



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 13, 2024**

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

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

AGENDA

1. **CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE (6:05 PM)**
3. **PRESENTATION(S)**
 - 3.A **(6:10 PM) Provide Oath of Office to Municipal Court Judge**, 10 Minutes
 - 3.B **(6:20 PM) Present Proclamation Declaring February 2024 as "Black History Month,"** 5 Minutes
[Black History Month Proclamation 2024.docx](#)
 - 3.C **(6:25 PM) Approve Proclamation Declaring the Month of March 2024, as "American Red Cross Month,"** 5 Minutes
[American Red Cross Proclamation 2024.docx](#)
4. **PUBLIC COMMENT (6:30 PM)**

In person public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. For items scheduled for a public hearing, comment is accepted from an individual only one time, either during public comment or during the hearing. Public comment is simply received by the Council, with no response, and Council cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment. Please

refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. Remote public comment is not allowed, except that persons with a disability requiring accommodation may provide public comment remotely through Zoom with 24 hours' advance notice to the City Clerk.

4.A Instructions for Providing Public Comment

[Instructions for Providing Public Comment January 2024.pdf](#)

5. CONSENT AGENDA (6:50 PM)

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

5.A Agenda Bill for Consent Agenda, 5 Minutes

5.B Approve Accounts Payable and Payroll

[Council PR Report 2-5-24.pdf](#)

[AP Report to Council of Cash Disbursements 2-14-24.pdf](#)

5.C Approve City Council Meeting Minutes

[January 16, 2024 Special City Council Meeting Minutes - Executive Session.pdf](#)

[January 16, 2024 City Council Study Session Minutes.pdf](#)

[January 23, 2024 City Council Regular Business Meeting Minutes.pdf](#)

[February 3, 2024 Special City Council Meeting Retreat Minutes.pdf](#)

5.D Authorize the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Fehr & Peers for the Comprehensive Plan Traffic Analysis and Development of a Multi-Modal Level of Service Concurrency Program (\$112,195, Streets Fund) - Public Works

[Fehr & Peers PSA Amendment No. 1 Comp Plan Traffic.docx](#)

5.E Authorize the City Manager to Enter Into Amendment No. 6 of the Professional Services Agreement with Perteet, Inc. for the Eagle Harbor Drive / Wyatt Way Non-Motorized Improvements and Eagle Harbor Fish Passage (Cooper Creek Culvert) Projects Design (\$291,574 - Streets Fund, \$52,801 - SWWM Fund) - Public Works

[Exhibit A_EagleHarbor-Supp6-Scope-FINAL-2024-01-30.pdf](#)

[EHD_Wyatt_Location Map.pdf](#)

[CIP_Eagle Harbor Drive Cooper Creek Fish Passage_01107.pdf](#)

[CIP_C40 Eagle Harbor Drive Phase 1_00968.pdf](#)

5.F Authorize the City Manager to Enter into a Professional Services Agreement with BHC Consultants LLC for the Winslow Subarea Plan Sewer Collection System Analysis, (\$79,200.00 Sewer Fund) - Public Works

[PSA Winslow Sub Area Plan Sewer Analysis.docx](#)

5.G Adopt Resolution No. 2024-02 Declaring an Emergency that Requires Suspension of Procurement Policies for the Replacement of the Operations and Maintenance Facility Fire Alarm System - Public Works

[Resolution No. 2024 02 Proclaiming an Emergency OM Fire Alarm System Replacement.docx](#)

Declaration of Emergency_Email.pdf

- 5.H Authorize an Increase to the City Manager's Signing Authority up to \$300,000 for the Execution of Purchase Orders for the Planned Purchase of 2024 Fleet Vehicles and Equipment, and Retroactively Approve a Purchase Order for an All-Electric Pursuit-Rated Chevy Blazer for the Police Department (\$72,804.59 - Tax Supported) - Public Works**

2023-2028 Modified 2024 Fleet CIP.pdf

Bud Clary Chevrolet 2024 Blazer_Project 01310_Purchase Order_Executed 012624.pdf

- 5.I Authorize the City Manager to Enter Into a Construction Contract with Empire Well Drilling LLC in Support of the Fletcher Bay Well Rehabilitation Project, and Authorize a Related Budget Amendment from the Water Fund (\$367,676.40, Water Fund) - Public Works**

Fletcher Bay Well Rehab Bid Tabulation Project 01244 Closing 010924.pdf

Small Works Contract Empire Well Drilling.docx

2023-2028 Modified 2024 CIP_Water.pdf

01244_Fletcher Bay Well Rehabilitation Site Map.pdf

- 5.J Adopt Short Term Rental Ordinance No. 2024-02 (Formerly Ordinance No. 2023-26) - Executive 5 Minutes**

Ordinance No. 2024-02 (Formerly Ordinance No. 2023-26) Short-Term Rentals for CC 01232024

BI Short Term Rentals 01-23-24.pptx

- 5.K Authorize the City Manager to Execute a Contract for a Small Boat Concession at Waterfront Park City Dock 5 Minutes**

2024 Small Boat Rental Concession Agreement with Exotic Aquatics Partially Executed.pdf

Map-Description of Small Boat Concession Area.pdf

6. COUNCIL ANNOUNCEMENTS (6:55 PM)

7. CITY MANAGER'S REPORT (7:05 PM)

- 7.A Receive City Manager's Report, 10 Minutes**

2023 Annual CAP Progress Report.pdf

2023 CAP Progress Report - Highlights Summary.pdf

STP Q4 2023 Progress Update.pdf

2023 YE Workplan Memo for CC 02132024.docx

2023 Workplan Year-end Report Memo Attachment.pdf

City Manager's Report (City Insurance Rates).pdf

8. REGULAR BUSINESS

- 8.A (7:15 PM) Consider Ordinance No. 2024-03 Amending Title 2 of the Bainbridge Island Municipal Code to Revise the Member Appointment and Confirmation Process for the Planning Commission, 10 Minutes**

Ordinance No. 2024 - 03 Relating to Updating City Planning Commission Member Appointment Confirmation.docx

- 8.B (7:25 PM) Appoint Representatives to Design Review Legislation Compliance Task Force - Executive, 10 Minutes**

Kellen Bond
Tobias Guggenheimer
Brandon Keller

- 8.C **(7:35 PM) Receive Report with Regard to a Financially Feasible Affordable Housing Project, Approve Request for Qualifications for Private Partner Developer, Authorize Staff to Conduct a Public Question and Answer Session, and Authorize the Release of the Request for Qualifications - Executive**
20 Minutes
Affordable Housing Proposal - Alternatives
RFQ - Affordable Housing Development Operator.docx
COBI_PPT_Feb13_TLT slides.pptx
- 8.D **(7:55 PM) Approve Scope of Work and Appoint Three Councilmembers to a Sustainable Transportation Ad Hoc Subcommittee,** 10 Minutes
Sustainable Transportation Ad Hoc Committee for CC 02132024.docx
- 8.E **(8:05 PM) Adopt Resolution No. 2024-01 Amending the Governance Manual relating to Remote Public Comment and Clarifying Public Comment Topics,** 10 Minutes
Resolution No. 2024-01 Amending the Governance Manual with respect to Remote Public Comment.docx

9. COMMUNICATIONS

- 9.A **(8:15 PM) Consider Request from Councilmember Schneider to Add a Discussion on Winslow Transportation Gaps to a Future Council Agenda,** 5 Minutes
Request for Council Agenda Time to Discuss Winslow Transportation Gaps.docx

10. ADJOURNMENT - 8:20 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: February 13, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:10 PM) Provide Oath of Office to Municipal Court Judge,

SUMMARY: Thomas S. Alpaugh will be sworn in as the Municipal Court Judge.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

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: February 13, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:20 PM) Present Proclamation Declaring February 2024 as "Black History Month,"

SUMMARY:

The attached proclamation declares February 2024 as "Black History Month." This proclamation is one of the annual proclamations that the Mayor is authorized to sign without further Council action.

AGENDA CATEGORY: Presentation

PROPOSED BY: City Council

RECOMMENDED MOTION:

Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Black History Month Proclamation 2024.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 February 2024, as “Black History Month.”

WHEREAS, the national celebration of Black History began in 1926 as a weeklong commemoration created by African American historian, scholar, educator, and publisher Carter G. Woodson; and

WHEREAS, it became the month-long celebration of Black History Month in February 1976; and

WHEREAS, Black History Month is a time to honor the often overlooked historical and present-day achievements of Black Americans; and

WHEREAS, Black History Month also serves as a reminder of the historical and present-day racism that continues to oppress Black Americans, and that the work to eliminate barriers based on racial prejudice is ongoing; and

WHEREAS, Black Americans continue to make significant contributions to the growth of their families, and the cultural and economic fabric of our nation and our city in spite of ongoing structural racism, social and political marginalization, and daily racial trauma born from the unconscionable legacy of enslavement and legalized segregation; and

WHEREAS, the Black History Month 2024 theme, “African Americans and the Arts” celebrates the African-American influence in the fields of visual and performing arts, literature, fashion, folklore, language, film, music, architecture, culinary and other forms of cultural expression, we encourage residents of Bainbridge Island to actively engage with art that centers the Black experience, such as the “Black and Boujee” exhibition at the Bainbridge Island Museum of Art, and to do so well beyond the month of February.

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, do hereby proclaim February 2024, as

“BLACK HISTORY MONTH”

in the City of Bainbridge Island and encourage all Islanders to join us in this special observance.

SIGNED, this 13th day of February, 2024.

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:25 PM) Approve Proclamation Declaring the Month of March 2024, as "American Red Cross Month,"

SUMMARY: The attached proclamation declares the month of March 2024, as "American Red Cross Month."

AGENDA CATEGORY: Presentation

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize the Mayor to sign the proclamation declaring March 2024, as "American Red Cross Month" and to add this proclamation to the list of annual proclamations that may be signed by the Mayor without further Council action.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[American Red Cross Proclamation 2024.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring the month of March 2024, as “American Red Cross Month.”

WHEREAS, during American Red Cross Month in March, we celebrate the humanitarian spirit of Bainbridge Island and reaffirm our commitment to help ensure no one faces a crisis alone; and

WHEREAS, caring for one another is at the heart of our community and exemplified by the people of Bainbridge Island, whose simple acts of kindness through the Red Cross provide help and hope in people’s most difficult moments — continuing the lifesaving legacy of Clara Barton, who founded the organization more than 140 years ago to prevent and alleviate human suffering; and

WHEREAS, every day, these ordinary individuals lend a helping hand to make an extraordinary difference for neighbors in need — whether it’s providing emergency shelter, food and comfort for families displaced by home fires and other disasters; donating lifesaving blood for cancer patients, accident victims, and people with sickle cell disease and other life-threatening conditions; supporting military members and veterans, along with their families and caregivers, through the unique challenges of service; using vital skills like first aid and CPR to help others survive medical emergencies; or delivering international humanitarian aid and reconnecting loved ones separated by crises around the world; and

WHEREAS, their support, volunteerism and generous donations are critical to our community’s resilience. We hereby recognize this month of March in honor of all those who fulfill Clara Barton’s noble words, “You must never think of anything except the need and how to meet it,” and ask everyone to join in this commitment; and

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim March 2024, as

American Red Cross Month

in the City of Bainbridge Island and encourage all residents to reach out and support its humanitarian mission.

DATED this 13th day of February, 2024

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME:

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions and guidelines for providing public comment are attached.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Instructions for Providing Public Comment January 2024.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. Members of the public who wish to provide public comment in-person at a City Council business meeting should sign up to speak on the sign-in sheet by the Chamber doors. The Mayor will call the people signed up on the sign-in sheet, and speakers will have three minutes to speak from the podium. Please speak directly into the microphone, which is adjustable. A timer on the screen will indicate when 3 minutes (or such other time set by the Mayor) has elapsed. The Deputy Mayor will also hold a sign indicating when 30 seconds of the allotted time remains.

Guidelines for public comment are below. Remote public comment is not allowed, except that persons with a disability requiring accommodation may provide public comment remotely through Zoom with 24 hours' advance notice to the City Clerk at cityclerk@bainbridgewa.gov.

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: February 13, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

COMMUNITY ENGAGEMENT AND OUTREACH:

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: February 13, 2024

ESTIMATED TIME:

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Council will consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Council PR Report 2-5-24.pdf](#)

[AP Report to Council of Cash Disbursements 2-14-24.pdf](#)

FISCAL DETAILS:

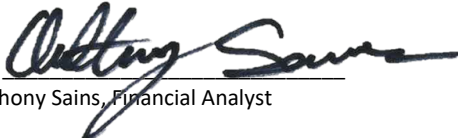
Fund Name(s):

Coding:

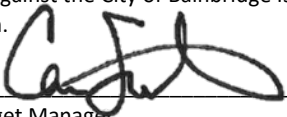
PAYROLL

PAYROLL CHECK RUN: 2 -05 - 2024

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	2/5/2024	59947-60080	Regular check run (Direct Dep)	\$ 416,230.91
Normal	2/5/2024	110357	Regular check run (Paper Checks)	\$ 185.90
Vendor	2/5/2024	110358-110367	Vendor check run (Paper Checks)	\$ 362,222.17
EFTPS	2/5/2024		Federal Tax Electronic Transfer	\$ 158,159.28
EFT	2/5/2024		DSHS	\$ 147.08
			TOTAL:	\$ 936,945.34

Prepared and Reviewed by:  Date 02/06/2024
 Anthony Sains, Financial Analyst

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 2/6/2024
 Carrie Freitas, Budget Manager



CITY OF BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: January 22, 2024 - February 12, 2024
CITY COUNCIL: January 23, 2024 - February 13, 2024

Last check from previous run: 361057 dated 01/24/2024 issued to Western First Aid & Safety for \$1,872.78
Last ACH from previous run: 3307 dated 01/24/2024 issued to Westbay Auto Parts for \$817.94

Table with 5 columns: Payment Type, Check Date, Check Number, Department/Vendor/Description, Amount. Lists various payments including bank purchases, utility billing, taxes, benefits, rentals, professional services, engineering, stormwater studies, copier lease, call center services, reporting, permits, construction, retreat, manual reimbursements, and various utility and service charges.

Total Manual Checks and Electronic Disbursements 578,534.42

Summary table with 4 columns: Category, Date, Check Numbers, Total Amount. Rows include Regular Run Checks (324,294.29), Regular Run ACH (1,249,656.39), and Total Disbursements (2,152,485.10).

Table with 4 columns: Category, Date, Check Numbers, Amount. Rows include Retainage Release and Travel Advance, both with N/A values.

Prepared and Reviewed by [Signature] 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.

[Signature] Karl R. Shaw, Accounting Manager

2/7/2024 Date

JK

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
3308	01/19/2024	PRTD	7314 US BANK	268301	112823KB	11/28/2023		USBDEC23	90.00
			Invoice: 112823KB	90.00	33011161 544000	EX/CRAIGSLIST/JOB POSTING MECHANIC II HR-C/E-ADVERTISING			
			Invoice: 120523KB	268302	120523KB	12/05/2023		USBDEC23	102.84
			Invoice: 120523KB-A	102.84	91011211 539100	COQUETTE/SANDWICHES SGT ASSESSMENT CNTR INVALID - USE 531100			
			Invoice: 120523KB-A	268303	120523KB-A	12/05/2023		USBDEC23	192.83
			Invoice: 120823KB	192.83	91011211 539100	COQUETTE/SANDWICHES CPL ASSESSMENT CNTR INVALID - USE 531100			
			Invoice: 120823KB	268304	120823KB	12/08/2023		USBDEC23	34.86
			Invoice: 120823KB-A	34.86	33011161 531100	HR/RITE AID/OFFICE HOLIDAY DECORATIONS HR-C/E-SUPPLIES			
			Invoice: 120823KB-A	268305	120823KB-A	12/08/2023		USBDEC23	10.90
			Invoice: 121223KB	10.90	33011161 531100	HR/RITE AID/OFFICE HOLIDAY DECORATIONS HR-C/E-SUPPLIES			
			Invoice: 121223KB	268306	121223KB	12/12/2023		USBDEC23	99.65
			Invoice: 121423KB	99.65	91011211 539100	TOWN & COUNTRY/LUNCH ST/CPL ASSESSMNT CNTR INVALID - USE 531100			
			Invoice: 121423KB	268307	121423KB	12/14/2023		USBDEC23	19.98
			Invoice: 122223KB	19.98	91011211 539100	TOWN & COUNTRY/COOKIES SGT ASSESSMENT CNTR INVALID - USE 531100			
			Invoice: 122223KB	268308	122223KB	12/22/2023		USBDEC23	3,216.00
			Invoice: 120123BL	3,216.00	33011161 541100	HR/INSLEE BEST/INVESTIGATION HR-C/E-PROF SVCS			
			Invoice: 120123BL	268309	120123BL	12/01/2023		USBDEC23	549.80
			Invoice: 120123BL-A	549.80	33011161 544000	HR/INDEED/JOB AD MECHANIC HR-C/E-ADVERTISING			
			Invoice: 120123BL-A	268310	120123BL-A	12/01/2023		USBDEC23	35.44
			Invoice: 120823BL	35.44	33011161 544000	HR/INDEED/ADVERTISEMENT NOVEMBER PARTIAL HR-C/E-ADVERTISING			
			Invoice: 122323BL	268311	120823BL	12/08/2023		USBDEC23	18.84
			Invoice: 121323BL-A	18.84	91011211 539100	COSTCO/PROMOTIONAL TESTING - FOOD INVALID - USE 531100			
			Invoice: 121323BL-A	268312	122323BL	12/13/2023		USBDEC23	189.54
				189.54	91011211 543100	MARSHALL SUITES/PROMOTIONAL TESTING PANEL LODGING GG-C/E-CIVIL SVC-TRAVEL			
				268313	121323BL-A	12/13/2023		USBDEC23	189.54
				189.54	91011211 543100	MARSHALL SUITES/PROMOTIONAL TESTING PANEL LODGING GG-C/E-CIVIL SVC-TRAVEL			

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC	
Invoice: 121323BL-B	268314 121323BL-B	12/13/2023		USBDEC23	238.64
	238.64 91011211 543100	MARSHALL SUITES/PROMOTIONAL		TESTING PANEL LODGING	
		GG-C/E-CIVIL SVC-TRAVEL			
Invoice: 121323BL-C	268315 121323BL-C	12/13/2023		USBDEC23	178.29
	178.29 91011211 543100	MARSHALL SUITES/PROMOTIONAL		TESTING PANEL LODGING	
		GG-C/E-CIVIL SVC-TRAVEL			
Invoice: 121323BL-D	268316 121323BL-D	12/13/2023		USBDEC23	238.64
	238.64 91011211 543100	MARSHALL SUITES/PROMOTIONAL		TESTING PANEL LODGING	
		GG-C/E-CIVIL SVC-TRAVEL			
Invoice: 121323BL-E	268317 121323BL-E	12/13/2023		USBDEC23	189.54
	189.54 91011211 543100	MARSHALL SUITES/PROMOTIONAL		TESTING PANEL LODGING	
		GG-C/E-CIVIL SVC-TRAVEL			
Invoice: 121423BL	268318 121423BL	12/14/2023		USBDEC23	189.54
	189.54 91011211 543100	MARSHALL SUITES/PROMOTIONAL		TESTING PANEL LODGING	
		GG-C/E-CIVIL SVC-TRAVEL			
Invoice: 121523BL	268319 121523BL	12/15/2023		USBDEC23	329.98
	329.98 91011211 543100	MARSHALL SUITES/PROMOTIONAL		TESTING PANEL LODGING	
		GG-C/E-CIVIL SVC-TRAVEL			
Invoice: 121323LS	268320 121323LS	12/13/2023		USBDEC23	19.96
	19.96 31011131 549100	EX/ST SUBSCRIPTIONS/SEATTLE		TIMES SUBSCRIPTION	
		EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 121323BK	268326 121323BK	12/13/2023		USBDEC23	88.46
	88.46 31011572 548500	EX/CONSTANT CONTACT/CMR		MONTHLY SUBSCRIPTION	
		EX-GF-OUTREACH-SOFTWARE		MAINT	
Invoice: 121723SH	268327 121723SH	12/17/2023		USBDEC23	11.99
	11.99 31011572 549100	EX/KITSAP SUN/DIGITAL		SUBSCRIPTION	
		OUTREACH DUES, SUBS& MEMBER			
Invoice: 121923SH	268328 121923SH	12/19/2023		USBDEC23	15.96
	15.96 31011572 549100	EX/SEATTLE TIMES/DIGITAL		SUBSCRIPTION	
		OUTREACH DUES, SUBS& MEMBER			
Invoice: 112823AS	268332 112823AS	11/28/2023		USBDEC23	1,870.00
	1,870.00 31011492 54910001150	EX/ESDN/2024 MEMBERSHIP		USDN	
		CAP-OTHER IMPL-DUES/SUBCR			
Invoice: 120823AS	268333 120823AS	12/08/2023		USBDEC23	1,811.19
	1,811.19 91011497 53110001194	RAD POWER BIKES/E-BIKE		CITY HALL EMPLOYEES	
		GREEN TEAM, RECYCLING-SUPPLIES			
Invoice: 121223AS	268334 121223AS	12/12/2023		USBDEC23	5.00
	5.00 31011492 44341001197	EX/ORCA/ROUND TRIP		TICKET USDN WORKSHOP	
		CAP-CL ADAPT & RES-TRAINING			

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 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 121223AS-A				268335	121223AS-A	12/12/2023		USBDEC23	9.85
				9.85	31011492 44341001197	EX/WA ST FERRIES/USDN WORKSHOP CAP-CL ADAPT & RES-TRAINING			
Invoice: 121523AS				268336	121523AS	12/15/2023		USBDEC23	85.10
				85.10	91011497 53110001194	REI/ACCESSORIES EMPLOYEE E-BIKE GREEN TEAM, RECYCLING-SUPPLIES			
Invoice: 121623AS				268337	121623AS	12/16/2023		USBDEC23	205.22
				205.22	91011497 53110001194	REI/ACCESSORIES EMPLOYEE E-BIKE GREEN TEAM, RECYCLING-SUPPLIES			
Invoice: 121623AS-A				268338	121623AS-A	12/16/2023		USBDEC23	92.82
				92.82	91011497 53110001194	REI/ACCESSORIES EMPLOYEE E-BIKE GREEN TEAM, RECYCLING-SUPPLIES			
Invoice: 122023AS				268339	122023AS	12/20/2023		USBDEC23	511.06
				511.06	81011881 54850001150	IT/SURVEY MONKEY/ANNUAL ACCOUNT SURVEY MONKEY CAP-OTHER IMPL-SOFTWARE SUBSCR			
Invoice: 120823KS				268340	120823KS	12/08/2023		USBDEC23	-115.00
				-115.00	41011144 443410	FIN/GFOA/GAAP CLASS REFUND KRS FIN - C/E TRAINING			
Invoice: 112923AL				268343	112923AL	11/29/2023		USBDEC23	8.73
				8.73	31011256 531100	EX/WALGREENS/WINTER CAR KIT SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 113023AL				268344	113023AL	11/30/2023		USBDEC23	87.36
				87.36	31011256 542100	EX/ZOLEO/MONTHLY SUBSCRIPTION FEE EX-GF-EMERG PREP-PHONE			
Invoice: 120423AL				268345	120423AL	12/04/2023		USBDEC23	24.01
				24.01	31011256 531100	EX/AMAZON/MRC VEST EX-GF-EMERG PREP-SUPPLIES			
Invoice: 120423AL-A				268346	120423AL-A	12/04/2023		USBDEC23	161.56
				161.56	31011256 531100	EX/AMAZON/EVENT SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 120623AL				268347	120623AL	12/06/2023		USBDEC23	166.50
				166.50	33011161 541100	EX/NCSI/BACKGROUND CHECKS HR-C/E-PROF SVCS			
Invoice: 120623AL-A				268348	120623AL-A	12/06/2023		USBDEC23	240.50
				240.50	31011256 541100	EX/NCSI/BACKGROUND CHECKS EX-GF-EMERG PREP-PROF SVCS			
Invoice: 120623AL-B				268349	120623AL-B	12/06/2023		USBDEC23	17.05
				17.05	31011256 531100	EX/AMAZON/VOLUNTEER HOLIDAY PARTY SUPPLIES EX-GF-EMERG PREP-SUPPLIES			

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VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC			
Invoice: 120723AL	268350 120723AL	12/07/2023		USBDEC23	420.00
	420.00 31011256 542100	EX/STARLINK/MONTHLY SUBSCRIPTION FEE			
		EX-GF-EMERG PREP-PHONE			
Invoice: 120723AL-A	268351 120723AL-A	12/07/2023		USBDEC23	70.38
	70.38 31011256 531100	EX/AMAZON/OFFICE SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 121123AL	268352 121123AL	12/11/2023		USBDEC23	56.43
	56.43 31011256 531100	EX/AMAZON/VOLUNTEER HOLIDAY PARTY SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 121223AL	268353 121223AL	12/12/2023		USBDEC23	15.24
	15.24 31011256 531100	EX/MARSHALLS/VOLUNTEER HOLIDAY PARTY SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 121423AL	268354 121423AL	12/14/2023		USBDEC23	11.16
	11.16 31011256 543100	EX/HARBORSIDE/PARKING MEETING IN SEATTLE			
		EX-GF-EMERG PREP-TRAVEL EXP			
Invoice: 121423AL-A	268355 121423AL-A	12/14/2023		USBDEC23	40.77
	40.77 31011256 539100	EX/COQUETTE/SNACKS TSUNAMI READY SITE VISIT			
		EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 121523AL	268356 121523AL	12/15/2023		USBDEC23	978.52
	978.52 31011256 531100	EX/AMAZON/EVENT MEDICAL SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 121823AL	268357 121823AL	12/18/2023		USBDEC23	73.40
	73.40 31011256 531100	EX/AMAZON/EVENT MEDICAL SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 121823AL-A	268358 121823AL-A	12/18/2023		USBDEC23	48.84
	48.84 31011256 531100	EX/AMAZON/EVENT MEDICAL SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 121823AL-B	268360 121823AL-B	12/18/2023		USBDEC23	24.81
	24.81 31011256 531100	EX/AMAZON/EVENT MEDICAL SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			
Invoice: 121823AL-C	268361 121823AL-C	12/18/2023		USBDEC23	328.12
	328.12 31011256 539100	EX/MIGUELITOS/DINNER VOLUNTEER HOLIDAY PARTY			
		EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 121823AL-D	268362 121823AL-D	12/18/2023		USBDEC23	20.41
	20.41 31011256 539100	EX/COSTCO/SNACKS VOLUNTEER HOLIDAY PARTY			
		EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 122023AL	268363 122023AL	12/20/2023		USBDEC23	696.89
	696.89 31011256 531100	EX/AMAZON/EVENT MEDICAL SUPPLIES			
		EX-GF-EMERG PREP-SUPPLIES			

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VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC			
Invoice: 122023AL-A	268364 122023AL-A	12/20/2023		USBDEC23	24.66
	24.66 31011256 531100	EX/AMAZON/EVENT MEDICAL SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 122123AL	268365 122123AL	12/21/2023		USBDEC23	71.46
	71.46 31011256 531100	EX/CUSTOM SIGNS/WATER TEAM STENCIL FOR WATER TENDR EX-GF-EMERG PREP-SUPPLIES			
Invoice: 122123AL-A	268366 122123AL-A	12/21/2023		USBDEC23	1,525.00
	1,525.00 31011256 541100	EX/INKSHED/DESIGN SERVICES BAINBRIDGE PREPARES EX-GF-EMERG PREP-PROF SVCS			
Invoice: 112723DP	268367 112723DP	11/27/2023		USBDEC23	85.00
	85.00 41011144 443410	FIN/GFOA/EQUITY IN BUDGETING DP FIN - C/E TRAINING			
Invoice: 120123DP	268368 120123DP	12/01/2023		USBDEC23	37.54
	37.54 41011141 539100	FIN/T&C/FOOD BILLIE KINLEY LAST DAY FIN-NON TRAVEL FOOD/SNACK			
Invoice: 121323DP	268369 121323DP	12/13/2023		USBDEC23	225.00
	225.00 41011141 549100	FI/ACFE/YEARLY MEMBERSHIP DUES CFE DP FIN-GF-DUES/SUBS/MEMBERSHIPS			
Invoice: 121823DP	268370 121823DP	12/18/2023		USBDEC23	35.00
	35.00 41011144 443410	FIN/GFOA/CALCULATING NET INVESTMENT CAPITAL ASSETS FIN - C/E TRAINING			
Invoice: 112823MS	268371 112823MS	11/28/2023		USBDEC23	19.35
	19.35 61011581 539100	PCD/BIG LOTS/DRINKS DEPT HOLIDAY GATHERING PCD-NON TRAVEL FOOD/SNACK			
Invoice: 112923MS	268372 112923MS	11/29/2023		USBDEC23	43.61
	43.61 63470588 531100	PCD/HOME DEPOT/RAIN BOOTS (2) CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 113023MS	268373 113023MS	11/30/2023		USBDEC23	-27.30
	-27.30 63470588 531100	PCD/HOME DEPOT/CREDIT RAIN BOOTS MISDELIVERY CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 120123MS	268374 120123MS	12/01/2023		USBDEC23	12.00
	12.00 63011586 443410	PCD/WA DOE/CONVENIENCE FEE CUR - C/E TRAINING TRAVEL			
Invoice: 120123MS-A	268375 120123MS-A	12/01/2023		USBDEC23	375.00
	375.00 63011586 443410	PCD/WA DOE/TRAINING WORKSHOP JM, AL CUR - C/E TRAINING TRAVEL			
Invoice: 120423MS	268376 120423MS	12/04/2023		USBDEC23	41.35
	41.35 61011581 539100	PCD/BIG LOTS/DRINKS DEPT HOLIDAY GATHERING PCD-NON TRAVEL FOOD/SNACK			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 120423MS-A				268377	120423MS-A	12/04/2023		USBDEC23	13.07
				13.07	61011581 531100	PCD/WALMART/CHRISTMAS LIGHTS DEPT DISPLAY PCD - C/E ADMIN SUPPLIES			
Invoice: 120423MS-B				268378	120423MS-B	12/04/2023		USBDEC23	9.99
				9.99	61470581 549100	PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER PCD - DEV ADMIN DUES/SUBSCR			
Invoice: 120423MS-C				268379	120423MS-C	12/04/2023		USBDEC23	980.00
				980.00	61470581 545000	PCD/STORAGE 98110/ARCHIVE RECORDS STORAGE UNIT DEC PCD - DEV ADMIN RENTS & LEASES			
Invoice: 120523MS				268380	120523MS	12/05/2023		USBDEC23	50.00
				50.00	62471591 549100	PCD/WA APT/MEMBERSHIP RENEWAL - DG BLDG - BLDG DUES/SUBSCRIPTIONS			
Invoice: 120623MS				268381	120623MS	12/06/2023		USBDEC23	105.00
				105.00	62471591 549100	PCD/WABO/JURISDICTION MEMBER RENEWAL BLDG - BLDG DUES/SUBSCRIPTIONS			
Invoice: 121123MS				268382	121123MS	12/11/2023		USBDEC23	54.50
				54.50	61011581 531100	PCD/AMAZON/BOOT COVERS PCD - C/E ADMIN SUPPLIES			
Invoice: 121123MS-A				268383	121123MS-A	12/11/2023		USBDEC23	90.68
				90.68	61011581 531100	PCD/AMAZON/WALL CALENDAR, PENS PCD - C/E ADMIN SUPPLIES			
Invoice: 121323MS				268384	121323MS	12/13/2023		USBDEC23	65.50
				65.50	61011581 539100	PCD/SAFEWAY/FOOD TRAYS DEPT HOLIDAY GATHERING PCD-NON TRAVEL FOOD/SNACK			
Invoice: 121323MS-A				268385	121323MS-A	12/13/2023		USBDEC23	22.30
				22.30	61011581 539100	PCD/WALMART/DRINKS, ICE HOLIDAY GATHERING PCD-NON TRAVEL FOOD/SNACK			
Invoice: 121523MS				268386	121523MS	12/15/2023		USBDEC23	5.98
				5.98	61011581 539100	PCD/SAFEWAY/ICE DEPT HOLIDAY GATHERING PCD-NON TRAVEL FOOD/SNACK			
Invoice: 113023RA				268387	113023RA	11/30/2023		USBDEC23	237.71
				237.71	63470586 542450	PCD/CLICK2MAIL/POSTCARDS FOR PLANNING PERMITS PCD-PLANNING-COMM OUTREACH			
Invoice: 121823RA				268389	121823RA	12/18/2023		USBDEC23	63.04
				63.04	63470586 542450	PCD/CLICK2MAIL/POSTCARDS FOR PLANNING PERMITS PCD-PLANNING-COMM OUTREACH			
Invoice: 121323SW				268391	121323SW	12/13/2023		USBDEC23	48.68
				48.68	51011211 53910000589	POL/STARBUCKS/COFFEE SERGEANT ASSESSMENT PD-COMM OUTREACH-FOOD/BEV			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 121423SW				268392	121423SW	12/14/2023		USBDEC23	23.84
				23.84	51011211 53910000589	POL/STARBUCKS/COFFEE CORPORAL ASSESSMENT PD-COMM OUTREACH-FOOD/BEV			
Invoice: 120123AW				268393	120123AW	12/01/2023		USBDEC23	-32.75
				-32.75	31011721 531100	EX/AMAZON/BROKEN KWANZAA KINARA REFUND DEI-SUPPLIES			
Invoice: 120423AW				268394	120423AW	12/04/2023		USBDEC23	3.92
				3.92	31011721 539100	EX/TOWN&COUNTRY/COFFEE WITH COMMUNITY MEMBER DEI-NON-TRAVEL FOOD/BEV			
Invoice: 121123AW				268395	121123AW	12/11/2023		USBDEC23	31.03
				31.03	11011116 539100	CC/SAFEWAY/SNACKS MEET THE MAYOR EVENT COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 120723ZB				268397	120723ZB	12/07/2023		USBDEC23	65.00
				65.00	53011212 54110000962	POL/SALTY DOG WASH/K9 NAIL TRIM, BATH TRACKING CANINE-PROF SVCS			
Invoice: 121523ZB				268398	121523ZB	12/15/2023		USBDEC23	54.53
				54.53	53011212 53110000962	POL/CHEWY/K9 FOOD TRACKING CANINE-SUPPLIES			
Invoice: 122023ZB				268399	122023ZB	12/20/2023		USBDEC23	30.00
				30.00	53011212 54110000962	POL/SALTY DOG WASH/K9 NAIL TRIM, BATH TRACKING CANINE-PROF SVCS			
Invoice: 112823BB				268400	112823BB	11/28/2023		USBDEC23	-179.12
				-179.12	51011211 53910000649	POL/COSTCO/RETURN S'MORES EVENT SUPPLY NAT'L NIGHT OUT-FOOD/BEN			
Invoice: 112823BB-A				268401	112823BB-A	11/28/2023		USBDEC23	-47.90
				-47.90	51011211 53910000649	POL/SAFEWAY/RETURN S'MORES EVENT SUPPLY NAT'L NIGHT OUT-FOOD/BEN			
Invoice: 112923BB				268402	112923BB	11/29/2023		USBDEC23	219.82
				219.82	53011212 531100	POL/POCKET PRESS/CRIMINAL, TRAFFIC LAW BOOKS PD-C/E-PATROL SUPPLIES			
Invoice: 120123BB				268403	120123BB	12/01/2023		USBDEC23	423.00
				423.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT POLICE - C/E PATROL RENTS			
Invoice: 120123BB-A				268404	120123BB-A	12/01/2023		USBDEC23	11.98
				11.98	51011211 549100	POL/KITSAP SUN/DIGITAL SUBSCRIPTION PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
Invoice: 121323BB				268405	121323BB	12/13/2023		USBDEC23	39.00
				39.00	51011211 539100	POL/SLUY'S BAKERY/DONUTS FOR ASSESSMENTS PD ADM-NON TRAVEL FOOD/SNACK			

