OF SMALL WIRELESS FACILITIES (April 27, 2021)

The City has developed and is proceeding based on the amended and updated work plan described below to adopt permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15.

May 2021 through June 2021

- Continue gathering information and conducting due diligence related to the small wireless facility regulations being implemented by Kitsap County, and potentially other jurisdictions, as those regulations relate to the recommendations made by the Planning Commission and what is required by state and federal law.

July through August 2021

- Consideration by the City Council of any revisions made to the proposed ordinance that will implement the proposed permanent regulations, which are stated in proposed Ordinance No. 2021-05 (formerly Ordinance No. 2020-04).
- If significant changes were made to Ordinance No. 2021-05, the City Council may set a second public hearing on that ordinance to receive additional public comment.
- Consideration by the City Council of adoption of Ordinance No. 2021-05.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (8:50 PM) Consider Recommended Appointments to the Cultural Funding Advisory Task Force - Council,

SUMMARY: A call for participation was issued for volunteers to serve on the Cultural Funding Advisory Task Force. The selection team consisted of Councilmembers Fantroy-Johnson and Schneider. Applicants were interviewed and the selection team recommends 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: I move to forward the confirmation of the appointment of Terry Douglass-Resnik to Position 1 to the October 26, 2021 Consent Agenda.

I move to forward the confirmation of the appointment of Thangam Chandrasekaran to Position 2 to the October 26, 2021 Consent Agenda.

I move to forward the confirmation of the appointment of Emily Crandall to Position 3 to the October 26, 2021 Consent Agenda.

I move to forward the confirmation of the appointment of Peter Denis to Position 4 to the October 26, 2021 Consent Agenda.

I move to forward the confirmation of the appointment of David Reynolds-Gooch to Position 5 to the October 26, 2021 Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Chandrasekaran - Cultural Funding (Redacted).pdf

Crandall - Cultural Funding (Redacted).pdf

Denis - Cultural Funding (Redacted).pdf

Douglass-Resnik - Cultural Funding (Redacted).pdf

Reynolds-Gooch - Cultural Funding (Redacted).pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

Roz Lassoff

From: noreply@civicplus.com
Sent: Thursday, August 19, 2021 7:11 PM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 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.

Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 4pm)

Step 1

Cultural Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

In 2021, members will meet August-October to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings in August and September and 2-3 meetings in October and November to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for cultural funding.

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

(Due: Open Until Filed - First Review Friday, July 16 @ 4pm)

Applicant Information

Name	Thangam Chandrasekaran
Email	

Daytime Phone	
Address	
City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	Board member - Kitsap Immigrant Assistance Center
Current Position	Treasurer

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).	Board member/Treasurer - Kitsap Immigrant Assistance Center Board member/Search committee - West Sound Academy
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I bring three relevant skills towards this appointment 1. I understand non profits and currently am the Treasurer of the Kitsap Immigrant Assistance Center, I served as a Board member in West Sound Academy and sat on the Finance committee for a year. Finally as a parent volunteer, I helped build a youth advocacy environmental non-profit ground up (www.h2oo.org) 2. As home schooling mother of two for a decade, I have a very good understanding of the kinds of subject areas being funded- art, education, nature conservancy. The past 2 years have exposed me to such organizations in Bainbridge. 3. I have an MBA and Masters in Accounting both of which allows me to critically evaluate and prioritize resource allocation.
Please share your community interests (groups, committees, organizations) if any:	1. My immediate community begins with my neighborhood at the south end of the island and I have been actively involved in it since we moved here. 2. Through my role at KIAC, I have been exposed to individuals doing similar work at Bloedel and BIMA. I am in touch with numerous WA state educators as a member of the Graduate Strong Initiative (GSI) which is a network of community organizations focused on education. I represent KIAC in GSI. 3. As a parent of climate action oriented kids we are involved with the BI chapter of Citizens Climate Lobby. 4. We have attended many events at BIMA, enjoyed the Great

	Decisions Series run by the library, visited Bloedel multiple times.
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):	
Type the Year	2021
How did you hear about the volunteer opportunity?	City Managers Report (e-newletter)
Other	Forwarded by a personal contact

Email not displaying correctly?