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						INVOICE DTL DESC			
Invoice: 121423BB				268406	121423BB	12/14/2023		USBDEC23	29.22
				29.22	51011215 531100	POL/AMAZON/ROOM FRESHENER POLICE - C/E FACIL SUPPLIES			
Invoice: 121623BB				268407	121623BB	12/16/2023		USBDEC23	40.00
				40.00	53011212 443410	POL/GOOD2GO/TACOMA NARROWS BRIDGE TOLLS POLICE - C/E PATROL TRAINING			
Invoice: 121423BB-A				268408	121423BB-A	12/14/2023		USBDEC23	38.87
				38.87	51011191 531100	POL/SIRCHIE/HINGE LIFTER PD-C/E-PROP RM-SUPPLIES			
Invoice: 112923JF				268410	112923JF	11/29/2023		USBDEC23	1,995.00
				1,995.00	53011212 531100	POL/SIONYX/ILLUMINATOR KITS X5 PD-C/E-PATROL SUPPLIES			
Invoice: 120123JF				268411	120123JF	12/01/2023		USBDEC23	1,057.85
				1,057.85	53011212 531100	POL/PRIMARY ARMS/REPLACEMENT TRIJICON QUINN PD-C/E-PATROL SUPPLIES			
Invoice: 120623JF				268412	120623JF	12/06/2023		USBDEC23	235.94
				235.94	53011212 520000	POL/SAFE LIFE DEFENSE/DUTY BELT X2 POLICE - C/E PATROL BENEFITS			
Invoice: 121923EH				268413	121923EH	12/19/2023		USBDEC23	40.17
				40.17	52011212 531100	POL/AMAZON/SOUNDPROOF FOAM PANELS POLICE - C/E INVEST SUPPLIES			
Invoice: 120823JL				268414	120823JL	12/08/2023		USBDEC23	318.32
				318.32	52011212 531100	POL/SAFARILAND/HOLSTERS X2 POLICE - C/E INVEST SUPPLIES			
Invoice: 120523BM				268415	120523BM	12/05/2023		USBDEC23	29.67
				29.67	53011212 531100	POL/AMAZON/LENS CLEANER, MEMORY CARD READER PD-C/E-PATROL SUPPLIES			
Invoice: 121923BM				268416	121923BM	12/19/2023		USBDEC23	17.12
				17.12	91011215 542500	POL/USPS/POSTAGE, CERTIFIED MAIL X2 GG-C/E-PD-POSTAGE			
Invoice: 112923KM				268417	112923KM	11/29/2023		USBDEC23	80.00
				80.00	72011321 549100	ENG/INST SUSTAIN INFRASTR/MAINT RENEWAL CM ENG - C/E ADMIN MISCELLEANEOUS			
Invoice: 120123KM				268418	120123KM	12/01/2023		USBDEC23	-30.00
				-30.00	72011324 443410	ENG/CAEC/REFUND CANCELED CAEC EVENT ENG - C/E - TRAINING			
Invoice: 120223KM				268419	120223KM	12/02/2023		USBDEC23	13.65
				13.65	71011321 541100	PW/WA VEHICLE LICENSING/REPORT OF SALE PW - C/E PROFESSIONAL SERVICES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 120123KM-A				268420	120123KM-A	12/01/2023		USBDEC23	130.59
				130.59	72411341 543100	ENG/HAMPTON INN/TRAVEL C. BERG ENG - WATER ADMIN TRAVEL EXP			
Invoice: 120523KM				268421	120523KM	12/05/2023		USBDEC23	21.79
				21.79	72011321 531100	ENG/AMAZON/2024 CALENDARS ENG - C/E ADMIN SUPPLIES			
Invoice: 120523KM-A				268422	120523KM-A	12/05/2023		USBDEC23	17.96
				17.96	72011321 531100	ENG/AMAZON/2024 CALENDARS ENG - C/E ADMIN SUPPLIES			
Invoice: 120623KM				268423	120623KM	12/06/2023		USBDEC23	18.50
				18.50	72011321 531100	ENG/AMAZON/2024 CALENDARS ENG - C/E ADMIN SUPPLIES			
Invoice: 120723KM				268424	120723KM	12/07/2023		USBDEC23	665.20
				665.20	72431831 531100	ENG/ULINE/SPILL RESPONSE SUPPLIES ENG - SSWM ADM SUPPLIES			
Invoice: 120623KM-A				268425	120623KM-A	12/06/2023		USBDEC23	25.00
				25.00	72421351 549100	ENG/PAYPAL/WWCPA CERT RENEWAL SC ENG - SEWER MISCELLANEOUS			
Invoice: 120823KM				268426	120823KM	12/08/2023		USBDEC23	50.00
				50.00	72411341 443410	ENG/SOCIETY WETLAND SCIENTISTS/CERT MAINT FEE ENG - WATER TRAINING			
Invoice: 120823KM-A				268427	120823KM-A	12/08/2023		USBDEC23	40.00
				40.00	72011321 549100	ENG/WA DOL/NOTARY APPLICATION FEE LH ENG - C/E ADMIN MISCELLENEOUS			
Invoice: 121323KM				268428	121323KM	12/13/2023		USBDEC23	11.16
				11.16	72637319 53110000809	ENG/TOWN & COUNTRY/WQFMP SUPPLIES WATER QUAL FLOW MONIT-SUPPLIES			
Invoice: 121323KM-A				268429	121323KM-A	12/13/2023		USBDEC23	15.18
				15.18	72637319 53110000809	ENG/AMAZON/WQFMP SUPPLIES WATER QUAL FLOW MONIT-SUPPLIES			
Invoice: 121423KM				268430	121423KM	12/14/2023		USBDEC23	402.93
				402.93	72637319 53110000809	ENG/HACH/WQFMP SUPPLIES WATER QUAL FLOW MONIT-SUPPLIES			
Invoice: 121423KM-A				268431	121423KM-A	12/14/2023		USBDEC23	343.98
				171.99	72011321 531100	ENG/AMAZON/LASER DISTANCE MEASURES ENG - C/E ADMIN SUPPLIES			
				68.79	72111421 531100	ENG ACCESS STRTS SUPPLIES			
				34.40	72421351 531100	ENG - SEWER ADMIN SUPPLIES			
				34.40	72411341 531100	ENG - WATER ADMIN SUPPLIES			
				34.40	72431831 531100	ENG - SSWM ADM SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				268432	121723KM	12/17/2023		USBDEC23	45.96
Invoice:			121723KM	45.96	72011321 531100	ENG/AMAZON/NOTEBOOKS, JOURNALS ENG - C/E ADMIN SUPPLIES			
				268433	121823KM	12/18/2023		USBDEC23	250.25
Invoice:			121823KM	250.25	72011182 54110000724	ENG/AMAZON/TSJS - MOVING BOXES POL/CRT PROF SVCS-OFFICE MOVE			
				268434	122123KM	12/21/2023		USBDEC23	25.11
Invoice:			122123KM	25.11	72011321 531100	ENG/AMAZON/CLIPBOARDS ENG - C/E ADMIN SUPPLIES			
				268435	122223KM	12/22/2023		USBDEC23	261.00
Invoice:			122223KM	261.00	72011321 549100	ENG/ASCE/MEMBERSHIP DUES C MUNTER ENG - C/E ADMIN MISCELLENEOUS			
				268480	120823MB	12/08/2023		USBDEC23	174.69
Invoice:			120823MB	174.69	73111290 531100	PW/AMAZON/TRUCK-CARGO NETS O&M-STREET-MAINT O/H-SUPPLIES			
				268481	113023AC	11/30/2023		USBDEC23	20.00
Invoice:			113023AC	20.00	61011581 532200	PCD/OPCONNECT LLC/CHARGING ELECTRIC VEHICLE PCD-ADMIN FUEL-ELECTRIC			
				268482	120423AC	12/04/2023		USBDEC23	20.00
Invoice:			120423AC	20.00	61011581 532200	PCD/OPCONNECT LLC/CHARGING ELECTRIC VEHICLE PCD-ADMIN FUEL-ELECTRIC			
				268483	122023JG	12/20/2023		USBDEC23	42.00
Invoice:			122023JG	42.00	73637892 549100	PW/GRC EPAY/WATERWORKS OP CERT RENEWAL JG O&M-ALLOC-WTR-DUES/SUBSCR			
				268484	122023JG-A	12/20/2023		USBDEC23	25.00
Invoice:			122023JG-A	25.00	73637892 549100	PW/PAYPAL/WA WASTEWATER COLLECTION RENEWAL O&M-ALLOC-WTR-DUES/SUBSCR			
				268487	112723RN	11/27/2023		USBDEC23	42.00
Invoice:			112723RN	42.00	73637892 549100	PW/GREEN RIVER COLLEGE/WATERWORKS CERT RN O&M-ALLOC-WTR-DUES/SUBSCR			
				268488	112923RN	11/29/2023		USBDEC23	42.00
Invoice:			112923RN	42.00	73637892 549100	PW/GREEN RIVER COLLEGE/WATERWORKS CERT KY O&M-ALLOC-WTR-DUES/SUBSCR			
				268489	112923RN-A	11/29/2023		USBDEC23	42.00
Invoice:			112923RN-A	42.00	73637892 549100	PW/GREEN RIVER COLLEGE/WATERWORKS CERT RG O&M-ALLOC-WTR-DUES/SUBSCR			
				268490	112923RN-B	11/29/2023		USBDEC23	42.00
Invoice:			112923RN-B	42.00	73637892 549100	PW/GREEN RIVER COLLEGE/WATERWORKS CERT TP O&M-ALLOC-WTR-DUES/SUBSCR			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 112923RN-C				268491	112923RN-C	11/29/2023		USBDEC23	-340.00
				-340.00	73637892 443410	PW/GREEN RIVER COLLEGE/WATER OP CLASS CANCELLED O&M-ALLOC-WTR-TRAINING			
Invoice: 120623RN				268492	120623RN	12/06/2023		USBDEC23	42.00
				42.00	73637892 549100	PW/GREEN RIVER COLLEGE/WATERWORKS CERT AE O&M-ALLOC-WTR-DUES/SUBSCR			
Invoice: 120723RN				268493	120723RN	12/07/2023		USBDEC23	51.00
				51.00	73637892 549100	PW/WA ST DEPT HEALTH/WATERWORKS RENEW AE O&M-ALLOC-WTR-DUES/SUBSCR			
Invoice: 120723RN-A				268495	120723RN-A	12/07/2023		USBDEC23	1.02
				1.02	73637892 549100	PW/WA ST DEPT HEALTH/WATERWORKS RENEW AE O&M-ALLOC-WTR-DUES/SUBSCR			
Invoice: 121423RN				268496	121423RN	12/14/2023		USBDEC23	327.02
				327.02	73411345 531100	PW/UPS STORE/SHIPPING SAMPLES OFFICE SUPPLIES			
Invoice: 121523RN				268497	121523RN	12/15/2023		USBDEC23	1,474.20
				1,474.20	73637946 531100	PW/AMAZON/GREASE GUNS ALLOC-1/3 TO EACH UTIL-SUPPLY			
Invoice: 121423RN-A				268498	121423RN-A	12/14/2023		USBDEC23	8.97
				8.97	73411345 531100	PW/SAFEWAY/ICE FOR SAMPLES OFFICE SUPPLIES			
Invoice: 121923RN				268499	121923RN	12/19/2023		USBDEC23	80.24
				80.24	73011370 53110000261	PW/UPS STORE/SHIPPING SAMPLES BI LANDFILL MONITORING-SUPPLY			
Invoice: 121923RN-A				268500	121923RN-A	12/19/2023		USBDEC23	425.52
				425.52	73637892 531100	PW/RAMMOUNT.COM/SP RAM MOUNTS O&M-ALLOC-WTR-CONSUMABLES			
Invoice: 122023RN				268502	122023RN	12/20/2023		USBDEC23	613.40
				613.40	73637946 531100	PW/KOEHLER-BRIGHT STAR/FLASHLIGHTS ALLOC-1/3 TO EACH UTIL-SUPPLY			
Invoice: 122123RN				268504	122123RN	12/21/2023		USBDEC23	1.08
				1.08	73637891 531100	PW/UPS STORE/TAPE OFFICE SUPPLIES			
Invoice: 121923RN-B				268505	121923RN-B	12/19/2023		USBDEC23	1,303.00
				1,303.00	73431835 531100	PW/AIRE OUTCAST SPORTING/CULVERT SOCKS OFFICE SUPPLIES			
Invoice: 120123JB				268506	120123JB	12/01/2023		USBDEC23	54.65
				54.65	51011211 53110000589	POL/HOME DEPOT/9 FT LED SNOWMAN PD-COMM OUTREACH-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 121123JB				268507	121123JB	12/11/2023		USBDEC23	36.62
				36.62	54025212 443410	POL/NORTH BEND BAR & GRILL/MEAL MARINE - TRAINING			
Invoice: 121223JB				268508	121223JB	12/12/2023		USBDEC23	147.44
				147.44	54025212 443410	POL/SNOWCAP LODGE/LODGING 1 NIGHT MARINE - TRAINING			
Invoice: 120723WS				268509	120723WS	12/07/2023		USBDEC23	337.26
				337.26	51011211 531100	POL/POKERCHIPS.COM/RECRUITING POKER CHIPS PD-C/E-ADM-SUPPLIES			
Invoice: 120823WS				268510	120823WS	12/08/2023		USBDEC23	40.66
				40.66	53011212 531100	POL/HOME DEPOT/BOXES PD-C/E-PATROL SUPPLIES			
Invoice: 121823WS				268511	121823WS	12/18/2023		USBDEC23	52.13
				52.13	53011212 443410	POL/LAKEWOOD FOOD & GAS/FUEL POLICE - C/E PATROL TRAINING			
Invoice: 121823WS-A				268512	121823WS-A	12/18/2023		USBDEC23	22.11
				22.11	53011212 443410	POL/FIREHOUSE SUBS/MEAL POLICE - C/E PATROL TRAINING			
Invoice: 121923WS				268513	121923WS	12/19/2023		USBDEC23	19.47
				19.47	53011212 443410	POL/CHICK-FIL-A/MEAL POLICE - C/E PATROL TRAINING			
Invoice: 122023WS				268514	122023WS	12/20/2023		USBDEC23	28.37
				28.37	53011212 443410	POL/BBQ PETE'S/MEAL POLICE - C/E PATROL TRAINING			
Invoice: 122123WS				268515	122123WS	12/21/2023		USBDEC23	55.46
				55.46	53011212 443410	POL/ARCO/FUEL POLICE - C/E PATROL TRAINING			
Invoice: 122123WS-A				268517	122123WS-A	12/21/2023		USBDEC23	21.12
				21.12	53011212 443410	POL/FIREHOUSE SUBS/MEAL POLICE - C/E PATROL TRAINING			
Invoice: 120123JR				268520	120123JR	12/01/2023		USBDEC23	300.00
				300.00	73637891 545000	PW/STORAGE98110/STORAGE UNIT RENTAL RENTS & LEASES - OPERATING			
Invoice: 110723JR				268521	110723JR	11/07/2023		USBDEC23	183.08
				183.08	73637891 531100	PW/AMAZON/CHAIR FOR T OVERTURF OFFICE SUPPLIES			
Invoice: 112923JR				268522	112923JR	11/29/2023		USBDEC23	179.93
				179.93	73637891 531100	PW/AMAZON/PRESENTATION CLOCK OFFICE SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								INVOICE DTL DESC	
Invoice: 113023JR				268523	113023JR	11/30/2023		USBDEC23	91.83
				91.83	73011768 531100			PW/SLOAN REPAIR/SLOAN CONTROL MODULE O&M-C/E-PARKS-SUPPLIES	
Invoice: 113023JR-A				268524	113023JR-A	11/30/2023		USBDEC23	49.07
				49.07	73637891 539100			PW/SAFEGWAY/POPCORN, JUICE FOR ANNIVERSARY O&M-NON TRAVEL FOOD/BEV	
Invoice: 113023JR-B				268525	113023JR-B	11/30/2023		USBDEC23	75.00
				75.00	73416345 549800			PW/KPHD/ANNUAL OPERATING PERMIT CASEY STREET WTR-PERMITS	
Invoice: 113023JR-C				268526	113023JR-C	11/30/2023		USBDEC23	60.84
				60.84	73011897 531100			PW/SUPERBRIGHTLEDS.COM/30W MINI LED WALL PACK O&M-C/E-PWY FAC-SUPPLIES	
Invoice: 113023JR-D				268527	113023JR-D	11/30/2023		USBDEC23	125.00
				125.00	73637892 549100			PW/PAYPAL WA/ANNUAL WATER CERTIFICATIONS O&M-ALLOC-WTR-DUES/SUBSCR	
Invoice: 120223JR				268528	120223JR	12/02/2023		USBDEC23	72.56
				72.56	73637891 531100			PW/COSTCO/PLATES, 3M STRIPS OFFICE SUPPLIES	
Invoice: 120423JR				268529	120423JR	12/04/2023		USBDEC23	144.04
				144.04	73011189 531100			PW/AMAZON/FLAGS FOR FACILITIES O&M - C/E FACIL OFC SUPPLIES	
Invoice: 120523JR				268530	120523JR	12/05/2023		USBDEC23	98.21
				98.21	73637891 531100			PW/COSTCO/SILVERWARE O&M KITCHEN OFFICE SUPPLIES	
Invoice: 120823JR				268531	120823JR	12/08/2023		USBDEC23	-486.00
				-486.00	73637892 443410			PW/HOLIDAY INN EXPRESS/CREDIT A ECKSTROM ROOM O&M-ALLOC-WTR-TRAINING	
Invoice: 121023JR				268532	121023JR	12/10/2023		USBDEC23	55.72
				55.72	73637891 539100			PW/COSTCO/GREENS, VEGGIES, CHEESE O&M-NON TRAVEL FOOD/BEV	
Invoice: 120723JR				268533	120723JR	12/07/2023		USBDEC23	13.85
				13.85	73425358 531100			PW/HOME DEPOT/PLASTIC WALL ACCESS PANEL O&M-WWTP-SUPPLIES	
Invoice: 120723JR-A				268534	120723JR-A	12/07/2023		USBDEC23	154.51
				154.51	73425358 531100			PW/WEBSTORAUNTSTORE.COM/WALL MOUNTED FAUCET O&M-WWTP-SUPPLIES	
Invoice: 120723JR-B				268535	120723JR-B	12/07/2023		USBDEC23	128.85
				128.85	73011897 531100			PW/SUPERBRIGHTLEDS.COM/120W LED WALL PACK O&M-C/E-PWY FAC-SUPPLIES	

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								INVOICE DTL DESC	
Invoice: 121223JR				268536	121223JR	12/12/2023		USBDEC23	108.64
				108.64	73011768 531100			PW/KULLYSUPPLY.COM/SLOAN SFP-41-A SENSOR O&M-C/E-PARKS-SUPPLIES	
Invoice: 121123JR				268537	121123JR	12/11/2023		USBDEC23	155.88
				155.88	73637891 539100			PW/COSTCO/CHICKEN & ROLLS FOR LUNCHEON O&M-NON TRAVEL FOOD/BEV	
Invoice: 121223JR-A				268538	121223JR-A	12/12/2023		USBDEC23	14.65
				14.65	73637891 539100			PW/WALMART/POTATOES, BAGS O&M-NON TRAVEL FOOD/BEV	
Invoice: 121223JR-B				268539	121223JR-B	12/12/2023		USBDEC23	742.52
				742.52	73011183 531100			PW/SUPERBRIGHTLEDS.COM/LIGHTED BOLLARDS O&M-C/E-CH FAC-SUPPLIES	
Invoice: 121323JR				268540	121323JR	12/13/2023		USBDEC23	67.81
				67.81	73637891 539100			PW/SAFEWAY/RETIREMENT CAKE, PLATES O&M-NON TRAVEL FOOD/BEV	
Invoice: 121323JR-A				268541	121323JR-A	12/13/2023		USBDEC23	12.18
				12.18	73637891 531100			PW/TUNA GRAPHICS/EXTRA SHIRT OFFICE SUPPLIES	
Invoice: 121523JR				268542	121523JR	12/15/2023		USBDEC23	113.01
				113.01	73637891 531100			PW/AMAZON/DRAWER SET TEDWARDS OFFICE SUPPLIES	
Invoice: 121623JR				268543	121623JR	12/16/2023		USBDEC23	17.46
				17.46	73111264 531100			PW/COSTCO/3M STRIPS O&M-STREET-TRAF CONTROL-SUPPLY	
Invoice: 122223JR				268544	122223JR	12/22/2023		USBDEC23	292.84
				292.84	73425358 531100			PW/ULINE.COM/EYE WASH STATION WWTP O&M-WWTP-SUPPLIES	
Invoice: 122223JR-A				268545	122223JR-A	12/22/2023		USBDEC23	1,120.37
				1,120.37	73011755 531100			PW/HOME DEPOT/DISHWASHER FOR SR CENTER O&M-COMMONS SUPPLIES	
Invoice: 122323JR				268546	122323JR	12/23/2023		USBDEC23	27.29
				27.29	73637891 531100			PW/COSTCO/GEL MAT TOM EDWARDS OFFICE SUPPLIES	
Invoice: 122223JR-B				268547	122223JR-B	12/22/2023		USBDEC23	136.30
				136.30	73111423 531100			PW/ULINE.COM/TRASH CAN DOME OFFICE SUPPLIES	
Invoice: 120623DM				268698	120623DM	12/06/2023		USBDEC23	39.00
				39.00	73637891 539100			PW/SLUYS BAKERY/DONUTS SAFETY MEETING O&M-NON TRAVEL FOOD/BEV	

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 113023RL				268699	113023RL	11/30/2023		USBDEC23	18.55
				18.55	31011131 531100	EX/AMAZON/SHIPPING TAGS WITH STRING EX-GF-SUPPLIES			
Invoice: 120323RL				268700	120323RL	12/03/2023		USBDEC23	14.73
				14.73	21011125 531100	CRT/SWINGLINE STAPLER COURT-SUPPLIES			
Invoice: 120323RL-A				268701	120323RL-A	12/03/2023		USBDEC23	20.31
				20.31	31011131 531100	EX/WALMART/BRWR CARE EX-GF-SUPPLIES			
Invoice: 120123RL				268702	120123RL	12/01/2023		USBDEC23	116.84
				116.84	32011152 548500	LEGAL/LEXISNEXIS/LEGAL ONLINE SUBSCRIPTION LGL-GF-SOFTWARE MAINT/SUBSCR			
Invoice: 120123RL-A				268703	120123RL-A	12/01/2023		USBDEC23	857.51
				857.51	44011141 545000	FIN/PITNEY BOWES/POSTAGE MACHINE LEASE RENTS & LEASES - OPERATING			
Invoice: 120423RL				268704	120423RL	12/04/2023		USBDEC23	38.21
				38.21	31011131 531100	EX/AMAZON/KEURIG BREWER MAINTENANCE KIT EX-GF-SUPPLIES			
Invoice: 120523RL				268705	120523RL	12/05/2023		USBDEC23	-38.21
				-38.21	31011131 531100	EX/AMAZON/KEURIG MAINTENANCE KIT RETURN EX-GF-SUPPLIES			
Invoice: 120623RL				268706	120623RL	12/06/2023		USBDEC23	14.14
				14.14	31011131 531100	EX/AMAZON/WEEKLY, MONTHLY HARDCOVER PLANNER EX-GF-SUPPLIES			
Invoice: 120623RL-A				268708	120623RL-A	12/06/2023		USBDEC23	27.29
				27.29	31011131 531100	EX/AMAZON/ERASABLE WALL CALENDAR EX-GF-SUPPLIES			
Invoice: 121223RL				268709	121223RL	12/12/2023		USBDEC23	26.57
				26.57	21011125 531100	CRT/AMAZON/SHARPIE PLASTIC POINT STICK COURT-SUPPLIES			
Invoice: 121323RL				268710	121323RL	12/13/2023		USBDEC23	14.99
				14.99	31011131 549100	EX/KITSAP SUN/MONTHLY SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 121323RL-A				268711	121323RL-A	12/13/2023		USBDEC23	21.80
				21.80	21011125 531100	CRT/AMAZON/FILE FOLDER LABEL ROLL, ADDRESS LABELS COURT-SUPPLIES			
Invoice: 121623RL				268712	121623RL	12/16/2023		USBDEC23	16.81
				16.81	21011125 531100	CRT/AMAZON/ADDRESS LABELS FOR LASER PRINTERS COURT-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 121923RL				268713	121923RL	12/19/2023		USBDEC23	4.00
				4.00	31011131 539100	EX/BLACKBIRD BAKERY/MEETING SNACK BK RP EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 122023RL				268714	122023RL	12/20/2023		USBDEC23	34.79
				34.79	31011131 539100	EX/SAFEWAY/HOLIDAY PARTY SUPPLIES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 122123RL				268715	122123RL	12/21/2023		USBDEC23	65.45
				65.45	21011125 531100	CRT/AMAZON/FILE FOLDERS COURT-SUPPLIES			
Invoice: 122123RL-A				268716	122123RL-A	12/21/2023		USBDEC23	98.26
				98.26	21011125 531100	CRT/AMAZON/2 DRAWER FILE CABINET COURT-SUPPLIES			
Invoice: 122223RL				268717	122223RL	12/22/2023		USBDEC23	21.83
				21.83	21011125 531100	CRT/AMAZON/FILE FOLDERS COURT-SUPPLIES			
Invoice: 122223RL-A				268718	122223RL-A	12/22/2023		USBDEC23	916.15
				916.15	21011125 531100	CRT/AMAZON/MICROWAVE, SAFE, FILE CABINETS COURT-SUPPLIES			
Invoice: 112823PN				268755	112823PN	11/28/2023		USBDEC23	126.35
				126.35	11011116 539100	CC/SAWAN THAI KITCHEN/DINNER CITY COUNCIL MTG COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 120523PN				268756	120523PN	12/05/2023		USBDEC23	220.78
				220.78	36011143 541100	EXCC/SIMPLIFILE.COM/2006 TRANSFER FORD EXPEDITION CLERK-C/E-PROF SVCS			
Invoice: 120523PN-A				268757	120523PN-A	12/05/2023		USBDEC23	126.51
				126.51	11011116 539100	CC/TOWN & COUNTRY/DINNER CITY COUNCIL MTG COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 121223PN				268758	121223PN	12/12/2023		USBDEC23	8.19
				8.19	11011116 539100	CC/TOWN & COUNTRY/DINNER CITY COUNCIL MTG COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 121223PN-A				268760	121223PN-A	12/12/2023		USBDEC23	115.23
				115.23	11011116 539100	CC/CASA ROJAS/DINNER CITY COUNCIL MTG COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 121223PN-B				268761	121223PN-B	12/12/2023		USBDEC23	161.34
				133.71	11011116 539100	CC/SAFEWAY/CITY COUNCIL MTG DINNER, PLANT COUNCIL-NON TRAVEL FOOD/SNACK			
				7.98	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
				19.65	11011116 531100	COUNCIL - SUPPLIES			
Invoice: 121423PN				268762	121423PN	12/14/2023		USBDEC23	601.50
						EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKER RENT			

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC	
	601.50 36011143 545000			CLERK-RENTS	
Invoice: 121423PN-A	268763 121423PN-A	12/14/2023		USBDEC23	601.50
	601.50 36011143 545000			EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKER RENT	
	268794 112823MD	11/28/2023		USBDEC23	1,638.00
Invoice: 112823MD	1,638.00 81011881 548500			IT/PDQ.COM/REMOTE PATCHING SOFTWARE	
				IT - C/E COMPUTER SUPPORT	
	268795 112823MD-A	11/28/2023		USBDEC23	1,572.48
Invoice: 112823MD-A	1,572.48 81011881 548500			IT/PDQ.COM/REMOTE PATCHING SOFTWARE	
				IT - C/E COMPUTER SUPPORT	
	268797 112923MD	11/29/2023		USBDEC23	-1,638.00
Invoice: 112923MD	-1,638.00 81011881 548500			IT/PDQ.COM/REMOTE PATCHING SOFTWARE	
				IT - C/E COMPUTER SUPPORT	
	268798 112923MD-A	11/29/2023		USBDEC23	537.00
Invoice: 112923MD-A	537.00 81011881 548500			IT/DOODLE.COM/WEB BASED SCHEDULING SOFTWARE	
				IT - C/E COMPUTER SUPPORT	
	268799 120123MD	12/01/2023		USBDEC23	404.08
Invoice: 120123MD	404.08 81011881 548500			IT/ADOBE.COM/ILLUSTRATOR SOFTWARE	
				IT - C/E COMPUTER SUPPORT	
	268800 120423MD	12/04/2023		USBDEC23	162.69
Invoice: 120423MD	162.69 81011881 535500			IT/AMAZON/SURFACE PENS DOCUSIGN SIGNATURES	
				IT - C/E COMPUTER PARTS & EQ	
	268801 120423MD-A	12/04/2023		USBDEC23	247.00
Invoice: 120423MD-A	247.00 81011881 443410			IT/COLLAB365 ACADEMY/MICROSOFT TRAINING SITE	
				IT - C/E TRAINING	
	268802 120823MD	12/08/2023		USBDEC23	524.16
Invoice: 120823MD	524.16 81011881 548500			IT/ESRI/ONLINE GIS CREDITS	
				IT - C/E COMPUTER SUPPORT	
	268803 120823MD-A	12/08/2023		USBDEC23	12.00
Invoice: 120823MD-A	12.00 81011881 548500			IT/WETRANSFER/ENCRYPTION SOFTWARE	
				IT - C/E COMPUTER SUPPORT	
	268804 120923MD	12/09/2023		USBDEC23	15.96
Invoice: 120923MD	15.96 81011881 535500			IT/AMAZON/AUXILIARY JACKS, CONVERTERS	
				IT - C/E COMPUTER PARTS & EQ	
	268805 120923MD-A	12/09/2023		USBDEC23	108.11
Invoice: 120923MD-A	108.11 81011881 548500			IT/CUBEXSOFT/SOFTWARE EXPORT PDFS FROM OUTLOOK	
				IT - C/E COMPUTER SUPPORT	
	268806 121523MD	12/15/2023		USBDEC23	21.84
Invoice: 121523MD				IT/CHATGPT/SUBSCRIPTION WEB SERVICES	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				21.84	81011881 548500				
						IT - C/E COMPUTER SUPPORT			
Invoice: 121823MD				268807	121823MD	12/18/2023		USBDEC23	272.95
				272.95	81011881 535500	IT/AMAZON/WIRELESS MOUSE, KEYBOARD			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 121923MD				268808	121923MD	12/19/2023		USBDEC23	436.70
				436.70	81011881 535500	IT/AMAZON/LAPTOP SHOULDER BAGS			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122023MD				268809	122023MD	12/20/2023		USBDEC23	960.88
				960.88	81011881 535500	IT/AMAZON/24" VIEWSONIC MONITORS X4			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122023MD-A				268810	122023MD-A	12/20/2023		USBDEC23	490.48
				490.48	81011881 535500	IT/AMAZON/POWER CORDS X25			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122223MD				268811	122223MD	12/22/2023		USBDEC23	7,675.82
				7,675.82	81011881 535500	IT/NEWEGG.COM/SURFACE LAPTOPS X5			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122223MD-A				268812	122223MD-A	12/22/2023		USBDEC23	1,716.90
				1,716.90	81011881 535500	IT/NEWEGG.COM/NETWORK PATCH CABLES X70			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122223MD-B				268813	122223MD-B	12/22/2023		USBDEC23	120.11
				120.11	81011881 535500	IT/NEWEGG.COM/DATA VACUUM			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122223MD-C				268814	122223MD-C	12/22/2023		USBDEC23	52.38
				52.38	81011881 535500	IT/AMAZON/MOUSE PADS X6			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122223MD-D				268815	122223MD-D	12/22/2023		USBDEC23	1,025.66
				1,025.66	81011881 548500	IT/TRACKER SOFTWARE/PDF EXCHANGE MAINTENANCE X50			
						IT - C/E COMPUTER SUPPORT			
Invoice: 122223MD-E				268816	122223MD-E	12/22/2023		USBDEC23	1,145.84
				1,145.84	81011881 535500	IT/NEWEGG.COM/DATA CABLES			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122223MD-F				268817	122223MD-F	12/22/2023		USBDEC23	692.11
				692.11	81011881 535500	IT/NEWEGG.COM/CABLES			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122223MD-G				268818	122223MD-G	12/22/2023		USBDEC23	21.83
				21.83	81011881 535500	IT/NEWEGG.COM/SCREEN CLEANER			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 122623MD				268819	122623MD	12/26/2023		USBDEC23	2,620.77
						IT/BEST BUY/SURFACE LAPTOPS			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				2,620.77	81011881 535500				
				268820	122623MD-A	12/26/2023		USBDEC23	24,897.43
Invoice:									
				24,897.43	81011881 535500				
				268821	122623MD-B	12/26/2023		USBDEC23	1,201.19
Invoice:									
				1,201.19	81011881 535500				
				268822	122623MD-C	12/26/2023		USBDEC23	873.37
Invoice:									
				873.37	81011881 535500				
				268823	122623MD-D	12/26/2023		USBDEC23	3,207.96
Invoice:									
				3,207.96	81011881 535500				
				268824	122623MD-E	12/26/2023		USBDEC23	114.65
Invoice:									
				114.65	81011881 535500				
				268825	122623MD-F	12/26/2023		USBDEC23	19,219.12
Invoice:									
				19,219.12	81011881 535500				
				268826	122623MD-G	12/26/2023		USBDEC23	388.60
Invoice:									
				388.60	81011881 535500				
				268827	122623MD-H	12/26/2023		USBDEC23	430.70
Invoice:									
				430.70	81011881 535500				
				268828	122623MD-I	12/26/2023		USBDEC23	142.45
Invoice:									
				142.45	81011881 535500				
				268829	122623MD-J	12/26/2023		USBDEC23	611.38
Invoice:									
				611.38	81011881 535500				
				268830	122623MD-K	12/26/2023		USBDEC23	14.19
Invoice:									
				14.19	81011881 548500				
				268831	122623MD-L	12/26/2023		USBDEC23	7,265.34
Invoice:									
				7,265.34	81011881 535500				
				268832	122623MD-M	12/26/2023		USBDEC23	468.78
Invoice:									

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				468.78	81011881 535500				
				268856	120823CB	12/08/2023		USBDEC23	25.00
Invoice: 120823CB				25.00	36011143 549100			EXCC/WAPRO/ANNUAL MEMBERSHIP CB CLERK-DUES/SUBSCR/MEMBRSHPS	
				268857	120823CB-A	12/08/2023		USBDEC23	25.00
Invoice: 120823CB-A				25.00	36011143 549100			EXCC/WAPRO/ANNUAL MEMBERSHIP MH CLERK-DUES/SUBSCR/MEMBRSHPS	
				268858	120823CB-B	12/08/2023		USBDEC23	225.00
Invoice: 120823CB-B				225.00	36011143 549100			EXCC/IIMC/ANNUAL MEMBERSHIP CLERK-DUES/SUBSCR/MEMBRSHPS	
				268885	100923MH	10/09/2023		USBDEC23	570.00
Invoice: 100923MH				570.00	73425358 531100			PW/XYLEM/PLASTIC, GEL, DIGITAL, DOUBLE JUNCTION O&M-WWTP-SUPPLIES	
								CHECK 3308 TOTAL:	119,380.23
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***		119,380.23
TOTAL PRINTED CHECKS						COUNT	AMOUNT		
						1	119,380.23		
								*** GRAND TOTAL ***	119,380.23

A/P CASH DISBURSEMENTS JOURNAL

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
2024	1	236	APP	001-213000	01/19/2024	USBDEC23	011924			GENERAL - ACCOUNTS PAYABLE		109,861.88	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	635-111100	01/19/2024	USBDEC23	011924			CASH			119,380.23
										AP CASH DISBURSEMENTS JOURNAL			
			APP	407-213000	01/19/2024	USBDEC23	011924			ACCOUNTS PAYABLE		1,462.05	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	401-213000	01/19/2024	USBDEC23	011924			ACCOUNTS PAYABLE		625.98	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	403-213000	01/19/2024	USBDEC23	011924			ACCOUNTS PAYABLE		2,002.60	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	402-213000	01/19/2024	USBDEC23	011924			ACCOUNTS PAYABLE		1,090.60	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	631-213000	01/19/2024	USBDEC23	011924			ACCOUNTS PAYABLE		3,939.88	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	101-213000	01/19/2024	USBDEC23	011924			STREETS - ACCOUNTS PAYABLE		397.24	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		119,380.23	119,380.23
			APP	631-130000	01/19/2024	USBDEC23	011924			DUE TO/FROM CLEARING		115,440.35	
			APP	001-130000	01/19/2024	USBDEC23	011924			GENERAL - DUE TO/FROM CLEARING			109,861.88
			APP	407-130000	01/19/2024	USBDEC23	011924			DUE TO/FROM CLEARING			1,462.05
			APP	401-130000	01/19/2024	USBDEC23	011924			DUE TO/FROM CLEARING			625.98
			APP	403-130000	01/19/2024	USBDEC23	011924			DUE TO/FROM CLEARING			2,002.60
			APP	402-130000	01/19/2024	USBDEC23	011924			DUE TO/FROM CLEARING			1,090.60
			APP	101-130000	01/19/2024	USBDEC23	011924			STREETS - DUE TO/FROM CLEARING			397.24
										SYSTEM GENERATED ENTRIES TOTAL		115,440.35	115,440.35
										JOURNAL 2024/01/236 TOTAL		234,820.58	234,820.58

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 1	236	01/19/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	109,861.88	109,861.88
				FUND TOTAL	109,861.88	109,861.88
101 STREET FUND 101-130000 101-213000	2024 1	236	01/19/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	397.24	397.24
				FUND TOTAL	397.24	397.24
401 WATER OPERATING FUND 401-130000 401-213000	2024 1	236	01/19/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	625.98	625.98
				FUND TOTAL	625.98	625.98
402 SEWER OPERATING FUND 402-130000 402-213000	2024 1	236	01/19/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,090.60	1,090.60
				FUND TOTAL	1,090.60	1,090.60
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 1	236	01/19/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,002.60	2,002.60
				FUND TOTAL	2,002.60	2,002.60
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 1	236	01/19/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,462.05	1,462.05
				FUND TOTAL	1,462.05	1,462.05
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 1	236	01/19/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	115,440.35 3,939.88	119,380.23
				FUND TOTAL	119,380.23	119,380.23

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		109,861.88
101	STREET FUND		397.24
401	WATER OPERATING FUND		625.98
402	SEWER OPERATING FUND		1,090.60
403	STORM & SURFACE WATER FUND		2,002.60
407	BUILDING & DEVELOPMENT FUND		1,462.05
631	CLEARING FUND		
		115,440.35	
TOTAL		115,440.35	115,440.35

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

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A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
3309	01/19/2024	MANL	103 CITY OF BAINBRIDGE I	268902	13005JAN24	01/01/2024		UBJAN24	23.50
	Invoice: 13005JAN24					309 SHANNON DRIVE			
				23.50	91011768 547500	GG-C/E-PARKS-WTR/SWR			
	Invoice: 13006JAN24					01/01/2024		UBJAN24	401.86
				401.86	91011768 547500	309 SHANNON DRIVE DOCK			
						GG-C/E-PARKS-WTR/SWR			
	Invoice: 10461JAN24					01/01/2024		UBJAN24	596.20
				596.20	91011768 547500	289 SHANNON DRIVE			
						GG-C/E-PARKS-WTR/SWR			
	Invoice: 10463JAN24					01/01/2024		UBJAN24	441.10
				441.10	91011755 547500	370 BRIEN DR			
						GG-C/E-COMMONS-WTR/SWR			
	Invoice: 10464JAN24					01/01/2024		UBJAN24	964.30
				964.30	91011755 547500	402 BRIEN DR			
						GG-C/E-COMMONS-WTR/SWR			
	Invoice: 11573JAN24					01/01/2024		UBJAN24	19.20
				19.20	91011768 547500	5350 CREOSOTE PLACE NE			
						GG-C/E-PARKS-WTR/SWR			
	Invoice: 13331JAN24					01/01/2024		UBJAN24	13.72
				13.72	91415345 547500	GG-ROCKAWAY BEACH WTR/SWR			
						GG-ROCKAWAY BCH-WTR/SWR			
								CHECK 3309 TOTAL:	2,459.88
								NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***	2,459.88
						COUNT	AMOUNT		
TOTAL MANUAL CHECKS						1	2,459.88		
								*** GRAND TOTAL ***	2,459.88

A/P CASH DISBURSEMENTS JOURNAL

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
2024	1	242	APP	001-213000	01/19/2024	UBJAN24	011924			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,446.16	
			APP	635-111100	01/19/2024	UBJAN24	011924			CASH AP CASH DISBURSEMENTS JOURNAL			2,459.88
			APP	401-213000	01/19/2024	UBJAN24	011924			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		13.72	
GENERAL LEDGER TOTAL												2,459.88	2,459.88
			APP	631-130000	01/19/2024	UBJAN24	011924			DUE TO/FROM CLEARING		2,459.88	
			APP	001-130000	01/19/2024	UBJAN24	011924			GENERAL - DUE TO/FROM CLEARING			2,446.16
			APP	401-130000	01/19/2024	UBJAN24	011924			DUE TO/FROM CLEARING			13.72
SYSTEM GENERATED ENTRIES TOTAL												2,459.88	2,459.88
JOURNAL 2024/01/242 TOTAL												4,919.76	4,919.76

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024	1	242	01/19/2024			
001-130000					GENERAL - DUE TO/FROM CLEARING		2,446.16
001-213000					GENERAL - ACCOUNTS PAYABLE	2,446.16	
					FUND TOTAL	2,446.16	2,446.16
401 WATER OPERATING FUND	2024	1	242	01/19/2024			
401-130000					DUE TO/FROM CLEARING		13.72
401-213000					ACCOUNTS PAYABLE	13.72	
					FUND TOTAL	13.72	13.72
631 CLEARING FUND	2024	1	242	01/19/2024			
631-130000					DUE TO/FROM CLEARING	2,459.88	
635-111100					CASH		2,459.88
					FUND TOTAL	2,459.88	2,459.88

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FR
001 GENERAL FUND		2,446.16
401 WATER OPERATING FUND		13.72
631 CLEARING FUND		
	2,459.88	
	TOTAL	
	2,459.88	2,459.88

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A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
3310	01/24/2024	MANL	124 WA ST DEPT OF REVENU	268963	DEC23	01/22/2024		ETDEC23	13,432.44
Invoice: DEC23									
						INVOICE DTL DESC			
						DECEMBER 2023	EXCISE TAXES		
						1,479.07	91411341 553000	FINANCE - WATER EXTRNL TAXES	
						5,485.61	91421351 553000	FINANCE - SEWER - EXTRNL TAXES	
						5,094.49	91421351 553000	FINANCE - SEWER - EXTRNL TAXES	
						65.89	91421351 553000	FINANCE - SEWER - EXTRNL TAXES	
						17.20	91411341 553000	FINANCE - WATER EXTRNL TAXES	
						1.73	91411341 553000	FINANCE - WATER EXTRNL TAXES	
						274.07	91431383 553000	FINANCE - SSWM - EXTRNL TAXES	
						522.25	91421351 553000	FINANCE - SEWER - EXTRNL TAXES	
						20.22	53011212 531100	PD-C/E-PATROL SUPPLIES	
						3.58	51011191 531100	PD-C/E-PROP RM-SUPPLIES	
						183.54	53011212 531100	PD-C/E-PATROL SUPPLIES	
						52.44	73425358 531100	O&M-WWTP-SUPPLIES	
						6.57	31011256 531100	EX-GF-EMERG PREP-SUPPLIES	
						56.43	73637946 531100	ALLOC-1/3 TO EACH UTIL-SUPPLY	
						119.88	73431835 531100	OFFICE SUPPLIES	
						8.45	73011768 531100	O&M-C/E-PARKS-SUPPLIES	
						9.99	73011768 531100	O&M-C/E-PARKS-SUPPLIES	
						31.03	51011211 531100	PD-C/E-ADM-SUPPLIES	
								CHECK 3310 TOTAL:	13,432.44
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***		13,432.44
						COUNT	AMOUNT		
TOTAL MANUAL CHECKS						1	13,432.44		
								*** GRAND TOTAL ***	13,432.44

A/P CASH DISBURSEMENTS JOURNAL

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
2024	1	285	APP	401-213000	01/24/2024	ETDEC23	012424			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,498.00	
			APP	635-111100	01/24/2024	ETDEC23	012424			CASH AP CASH DISBURSEMENTS JOURNAL			13,432.44
			APP	402-213000	01/24/2024	ETDEC23	012424			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,220.68	
			APP	403-213000	01/24/2024	ETDEC23	012424			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		393.95	
			APP	001-213000	01/24/2024	ETDEC23	012424			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		263.38	
			APP	631-213000	01/24/2024	ETDEC23	012424			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		56.43	
GENERAL LEDGER TOTAL												13,432.44	13,432.44
			APP	631-130000	01/24/2024	ETDEC23	012424			DUE TO/FROM CLEARING		13,376.01	
			APP	401-130000	01/24/2024	ETDEC23	012424			DUE TO/FROM CLEARING			1,498.00
			APP	402-130000	01/24/2024	ETDEC23	012424			DUE TO/FROM CLEARING			11,220.68
			APP	403-130000	01/24/2024	ETDEC23	012424			DUE TO/FROM CLEARING			393.95
			APP	001-130000	01/24/2024	ETDEC23	012424			GENERAL - DUE TO/FROM CLEARING			263.38
SYSTEM GENERATED ENTRIES TOTAL												13,376.01	13,376.01
JOURNAL 2024/01/285 TOTAL												26,808.45	26,808.45

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 1	285	01/24/2024	GENERAL - DUE TO/FROM CLEARING		263.38
				GENERAL - ACCOUNTS PAYABLE	263.38	
				FUND TOTAL	263.38	263.38
401 WATER OPERATING FUND 401-130000 401-213000	2024 1	285	01/24/2024	DUE TO/FROM CLEARING		1,498.00
				ACCOUNTS PAYABLE	1,498.00	
				FUND TOTAL	1,498.00	1,498.00
402 SEWER OPERATING FUND 402-130000 402-213000	2024 1	285	01/24/2024	DUE TO/FROM CLEARING		11,220.68
				ACCOUNTS PAYABLE	11,220.68	
				FUND TOTAL	11,220.68	11,220.68
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 1	285	01/24/2024	DUE TO/FROM CLEARING		393.95
				ACCOUNTS PAYABLE	393.95	
				FUND TOTAL	393.95	393.95
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 1	285	01/24/2024	DUE TO/FROM CLEARING	13,376.01	
				ACCOUNTS PAYABLE	56.43	
				CASH		13,432.44
				FUND TOTAL	13,432.44	13,432.44

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		263.38
401	WATER OPERATING FUND		1,498.00
402	SEWER OPERATING FUND		11,220.68
403	STORM & SURFACE WATER FUND		393.95
631	CLEARING FUND		
		13,376.01	
TOTAL		13,376.01	13,376.01

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

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A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
3311	01/25/2024	EFT	5412 BENEFIT ADMINISTRATI	268886	240107	01/16/2024		M012524	525.00
						INVOICE DTL DESC			
						14.60	21011125	520000	HSA/FSA BENEFITS
						87.52	31011131	520000	COURT-BENEFITS
						72.92	41011141	520000	EX-GF-BEN
						14.60	51011211	520000	FIN-GF-BEN
						43.73	61011581	520000	PD-C/E ADMIN-BENEFITS
						145.85	71011321	520000	PCD - C/E ADMIN BENEFITS
						145.78	81011881	520000	PW - C/E BENEFITS
									IT - C/E ADMIN BENEFITS
							CHECK	3311 TOTAL:	525.00
3312	01/25/2024	EFT	104 CITY OF BREMERTON	268942	BPD0003086	12/29/2023		M012524	400.00
						400.00	53011212	545000	POL/RANGE RENTAL
									POLICE - C/E PATROL RENTS
							CHECK	3312 TOTAL:	400.00
3313	01/25/2024	EFT	8435 COATES DESIGN INC	268892	125796	01/15/2024		M012524	11,770.98
						11,770.98	72311942	64110000724	ENG/POLICE & COURT FACILITY - PROJ
									PD/COURT BLDG-PROF SVCS/DESIGN
							CHECK	3313 TOTAL:	11,770.98
3314	01/25/2024	EFT	10293 EA ENGINEERING, SCIE	268893	169041	01/03/2024		M012524	20,883.50
						20,883.50	72011494	54110001198	ENG/DEVELOPMENT OF GROUNDWATER MAN
									GWMP-PROF SVCS
							CHECK	3314 TOTAL:	20,883.50
3315	01/25/2024	EFT	4161 HERRERA ENVIRONMENTA	268894	55406	01/12/2024		M012524	2,411.11
						2,411.11	72431832	54110001031	ENG/STORMWATER SYSTEM PLAN
									ISLANDWIDE SSWM STUDY-PROF SVC
							CHECK	3315 TOTAL:	2,411.11
3316	01/25/2024	EFT	1971 KELLEY CONNECT	268943	IN1517450	01/03/2024		M012524	297.02
						297.02	51011211	545000	POL/OVERAGE CHARGES
									PD-C/E-ADMIN RENTS/LEASE
							CHECK	3316 TOTAL:	297.02
3317	01/25/2024	EFT	8546 KITSAP 911 PUBLIC AU	268941	BIPD2024-02	01/15/2024		M012524	8,122.58
						5,685.81	53011286	551000	POL/CALL CENTER SERVICES
						2,436.77	52011286	551000	POLICE - C/E PATROL CENCOM
									POLICE - C/E - INVEST CENCOM

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC									
						CHECK	3317	TOTAL:	8,122.58
3318	01/25/2024	EFT	8164	OPENGOV, INC	268891	INV12006	01/01/2024	M012524	7,452.91
		Invoice: INV12006			7,452.91	81011881 548500	IT/REPORTING & ANALYSIS ANNUAL SUPPORT IT - C/E COMPUTER SUPPORT		
						CHECK	3318	TOTAL:	7,452.91
					NUMBER OF CHECKS	8	*** CASH ACCOUNT TOTAL ***		51,863.10
					TOTAL EFT'S		COUNT	AMOUNT	
							8	51,863.10	
							*** GRAND TOTAL ***		51,863.10

A/P CASH DISBURSEMENTS JOURNAL

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
2024	1	309	APP	001-213000	01/26/2024	M012524	012524			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		37,681.01	
			APP	635-111100	01/26/2024	M012524	012524			CASH AP CASH DISBURSEMENTS JOURNAL			51,863.10
			APP	301-213000	01/26/2024	M012524	012524			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,770.98	
			APP	403-213000	01/26/2024	M012524	012524			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,411.11	
GENERAL LEDGER TOTAL											51,863.10	51,863.10	
			APP	631-130000	01/26/2024	M012524	012524			DUE TO/FROM CLEARING		51,863.10	
			APP	001-130000	01/26/2024	M012524	012524			GENERAL - DUE TO/FROM CLEARING			37,681.01
			APP	301-130000	01/26/2024	M012524	012524			DUE TO/FROM CLEARING			11,770.98
			APP	403-130000	01/26/2024	M012524	012524			DUE TO/FROM CLEARING			2,411.11
SYSTEM GENERATED ENTRIES TOTAL											51,863.10	51,863.10	
JOURNAL 2024/01/309 TOTAL											103,726.20	103,726.20	

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024	1	309	01/26/2024	GENERAL - DUE TO/FROM CLEARING		37,681.01
001-130000					GENERAL - ACCOUNTS PAYABLE	37,681.01	
001-213000					FUND TOTAL	37,681.01	37,681.01
301 CAPITAL CONSTRUCTION FUND	2024	1	309	01/26/2024	DUE TO/FROM CLEARING		11,770.98
301-130000					ACCOUNTS PAYABLE	11,770.98	
301-213000					FUND TOTAL	11,770.98	11,770.98
403 STORM & SURFACE WATER FUND	2024	1	309	01/26/2024	DUE TO/FROM CLEARING		2,411.11
403-130000					ACCOUNTS PAYABLE	2,411.11	
403-213000					FUND TOTAL	2,411.11	2,411.11
631 CLEARING FUND	2024	1	309	01/26/2024	DUE TO/FROM CLEARING	51,863.10	
631-130000					CASH		51,863.10
635-111100					FUND TOTAL	51,863.10	51,863.10

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		37,681.01
301	CAPITAL CONSTRUCTION FUND		11,770.98
403	STORM & SURFACE WATER FUND		2,411.11
631	CLEARING FUND		
		51,863.10	
	TOTAL	51,863.10	51,863.10

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

CITY OF BAINBRIDGE ISLAND

JK

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
3319	01/30/2024	MANL	969 DEPARTMENT OF LICENS	269063	JAN24FA	01/22/2024		FAJAN24	216.00
			Invoice: JAN24FA						
				216.00	41654860 586000				
						INVOICE DTL DESC			
						POL/JANUARY 2024 CPLS			
						CPL GUN PERMIT-STATE SHARE OUT			
						CHECK	3319	TOTAL:	216.00
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***		216.00
TOTAL MANUAL CHECKS						COUNT	1	AMOUNT	216.00
						*** GRAND TOTAL ***			216.00

A/P CASH DISBURSEMENTS JOURNAL

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	
2024	1	388	APP	650-213000	01/30/2024	FAJAN24	013024			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			216.00		
APP	635-111100	01/30/2024	FAJAN24	013024	CASH AP CASH DISBURSEMENTS JOURNAL									216.00	
													216.00	216.00	
													216.00		
APP	631-130000	01/30/2024	FAJAN24	013024	DUE TO/FROM CLEARING										
APP	650-130000	01/30/2024	FAJAN24	013024	DUE TO/FROM CLEARING										
													216.00	216.00	
													216.00	216.00	
													432.00	432.00	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631	CLEARING FUND	2024	1	388	01/30/2024			
	631-130000					DUE TO/FROM CLEARING	216.00	
	635-111100					CASH		216.00
						FUND TOTAL	216.00	216.00
650	AGENCY FUND	2024	1	388	01/30/2024			
	650-130000					DUE TO/FROM CLEARING	216.00	216.00
	650-213000					ACCOUNTS PAYABLE		
						FUND TOTAL	216.00	216.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
631	CLEARING FUND	216.00	
650	AGENCY FUND		216.00
	TOTAL	216.00	216.00

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

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A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
3320	02/01/2024	EFT	6919 CLARK CONSTRUCTION I	269115	PAYREQ20-00724	12/31/2023		M020124	313,758.66
Invoice: PAYREQ20-00724									
					23,975.83 72011182 53110000724	ENG/POLICE AND MUNICIPAL COURT - C			
					289,782.83 72311942 66200000724	POL/CRT SUPPLIES			
						PD/COURT BLDG-CONSTR OF BLDG			
						CHECK		3320 TOTAL:	313,758.66
3321	02/01/2024	EFT	10371 RENNE PUBLIC LAW GRO	269006	11384	12/31/2023		M020124	8,500.00
Invoice: 11384									
					8,500.00 11011116 541100	CC/RPMG CITY COUNCIL RETREAT & WORKSHOP FACILITAT			
						COUNCIL - PROF SERVICES			
						CHECK		3321 TOTAL:	8,500.00
					NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***		322,258.66
					TOTAL EFT'S	COUNT	AMOUNT		
						2	322,258.66		
								*** GRAND TOTAL ***	322,258.66

A/P CASH DISBURSEMENTS JOURNAL

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
2024	2	3	APP	001-213000	02/01/2024	M020124	013124			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		32,475.83	
			APP	635-111100	02/01/2024	M020124	013124			CASH AP CASH DISBURSEMENTS JOURNAL			322,258.66
			APP	301-213000	02/01/2024	M020124	013124			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		289,782.83	
GENERAL LEDGER TOTAL											322,258.66	322,258.66	
			APP	631-130000	02/01/2024	M020124	013124			DUE TO/FROM CLEARING		322,258.66	
			APP	001-130000	02/01/2024	M020124	013124			GENERAL - DUE TO/FROM CLEARING			32,475.83
			APP	301-130000	02/01/2024	M020124	013124			DUE TO/FROM CLEARING			289,782.83
SYSTEM GENERATED ENTRIES TOTAL											322,258.66	322,258.66	
JOURNAL 2024/02/3 TOTAL											644,517.32	644,517.32	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND 001-130000 001-213000	2024	2	3	02/01/2024	GENERAL - DUE TO/FROM CLEARING		32,475.83
						GENERAL - ACCOUNTS PAYABLE	32,475.83	
						FUND TOTAL	32,475.83	32,475.83
301	CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024	2	3	02/01/2024	DUE TO/FROM CLEARING		289,782.83
						ACCOUNTS PAYABLE	289,782.83	
						FUND TOTAL	289,782.83	289,782.83
631	CLEARING FUND 631-130000 635-111100	2024	2	3	02/01/2024	DUE TO/FROM CLEARING	322,258.66	
						CASH		322,258.66
						FUND TOTAL	322,258.66	322,258.66

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		32,475.83
301	CAPITAL CONSTRUCTION FUND		289,782.83
631	CLEARING FUND		
	TOTAL	322,258.66	322,258.66

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CITY OF BAINBRIDGE ISLAND

JK

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
3322	02/14/2024	EFT	5 ACE HARDWARE	268909	55181	01/17/2024		02/11/24	-6.09
						PW/SILLCOCK T-HANL CREDIT RETURN			
						O&M-C/E-PWY FAC-SUPPLIES			
				-6.09	73011897 531100				
						01/11/2024		02/11/24	41.44
						PW/CLEAR PVC CEMENT, PRIMER PVC PURPLE			
						OFFICE SUPPLIES			
				41.44	73431835 531100				
						01/11/2024		02/11/24	39.29
						PW/SOFT FACE HMR PLASTIC 8OZ			
						PD/COURT BLDG NON-CAP-SUPPLIES			
				39.29	73011831 53110000724				
						01/12/2024		02/11/24	17.45
						PW/GOOF OFF SPRAY VOC, ADHESIVE REMOVER			
						O&M-STREET-TRAF CONTROL-SUPPLY			
				17.45	73111264 531100				
						01/12/2024		02/11/24	63.28
						PW/PAINTERS TOOLS, WIRE BRUSH, SHOP TOWEL			
						WIN COLL-SUPPLIES			
				63.28	73421355 531100				
						01/14/2024		02/11/24	104.78
						PW/PIPE INSULATION, EXTENSION CORD, BROODER LAMP			
						O&M-WWTP-SUPPLIES			
				104.78	73425358 531100				
						01/16/2024		02/11/24	91.78
						PW/HOLE SAW ARBOR, TARP STRAP RUBBR			
						OFFICE SUPPLIES			
				91.78	73411345 531100				
						01/16/2024		02/11/24	61.13
						PW/BATTERY SLA UB1250, UB1280			
						O&M-C/E-PWY FAC-SUPPLIES			
				61.13	73011897 531100				
						01/16/2024		02/11/24	44.94
						PW/FASTENERS			
						O&M-C/E-CH FAC-SUPPLIES			
				44.94	73011183 531100				
						01/16/2024		02/11/24	6.09
						PW/STILLCOCK T-HANDLE 9/32"			
						O&M-C/E-PWY FAC-SUPPLIES			
				6.09	73011897 531100				
						01/17/2024		02/11/24	10.90
						PW/SILLCOK KEY 5/16" STEM			
						O&M-C/E-PWY FAC-SUPPLIES			
				10.90	73011897 531100				
						01/17/2024		02/11/24	340.86
						PW/TORCH KIT HIGH HEAT, SOLID WIRE SOLDER			
						O&M-C/E-CH FAC-SUPPLIES			
				340.86	73011183 531100				
						01/17/2024		02/11/24	81.12
						PW/PIPE INSULATION, PLUBMING SUPPLIES			
						O&M-C/E-CH FAC-SUPPLIES			
				81.12	73011183 531100				

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC			
Invoice: 55052	269007 55052	01/03/2024		02/11/24	83.49
	83.49 73011183 531100	PW/DETECTOR ADJ VOLATAGE, FATMAX TORPEDO LEVEL O&M-C/E-CH FAC-SUPPLIES			
Invoice: 55072	269008 55072	01/05/2024		02/11/24	40.38
	40.38 73011183 531100	PW/120 LUMENS MICRO LIGHT TACTICAL, LED BULBS O&M-C/E-CH FAC-SUPPLIES			
Invoice: 55203	269009 55203	01/19/2024		02/11/24	13.69
	13.69 73431835 531100	PW/FASTENERS OFFICE SUPPLIES			
Invoice: 55207	269010 55207	01/19/2024		02/11/24	27.29
	27.29 73108517 53110000552	PW/VALVE 1" IN-LINE AUTO LIVE-A-BOARDS/MOORAGE-SUPPLIES			
Invoice: 55208	269011 55208	01/19/2024		02/11/24	8.71
	8.71 73108517 53110000552	PW/BUSHING PVC40 1MPT3/4FPT X2 LIVE-A-BOARDS/MOORAGE-SUPPLIES			
Invoice: 55216	269012 55216	01/22/2024		02/11/24	79.64
	50.19 73011831 53110000724 29.45 73011183 531100	PW/MOUNTING TAPE, PICTURE HANGER, GORILLA TAPE PD/COURT BLDG NON-CAP-SUPPLIES O&M-C/E-CH FAC-SUPPLIES			
Invoice: 55219	269013 55219	01/22/2024		02/11/24	33.83
	33.83 73638935 531100	PW/PUMP SIPHON LIQUID 6FT, SIPHON AIR & LIQUID O&M-STD ALLOCATION-SUPPLIES			
Invoice: 55228	269014 55228	01/22/2024		02/11/24	37.08
	37.08 73011183 531100	PW/METAL REPAIR TAPE, ELEC TAPE O&M-C/E-CH FAC-SUPPLIES			
Invoice: 55241	269015 55241	01/23/2024		02/11/24	10.55
	10.55 73011183 531100	PW/1G BLANK CVR GRY, FASTENERS O&M-C/E-CH FAC-SUPPLIES			
Invoice: 54804	269038 54804	11/16/2023		02/11/24	38.18
	38.18 73411345 531100	PW/ PVC PIPE, ADAPTR OFFICE SUPPLIES			
Invoice: 54915	269039 54915	12/06/2023		02/11/24	57.85
	57.85 73011183 531100	PW/CLR CLOGFREE DRAIN, AUGER POWER DRM O&M-C/E-CH FAC-SUPPLIES			
Invoice: 55094	269236 55094	01/09/2024		02/11/24	120.11
	120.11 73435838 531100	PW/TARP POLY BLUE O&M-DECANT-SUPPLIES			
Invoice: 55192	269237 55192	01/17/2024		02/11/24	14.19
	14.19 73421355 531100	PW/DW WIRE WHEEL FINE 3" WIN COLL-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 55255	269238 55255	01/25/2024		02/11/24	45.82
	31.65 73011183 531100	PW/ANCHOR, TOGGLE BOLT, BALLAST FLURCNT			
	14.17 73011831 53110000724	O&M-C/E-CH FAC-SUPPLIES			
		PD/COURT BLDG NON-CAP-SUPPLIES			
Invoice: 55268	269239 55268	01/26/2024		02/11/24	18.53
	18.53 73638935 531100	PW/GORILLA SILVER TAPE, FASTENERS			
		O&M-STD ALLOCATION-SUPPLIES			
Invoice: 55280	269240 55280	01/29/2024		02/11/24	10.91
	10.91 73108517 53110000552	PW/FLO TOOL MEASU-FUNNEL			
		LIVE-A-BOARDS/MOORAGE-SUPPLIES			
Invoice: 55288	269241 55288	01/30/2024		02/11/24	84.61
	84.61 73011183 531100	PW/FASTENERS			
		O&M-C/E-CH FAC-SUPPLIES			
Invoice: 55293	269242 55293	01/31/2024		02/11/24	98.27
	98.27 73111264 531100	PW/BATTERY SLA UB12180			
		O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 55308	269243 55308	02/01/2024		02/11/24	87.35
	87.35 73638935 531100	PW/BATTERY CHARGER 1.25A 12V			
		O&M-STD ALLOCATION-SUPPLIES			
		CHECK		3322 TOTAL:	1,807.45
3323 02/14/2024 EFT Invoice: 5850076	8991 ALLIANCE 2020, INC 269232 5850076	01/31/2024		02/11/24	152.72
	152.72 33011161 541100	HR/BACKGROUND CHECKS			
		HR-C/E-PROF SVCS			
		CHECK		3323 TOTAL:	152.72
3324 02/14/2024 EFT Invoice: 5120390808	7821 ARAMARK 268923 5120390808	01/11/2024		02/11/24	63.68
	63.68 73638893 589310	PW/COVERALL LS COTTON, PANT DICKIES			
		LAUNDRY SERVICES			
Invoice: 5120399293	269245 5120399293	01/25/2024		02/11/24	54.93
	54.93 73638893 589310	PW/COVERALL LS COTTON, PANT DICKIES			
		LAUNDRY SERVICES			
Invoice: 5120403521	269246 5120403521	02/01/2024		02/11/24	54.93
	54.93 73638893 589310	PW/COVERALL LS COTTON, PANT DICKIES			
		LAUNDRY SERVICES			
		CHECK		3324 TOTAL:	173.54

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
3325	02/14/2024	EFT	9942 ARCOSA AGGREGATES	IN 268924	INV-360-6523	01/10/2024		02/11/24	334.04
	Invoice: INV-360-6523								
					334.04 91111261 547900	DUMP FEE CONCRETE 11.93 TONS GG-STREETS-SIDEWALKS-GARBAGE			
						CHECK		3325 TOTAL:	334.04
3326	02/14/2024	EFT	2138 ASPECT CONSULTING	LL 269041	541671	01/18/2024		02/11/24	1,840.00
	Invoice: 541671								
					1,840.00 72321953 64110000712	ENG/ON CALL SERVICES FOR GEOTECH E COUNTRY CLUB RD-DESIGN			
					269042 53987	12/22/2023		02/11/24	17,558.50
	Invoice: 53987								
					17,558.50 73414434 64110001244	PW/FLETCHER BAY WELL REHAB DESIGN FL BAY REHAB & PUMP REPL-PROSV			
					269043 541479	01/17/2024		02/11/24	7,751.25
	Invoice: 541479								
					7,751.25 72413434 64110001183	ENG/SANDS AVE WELL EVAL, PLANNING, SANDS AVE WELL REHAB-PROF SVCS			
					269178 541217	01/16/2024		02/11/24	1,986.25
	Invoice: 541217								
					1,986.25 73411345 54110000868	PW/WATER RIGHTS STUDY WATER RIGHTS-PROF SVCS			
					269179 RE541480	01/23/2024		02/11/24	1,962.00
	Invoice: RE541480								
					1,962.00 73414434 64110001096	PW/TAYLOR WELL REHAB - FINAL REPO PRIT PARK WELL DEV/REHAB-PR SV			
					269308 542919	01/31/2024		02/11/24	985.75
	Invoice: 542919								
					985.75 73414434 64110001244	PW/FLETCHER BAY WELL REHAB DESIGN FL BAY REHAB & PUMP REPL-PROSV			
						CHECK		3326 TOTAL:	32,083.75
3327	02/14/2024	EFT	6492 ASSOCIATED EARTH SCI	269310	063343	01/31/2024		02/11/24	1,691.50
	Invoice: 063343								
					1,691.50 72655860 58600000370	ENG/THIRD PARTY REVIEW PLN52112 GEO TECCH-3RD PARTY REVIEWS			
						CHECK		3327 TOTAL:	1,691.50
3328	02/14/2024	EFT	4365 AUTOMATIC FUNDS TRAN	269327	BAIN2401028	01/31/2024		02/11/24	187.88
	Invoice: BAIN2401028								
					150.00 41011141 541100	FIN/B&O JANUARY 2024 FIN-GF-PROF SVCS			
					37.88 41011141 542500	FIN-GFE-POSTAGE/SHIPPING			
						CHECK		3328 TOTAL:	187.88

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
3329	02/14/2024	EFT	10169 DEWITT, BARBARA ANN	268968	127	01/21/2024		02/11/24	440.00
			Invoice: 127	440.00	31011256 443410	EX/BLS TRAINING FOR MRC VOLUNTEERS EX-GF-EMERG PREP-TRAINING			
						CHECK		3329 TOTAL:	440.00
3330	02/14/2024	EFT	55 SOUND PUBLISHING, IN	268994	BIR989144	12/29/2023		02/11/24	63.36
			Invoice: BIR989144	63.36	63470586 544000	PCD/LEGAL NOTICING PLN52657 CUR-DEV-ZONING-ADV			
			Invoice: BIR989682	268995	BIR989682	01/12/2024		02/11/24	93.26
				93.26	63470586 544000	PCD/LEGAL NOTICING BLD27924 CUR-DEV-ZONING-ADV			
			Invoice: BIR989777	268996	BIR989777	01/12/2024		02/11/24	90.15
				90.15	63470586 544000	PCD/LEGAL NOTICING BLD27681 CUR-DEV-ZONING-ADV			
			Invoice: BIR989610	269106	BIR989610	01/12/2024		02/11/24	264.44
				264.44	71011321 544000	PW/ANNUAL ADVERTISEMENT MRSC SMALL WORKS ROSTER PW - C/E ADVERTISING			
			Invoice: BIR990375	269233	BIR990375	01/26/2024		02/11/24	98.18
				98.18	63470586 544000	PCD/LEGAL NOTICING PLN52727 CUR-DEV-ZONING-ADV			
			Invoice: BIR990096	269248	BIR990096	01/19/2024		02/11/24	56.10
				56.10	72111261 54400001285	ENG/CONTRACT 2023077 MISC RAMPS COMPLETION NOTICE MISC CROSSWALKS/RAMPS-ADS			
						CHECK		3330 TOTAL:	665.49
3331	02/14/2024	EFT	7179 BAINBRIDGE YOUTH SER	269341	2023-Q4	01/16/2024		02/11/24	13,250.00
			Invoice: 2023-Q4	13,250.00	31017526 54110000297	EX/2023-24 HUMAN SERVICES CONTRAC EX-BYS-YOUTH COUNS & JOB OPP			
						CHECK		3331 TOTAL:	13,250.00
3332	02/14/2024	EFT	8889 BAINBRIDGE ARTISAN R	269342	38183	07/25/2023		02/11/24	11,214.80
			Invoice: 38183	11,214.80	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK		3332 TOTAL:	11,214.80
3333	02/14/2024	EFT	50 BAINBRIDGE ISLAND EL	268925	20230132	01/03/2024		02/11/24	689.45
			Invoice: 20230132	689.45	73425358 548100	PW/C-H QB1020GF BREAKER X2 O&M-WWTP-REPAIRS			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK 3333 TOTAL: 689.45									
3334	02/14/2024	EFT	971 BAINBRIDGE ISLAND	HI	269044 23083-2	12/31/2023		02/11/24	7,500.00
						EX/2022-23 CULTURAL FUNDING (OPER			
					7,500.00 31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
					269180 23084	12/31/2023		02/11/24	2,800.00
					2,800.00 91140573 541100	2023 LTAC CONTRACT (MARKETING			
						GG-TOUR-PROF SERVICES			
CHECK 3334 TOTAL: 10,300.00									
3335	02/14/2024	EFT	2476 BISSC		269045 Q4-2023 HSF	01/16/2024		02/11/24	11,375.00
						EX/2023-24 HUMAN SERVICES FUNDING			
					11,375.00 31017690 54110000297	SEN CENTER-OPER SUPPORT			
					269046 Q4-2023	01/22/2024		02/11/24	2,256.45
					2,256.45 31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR			
						EX-GF-CULTURAL ARTS & SCIENCES			
CHECK 3335 TOTAL: 13,631.45									
3336	02/14/2024	EFT	64 BAINBRIDGE ISLAND	AR	269040 2023-Q4-2	12/31/2023		02/11/24	7,500.00
						EX/2022-23 CULTURAL FUNDING CONTR			
					7,500.00 31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
					269340 2023-1	01/10/2024		02/11/24	4,000.00
					4,000.00 31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR			
						EX-GF-CULTURAL ARTS & SCIENCES			
CHECK 3336 TOTAL: 11,500.00									
3337	02/14/2024	EFT	567 BAINBRIDGE ISLAND	DO	269181 2424	12/31/2023		02/11/24	2,400.00
						2023 LTAC CONTRACT (CONSOLIDAT			
					2,400.00 91140573 541100	GG-TOUR-PROF SERVICES			
CHECK 3337 TOTAL: 2,400.00									
3338	02/14/2024	EFT	5016 BAINBRIDGE ISLAND	BO	269047 Q4 2023	01/11/2024		02/11/24	7,750.00
						EX/2023-24 HUMAN SERVICES FUNDING			
					7,750.00 31017670 54110000297	EX-BI CHILD CARE/B&G CLUB			
CHECK 3338 TOTAL: 7,750.00									

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 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
3339	02/14/2024	EFT	8595 BRUCE TITUS FORD, IN	268945	67143220	12/20/2023		02/11/24	100.72
			Invoice: 67143220						
				100.72	73011151 548100	PW/2021 FORD INTERCEPTOR OIL CHANGE, FILTER O&M-C/E-PD FLEET-REPAIRS			
								CHECK 3339 TOTAL:	100.72
3340	02/14/2024	EFT	360 BUILDERS FIRSTSOURCE	269017	88492481	01/11/2024		02/11/24	85.19
			Invoice: 88492481						
				85.19	73431835 531100	PW/PLAT SCREW BRZ, BTR DF PREM OFFICE SUPPLIES			
				269018	88532994	01/23/2024		02/11/24	168.66
			Invoice: 88532994						
				168.66	73111427 531100	PW/2 HOLE CEDAR LINE POST JUMBO X5 OFFICE SUPPLIES			
								CHECK 3340 TOTAL:	253.85
3341	02/14/2024	EFT	1052 CANON FINANCIAL SERV	268969	31914805	01/12/2024		02/11/24	483.51
			Invoice: 31914805						
				161.17	61011581 545000	PCD,ENG,IT/OCE PRINTER-PLOTTER LEASE			
				161.17	72011321 545000	PCD - C/E ADMIN RENTS & LEASES			
				161.17	81011881 545000	ENG - C/E ADMIN RENTS & LEASES IT - C/E RENTS & LEASES			
								CHECK 3341 TOTAL:	483.51
3342	02/14/2024	EFT	8024 CLEARWAY ENVIRONMENT	269254	18_23_COBI-ROCK-13	01/31/2024		02/11/24	2,190.88
			Invoice: 18_23_COBI-ROCK-13						
				2,190.88	72011391 54110000710	ENG/EEL GRASS MONITORING THROUGH 1 ROCKAWAY-MIT/MONITORING-P SVCS			
								CHECK 3342 TOTAL:	2,190.88
3343	02/14/2024	EFT	8435 COATES DESIGN INC	269182	125769	12/08/2023		02/11/24	5,790.00
			Invoice: 125769						
				5,790.00	72311942 64110000724	ENG/POLICE & COURT FACILITY - PROJ PD/COURT BLDG-PROF SVCS/DESIGN			
								CHECK 3343 TOTAL:	5,790.00
3344	02/14/2024	EFT	9968 COMMUNITY CLIMATE SO	269186	1114	01/26/2024		02/11/24	3,100.00
			Invoice: 1114						
				3,100.00	31011492 54110001150	EX/CLIMATE SMART BAINBRIDGE CHALLENGE OUTREACH CAP-OTHER IMPL-PROF SVCS			
								CHECK 3344 TOTAL:	3,100.00
3345	02/14/2024	EFT	9323 CONSOR NORTH AMERICA	269048	N223434WA.00-20	01/24/2024		02/11/24	42,378.30
			Invoice: N223434WA.00-20						
				42,378.30	72413434 64110000988	ENG/WINSLOW WATER TANK DESIGN SERV NEW WATER TANKS-PROF SVCS			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
						CHECK	3345	TOTAL:	42,378.30
3346	02/14/2024	EFT	142 COPIERS NORTHWEST IN	268971	INV2768334	01/23/2024		02/11/24	584.52
			Invoice: INV2768334			EX, FIN/COPIER LEASE			
				292.26	31011131 545000	EX-GF-RENTS & LEASES			
				292.26	41011141 545000	FIN-GF-RENTS & LEASES			
			Invoice: INV2767187	269020	INV2767187	01/18/2024		02/11/24	219.15
						PCD, ENG, IT/OCE PRINTER-PLOTTER SUPPLIES			
				73.05	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				73.05	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				73.05	81011881 531100	IT - C/E SUPPLIES			
						CHECK	3346	TOTAL:	803.67
3347	02/14/2024	EFT	10374 ASGN INCORPORATED	268946	005208833	12/25/2023		02/11/24	1,875.00
			Invoice: 005208833			EX/W-E 12/24/23 EDITH RATLIFF HOURS			
				1,875.00	31011572 541100	EX-GF-OUTREACH-PROF SVCS			
						CHECK	3347	TOTAL:	1,875.00
3348	02/14/2024	EFT	6101 E & S BRYAN INC	269165	3569	01/31/2024		02/11/24	3,500.00
			Invoice: 3569			FIN/SQL SERVER REPORTS DEVELOPMENT			
				3,500.00	41011141 541100	FIN-GF-PROF SVCS			
						CHECK	3348	TOTAL:	3,500.00
3349	02/14/2024	EFT	5132 CRYSTAL SPRINGS	268997	5228674 011024	01/10/2024		02/11/24	40.18
			Invoice: 5228674 011024			CRT/BOTTOM LOAD HOT & COLD COOLER			
				40.18	21011125 531100	COURT-SUPPLIES			
						CHECK	3349	TOTAL:	40.18
3350	02/14/2024	EFT	7016 CUSTOM PRINTING	268972	10884	01/18/2024		02/11/24	6.07
			Invoice: 10884			EX/PREPARE IN A YEAR 2024 POSTER			
				6.07	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
						CHECK	3350	TOTAL:	6.07
3351	02/14/2024	EFT	9961 DESIGN WEST ENGINEER	268973	23945	01/24/2024		02/11/24	280.00
			Invoice: 23945			EX/SOLAR PV SITE EVALUATION-CARBO			
				280.00	31011492 54110001302	TSJC CARBON OFFSET-PROF SVCS			
			Invoice: 23936	269187	23936	01/24/2024		02/11/24	1,705.00
						EX/SOLAR PV SITE EVALUATION-CARBO			

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						INVOICE DTL DESC			
				1,705.00	31011492 54110001302	TSJC CARBON OFFSET-PROF SVCS			
						CHECK		3351 TOTAL:	1,985.00
3352	02/14/2024	EFT	10410 DOBBS HEAVY DUTY HOL	268926	025P170800	01/08/2024		02/11/24	217.94
			Invoice: 025P170800			PW/SENSOR-PRESSURE OFFICE SUPPLIES			
				217.94	73111427 531100				
						CHECK		3352 TOTAL:	217.94
3353	02/14/2024	EFT	10190 DTG ENTERPRISES INC	268948	200155145	12/29/2023		02/11/24	120.00
			Invoice: 200155145			PW/PORTABLE RESTROOMS HIDDEN COVE RD O&M-C/E-PWYD FAC-RENTS			
				120.00	73011897 545000				
				268949	200155233	12/29/2023		02/11/24	120.00
			Invoice: 200155233			PW/PORTABLE RESTROOMS NE VINCENT RD O&M-DECANT-RENTS			
				120.00	73435838 545000				
				269256	29002298	01/28/2024		02/11/24	118.01
			Invoice: 29002298			PW/PORTABLE RESTROOMS HIDDEN COVE RD O&M-C/E-PWYD FAC-RENTS			
				118.01	73011897 545000				
						CHECK		3353 TOTAL:	358.01
3354	02/14/2024	EFT	7144 DTMICRO, INC	269166	7206	01/15/2024		02/11/24	136.50
			Invoice: 7206			POLICE CONNECTION TO KITSAP COUNTY GG-C/E-PD-PHONE			
				136.50	91011215 542100				
						CHECK		3354 TOTAL:	136.50
3355	02/14/2024	EFT	2342 ENVIRONMENTAL SCIENC	268951	192160	01/05/2024		02/11/24	10,835.87
			Invoice: 192160			PCD/SEA LEVEL RISE FLOODING VULNER ST DOE-SEA LEVEL RISE-PROF SVC			
				10,835.87	64011586 54110101237				
				268952	192378	01/11/2024		02/11/24	3,251.98
			Invoice: 192378			EX/ARCHITECTURAL HISTORIAN 625 WINSLOW-AFF HSG-PROF SVCS			
				3,251.98	31011551 54110001251				
						CHECK		3355 TOTAL:	14,087.85
3356	02/14/2024	EFT	1953 FERGUSON ENTERPRISES	269021	0028387	01/19/2024		02/11/24	297.13
			Invoice: 0028387			PW/WATER SUPPLIES OFFICE SUPPLIES			
				297.13	73411345 531100				
				269259	0029193	01/25/2024		02/11/24	2,800.69
			Invoice: 0029193			PW/WATER SUPPLIES OFFICE SUPPLIES			
				2,800.69	73411345 531100				

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 3356 TOTAL:	3,097.82
3357	02/14/2024	EFT	5062 FRIENDS OF THE FARMS	269336	02/01/2024	02/01/2024		02/11/24	5,416.67
	Invoice: 02/01/2024							EX/FARM MANAGEMENT SERVICES JAN 2024	
				5,416.67	31011557	54110001019		FARM MNGT SVCS-FOTF OR STAHL	
								CHECK 3357 TOTAL:	5,416.67
3358	02/14/2024	EFT	513 GRAINGER	269261	9965449805	01/17/2024		02/11/24	1,398.69
	Invoice: 9965449805							PW/FAN FORCED ELECTRIC UNIT HEATER	
				1,398.69	73411345	531100		OFFICE SUPPLIES	
								CHECK 3358 TOTAL:	1,398.69
3359	02/14/2024	EFT	253 HACH COMPANY	268955	13856090	12/19/2023		02/11/24	1,499.61
	Invoice: 13856090							PW/DPD REFILL VIAL, FLUORIDE RGT ACCUVAC	
				1,499.61	73411345	531100		OFFICE SUPPLIES	
								CHECK 3359 TOTAL:	1,499.61
3360	02/14/2024	EFT	10290 HANSON TREE SERVICE	269344	PAYREQ2-FINAL-01042	02/01/2024		02/11/24	92,185.74
	Invoice: PAYREQ2-FINAL-01042							PW/GRINDER PUMP REPLACEMENT	
				92,185.74	73426355	54810001042		GRINDER PUMP REPL-R&M	
								CHECK 3360 TOTAL:	92,185.74
3361	02/14/2024	EFT	4161 HERRERA ENVIRONMENTA	268983	55395	01/11/2024		02/11/24	3,005.43
	Invoice: 55395							ENG/PROFESSIONAL SERVICES AUG-DEC 2023	
				1,560.43	72431832	54110001129		MANZANITA WATERSHED STUDY-P SV	
				1,445.00	72431831	542450		ENG-SSWM-ADM-OUTREACH	
								CHECK 3361 TOTAL:	3,005.43
3362	02/14/2024	EFT	268 HOUSING RESOURCES BO	268974	13893	01/01/2024		02/11/24	700.00
	Invoice: 13893							EX/SITE ASSESSMENT 301 MADRONA WAY NE	
				700.00	31180592	54130400297		IMHP SPACE RENT DEFAULT	
				269049	14010			12/31/2023	10,000.00
	Invoice: 14010							EX/2023-24 HUMAN SERVICES FUNDING	
				10,000.00	31017510	54130600297		HOMESHARE/HOME FINDING/OWNERSH	
				269268	14049			02/01/2024	700.00
	Invoice: 14049							EX/SITE ASSESSMENT 301 MADRONA WAY NE	
				700.00	31180592	54130400297		IMHP SPACE RENT DEFAULT	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
						CHECK	3362	TOTAL:	11,400.00
3363	02/14/2024	EFT	9507 INSIGHT PUBLIC SECTO	269168	1101129124	01/18/2024		02/11/24	14,150.90
		Invoice: 1101129124		14,150.90	81011881 548500	IT/MICROSOFT ANNUAL LICENSE MAINTENANCE SERVERS			
						CHECK	3363	TOTAL:	14,150.90
3364	02/14/2024	EFT	9412 INSTRUMENT TECHNOLOG	269271	ITI-949	01/29/2024		02/11/24	255.00
		Invoice: ITI-949		255.00	73425358 548100	PW/CALIBRATION SERVICES			
						CHECK	3364	TOTAL:	255.00
3365	02/14/2024	EFT	9883 INVOICE CLOUD INC	269337	2698-2024_1	01/31/2024		02/11/24	1,934.44
		Invoice: 2698-2024_1		967.22	43411341 541100	FIN/INVOICE CLOUD SERVICES JAN 2024			
				967.22	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
						CHECK	3365	TOTAL:	1,934.44
3366	02/14/2024	EFT	7184 ISLAND VOLUNTEER CAR	269050	1075	09/30/2023		02/11/24	7,500.00
		Invoice: 1075		7,500.00	31017690 54110200297	EX/2023-24 HUMAN SERVICES FUNDING			
				269051	1076	ISLAND VOLUNTEER CAREGIVERS			
		Invoice: 1076		7,500.00	31017690 54110200297	EX/2023-24 HUMAN SERVICES FUNDING			
						CHECK	3366	TOTAL:	15,000.00
3367	02/14/2024	EFT	8646 ISLAND HANDS	269273	1	01/12/2024		02/11/24	1,800.00
		Invoice: 1		1,800.00	72011182 54110000724	ENG/DEEP CLEANING TSJC			
						CHECK	3367	TOTAL:	1,800.00
3368	02/14/2024	EFT	8894 BAINBRIDGE ISLAND TH	269188	2023 Q3-Q4	01/25/2024		02/11/24	8,265.58
		Invoice: 2023 Q3-Q4		8,265.58	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR			
						CHECK	3368	TOTAL:	8,265.58

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
3369	02/14/2024	EFT	9161 ISLAND TIME ACTIVITI	269345	2988	01/15/2024		02/11/24	10,338.06
			Invoice: 2988						
				10,338.06	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR			
						EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK		3369 TOTAL:	10,338.06
3370	02/14/2024	EFT	1971 KELLEY CONNECT	269107	35699749	01/11/2024		02/11/24	190.01
			Invoice: 35699749						
				190.01	21011125 545000	CRT/COPIER LEASE			
						COURT-RENTS & LEASES			
			Invoice: IN1524333						
				269108	IN1524333	01/12/2024		02/11/24	327.60
				327.60	21011125 545000	CRT/EXTERNAL COPIER MOVE			
						COURT-RENTS & LEASES			
						CHECK		3370 TOTAL:	517.61
3371	02/14/2024	EFT	9338 KEY CODE MEDIA, INC.	268927	SO0014432	01/10/2024		02/11/24	3,439.80
			Invoice: SO0014432						
				3,439.80	81031881 53550000567	IT/ANNUAL MAINTENANCE BROADCAST PIX CHAMBERS A/V			
						PEG CAP FUNDING-NON CAP ITEMS			
						CHECK		3371 TOTAL:	3,439.80
3372	02/14/2024	EFT	4584 KIDS DISCOVERY MUSEU	269316	Q3/26 CULTU	01/31/2024		02/11/24	3,251.94
			Invoice: Q3/26 CULTU						
				3,251.94	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR			
						EX-GF-CULTURAL ARTS & SCIENCES			
			Invoice: Q4/23 CULTU						
				269317	Q4/23 CULTU	01/31/2024		02/11/24	2,946.35
				2,946.35	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR			
						EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK		3372 TOTAL:	6,198.29
3373	02/14/2024	EFT	1802 KITSAP CONSERVATION	269053	2023-4	01/05/2024		02/11/24	16,072.47
			Invoice: 2023-4						
				8,036.24	72431835 55100000871	ENG/FARMLAND SSWM PLANNING			
				8,036.23	72011593 55100000871	FARMLAND SSWM PLANNING-KCDONLY			
						FARMLAND SSWM PLANNING-KCDONLY			
						CHECK		3373 TOTAL:	16,072.47
3374	02/14/2024	EFT	315 KITSAP HUMANE SOCIET	269172	51926	01/01/2024		02/11/24	7,274.16
			Invoice: 51926						
				7,274.16	91011393 541100	ANIMAL CONTROL AND IMPOUNDING			
						FIN - C/E ANIMAL CONTROL FEES			
			Invoice: 51934						
				269338	51934	02/01/2024		02/11/24	7,274.16
				7,274.16	91011393 541100	ANIMAL CONTROL AND IMPOUNDING			
						FIN - C/E ANIMAL CONTROL FEES			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK 3374 TOTAL: 14,548.32									
3375	02/14/2024	EFT	5384 KITSAP TRANSIT	269203	7307	12/31/2023		02/11/24	19,259.46
	Invoice: 7307			19,259.46	31171572 54110001176	EX/BI RIDE JOINT MARKETING BI RIDE ENGAGEMENT-PROF SVCS			
CHECK 3375 TOTAL: 19,259.46									
3376	02/14/2024	EFT	10342 LANGAN ENGINEERING A	269054	LAN 0396697	01/16/2024		02/11/24	645.00
	Invoice: LAN 0396697			645.00	72011182 54110001251	ENG/ENV TESTING, SPECS AND PLANS F 625 WINSLOW-ENG PROF SVCS			
CHECK 3376 TOTAL: 645.00									
3377	02/14/2024	EFT	5607 LMN ARCHITECTS	269319	63916	11/27/2023		02/11/24	72,984.13
	Invoice: 63916			72,984.13	64011586 54110001242	PCD/WINSLOW SUBAREA PLAN UPDATE WINSLOW SUBAREA PLAN-PROF SVCS			
	Invoice: 64003			26,909.95	64011586 54110001242	01/03/2024 PCD/WINSLOW SUBAREA PLAN UPDATE WINSLOW SUBAREA PLAN-PROF SVCS		02/11/24	26,909.95
	Invoice: 64044			11,874.82	64011586 54110001242	01/25/2024 PCD/WINSLOW SUBAREA PLAN UPDATE WINSLOW SUBAREA PLAN-PROF SVCS		02/11/24	11,874.82
CHECK 3377 TOTAL: 111,768.90									
3378	02/14/2024	EFT	5717 MAKERS ARCHITECTURE	269055	2257-11	01/22/2024		02/11/24	3,128.50
	Invoice: 2257-11			3,128.50	31011492 54110001195	EX/ELEC VEHICLE OPTIONS/FACILITY CAP-TRANSP & FUELS-PROF SVCA			
CHECK 3378 TOTAL: 3,128.50									
3379	02/14/2024	EFT	10360 MERCHANT PATROL SECU	268999	3511	09/08/2023		02/11/24	1,012.20
	Invoice: 3511			1,012.20	21011125 541100	CRT/SECURITY OFFICER-SCREENER COURT-PROF SERVICES			
	Invoice: 3512			607.32	21011125 541100	09/08/2023 CRT/SECURITY OFFICER-SCREENER COURT-PROF SERVICES		02/11/24	607.32
	Invoice: 3562			809.76	21011125 541100	10/06/2023 CRT/SECURITY OFFICER-SCREENER COURT-PROF SERVICES		02/11/24	809.76

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
3385	02/14/2024	EFT	6333 PETROCARD INC.	268928	0508323-IN	01/10/2024		02/11/24	7,160.13
	Invoice: 0508323-IN			4,773.76	73638893 532000	PW/DIESEL & REGULAR FUEL			
				2,386.37	73638932 532000	O&M-FUEL USE-ALLOCATION			
						O&M-FUEL ALLOC TO OTH DEPTS			
	Invoice: 0509339-IN			269171	0509339-IN	01/24/2024		02/11/24	5,407.70
				2,586.62	73638893 532000	PW/DIESEL & REGULAR FUEL			
				2,821.08	73638932 532000	O&M-FUEL USE-ALLOCATION			
						O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK		3385 TOTAL:	12,567.83
3386	02/14/2024	EFT	9349 PROPANE NORTHWEST	268929	1512341808	01/16/2024		02/11/24	454.13
	Invoice: 1512341808			454.13	91011897 547200	PROPANE 249.90 GALLONS			
						GG-C/E-O&M YARD FAC-PROPANE			
	Invoice: 1512424430			269028	1512424430	01/22/2024		02/11/24	1,233.48
				1,233.48	91011897 547200	PROPANE 641.30 GALLONS			
						GG-C/E-O&M YARD FAC-PROPANE			
						CHECK		3386 TOTAL:	1,687.61
3387	02/14/2024	EFT	9440 QBSI-XEROX	269173	IN3945713	01/26/2024		02/11/24	127.88
	Invoice: IN3945713			127.88	21011125 549500	CRT/COPIER LEASE			
						COURT-COPIES/PRINTING			
						CHECK		3387 TOTAL:	127.88
3388	02/14/2024	EFT	2409 RIVER OAKS COMMUNICA	269193	11/29/2023	11/29/2023		02/11/24	1,033.50
	Invoice: 11/29/2023			1,033.50	32011152 54110001082	LEGAL/COMCAST FRANCHISE AGREEMENT			
						COMCAST FRANCHISE RENEWAL			
						CHECK		3388 TOTAL:	1,033.50
3389	02/14/2024	EFT	2409 RIVER OAKS COMMUNICA	269059	12/26/2023	12/26/2023		02/11/24	92.75
	Invoice: 12/26/2023			92.75	32011152 54110001082	LEGAL/COMCAST FRANCHISE AGREEMENT			
						COMCAST FRANCHISE RENEWAL			
	Invoice: 01/29/2024			269174	01/29/2024	01/29/2024		02/11/24	291.50
				291.50	32011152 54110001082	LEGAL/COMCAST FRANCHISE AGREEMENT			
						COMCAST FRANCHISE RENEWAL			
						CHECK		3389 TOTAL:	384.25

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 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
3390	02/14/2024	EFT	8058 RWC INTERNATIONAL	GR 268957	RA105028334:01	01/16/2024		02/11/24	1,981.99
			Invoice: RA105028334:01						
				1,981.99	73111427 548100	PW/2022 TRUCK CHECK ENGINE LIGHT REPAIRS			
						O&M-ACCESS RDSIDE R&M			
						CHECK		3390 TOTAL:	1,981.99
3391	02/14/2024	EFT	617 S & B INC	269322	26628A	12/31/2023		02/11/24	3,057.60
			Invoice: 26628A						
				3,057.60	73425358 548100	PW/WWTP PLANT MAINTENANCE			
						O&M-WWTP-REPAIRS			
						CHECK		3391 TOTAL:	3,057.60
3392	02/14/2024	EFT	1488 SETON CONSTRUCTION I	269194	PAYREQ3-FINAL-00663	01/12/2024		02/11/24	45,624.26
			Invoice: PAYREQ3-FINAL-00663						
				45,624.26	72433438 66300000663	ENG/YEOMALT DRAINAGE IMPROVEMENTS			
						YEOMALT RECONSTR-CONSTR			
						CHECK		3392 TOTAL:	45,624.26
3393	02/14/2024	EFT	7385 CHARLES P. SHANE	269109	585	01/23/2024		02/11/24	200.00
			Invoice: 585						
				200.00	32011281 541113	LEGAL/PUBLIC DEFENDER SERVICES JAN 2024			
						LGL-PUBLIC DEFENDER			
						CHECK		3393 TOTAL:	200.00
3394	02/14/2024	EFT	9584 SILKE COMMUNICATIONS	269280	INV-32000676	01/25/2024		02/11/24	4,924.53
			Invoice: INV-32000676						
				4,924.53	73111256 53110001054	PW/5w 260CH KEY PAD			
						STORM PREP-STRT-SUPPLIES			
						CHECK		3394 TOTAL:	4,924.53
3395	02/14/2024	EFT	7173 SKILLINGS	269060	14069	01/16/2024		02/11/24	39,143.82
			Invoice: 14069						
				39,143.82	72423434 64110000820	ENG/Engineering Design Services fo			
						REHAB WING PT PUMP STATION-DES			
						CHECK		3395 TOTAL:	39,143.82
3396	02/14/2024	EFT	8132 SPECTRA LABORATORIES	268930	24-00358	01/17/2024		02/11/24	78.00
			Invoice: 24-00358						
				78.00	73411345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING			
						LAB SVCS-WATER			
				268931	24-00359	01/17/2024		02/11/24	26.00
			Invoice: 24-00359						
				26.00	73011897 54110000391	PW/TOTAL COLIFORM, E COLI TESTING			
						LAB SVCS-PWY FAC			
				268932	24-00360	01/17/2024		02/11/24	56.00