Bainbridge Island WA 98110

THANGAM CHANDRASEKARAN

OBJECTIVE

Guide community programs and non-profits through participation in Committees and Boards with a particular focus on diversity, education, social justice and environment

SKILLS & ABILITIES

Vision and Goal setting in Board and Committee context

Finance & Accounting /resource allocation for non-profits

Understand topics around youth development

Market Research, Survey and Trend Analysis based on trends

Stakeholder analysis and management

Knowledge of issues cutting across corporate, non-profits and local government

Facilitating cross-cultural and international interactions

Passion and understanding of local & world affairs, environment and social justice issues

Strong analytical, writing and presentation skills

EXPERIENCE

KITSAP IMMIGRANT ASSISTANCE CENTER (KIAC)

Board Member: October 2019- Present

Treasurer: January 2021-Present

Legal Service Volunteer: October 2019 – July 2021

KIAC is an organization committed to the wellbeing of immigrants through legal and family services. Work includes both services spanning multiple initiatives at KIAC.

BOARD MEMBER AND FINANCE COMMITTEE MEMBER, WEST SOUND ACADEMY (WSA)

July 2020-July 2021

PRINCIPAL, MOON TIGER ACADEMY (CUSTOM SCHOOLING GRADES 1-10)

Sep. 2009-Sep. 2019

Established a vision to drive the holistic education of my two children towards the goal of becoming world citizens. Work involved extensive research to build an ecosystem of independent vendors and custom groups which enabled a broad-based, holistic education. Applied skills in culling content from a variety of resources, coordination, administration, and follow-up. This included spending Fall 2018 semester in Chennai, India where my children engaged and presented to nearly 1500 kids from various schools on Ocean pollution and Climate Change.

PARENT VOLUNTEER FOR HEIRS TO OUR OCEANS (WWW.H2OO.ORG)

2016-2018

Helped co-contribute to the launch and building of this non-profit involving my two children as key members of the founding chapter. Heirs To Our Oceans is a Bay area based youth organization working towards building the awareness, education and empowerment of youth to solve the ocean crises. My role has included primarily in the guiding and coaching of my two children (studying plastic pollution, climate change and cetaceans) and being a sounding board for Executive Director. Our work resulted in presentations at UN World Oceans Day NY (2017), presentation at American Cetacean Society Conference (2016 & 18), Selection of local school youth at Plastic Ocean Pollution Solutions (2017), Testifying at the Pacific Fisheries Council (2018) and Nomination for finalist at San Francisco Ocean Film Festival High School Category (2019)

MANAGER, ACNIELSEN COMPANY, BAY AREA, CA

June 2003 – January 2004

Key client relationship manager for Dreyers Ice Cream. Work involved interpreting data and generating insights for brand managers. Scope included using regional and national sales data as well as ACNielsen Homescan panel data.

STRATEGIC ANALYST, ODWALLA (COKE), BAY AREA CA

2001-2002

Worked with the Sales and Marketing teams overseen by CEO to use both sales and survey data to understand trends and opportunities related to different products. Enabled Marketing use competitive product performance to identify promotion opportunities. Worked with the CEO to pull together a five-year plan based on category and regional data, and sales projections based on category/regional growth measures.

MANAGER, HOMESCAN, ACNIELSEN COMPANY, BAY AREA, CA

1999-2001

Using Homescan (panel data from households) data to assist client consumer product brand managers to make better brand marketing decisions

SENIOR ACCOUNT ASSOCIATE, HOMESCAN, ACNEILSEN COMPANY, BAY AREA, CA

1998-99

Key panel research contact at leading consumer goods companies including Clorox, Del Monte, Kal Kan Pet Foods and CA Prune Board conducting cross-purchase, buyer flow and volumetric analysis. Worked extensively with clients to frame issues, identify needs and develop research proposals as well as managing definition of specs, report generation, analysis and presentation of research insights to clients.

RESEARCHER, EAST CAROLINA UNIVERSITY, GREENVILLE, NC

1996-97

Conducted research and presented publishing opportunities for faculty based on trend analysis in IT, Manufacturing and Education Sectors.