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
						INVOICE DTL DESC				
Invoice: 24-00360										
				56.00	73411345 54110000391					
Invoice: 24-00403				268958	24-00403	01/18/2024		02/11/24	366.00	
				366.00	73425358 54110000391					
Invoice: 24-00515				269030	24-00515	01/24/2024		02/11/24	26.00	
				26.00	73411345 54110000391					
Invoice: 24-00516				269031	24-00516	01/24/2024		02/11/24	78.00	
				78.00	73411345 54110000391					
Invoice: 24-00637				269281	24-00637	01/30/2024		02/11/24	78.00	
				78.00	73411345 54110000391					
Invoice: 24-00654				269282	24-00654	01/30/2024		02/11/24	104.00	
				104.00	73411345 54110000391					
Invoice: 24-00811				269283	24-00811	02/02/2024		02/11/24	366.00	
				366.00	73425358 54110000391					
								CHECK	3396 TOTAL:	1,178.00
3397	02/14/2024	EFT	5730 SUMMIT LAW GROUP	268960	151396	01/17/2024		02/11/24	429.00	
				429.00	32011152 54111000870					
Invoice: 151397				268961	151397	01/17/2024		02/11/24	273.00	
				273.00	32011152 54111000274					
								CHECK	3397 TOTAL:	702.00
3398	02/14/2024	EFT	4271 JOHN SUTTON	268980	01/11/2024	01/11/2024		02/11/24	310.00	
				310.00	91029720 521500					
Invoice: 01/11/2024										
								CHECK	3398 TOTAL:	310.00
3399	02/14/2024	EFT	10270 SYSTEMS SOURCE INC	269324	306309	12/18/2023	20230011	02/11/24	330,363.27	
				330,363.27	72011182 53110000724					
Invoice: 306309										

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						CHECK		3399 TOTAL:	330,363.27
3400	02/14/2024	EFT	565 TACOMA SCREW PRODUCT	268935	140100677-00	01/17/2024		02/11/24	71.25
		Invoice: 140100677-00		71.25	73638935 531100	PW/NYLON CABLE TIE, MECHANICS DRILL BIT		O&M-STD ALLOCATION-SUPPLIES	
		Invoice: 140100764-00		268962	140100764-00	01/12/2024		02/11/24	-121.35
		Invoice: 310033564-00		-121.35	73638935 531100	PW/FLAT HEAD SOCKET CAP SCREWS CREDIT RETURN		O&M-STD ALLOCATION-SUPPLIES	
		Invoice: 140101607-00		269033	310033564-00	01/24/2024		02/11/24	42.72
		Invoice: 140101746-00		42.72	73111264 531100	PW/SDS PLUS CARBIDE HAMMER DRILL BIT		O&M-STREET-TRAF CONTROL-SUPPLY	
		Invoice: 140101607-00		269287	140101607-00	01/31/2024		02/11/24	21.36
		Invoice: 140101746-00		21.36	73111264 531100	PW/SDS PLUS CARBIDE HAMMER DRILL BIT		O&M-STREET-TRAF CONTROL-SUPPLY	
		Invoice: 140101746-00		269288	140101746-00	01/31/2024		02/11/24	70.01
				70.01	73638935 531100	PW/HOSE CLAMPS, HEX CAP SCREWS, HEX FULL NUTS		O&M-STD ALLOCATION-SUPPLIES	
						CHECK		3400 TOTAL:	83.99
3401	02/14/2024	EFT	4576 TETRA TECH INC	269195	52169436	12/07/2023		02/11/24	35,665.75
		Invoice: 52169436		35,665.75	72423434 64110001187	ENG/WINSLOW WWTP UPGRADE DESIGN		WWTP CAPACITY UPGR-PROF SVCS	
		Invoice: 52188324		269196	52188324	01/19/2024		02/11/24	6,326.10
		Invoice: 52188327		6,326.10	72423434 64110001106	ENG/WINSLOW WWTP UPGRADE DESIGN		WWTP OUTFALL EXT-PROF SVCS	
				269197	52188327	01/19/2024		02/11/24	22,338.50
				22,338.50	72423434 64110001187	ENG/WINSLOW WWTP UPGRADE DESIGN		WWTP CAPACITY UPGR-PROF SVCS	
						CHECK		3401 TOTAL:	64,330.35
3402	02/14/2024	EFT	10124 THUILLIER, JENNIFER	269202	202401	01/31/2024		02/11/24	1,361.00
		Invoice: 202401		1,361.00	31011492 54110001194	EX/GRAPHIC DESIGN SERVICES (CLIMA		CAP-WASTE RED-PROF SVCS	
						CHECK		3402 TOTAL:	1,361.00
3403	02/14/2024	EFT	6714 TOSHIBA FINANCIAL SE	269035	35779472	01/23/2024		02/11/24	224.64
		Invoice: 35779472		224.64	73637891 545000	PW/COPIER LEASE		RENTS & LEASES - OPERATING	

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
						CHECK	3403	TOTAL:	224.64
3404	02/14/2024	EFT	10345 TRANSCAT INC	269111	2145105	01/24/2024		02/11/24	813.40
			Invoice: 2145105			ENG/3-PHASE ENERGY LOGGER RENTAL			
				813.40	72423434 64500001187	WWTP CAP UPGR-CAP RENT/LEASE			
						CHECK	3404	TOTAL:	813.40
3405	02/14/2024	EFT	4929 TYLER TECHNOLOGIES I	268936	045-451663	01/01/2024		02/11/24	137,823.50
			Invoice: 045-451663			IT/MUNIS ANNUAL MAINTENANCE FEES			
				137,823.50	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	3405	TOTAL:	137,823.50
3406	02/14/2024	EFT	1152 HD SUPPLY INC	269036	INV00248762	01/17/2024		02/11/24	470.12
			Invoice: INV00248762			PW/DIAMOND GRIP LATEX GLOVES			
				470.12	73421355 531100	WIN COLL-SUPPLIES			
						CHECK	3406	TOTAL:	470.12
3407	02/14/2024	EFT	9373 VISIT BAINBRIDGE ISL	269347	159	12/31/2023		02/11/24	6,531.89
			Invoice: 159			2023 LTAC CONTRACT (DESTINATIO			
				6,531.89	91140573 541100	GG-TOUR-PROF SERVICES			
						CHECK	3407	TOTAL:	6,531.89
3408	02/14/2024	EFT	1162 WASHINGTON AUDIOLOGY	269234	62906	01/31/2024		02/11/24	1,883.70
			Invoice: 62906			POL/OCCUPATIONAL HEARING SERVICES			
				1,883.70	53011212 541100	POLICE - C/E PATROL PROF SVCS			
			Invoice: 62907						
				269235	62907	01/31/2024		02/11/24	1,854.90
				1,854.90	73637891 541100	PW/OCCUPATIONAL HEARING SERVICES			
						PROFESSIONAL SERVICES			
						CHECK	3408	TOTAL:	3,738.60
3409	02/14/2024	EFT	4010 WA ASSOC OF SHERIFFS	269177	INV031679	01/05/2024		02/11/24	2,000.00
			Invoice: INV031679			POL/ANNUAL ACCREDITATION FEE			
				2,000.00	51011211 541100	PD-C/E-ADM-PROF SVCS			
						CHECK	3409	TOTAL:	2,000.00
3410	02/14/2024	EFT	5709 WEBCHECK INC	269339	INV-7753	01/31/2024		02/11/24	81.90
			Invoice: INV-7753			FIN/WEBCHECK SERVICES JAN 2024			
				40.95	43411341 541100	FIN - WATER ADMIN PROF SERVICE			

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 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				40.95	43421351 541100				
						FIN - SEWER ADMIN PROF SERVICE			
						CHECK	3410	TOTAL:	81.90
3411	02/14/2024	EFT	499 WESTBAY AUTO PARTS I	268937	838001	01/16/2024		02/11/24	-51.82
			Invoice: 838001			PW/RV MARINE ANTIFREEZE CREDIT RETURN			
				-51.82	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 837133	268938	837133	01/10/2024		02/11/24	109.22
						PW/FLEET-FL, HOSE X3			
				109.22	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 837415	268939	837415	01/12/2024		02/11/24	56.53
						PW/RV MARINE ANTIFREEZE X12			
				56.53	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 838120	268940	838120	01/16/2024		02/11/24	37.97
						PW/NAPA AIR FILTER, LAMP			
				37.97	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 839551	269293	839551	01/25/2024		02/11/24	305.12
						PW/LUCAS RED-TACKY GRS, GRSE FUN, BLUE DEF 2.5 GAL			
				305.12	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 840327	269294	840327	01/29/2024		02/11/24	36.79
						PW/NAPAGOLD OIL & AIR FILTERS			
				36.79	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 840462	269295	840462	01/30/2024		02/11/24	61.84
						PW/MAGNETIC GLOVE DISP X2			
				61.84	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 840762	269296	840762	01/31/2024		02/11/24	51.62
						PW/HYD HOSE FITTINGS			
				51.62	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 840765	269297	840765	01/31/2024		02/11/24	222.88
						PW/EXACTFIT-BEAMS, LAMP, 3WIRE PLUG IN PIGTAIL			
				222.88	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 840920	269298	840920	02/01/2024		02/11/24	90.62
						PW/DIST CAP, ROTOR, SPARK PLUG			
				90.62	73011321 531100	O&M-C/E-ENG VEH WORK-SUPPLIES			
						CHECK	3411	TOTAL:	920.77
3412	02/14/2024	EFT	6325 WESTECH	269302	94087	01/31/2024	20240000	02/11/24	7,046.14
			Invoice: 94087			PW/RAKE DRIVE VFD MOTOR			
				7,046.14	73425358 548100	O&M-WWTP-REPAIRS			

A/P CASH DISBURSEMENTS JOURNAL

	CHECK	3412	TOTAL:	7,046.14
NUMBER OF CHECKS	91	*** CASH ACCOUNT TOTAL ***		1,249,656.39
TOTAL EFT'S	COUNT	AMOUNT		
	91	1,249,656.39		
		*** GRAND TOTAL ***		1,249,656.39

A/P CASH DISBURSEMENTS JOURNAL

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
2024	2	47	APP	001-213000	02/14/2024	02/11/24	020724			GENERAL - ACCOUNTS PAYABLE		802,121.03	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	635-111100	02/14/2024	02/11/24	020724			CASH			1,249,656.39
										AP CASH DISBURSEMENTS JOURNAL			
			APP	403-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		91,300.17	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	101-213000	02/14/2024	02/11/24	020724			STREETS - ACCOUNTS PAYABLE		7,989.87	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	402-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		209,914.04	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	401-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		80,176.30	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	108-213000	02/14/2024	02/11/24	020724			AFFORD HSG - ACCOUNTS PAYABLE		1,446.91	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	631-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		16,050.27	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	301-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		7,630.00	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	650-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		1,691.50	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	407-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		344.95	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	104-213000	02/14/2024	02/11/24	020724			CIVIC IMPR - ACCOUNTS PAYABLE		11,731.89	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	171-213000	02/14/2024	02/11/24	020724			TBF-A/P		19,259.46	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		1,249,656.39	1,249,656.39
			APP	631-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING		1,233,606.12	
			APP	001-130000	02/14/2024	02/11/24	020724			GENERAL - DUE TO/FROM CLEARING			802,121.03
			APP	403-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			91,300.17
			APP	101-130000	02/14/2024	02/11/24	020724			STREETS - DUE TO/FROM CLEARING			7,989.87
			APP	402-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			209,914.04
			APP	401-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			80,176.30
			APP	108-130000	02/14/2024	02/11/24	020724			AFFORD HSG DUE TO/FROM CLEAR'G			1,446.91
			APP	301-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			7,630.00
			APP	650-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			1,691.50

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL									
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT	
						LINE DESC				
	02/14/2024	02/11/24	020724							
APP 407-130000						DUE TO/FROM CLEARING			344.95	
	02/14/2024	02/11/24	020724							
APP 104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G			11,731.89	
	02/14/2024	02/11/24	020724							
APP 171-130000						TBF-DUE TO/FROM CLEARING			19,259.46	
	02/14/2024	02/11/24	020724							
SYSTEM GENERATED ENTRIES TOTAL								1,233,606.12	1,233,606.12	
JOURNAL 2024/02/47 TOTAL								2,483,262.51	2,483,262.51	

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2024	2	47	02/14/2024	GENERAL - DUE TO/FROM CLEARING		802,121.03
001-130000					GENERAL - ACCOUNTS PAYABLE	802,121.03	
001-213000					FUND TOTAL	802,121.03	802,121.03
101 STREET FUND	2024	2	47	02/14/2024	STREETS - DUE TO/FROM CLEARING		7,989.87
101-130000					STREETS - ACCOUNTS PAYABLE	7,989.87	
101-213000					FUND TOTAL	7,989.87	7,989.87
104 CIVIC IMPROVEMENT FUND	2024	2	47	02/14/2024	CIVIC IMPR DUE TO/FROM CLEAR'G		11,731.89
104-130000					CIVIC IMPR - ACCOUNTS PAYABLE	11,731.89	
104-213000					FUND TOTAL	11,731.89	11,731.89
108 AFFORDABLE HOUSING FUND	2024	2	47	02/14/2024	AFFORD HSG DUE TO/FROM CLEAR'G		1,446.91
108-130000					AFFORD HSG - ACCOUNTS PAYABLE	1,446.91	
108-213000					FUND TOTAL	1,446.91	1,446.91
171 TRANSP BEN FUND	2024	2	47	02/14/2024	TBF-DUE TO/FROM CLEARING		19,259.46
171-130000					TBF-A/P	19,259.46	
171-213000					FUND TOTAL	19,259.46	19,259.46
301 CAPITAL CONSTRUCTION FUND	2024	2	47	02/14/2024	DUE TO/FROM CLEARING		7,630.00
301-130000					ACCOUNTS PAYABLE	7,630.00	
301-213000					FUND TOTAL	7,630.00	7,630.00
401 WATER OPERATING FUND	2024	2	47	02/14/2024	DUE TO/FROM CLEARING		80,176.30
401-130000					ACCOUNTS PAYABLE	80,176.30	
401-213000					FUND TOTAL	80,176.30	80,176.30
402 SEWER OPERATING FUND	2024	2	47	02/14/2024	DUE TO/FROM CLEARING		209,914.04
402-130000					ACCOUNTS PAYABLE	209,914.04	
402-213000					FUND TOTAL	209,914.04	209,914.04
403 STORM & SURFACE WATER FUND	2024	2	47	02/14/2024			

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	403-130000					DUE TO/FROM CLEARING		91,300.17
	403-213000					ACCOUNTS PAYABLE	91,300.17	
						FUND TOTAL	91,300.17	91,300.17
407	BUILDING & DEVELOPMENT FUND	2024	2	47	02/14/2024			
	407-130000					DUE TO/FROM CLEARING		344.95
	407-213000					ACCOUNTS PAYABLE	344.95	
						FUND TOTAL	344.95	344.95
631	CLEARING FUND	2024	2	47	02/14/2024			
	631-130000					DUE TO/FROM CLEARING	1,233,606.12	
	631-213000					ACCOUNTS PAYABLE	16,050.27	
	635-111100					CASH		1,249,656.39
						FUND TOTAL	1,249,656.39	1,249,656.39
650	AGENCY FUND	2024	2	47	02/14/2024			
	650-130000					DUE TO/FROM CLEARING		1,691.50
	650-213000					ACCOUNTS PAYABLE	1,691.50	
						FUND TOTAL	1,691.50	1,691.50

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		802,121.03
101	STREET FUND		7,989.87
104	CIVIC IMPROVEMENT FUND		11,731.89
108	AFFORDABLE HOUSING FUND		1,446.91
171	TRANSP BEN FUND		19,259.46
301	CAPITAL CONSTRUCTION FUND		7,630.00
401	WATER OPERATING FUND		80,176.30
402	SEWER OPERATING FUND		209,914.04
403	STORM & SURFACE WATER FUND		91,300.17
407	BUILDING & DEVELOPMENT FUND		344.95
631	CLEARING FUND	1,233,606.12	
650	AGENCY FUND		1,691.50
TOTAL		1,233,606.12	1,233,606.12

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

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A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
361058	01/24/2024	PRTD	10437 AVERY, JOSH	268901	07/17/2024	01/17/2024		M011824	233.00
			Invoice: 07/17/2024	233.00	73111290 443410	PW/CDL PERSONAL REIMBURSEMENT EXPENSE O&M-STREET-MAINT O/H-TRAINING			
						CHECK	361058	TOTAL:	233.00
361059	01/24/2024	PRTD	551 CENTURLINK	268769	0225JAN24	01/02/2024		M011824	145.33
			Invoice: 0225JAN24	145.33	91011897 542100	O&M FIRE ALARM MONIT GG-C/E-O&M YARD FAC-PHONE			
			Invoice: 0456JAN24	268770	0456JAN24	01/02/2024		M011824	84.99
				84.99	91421891 542100	VILLAGE SEWER PUMP GG-SWR-FAC-PHONE			
			Invoice: 0754JAN24	268771	0754JAN24	01/02/2024		M011824	65.94
				65.94	91411891 542100	FLETCHER BAY WELL TELEM GG-WTR-FAC-PHONE			
			Invoice: 1745JAN24	268772	1745JAN24	01/02/2024		M011824	69.10
				69.10	91011189 542100	CH ELEVATOR SVC LINE GG-C/E-CITY HALL-PHONE			
			Invoice: 3736JAN24	268773	3736JAN24	01/02/2024		M011824	145.33
				145.33	91011189 542100	CH FIRE ALARM MONIT GG-C/E-CITY HALL-PHONE			
			Invoice: 5211JAN24	268774	5211JAN24	01/02/2024		M011824	239.60
				239.60	91011215 542100	POL PHONE SERVICES GG-C/E-PD-PHONE			
			Invoice: 8731JAN24	268775	8731JAN24	01/02/2024		M011824	74.84
				74.84	91011755 542100	COMMONS FIRE ALARM MONIT GG-C/E-COMMONS-PHONE			
			Invoice: 8834JAN24	268776	8834JAN24	01/04/2024		M011824	84.99
				84.99	91411891 542100	259 FERNCLIFF PRV TELEM GG-WTR-FAC-PHONE			
			Invoice: 9136JAN24	268777	9136JAN24	01/02/2024		M011824	183.52
				183.52	91011189 542100	CH SECURITY ALARM MONIT GG-C/E-CITY HALL-PHONE			
			Invoice: 9791JAN24	268778	9791JAN24	01/02/2024		M011824	138.05
				138.05	91011215 542100	POL TI MANDUS GG-C/E-PD-PHONE			
			Invoice: 9840JAN24	268779	9840JAN24	01/02/2024		M011824	65.94
				65.94	91411891 542100	HEAD OF BAY WELL TELEM GG-WTR-FAC-PHONE			
				268780	9858JAN24	01/02/2024		M011824	50.35

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 9858	JAN24			50.35	91411891 542100				
						SANDS AVE WELL TELEM GG-WTR-FAC-PHONE			
Invoice: 9869	JAN24			268781	9869JAN24	01/02/2024		M011824	84.99
						ROCKAWAY BEACH PRV TELEMETRY GG-WTR ROCKAWAY-PHONES			
						CHECK	361059	TOTAL:	1,432.97
361060	01/24/2024	PRTD	634 CITY OF BAINBRIDGE I	268853	PLN52529-2	01/12/2024		M011824	7,531.00
Invoice: PLN52529-2						ENG/SITE PLAN REVIEW WINSLOW WATER TANK REPLACEMEN NEW WATER TANKS-PERMITS			
						7,531.00	72413434	64980000988	
Invoice: PLN52178				268860	PLN52178	11/08/2023		M011824	17,530.00
						EX/AFFORDABLE HOUSING PERMIT PLN52178 HRB/ERICKSEN CHIP PROGRAM-PRMT			
						17,530.00	31108517	54986001299	
						CHECK	361060	TOTAL:	25,061.00
361061	01/24/2024	PRTD	10197 THE TRAVELERS INDEMN	268785	5150K9135-2024	01/12/2024		M011824	27,768.00
Invoice: 5150K9135-2024						POL/BOAT INS: OCEAN HULL, EX LIABILITY MARINE - INSURANCE			
						27,768.00	91025129	546000	
						CHECK	361061	TOTAL:	27,768.00
361062	01/24/2024	PRTD	1485 VERIZON WIRELESS	268782	9953196488	01/01/2024		M011824	6,031.88
Invoice: 9953196488						CITY WIDE WIRELESS SERVICES GG-WWTP-TELEPHONE/FAX GG-SWR-FAC-PHONE GG-WTR-FAC-PHONE GG-WTR ROCKAWAY-PHONES O&M-WTR MAINT-PHONE/POSTAGE GG-C/E-CITY HALL-PHONE			
						51.43	91425358	542100	
						154.29	91421891	542100	
						51.43	91411891	542100	
						51.43	91415345	542100	
						120.03	73411345	542100	
						5,603.27	91011189	542100	
						CHECK	361062	TOTAL:	6,031.88
361063	01/24/2024	PRTD	176 WA ST DEPT OF LABOR	268784	01/12/2024	01/12/2024		M011824	33.58
Invoice: 01/12/2024						2023 4TH QTR L&I VOLUNTEER HOURS GG-C/E-WORKERS COMP SVC-ADMIN WATER QUAL FLOW MONIT-BEN EX-GF-EMERG PREP-BEN PD-HARBORMASTER-BENEFITS			
						-.06	91011176	520000	
						5.78	72637319	52000000809	
						16.89	31011256	520000	
						10.97	55011757	520000	
						CHECK	361063	TOTAL:	33.58

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL *** 60,560.43

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	6	60,560.43

*** GRAND TOTAL *** 60,560.43

A/P CASH DISBURSEMENTS JOURNAL

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
2024	1	284											
APP	101-213000				01/24/2024	M011824	012424			STREETS - ACCOUNTS PAYABLE		233.00	
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				01/24/2024	M011824	012424			CASH			60,560.43
										AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000				01/24/2024	M011824	012424			GENERAL - ACCOUNTS PAYABLE		34,394.84	
										AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000				01/24/2024	M011824	012424			ACCOUNTS PAYABLE		290.71	
										AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000				01/24/2024	M011824	012424			ACCOUNTS PAYABLE		8,106.10	
										AP CASH DISBURSEMENTS JOURNAL			
APP	108-213000				01/24/2024	M011824	012424			AFFORD HSG - ACCOUNTS PAYABLE		17,530.00	
										AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000				01/24/2024	M011824	012424			ACCOUNTS PAYABLE		5.78	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		60,560.43	60,560.43
APP	631-130000				01/24/2024	M011824	012424			DUE TO/FROM CLEARING		60,554.65	
APP	101-130000				01/24/2024	M011824	012424			STREETS - DUE TO/FROM CLEARING			233.00
APP	001-130000				01/24/2024	M011824	012424			GENERAL - DUE TO/FROM CLEARING			34,394.84
APP	402-130000				01/24/2024	M011824	012424			DUE TO/FROM CLEARING			290.71
APP	401-130000				01/24/2024	M011824	012424			DUE TO/FROM CLEARING			8,106.10
APP	108-130000				01/24/2024	M011824	012424			AFFORD HSG DUE TO/FROM CLEAR'G			17,530.00
										SYSTEM GENERATED ENTRIES TOTAL		60,554.65	60,554.65
										JOURNAL 2024/01/284 TOTAL		121,115.08	121,115.08

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 1	284	01/24/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	34,394.84	34,394.84
				FUND TOTAL	34,394.84	34,394.84
101 STREET FUND 101-130000 101-213000	2024 1	284	01/24/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	233.00	233.00
				FUND TOTAL	233.00	233.00
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2024 1	284	01/24/2024	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	17,530.00	17,530.00
				FUND TOTAL	17,530.00	17,530.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 1	284	01/24/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	8,106.10	8,106.10
				FUND TOTAL	8,106.10	8,106.10
402 SEWER OPERATING FUND 402-130000 402-213000	2024 1	284	01/24/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	290.71	290.71
				FUND TOTAL	290.71	290.71
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 1	284	01/24/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	60,554.65 5.78	60,560.43
				FUND TOTAL	60,560.43	60,560.43

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		34,394.84
101	STREET FUND		233.00
108	AFFORDABLE HOUSING FUND		17,530.00
401	WATER OPERATING FUND		8,106.10
402	SEWER OPERATING FUND		290.71
631	CLEARING FUND		
		60,554.65	
TOTAL		60,554.65	60,554.65

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

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A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
361064	01/25/2024	PRTD	551 CENTURYLINK	268887	4953JAN24	01/07/2024		M012524	84.99
	Invoice: 4953JAN24			84.99	91421891 542100	210 MADISON AVE SLS TELEM GG-SWR-FAC-PHONE			
	Invoice: 4981JAN24			268888	4981JAN24	01/07/2024		M012524	88.20
				53.90	91011215 542100	POLICE-COURT DEDICATED PHONE LINES GG-C/E-PD-PHONE			
				34.30	91011251 542100	GG-GF-COURT PHONE/POSTAGE			
	Invoice: 5127JAN24			268889	5127JAN24	01/07/2024		M012524	314.55
				192.23	91011215 542100	8804 MADISON AVE GG-C/E-PD-PHONE			
				122.32	91011251 542100	GG-GF-COURT PHONE/POSTAGE			
	Invoice: 5996JAN24			268890	5996JAN24	01/07/2024		M012524	121.18
				121.18	91011757 542100	E-PHONE @ WFP DOCK GG-GF-WFP DOCK-PHONE			
							CHECK	361064 TOTAL:	608.92
361065	01/25/2024	PRTD	4740 KITSAP COUNTY PUBLIC	268900	CINV-2024-00128	12/31/2023		M012524	300.78
	Invoice: CINV-2024-00128			300.78	72431832 54110000872	ENG/2023-2025 KITSAP COUNTY AND WS H2O/SSWM GROUP-PROF SVCS			
							CHECK	361065 TOTAL:	300.78
361066	01/25/2024	PRTD	1205 PUGET SOUND ENERGY	268896	1716DEC23	01/09/2024		M012524	18.60
	Invoice: 1716DEC23			18.60	91415345 547100	ROCKAWAY INTERITE PRV GG-ROCKAWAY BCH-UTILITIES			
	Invoice: 2505DEC23			268897	2505DEC23	01/08/2024		M012524	10.86
				10.86	91011739 547100	278 WINSLOW WAY E KIOSK COMM EVENTS-ELECTRICITY			
	Invoice: 8206DEC23			268898	8206DEC23	01/08/2024		M012524	13.70
				13.70	91411345 547100	515 FERNCLIFF AVE PRV GG-WTR-ELECTRIC			
							CHECK	361066 TOTAL:	43.16
361067	01/25/2024	PRTD	2467 STAPLES	268899	8072764956	12/30/2023		M012524	235.70
	Invoice: 8072764956			235.70	72011321 531100	ENG/PENS, BATTERIES, NOTEBOOKS, PAPER ENG - C/E ADMIN SUPPLIES			
							CHECK	361067 TOTAL:	235.70

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
361068	01/25/2024	PRTD	1485 VERIZON WIRELESS	268964	9953196489	01/01/2024		M012524	78.75
	Invoice: 9953196489								
								ENG/MODEMS FOR AUTOMATED FLOW STATIONS	
								39.38 72011319 54210000809 WATER QUAL FLOW MONIT-MODEM	
								7.88 72411342 54210000809 WATER QUAL FLOW MONIT-MODEM	
								31.49 72431832 54210000809 WATER QUAL FLOW MONIT-MODEM	
								CHECK 361068 TOTAL:	78.75
								NUMBER OF CHECKS 5	*** CASH ACCOUNT TOTAL *** 1,267.31
								TOTAL PRINTED CHECKS	
								COUNT	AMOUNT
								5	1,267.31
								*** GRAND TOTAL ***	1,267.31

A/P CASH DISBURSEMENTS JOURNAL

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
2024	1	308	APP	402-213000	01/25/2024	M012524	012524			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			84.99	
			APP	635-111100	01/25/2024	M012524	012524			CASH AP CASH DISBURSEMENTS JOURNAL				1,267.31
			APP	001-213000	01/25/2024	M012524	012524			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			809.87	
			APP	403-213000	01/25/2024	M012524	012524			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			332.27	
			APP	401-213000	01/25/2024	M012524	012524			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			40.18	
												1,267.31	1,267.31	
			APP	631-130000	01/25/2024	M012524	012524			DUE TO/FROM CLEARING			1,267.31	
			APP	402-130000	01/25/2024	M012524	012524			DUE TO/FROM CLEARING				84.99
			APP	001-130000	01/25/2024	M012524	012524			GENERAL - DUE TO/FROM CLEARING				809.87
			APP	403-130000	01/25/2024	M012524	012524			DUE TO/FROM CLEARING				332.27
			APP	401-130000	01/25/2024	M012524	012524			DUE TO/FROM CLEARING				40.18
												1,267.31	1,267.31	
SYSTEM GENERATED ENTRIES TOTAL												1,267.31	1,267.31	
JOURNAL 2024/01/308 TOTAL												2,534.62	2,534.62	

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 1	308	01/25/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	809.87	809.87
				FUND TOTAL	809.87	809.87
401 WATER OPERATING FUND 401-130000 401-213000	2024 1	308	01/25/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	40.18	40.18
				FUND TOTAL	40.18	40.18
402 SEWER OPERATING FUND 402-130000 402-213000	2024 1	308	01/25/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	84.99	84.99
				FUND TOTAL	84.99	84.99
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 1	308	01/25/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	332.27	332.27
				FUND TOTAL	332.27	332.27
631 CLEARING FUND 631-130000 635-111100	2024 1	308	01/25/2024	DUE TO/FROM CLEARING CASH	1,267.31	1,267.31
				FUND TOTAL	1,267.31	1,267.31

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FR
001 GENERAL FUND		809.87
401 WATER OPERATING FUND		40.18
402 SEWER OPERATING FUND		84.99
403 STORM & SURFACE WATER FUND		332.27
631 CLEARING FUND		
	1,267.31	
	TOTAL	1,267.31

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

A/P CASH DISBURSEMENTS JOURNAL

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
2024	1	406											
APP	001-213000				01/31/2024	M020124	013124			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,227.59	
APP	635-111100				01/31/2024	M020124	013124			CASH AP CASH DISBURSEMENTS JOURNAL			7,096.37
APP	401-213000				01/31/2024	M020124	013124			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,288.42	
APP	402-213000				01/31/2024	M020124	013124			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,580.36	
GENERAL LEDGER TOTAL												7,096.37	7,096.37
APP	631-130000				01/31/2024	M020124	013124			DUE TO/FROM CLEARING		7,096.37	
APP	001-130000				01/31/2024	M020124	013124			GENERAL - DUE TO/FROM CLEARING			4,227.59
APP	401-130000				01/31/2024	M020124	013124			DUE TO/FROM CLEARING			1,288.42
APP	402-130000				01/31/2024	M020124	013124			DUE TO/FROM CLEARING			1,580.36
SYSTEM GENERATED ENTRIES TOTAL												7,096.37	7,096.37
JOURNAL 2024/01/406 TOTAL												14,192.74	14,192.74

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024	1	406	01/31/2024	GENERAL - DUE TO/FROM CLEARING		4,227.59
001-130000					GENERAL - ACCOUNTS PAYABLE	4,227.59	
001-213000					FUND TOTAL	4,227.59	4,227.59
401 WATER OPERATING FUND	2024	1	406	01/31/2024	DUE TO/FROM CLEARING		1,288.42
401-130000					ACCOUNTS PAYABLE	1,288.42	
401-213000					FUND TOTAL	1,288.42	1,288.42
402 SEWER OPERATING FUND	2024	1	406	01/31/2024	DUE TO/FROM CLEARING		1,580.36
402-130000					ACCOUNTS PAYABLE	1,580.36	
402-213000					FUND TOTAL	1,580.36	1,580.36
631 CLEARING FUND	2024	1	406	01/31/2024	DUE TO/FROM CLEARING	7,096.37	
631-130000					CASH		7,096.37
635-111100					FUND TOTAL	7,096.37	7,096.37

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		4,227.59
401	WATER OPERATING FUND		1,288.42
402	SEWER OPERATING FUND		1,580.36
631	CLEARING FUND		
	TOTAL	7,096.37	7,096.37

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

CITY OF BAINBRIDGE ISLAND



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A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
361071	02/14/2024	PRTD	1030 SUNBELT RENTALS	268934	148918180-0001	01/04/2024		02/11/24	102.06
			Invoice: 148918180-0001						
				56.83	73011942 64500000724	PD/COURT BLDG-RENTALS			
				45.23	73111423 545000	RENTS & LEASES - OPERATING			
			Invoice: 149110807-0001	269284	149110807-0001	01/11/2024		02/11/24	1,132.46
				1,132.46	73431835 545000	PW/BOBCAT TRACK SKIDSTEER RENTAL			
						RENTS & LEASES - OPERATING			
			Invoice: 145625551-0005	269286	145625551-0005	01/18/2024	20230034	02/11/24	4,314.97
				4,314.97	73421355 54500001293	PW/GENERATOR RENTAL HWY 305 SLS			
						305 TEMP GEN-RENTAL			
						CHECK		361071 TOTAL:	5,549.49
361072	02/14/2024	PRTD	9955 AGATE ASPHALT	269244	BLD27766	02/05/2024		02/11/24	1,500.00
			Invoice: BLD27766	1,500.00	47047 345810	PERMIT BLD27766 REFUND FEES			
						ZONING & SUBDIVISION FE			
						CHECK		361072 TOTAL:	1,500.00
361073	02/14/2024	PRTD	5126 ALLIED BODY WORKS IN	268922	71271	01/11/2024		02/11/24	2,795.52
			Invoice: 71271	2,795.52	73411345 531100	PW/2 SECTION VALVEBANK			
						OFFICE SUPPLIES			
						CHECK		361073 TOTAL:	2,795.52
361074	02/14/2024	PRTD	6346 ALPHAGRAPHICS	268967	426723	01/16/2024		02/11/24	147.38
			Invoice: 426723	147.38	31011256 542450	EX/WA EMERGENCY BOOKLET 2024			
						EX-GF-EMERG PREP-COMM OUTREACH			
						CHECK		361074 TOTAL:	147.38
361075	02/14/2024	PRTD	762 ASSOCIATION OF WASHI	269114	123496	01/29/2024		02/11/24	34,210.00
			Invoice: 123496	34,210.00	81011882 548500	IT/ANNUAL GIS CONSORTIUM MEMBERSHIP TIER 4			
						IT-GIS-SOFTWARE MAINT			
						CHECK		361075 TOTAL:	34,210.00
361076	02/14/2024	PRTD	47 BAINBRIDGE DISPOSAL	269328	BBD INV20376	02/02/2024		02/11/24	966.98
			Invoice: BBD INV20376	161.62	91011215 547900	CITYWIDE DISPOSAL SERVICES			
				455.45	91011768 547900	GG-C/E-PD-GARBAGE			
				126.36	91425358 547900	GG-C/E-PARKS-GARBAGE			
				203.39	91011897 547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)			
				20.16	91111427 547900	GG-C/E-O&M YARD FAC-GARBAGE			
						GG-STREET-ROADSIDE-GARBAGE			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: BBD	INV20388			269329	BBD INV20388	02/02/2024		02/11/24	383.48
				383.48	91011189 547900	CITY HALL DISPOSAL SERVICES JAN24 GG-C/E-CITY HALL-GARBAGE			
Invoice: BBD	INV20459			269330	BBD INV20459	02/02/2024		02/11/24	171.81
				171.81	91011755 547900	SENIOR CENTER-COMMONS DISPOSAL SVCS GG-C/E-COMMONS-GARBAGE			
Invoice: BBD	INV20467			269331	BBD INV20467	02/02/2024		02/11/24	344.40
				344.40	91011189 547903	BIG BELLY DISP SERVICES JAN24 BIG BELLY SOLAR GARBAGE CANS			
Invoice: BBD	INV20744			269335	BBD INV20744	02/02/2024		02/11/24	132.50
				80.97	91011215 547900	DISPOSAL SERVICES TSJC GG-C/E-PD-GARBAGE			
				51.53	91011251 547900	GG-GF-COURT-GARBAGE			
								CHECK 361076 TOTAL:	1,999.17
361077	02/14/2024	PRTD	57 BAY HAY & FEED	269016	1912920	01/18/2024		02/11/24	12.93
	Invoice: 1912920			12.93	73011897 531100	PW/PROPANE BULK 3.2 GALLONS O&M-C/E-PWY FAC-SUPPLIES			
								CHECK 361077 TOTAL:	12.93
361078	02/14/2024	PRTD	10048 BROWN, IZAYA	269249	02/05/2024	02/05/2024		02/11/24	100.00
	Invoice: 02/05/2024			100.00	31011721 54110001064	EX/MLK DAY EVENT EMCEE REAC-PROFESSIONAL SERVICES			
								CHECK 361078 TOTAL:	100.00
361079	02/14/2024	PRTD	8253 CHS POULSBO	269250	51148H	01/29/2024		02/11/24	16.38
	Invoice: 51148H			16.38	73111427 531100	PW/INSULATOR CAP YEL 10PK T-POST OFFICE SUPPLIES			
Invoice: 51172H				269251	51172H	02/01/2024		02/11/24	1,220.03
				1,220.03	73411345 531100	PW/SALT BAG EX COARSE 50# X98 OFFICE SUPPLIES			
								CHECK 361079 TOTAL:	1,236.41
361080	02/14/2024	PRTD	102 CITY OF BAINBRIDGE I	269343	RETREQ2-FINAL-1042	02/01/2024	20230089	02/11/24	4,423.50
	Invoice: RETREQ2-FINAL-1042			4,423.50	73426355 54810001042	NEW RETAINAGE PO TO REPLACE 20230022 GRINDER PUMP REPL-R&M			
								CHECK 361080 TOTAL:	4,423.50

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
						CHECK	361087	TOTAL:	3,309.97
361088	02/14/2024	PRTD	1625 EMP INDUSTRIES, INC	269258	17863	01/22/2024		02/11/24	163.86
Invoice: 17863						PW/0.80 GALLON SILICONE AK350			
						163.86 73108517 53110000552		LIVE-A-BOARDS/MOORAGE-SUPPLIES	
						CHECK	361088	TOTAL:	163.86
361089	02/14/2024	PRTD	4174 ENVIRO-CLEAN EQUIPME	268950	24-62055	01/12/2024		02/11/24	2,470.45
Invoice: 24-62055						PW/BEARING HOUSING FOR GUIDE WHEEL/CASTOR WHEEL			
						2,470.45 73637945 531100		O&M ALLOC-SWEEPER-SUPPLIES	
						CHECK	361089	TOTAL:	2,470.45
361090	02/14/2024	PRTD	7451 GOOD TO GO!	269260	88612140	01/13/2024		02/11/24	5.00
Invoice: 88612140						PW/LATE FEE LAKEWOOD EQUIPMENT UPFIT			
						5.00 73501448 66400001263		PCD 2 NEW ELECTRIC VEH-EQUIP	
						CHECK	361090	TOTAL:	5.00
361091	02/14/2024	PRTD	10425 GOODSTEIN LAW GROUP	268953	01/03/2024	01/03/2024		02/11/24	216.00
Invoice: 01/03/2024						HEX/BAKER HILL 7 PLN52091 PUBLIC HEARING			
						216.00 34470586 54111001309		HEX-BAKER HILL 7-PLN52091 SUB	
Invoice: 01/03/2024-2						268954 01/03/2024-2		01/03/2024	9,828.00
						9,828.00 34470586 54111001308		HEX/LATCHAGUA-IRVINE PLN52309	
								HEX-LATCHAGUA-IRVINE PLN52309	
						CHECK	361091	TOTAL:	10,044.00
361092	02/14/2024	PRTD	6711 HASELWOOD BUICK PONT	269263	25017075	02/01/2024		02/11/24	429.72
Invoice: 25017075						PW/N-LAMP			
						429.72 73011581 531100		O&M-C/E-PCD VEH WORK-SUPPLIES	
						CHECK	361092	TOTAL:	429.72
361093	02/14/2024	PRTD	4850 HOME DEPOT CREDIT SE	269267	784982738	01/17/2024		02/11/24	260.77
Invoice: 784982738						PW/FOLD RECYCLED TOILET SEAT COVER X6			
						260.77 73011831 53110000724		PD/COURT BLDG NON-CAP-SUPPLIES	
						CHECK	361093	TOTAL:	260.77
361094	02/14/2024	PRTD	4850 HOME DEPOT CREDIT SE	269022	2524529	01/05/2024		02/11/24	108.96
Invoice: 2524529						PW/EVERBILT FOAM PI, POLY TUBE, WIRE LIGHT DUTY			
						108.96 73011183 531100		O&M-C/E-CH FAC-SUPPLIES	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 7025063				269023	7025063	01/10/2024		02/11/24	373.86
				373.86	73011768 531100	PW/HOMER BUCKETS, MAGNETIC I-BEAM LEVEL O&M-C/E-PARKS-SUPPLIES			
Invoice: 8012882				269024	8012882	01/09/2024		02/11/24	425.72
				425.72	73111256 53110001054	PW/BLUE MONSTER THREAD COMPOUND, CVR FLAT VERT GRY STORM PREP-STRT-SUPPLIES			
Invoice: 9375076				269264	9375076	01/18/2024		02/11/24	1,935.98
				1,935.98	73431835 531100	PW/IMPACT BIT SET, M18 FUEL 18V LITHIUM-ION BRUSHL OFFICE SUPPLIES			
Invoice: 9525956				269265	9525956	01/18/2024		02/11/24	328.64
				328.64	73637892 531100	PW/RUBBER HOSE WASHERS, HOSE REEL, RUBBER HOSE O&M-ALLOC-WTR-CONSUMABLES			
								CHECK 361094 TOTAL:	3,173.16
361095	02/14/2024	PRTD	10448 HYE, TIFFANY	269269	02/05/2024	02/05/2024		02/11/24	200.00
	Invoice: 02/05/2024			200.00	31011721 54110001064	EX/MLK DAY EVENT ORGANIZER, ADMINISTRATIVE DUTIES REAC-PROFESSIONAL SERVICES			
								CHECK 361095 TOTAL:	200.00
361096	02/14/2024	PRTD	5481 LOGIN/IACP NET	269167	0316023	12/20/2023		02/11/24	190.00
	Invoice: 0316023			190.00	51011211 549100	POL/ANNUAL DUES/WEISS PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
								CHECK 361096 TOTAL:	190.00
361097	02/14/2024	PRTD	2228 IBS INCORPORATED	269025	22078974	01/18/2024		02/11/24	484.74
	Invoice: 22078974			484.74	73637945 531100	PW/MTX-48/H6 X2 O&M ALLOC-SWEEPER-SUPPLIES			
Invoice: 22079159				269270	22079159	02/01/2024		02/11/24	885.38
				337.96	73111256 53110001054	PW/BATTERIES STORM PREP-STRT-SUPPLIES			
				161.56	73011321 531100	O&M-C/E-ENG VEH WORK-SUPPLIES			
				242.37	73011321 531100	O&M-C/E-ENG VEH WORK-SUPPLIES			
				143.49	73011321 531100	O&M-C/E-ENG VEH WORK-SUPPLIES			
								CHECK 361097 TOTAL:	1,370.12
361098	02/14/2024	PRTD	3114 JOHNSON CONTROLS FIR	269052	51329747	10/27/2023		02/11/24	3,890.64
	Invoice: 51329747			3,890.64	73011755 54810001081	PW/ALARM REPAIR AT COMMONS FIRE SPRINK/ALARM RPR-COMMONS			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
								CHECK 361098 TOTAL:	3,890.64
361099	02/14/2024	PRTD	10203 KITSAP BLACK STUDENT	269275	02/05/2024	02/05/2024		02/11/24	100.00
			Invoice: 02/05/2024					EX/MLK DAY EVENT WORKSHOP PRESENTER	
				100.00	31011721	54110001064		REAC-PROFESSIONAL SERVICES	
								CHECK 361099 TOTAL:	100.00
361100	02/14/2024	PRTD	318 KC ALCOHOLISM SPECIA	269346	02012024	02/01/2024		02/11/24	1,935.57
			Invoice: 02012024					Q4 2023 SLCOHOLISM SERVICES	
				1,935.57	91011660	553000		EXEC - C/E DETOX	
								CHECK 361100 TOTAL:	1,935.57
361101	02/14/2024	PRTD	338 KITSAP COUNTY SHERIF	269189	24000093	01/05/2024		02/11/24	2,805.21
			Invoice: 24000093					POL/PRISONER BOARD/DEC	
				2,805.21	51011236	551000		POLICE - C/E PRISONER DETENT'N	
								CHECK 361101 TOTAL:	2,805.21
361102	02/14/2024	PRTD	1010 PAUL L KING	269026	67000	01/16/2024		02/11/24	409.50
			Invoice: 67000					PW/SERVICE CALL COMMISSION JACK, KEY COPY	
				409.50	73011831	54110000724		PD/COURT BLDG NON-CAP-PROF SVC	
								CHECK 361102 TOTAL:	409.50
361103	02/14/2024	PRTD	694 KITSAP PUD #1	269190	034035-000 NOV23-JAN	01/15/2024		02/11/24	51.96
			Invoice: 034035-000 NOV23-JAN					WATER/LOT1 BELFAIR AVE	
				51.96	91011768	547500		GG-C/E-PARKS-WTR/SWR	
								CHECK 361103 TOTAL:	51.96
361104	02/14/2024	PRTD	10452 LAWRENCE, CHRISTINA	269276	02/05/2024	02/05/2024		02/11/24	100.00
			Invoice: 02/05/2024					EX/MLK DAY EVENT PERFORMER	
				100.00	31011721	54110001064		REAC-PROFESSIONAL SERVICES	
								CHECK 361104 TOTAL:	100.00
361105	02/14/2024	PRTD	10442 MARKS, BRIAN	269027	BLD23590	01/24/2024		02/11/24	131,500.00
			Invoice: BLD23590					PERMIT BLD23590 R-SFR REFUND FEES	
				131,500.00	62338	386000		SURETY DEPOSITS CUS	
								CHECK 361105 TOTAL:	131,500.00

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
361106	02/14/2024	PRTD	2132 MCKINSTRY CO LLC	268984	10229707	11/07/2023		02/11/24	2,476.11
			Invoice: 10229707						
				2,476.11	73011897 54810000707	PW/REPAIR TO OIL BOILER PW YARD PWY HVAC-REPAIRS			
			Invoice: 10236132	268987	10236132	01/08/2024	20230032	02/11/24	8,696.00
				2,144.00	73011183 54110001081	PW/ANNUAL/5 YEAR FIRE SPRINKLR TES FIRE SPRINK/ALARM TEST-CH			
				335.00	73011215 54110001081	FIRE SPRINK/ALARM TEST-OLD PD			
				1,011.00	73011755 54110001081	FIRE SPRINK/ALARM TEST-COMMONS			
				2,506.00	73011831 54110001081	FIRE SPRINK/ALARM TEST-NEW PD			
				2,700.00	73011897 54110001081	FIRE SPRINK/ALARM TEST-PWY			
			Invoice: 10236135	268988	10236135	01/08/2024	20230032	02/11/24	7,273.00
				1,880.00	73011183 54110001081	PW/ANNUAL/5 YEAR FIRE SPRINKLR TES FIRE SPRINK/ALARM TEST-CH			
				3,543.00	73011897 54110001081	FIRE SPRINK/ALARM TEST-PWY			
				1,850.00	73011755 54110001081	FIRE SPRINK/ALARM TEST-COMMONS			
				.00	73011755 54110001081	FIRE SPRINK/ALARM TEST-COMMONS			
				.00	73011897 54110001081	FIRE SPRINK/ALARM TEST-PWY			
			Invoice: 10236421	268989	10236421	01/10/2024		02/11/24	1,246.89
				1,246.89	73011897 54810001081	PW/DRY SYSTEM TRIPPED HIDDEN COVE RD FIRE SPRINK/ALARM REPAIR-PWY			
						CHECK	361106	TOTAL:	19,692.00
361107	02/14/2024	PRTD	6732 NAT'L ASSOC OF TOWN	269170	19678	01/07/2024		02/11/24	35.00
			Invoice: 19678						
				35.00	51011211 549100	POL/AGENCY MEMBERSHIP PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
						CHECK	361107	TOTAL:	35.00
361108	02/14/2024	PRTD	10449 POLK, DEREK	269277	02/05/2024	02/05/2024		02/11/24	100.00
			Invoice: 02/05/2024						
				100.00	31011721 54110001064	EX/MLK DAY EVENT PERFORMER REAC-PROFESSIONAL SERVICES			
						CHECK	361108	TOTAL:	100.00
361109	02/14/2024	PRTD	1864 PUGET SOUND CLEAN AI	268976	24-013	01/20/2024		02/11/24	31,018.00
			Invoice: 24-013						
				31,018.00	91011317 553000	2024 CLEAN AIR ASSESSMENT EXEC - C/E POLLUTION CONTROL			
						CHECK	361109	TOTAL:	31,018.00
361110	02/14/2024	PRTD	6541 PUGET SOUND ENERGY	269201	PLN52639	01/31/2024		02/11/24	1,500.00
			Invoice: PLN52639						
				1,500.00	47047 345810	PERMIT PLN52639 REFUND FEES ZONING & SUBDIVISION FE			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 361110 TOTAL:	1,500.00
361111	02/14/2024	PRTD	6541 PUGET SOUND ENERGY	269200	PLN52564	01/31/2024		02/11/24	750.00
			Invoice: PLN52564	750.00	47047 345810	PERMIT PLN52564 REFUND FESS ZONING & SUBDIVISION FE			
								CHECK 361111 TOTAL:	750.00
361112	02/14/2024	PRTD	10450 RUEB, DANIELLE	269278	02/05/2024	02/05/2024		02/11/24	100.00
			Invoice: 02/05/2024	100.00	31011721 54110001064	EX/MLK DAY EVENT SPEAKER REAC-PROFESSIONAL SERVICES			
								CHECK 361112 TOTAL:	100.00
361113	02/14/2024	PRTD	8035 SHINE QUARRY, LLC	269279	5235	01/31/2024		02/11/24	1,149.92
			Invoice: 5235	1,149.92	73111423 531100	PW/1 1/2" CLEAN 62.00 TONS OFFICE SUPPLIES			
								CHECK 361113 TOTAL:	1,149.92
361114	02/14/2024	PRTD	10196 SINNETT, ROBERT	269029	LIC FEE REBATE 2024	01/25/2024		02/11/24	10.00
			Invoice: LIC FEE REBATE 2024	10.00	17131 317600	TRANSP BENEFIT DIST REBATE TBF-VEHICLE FEES			
								CHECK 361114 TOTAL:	10.00
361115	02/14/2024	PRTD	601 SOUND REPROGRAPHICS	268977	102008	01/22/2024		02/11/24	32.35
			Invoice: 102008	32.35	11011116 549500	CC/PRINT DIAS NAME PLATE COUNCIL-C/E-COPIES/PRINTING			
				268998	102101	01/25/2024		02/11/24	385.61
			Invoice: 102101	385.61	41011141 531100	FIN/ENVELOPES FIN-GF-SUPPLIES			
								CHECK 361115 TOTAL:	417.96
361116	02/14/2024	PRTD	10440 SPEER, LOIS	269032	LIC FEE REBATE 2024	01/25/2024		02/11/24	10.00
			Invoice: LIC FEE REBATE 2024	10.00	17131 317600	TRANSP BENEFIT DIST REBATE TBF-VEHICLE FEES			
								CHECK 361116 TOTAL:	10.00

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
361117	02/14/2024	PRTD	2467 STAPLES	268959	8072764975	12/30/2023		02/11/24	165.01
			Invoice: 8072764975	110.00	73637891 531100	PW/STAPLER, PENCIL CUP, PENS, PAPER			
				55.01	73425358 531100	OFFICE SUPPLIES			
						O&M-WWTP-SUPPLIES			
			Invoice: 8072764943	268991	8072764943	12/30/2023		02/11/24	543.74
				105.95	31011131 531100	EX, FIN/CALENDARS, KLEENEX, PENS, BATTERIES			
				125.82	41011141 531100	EX-GF-SUPPLIES			
				14.68	41011141 531100	FIN-GF-SUPPLIES			
				11.76	31011131 531100	EX-GF-SUPPLIES			
				11.77	41011141 531100	FIN-GF-SUPPLIES			
				44.41	31011131 531100	EX-GF-SUPPLIES			
				44.41	41011141 531100	FIN-GF-SUPPLIES			
				22.97	31011131 531100	EX-GF-SUPPLIES			
				22.98	41011141 531100	FIN-GF-SUPPLIES			
				138.99	41011141 531100	FIN-GF-SUPPLIES			
						CHECK	361117	TOTAL:	708.75
361118	02/14/2024	PRTD	9358 STRUCTURED COMMUNICA	267551	0235343-CM	10/20/2023		02/11/24	-787.63
			Invoice: 0235343-CM	-787.63	81011881 548500	IT/CREDIT ON HARDWARE MAINTENANCE FEES			
						IT - C/E COMPUTER SUPPORT			
			Invoice: 0237589-IN	268933	0237589-IN	01/05/2024		02/11/24	8,785.58
				8,785.58	81011182 53550000724	IT/PROGRAMMING PHONE SWITCH TSJC			
						IT-POL/CRT NON-CAP COMP EQUIP			
			Invoice: 0237829-IN	269110	0237829-IN	01/15/2024		02/11/24	1,600.00
				1,600.00	81011182 53550000724	IT/PHONE SWITCH CONFIGURATION TSJC			
						IT-POL/CRT NON-CAP COMP EQUIP			
						CHECK	361118	TOTAL:	9,597.95
361119	02/14/2024	PRTD	10431 SUMMERS, DELIA	268978	BLD28054	01/24/2024		02/11/24	206.00
			Invoice: BLD28054	206.00	47148 322100	PERMIT BLD28054 REFUND FEES			
						BUILDINGS, STRUCT. & EQ			
						CHECK	361119	TOTAL:	206.00
361120	02/14/2024	PRTD	6059 SUSTAINABLE BAINBRID	269061	18	10/18/2023		02/11/24	4,880.00
			Invoice: 18	4,880.00	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR			
						EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK	361120	TOTAL:	4,880.00

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
361121	02/14/2024	PRTD	8243 TILZ	269034	102-18856	01/24/2024		02/11/24	60.00
			Invoice: 102-18856	60.00	91011897 547900	YARD WASTE GG-C/E-O&M YARD FAC-GARBAGE			
						CHECK	361121	TOTAL:	60.00
361122	02/14/2024	PRTD	9167 TRAFFIC LOGIX CORPOR	269325	SIN23416	01/09/2024		02/11/24	2,165.44
			Invoice: SIN23416	2,165.44	73111264 531100	PW/SPEED HUMPS, SPEED HUMP LAGBOLTS O&M-STREET-TRAF CONTROL-SUPPLY			
						CHECK	361122	TOTAL:	2,165.44
361123	02/14/2024	PRTD	6088 ULINE SHIPPING SUPPL	269198	172465461	12/22/2023		02/11/24	315.45
			Invoice: 172465461	315.45	51011191 531100	POL/EVIDENCE LABELS PD-C/E-PROP RM-SUPPLIES			
						CHECK	361123	TOTAL:	315.45
361124	02/14/2024	PRTD	10451 VANDIVER, DEANNA	269289	02/05/2024	02/05/2024		02/11/24	100.00
			Invoice: 02/05/2024	100.00	31011721 54110001064	EX/MLK DAY EVENT WORKSHOP PRESENTER REAC-PROFESSIONAL SERVICES			
						CHECK	361124	TOTAL:	100.00
361125	02/14/2024	PRTD	10446 VARGAS, TOMACHE	269290	02/05/2024	02/05/2024		02/11/24	100.00
			Invoice: 02/05/2024	100.00	31011721 54110001064	EX/MLK DAY EVENT COORDINATOR & AV SUPPORT REAC-PROFESSIONAL SERVICES			
						CHECK	361125	TOTAL:	100.00
361126	02/14/2024	PRTD	203 WA ST EMPLOYMENT SEC	269199	2023 Q4	12/31/2023		02/11/24	5,281.76
			Invoice: 2023 Q4	2,477.14	91011177 520000	UI BENEFIT CHARGES 2023 Q4 GG-C/E-UNEMPLOYMENT PAYMENTS			
				570.43	91111177 520000	GG-STREET-UNEMPL PAYMENTS			
				459.51	91411177 520000	GG-WTR-UNEMPLOYMENT PAYMENTS			
				470.08	91421177 520000	GG-SWR-UNEMPLOYMENT PAYMENTS			
				470.08	91431177 520000	GG-SSWM-UNEMPLOYMENT PAYMENTS			
				496.49	91470177 520000	GG-DEV-UNEMPLOYMENT PAYMENTS			
				338.03	91471177 520000	GG-BLDG-UNEMPLOYMENT PAYMENTS			
						CHECK	361126	TOTAL:	5,281.76
361127	02/14/2024	PRTD	952 WASHINGTON STATE PAT	269334	I2404330	02/01/2024		02/11/24	113.75
			Invoice: I2404330	113.75	41654861 586100	FIN/BACKGROUND CHECKS CPL GUN PERMIT-FBI SHARE OUT			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
								CHECK 361127 TOTAL:	113.75
361128	02/14/2024	PRTD	5271 WASHINGTON WATER SER	269175	4815979187-JAN24	01/23/2024		02/11/24	171.62
			Invoice: 4815979187-JAN24	171.62	91435838 547500	DECANT FACILITY WATER GG-DECANT-WATER/SEWER			
								CHECK 361128 TOTAL:	171.62
361129	02/14/2024	PRTD	512 WABO - WASHINGTON AS	268992	45243	10/06/2023		02/11/24	2,532.45
			Invoice: 45243	2,532.45	62471591 549100	PCD/2021 IBC CODE, COMMENTARY VOLUMES BLDG - BLDG DUES/SUBSCRIPTIONS			
				268993	45286	10/23/2023		02/11/24	602.78
			Invoice: 45286	602.78	62471591 549100	PCD/2021 IBS CODE, COMMENTARY VOLUMES BLDG - BLDG DUES/SUBSCRIPTIONS			
								CHECK 361129 TOTAL:	3,135.23
361130	02/14/2024	PRTD	9919 WATER MANAGEMENT LAB	269062	217723	01/10/2024		02/11/24	1,712.00
			Invoice: 217723	1,712.00	73411345 541100	PW/ARSENIC, CADMIUM, MERCURY, NICKEL TESTING PROFESSIONAL SERVICES			
								CHECK 361130 TOTAL:	1,712.00
361131	02/14/2024	PRTD	1210 WATER PURVEYORS ASSO	269291	WP2402	01/26/2024		02/11/24	200.00
			Invoice: WP2402	200.00	73637892 549100	PW/2024 ANNUAL DUES O&M-ALLOC-WTR-DUES/SUBSCR			
								CHECK 361131 TOTAL:	200.00
361132	02/14/2024	PRTD	8390 WEST HILLS FORD MAZD	269292	75023885	01/30/2024		02/11/24	105.42
			Invoice: 75023885	105.42	53011212 531100	POL/BRACKET - FUEL TUB PD-C/E-PATROL SUPPLIES			
								CHECK 361132 TOTAL:	105.42
361133	02/14/2024	PRTD	10353 WESTERN FIRST AID &	269037	SEA1-001630	01/19/2024		02/11/24	220.75
			Invoice: SEA1-001630	220.75	73637891 531100	PW/WWTP FIRST AID RESTOCK OFFICE SUPPLIES			
								CHECK 361133 TOTAL:	220.75

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

										INVOICE DTL DESC		
361134	02/14/2024	PRTD	679	WASHINGTON ASSOCIATI	269176	8213		12/01/2023		02/11/24		25.00
	Invoice: 8213							POL/ANNUAL DUES/EISENHOD				
					25.00	51011120	549100	PD-CLERKS-DUES/MEMBERSHIPS				
								CHECK	361134	TOTAL:		25.00
361135	02/14/2024	PRTD	5128	WHITNEY EQUIPMENT CO	268981	PS-INV107068		12/29/2023	20230048	02/11/24		12,765.96
	Invoice: PS-INV107068				12,765.96	73425358	531100	PW/WWTP REPLACEMENT PUMP				
								O&M-WWTP-SUPPLIES				
					268982	PS-INV107338		01/12/2024	20230048	02/11/24		2,457.00
	Invoice: PS-INV107338				2,457.00	73425358	531100	PW/WWTP REPLACEMENT PUMP				
								O&M-WWTP-SUPPLIES				
								CHECK	361135	TOTAL:		15,222.96
								NUMBER OF CHECKS	65	*** CASH ACCOUNT TOTAL ***		324,294.29
								TOTAL PRINTED CHECKS	COUNT	AMOUNT		
									65	324,294.29		
										*** GRAND TOTAL ***		324,294.29

A/P CASH DISBURSEMENTS JOURNAL

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
2024	2	46	APP	001-213000	02/14/2024	02/11/24	020724			GENERAL - ACCOUNTS PAYABLE		117,751.06	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	635-111100	02/14/2024	02/11/24	020724			CASH			324,294.29
										AP CASH DISBURSEMENTS JOURNAL			
			APP	101-213000	02/14/2024	02/11/24	020724			STREETS - ACCOUNTS PAYABLE		10,806.24	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	403-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		7,020.11	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	402-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		27,204.88	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	407-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		17,969.75	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	401-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		6,187.06	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	171-213000	02/14/2024	02/11/24	020724			TBF-A/P		30.00	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	301-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		1,728.00	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	108-213000	02/14/2024	02/11/24	020724			AFFORD HSG - ACCOUNTS PAYABLE		163.86	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	631-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		3,814.58	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	501-213000	02/14/2024	02/11/24	020724			ER&R-ACCOUNTS PAYABLE		5.00	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	622-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		131,500.00	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	650-213000	02/14/2024	02/11/24	020724			ACCOUNTS PAYABLE		113.75	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		324,294.29	324,294.29
			APP	631-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING		320,479.71	
			APP	001-130000	02/14/2024	02/11/24	020724			GENERAL - DUE TO/FROM CLEARING			117,751.06
			APP	101-130000	02/14/2024	02/11/24	020724			STREETS - DUE TO/FROM CLEARING			10,806.24
			APP	403-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			7,020.11
			APP	402-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			27,204.88
			APP	407-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			17,969.75
			APP	401-130000	02/14/2024	02/11/24	020724			DUE TO/FROM CLEARING			6,187.06
			APP	171-130000	02/14/2024	02/11/24	020724			TBF-DUE TO/FROM CLEARING			30.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	LINE DESC				
	02/14/2024	02/11/24	020724						
APP 301-130000					DUE TO/FROM CLEARING			1,728.00	
	02/14/2024	02/11/24	020724						
APP 108-130000					AFFORD HSG DUE TO/FROM CLEAR'G			163.86	
	02/14/2024	02/11/24	020724						
APP 501-130000					ER&R-DUE TO/FROM CLEARING			5.00	
	02/14/2024	02/11/24	020724						
APP 622-130000					DUE TO/FROM CLEARING			131,500.00	
	02/14/2024	02/11/24	020724						
APP 650-130000					DUE TO/FROM CLEARING			113.75	
	02/14/2024	02/11/24	020724						
SYSTEM GENERATED ENTRIES TOTAL								320,479.71	320,479.71
JOURNAL 2024/02/46						TOTAL		644,774.00	644,774.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 2	46	02/14/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	117,751.06	117,751.06
				FUND TOTAL	117,751.06	117,751.06
101 STREET FUND 101-130000 101-213000	2024 2	46	02/14/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	10,806.24	10,806.24
				FUND TOTAL	10,806.24	10,806.24
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2024 2	46	02/14/2024	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	163.86	163.86
				FUND TOTAL	163.86	163.86
171 TRANSP BEN FUND 171-130000 171-213000	2024 2	46	02/14/2024	TBF-DUE TO/FROM CLEARING TBF-A/P	30.00	30.00
				FUND TOTAL	30.00	30.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 2	46	02/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,728.00	1,728.00
				FUND TOTAL	1,728.00	1,728.00
401 WATER OPERATING FUND 401-130000 401-213000	2024 2	46	02/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,187.06	6,187.06
				FUND TOTAL	6,187.06	6,187.06
402 SEWER OPERATING FUND 402-130000 402-213000	2024 2	46	02/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	27,204.88	27,204.88
				FUND TOTAL	27,204.88	27,204.88
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 2	46	02/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	7,020.11	7,020.11
				FUND TOTAL	7,020.11	7,020.11
407 BUILDING & DEVELOPMENT FUND	2024 2	46	02/14/2024			

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000					DUE TO/FROM CLEARING		17,969.75
407-213000					ACCOUNTS PAYABLE	17,969.75	
					FUND TOTAL	17,969.75	17,969.75
501 EQUIPMENT RENTAL & REVOLVING	2024	2	46	02/14/2024	ER&R-DUE TO/FROM CLEARING		5.00
501-130000					ER&R-ACCOUNTS PAYABLE	5.00	
501-213000					FUND TOTAL	5.00	5.00
622 EXPENDABLE TRUST FUND	2024	2	46	02/14/2024	DUE TO/FROM CLEARING		131,500.00
622-130000					ACCOUNTS PAYABLE	131,500.00	
622-213000					FUND TOTAL	131,500.00	131,500.00
631 CLEARING FUND	2024	2	46	02/14/2024	DUE TO/FROM CLEARING	320,479.71	
631-130000					ACCOUNTS PAYABLE	3,814.58	
631-213000					CASH		324,294.29
635-111100					FUND TOTAL	324,294.29	324,294.29
650 AGENCY FUND	2024	2	46	02/14/2024	DUE TO/FROM CLEARING		113.75
650-130000					ACCOUNTS PAYABLE	113.75	
650-213000					FUND TOTAL	113.75	113.75

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		117,751.06
101	STREET FUND		10,806.24
108	AFFORDABLE HOUSING FUND		163.86
171	TRANSP BEN FUND		30.00
301	CAPITAL CONSTRUCTION FUND		1,728.00
401	WATER OPERATING FUND		6,187.06
402	SEWER OPERATING FUND		27,204.88
403	STORM & SURFACE WATER FUND		7,020.11
407	BUILDING & DEVELOPMENT FUND		17,969.75
501	EQUIPMENT RENTAL & REVOLVING		5.00
622	EXPENDABLE TRUST FUND		131,500.00
631	CLEARING FUND	320,479.71	
650	AGENCY FUND		113.75
TOTAL		320,479.71	320,479.71

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

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

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[January 16, 2024 Special City Council Meeting Minutes - Executive Session.pdf](#)

[January 16, 2024 City Council Study Session Minutes.pdf](#)

[January 23, 2024 City Council Regular Business Meeting Minutes.pdf](#)

[February 3, 2024 Special City Council Meeting Retreat Minutes.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, JANUARY 16, 2024**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

Deputy Mayor Quitslund called the meeting to order at 5:00 p.m. in Council Chambers and on the Zoom webinar.

Mayor Deets, Deputy Mayor Quitslund, and Councilmembers Fantroy-Johnson, Hytopoulos, Moriwaki, and Schneider were present. Councilmember Mathews arrived at 5:03 p.m.

2) EXECUTIVE SESSION

- 2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, 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.**

[Cover Page](#)

Deputy Mayor Quitslund adjourned the meeting to an executive session at 5:01 p.m. for 45 minutes pursuant to RCW 42.30.110(1)(i).

Council returned from executive session at 5:47 p.m.

3) ADJOURNMENT - 5:45 PM

Deputy Mayor Quitslund adjourned the meeting at 5:48 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



**CITY COUNCIL STUDY SESSION
TUESDAY, JANUARY 16, 2024**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

Deputy Mayor Quitslund called the meeting to order at 6:01 p.m. in Council Chambers and on the Zoom webinar.

Mayor Deets, Deputy Mayor Quitslund, and Councilmembers Fantroy-Johnson, Hytopoulos, Mathews, Moriwaki, and Schneider were present.

Deputy Mayor Quitslund read the Land Acknowledgment.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Mathews seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed, although several Council members noted that they are members of the Senior Center.

3) REGULAR BUSINESS

3.A Discuss Memorandum of Understanding for Redevelopment of Senior Community Center

[Cover Page](#)

[Memo to Council.pdf](#)

[BISCC Schemes_12-08-23 - BISC Presentation.pdf](#)

[Memorandum of Understanding with BISCC for Senior Center Improvements.pdf](#)

City Manager King introduced the agenda item. Senior Center Director Reed Price provided a presentation. Charlie Wenzlau provided information on affordable housing on the site.

MOTION: I move this Memorandum of Understanding be advanced to a Regular Business Meeting for action.

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

3.B Receive Report on Draft Alternatives for the Winslow Subarea and for the Comprehensive Plan Prior to the Alternatives being Analyzed in an Environmental Impact Statement (EIS)

[Cover Page](#)

[Orientation Interview Summary.pdf](#)

City Manager King introduced the agenda item. Planning Director Charnas provided a presentation, and Council discussed the topic.

3.C Receive Presentation from Bainbridge Community Foundation on their 2023 State of the Sector Community Report

[Cover Page](#)

[Bainbridge Community Foundation \(2023 Community Report\)](#)

Jim Hopper and Dana Binnendijk from Bainbridge Community Foundation provided a presentation. Council discussed the topic.

3.D Review Reasonable Expectation of a Financially Feasible Affordable Housing Project

[Cover Page](#)

[COBI PPT Jan16 TLT slides.pdf](#)

City Manager King introduced the agenda item. Tory Laughlin-Taylor provided a presentation, and Council discussed the topic.

MOTION: I authorize the City Manager to prepare a Request for Qualifications for an affordable housing developer and return to the Council for authorization to begin solicitation.

Fantroy-Johnson/Deets: The motion carried, 5 - 2.

AYES: Brenda Fantroy-Johnson, Joe Deets, Clarence Moriwaki, Leslie Schneider

NOES: Jon Quitslund, Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

4) COMMITTEE REPORTS

Council members provided updates on local and regional meetings and events.

5) ADJOURNMENT

Deputy Mayor Quitslund adjourned the meeting at 9:13 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JANUARY 23, 2024**

Meeting Minutes

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

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

Mayor Deets, Deputy Mayor Quitslund, and Councilmembers Fantroy-Johnson, Hytopoulos, Mathews, Moriwaki, and Schneider were present.

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

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

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

There were no conflicts of interest disclosed. Councilmember Moriwaki noted that he has a friend listed on the letter of support from the Bainbridge Innkeepers who was a campaign photographer.

3) PRESENTATION(S)

**3.A Receive Update on Tsunami Ready Bainbridge Island
Cover Page**

City Manager King introduced the agenda item. Emergency Coordinator LeSage introduced Reid Wolcott from the National Weather Service who provided additional information and a video. Council discussed the topic.

4) PUBLIC COMMENT

**4.A Instructions for Providing Public Comment
Cover Page
Instructions for Providing Public Comment January 2024.pdf**

Shannon Fitzgerald spoke in favor of the short term rental process.

Renni Bispham spoke in favor of affordable housing at the old Police Station site and equity in the Planning Commission process.

Steven Soltar spoke in favor of affordable housing at the old Police Station site.

Al Philips spoke about storms, power outages, and earthquake faults.

Fran Korten spoke about non-motorized transportation planning.

Stefan Goldby spoke in favor of the short term rental regulations and noted the concerns of Greenlight Garage regarding the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Carol Appenzeller spoke in favor of affordable housing at the Police Station site.

5) CONSENT AGENDA

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

Deputy Mayor Quitslund asked to remove item 5.N from the Consent Agenda. Councilmember Moriwaki asked to remove 5.F from the Consent Agenda.

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

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

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 1-24-24.pdf](#)

[Council PR Report 1-20-24.pdf](#)

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[January 9, 2024 City Council Regular Business Meeting Minutes.pdf](#)

5.D Authorize the City Manager to Execute a Construction Contract with Gary Harper Construction, Inc., and Authorize a Related Budget Amendment for the Wastewater Treatment Plant Regulatory Air Gap Project (\$292,766.23, Sewer Fund) – Public Works

[Cover Page](#)

[CIP WWTP Air Gap 01101.pdf](#)

[FBB_WWTP Regulatory Air Gap_Gary Harper Construction Inc.docx](#)

[Bid Form_WWTP Regulatory Air Gap_Draft.pdf](#)

5.E Authorize Advertisement for the City Hall Renovation and Security System Upgrade Projects - Public Works

[Cover Page](#)

[Bainbridge Island City Hall Improvements-select sheets_Granicus.pdf](#)

[CIP_City Hall Map Room Enclosure_01228.pdf](#)

[CIP_City Hall Security_01092.pdf](#)

5.G Authorize the City Manager to Execute the Intergovernmental Agreement with the Washington State Parks and Recreation Commission Relating to the Recreational Boating Safety Program and Accept a Related Grant Award in the Amount of \$11,679.81 - Police

[Cover Page](#)

[CITY OF BAINBRIDGE ISLAND REVISED 2024 A-299.pdf](#)

[MLE 325-168 FFAG Bainbridge Island PD-Kpgs REVISED 2024.pdf](#)

- 5.H Authorize the City Manager to Execute the Fourth Amendment to Legal Services Agreement for Prosecution Services (\$135,811.59)**
[Cover Page](#)
[KC-535-19-D City of Bainbridge Island 2024.pdf](#)
[2024 Municipal Prosecution Contract Rate.pdf](#)
- 5.I Cancel the February 6, 2024 City Council Study Session**
[Cover Page](#)
- 5.J Authorize Advertisement and Accept bids for the Wastewater Treatment Plant Capacity Upgrade Equipment - Public Works**
[Cover Page](#)
[CIP - WWTP Upgrades 01187.pdf](#)
- 5.K Authorize the City Manager to Execute a Washington State Transportation Improvement Board Fuel (TIB) Tax Grant Agreement for the Wyatt Way Portion of the Eagle Harbor Drive & Wyatt Way Non-Motorized Improvements Connecting Centers Project and Authorize a Related Budget Amendment (\$500,000 – Tax Supported) - Public Works**
[Cover Page](#)
[CIP_Eagle Harbor.Wyatt Way NM Improvement Project_00968.pdf](#)
[Selection Letter - Bainbridge Island - NE Wyatt Way.pdf](#)
[Grant Agreement - Bainbridge Island - NE Wyatt Way.pdf](#)
- 5.L Authorize the City Manager to Approve the Purchase of Two Interview Room Audio/Video Systems from Axon Enterprise at a cost of \$77,305.94 over a five-year period.**
[Cover Page](#)
[BBPD IR Updated 2024.pdf](#)
- 5.M Confirm Appointment of Thomas Alpaugh as Municipal Court Judge and Authorize the City Manager to Execute an Associated Employment Agreement (\$98,000 per year)**
[Cover Page](#)
[Bainbridge Island Municipal Court Judge Employment Agreement.pdf](#)
- 5.O Acceptance of a \$39,777 Grant from the Washington State Department of Ecology's Waste Reduction and Recycling Education Grant Program, Approval of a Cash Match of \$13,259, and Authorization of the Execution of a Contract with Washington State Department of Ecology (\$53,036, General Fund) - Executive**
[Cover Page](#)
[City of Bainbridge Island Waste Reduction and Recycling Education Grant Final Draft Agreement.pdf](#)

ITEMS REMOVED FROM THE CONSENT AGENDA

- 5.F Consider Approval of Lodging Tax Advisory Committee Recommendations for 2024 Awards Totaling \$400,000 - Executive**
[Cover Page](#)
[Lodging Tax Advisory Committee Funding Recommendations.pdf](#)
[LTAC Contract Pro Forma 2024.docx](#)

Councilmember Moriwaki commented on the item.

MOTION: I move passage of item 5.F from the Consent Agenda.

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

5.N Maintain Current Zoning Regulations by Adopting Ordinance No. 2024-01 Extending Ordinance No. 2021-10 Limiting Bonus Floor Area Ratio Options until the Completion of the Winslow Subarea Plan - Planning

Cover Page

Ordinance No. 2024-01 Relating to Revising Bonus Floor Area Regulations.docx

Deputy Mayor Quitslund commented on the item.

MOTION: I move to adopt Ordinance No. 2024-01 extending Ordinance No. 2021-10 for twelve months.

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

6) COUNCIL ANNOUNCEMENTS

Council members provided an update on upcoming meetings and local events.

Councilmember Hytopoulos called a point of order. She noted that the comments were exceeding the purpose of this agenda item.

7) CITY MANAGER'S REPORT

City Manager King reported on the Bainbridge Island School District consolidation review process.

8) REGULAR BUSINESS

8.A Introduce Short Term Rental Ordinance No. 2024-02 (Formerly Ordinance No. 2023-26) - Executive

Cover Page

Ordinance No. 2024-02 (Formerly Ordinance No. 2023-26) Short-Term Rentals for CC 01232024

Email of Support from Bainbridge Innkeepers 01172024

Email of Support from Stefan Goldby, Bainbridge Chamber of Commerce.pdf

BI Short Term Rentals 01-23-24.pptx

City Manager King introduced the agenda item and provided a presentation.

MOTION: I move to forward Ordinance No. 2024-02 adding Chapter 5.38 to the Bainbridge Island Municipal Code to regulate Short Term Rentals in the City, to the February 13th City Council Business Meeting for consideration of adoption.

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

8.B Consider Resolution No. 2024-01 Amending the Governance Manual relating to Remote Public Comment and Clarifying Public Comment Topics

Cover Page

Resolution No. 2024-01 Amending the Governance Manual with respect to Remote Public Comment.docx

City Manager King introduced the agenda item. Council discussed the topic.

Councilmember Fantroy-Johnson moved to adopt Resolution No. 2024-01 amending the Governance Manual relating to remote public comment and to allow public comment on any item within the subject matter jurisdiction of the Council. The motion failed for lack of a second.

RESTATED MOTION: I move to direct the City Manager to bring back the same resolution with following changes: to remove the limitation, the added limitation, on the content of in-person comment and to add a further limitation on remote comment that the individual making comment must be on camera and must provide their name.

Hytopoulos/Schneider: The motion carried 6 – 1.

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

NOES: Ashley Mathews

ABSENT: None

ABSTAIN: None

8.C Receive Report and Recommendations from Council Ad Hoc Committee on City Advisory Groups - Executive

[Cover Page](#)

[Presentation: City Advisory Group Ad Hoc Subcommittee: Report for CC 01232024](#)

City Manager King introduced the agenda item. Deputy City Manager Schroer provided a presentation, and Council discussed the topic.

MOTION: I move to amend the motion and direct the City Manager to take the steps necessary to enact the recommendations of the Council Ad Hoc Committee on City Advisory Groups, as presented with the exception of further study of the necessity for a Sustainable Transportation Advisory Committee.

Schneider/Fantroy-Johnson: The motion failed 2-5.

AYES: Brenda Fantroy-Johnson, Leslie Schneider

NOES: Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Ashley Mathews

ABSENT: None

ABSTAIN: None

MOTION: I move to direct the City Manager to take the steps necessary to enact the recommendations of the Council Ad Hoc Committee on City Advisory Groups, as presented.

Moriwaki/Mathews: The motion carried 5 – 2.

AYES: Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Ashley Mathews

NOES: Brenda Fantroy-Johnson, Leslie Schneider

ABSENT: None

ABSTAIN: None

8.D Consider Recruitment and Selection Approach for the Current Planning Commission Vacancy - Executive

[Cover Page](#)

[PC vacancy joint subcommittee recommendations-approved 08112020](#)

[Memo - Recruitment and Selection for Planning Commission Vacancies - 2020](#)

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

Deputy Mayor Quitslund moved and Councilmember Fantroy-Johnson seconded to adapt the modified process for recruitment and selection of Planning Commissioners, as developed in 2020, and direct staff to bring back an ordinance to codify this process, providing for participation of the City’s equity officer. Following discussion, Deputy Mayor Quitslund withdrew the addition at the end of his motion to provide for the participation of the City’s equity officer.

Councilmember Schneider proposed an amendment to ask the City Manager to provide a race equity lens for the selection process on the Planning Commission. The amendment failed for lack of a second.

AMENDED MOTION: I move that the Council will adapt the modified process for recruitment and selection of Planning Commissioners, as developed in 2020, and direct staff to bring back an ordinance to codify this process.

Quitslund/Fantroy-Johnson: The motion carried 6 – 1.

AYES: Brenda Fantroy-Johnson, Jon Quitslund, Joe Deets, Clarence Moriwaki, Leslie Schneider, Ashley Mathews

NOES: Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

8.E Discuss Creation of a Council Subcommittee on Sustainable Transportation

[Cover Page](#)

[Agenda Request from Councilmember Schneider - Subcommittee.pdf](#)

City Manager King introduced the agenda item. Councilmember Schneider provided additional information, and Council discussed the topic.

MOTION: I move to direct the City Manager to create a subcommittee of Council members to create a work plan for items that need to be supported in order to accomplish our Sustainable Transportation Plan.

Schneider/Fantroy-Johnson: The motion carried 6 – 1.

AYES: Brenda Fantroy-Johnson, Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Leslie Schneider, Ashley Mathews

NOES: Clarence Moriwaki

ABSENT: None

ABSTAIN: None

8.F Review Local and Regional Council Appointments

[Cover Page](#)

[2024 Council Assignments.docx](#)

Mayor Deets introduced the agenda item. Council made the following appointments:

Hwy 305 Task Force: Deets, Schneider

Housing Kitsap: Fantroy-Johnson

Intergovernmental Work Group: Quitslund, Hytopoulos

Suquamish Tribe Intergovernmental Work Group: Moriwaki, Deets, Schneider

Kitsap 911 Policy Board: Moriwaki

Kitsap Economic Development Alliance: Deets and Moriwaki

Kitsap Emergency Management Council: Deets

Kitsap Public Health District Board: Mathews

Kitsap Regional Coordinating Council (KRCC) Executive Board: Deets and Hytopoulos
 KRCC Transportation Policy Board: Schneider
 KRCC Land Use Planning Policy Committee: Hytopoulos, Moriwaki (alternate)
 Kitsap Transit Board: Moriwaki
 Peninsula Regional Transportation Planning Organization Executive Board: Deets and Fantroy-Johnson (alternate)
 Puget Sound Clean Air Agency Advisory Council: Deets
 Puget Sound Regional Council (PSRC) Transportation Policy Board: Schneider
 PSRC Growth Management Policy Board: Quitslund, Mathews (alternate)
 West Sound Partners for EcoSystem Recovery: Deets
 PSRC Executive Board, Kitsap Other Cities and Towns Position: Deets
 Chamber of Commerce Liaison: Schneider
 Senior Center Liaison: Moriwaki
 PSRC Operations Committee: Deets
 Climate Change Advisory Committee: Schneider and Hytopoulos
 Design Review Board: Quitslund
 Environmental Technical Advisory Committee: Moriwaki
 Historic Preservation Commission: Quitslund
 Human Services Funding Task Force: Moriwaki, Hytopoulos
 Lodging Tax Advisory Committee: Moriwaki (Chair) and Quitslund (Vice Chair)
 Planning Commission: Mathews
 Public Art Committee: Moriwaki
 Utility Advisory Committee: Quitslund
 Race Equity Advisory Committee: Fantroy-Johnson and Quitslund
 Joint Bainbridge Island/Poulsbo Council Subcommittee: Mathews, Schneider, Deets
 Bainbridge Island School Board Consolidation Committee: Quitslund and Mathews (if two liaisons are possible)

8.G Consider Nomination for Association of Washington Cities Center for Quality Communities Student Scholarship - Executive
[Cover Page](#)

Mayor Deets introduced the agenda item.

MOTION: I move to name Gigi Hendrickson as the City of Bainbridge Island nominee for the Association of Washington Cities Center for Quality Communities student scholarship program and direct the City Manager to take the steps necessary to submit the City's nomination.

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

9) COMMUNICATIONS

9.A Consider Request from Councilmember Deets to Place a Discussion Regarding Creating a Process for the Installation of Artwork on the Adas-Will and/or West Port Madison Roundabouts on a Future Council Agenda
[Cover Page](#)
[Bainbridge Roundabout Artwork Process Outline.pdf](#)

Mayor Deets introduced the agenda item.

MOTION: I move to place an item on a future Council agenda regarding creating the process for the installation of artwork at the Adas-Will and/or West Port Madison roundabouts.

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

10) ADJOURNMENT

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

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



**SPECIAL CITY COUNCIL MEETING - RETREAT
SATURDAY, FEBRUARY 03, 2024**

MINUTES

1. BREAKFAST - 8:00 AM

Mayor Deets, Deputy Mayor Quitslund, and Councilmembers Fantroy-Johnson, Hytopoulos, Mathews, Moriwaki, and Schneider were present. City Manager King, Deputy City Manager Schroer, and City Clerk Brown also attended. The meeting was facilitated by Kevin Dugan.

2. EFFECTIVE COUNCIL/COUNCIL WORKING RELATIONSHIPS - 8:30 AM

City Manager King introduced Kevin Dugan. Following introductions, he provided a presentation. He spoke about effective working relationships and led Council members through a discussion and exercise.

3. EFFECTIVE COUNCIL/MANAGER/STAFF WORKING RELATIONSHIPS – 10:30 AM

Mr. Dugan led a discussion of effective Council/manager/staff working relationships. Council adjourned for lunch from 12:00 p.m. to 12:28 p.m. and then resumed the discussion.

4. THE CHALLENGES OF GROUP DECISION MAKING 12:36 PM

Mr. Dugan described frequently encountered challenges, and Council discussed the topic for the remaining time. There was no action taken during the meeting.

5. HOW TO PROVIDE CLEAR DIRECTION AND MAINTAIN CONSISTENT PRIORITIES

6. WORKLOAD CHALLENGES / PRIORITY SETTING

7. ADJOURNMENT

The meeting adjourned at 1:26 p.m.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Fehr & Peers for the Comprehensive Plan Traffic Analysis and Development of a Multi-Modal Level of Service Concurrency Program (\$112,195, Streets Fund) - Public Works

SUMMARY: City staff are requesting that the City Council authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Fehr & Peers for the Comprehensive Plan traffic analysis and development of a multi-modal level of service concurrency program in an amount of \$112,195.00 from the Streets Fund.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Fehr & Peers for the Comprehensive Plan traffic analysis and development of a multi-modal level of service concurrency program in an amount of \$112,195.00 from the Streets Fund.