Consulted in a Peat Marwick sponsored technology incubator to identify industry best practices and develop marketing programs for awareness building

RESEARCH ANALYST, UNIVERSITY OF NEBRASKA, LINCOLN, NE

1993

Conducted a large-scale survey to evaluate a state-based health program which resulted in 60% response rate and strong recommendations for target market segmentation, media selection and program development.

Piloted an evaluative study for Student Opportunities & Services. Conducted the pretest, post-coded questionnaire using SAS.

ASSOCIATE, MIKE HIGGINS & ASSOCIATES INC, LINCOLN, NE

1993

Conducted a benchmarking survey of banking client CEOs to monitor performance. Stratified customers based on performance and presented final recommendations to CEO.

AUDITOR IN TRAINING, PRICE WATERHOUSE, CHENNAI, INDIA

1987-90

Conducted interim audit and year-end audits of leading banks and corporations including ANZ (second larger foreign bank in India), Ashok Leyland (second largest manufacturer of commercial heavy vehicles) amongst others.

EDUCATION

Certified Naturalist, American Cetacean Society, 2018

MS In Accounting, East Carolina University, Greenville, NC GPA 3.6, 1997

Diploma in Relational Database Management, SSIL, Chennai, India 1996

MBA With emphasis In Finance, Univ. Of Nebraska-Lincoln, Graduated with Distinction, 1995

BA Accounting, University of Madras, India, Graduated with Honors, 1987

Roz Lassoff

From: noreply@civicplus.com
Sent: Thursday, August 5, 2021 4:19 PM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 4pm)

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Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 4pm)

Step 1

Cultural Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

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(Due: Open Until Filed - First Review Friday, July 16 @ 4pm)

Applicant Information

Name	Emily Crandall
Email	

Daytime Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	IslandWood
Current Position	Major Gifts Manager

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	*Field not completed.*
Please share your qualifications for this appointment (skills, activities, training, education) if any?	For more than 15 years, I have worked in the field of philanthropy as a professional fundraiser. I have experience as a grant writer seeking public and private funding, as well as volunteer experience with the Bainbridge Community Foundation as a grant reviewer helping to allocate funding. Spending time on both sides of the funding divide offers me a solid understanding of both the challenges faced by applicants, as well as the limitations and responsibilities faced by funders. Through IslandWood, I have participated in many workplace trainings regarding issues of justice, equity, diversity and inclusion. I believe this lens is critical in evaluating a funding opportunity such as this. My graduate studies at the University of Washington Bothell focused on public policy. I am very interested in being part of this public process at the city level.
Please share your community interests (groups, committees, organizations) if any:	I have volunteered locally at Bainbridge Public Library as a member of their fundraising committee, helping to raise the funding needed to support this island treasure. As mentioned above, I have also volunteered with the Bainbridge Community Foundation as a community grant reviewer, which is how I learned of this opportunity. I am also an avid music lover and hobby artist. I am committed to ensuring that Bainbridge Island's cultural world is thriving, inclusive and supported.

Do you have potential conflicts of interest? If so, please explain:	I am a paid staff member at IslandWood. IslandWood has applied for this funding in the past, but it was not a successful application. IslandWood is not applying this year, to the best of my knowledge.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021
How did you hear about the volunteer opportunity?	Other
Other	BCF

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Emily Bowerman Crandall

A fundraising professional specializing in building authentic relationships for the common good

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Education

University of Washington, Bothell — Bothell, WA
M.A. in Policy Studies — *June 2007*

University of Michigan — Ann Arbor, MI
B.A. Cultural Anthropology/Spanish minor — *April 2003*

University of Pittsburgh — Semester at Sea
Study Abroad Program — *Jan - May 2002*
Global studies program involving fieldwork and cross-cultural exposure in ten countries in diverse geographic regions of the world

Fundraising Experience

IslandWood — Bainbridge Island, WA
Major Gifts Officer/Foundation & Corporate Relations Manager — *Mar 2016 – Present*
Currently manage a major donor portfolio of 140+ households with total giving totaling $10M, committed to community-centric fundraising practices while nurturing authentic relationships both virtually and in-person. Prior experience included managing institutional funders, focused on grant writing, sponsorships and relationship building.