COMMUNITY ENGAGEMENT AND OUTREACH: Community engagement is planned as part of the Winslow Sub-Area Plan and the Comprehensive Plan.

FISCAL IMPACT:

Amount:	\$112,195.00
Ongoing Cost:	N/A
One-Time Cost:	\$112,195.00
Included in Current Budget?	Yes

BACKGROUND: On December 11, 2023, the City Manager authorized the original professional services agreement for this project in the amount of \$49,205.00, which includes the data collection and initial evaluation of existing traffic conditions that will form the basis for future traffic analysis for the Winslow Sub-Area Plan.

This anticipated Amendment No 1 to that original agreement expands the scope of work to include traffic and transportation analysis associated with the Environmental Impact Statement for the Winslow Sub-Area growth forecast and land-use plan; providing related updates to the City's Transportation Element of the Comprehensive Plan; and developing a multimodal approach to the City's concurrency program.

Comprehensive plans are required to include a Transportation Element and the Transportation Element must be in harmony with the Land Use Element of the Comprehensive plan. The scope of work for this project will help the city pursue a multimodal approach to planning for existing and future transportation needs. This project will review existing transportation conditions. The Sustainable Transportation Plan will be leveraged to update existing conditions. Travel forecasts will be prepared with identification of transportation funding needs and financial constraints.

ATTACHMENTS:

[Fehr & Peers PSA Amendment No. 1 Comp Plan Traffic.docx](#)

FISCAL DETAILS: This project has approved funding from the Public Works Engineering Operations Streets Fund Budget - Project #01219.

Fund Name(s): Streets Fund

Coding: Operations Project #01219

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

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on December 11, 2023, by the City of Bainbridge Island, a Washington municipal corporation (“City”), and Fehr & Peers, a California S corporation (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide professional services in connection with traffic and transportation data collection, analysis and policy development to support the City’s update the Winslow Sub-Area Plan, Comprehensive Plan, and the merging of the Island-wide Transportation Plan and the Sustainable Transportation Plan; and

WHEREAS, the City desires to increase the services provided under the Agreement, and to amend the maximum amount payable under the Agreement.

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

1. Section 3.A. is hereby amended to read as follows:
 - A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of One-Hundred Sixty-One Thousand Four Hundred Dollars (\$161,400.00) ~~Forty Nine Thousand Two Hundred Five dollars (\$49,205.00)~~;
2. Attachment B, Scope of Services, is hereby amended to include the additional tasks set forth in the revised version of Attachment B, which is attached and is hereby incorporated fully into this Amendment.
3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

FEHR & PEERS

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT B
SCOPE OF SERVICES
(As Amended by Amendment No. 1)

Bainbridge Island Transportation Element Scope of Work – Phase 2

Project Description

Bainbridge Island is currently updating their Comprehensive Plan, with planned adoption in 2024. Based on discussions with City staff, we understand that the City would like to pursue a multimodal approach to planning for existing and future transportation needs through an update of the City’s Transportation Element.

The City’s Transportation Element (TE) will support the transportation chapter of the Comprehensive Plan and corresponding environmental impact analysis. The long-range planning horizon of the 2016 Comprehensive Plan was 2036. The long-range planning horizon for this Comprehensive Plan update is anticipated to be compliant with PSRC guidance with a horizon year of 2044. Because a city’s Transportation Element must be consistent with its Land Use Element, we will work closely with City staff and the Comprehensive Plan consultant team to address anticipated land use growth and coordinate the environmental impact analysis for transportation.

The update of the Transportation Element will include reviewing existing transportation conditions, as well as reviewing and revising key transportation policies. The City’s Sustainable Transportation Plan, which was adopted in 2022, will be leveraged to update existing conditions, as well as provide the vision for the future transportation network for all modes. Travel forecasts for the new long-range planning horizon will be prepared along with the identification of project and program needs for the long-range planning horizon. The update will identify transportation funding needs and financial constraints, and review concurrency programs. The update will set project priorities, including recommendations for the 20-year project list. Finally, this effort will develop the analysis and information needed for the development of the Comprehensive Plan Transportation Element and EIS.

Tasks

The following project tasks are required to complete the work described above:

1 Project Management

1.2 Project meetings, coordination, and monthly invoicing

Fehr & Peers will lead monthly project team meetings, which are anticipated to be virtual half-hour check-in calls. Fehr & Peers will submit monthly progress reports with invoices over the duration of the 8-month process.

Deliverable(s): Meeting agenda and notes recapping action items and next steps. Monthly invoices showing the previous month’s billing by hours and tasks, and a project status report by task.

1.3 Comprehensive Plan/EIS coordination meetings

Fehr & Peers will participate in coordination meetings with the Comprehensive Plan team. It is expected that these meetings would occur monthly throughout the duration of the Comprehensive Plan development (8 months). Two coordination meetings with Washington State Department of Transportation (WSDOT) are assumed to understand considerations for the EIS.

1.4 Winslow Subarea Plan coordination meetings

Fehr & Peers will participate in coordination meetings with the Winslow Subarea Plan team. It is expected that these meetings would occur biweekly throughout the duration of the Winslow Subarea Plan development (4 months).

3 Council Meetings

3.1 Council meetings

Fehr & Peers will virtually attend up to three City Council meetings to discuss updates to the TE. Potential topics include:

- Edits to transportation goals and policies
- Draft project list
- Draft plan

Assumptions: City staff will coordinate attendance at City Council meetings.

5 Update Future Transportation Demand Forecasts

Fehr & Peers will review and refine a version of the regional trip-based travel demand model developed by the Puget Sound Regional Council (PSRC). The model will be calibrated and validated to 2023 travel conditions within the City of Bainbridge Island. Future year scenarios will be developed consistent with the planning year of the TE and will be used to develop transportation network performance metrics and intersection volume forecasts in Task 5.2.

5.1 Base Year Model

The regional trip-based model developed by PSRC will be used as a foundation for developing future year forecasts. The base year of the regional model will be updated from 2014 conditions to 2023 conditions by Fehr & Peers. This will be accomplished by interpolating the land use assumptions by traffic analysis zone (TAZ) and coding in major transportation improvement projects that have been completed since 2014. The land use assumptions and transportation network characteristics within the City of Bainbridge Island will be reviewed and verified by Fehr & Peers and City Staff to ensure consistency with 2023 conditions. The base year scenario will be calibrated and validated using available traffic counts. The validation will use state-of-the-practice criteria and will focus on PM peak hour screenline volumes throughout the City.

5.2 Update Travel Forecasts

Fehr & Peers will develop future year travel forecasts using the travel model and land use data provided by City staff for up to three future land use scenarios (the No Action and two action alternatives in support of the Comprehensive Plan EIS). Fehr & Peers will run the model, extract traffic volumes and VMT for each scenario. This data will be used to evaluate transportation conditions in support of the Comprehensive Plan EIS.

5.3 Alternatives Evaluation

Fehr & Peers will evaluate future year transportation conditions under three alternatives: No Action and two action alternatives. This will include evaluation of the following measures for the Winslow subarea and citywide:

- Vehicle/Freight: Intersection LOS for 2044 PM Peak Hour conditions at the study intersections identified in Task 2.3.
- VMT: total and per capita VMT.
- Air Quality: total and per capita GHG emissions.
- Mode share: vehicle, transit, walk, and bicycle mode share.
- Transit: daily boardings on buses and the ferry.

Potential impacts to active transportation and safety will be discussed qualitatively.

Assumptions: City staff provide land use data at the TAZ level and list of transportation projects to assume for 2044.

Deliverables: Technical memorandum documenting 2044 PM peak hour LOS results, VMT, air quality, and mode share, and transit results for 2044 No Action and up to two Action Alternatives.

6 Project List Development

After reviewing projects in adopted plans, crash data, and developing modal networks, Fehr & Peers will develop a proposed project list. This includes suggesting capital improvements that fill a gap in the multimodal networks. These improvements will address needs identified for all modes and support the established transportation goals. This project list will form the foundation of the City's Capital Facilities Element and can be used for multimodal impact fees. The City will actively engage in approving any potential project concepts and develop cost estimates for any new projects that are ultimately added to the list.

Assumptions: City staff will provide a list of transportation projects currently planned for Bainbridge Island and contribute to the project development list during regular check-ins. City staff will provide cost estimates for any new projects added to the list.

Deliverables: Spreadsheet of draft project ideas.

7 Project Prioritization

As part of this task, Fehr & Peers will work with City staff to prioritize projects and programs based on the policies developed in Task 4 and the modeling results from Task 6. Fehr & Peers will lead a virtual meeting with City staff to review the prioritized project list. The prioritized list will be developed in an easy-to-understand map format that can be shared as part of ongoing public outreach and with briefings to boards, commissions, or the City Council.

Assumptions: To make this task efficient, we assume that the entire project list will be prioritized at and immediately following the virtual meeting with only minimal refinements following the virtual meeting.

Deliverables: Draft and final prioritized lists and maps of the finalized project list.

8 Funding

8.2 Financial Plan

Fehr & Peers and the City will work jointly to develop a financial plan. The City will provide estimates of historical and anticipated transportation revenues and expenditures citywide. This is

typically based on a look at the prior five-to-ten years' worth of transportation revenues and expenditures. Fehr & Peers and the City will develop a list of the potential future funding sources and estimate amounts likely to be available. The transportation improvements identified in Tasks 6 and 7 will be evaluated from a point of financial feasibility. This is a required task to demonstrate that the Comprehensive Plan Capital Facilities Element is financially constrained, but it is not anticipated to be a detailed review of all transportation funding options.

Deliverables: Fehr & Peers will prepare a memo summarizing existing transportation revenues and expenditures and available funding opportunities. City staff will prepare planning-level cost estimates for transportation projects.

9 Report Development

9.1 Transportation Element Report

Fehr & Peers will develop a draft and final transportation element (including the incorporation of the City's work in Task 2.4), review with City staff, and edit based on one set of consolidated comments. It is anticipated that this will be delivered in a Fehr & Peers report template and formatted by the Comprehensive Plan consultant for inclusion in the Administrative Draft Comprehensive Plan.

Assumptions: City staff will provide a Word document that combines the existing Island-Wide Transportation Plan and 2016 Transportation Element, with highlighted sections for Fehr & Peers to update.

Deliverables: Draft and final transportation element.

9.2 EIS Support

Fehr & Peers will support the City's overall Comprehensive Plan team in preparing an Environmental Impact Statement (EIS). For the Transportation Technical Report (TTR), City staff will write the Affected Environment section. Fehr & Peers will incorporate the analysis from Task 5 into the Alternatives section of the Transportation Technical Report, and summarize the TTR into the Preliminary Draft EIS (PDEIS), Draft EIS (DEIS), and Final EIS (FEIS). The TTR will include maps for the City's roadway classification, LOS standards, and existing and future LOS results. The future year alternatives to be documented are assumed to be the No Action and two Action Alternatives. Fehr & Peers will work with City staff to identify thresholds of significance, summarize the impacts evaluation, and develop a mitigation measures section to address potentially significant impacts of the Action Alternatives. The results of this analysis will be included in the technical memorandum developed in Task 5.

Assumptions:

- *Fehr & Peers will incorporate the Affected Environment section written by City staff into the Transportation Technical Report document.*
- *Fehr & Peers will respond to one round of consolidated City comments on the Preliminary Draft EIS. For budgeting purposes, we assume this can be completed within 12 hours of staff time. We will alert the City if we anticipate additional time being needed to respond to comments.*
- *The City/EIS team will organize the DEIS comments and response matrix. Fehr & Peers will respond to DEIS comments related to the Transportation Chapter, and City staff/EIS team will incorporate Fehr & Peers comment response into the FEIS. For budgeting purposes, we have assumed 24 hours of Fehr & Peers staff time to respond to DEIS comments. We will alert the City if we anticipate the need for additional time to respond to comments.*

- *The Preferred Alternative selected for the FEIS will be within the bookend range of potential impacts of the alternatives studied for the DEIS. It is assumed the Preferred Alternative will not require substantive additional transportation analysis and Fehr & Peers contribution to the FEIS would be analysis updates based on DEIS comment responses and a qualitative discussion of how the Preferred Alternative compares to the DEIS alternatives. For budgeting purposes, we have assumed 25 hours of Fehr & Peers staff time to prepare the FEIS. We will alert the City if we anticipate the need for additional time to respond to comments.*

Deliverables:

- *Respond to one consolidated set of comments on the PDEIS Transportation Technical Report to prepare the DEIS chapter.*
- *Draft and Final Transportation Technical Report.*
- *DEIS comment responses for Transportation related comments.*
- *Technical memorandum for the FEIS which qualitatively documents transportation effects of the Preferred Alternative. City staff/EIS team will incorporate the memorandum into the FEIS.*

10 Concurrency Update

To assist Bainbridge Island in measuring concurrency, Fehr & Peers will work with staff to develop a standalone concurrency measurement tool using a multimodal system completeness approach. It is assumed that this tool will help track the City's progress in constructing its transportation system alongside development.

10.1 Identify Projects to Include in Concurrency

We will review the project list developed for the Transportation Element and identify which projects are eligible to be included for concurrency. These projects are those for which the City is very certain to be completed over the next 20 years and are fundamentally critical to building out new capacity to support growth. This can be a subset of the transportation impact fee list.

Assumptions:

- *The projects to be considered for inclusion in the concurrency program, as well as project costs, will come from the Transportation Element.*

Deliverables:

- *Project list spreadsheet with costs.*

10.2 Develop Concurrency Management System

Following the direction received in Task 10.1, Fehr & Peers will develop a concurrency tool. The first step in developing this tool will be to identify a standard unit of measurement to track progress in both transportation system delivery and growth. We will calculate this standard unit of measure based on growth in Bainbridge Island. It is assumed that this standard unit of measure will include trips on all modes of travel. We will document the methodology and the data for use in the City's concurrency measurement tool.

We will develop an approach on how concurrency would be measured using the standard unit. The approach may include a comparison of system completion (i.e. the pace at which the city implements transportation projects) and system demand (i.e. the pace of new growth). Following direction received in Tasks 10.1, we will develop a tracking system for staff to use in measuring concurrency. We will provide content to City staff to update the City's concurrency management ordinance language. This task also includes hours for a 1-hour staff training and follow up time to respond to staff questions in administering the new concurrency program.

Assumptions:

- *Final concurrency tracking spreadsheet tool will be provided to City for use in future concurrency monitoring.*
- *City staff will provide Fehr & Peers with its municipal code language related to transportation concurrency. Fehr & Peers will provide recommended edits to this code language, either in tracked changes or as text for inclusion to assist City Staff and City Attorney in updating its concurrency code language.*

Deliverables:

- *Concurrency memorandum and concurrency tracking tool.*
- *Content for the concurrency management updated ordinance.*

11 Direct Expenses

This task covers direct expenses over the course of the project. These costs include computer, communications, software and reproduction charges that are not part of our overhead and are billed as a percentage of labor. Note that all meetings are planned to be remote and no travel expenses are included. If necessary, we will bill any travel requested by the City as a direct expense.

Schedule

Phase 2 will be completed by December 31, 2024.

Task #	Tasks	Fehr & Peers					Labor Costs	Direct Costs	Task Subtotal
		Principal in Charge	Project Manager	Project Planner	Graphics	Admin			
		Chris Breiland	Marissa Milam	Sydney Weisman	Peter Nguyen	Brittany Skinner			
		\$ 365	\$ 195	\$ 150	\$ 190	\$ 145			
1	Project Management							\$ 8,760	
1.1	Project kick-off meeting						\$ -		
1.2	Monthly check-in calls, monthly invoicing	5	7			4	\$ 3,770		
1.3	Comprehensive Plan/EIS coordination meetings	6	9			1	\$ 4,090		
1.4	Winslow Subarea Plan coordination meetings	1	2			1	\$ 900		
2	Planning Context and Existing Conditions							\$ -	
2.1	Plan review						\$ -		
2.2	Data collection						\$ -		
2.3	Analyze existing traffic conditions						\$ -		
2.4	Review and comment on City's existing conditions memo						\$ -		
3	Council Engagement							\$ 9,375	
3.1	Council meetings	6	16	16	8	1	\$ 9,375		
4	Develop Policies and Priority Networks							\$ -	
4.1	Policy review						\$ -		
4.2	Modal networks						\$ -		
4.3	Level of Service						\$ -		
5	Update Future Transportation Demand Forecasts							\$ 28,750	
5.1	Base Year Model Validation	2	14	36		1	\$ 9,005		
5.2	Prepare Travel Demand Forecasts	2	12	20		1	\$ 6,215		
5.3	Alternatives Evaluation	8	16	48		2	\$ 13,530		
6	Project Development							\$ 4,005	
6.1	Project Development	2	6	8	4	1	\$ 4,005		
7	Project Prioritization							\$ 2,165	
7.1	Project Prioritization	2	2	6		1	\$ 2,165		
8	Funding							\$ 2,435	
8.1	Financial Plan	2	8			1	\$ 2,435		
9	Document Production							\$ 45,365	
9.1	Prepare Draft and Final Transportation Element	10	22	32	16	2	\$ 16,070		
	EIS Support								
9.2	Prepare Transportation Technical Report	6	18	40	16	2	\$ 15,030		
9.3	Prepare PDEIS (Transportation)	2	4	8		2	\$ 3,000		
9.4	Prepare DEIS (Transportation)	1	2	8		1	\$ 2,100		
9.5	Respond to DEIS Comments	2	4	16		2	\$ 4,200		
9.6	Prepare FEIS	4	8	12		1	\$ 4,965		
10	Concurrency							\$ 10,230	
10.1	Concurrency Project List	4	4	6		1	\$ 3,285		
10.2	Concurrency Management System	4	12	20		1	\$ 6,945		
	Labor Total	69	166	276	44	26	\$ 111,085		
11	Other direct costs*							\$ 1,110	
	Total (Labor + Expenses)						\$ 112,195		

Notes:

This fee reflects information known to date, actual costs may change throughout scoping process as needs are identified.

This fee proposal is valid for a period of 90 days from the proposal submittal date.

Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.

Mileage is billed at the IRS rate plus 10% handling fee

All other direct expenses are billed with 10% handling fee

** Other direct costs including computer, communications, parking, and reproduction charges are billed as a percentage of labor*



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Enter Into Amendment No. 6 of the Professional Services Agreement with Perteet, Inc. for the Eagle Harbor Drive / Wyatt Way Non-Motorized Improvements and Eagle Harbor Fish Passage (Cooper Creek Culvert) Projects Design (\$291,574 - Streets Fund, \$52,801 - SWWM Fund) - Public Works

SUMMARY: Staff is requesting that the City Council authorize the City Manager to execute Amendment No. 6 of the Professional Services Agreement with Perteet, Inc. for the Eagle Harbor Drive /Wyatt Way Non-Motorized Improvements and Eagle Harbor Fish Passage (Cooper Creek Culvert) project design.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into Amendment No. 6 to the Professional Services Agreement with Perteet, Inc. in the amount of \$344,375.00 (\$291,574 - Streets Fund, \$52,801 - SWWM Fund) for the Eagle Harbor Drive / Wyatt Way Non-Motorized Improvements and Eagle Harbor Fish Passage (Cooper Creek Culvert) projects, of which \$66,708.00 will be used for preliminary design and opinion of cost for the boardwalk.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

Amount:	\$344,375.00
Ongoing Cost:	N/A
One-Time Cost:	\$344,375.00
Included in Current Budget?	Yes

BACKGROUND: The subject contract amendment addresses the direction and scope revisions for the Eagle Harbor/Wyatt Way Non-Motorized Improvements project discussed by the City Council at the December 12, 2023 City Council meeting. Specifically, those changes include the confirmation of a 2-sided facility; crossing safety enhancements at the Finch and Wyatt intersection; and, the preliminary design of a boardwalk adjacent to Greenlight Garage on Eagle Harbor Drive.

Overall, the project consists of a partially federally funded project for non-motorized, traffic calming and intersection safety improvements on Eagle Harbor Drive NE and Wyatt Way NW from the intersection of Wyatt Way and Gowen Place to south along Eagle Harbor Drive to Bucklin Hill. Other improvements include stormwater conveyance, fish passage improvements and lighting.

Amendment No. 6 includes 3 parts:

1. Eagle Harbor Dr Wyatt Way Non-Motorized Improvements Project_00968
 - a. Outlined in Tasks 1-8, 10-19 and Directed Services D1-D4
 - b. \$224,866
2. C40 Cooper Creek Fish Passage_01107
 - a. Outlined in Task 9 of Exhibit A
 - b. \$52,801
3. Boardwalk preliminary study
 - a. Outlined in Task 20 in Exhibit A
 - b. \$66,708

The City Manager approved a preliminary design contract for the Eagle Harbor/Wyatt Non-Motorized Improvements project on August 11, 2022, in the amount of \$47,218.00. Since that time, Amendment No. 1 was executed on November 18, 2022, for the updated billing rates schedule to the Agreement. No cost increase was associated with Amendment No 1.

Amendment No. 2 was executed on March 1, 2023, for survey and a critical area assessment in the amount of \$93,472.00, which revised the contract amount to \$140,690.00.

Amendment No. 3 was executed on March 22, 2023, for 100% design and permitting support for the Eagle Harbor & Wyatt Way Nonmotorized Improvements and the Eagle Harbor Fish Passage projects, which revised the total contract amount to \$1,001,425.00.

Amendment No. 4 was executed on December 14, 2024, to extend the duration of the contract. No cost increases are associated with Amendment No 4.

Amendment No. 5 was executed February 2024, to provide hydrologic analysis and modeling, and determine culvert structure sizing for the Cooper Creek fish passage culvert replacement. Amendment No. 5 revised the total contract amount to \$1,034,225.00.

Amendment No. 6 will revise the total contract amount to \$1,378,600.00.

ATTACHMENTS:

[Exhibit A EagleHarbor-Supp6-Scope-FINAL-2024-01-30.pdf](#)

[EHD Wyatt Location Map.pdf](#)

[CIP Eagle Harbor Drive Cooper Creek Fish Passage 01107.pdf](#)

[CIP C40 Eagle Harbor Drive Phase 1 00968.pdf](#)

FISCAL DETAILS: The Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project is Capital Improvement Project (CIP) 00968. The project has approximately \$1,308,000 in budget authority available in 2023 with \$600k spent, leaving a balance of \$708k available for this amendment.

The Eagle Harbor Fish Passage Project is Capital Improvement Project (CIP) 01107. The project has approximately \$1,052,000 in budget authority available in 2023 with \$125,396, leaving a balance of \$926,604 available for this amendment.

The full project budget for the non-motorized component of the project is \$4,517,000, and the fish passage component of the project is \$1,608,000 for a combined total of \$6,125,000.

Fund Name(s): Streets Fund

Coding: CIP projects 00968 and 01107

EXHIBIT A
SCOPE OF SERVICES
Amendment No. 6
City of Bainbridge Island
Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements

INTRODUCTION

Under the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project, the Consultant is providing extra services to supplement the Consultant's Agreement. Additional services are the result of additional project concept options for consideration by the public and the City Council, and concepts are based on public outreach and City Council direction. Requests and requirements by some of the permitting agencies as the project has progressed has also resulted in extra services by the Consultant. In addition, based on public outreach and City Council direction, the project limits are changed from those identified in the original Agreement. The Consultant will revise the PS&E contract documents and environmental permitting and documentation based on the changes to the final concept and the changed project limits.

This Amendment includes the revisions and preparation of the multiple concepts used for decision making and presentations, as well as a re-scope moving forward to include the changed project limits. This amendment will also provide for extra services to separate the non-motorized improvements and the culvert replacement into two separate projects, that will be bid out to contractors as two separate projects. The project environmental permitting and documentation for review and approval by the permitting agencies will also be separated out as two independent projects.

This Amendment includes the addition of services to prepare alternatives and 30% design services for a structural Boardwalk, added to this Scope as Task 20.

This Amendment also includes additional project management services based on the extension time of the Agreement.

GENERAL SCOPE OF SERVICES

This Scope of Services describes the work elements to be accomplished by the Consultant as summarized under each Task.

(Note the task numbers coincide with the original Agreement task numbers.)

This scope consists of the following elements:

- Task 1 – Project Management and Coordination
- Task 2 – Community Outreach [no amended services under this Scope of Services]
- Task 3 – Opportunities and Constraints Analysis [no amended services under this Scope of Services]
- Task 4 – Topographic Survey and Basemapping (by KPG Psomas)

Task 5 – Critical Areas Site Assessment and Shoreline Substantial Development Permit Documentation [no amended services under this Scope of Services]

Task 6 – Utility Coordination

Task 7 – Geotechnical Investigations (by HWA GeoSciences) [no amended services under this Scope of Services]

Task 8 – NEPA Environmental Documentation and Permitting

Task 9 – Culvert Replacement Permitting and Design Services for Cooper Creek Fish Passage

Task 10 – Storm Drainage Design

Task 11 – Design Memorandum

Task 12 – 30% Plans and Opinion of Costs

Task 13 – 90% PS&E

Task 14 – 100% PS&E

Task 15 – Ad-Ready Contract Documents

Task 16 – Maximum Extent Feasible (MEF) Documentation

Task 17 – Right-of-Way Negotiations and Acquisition (by Commonstreet)

Task 18 – Right-of-Way Plans

Task 19 - Bid Support

Task 20 – Boardwalk Preliminary 30% Design, Plans, Opinion of Costs

Directed Service Task D1 – Utility Relocation Coordination [no amended services under this Scope of Services]

Directed Service Task D2 – Culvert Sizing (by Northwest Watersheds) [no amended services under this Scope of Services]

Directed Service Task D3 – Structural Engineering (by Trantech) [no amended services under this Scope of Services]

Directed Service Task D4 – Culvert Design (by Perteet) [no amended services under this Scope of Services]

Optional Services

With prior written approval by the City and written notice-to-proceed, work elements described in this scope of services as optional services (as directed) may be produced by the Consultant.

This Scope of Services is defined in the tasks below.

SCOPE OF SERVICES DEFINED

Task 1 – Project Management and Coordination

The Agreement duration has been extended for an additional twelve (12) months. The Consultant will continue to provide project management services, as described below:

1.1 Project Coordination with City

Consultant will coordinate with the City of Bainbridge Island on a regular basis to keep the City's project manager informed about project progress, project issues and schedule. Regular communication with the

City will occur on a weekly basis.

The Consultant will attend up to eighteen (18) additional project status meetings. These meetings under this work element will include the following participation by the Consultant team:

- Up to eighteen (18) additional meetings attended by Perteet with up to two (2) staff from the Perteet team.
- Subconsultant attendance at meetings related to design work will be included under those individual tasks.
- The Consultant will prepare agendas and meeting notes/action items and distribute to attendees.

In the event that the City has a change in the City's project manager, the Consultant will meet with the new project manager, provide a summary of design and progress, provide a summary of decisions made, and provide past deliverables to date. This effort is included in this task. If changes to completed design efforts and/or Scope of Services are requested due to the change in City's project manager, this will require a supplement to the Agreement.

1.2 Project Schedule, Budget, and Team Management

The Consultant will prepare two (2) schedule updates as the project progresses, when requested by the City. The Consultant will also manage the Consultant budgets, monitor staff and subconsultants, manage change and prepare amendments, and monitor work progress under this work element.

1.3 Progress Reports and Invoices

As part of the project, the Consultant will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. Progress report will include a status of budget, spent, and remaining. The monthly progress reports will also identify other issues that may be occurring, if any. The Consultant will submit these monthly progress reports to the City's Project Manager with the monthly invoices. The monthly invoices will bill by individual tasks. The Consultant Project Manager will notify City's Project Manager, in writing (memo format), of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Assumptions:

- This contract duration shall be no longer than 12 months
- Project status meetings will be held virtually.
- Maximum of two project schedule updates will be prepared.
- Meetings between Consultants will be conducted under other scope tasks.

Deliverables:

- Project Schedule (Google Smart Sheets or Excel format) updates
- Project Meeting Agendas and notes/action items
- Invoices and Progress Reports

Task 2 – Community Outreach

[no amended services under this Amendment 6 Scope of Services]

Task 3 – Opportunities and Constraints Analysis

[no amended services under this Amendment No. 6 Scope of Services]

Task 4 – Topographic Survey and Basemapping (by KPG Psomas)

Under this Task for Amendment No. 6, based on public outreach comments and City Council direction, the project limits are changed, and the footprint of the preferred concept has changed, from those identified in the original Agreement. KPG Psomas will provide additional topographic survey and basemapping as requested. Additional services by KPG Psomas include:

Weaver Road Project limits: along Weaver Road from Wyatt Way to Shepard Way

Field mapping within the project limits will include:

- Map storm drainage structures on both sides of Weaver Road. Perform measure-downs of existing storm drain structures, indicating rim and pipe invert elevations. Document the approximate size, type, material, and general condition of the structures. These observations will be made from the surface. Any required pipe video inspection, potholing or smoke testing needed to verify the condition or connectivity of drainage features is outside the scope of this task.
- Conduct topographic mapping at the Wyatt Rd intersection and along the Weaver Road frontage at 908 Cannery Ln NW.

Base Map Preparation:

- The supplemental survey information collected will be incorporated into the base map created in the previous phases. Right of way and parcel lines will be determined from GIS information.

Wyatt Way from Nicholson Pl to Ashbury Ct Project limits, and Finch Rd : Wyatt Way from approximately 280 feet from just east of Ashbury Ct to connect with prior mapping ending at Nicholson Place, and Finch Road from Wyatt Way to 100 feet to the north of that intersection. Both streets from right of way to right of way.

Field mapping within the project limits will include:

- Topography, man-made surface features, limits of vegetation, trees (6" DBH or larger), overhead utilities, and painted underground utilities. Irrigation systems will not be included. Perform measure-downs of existing storm drain and sanitary sewer structures, indicating rim and pipe invert elevations. Document the approximate size, type, material, and general condition of the structures. These observations will be made from the surface. Any required pipe video inspection, potholing or smoke testing needed to verify the condition or connectivity of drainage features is outside the scope of this task.

Underground Utility Locate:

- An underground conductible utility locate within the project limits to be performed by a private utility locating firm. KPG will survey the location of the locate paint marks. While every reasonable effort will be made by KPG Psomas to depict the location of underground utilities based on utility locates, KPG Psomas is not liable for errors or omissions by utility locators or erroneous or insufficient information shown on utility record drawings.

Base Map Preparation

- The supplemental survey information collected will be incorporated into the base map created in the previous phase. Road rights of way within the project limits will be determined from available public records (i.e. records of survey, plats, state right-of-way plans, etc.) and found survey monuments. Parcel lines will be determined from GIS information. Right-of-way and parcel information will be added to the base map.

Assumptions:

- Calculated right of way is not needed along Weaver Road. Right of way and parcel lines will be determined from GIS information.

Deliverables:

- AutoCAD Civil3D base map drawing file in version 2022.

Task 5 – Critical Areas Site Assessment and Shoreline Substantial Development Permit Documentation

Under this Task for Amendment No. 6, based on public outreach comments and City Council direction, the project has provided several concepts and the limits are changed from those identified in the original Agreement. As a result of this, there has been additional efforts to determine potential critical areas impacts and some of the documentation required revisions,

The general deliverables and assumptions from the prior Scope of services will remain the same.

Task 6 – Utility Coordination

Under this Task, the Consultant will provide additional services to support utility coordination with the franchise utilities. Additional Consultant effort is needed to acquire and review record drawings of existing utilities and to coordinate with utilities to request the utilities review the existing basemapping for the project and verify the locations and presence of the utilities. This will include the additional project limits. The Consultant will add the determination of conflicts for the added project limits.

The general deliverables and assumptions from the prior Scope of services will remain the same.

Task 7 – Geotechnical Investigations (HWA GeoSciences)

[no amended services under this Amendment 5 Scope of Services]

Task 8 – NEPA Environmental Documentation and Coordination

Under this Task for Amendment No. 6, based on public outreach comments and City Council direction, the project limits are changed from those identified in the original Agreement, and some of the documentation required revisions, including the Area of Potential Effect (APE). Under this Task, the Consultant is re-scoping the Consultant's effort for the preparation of the NEPA documentation, to reflect the final concept (as of December 2023), the changed project limits, and the removal of the culvert replacement.

NOTE: The Consultant's additional fee associated with the re-scope of Task 8 can be accommodated within the remaining budget of the Subtask 8.7 Biological Assessment – therefore, there will be NO FEE shown in the Consultant's Fee Estimate for this Amendment No. 6.

The Scope of Services described in the subtasks below provides a summary of the change required to the documentation, and re-scopes this task to completion.

8.1 NEPA Background Information Review and Analysis

The Consultant provided additional services under this subtask around the changed project limits to obtain project and resource information relevant to the environmental context of the project action, inclusive of resource agency database review of available information on historical/cultural resources, and other information applicable to the environmental context to begin document preparation or exclusion documentation/consideration.

8.2 WSDOT and City Early NEPA Coordination

The Consultant has provided additional services consisting of additional coordination, documentation, and meetings with WSDOT to determine permitting needs, project impacts, and requirements.

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

8.3 NEPA CE Form

At this time of this Amendment, it is anticipated that the changes in the Scope of Services noted below can be accommodated within the existing budget for this subtask, and no supplemental fee is requested.

The Consultant will provide additional services to remove the culvert from the project documentation, as noted below:

- Omit culvert descriptions as not part of NEPA project
- Wetland fill to be removed from NEPA project
- Coordination with WSDOT

Assumptions:

- City will coordinate STIP modification

- The project improvements will result in no net new Pollution Generating Impervious Surface (PGIS)

Deliverables will remain the same as stated in the prior Scope of Services.

8.4 SEPA Checklist

At this time of this Amendment, it is anticipated that the changes in the Scope of Services noted below can be accommodated within the existing budget for this subtask, and no supplemental fee is requested.

The Consultant will provide additional services to remove the culvert from the project documentation, as noted below:

- Omit culvert descriptions
- Wetland fill to be removed from NEPA project

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

8.5 Area of Potential Effect (APE) and Cultural Resources Assessment (CRA)

8.5.1 APE Memo and WSDOT Review

The Consultant has provided additional services to update the APE and determine permitting impacts as the various concepts were considered and the project limits were revised.

Note that the culvert will be removed from the project documentation, as noted below:

- Omit culvert and disturbance footprint

Except as identified above, the services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

8.5.2 Cultural Resources Field Survey

[No amended services under this Amendment No. 6 Scope of Services. No changes in the survey]

8.5.3 Cultural Resources Assessment Report

At this time of this Amendment, it is anticipated that the changes in the Scope of Services noted below can be accommodated within the existing budget for this subtask, and no supplemental fee is requested.

The Consultant will provide additional services to remove the culvert from the project documentation, as noted below:

- Omit culvert

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

8.6 Environmental Justice (EJ)

The Consultant will provide additional services to remove the culvert from the project documentation, as noted below:

- No changes in-process report, Omit culvert description

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

8.7 Biological Assessment (BA)

[no amended services under this Amendment 6 Scope of Services]

8.8 Hazardous Materials Memorandum

Based on the changed project limits and the some of the research completed while preparing the Hazardous Materials Memorandum, the Consultant effort to complete the Hazardous Materials research and memorandum were more effort than anticipated in the prior Scope of Services and Agreement.

Note that the culvert will not be include in the project documentation, as noted below:

- No changes in process report, omit culvert description and wetland fill action

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

Task 9 – Culvert Replacement Design and Permitting (Cooper Creek Fish Passage)

This Task provides for the completion of the Cooper Creek culvert design and permitting. Under the prior Scope of Services, the culvert design and permitting would be included in the design and permitting documents that encompassed the non-motorized improvements, and would be included as part of the non-motorized improvements project. Under this Amendment No. 6, based on City decisions regarding funding and permitting timelines, the Cooper Creek culvert replacement will be an independent project that will require design, permitting, contractor bidding, and construction services separate from the non-motorized improvements project. Services by the Consultant performed under Amendment No. 3 have advanced several elements of the Copper Creek culvert design, however, several services remain to be completed and many of the remaining services will require additional effort to complete as Amendment No. 3, Task 9, relied heavily on permitting and design elements of the non-motorized improvement project.

In addition to the Consultant re-scoping this project to completion to provide and independent construction bidding documents and permitting documents, the consultant effort to date has included services not planned for and identified in the prior Scope of Services for Amendment No. 3, Task 9. These additional services generally relate to:

- The Consultant effort to analyze and implement the changes needed to separate the Cooper Creek project from the non-motorized transportation project. This focuses on specific activities that were related to

modifying documents, additional permit coordination with the City, and expanding the engineering plan set into a standalone set.

- The Consultant effort to respond to design changes in the non-motorized transportation project that directly impact the culvert design. This has included changes to culvert lengths and outfall configurations, re-evaluating filling scenarios on the west side of Eagle Harbor Drive to accommodate a future boardwalk, and additional internal team coordination meetings.
- Community meetings that have been incurred against the Task 9 budget but were not included in the prior Scope of Services and additional site visit level of effort to ensure appropriate team members could become familiar with the site and its constraints.

The additional services described above are accounted for in the specific subtask described below, and the Consultant fees related to those additional services are accounted for where appropriate in the subtasks described below.

The Scope of Services described in the subtasks below provide a summary of the current status as of December 2023, and re-scope this task to completion. This Amendment No. 6 includes services for Subconsultants where applicable.

9.1 Preliminary Design and Pre-Application Review

[No amended services under this Amendment No. 6 Scope of Services. This subtask is complete and the HPA and local permits have been issued for the culvert project. The SEPA determination and local permits for the culvert should be assumed to be addressed by the Fish Enhancement HPA process and local adoption of HPA.]

9.1.1 Preliminary Concept Culvert Replacement Design

[No amended services under this Amendment No. 6 Scope of Services. This subtask is complete. A preferred culvert replacement design was selected by the City. Based on review of previous RCO documents the City concurred that previous design documentation was of limited value to support the preferred alternative.]

9.1.2 City Permit Pre-Application Meeting

[No amended services under this Amendment No. 6 Scope of Services.]

9.2 Culvert Permitting

Under this Amendment No. 6, this is now an independent task and will require additional effort to complete environmental documentation. Most will be derived from documents already prepared for the non-motorized transportation project, but will require editing to focus solely on the Cooper Creek culvert replacement and be re-issued as standalone documents. The specific documents are identified below:

Note that the majority of this this Subtask as described within this Scope of Services under Amendment 6 can be completed within the project budget that was assigned to this Subtask plus the fee noted in the Consultant Fee Summary for Amendment No. 6.

9.2.1 Critical Areas Delineation and Mitigation Restoration Report

The Consultant will prepare a Critical Areas Delineation and Mitigation Restoration Report, which will be used to support permit applications with the Corps of Engineers (Clean Water Act Section 404), a Washington State Hydraulic Project Approval (HPA) with the Department of Fish and Wildlife and a Shoreline Substantial Development Permit. The culvert specific delineation and mitigation report will be extracted from the non-motorized transportation project reports and re-organized to serve as a standalone document for permit submittals. The City has issued local permits for the project.

9.2.2 Washington State WDFW HPA Permit

Washington State WDFW HPA Permit was submitted through an expedited process and has been approved by WDFW.

9.2.3 Federal Corps 404 Permitting

Federal Corps 404 Permitting will require a JARPA submittal specific to the culvert replacement project. This will require additional Consultant effort to prepare a separate submittal. The objective of this task is to obtain a permit under Section 404 of the Clean Water Act. These permits are administered by the Army Corps of Engineers. Cooper Creek and associated watercourses are understood to be US Jurisdiction Waters and regulated under the Corps of Engineers 404 permit program. The project is assumed to be evaluated by the Corps under a Nationwide 27 for Aquatic Habitat Restoration, Enhancement, and Establishment Activities.

The Consultant will prepare a JARPA and the Section 106 National Historic Preservation Act documentation of cultural and historic resources to support the Corps review of permit documentation. Because the culvert construction will precede the non-motorized improvements, the culvert task will need to process and submit for the Substantial Shoreline Development Permit as part of this task.

Assumptions:

- Delineation and Mitigation reports prepared under other subtasks or supplements will be revised to address culvert permitting requirements. This includes the critical areas, biological evaluation, Section 106 of the National Historic Preservation Act and the Shoreline Substantial Development Permit.
- Activities to be permitted will fall under programmatic Nationwide Permits (NWP) and an individual 404 permit will not be required.
- Corps figures maps will be specially formatted from project information to meet Corps requirements for JARPA review.
- Twenty-four (24) hours of follow-up consultation time is budgeted in this task to keep in touch with the Corps via email to facilitate review after submittal.

- No additional special studies will be performed to support permit applications. Existing studies and documentation will be modified to address culvert specific permitting requirements.
- One minor revision and resubmittal of 404 permit information under this task is budgeted in this task.
- The 401 Water Quality Certification will be certified by the Corps under NWP 27 and separate consultation with Ecology for 401 review will not be necessary. If a separate 401 submittal is required by the Corps that effort may require a supplemental scope and fee for City authorization.
- If additional analysis or other potential impacts beyond this scope is required by Corps/Ecology/Services/tribes or other review entities, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee and City approval.

Deliverables:

- Draft and final Corps 404 JARPA submittal package in electronic format with specially formatted 8.5" x 11" project drawings for City review before submittal of Final JARPA to Corps.
- Shoreline Substantial Development Permit documentation, including forms and supporting technical documentation.

9.3 Culvert Replacement Design and PS&E

Under this Task the Consultant will prepare the culvert replacement design and the 30%, 90%, Final and Bid-ready plans, special provisions and opinion of costs.

9.3.1 30% Design, Plans, and Opinion of Costs for Culvert

The 30% design is complete and design constraints have been identified and are being accounted for in the 90% design. The design will be a four-sided box culvert as selected based on utility constraints. The culvert sizing was determined based on the downstream and roadway elevation constraints.

This task is complete, however the usability of the previous RCO documents was negligible and additional Consultant effort was needed to advance to a 30% design and preliminary cost estimate.

Additional Consultant effort included:

- designing new upstream slope stabilization and capturing North Cooper Creek flow.
- developing a new sheet set instead of re-using previous concept designs.
- needing additional staff for in-person stakeholder meetings with the Tribes.
- Additional coordination meetings regarding permit and schedule coordination.

9.3.2 90% Design, Plans, Special Provisions, and Opinion of Costs for Culvert

These services are underway. The 90% design will expand to deliver a standalone PS&E submittal, including additional design sheets, new details about coordination with the non-motorized improvement project.

The 90% design plans and special provisions will also need to address stormwater controls and provide a standalone stormwater memorandum.

90% Design, Plans, Special Provisions, and Opinion of Costs (PS&E)

The Consultant will prepare a 90% design Plan set, Special Provisions for inclusion in the City's specifications package, and a 90% quantities and opinion of costs, that is independent of the non-motorized improvements project. Based on the findings of the Design Report (described under this Scope of Services), the Consultant will prepare a 90% design PS&E package for the culvert replacement. Plans are anticipated to include the following:

- Cover Sheet
- Legend Sheet
- Notes Sheet (Bainbridge Island Design Standards Chapter 3)
- Existing Conditions (1 sheet)
- TESC, habitat protections, and By-Pass Plan (1 sheet)
- TESC, habitat protections and By-Pass details (1 sheet)
- Culvert Profile, Road Restoration and Cross Sections Details (2 sheet)
- Culvert Details (1 sheet)
- Traffic Control Plan (1 sheet)
- Traffic Control Details (1 sheet)
- Mitigation, Planting and Restoration Plan (1 sheet)
- Mitigation, Planting and Restoration Details (1 sheet)
- Special Provisions for inclusion in the City prepared contract documents
- Quantities and opinion of cost.

Key services will include:

- Refining grading and channelization plans for the new culvert.
- Confirming areas of impact that will inform mitigation plans.
- Applying geotechnical information in adjacent roadway to evaluate soil bearing capacity and compaction requirements.
- Prepare 90% design Plans, draft Special Provisions, and draft quantities and opinion of costs for the culvert replacement.
- Respond to stakeholder and City comments and prepare final PS&E package.

In addition to the 90% design, the Consultant will prepare performance specifications for the fabrication of the pre-cast concrete culvert and appurtenances (wing walls). Consultant will use the

final design report to identify fabrication requirements and coordinate with the City on issuing, clarifying, and selecting a contractor to fabricate the culvert. This activity will include:

- Outreach to fabrication contractors to identify lead time and bidding expectations.
- Coordinate with a structural engineer (Trantech) to develop fabrication specifications for pre-fabricated culvert.
- Meeting with the City to confirm performance specifications and method to request fabrication bids.
- Prepare performance specifications for City to use in its solicitation for bids.
- Review of bids received and recommendation to the City on preferred contractor.

Assumptions:

- A Directed Services release from Amendment No. 3 will be obtained from the City by the Consultant for Tran Tech. Tran Tech will be Confirming structural requirements for traffic loading and culvert base load
- The Consultant's services will include Special Provisions for the items of work that are not covered by the current WSDOT/APWA Standard Specifications, or the Bainbridge Island General Requirements.
- The City will prepare the Project Manual and prepare WSDOT and/or APWA General Special Provisions that will need to be included and assemble all Special Provisions and the Project Manual.
- The City will provide the Engineer's stamp and the Engineer's signature for the Project Manual.
- Structural design will be limited to providing footing, load rating, and review of fabricators structural calculations.
- Consultant will prepare fabrication bid performance specifications. Fabricator shall deliver structural calculations for City permitting and Consultant peer review.
- City will issue fabrication bid for culvert.
- City will be responsible for advertising the construction contract.

Deliverables:

- Electronic copy of the 90% plans in PDF format
- 90% quantities and opinion of costs
- Electronic copy of the 90% Special Provisions in Microsoft Word format via e-mail

9.3.3 100% Design, Plans, Special Provisions, and Opinion of Costs for Culvert

The Consultant will revise 90% plans, specifications, and opinion of cost estimate for the culvert and stream restoration based on the City's comments and prepare a 100% PS&E package. This task will expand in Scope and level of Consultant effort because it will be for a standalone PS&E package, that is independent of the non-motorized improvement project.

The Consultant will submit the 100% PS&E package, including the Bid Schedule, to the City for a 100% check print before assembling the contract documents. 100% comments will be delivered electronically and incorporated into the 100% bid documents. It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design. If there are

significant changes to the design or Plans, this would be considered an additional service, and a supplement to the Agreement would be required.

Assumptions:

- It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design.

Deliverables:

- Electronic copy of the 100% plans in PDF format
- 100% quantities and opinion of costs
- Electronic copy of the 100% Special Provisions in Microsoft Word format via e-mail

9.3.4. Ad-Ready Contract Documents for Culvert

The Consultant will finalize the 100% plans, Special Provisions, and opinion of cost estimate based on the City's comments and WSDOT review comments and prepare final, ad ready, Bid Documents. It is assumed that 100% review comments will be minor in nature and not reflect any changes to the design. Similar to the 90% and 100%, the Ad-Ready Contract Documents will be a standalone package and will require an additional level of effort to complete.

Assumptions:

- City will compile and advertise request for bid.

Deliverables:

- Electronic copy of the Final plans in PDF and AutoCAD format
- Final quantities and opinion of costs
- Electronic copy of the Final Special Provisions in Microsoft Word format via e-mail

9.3.5. Bidding Support for Culvert (New Subtask)

The Consultant will support the City during the bidding phase of the culvert project. The Consultant will respond to requests for clarifications and prepare Addendums. The budget assigned for this work element will be limited to the amount designated for this work element.

Provide Bid Clarifications

The Consultant will respond to Contractor questions as requested by the City during the bidding process. The Consultant will provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification.

Deliverables:

- Written clarifications to bid questions, including text and plan sheet revisions if applicable (email format)

Addenda

The Consultant will assist the City with preparing materials to be included with up to two (2) Addenda, as required.

Assumptions:

- The City will prepare addendums for distribution during the bidding process.
- The City will prepare the bid tabulation.
- The City will determine if the bids are responsive or not.
- The City will track bid questions and communicate with bidders.
- The City will produce bid sets.
- The City will review bid tabulations against the opinion of cost (engineer's estimate).
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Materials to be included with addenda, as requested, for up to two (2) Addenda

Task 10 – Storm Drainage Design

Under this Task, for this Amendment No. 6, the Consultant has reviewed stormwater impacts and requirements for the various concept options of the non-motorized improvements that were prepared based on public outreach and City Council direction.

In addition, based on public outreach and City Council direction, the project limits are changed from those identified in the prior Scope of Services. Under this Task, the Consultant is re-scoping the Consultant's effort for the storm drainage design, to include the final concept and the changed project limits.

10.1 Coordination with City and Resource Agencies

[no amended services under this Amendment No. 6 Scope of Services]

10.2 Establish Design Criteria

The Consultant provided updates to the stormwater design criteria for each concept option, as the preliminary project design has progressed, and the City has considered design options and options for the changed limits. The Consultant will finalize the stormwater design criteria for the final concept.

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

10.3 Off-Site Analysis

The Consultant provided updates to the off-site analysis for each concept option, as the preliminary project design has progressed, and the City has considered design options and options for the changed limits. The Consultant will finalize the off-site analysis for the final concept.

Assumptions and deliverables will remain the same as stated in the prior Scope of Services.

10.4 Site Assessment

The Consultant provided updates to the site assessment maps and the existing and proposed impervious areas for each concept option, as the preliminary project design has progressed, and the City has considered design options and options for the changed limits. The Consultant will finalize the site assessment maps and the existing and proposed impervious areas for the final concept.

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

10.5 Water Quality Treatment and Flow Control Calculations

The Consultant provided updates to the sizing calculations for the proposed water quality treatment and flow control facilities for each concept option, as the preliminary project design has progressed, and the City has considered design options and options for the changed limits. The Consultant will finalize the sizing calculations for the proposed water quality treatment and flow control facilities for the final concept.

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

10.6 Conveyance Calculations

The Consultant provided updates to the conveyance calculations for the proposed water quality treatment and flow control facilities for each concept option, as the preliminary project design has progressed, and the City has considered design options and options for the changed limits. The Consultant will finalize the conveyance calculations for the proposed water quality treatment and flow control facilities for the final concept.

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

10.7 Drainage Report

Under this subtask as the Consultant reviewed stormwater impacts and requirements for the various concept options of the non-motorized improvements, and there were additional project limits being considered, the Consultant provided additional scenario investigation and updates to various calculations and exhibits that are prepared to support the design and drainage report under this subtask. The Consultant will prepare the draft drainage report based on the final conception option as of the execution of this Amendment No. 6.

The assumptions and deliverables will remain the same as stated in the prior Scope of Services.

Task 11 – Design Memorandum

11.1 Design Memorandum

The Consultant provided updates to the Draft Design Memorandum for select concept options, for the City's use in decision making and support, as the preliminary project design has progressed. The Consultant will finalize the design memorandum to reflect the final concept.

11.2 Design Memorandum QA/QC of Deliverables

[no amended services under this Amendment No. 6 Scope of Services]

Task 12 – 30% Design, Plans, and Opinion of Costs

Under this Task, the Consultant prepared several concept options and changes in project limits for the non-motorized improvements, for the public and City Council review, which were not identified in the prior Scope of Services, as requested by the City. In addition, the City requested to add a 30% design, Plans, and Opinion of Costs for Bucklin Hill Road from Eagle Harbor Drive to Lynnwood Center Road (note this segment will not move forward to the 90% design).

12.1 30% Design and Plans

The Consultant prepared several concept options for project footprints and 30% to 50% level design for the concept options and changed project limits. This included, but was not limited to, adding plans sheets for new project limits, reviewing impacts to adjacent topography, wall options, impacts to critical areas and wetlands, and impacts to adjacent private properties. This included options for various types of non-motorized facilities and adding pedestrian crossing locations, and adding pedestrian signals. The Consultant updated the preliminary roadway/drainage Plan sheets and the Channelization Plans, and various exhibits for each concept option requested by the City, and coordinated with City on City review and comments.

The Consultant prepared a 30% design and Plan sheets for the additional project limits of Bucklin Hill Road from Eagle Harbor Drive to Lynnwood Center Road (note this segment will not move forward to the 90% design).

Deliverables changed based on the concept options requested, and the added project limits on Bucklin Hill Road, and consisted of Plan sheets and various explanatory exhibits.

The Plan sheets are revised from the prior Scope to the sheets identified below:

- Cover Sheet w/ Vicinity Map and Index (1 sheet)
- Legend and Abbreviations (1 sheet)
- Alignment and Survey Control (2 sheets)
- Existing Conditions (7 Sheets)

- Site Preparation/ Temporary Erosion and Sediment Control Plans (6 Sheets)
- Typical Roadway Sections (4 sheets)
- Roadway/Drainage Plan and Profile (12 sheets)
- Intersection Plan and Details (7 Sheets)
- Drainage Details (1 Sheet)
- Miscellaneous Roadway Details (3 sheets)
- Driveway Profiles and Details (5 sheets)
- Wall Plan and Profile (2 sheets)
- Wall Sections and Details (2 sheets)
- Channelization and Signing Plans (7 Sheets)
- Channelization and Signing Details (2 sheets)
- Pedestrian/Trail Crossing Signalization Plans and schedules (2 sheets)
- Pedestrian/Trail Crossing Signalization Details (1 sheet)
- Illumination Plan and Schedules (4 sheets)
- Traffic Control Plans and Details (4 sheets)
- Pedestrian Traffic Control Plans and Details (2 Sheets)
- Construction Phasing Plans (6 Sheets)
- Boardwalk Plan and Detail (2 sheets)

12.2 30% Opinion of Costs

The Consultant provided updates to opinion of costs for each concept option, as the preliminary project design has progressed, and the City has considered design options and options for the changed limits.

The Consultant prepared a 30% Opinion of Costs, in a separate cost schedule, for the additional project limits of Bucklin Hill Road from Eagle Harbor Drive to Lynnwood Center Road (note this segment will not move forward to the 90% design).

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

12.3 30% QA/QC Review - Plans and Opinion of Costs

The Consultant provided additional QA/QC review for select concept options, as the preliminary project design has progressed, and the City has considered design options and options for the changed limits. The Consultant reviewed the plan sheets and opinion of costs for the additional project limits on Bucklin Hill Road.

The services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services.

Task 13 – 90% Plans, Specifications, and Opinion of Costs

Under this Task, as requested by the City Council, the Consultant has revised the preferred concept that was selected under the 30% Design and Plans task for the non-motorized improvements, and prepared revised Plan sheet exhibits and opinion of costs.

In addition, based on public outreach and City Council direction, the project limits are changed from those identified in the prior Scope of Services. Under this Task, the Consultant is re-scoping the Consultant's effort for the 90% design, Plans, Specifications, and Opinion of Costs, to include the final concept and the changed project limits.

Note that the Consultant's scope and efforts for the 90% design and PS&E for the stream culvert design and restoration are included under a separate Task within this Scope of Services. Under this Scope of Services for Amendment No. 6, the stream culvert will be excluded from the non-motorized improvements contract documents, and will be a separate project, bid out to contractors separately.

13.1 Response to 30% (and additional) Comments

[no amended services under this Amendment No. 6 Scope of Services]

13.2 90% Plans

Under this subtask, as requested by the City Council, the Consultant has made multiple revisions to the preferred concept that was selected under the 30% Design and Plans task for the non-motorized improvements, and prepared revised Plan sheet exhibits and opinion of costs, which were designed to and identified as a "60% Review Submittal".

In addition, based on public outreach and City Council direction, the project limits are changed from those identified in the prior Scope of Services. Under this Task, the Consultant is re-scoping the Consultant's effort for the 90% design and preparation of Plan sheets to include the final concept and the changed project limits.

The Plan sheets are as outlined under the 30% PS&E task, with an added Plan sheet at the 90% level for:

- Franchise Utility Pole Coordination Plan (1 sheet)

The Franchise Utility Pole Coordination Plan sheet will be a conceptual level plan based on the project needs and will not be based on a final design provided by the franchise utility, nor will the Consultant design the relocation of any franchise utilities. The Consultant will identify utility poles that need to be relocated, and will provide general areas for new locations. The City will coordinate with the franchises on the need for the relocation and the City will review the franchise utility design. The Plan sheet will be for informational purposes only for the contractor to note the upcoming relocation.

13.3 90% Opinion of Costs

Under this subtask, as requested by the City Council, the Consultant has made multiple revisions to the preferred concept that was selected under the 30% Design and Plans task for the non-motorized

improvements, and prepared associated revised opinion of costs. Services included preparing project/cost options for various project scenarios, for the purposes of budgeting and decision making.

The Consultant prepared additional deliverables in PDF and Excel format of the Opinion of Costs.

13.4 90% Specifications

[no amended services under this Amendment No. 6 Scope of Services]

13.5 90% PS&E QA/QC and Constructability Review of Deliverables

[no amended services under this Amendment No. 6 Scope of Services]

Task 14 – 100% Plans, Specifications, and Opinion of Costs

Based on public outreach and City Council direction, the project limits are changed from those identified in the prior Scope of Services. Under this Task, the Consultant is re-scoping the Consultant's effort for the 100% design, Plans, Specifications, and Opinion of Costs, to include the final concept and the changed project limits.

Note that the Consultant's scope and efforts for the 100% design and PS&E for the stream culvert design and restoration are included under a separate Task within this Scope of Services. Under this Scope of Services for Amendment No. 6, the stream culvert will be excluded from the non-motorized improvements contract documents, and will be a separate project, bid out to contractors separately.

14.1 Response to 90% Comments

[no amended services under this Amendment No. 6 Scope of Services]

14.2 100% Plans

Based on public outreach and City Council direction, the project limits are changed from those identified in the prior Scope of Services. Under this subtask, the Consultant is re-scoping the Consultant's effort for the 100% design and Plans preparation, to include the final concept and the changed project limits.

The general design services provided by the Consultant and the assumptions and deliverables will remain the same as stated in the prior Scope of Services, but the number of Plan sheets is revised to reflect those identified in the 30% PS&E Task within this Amendment No. 6 Scope of Services.

14.3 100% Opinion of Costs

[no amended services under this Amendment No. 6 Scope of Services]

14.4 100% Specifications

[no amended services under this Amendment No. 6 Scope of Services]

14.5 Coordination with WSDOT

[no amended services under this Amendment No. 6 Scope of Services]

Task 15 – Ad-Ready Contract Documents

[no amended services under this Amendment No. 6 Scope of Services]

Task 16 – Maximum Extent Feasible (MEF) Documentation

Based on public outreach and City Council direction, the project limits and final project footprint is are changed from that described in the prior Scope of Services. The resulting project includes more pedestrian crossing locations and pedestrian facilities at these locations, resulting in more pedestrian facilities to assess under the ADA compliance requirements. These facilities will need to be added to MEF documentation that was scoped in the prior Scope of Services.

16.1 Coordination with WSDOT

[no amended services under this Amendment No. 6 Scope of Services]

16.2 Design MEF Documentation

Under this subtask, the Consultant will provided address additional pedestrian facilities within the MEF Documentation, based on the revised project limits and changed locations for pedestrian crossings and types of pedestrian facilities.

The services provided by the Consultant and the deliverables will remain the same as stated in the prior Scope of Services.

Amended Assumptions:

- The Guidelines for Pedestrian Facilities in the Public Rights-of-Way (PROWAG), August 8, 2023 PROWAG) will be the design guidelines and measurement of compliance for pedestrian facilities.

Task 17-Right-of Way Negotiations and Acquisition (Commonstreet)

17.1 Right-of-Way Services Project Management

[no amended services under this Amendment No. 6 Scope of Services]

17.2 Title Review and Conveyance Documents Drafts

[no amended services under this Amendment No. 6 Scope of Services]

17.3 Appraisal and Appraisal Review Coordination

[no amended services under this Amendment No. 6 Scope of Services]

17.4 Negotiations, Administrative Settlements, and QA/QC

[no amended services under this Amendment No. 6 Scope of Services]

17.5 Escrow/Payment Processing and Recording

[no amended services under this Amendment No. 6 Scope of Services]

17.6 WSDOT Certification/File Close Out

[no amended services under this Amendment No. 6 Scope of Services]

17.7 Right-of-Way Negotiation Support and Parcel Exhibits (by Perteet)

Under this subtask, the Consultant prepared several iterations of right-of-way informational parcel exhibits based on the multiple concept options and changes in project limits for the non-motorized improvements, which were based on the public and City Council review. These iterations are beyond what was identified in the prior Scope of Services. In addition, the Consultant provided additional information to support the City's initial discussions with property owners. The Consultant prepared multiple preliminary cost scenarios for the City's use in decision making related to the project footprint and the project budget.

Due to the separation of the Cooper Creek Culvert project from the non-motorized project, there will be two separate right-of-way transactions for two of the property owners, and additional Consultant services to provide exhibits as appropriate are included in this Amendment.

The general services provided by the Consultant to complete the project from the point of the execution of this Amendment No. 6, and the assumptions will remain the same as stated in the prior Scope of Services. The number of Deliverables for the informational exhibits will also remain the same.

Task 18 – Right-of-Way Plans

[no amended services under this Amendment No. 6 Scope of Services]

Task 19 – Bid Support

[no amended services under this Amendment No. 6 Scope of Services]

Task 20 – Boardwalk Preliminary 30% Design, Plans, and Opinion of Costs (New Task)

The Consultant and Subconsultant (TranTech) will provide recommendations for two options for a boardwalk structure on the west side of the roadway at the Cooper Creek crossing, and then prepare 30% design level construction plans and opinion of costs for the preferred option. 30% Plans and opinion of costs will be submitted to

the City for review and comment. The plans will be prepared to a level of competency presently maintained by practicing professionals in the field of transportation engineering in the Puget Sound Region.

20.1 Supplemental Topographic Survey

The Subconsultant KPG Psomas will perform a supplemental topographic survey and basemapping in the area to the west of the existing roadway.

The Consultant's Wetland Biologist will determine if additional critical areas and OHWM need to be flagged and will flag in the field prior to the topographic survey being performed.

Services by KPG Psomas include:

Field mapping within the supplemental limits will include:

- Field mapping, supplementing approximately 15-feet to the west of the existing mapping limits, for a length of approximately 450-feet. the limits will include topography, man-made surface features (if any), limits of vegetation, trees (6" DBH or larger),
- If any stormwater or sanitary sewer structures are found, perform measure-downs of existing storm drain and sanitary sewer structures, indicating rim and pipe invert elevations. Document the approximate size, type, material, and general condition of the structures. These observations will be made from the surface.
- If determined by the wetland biologist in the supplemental footprint, mapping of creek thalweg, wetland flags, and ordinary high water line markings, will be conducted and added to the base map.

Base Map Preparation:

- The supplemental survey information collected will be incorporated into the base map created in the previous Scopes.

Deliverables:

- Supplemental basemap area in AutoCAD.

20.2 Alternatives Study Memo

The Consultant and Subconsultant will explore up to two (2) viable options for the boardwalk. In full coordination with the City, a set of desired criteria will be developed for comparison of the alternatives and the limits of the boardwalk will be determined with the City.

Under this subtask, the Subconsultant will review the existing relevant data including proposed alignment and the topo survey. The Subconsultant will recommend up to two (2) options and prepare a final comparison memorandum. This will be used as the basis for the City's selection of a preferred alternative. This subtask is also used to understand unknowns/risks for critical areas for boardwalk design. A site visit is included in this task.

The Consultant will provide supporting information to determine the limits of the boardwalk structure,

transition segments, and tie in locations, and identify construction modifications, if any, to the existing roadway and non-motorized facilities. The Consultant will coordinate with the Subconsultant to provide the proposed non-motorized design and Plans, fish passage culvert information, environmental permitting and documentation materials and reports as needed by the Subconsultant. The Consultant will review final memorandum before it is submitted to the City.

Following a comparative study, an optimized alternative, based on the selected criteria, will be recommended for advancement to 30% design.

Assumptions:

- Boardwalk limits and width will be coordination with the City.
- This task does not include the preparation of any additional exhibits or materials for public outreach or City Council meetings, nor attendance at any meetings by the Consultant or Subconsultant.

Deliverables:

- Alternative Study Memorandum

20.3 Geotechnical Recommendations (by HWA GeoSciences)

The Geotechnical Subconsultant (HWA GeoSciences) will prepare a recommendations and design parameters for boardwalk piles and support, for use by the structural Engineer. The recommendations will be added to the Geotechnical Report for the Eagle Harbor Non-motorized Improvements/Cooper Creek Fish Passage project.

Assumptions:

- Based on the anticipated location of the boardwalk structure, the Subconsultant will not need to do additional field work and the Technical Memorandum will be based on the geotechnical investigations, borings, and report information that was prepared for the Cooper Creek Fish Passage project.

Deliverables:

- Recommendations incorporated into the draft and final geotechnical report, in PDF format via e-mail

20.4 30% Design, Plans, Opinion of Costs

The Consultant will prepare a 30% design, plans, and opinion of construction costs, and identify the anticipated Consultant design and permitting costs to complete the design to the final ad ready documents. The 30% design effort will include the development of the preliminary structural boardwalk, and roadway transition and connection segments design, based on the preferred alternative selected by the City.

30% Design and Plans:

30% design and plans are anticipated to include: horizontal and vertical alignment of the boardwalk, plan view of boardwalk layout, transitions, and connection points, paving sections for transitions (if needed), and channelization revisions. This includes limited details of the boardwalk structure.

It is anticipated that the 30% plans will consist of the following sheets:

- Cover Sheet w/Vicinity Map and Index
- Legend and Abbreviations
- Typical Roadway Sections
- Typical Boardwalk Bridge Section
- Preliminary Boardwalk Bridge Plan and Elevation
- Foundation Layout
- Typical Pier Plan & Elevation
- Abutment Layout
- Preliminary transition segments and connections (paving plan)
- Channelization Plan

Assumptions:

- TESC and erosion control plans will not be provided at this level of design.

Deliverables:

- Electronic copy of the 30% plan set in PDF format via e-mail

30% Opinion of Costs:

The Consultant will calculate 30% design level quantities and prepare an opinion of construction costs based upon the 30% construction plans and current unit bid prices. A contingency will be included to accommodate additional construction costs not yet specifically identified. The Consultant will include an opinion of costs for Consulting fees to complete the design and prepare ad ready documents, and for environmental permitting and documentation, for the future completion of the Boardwalk project.

Assumptions:

- The bid schedule for the opinion of cost will include up three (3) bid schedules (one for the roadway related facilities and one for the culvert replacement).

Deliverables:

- Electronic copy of the 30% opinion of cost summary submitted in PDF format via e-mail

In providing opinions of probable construction cost, the City understands that the Consultant has no control over the cost or availability of labor, equipment or materials, market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied,

that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost.

20.5 30% QA/QC Review - Plans and Opinion of Costs

An internal Consultant quality assurance/quality control review of deliverables will be conducted, and a constructability review, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

20.6 Impact Analysis Memorandum

Based on the preferred concept and the 30% design, the Consultant will prepare an Impact Analysis Memorandum. This Memorandum will summarize the coordination, permitting agencies, permits and documentation that will likely to be required for the boardwalk. This will include estimated durations of preparation of permits and documentation, and review and concurrence durations.

The Consultant will prepare a draft memorandum and exhibit showing compatibility or conflict between the culvert and boardwalk infrastructure. The Consultant will meet with the City to review its comments and incorporate them into boardwalk design elements.

Assumptions:

- The information in the memorandum will be based on the 30% design, and the City understands that the information will be based on the Consultant's experience and research, and possibly preliminary communication with permitting agencies. The Consultant has no control over what the permitting agencies may request during the remainder of the project design phase, and permitting agencies may request additional documentation and/or analysis that may not be identified in the Memorandum.

Deliverables:

- Electronic copy of the draft and final memorandum in PDF format via e-mail

Task Assumptions:

- This task does not include the preparation of any additional exhibits or materials for public outreach or City Council meetings, nor attendance at any meetings by the Consultant or Subconsultant.

Directed Service D1 – Utility Relocation Coordination

[no amended services under this Amendment No. 6 Scope of Services]

Directed Service D2– Culvert Sizing (by Northwest Watersheds)

[no amended services under this Amendment No. 6 Scope of Services]

Directed Service D3– Culvert Structural Design (By Trantech)

[no amended services under this Amendment No. 6 Scope of Services]

Directed Service D4– Culvert Design Services (By Perteet)

[no amended services under this Amendment No. 6 Scope of Services]

Additional (Optional) Services

The Consultant may provide additional services as directed by the City which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the City and a supplement to the contract.

Services Not Included in this Scope of Services

1. Utility potholing. Consultant will incorporate results of utility potholing in the Utility Coordination task but the City will lead and coordinate an utility potholing efforts.
2. Prepare backwater conveyance analysis for onsite pipe systems using King County Backwater Software (KCBW) program, or StormShed 2G, accepted by WSDOT. Prepare gutter flow calculations and inlet capacity calculations in accordance with FHWA protocols.
3. Prepare a Level 1 to Level 3 downstream analysis.
4. Prepare a backwater conveyance analysis for downstream pipe systems.
5. Prepare a summary of average annual pollutant loadings anticipated for the project, in accordance with the WSDOT Environmental Procedures Manual, Table 3, Method 1, for the environmental assessment of the project.
6. Drainage design above what is described in this scope of services.
7. Prepare a Notice of Intent application and supporting documentation for the construction NPDES permitting process.
8. Construction management and inspection services.
9. Construction engineering design support services.

Information Provided by Others:

The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. Further, the Client agrees that the Consultant shall have no responsibility for any portion of the Project designed by other consultants engaged by the Client.

The City shall furnish the following:

1. All available "As-Built" information.
2. Updated underground utility information relative to the City owned utilities.
3. Any applicable preliminary design reports, geotechnical reports, environmental reports, and identified up and downstream problems.
4. Updated City of Bainbridge Island General Provisions.

Design Criteria

As of the date this Agreement is signed, design file, reports, documents, and plans prepared as part of this Scope of Services, to the extent feasible, will be developed in accordance with the latest edition and amendments to the following documents:

1. Standard Specifications for Road, Bridge, and Municipal Construction, 2024 English Edition, published by WSDOT and the Washington State Chapter APWA
2. Standard Plans for Road, Bridge, and Municipal Construction, (M 21-10), published by WSDOT
3. "Local Agency Guidelines" published by WSDOT
4. AASHTO: A Policy on Geometric Design of Highways and Streets (2011 Edition)
5. 2009 Manual on Uniform Traffic Control Devices (MUTCD)
6. AASHTO Guide for the Development of Bicycle Facilities, 4th Edition
7. Accessibility Guidelines for Pedestrian Facilities in the Public Rights-of-Way (PROWAG), August 8, 2023 PROWAG) will be the design guidelines and measurement of compliance for pedestrian facilities.
8. City of Bainbridge Island Standard Plans and Policies
9. Department of Ecology (Ecology) 2019 "Stormwater Management Manual for Western Washington"

Changes in any design standards or requirements after services have begun may result in extra work and require a supplement to the Agreement.

30% Design – Project Location Map



Eagle Harbor/Wyatt Non-Motorized Improvements

December 12, 2023

Project: Eagle Harbor Drive Cooper Creek Fish Passage

Location: Head of the Bay North of Green Light Automotive

01107

Project Description



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

Capital Funding

	Prior Yrs.	2023	2024	Subsequent	Total
FUNDING SOURCES					
General Fund	\$ -	-	-	-	-
SSWM Fund	\$ 24,000	1,052,000	531,000	-	1,607,000
	-	-	-	-	-
	\$ 24,000	\$ 1,052,000	\$ 531,000	\$ -	1,607,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 746,000	2021 CIP	Original project authorization
	\$ (95,000)	2022 CIP	Removed GF portion
	\$ 956,000	2023-2028 CIP	
Total Project Budget	\$ 1,607,000		

Financial Update

Spending through December 20, 2023

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
SSWM Fund	1,076,290	77,730	71,956	149,686	926,604

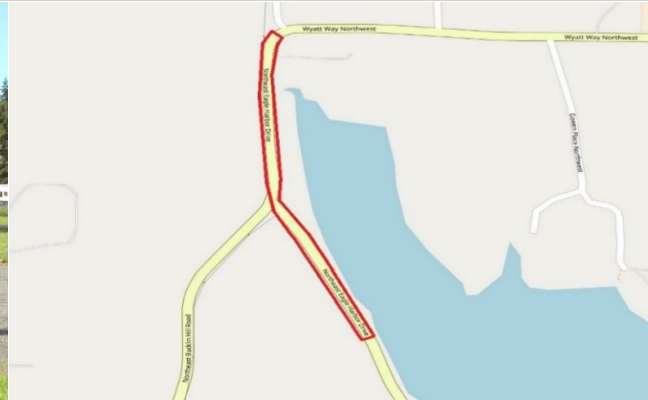
Current Project Status

Project: C40 Eagle Harbor Drive Phase 1

Location: Wyatt to past Bucklin Hill

00968

Project Description



Description: Current level of service E for Pedestrians and D for cyclists. Provides shoulder widening on both sides. Necessitates upgrading Cooper Creek Culvert to accommodate road widening. Involves ROW acquisition. Assumes additional land will be needed to mitigate displaced wetlands.

Capital Funding

	Prior Yrs.	2023	2024	Subsequent	Total
FUNDING SOURCES					
General Fund/REET	\$ 376,000	531,000	2,098,000	-	\$ 3,005,000
SSWM Fund	\$ -	-	-	-	\$ -
Federal Grant	-	777,000	735,000	-	\$ 1,512,000
	\$ 376,000	\$ 1,308,000	\$ 2,833,000	\$ -	\$ 4,517,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 1,190,000	2019 CIP	Original project authorization
Budget Amendments	303,307	2021 CIP	Adj for Labor and Grant
	28,409	2021 Q2	Labor adjustment
	(629,716)	2022 CIP	2022 CIP removed SSWM portion
	250,000	2022 BUA-1	Council approved 3/8/22
	2,598,000	2023-2028 CIP	
	777,000	2023 BUA-1	Council approved June 27, 2023
Total Project Budget	\$ 4,517,000		

Financial Update Spending through December 20, 2023

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Capital Fund	1,684,000	\$ 584,288	\$ 391,500	975,788	708,212
SSWM	-	\$ -	\$ -	-	-
	1,684,000	584,288	391,500	975,788	708,212

Current Project Status

Project to proceed in 2024 with grant funding.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Enter into a Professional Services Agreement with BHC Consultants LLC for the Winslow Subarea Plan Sewer Collection System Analysis, (\$79,200.00 Sewer Fund) - Public Works

SUMMARY: City staff are requesting that the City Council authorize the City Manager to enter into a Professional Services Agreement with BHC Consultants LLC for the Winslow Subarea Plan Sewer Collection System Analysis in the amount of \$79,200.00.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a Professional Services Agreement with BHC Consultants LLC for the Winslow Subarea Plan Sewer Collection System Analysis (\$79,200.00 Sewer Fund).

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

Amount:	\$79,200
Ongoing Cost:	N/A
One-Time Cost:	\$79,200
Included in Current Budget?	Yes

BACKGROUND: The Public Works Department is supporting the Winslow Sub-Area Plan work by providing an analysis of the Winslow sewer collection system that reflects the impacts of the planned future growth scenarios. The analysis work includes:

- Gathering of data, reports and other information related to the City's existing sewer collection system for baseline analysis and support of "no-action" scenario of the Winslow Sub-Area Plan;
- Evaluation of the performance of the City's existing sewer collection system under two additional land-use "growth" scenarios using the existing sewer model and/or other analysis or calculations. Land-use scenarios are anticipated to reflect increased residential and commercial densities within the existing sewer service area;

- Development of high-level recommendations for improvement to the sewer collection system (main extensions, main upgrades, pump upgrades, additional pumping systems, etc.) that would effectively serve the two “growth” scenarios, including planning level project descriptions, maps, schedules and anticipated costs; and
- Coordination with the City’s wastewater treatment plant consultant on the identified sewer collection system planned improvements.

Public Works staff solicited qualifications from sewer utility planning and engineering firms to support the above-mentioned analysis and did not receive any responses. City staff then reached out to BHC Consultants, a firm that has performed sewer analysis for the City on other projects, and negotiated the attached scope of work. The work will be coordinated closely with the development of the Winslow Sub-Area Plan and the corresponding Environmental Impact Statement.

ATTACHMENTS:

[PSA Winslow Sub Area Plan Sewer Analysis.docx](#)

FISCAL DETAILS: Funding for the agreement in the amount of \$79,200.00 is available in the Public Works sewer operating budget.

Fund Name(s): Sewer Fund

Coding: N/A

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington municipal corporation (“City”), and BHC Consultants, LLC, a Washington limited liability company (“Consultant”).

WHEREAS, the City needs professional services in connection with providing an analysis of the capacity of the City’s Winslow wastewater collection system associated with the land use and growth projections identified in the City’s Winslow Sub-Area Plan and Comprehensive Plan Updates, and updating the City’s wastewater collection system model; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2024, unless sooner terminated by either party as provided below.

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

3. PAYMENT

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of Seventy-Nine Thousand Two Hundred Dollars (\$79,200.00).

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project

shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

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

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

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

mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

10. INSURANCE

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

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

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

To the Consultant: BHC Consultants, LLC
 1601 Fifth Avenue, Suite 500
 Seattle, WA 98101
 Attention: Kevin Cook

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

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

BHC CONSULTANTS, LLC

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

**ATTACHMENT A
INSURANCE REQUIREMENTS**

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

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

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

ATTACHMENT B SCOPE OF SERVICES

Overview:

The City of Bainbridge Island (City) is conducting a sewer collection analysis to support the City's Winslow Sub-Area Plan and Comprehensive plan. The purpose of this analysis is to gather information on the existing sewer collection system in support of a "no-action" scenario and compare the "no-action" scenario against two additional land-use "growth" scenarios that are anticipated to reflect increased residential and commercial densities within the existing service area. Previous analyses and improvements were identified as part of the City's 2015 General Sewer Plan and included a hydraulic model development and calibration.

This analysis will focus on the "no-action" and "growth" scenarios and identify potential capacity deficiencies within the City's collection system as well as develop recommendations for improvements including but not limited to sewer main extensions and upgrades, pump station firm capacity improvements, additional pumping systems and potential re-routing, and other improvements. These will include planning level project descriptions, maps, schedules, anticipated costs, and other planning related information. This analysis will focus on the collection system and impacts to the City's wastewater treatment plant as a result of increased flows via hydraulic modeling analysis and will be coordinated between the Consultant and the City's wastewater treatment plant consultant.

This Scope of Services is separated into five components where applicable:

1. **Tasks:** items of work that will be completed by the Consultant;
2. **Receivables:** elements that will be provided by the City to the Consultant;
3. **Assumptions:** assumptions used to develop each task;
4. **Deliverables:** finished product(s) that will be delivered to the City in the manner specified in this scope of services; and
5. **Payment:** payment for services provided under each task.

Task 100: Project Management

Description: This will track and monitor the progress of the project and coordinate with the team and City staff.

Tasks:

- **City Coordination:** Coordinate with City Project Manager via phone/email/virtual meeting at approximately two-week intervals. Meetings may involve other team members and City staff as needed.
- **Status Reports:** Provide monthly invoices with brief status and progress summaries.
- **Project Team Coordination:** Coordinate with the project team on a bi-weekly basis to review current and upcoming tasks, deliverables, and coordination efforts.
- **QA/QC Program:** Coordinate and facilitate QA/QC reviews of deliverables to City.

Receivables:

- Approved Contract.

Assumptions:

- Project duration is estimated to be up to six (6) months, pending reviews and data collection for key milestones.
- Brief status emails will be provided when biweekly coordination calls are not necessary.

Deliverables:

- Up to six (6) monthly status reports with invoices.

Payment: \$10,000

Task 200: Data Collection and Planning Scenario Development Criteria

This task will identify data needs and gaps and any limitations for the analysis. Data collected will be reviewed to support and develop planning level scenarios for analysis in subsequent tasks.

Tasks:

- Collect and Review Data:
 - Develop data request log.
 - Collect other publicly available data as needed to supplement data collection efforts.
- Base Mapping and Data Processing:
 - Develop base mapping.
 - Process and review available data (subject to availability).
- Review planning data and assumption for “no-action” and “growth”.
- Scenario Development and Flow Projections:
 - Develop flow projections that account for the three scenarios planning.
 - Develop wet weather planning scenarios.
- Model Review.

Receivables:

The following list of receivables is intended to provide a preliminary overview of items to be provided by the City. Additional data may be requested/provided pending a formal data request and review of data tracking log.

- Latest hydraulic model and associated documentation.
- 2015 General Sewer Plan.
- Planning and land use data.

- Flow and rainfall monitoring data and associated reports.
- SCADA data and pump run time data.
- GIS data (sewer mains, maintenance holes, land use data, etc.).
- Survey and as-built data (as needed).
- Inspection/condition reports.

Assumptions:

- Preliminary data request will include preliminary list of items that are subject to change based on discussions with the City.
- City to support development of data request log.
- Consultant will notify City if receipt (or non-receipt) or timing of data collection will impact scope, schedule, or fee estimate.
- Data provided to Consultant will be deemed sufficient for use ‘as-is’.
- Major assumptions by Consultant will be documented and provided to City prior to subsequent use and analysis e.g. domestic sewer usage.
- Wet weather scenarios will be consistent with 2015 General Sewer Plan.
- No updates to the model inputs will be made to account for climate change for wet weather.
- A minimum of two (2) rounds of consultant/staff review of the model will be included to ensure completeness of model

Deliverables:

- Data request log (will be maintained by Consultant).

Payment: \$15,000

Task 300: Hydraulic Model Development, Validation, and Analysis

This task will focus on hydraulic model development and confirmation of existing conditions and subsequent modeling scenarios. The model will be used for hydraulic analysis of the planning scenarios.

Tasks:

- Upgrade Model:
 - Consultant will recommend a modeling software to City.
 - Model will be upgraded/converted and model performance validated to previously simulated results.
- Update Model:

- Model will be updated to reflect current/existing conditions (to incorporate hydraulic changes since last Plan and update) and validate performance to recently available data (no calibration).
- Hydraulic Analysis:
 - Set up modeling scenarios (up to six [6]) and conduct hydraulic analyses to identify existing system capacity issues.
 - Modeling analysis to develop recommended alternatives.
- Cost Estimates.

Receivables:

- None.

Assumptions:

- No hydrologic model calibration will be required.
- Validation results will be provided to City, along with recommendation for usage and need for update to previous calibration.
- Upgraded modeling software will be either Infoworks ICM or PCSWMM (subject to model review and discussion with City).
- Draft results will be provided to City for review, with final results being included in report.
- Develop a preliminary opinion of probable construction cost, which will reflect a Class 4 estimate (applicable for 1% to 15% design) as defined by the American Association of Cost Engineers (AACE) with an expected accuracy range of -20% to +30%.

Deliverables:

- Draft model validation results.
- Draft system deficiency results.
- Draft list/map of recommended hydraulic improvements.
- Draft cost estimates.

Payment: \$20,000

Task 400: Meetings

Meetings between City and Consultant will be held at key milestones and as needed to facilitate project delivery. These exclude meetings associated with project management.

Tasks:

- Meetings to be scheduled

Receivables:

- Calendar invites (email) if scheduled by City.

Assumptions:

- Up to eight (8) meetings are estimated to be needed for this project. Preliminary list of meetings including count (if applicable), estimated count of consultant attendees (subject to change based on meeting requirements), and duration:
 - Kickoff and Data Review Meeting up to 1.5-hours (3 attendees, 1.5-hour)
 - Planning Scenario Criteria and Land Use Planning Meeting (2 attendees, 1-hour)
 - Preliminary Capacity Analysis and Collection Improvements Meeting (2 attendees, 2-hour)
 - Utility Advisory Committee Meeting (2 attendees, 1-hour)
 - Wastewater treatment plant coordination meeting (2 attendees, 1-hour)
 - Three (3) additional meetings as needed (2 attendees, 1 hour)
- It is assumed that approximately half of the meetings will take place virtually.
- Reimbursement included for Seattle to Bainbridge via ferry service for one (1) vehicle.

Deliverables:

- Draft and Final meeting minutes (in PDF format). Final meeting minutes will incorporate received comments and be submitted three (3) days after submitting draft minutes.

Payment: \$8,000

Task 500: Documentation and Reports

Preparation of draft and final reports and final deliverables.

Tasks:

- Develop Draft Report:
 - Data review.
 - Land use and planning assumptions.
 - Modeling methodology.
 - Capacity results and recommended improvements.
 - Recommendations for prioritization and cost estimates.
 - Limitations and sources of uncertainty.
 - Respond to City Comments.
- Prepare Final Report.
- Prepare Final Modeling Package and Deliverables.

Receivables:

- Comments on Draft Report.

Assumptions:

- Final Report will be submitted three (3) weeks after receiving final comments.

Deliverables:

- Draft report.
- Final Report.
- Final Deliverable Package.

Payment: \$19,000

Task 600: Management Reserve for Supplemental Investigation, Analysis, and Support

This task is intended to cover additional efforts and analysis not currently defined in the scope and will only be used with authorization from the City. These extra efforts could stem from the results of data collection, additional scenarios to be analyzed, additional meetings, or other items not detailed or understood as part of the previous tasks. Estimate of hours and fee to cover services in this task will be provided.

Potential Work Tasks:

1. Additional data analysis that will be based on review of available data (e.g. advanced data cleaning and coordination).
2. Model calibration.
3. Additional scenario modeling.
4. Additional meetings or other services.

Receivables:

- Approval for services by City.

Assumptions:

- This task will not be charged without written approval from City (email or equivalent).
- Consultant will provide City with estimated hours and fee to cover additional work assignments under this task.

Deliverables:

- As defined in additional work assignments provided by the Consultant under this task.

Payment: \$7,200

Budget:

The budget for this Scope of Services includes \$72,000 for the base Scope of Services and an additional \$7,200 in contingency for optional tasks identified herein for a total budget of \$79,200. Consultant will be compensated on a time and materials basis per the attached budget estimate. Compensation shall not exceed the budgeted amount without prior authorization from the City and Consultant reserves the right to move funds between tasks to complete the work). Contingency allocated for the optional tasks shall not be utilized unless approved by the City. Each optional task shall be limited to the scope identified herein and allocated budget, unless otherwise authorized by the City.

Consultant’s Hourly Rates:



2024 Schedule of Charges

Billing Title	Hourly Billing Rates
Principal Engineer	\$280 - \$335
Senior Structural Engineer	\$260 - \$290
Senior Electrical Engineer	\$260 - \$290
Project Manager	\$230 - \$300
Senior Engineer	\$230 - \$300
Project Engineer	\$165 - \$260
Staff Engineer	\$130 - \$165
Senior Planner	\$190 - \$285
Planner	\$120 - \$145
GIS Specialist*	\$130 - \$170
Field Inspector & Building Inspectors*	\$150 - \$285
Building Code Compliance Review	\$150 - \$285
CAD Manager*	\$170 - \$215
Draftsperson*	\$130 - \$215
Project Administrator*	\$135 - \$175
Project Assistant/Word Processor*	\$130 - \$155

Professional Reimbursement:

The hourly billing rates include the cost of salaries of the BHC employees, plus paid sick and safe leave, vacation, holiday, other fringe benefits, indirect overhead and fee. All employees classified as “non-exempt” (billing category denoted with *) by the U.S. Department of Labor will be compensated at 1-1/2 times salary for overtime hours, as per State and Federal wage and hour laws. Billing rates will be calculated accordingly for these overtime hours.