Pike Market Childcare and Preschool — Seattle, WA
Fundraising Consultant — *Sept 2015 – Dec 2018*
Provided a full suite of development tasks for school focused on social justice, including drafting appeal letters, managing social media accounts, writing monthly email newsletters, supporting fundraising events, soliciting business sponsorships and more.

Western Lands Project — Seattle, WA
Development Manager — *Aug 2008 – Aug 2014*
Oversaw all fund development for progressive nation-wide environmental policy organization, wrote grants to foundations and individuals, created and edited appeal letters and newsletters, responsible for maintaining grant deadline calendar, board reporting and grant agreement compliance.

Nonprofit Experience

VillageReach — Seattle, WA
Project Manager — *June - Sept 2007*
Project Analyst — *Oct 2005- May 2007*
Managed HQ office of a growing international development organization that provided health and medical services in Mozambique, maintained financial systems, coordinated internal communications, supported fundraising and communications.

The Salvation Army — Seattle, WA
Benefits and Payroll Representative — *Nov 2004- Oct 2005*
Assisted with bi-weekly payroll and coordinated employee benefits for over 30 locations throughout the northwestern US for large, nationwide nonprofit.

Japan Exchange and Teach Program — Itano, Japan
Assistant English Teacher — *Aug 2003- Aug 2004*
Created lesson plans, instructed daily English classes and cultural exchange activities for a public senior high school as part of a Japanese government-funded program.

Emily Bowerman Crandall

A fundraising professional specializing in building authentic relationships for the common good

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Volunteer Experience

Bainbridge Community Foundation — Bainbridge Is., WA
Community Grants Cycle Volunteer — *Apr 2018 – Present*
Review grant submissions, conduct site visits and evaluate requests in support of a local community foundation that gives across all sectors of nonprofit missions.

Bainbridge Public Library — Bainbridge Is., WA
Fundraising Committee Member — *Jan 2015 – Mar 2016*
Produced monthly newsletter for donors and supporters, and attended monthly committee meetings as a fundraising advisor for BPL's development program.

Seattle Aquarium — Seattle, WA
Beach Naturalist — *Jan 2014 – Dec 2015*
Completed naturalist program aimed to educate the public about marine life in Puget Sound and local environmental issues.

U.S. Friends of the Nelson Mandela Foundation — Seattle, WA
Administrator — *Oct 2005- Sept 2007*
Assisted in financial matters for a US-based fundraising nonprofit working to help promote issues of social justice in Africa.

Academic Honors

MA in Policy Studies Program Merit Scholarship	April 2007
University of Washington Graduate School Fund for Excellence & Innovation	March 2007
University of Washington Bothell Master's in Policy Studies Travel Grant	March 2007
University of Michigan - University Honors	Dec 2002 & Dec 2000
University of Michigan - Class Honors	March 2000
University of Michigan - Regent's Scholarship	Sept 1999

Publications

Do We Know Each Other? Bilateral Ties and the Location of Clean Development Mechanism Projects. Co-authored with Nives Dolšak PhD
Climatic Change, vol 118, June 2013

Clean Development Mechanisms and NGOs: A Policy Discussion
University of Washington Bothell Policy Journal, Fall 2007

Conquering Stereotypes
English Education Research, Tokushima-ken Board of Education, February 2004

Antiracism Coursework

Traliant's Diversity, Inclusion and Sensitivity Training
HR & Equity Firm's Justice, Equity, Diversity and Inclusion Custom Training

Computer Skills

Salesforce CRM, Microsoft Teams, Slack, Zoom Video Conferencing, GiftWorks Fundraising software**,** Sage MIP Fund Accounting, SPSS Statistical Analysis Software, QuickBooks, Microsoft Office Suite, and more

References

Available upon request

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, April 27, 2021 12:16 PM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (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.

Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: 5/14 at 4pm)

Step 1

Cultural Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

In 2021, members will meet August-October to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings in August and September and 2-3 meetings in October and November to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for cultural funding.

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

Applicant Information

Name	Peter Denis
Email	
Daytime Phone	
Address	

City	Bainbridge Island
State	WA
Zip	98110
Current Employer	University of Washington
Current Position	Assistant Dean

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	*Field not completed.*
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have been an attorney since 1983. I was a founder of Ovation, Musical Theatre, and a board member of Bainbridge Performing Arts for close to 10 years.
Please share your community interests (groups, committees, organizations) if any:	Long time board member of Ovation and the BPA - no longer a board member with either
Do you have potential conflicts of interest? If so, please explain:	I left the BPA Board in March of this year
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021
How did you hear about the volunteer opportunity?	City Website
Other	*Field not completed.*

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PETER J DENIS

HUMAN RESOURCES EXECUTIVE, LEADER & ATTORNEY

Labor Relations / Arbitration / Negotiations/ Culture Change / Situation Analysis / Program Design & Implementation

Extensive experience in all aspects of human resources and labor relations, situation/process analysis, developing and implementing new HR programs and teams, and bringing diverse viewpoints to productive consensus and focusing on diversity in its many forms

Citizen of Canada and the US

CAREER EXPERIENCE

UNIVERSITY OF WASHINGTON, SEATTLE, WA ASSISTANT DEAN FOR PERSONNEL, *COLLEGE OF ARTS AND SCIENCES, (RESPONSIBLE FOR ALL PERSONNEL RELATED ISSUES – ACADEMIC AND NON-ACADEMIC, AT THE COLLEGE OCTOBER 2019 - PRESENT*

ASSISTANT VP OF HR - LABOR RELATIONS (successfully negotiated collective bargaining agreements, settled numerous labor disputes and process managed the wholesale change of the command staff of the police department *AUGUST 2008 – OCTOBER 2019*

- **LECTURER – UNIVERSITY OF WASHINGTON, SCHOOL OF LAW, EVANS SCHOOL OF PUBLIC POLICY**

THE CHANDLER FINANCIAL GROUP, LLC BAINBRIDGE ISLAND WA (PRIVATE CONSULTING)
AUGUST 2007 – PRESENT

- **INDUSTRY TROUBLE – SHOOTER AND MEDIATOR, Brewer's Distributing Ltd**, Vancouver, BC
- Negotiated numerous commercial agreements with Vietnamese Government departments and corporate entities Viet Nam (12 trips to SE Asia since July 2008)

HARRISON MEDICAL CENTER *BREMERTON WA* *JUNE 2005 – MAY 2007*
VICE PRESIDENT, HUMAN RESOURCES

- Implemented "best of breed" HR computer systems for benefits enrollment, job applications, performance and learning management.
- Established collaborative labor relations model for issue resolution with all local unions (1600 out of a total of 2200 staff at Harrison are union members.)
- Provided strategic direction and oversight for the conclusion of a 3 year collective agreement with RN's prior to the termination of the current one.

GROUP HEALTH COOPERATIVE *SEATTLE WA* *APRIL 2002 - JUNE 2005*
LABOR RELATIONS ADMINISTRATOR

- Led negotiations as First Chair with labor unions including, SEIU, OPEIU and Operating Engineers.
- Developed labor relations strategy for employer with 7000 unionized employees.
- Drafted binding decisions regarding grievance resolution.

INTERIM EXECUTIVE ROLES *1999-2002*

- *RLG INTERNATIONAL INC., VANCOUVER BC,* **ACTING VP HR**

Turned around software development subsidiary of RLG. Designed and implemented employment policy structures for world-wide organization.

- *SUM MEDIA INC., VANCOUVER BC, SEATTLE WA,* **ACTING VP HR**

Established strategic vision for Best Practices Group for e-couponing start-up; Managed process improvements and quick evolution of company

- *GROUPE DE SECURITE GARDA INC., MONTREAL QC,*

Brokered sale of family owned business to interests supported by the Quebec Pension Plan; Sale resulted in over 1000% return on investment (acquired June 1997)

TIMBERWEST FOREST CORP., VANCOUVER BC **DIRECTOR OF HUMAN RESOURCES** *1998 – 1999*
Resolved 15-month strike at Elk Falls Lumber mill leading to a landmark "results-based" collective agreement in which the business – plan is part of the agreement.

PROVIDENCE HEALTH CARE GROUP, VANCOUVER BC *1995 – 1998*

VICE PRESIDENT, HUMAN AND ORGANIZATION DEVELOPMENT

- Headed all elements of Human Resources, including Labour Relations, Recruiting, Occupational Health and Safety and Organization Development (6,000 employees on eight sites).
- Established strong union / management relations while reducing grievance backlog by 60% and increasing arbitration win-rate to 98%.
- Conducted organization -wide survey of training and leadership needs and introduced program for systematic leadership development across all sites - with over 400 attendees in 12 months.
- Implemented attendance improvement program, resulting in 5% reduction of sick-time in first 6 months
- Ensured consistency of Labour Relations across organizations, resulting in cost savings of $567k in 2 years.

FUTURE ELECTRONIC LTD., MONTREAL QC *1995*

VICE PRESIDENT, HUMAN RESOURCES

- Coordinated all aspects of the employment relationship for 2500 employees in the USA, over 500 in the U.K., Germany, and France, and 150 in Singapore and Hong Kong.

VERSA SERVICES LTD. (ARAMARK), MONTREAL QC, TORONTO ON *1986 - 1995*

VICE PRESIDENT OPERATIONS, CORPORATE SECRETARY

- Managed a budget of $25M, attained all profitability targets, increased sales in specialty markets by 200% and increased overall sales by 15%.
- Renegotiated 70% of existing business to long-term contracts (valued at $20M)
- Negotiated, (with the Chief Executive Officer) Expos acquisition and concession agreements including 20 management and 1200 hourly employees (contracts valued at $300M over 20 years).
- Played a key role in merger and acquisition of Modern Building Cleaning (1989) $66M, 25 offices Canada

* Designed, built, and operationalized the first full-service bar and fine dining restaurant at Olympic Stadium, adding $750k/yr in additional sales.

EDUCATION

Masters of Law (LL.M, graduated Summa cum Laude) Thomas Jefferson School of Law, e-Commerce
Concentration in the International Taxation Program
Class of 2007, Leadership Kitsap
National Committee on Accreditation - Certificate of Common Law
Health Care Creative Leadership Program, Royal Roads University
Physician's Executive Management Program, Simon Fraser University
Bar of Montreal (professional training school), Quebec Bar Association
LI.B (Law), Universite de Montreal (Canadian equivalent of the USA, JD)
Bachelor of Commerce Degree Studies (no degree), Concordia University - Montreal
Champlain College (St. Lambert) and Royal Military College (St. Jean) – Associates Degree Commerce

PROFESSIONAL ASSOCIATIONS

Quebec Bar Association (Montreal Division), 1983 - present
Conseiller en Relations de Travail – 1989 - 1993

BOARDS OF DIRECTORS

Olympic Workforce Development Board, Executive Committee and Chair, 2005 – December 2012
Bainbridge Performing Arts – Secretary and Vice President and President 2011 -2020
Ovation! Musical Theatre Bainbridge, 2003 - 2008
FIR/IWA Health and Welfare Trust 1998-2000
Health Care Benefit Trust, 1996 - 1998
Foyer pour personnes agees Saint-Laurent/CLSC Saint-Laurent, 1992 - 1995
Designated appointee for Limited Partnership - Montreal Expos, 1991 - 1994
Foyer Saint-Laurent Foundation, 1990 - 1995
Father Dowd Home / St. Margaret's Home/ St. Andrew's Home, 1988 - 1995
Versabec Inc., 1988 – 1995
Group de securite Garda Ltee, 1982 - 1999

Roz Lassoff

From: noreply@civicplus.com
Sent: Wednesday, April 21, 2021 7:30 AM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

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Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

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

Applicant Information

Name	Theresse (Terry) Douglass-Resnik
Email	
Daytime Phone	
Address	

City	Bainbridge Island
State	WA
Zip	98110
Current Employer	About Getting Better
Current Position	Small business woman owned health care provider

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	*Field not completed.*
Please share your qualifications for this appointment (skills, activities, training, education) if any?	As a BI citizen I have enjoyed a great many cultural activities on the Island. As an advocate of human decency, I respect that diversity plays a crucial role in a community's development. As a board certified psychiatric nurse practitioner on the Island for more than 20 years I value the role the physical, social and emotional environment play in the quality of human health and the life of a community. I hold a PhD from Gonzaga University in leadership and management with a strong emphasis on ethics. I have held mid and senior management/administrative roles in state and private institutions. I have served on professional boards of directors, held offices, served on advisory committees at the local, state and national level. As the sole proprietor of a woman owned small business on Bainbridge and as a family member I understand some of the stressors affecting daily life. As a psychiatric nurse practitioner and RN I have worked and enjoyed persons with diverse values , cultures and opportunities. I am grateful for the opportunity to support our cmmunity.
Please share your community interests (groups, committees, organizations) if any:	I will be retiring soon so I will have time to engage in governance in the city I love. For 22 years I have enjoyed living in this community engaging in supporting BIMA, BPA, Historical Museum, West Sound Wildlife Shelter, Island Trust and have enjoyed the beauty and cultural opportunities this community offers. It is time to give back. As a member I would work hard to support cultural diversity and the arts

Do you have potential conflicts of interest? If so, please explain:	none that I am aware of. Should something arise I will address this openly and honestly immediately.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	*Field not completed.*
Type the Year	2021

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Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, August 6, 2021 12:58 PM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 4pm)

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(Due: Open Until Filed - First Review Friday, July 16 @ 4pm)

Applicant Information

Name	David Reynolds-Gooch
Email	

Daytime Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	retired
Current Position	retired

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	STTF
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Although I have held no positions in arts or culture, I am an avid consumer of diverse forms of culture: art, music, literature, performance, history. I read widely and have traveled widely (50 countries), where I have always visited major museums, monuments, attended cultural performances, studied and discussed local history & culture with colleagues and friends. Strong interest in art & design.
Please share your community interests (groups, committees, organizations) if any:	Involved with Bloedel Reserve, Parks Foundation Trails committee. Co-created with my spouse Nurse Meg's Beacon of Joy Fund to offer financial assistance to families with patients at Seattle Children's Medical Center. I served 2 terms as a board member of One Call For All.
Do you have potential conflicts of interest? If so, please explain:	None of which I am aware.
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?	Other

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CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:55 PM) Request from Councilmember Schneider to Schedule a Discussion on Diversity/Equity/Inclusion Training for Council on a Future Council Agenda,

SUMMARY: Council will discuss the attached request from Councilmember Schneider to place a discussion on Diversity/Equity/Inclusion training for Council on a Future Council Agenda.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: Discussion and possible placement on a future Council agenda.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Agenda Request from Councilmember Schneider.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

Christine Brown

From: Christine Brown
Sent: Thursday, September 30, 2021 3:51 PM
To: Christine Brown
Subject: FW: Add 10 min to agenda to discuss asking staff for equity training for council

---

From: Leslie Schneider <lschneider@bainbridgewa.gov>
Sent: Tuesday, September 28, 2021 2:41 PM
To: Blair King <bking@bainbridgewa.gov>
Subject: Add 10 min to agenda to discuss asking staff for equity training for council

Hi Blair,

As per our discussions recently, I would like to request agenda time for council to discuss whether we want staff to work on providing councilmembers with diversity/equity/inclusion (DEI) training.

Questions for consideration:

- Does council want the City to spend funds for DEI training for councilmembers?
- Does council want the City to spend resources locating one or more recommended programs?
- Does council want to be provided with DEI training as a group, or do we prefer individual participation in a recommended program?
- What are desired goals of council DEI training that can be incorporated into the search for a recommended program?
- Is there a role for the REAC in setting goals or sourcing of training?
- What was the outcome of COBI staff training on DEI that we can learn from?
- Other considerations?

thanks,
Leslie

CITY OF BAINBRIDGE ISLAND

Leslie Schneider

Councilmember, Central Ward

www.bainbridgewa.gov

facebook.com/citybainbridgeisland/

206.200.4502

My pandemic office hours are remote and by appointment:

https://zoom.us/j/2062004502?pwd=WmVjaWpsQXZkUXlyUEE4K2pGUC9SQT09

Follow my Council (government) Facebook page:

https://www.facebook.com/LeslieSchneiderBainbridgeIslandCityCouncil/

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 12, 2021 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (9:05 PM) Request from Councilmember Deets to Schedule a Discussion on Locating a Biodigester on Bainbridge Island to a Future Council Agenda - Councilmember Deets,

SUMMARY: Council will discuss the attached request from Councilmember Deets to schedule a discussion on locating a biodigester on Bainbridge Island on a future Council agenda.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: Discussion and possible 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 Deets.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

From: Joe Deets <jdeets@bainbridgewa.gov>
Sent: Monday, October 4, 2021 1:41 PM
To: Blair King <bking@bainbridgewa.gov>; Ellen Schroer <eschroer@bainbridgewa.gov>
Cc: Michael Cox <michael.cox@cobicommittee.email>; David McCaughey <David.McCaughey@cobicommittee.email>
Subject: Request to include on Council Agenda discussion to locate Biodigester on Bainbridge Island
Importance: High

Blair and Ellen,

This is my request to have a Council discussion as soon as possible to locate a biodigester on Bainbridge Island. Having an island located biodigester is not a new idea. Importantly, it achieves a number of the action items of the Climate Action Plan (see CAP sections on Waste and Energy). Puget Sound Energy has expressed interest in supporting it. As has Bainbridge Disposal. It was on the short list for an ARPA allocation.

Moving the project forward has come from members of the Climate Change Advisory Committee, with my support. Together, we have had discussions with Impact Bioenergy (including a field trip to see their biodigester on Vashon Island), a Washington-based company with expertise in biodigesters. An outstanding matter has been the financing for the project. Recently, a company signed a non-binding letter of intent with Impact Bioenergy to finance the project. The letter is attached.

With the support the project has, and the potential for outside funding, I believe it is time for Council to discuss the means for moving this forward.

I would be happy to answer any questions.

Many thanks,

Joe

Joe Deets
Bainbridge Island City Council, District 7, North Ward
E-mail: jdeets@bainbridgewa.gov
Mobile: 206-473-1864

Equilibrium | Water, Waste & Energy

September 28, 2021

Impact Bioenergy, Inc.
Attn: Michael Smith
1001 NW 167th St.
Shoreline, WA 98177

RE: Letter of Intent – Food Waste Anaerobic Digestion Facility – Bainbridge Island

Dear Michael,

This letter is an expression of intent from Equilibrium Capital, through its Carbon Transition Infrastructure Fund (CTI), with respect to the terms and conditions under which it is prepared to provide capital investment for a food waste biodigester located on Bainbridge Island (the "Project")

CTI's willingness to commit to the Investment Transaction will be subject to its due diligence review of the Project, clearance of its internal rate of return analysis, and approval from its investment committee ("Investment Committee"). The following due diligence items with terms and conditions satisfactory to the Investment Committee will be needed.

- Lease Agreement
- Feedstock Contract
- Offtake Contract
- Will serve letters from all utilities
- All permits to build and operate the project

Impact Bioenergy, Inc. ("Impact") will work with the City of Bainbridge Climate Change Advisory Board's designated point of contact to develop a preliminary set of draft documents, term sheets and letters of intent for the due diligence list above within 90 days.

This letter of intent is intended to constitute a non-binding expression of intent. It is understood that neither party is legally bound to the other (whether under this Letter of Intent or otherwise) until terms and conditions related to this transaction are negotiated and incorporated into definitive agreement signed by both parties within 90 days of execution. Until such agreement is executed, neither party shall have any legal or equitable duty or obligation to the other.

Regards,

Jared Sperry
Jared Sperry, Vice President
Equilibrium

Accepted this 28 day of September, 2021.
Impact Bioenergy Inc,

By: Michael J Smith Jr.

Its: Director, Legal & Business Development

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