Communication Fee:

Project Labor times 3.0% which includes telecommunications, faxes, standard U.S. Mail, mobile phones, and internet access.

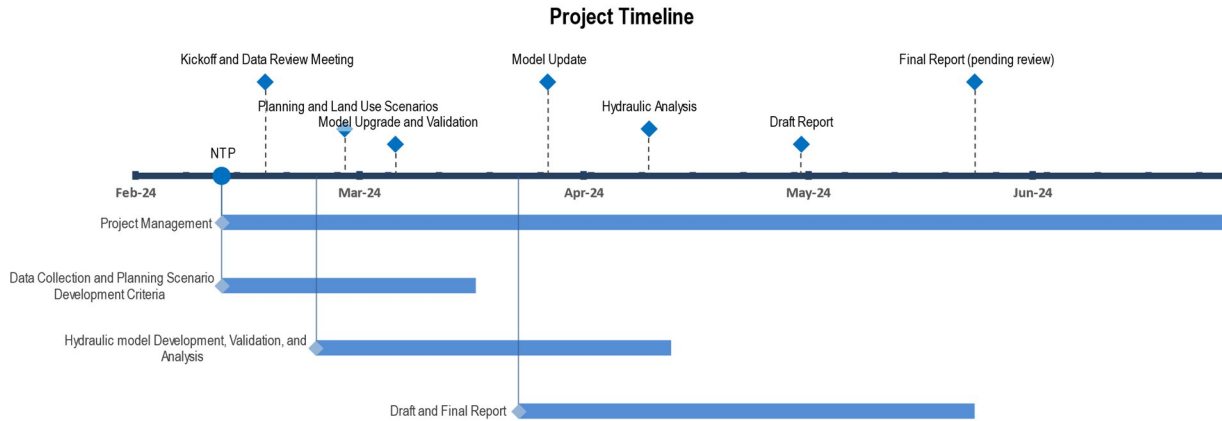
Direct Expenses:

Reimbursement for direct expenses incurred in connection with the work, will be at cost plus ten percent. See **Schedule of Non-Labor Charges** for detail.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2024 through December 31, 2024, and will be adjusted thereafter.

Schedule:

A preliminary schedule (DRAFT) and estimated milestones are provided below and are subject to timely receipt and review of data and deliverables and responses by the City.



Estimated Completion Date	Milestone
2/13/2024	Notice To Proceed (NTP)
2/19/2024	Kickoff and Data Review Meeting
3/1/2024	Planning and Land Use Scenarios
3/8/2024	Model Upgrade and Validation
3/29/2024	Model Update
4/12/2024	Hydraulic Analysis
5/3/2024	Draft Report
5/27/2024	Final Report (pending review)

ATTACHMENT C
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
AND OTHER RESPONSIBILITY MATTERS

In accordance with federal Executive Order 12549, the Consultant certifies to the best of its knowledge and belief, that it and/or its principals or officers:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- b. Have not within a three-year period preceding the execution of this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- d. Have not within a three-year period preceding the execution of this Agreement had one or more public transactions (federal, state, or local) terminated for cause of default; and
- e. Acknowledge that all subconsultants selected for this project must be in compliance with paragraphs (a – d) of this certification.

Name and Title of Authorized Consultant

Date

Signature of Authorized Consultant

_____ I am unable to certify to the above statements. My explanation is attached.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME:

AGENDA ITEM: Adopt Resolution No. 2024-02 Declaring an Emergency that Requires Suspension of Procurement Policies for the Replacement of the Operations and Maintenance Facility Fire Alarm System - Public Works

SUMMARY: City staff are recommending that the City Council adopt Resolution No. 2024-02 declaring an emergency that requires the suspension of procurement policies in order to replace the Operations and Maintenance facility fire alarm system.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Adopt Resolution No. 2024-02 declaring the replacement of the Operations and Maintenance facility fire alarm system an emergency which requires suspension of procurement policies.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

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

BACKGROUND: Pursuant to RCW 39.04.280, BIMC 2.44.110, and Section 10.0 of the City's Procurement Policy, the City Manager is providing notice to the City Council of the emergency in order to waive competitive bidding for the replacement of the Operations and Maintenance Fire Alarm Panel and to proceed to procure services to replacement system.

The Operations and Maintenance Facility is a critical facility for the City, and the fire alarm system ensures the safety of personnel and equipment in case of a fire emergency. The failure of the panel, and the inability to perform repairs due to the obsolete nature of the equipment, requires that the system be replaced with an upgraded model.

The attached resolution documents the emergency as required by the Revised Code of Washington and the Bainbridge Island Municipal Code.

ATTACHMENTS:

[Resolution No. 2024 02 Proclaiming an Emergency OM Fire Alarm System Replacement.docx](#)

[Declaration of Emergency Email.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

RESOLUTION NO. 2024-02

A RESOLUTION of the City of Bainbridge Island, Washington, declaring an emergency that requires suspension of Procurement Policies for the replacement of the Public Works Operations and Maintenance facility fire alarm system.

WHEREAS, the City’s Public Works Operations and Maintenance Facility resides at 7305 Hidden Cove Road, Bainbridge Island, Washington; and

WHEREAS, the fire suppression system for the structures that make up the Public Works Operations and Maintenance Facility are monitored by a single fire alarm system that was installed on or around the year 2008; and

WHEREAS, the subject fire alarm system stopped functioning the week of January 15, 2024, and a repair of the system is not possible due to the component parts being obsolete; and

WHEREAS, monitoring of the subject fire alarm system is critical to maintaining safety and protection for Public Works vehicles and equipment; and

WHEREAS, the Bainbridge Island Fire Department have required an hourly “fire watch” that is being provided by staff from the Bainbridge Island Police Department during the facility’s unoccupied hours; and

WHEREAS, the suspension of the City’s Procurement Policy will allow City staff to immediately begin procurement of the necessary services to replace the fire alarm system; and

WHEREAS, under BIMC 2.44.050, the City Council has designated the City Manager as the executive head of the City for purposes of emergency management; and

WHEREAS, under BIMC 2.44.080, the City Manager is authorized to proclaim the existence or threatened existence of an emergency; and

WHEREAS, under RCW 39.04.280, Chapter 2.44 BIMC, and the City’s Procurement Policy, the City Manager is authorized to proclaim and declare that an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the City to address the emergency situation; and

WHEREAS, on January 29, 2024 the City Manager notified the City Council of the existence of the emergency and of the City Manager’s written finding related to the existence of the emergency related to the Public Works Operations and Maintenance Facility fire alarm system;

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

Section 1. The recitals set forth above are hereby adopted as findings of fact in support of this proclamation and declaration of emergency related to the Public Works Operations and Maintenance Facility fire alarm system.

Section 2. The City Council hereby ratifies and confirms the City Manager’s declaration of emergency related to the Public Works Operations and Maintenance Facility fire alarm system.

Section 3. The City Council hereby ratifies and confirms the emergency procurement of services and work to respond to the Public Works Operations and Maintenance Facility fire alarm system replacement.

Section 4. The City Council hereby confirms the authority of the City Manager to execute all agreements and obtain all permissions needed to respond to the emergency.

Section 5. This resolution will take effect immediately upon passage.

PASSED by the City Council this _____ day of February 2024.

APPROVED by the Mayor this _____ day of February 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	February 9, 2024
PASSED BY THE CITY COUNCIL:	February __, 2024
RESOLUTION NO.	2024-02

Chris Wierzbicki

From: Blair King
Sent: Monday, January 29, 2024 5:12 PM
To: City Council Distribution Group
Cc: Chris Wierzbicki; James Haney; DeWayne Pitts; Ellen Schroer; Roz Lassoff
Subject: Fire Emergency and suspension of competitive bidding

Honorable Mayor and Council,

Pursuant to RCW 39.04.280, BIMC 2.44.110, and Section 10.0 of the City's Procurement Policy, I am waiving competitive bidding for the replacement of the Operations and Maintenance Fire Alarm Panel and awarding a contract post-haste.

The unexpected and sudden failure of the panel, and the inability to perform repairs due to the obsolete nature of the equipment, requires that we replace the system with an upgraded model. The Operations and Maintenance Facility is a critical facility for the City, and the fire alarm system ensures the safety of personnel and equipment in case of a fire emergency. A resolution documenting the emergency will be presented to the City Council at the meeting of February 13th as required by the RCW and the BIMC.

Please let me know if you have any questions or concerns.

Sincerely,
Blair



Blair King

City Manager

www.bainbridgewa.gov

facebook.com/citybainbridgeisland/

206.842.2545 (office/remote)



This is a public document and may be made available to a third party upon request



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize an Increase to the City Manager's Signing Authority up to \$300,000 for the Execution of Purchase Orders for the Planned Purchase of 2024 Fleet Vehicles and Equipment, and Retroactively Approve a Purchase Order for an All-Electric Pursuit-Rated Chevy Blazer for the Police Department (\$72,804.59 - Tax Supported) - Public Works

SUMMARY: City staff are requesting that the City Council authorize an increase to the City Manager's signing authority for a one time amount up to \$300,000 for the execution of purchase orders for the planned purchase of 2024 fleet vehicles and equipment, and retroactively approve a purchase order for an all-electric pursuit-rated Chevy Blazer for the Police Department in the amount of \$72,804.59.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize an increase to the City Manager's signing authority up to \$300,000 for the execution of purchase orders for the planned purchase of 2024 fleet vehicles and equipment and retroactively approve a purchase order for an all-electric pursuit-rated Chevy Blazer for the Police Department in the amount of \$72,804.59 (Tax Supported).

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

Amount:	\$72,804.59
Ongoing Cost:	N/A
One-Time Cost:	\$72,804.59
Included in Current Budget?	Yes

BACKGROUND: The City's Capital Improvement Plan includes budget authority for the planned purchase of vehicles and equipment in 2024 (see attached). The procurement environment for vehicles and equipment is currently highly competitive, particularly for electric vehicles. A recent electric police vehicle available on the Washington State cooperative purchasing contract was available for window of only 2-3 weeks.

Given the short timeframes for purchasing vehicles and equipment, City staff are requesting that the City Council authorize an increase to the City Manager's signing authority in an amount up to \$300,000 for the execution of purchase orders for the planned purchase of 2024 fleet vehicles and equipment.

By adopting this recommendation, the City Council is also retroactively authorizing the City Manager to complete the purchase of an all-electric pursuit-rated vehicle for the Police Department - as identified previously - for which a purchase order was due before a deadline of January 26, 2023 (see attached).

All future purchases made by the City Manager for 2024 fleet vehicles and equipment will be presented to the City Council if the deadlines allow or will be presented to the City Council retroactively if certain deadlines must be met to complete the purchase.

The proposed Chevrolet Blazer is the first pursuit-rated all-electric Chevrolet. The vehicle is designed to handle heavier electrical loads required of police vehicles, 498 horsepower, all-wheel drive, heavier brakes, pursuit rated tires, and other features.

ATTACHMENTS:

[2023-2028 Modified 2024 Fleet CIP.pdf](#)

[Bud Clary Chevrolet 2024 Blazer Project 01310 Purchase Order Executed 012624.pdf](#)

FISCAL DETAILS: The adopted 2024 Capital Improvement Plan budget for fleet and equipment purchases totals \$770,000 (see attached).

Fund Name(s): Other

Coding: N/A

City of Bainbridge Island
FLEET and EQUIPMENT CIP (2023 - 2028)
2024 Modified Budget

Project	General Rent	Streets Rent	Water Rent	Sewer Rent	SSWVW Rent	2023	2024	2025	2026	2027	2028	Total
---------	--------------	--------------	------------	------------	------------	------	------	------	------	------	------	-------

FLEET & EQUIPMENT - 6-YEAR CIP (1000s)												
Police Vehicles (2)	100%					-	190	200	210	220	230	1,050
Vactor Truck				50%	50%	650	-	-	-	-	-	650
Electric Sedan	20%	20%	20%	20%	20%	70	-	-	-	-	-	70
Medium Duty Pickup	20%	20%	20%	20%	20%	200	-	-	-	-	-	200
Electric Sidewalk Sweeper/Plow		100%				70	-	-	-	-	-	70
Landscape Trailer	20%	20%	20%	20%	20%	30	-	-	-	-	-	30
Electric Sedan	20%	20%	20%	20%	20%	70	-	-	-	-	-	70
Electric SUV	20%	20%	20%	20%	20%	-	70	-	-	-	-	70
City Hall Vehicle	100%					-	70	-	-	-	-	70
Electric SUV	100%					-	70	-	-	-	-	70
Truck Cab and Chassis		50%			50%	-	300	-	-	-	-	300
Salt Brine System		100%				-	70	-	-	-	-	70
Heavy Duty Pickup	20%	80%				-	-	175	-	-	-	175
Asphalt Patch Machine		100%				-	-	250	-	-	-	250
Forklift	20%	20%	20%	20%	20%	-	-	-	50	-	-	50
Street Sweeper		20%			80%	-	-	-	325	-	-	325
Pup Trailer		50%			50%	-	-	-	150	-	-	150
Electric Sedan	100%					-	-	-	-	80	-	80
Ravo Street Sweeper		20%			80%	-	-	-	-	500	-	500
Electric Medium Pick-up	20%	20%	20%	20%	20%	-	-	-	-	120	-	120
Commercial Mower					100%	-	-	-	-	30	-	30
Backhoe	20%	20%	20%	20%	20%	-	-	-	-	-	350	350
Dump Truck	20%	20%	20%	20%	20%	-	-	-	-	-	325	325
Roadside Mower		100%				-	-	-	-	-	300	300
TOTALS						1,090	770	625	735	950	1,205	5,375



PURCHASE ORDER

CITY OF BAINBRIDGE ISLAND PUBLIC WORKS O&M

280 Madison Avenue North
Bainbridge Island, WA 98110
Phone: 206.842.2016
Fax: 206.780.3710
pwadmin@bainbridgewa.gov

P.O. NO. 20240010
DATE January 25, 2024
VENDOR ID: 1350
ORG.: 73501448
OBJECT: 664000
PROJECT: 01310

VENDOR

Bud Clary Chevrolet
1030 Commerce Ave
Longview, WA 98632
Attn: Becky Davis
360.423.1700

SHIP TO

City of Bainbridge Island
7305 NE Hidden Cove Road
Bainbridge Island, WA 98110
Phone: 206.842.1212
Fax: 206.780.5104
Attn: Ellen Fairleigh

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	2024-0525-001	2024 Chevrolet Blazer EV PPV eAWD 4dr 2FL Police (1MF26) 9C1 (BEV)	\$ 64,489.00	\$64,489.00
1	2024-0525-003	Basic Warranty: Basic Years 3 Basic Miles/km 36,000 Corrosion Years (Rust-Through) 6 Corrosion Miles/km (Rust-Through) 100,000 Corrosion Miles/km 36,000 Hybrid/Electric Components Years 8 Hybrid/Electric Components Miles/km 100,000 Roadside Assistance Years 5 Roadside Assistance Miles/km 60,000 Roadside Assistance Note Towing: 8 Years/100,000 Miles Maintenance Note First Visit: 12 Months/12,000 Miles	-	\$0.00
1	2024-0525-004	(ARU) Glass, rear, deep tint	200.00	\$200.00
1	2024-0525-005	(AMF) Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense.	150.00	\$150.00
1	2024-0525-006	(6J3) Wiring, grille lamps and siren speaker circuit	92.00	\$92.00
1	2024-0525-014	(6JG) Red Left/Blue Right Whelen LED ION Lamp Package two ION light heads mounted on each exterior corner (Not available with SEO (6J8, 6J9, 6J#) Whelen LED ION Lamp Packages)	1,950.00	\$1,950.00

1	2024-0525-016	(6C7) Lighting Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp	170.00	\$170.00
1	2024-0525-023	(9G8) Headlamps, Daytime Running Lamps and automatic headlamp control delete (deletes standard Daytime Running Lamps and automatic headlamp control features, also disables automatic interior courtesy lighting)	50.00	\$50.00
1	2024-0525-025	(9C3) Identifier for Detective Police Package Vehicle includes (D06) retail floor console with armrest, (B30) color-keyed carpeting in occupant area and (EKV) Black Cloth front/rear seating*, THIS OPTION WILL DESELECT THE FOLLOWING: BG9 Floor covering, Black rubberized vinyl (with plastic capped access covers) (Requires (9C1) Identifier for Marked Police Package Vehicle.), EPT Black, Cloth front/Vinyl rear seat trim, (Requires (9C1) Identifier for Marked Police Package Vehicle, DLE Console, floor, delete (Requires (9C1) Identifier for Marked Police Package Vehicle.) and will add the following: D06 Console, floor, with armrest, retail-(Requires (9C3) Identifier for Detective Police Package Vehicle.B30 Floor covering, color-keyed carpeting in occupant area (Requires (9C3) Identifier for Detective Police Package Vehicle.) UBK USB port, type-C, located within the center console armrest bin (Requires (9C3) Identifier for Detective Police Package Vehicle.) UBI USB ports, 2 type-C, located on back of center console, charge-only (Requires (9C3) Identifier for Detective Police Package Vehicle.) EKV Black, Cloth seat trim (Requires (9C3) Identifier for Detective Police Package Vehicle.)		\$0.00

SUBTOTAL	\$67,101.00
Shipping	\$0.00
8.5% Sales Tax	\$5,703.59
TOTAL	\$72,804.59

Accounts Payable:
Accounts Payable Clerk - J. Kines
280 Madison Avenue N.
Bainbridge Island, WA 98110
206.780.8617
accountspayable@bainbridgewa.gov

DocuSign signed by Ellen Fairleigh
DN: CN=Ellen Fairleigh, email=ellen.fairleigh@bainbridgewa.gov,
C=United States, ou=Government
Date: 2024.01.25 15:44:45-0800

Ellen Fairleigh
Requested by *Ellen Fairleigh* Date *1/25/24*
Approved by *Blair King* Date _____



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Enter Into a Construction Contract with Empire Well Drilling LLC in Support of the Fletcher Bay Well Rehabilitation Project, and Authorize a Related Budget Amendment from the Water Fund (\$367,676.40, Water Fund) - Public Works

SUMMARY: City staff are requesting that the City Council authorize the City Manager to enter into a construction contract with Empire Well Drilling LLC in the amount of \$367,676.40 in support of the Fletcher Bay Well Rehabilitation project, and authorize a related budget amendment in the amount of \$163,000.00 from the Water Fund.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a construction contract with Empire Well Drilling LLC in the amount of \$367,676.40 in support of the Fletcher Bay Well Rehabilitation project, and authorize a related budget amendment in the amount of \$163,000.00 from the Water Fund.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

Amount:	\$367,676.40
Ongoing Cost:	N/A
One-Time Cost:	\$367,676.40
Included in Current Budget?	No

BACKGROUND: The Fletcher Bay Well site is a major water producer for the City-owned Winslow water system. Constructed in 1977 and last rehabilitated in 2006, the well site has seen a large decline in water production due to the degradation of the well infrastructure.

Original output of the well site was approximately 715 gallons per minute and a recent (2021) test indicated that the well site has declined to 350 gallons per minute. This suggests that a well rehabilitation is needed to restore water capacity at the well site. Rehabilitation includes cleaning and scrubbing of the well casing and screens, and upgrades and replacement of the well pumps and other related equipment. Public Works staff recently completed two successful well rehabilitations in the last year at the Taylor Well site and the Sands Avenue well site.

Bids were solicited utilizing the MRSC Small Works Roster. All contractors on the roster who had experience with well rehabilitation were selected and given the opportunity to bid on the project. Only one bid was received from Empire Well Drilling LLC, in the amount of \$367,676.40.

ATTACHMENTS:

[Fletcher Bay Well Rehab Bid Tabulation Project 01244 Closing 010924.pdf](#)

[Small Works Contract Empire Well Drilling.docx](#)

[2023-2028 Modified 2024 CIP Water.pdf](#)

[01244 Fletcher Bay Well Rehabilitation Site Map.pdf](#)

FISCAL DETAILS: The Fletcher Bay Well Rehabilitation project is project #01244 in the Capital Improvement Plan. The total budget for the project is \$400,000. To date, approximately \$160,000 of the budget has been allocated to the development of the rehabilitation plans and specifications, which were required for the project scope development and bidding process.

A budget amendment in the amount of \$163,000 from the Water Fund is needed to support the cost of project construction, project management, and contingency.

Fund Name(s): Water Fund

Coding: Munis Project #01244



Fletcher Bay Well Rehab Project 01244

BID TABULATION

Bid Opening Date: January 9, 2024

ITEM NO.	DESCRIPTION	UNITS	QTY	Engineer's Estimate		Empire Well Drilling LLC	
				UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE
1	Mobilization & Demobilization ¹	LS	1	\$50,000.00	\$50,000.00	\$30,000.00	\$30,000.00
2	Remove and Inspect Existing Pump	LS	1	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00
3	Well Brushing and Bailing	HR	24	\$600.00	\$14,400.00	\$650.00	\$15,600.00
4	Chemical Rehabilitation	HR	30	\$600.00	\$18,000.00	\$650.00	\$19,500.00
5	Well Redevelopment	HR	24	\$600.00	\$14,400.00	\$650.00	\$15,600.00
6	Disinfection of Well and Dechlorination	LS	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
7	Provide, Install, and Remove Test Pump, Discharge Conveyance & Appurtenances ²	LS	1	\$25,000.00	\$25,000.00	\$35,000.00	\$35,000.00
8	Operate Step Rate Pumping Test	HR	8	\$350.00	\$2,800.00	\$1,000.00	\$8,000.00
9	Furnish, Install, and Test New Pump	LS	1	\$60,000.00	\$60,000.00	\$35,000.00	\$35,000.00
10	Furnish & Install Two 6-inch Check Valves, & Two 1-inch Sounding Tubes	FT	320	\$10,000.00	\$10,000.00	\$8,000.00	\$8,000.00
11	Furnish & Install Flow Meter and External Composite Vault	LS	1	\$12,000.00	\$12,000.00	\$45,000.00	\$45,000.00
12	Furnish & Replace Utility Meter Base & CT Enclosure	LS	1	\$22,400.00	\$25,760.00	\$45,000.00	\$45,000.00
13	Furnish & Install Conveyance Piping, Sampling, & Flow Metering Improvements	LS	1	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00
14	Minor Change	LS	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
				Subtotal	\$312,360.00		\$336,700.00
				Line C (9.2% WSST on Line B)	\$28,737.12		\$30,976.40
				Grand Total (Line A + D)	\$341,097.12		\$367,676.40

**CITY OF BAINBRIDGE ISLAND
SMALL WORKS ROSTER CONTRACT**

THIS SMALL WORKS ROSTER CONTRACT (“Contract”) is entered into between the City of Bainbridge Island, a Washington municipal corporation (“City”), and Empire Well Drilling LLC, a Washington limited liability company (“Contractor”). In consideration of the terms and conditions set forth in this Contract, the City and the Contractor (the “Parties”) agree as follows:

1. Contractor Services. The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as the Sands Ave. Wells 1 & 2 Rehabilitation Project (“Project”). The Project is detailed in the following documents, which are attached hereto and incorporated herein by reference:

- Scope of Work (Attachment A)
- Well Site Location and Conditions Summary (Attachment B)
- Insurance Requirements (Attachment C)
- Declaration of Retainage
- Payment and Performance Bonds
- Schedule of Prevailing Wages (see <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>)
- Guarantee Form
- Certification of Compliance with Wage Payment Statutes

2. Notice to Proceed; Time of Completion. The Contractor shall commence work within seven (7) days after the City issues a written Notice to Proceed and shall complete the work within thirty-five (35) calendar days from the City’s issuance of the Notice to Proceed. The time of beginning, rate of progress, and time of completion are essential conditions of this Contract.

3. Payment.

3.1 Payment amount and procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed Three Hundred Sixty-Seven Thousand Six Hundred Seventy-Six Dollars and Forty Cents (\$367,676.40), which amount includes all applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City’s payment shall not constitute a waiver of the City’s right to final inspection and acceptance of the work.

3.2 Defective or Unauthorized Work. If, during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors.

In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5. Indemnification and Hold Harmless.

5.1 Defense, Indemnification, and Hold Harmless. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

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

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

5.4 No Third Party Right of Indemnification. Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

6. Nondiscrimination and Compliance with Laws.

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

6.2 Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

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

7. Job Safety.

7.1 Work Site Safety. The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

7.2 Trench Safety. All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

8. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an “excavator” for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCW including utilization of the “one call” locator system, before commencing any excavation activities.

9. Warranty and Guarantee. The Contractor shall warrant and guarantee the materials and work to be free of defects for a period of two (2) years after the City’s final acceptance of the entire Project. The Contractor shall be liable for any costs, losses, expenses, or damages, including consequential damages, suffered by the City resulting from defects in the Contractor’s work including, but not limited to, the cost of materials and labor expended by the City in making emergency repairs and the cost of engineering, inspection, and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. The Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City’s mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.

11.2 Change Orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the

Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. Claims. The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required In Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. Contractor's Risk of Loss. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. Insurance. The Contractor shall maintain insurance as follows:

- Commercial General Liability as described in Attachment C.
- Automobile Liability as described in Attachment C.
- Workers' Compensation as described in Attachment C.
- Contractors Pollution Liability as described in Attachment C.

15. Payment and Performance Bonds. The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.

16. Termination. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. The City may

terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days' written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

17. Attorney's Fees and Costs. If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. General Administration. The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

19. Ownership of Documents. On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

20. Subletting or Assigning of Contracts. Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.

21. Relationship of Parties. The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor’s agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.

22. Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

23. Written Notice. All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

24. Term. This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

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

EMPIRE WELL DRILLING LLC

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

CITY CONTACT:

Joel Goodwin
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110
Phone: 206.730.5164

CONTRACTOR CONTACT:

Print Name: _____
Address: _____

Phone: _____
Fax: _____
Contractor License #: _____

(If this is a new contractor or if the Contractor has never conducted work with the City, a W-9 form must be attached to this Contract.)

ATTACHMENT A
PROJECT – SCOPE OF WORK
Fletcher Bay Well Rehabilitation and Infrastructure Maintenance

This document presents the performance and bidding specifications for well equipment replacement (submersible pump, check valves, and sounding tubes), replacement of an electrical utility meter base and current transformer enclosure, well rehabilitation, and infrastructure maintenance (pipe replacement) for the **Fletcher Bay Well** owned by the City of Bainbridge Island (City) in Kitsap County, Washington. The primary objectives of the project are to restore capacity of the production well through rehabilitation, replace the existing submersible pump and inspect and replace the conveyance pipe from the well to the adjacent clearwell. This work is being targeted for completion in the winter (1st quarter) of 2024, when water supply demand is reduced on the City’s water distribution system.

The Fletcher Bay Well is located at the Fletcher Bay Well Site (Site) at 5579 NE Foster Road, Bainbridge Island, WA. No access issues have been identified at the Site for a typical well rig and support equipment (See Attachment B). The Site is down a long single-lane asphalt driveway on the south side of NE Foster Road and the fence around the Site is equipped with a double gate for rig access. Water is available at the wellhouse, within 10 feet from the Fletcher Bay wellhead.

This project consists of the following elements:

1. Removing and inspecting the City’s existing submersible pump (set at about 320 feet below ground).
2. Allowing the City’s consultant to conduct a video inspection.
3. Completing mechanical rehabilitation (swabbing and bailing).
4. Conducting chemical rehabilitation consisting of phosphoric acid and biodispersant, as needed, and evacuating chemicals, with discharge to a ditch on site.
5. Performing a 2nd round of dispersant-enhanced mechanical rehabilitation (well “redevelopment”).
6. Performing pH-balanced chlorination of the well.
7. Installing a test-pump to evacuate the dispersant and conduct a step-rate pumping test.
8. Providing and installing a new permanent submersible pump.
9. Replacing up to a 10-foot section 6-inch ductile iron conveyance piping from the wellhead to the clearwell (new flow meter will also be installed within a new prefabricated composite vault adjacent to the wellhouse).
10. Replacing the piping, fitting, and the valves leading to the clearwell in the vault inside the pump house building.
11. Replacing a Current Transform (CT) cabinet, CT metering, and meter base (design and support provided by S&B, Inc. under PO to Contractor)

Details of the Project elements are described in the Bid Item section of this Scope of Work. The need to complete the chemical treatment elements of the well rehabilitation plan will be re-

confirmed or reevaluated following the initial camera inspections. All development water and sediment can be discharged on Site.

The Contractor will be responsible for restoring the site conditions prior to demobilizing from the Site. The area surrounding the wellhead is relatively compacted and stable, but grass may still be disturbed during site work. The Contractor is expected to level any significant ruts that may be developed, but no reseeding or sod installation will be required.

A summary of well conditions according to the most recent information is provided in the following sections, with additional details provided in Attachment B.

Well Construction Details

The Fletcher Bay Well (Ecology Well ID: AAC-733) was completed in 1978 and last rehabilitated in 2006. It has the following characteristics:

- The total depth of the well is 992 feet below ground surface (feet bgs) installed with a 12-inch-diameter steel casing to 881.5 feet bgs, and 10-inch diameter screen assembly to 992 feet bgs.
- The 10-inch-diameter v-wrap screen extends from 937 feet to 983 feet bgs with slot sizes varying between 0.030 and 0.060 inches and equipped with a 10-foot sump.
- Static water level was recorded at about 78 feet bgs on June 1, 2022 during a well assessment, and the City reports the pumping level to be about 222 feet bgs.
- The pump column consists of 6-inch-diameter steel pipe with pump intake set at about 320 feet bgs. The pump assembly consists of a Franklin model 700STS with a 60 horsepower motor.
- The Fletcher Bay well was last rehabilitated in 2006 using chemical and mechanical methods and was reported to be in very good condition at that time. However, it was noted that redevelopment methods using surge blocks generate significant sand and should not be used.

Conveyance Pipe Details

The 6-inch diameter ductile iron conveyance piping that extends from the wellhead to the wellhouse is less than 10 feet in length and buried 2 to 3 feet below grade. The City will provide and operate a vac truck to fully expose the piping. The pipe penetrates a vault in the floor of the wellhouse where a series of valves are located, then extends into the clearwell, which is located beneath the wellhouse.

Daily Reports

The Contractor shall maintain a daily report for each day in which work is performed. The daily report(s) shall be submitted to the City on a weekly basis. The daily report shall contain a detailed description of the work done each day, including:

1. Number of hours on the job
2. Volumes and times of any water or chemical added
3. Volume of sediment removed for each rehabilitation method and during development
4. Description of other work accomplished
5. Quantities and types of materials used
6. Number of hours shut down and reason why
7. Water level in the well at beginning and end of the workday
8. Changes to the tentative work schedule and reason why
9. Other information requested by the City

Approval of each daily report by the City shall be a condition of payment for the following bid items.

Schedule for Completion of Work:

Unless due changes in conditions, or delays caused by activities directed by the City or its representative, the Contractor shall complete the work required to bring the Fletcher Bay Well back online for potable supply in accordance with the schedule presented in the itemized bid sheet signed by the Contractor. **This shall be no later than six weeks from the time the well is taken offline, with a target completion of 30 days from Contractor's mobilization to the site.**

Bid Item 1: Mobilization, Demobilization, and Meetings

Mobilization and demobilization consisting of preconstruction expenses and the costs of preparatory work, deployment and removal of equipment (chemicals, tanks, pump rigs, etc.), daily meetings with the City's representative (Aspect Consulting) or Owner (approximately 30 minutes or less in duration), and routine safety meetings and travel to and from the jobsite. Additionally, a tentative work schedule of the following tasks will be required prior to mobilization and updated to reflect the progress of the work.

Deliverable: All preconstruction expenses (including prescribed chemicals), preparatory work, work schedule, daily meetings, safety meetings, and travel costs.

Payment "Mobilization & Demobilization" Lump Sum. 50% of lump sum fees may be invoiced at the start of rehabilitation and the remainder after restoration of the site and demobilization.

Bid Item 2: Remove and Inspect Existing Pump

The Contractor shall remove the permanent pump and evaluate the pump bearings, impellers, and other elements as appropriate to determine pump wear condition and recommend pump

rebuilding options. During this time, the Contractor will provide access to the wellhead so that the City's representative (Aspect Consulting) may perform a pre-rehabilitation camera survey of the well using its camera system. Camera inspection results will be provided to and discussed with the Contractor.

Deliverable: Permanent Pump is removed, and pump inspection results reported to the City.

Payment: "Remove and Inspect Existing Pump" Lump Sum.

Bid Item 3: Well Brushing and Bailing

Following the initial video inspection, the Contractor shall perform brushing and bailing of the well casing and screen. The well shall be sounded regularly during work and any material filling the sump or well screen removed from the well using a bailer. The entire length of the well casing shall be cleaned with steel wire brushes and the screen assembly will be cleaned with nylon brushes that provide complete coverage of the diameters of each section of well. The brush(es) will be in new condition and never-before used in another borehole. The Contractor shall brush each section of the well taking care not to damage the casing and screen assembly. Brushing and bailing shall continue until bailer discharge indicates that substantial removal of sediment has ceased or as otherwise determined by the City or its representative. After brushing is complete, the Contractor shall remove the material that has accumulated at the bottom of the well by bailing or pumping.

Discharge from the brushing/bailing shall be contained in a tank or container and drained to separate the solids for disposal by the Contractor. The drained water will be conveyed to a location on Site specified by the City and discharged onto the ground for infiltration.

Deliverable: Well is brushed and sediments bailed until approved by the City or its representative.

Payment: "Well Brushing and Bailing" Hourly.

Bid Item 4: Chemical Rehabilitation

Chemical rehabilitation will be required if the results of the video inspection confirm that this method is warranted and appropriate.

Following mechanical rehabilitation, the Contractor shall perform chemical treatment comprised of acidization and biodispersant. The solution shall be combined in a Contractor-supplied above ground tank (e.g., a 1,000 to 5,000-gallon HDPE tank) and consist of 5% phosphoric acid, 2% bio dispersant, and potable water (see chemical volumes below). The Contractor shall use a tremie pipe or similar delivery system to distribute the mixed solution throughout the entire well column.

The solution shall be surged throughout the entire well for 6 to 8 hours and left overnight. The following day, the well shall be surged an additional 4 to 6 hours. The City's consultant will

monitor the pH of the downhole solution by use of a bailer, and the Contractor shall add phosphoric acid as directed to maintain the pH below 3.0. Once chemical treatment is complete, the Contractor shall install and operate a pump or airlifting system in the well to remove the downhole solution and disrupted material. The capacity of the evacuation system (pump, tank, etc.) shall be large enough to accommodate efficient work. If discharge water has a pH below 6.5, it shall be discharged to the Contractor-supplied discharge tank, combined with soda ash to achieve a pH above 6.5, then discharged to ground within approximately 200 feet of the wellhead using Contractor-supplied temporary discharge line.

Chemical Rehabilitation Chemical List (may be modified, quantities provided for cost estimation purposes):

1. Phosphoric acid (75% active) – 200 gallons
2. NW-310 biodispersant – 175 gallons
3. Potable Water (for blending) – 1,200 gallons
4. Soda Ash (for acid neutralization before discharge to ground, as needed)

Deliverable: Specified chemicals are supplied and utilized to rehabilitate the well, then fully evacuated.

Payment: “Chemical Rehabilitation” Hourly.

Bid Item 5: Well Redevelopment

The Contractor shall conduct a 2nd round of mechanical agitation to “redevelop” the well within the screened zone using a clay dispersant and potable water combined. The Contractor shall mix solution above ground in a Contractor-supplied tank using a ratio according to the manufacturer specifications (see below). Mechanical surging shall be done in sections using a zonal isolation tool to avoid generating too much sand (total screen assembly length for the well is 47 feet). The downhole solution shall remain in the well overnight and surged for an additional 4-6 hours the following day. Upon completion, the Contractor shall purge the entirety of the well from top to bottom until no visual turbidity remains (e.g., using an airlifting system, or shallow pump in combination with a bailer, as needed). The capacity of the evacuation system (pump, tank, etc.) shall be large enough to accommodate efficient work. After the well purging is completed and the water is cleared, the Contractor will provide access to the wellhead so that Aspect may perform a post-rehabilitation camera survey of the well prior to disinfection.

Redevelopment Chemical List (may be modified, quantities provided for cost estimation purposes):

1. NW-220 Clay Dispersant – 20 gallons
2. Potable Water (available on Site) – 5,300 gallons (approximately)

Deliverable: Specified dispersant is provided and applied, well is surged/agitated, and sediments bailed.

Payment: “Well Redevelopment” Hourly.

Bid Item 6: Disinfection of Well and Dechlorination

The Contractor shall chlorinate and disinfect the well before the permanent pump and other equipment has been installed. Permanent equipment that will be installed in the well under separate Bid Items shall also be disinfected in accordance with AWWA C654-13 and Washington Department of Health guidance. Sodium hypochlorite shall be delivered to the work site in the original closed containers bearing the original label indicating the percentage of available chlorine and date of manufacture.

Sodium hypochlorite shall not be more than 1 month old and will be NSF/ANSI 60 approved. A pH lowering additive will be added to the disinfection solution to lower the pH to between 5.5. to 6.5. If a specially blended disinfection product is used, it must be NSF/ANSI 60 approved and approved by the City. Calcium hypochlorite or other commercially available disinfectants will not be allowed.

The chlorine solution shall be mixed thoroughly throughout the well column, lightly agitated with a surge block, test pump, tremie, jetting tool, or other approved method, and left to remain in the well overnight. Afterwards, the chlorinated water will be evacuated from the well using the test pump supplied under Bid Item 7. Evacuated water shall be discharged to ground after passing through Vita-D-Chlor or similar chlorine neutralizer (either through first discharging to the Contractor-supplied tank or discharging after sufficient contact with dichlorination tablets). Once the residual chlorine is below the 0.1 ppm concentration, spent disinfection solution will be discharged to the ground at a location within approximately 200 feet of the wellhead, in an area to be approved by the City.

Disinfection Chemical List (may be modified, quantities provided for cost estimation purposes):

1. Sodium Hypochlorite (12% strength) – 40 gallons
2. NW-410 chlorine enhancer – 30 gallons
3. Potable Water (available on Site) – 11,000 gallons (approximately)

Deliverable: Chemicals are supplied, well is disinfected, and disinfection chemicals are evacuated from well as described.

Payment: “Disinfection of Well and Dechlorination” Lump Sum.

Bid Item 7: Provide, Install, and Remove Test Pump, Discharge Conveyance, and Appurtenances

The Contractor shall provide a temporary test pump (a check valve is not required), two sounding tube assemblies, conveyance piping (up to 300 feet), valving, and metering equipment appropriate for expected discharge rates, and any necessary fittings or energy dissipation materials, as necessary. Test pump shall be capable of producing 700 gpm from a pumping level of about 260 feet or more, installed within the 12-inch diameter pumping chamber.

Deliverable: Test pump, conveyance and metering infrastructure, and related appurtenances are provided, utilized, and removed.

Payment: “Provide, Install, and Remove Test Pump and Discharge Conveyance” Lump Sum.

Bid Item 8: Operate Step-Rate Pumping Test

After the disinfection process is completed, Contractor will operate a step-rate pumping test under Aspect's direction to confirm satisfactory well rehabilitation. This testing will be conducted before pulling the temporary pump used to evacuate the disinfection chemicals and will have a minimum of three flow rates for up to an hour each step. The Contractor will supply a recently calibrated meter to monitor flow. The temporary pump can then be removed, and permanent pump installation can begin upon City approval.

Deliverable: Step-rate Pumping test is completed.

Payment: "Operate Step Rate Pumping Test" Hourly.

Bid Item 9: Furnish, Install, and Test New Pump

- The Contractor shall supply and install a new, unused submersible pump capable with a capacity of 700 gpm from a pumping level of 260 feet with discharge through 360 feet and two check valves. The motor shall be 60 horsepower, unless otherwise approved. Pump and motor make, model, and specifications shall be provided by Contractor to the City for approval. Motor controls will be supplied and installed under a separate bid item.
- The Contractor shall furnish and install new, unspliced, flat submersible power cable to meet NEC requirements, the motor capacity, and the distance from the motor connection to the surface disconnect switch.
- The power cable shall be three conductors with ground encased in a single jacket.
- Each conductor shall have heat- and moisture-resistant PVC insulation with a nylon jacket.
- Furnished power cable shall include an overall heat- and moisture-resistant PVC jacket encasing the conductors and grounds and be suitable for submersible pump installation.
- The power cable will be tightly secured to the pump column, so it does not hang loose at any point in the well or cause unnecessary friction with equipment installed in the well.
- The Contractor shall conduct startup testing of the pump, with discharge to the temporary storage tank in the staging area. The Contractor shall provide as-built documentation of the pumping system installation, pump and motor engineering specifications and manufacturers operation and maintenance guides upon completion of work. Old material will be disposed as directed by the City.

Deliverable: New pump provided and installed, and as-built documentation provided.

Payment: "Reinstall New Pump" Lump Sum.

Bid Item 10: Furnish & Install 6-inch Check Valves, and Sounding Tubes

The Contractor shall inspect and reinstall the existing 6-inch diameter pump column Contractor shall install the pump column applying Loctite or equivalent product to prevent loosening of the flush threaded joints during operation. This will take place during the installation of the new pump after rehabilitation is complete.

The Contractor shall supply two 6-inch Techno ductile iron submersible pump check valves (or equivalent) for use with VFD controlled pumps. The two submersible pump check valves shall be installed within the pump column assembly in accordance with manufacture's recommendations.

The Contractor shall furnish and install up to (as space allows) two 1-inch Schedule-40 PVC, flush-threaded sounding tubes. On one sounding tube, the PVC pipe bottom will be open, no bottom cap, and completed 2 feet below the bottom of the pump intake (as clearance allows) to allow future camera inspections of the screen assembly. The second sounding tube will be completed approximately 5- to 10 feet above the pump motor with slotted or drilled holes and capped at the bottom for water level monitoring. PVC pipe materials will be NSF 60/61 approved for potable water systems and in compliance with ASTM D1785. PVC sounding tubes and power cable shall be securely fastened to the pump column/riser pipe at a minimum of 15-foot intervals.

The pump is planned to be set at a depth of approximately 320 feet bgs and will be installed under Bid Item 9.

Deliverable: Install and replace check valves, and sounding tubes

Payment: "Furnish & Install 6-inch Check Valves, and Sounding Tubes" Lump Sum.

Bid Item 11: Furnish and Install Flow Meter and Associated I&C

Drawings and technical specifications for Instrumentation and Control (I&C), telemetry, and SCADA equipment shall be prepared by the City and furnished to the Contractor. All I&C Equipment and as-builts shall be supplied by S&B Inc. (S&B) to the Contractor under a contract and/or Purchase Order (PO) issued by the Contractor to S&B. I&C will include a new 6" mag flowmeter (located in meter vault; see Bid Item 13) with remote mounted transmitter (located in well building), flood switch for flowmeter vault, hatch closed limit switch for flowmeter vault, and SCADA software updates. The Contractor's licensed electrician shall coordinate closely with S&B throughout construction and complete the following:

- Provide a PO to S&B for their involvement and scope of supply and programming work.
- Receive, handle, store, and install all I&C items furnished by S&B to Contractor for the Project, coordinate S&B's programming scope, and integrate this project's systems into the City's overall SCADA system. Items supplied by S&B include:

- 6-inch diameter mag flowmeter, transmitter, remote-mount j-box, 30 feet of mfg cable, lightning protection, submergence kit
- Flood switch
- Hatch Closed Limit switch
- Provide all labor, equipment, and materials necessary to install all instruments, coordination with S&B.
- Furnish and install all I&C, telemetry, and SCADA equipment and materials to provide a complete working system for the items listed below:
 - Flowmeter
 - 6-min mag flowmeter tube (installed in new flowmeter vault; see Bid Item 13).
 - Flowmeter transmitter, remote-mounted in wellhouse
 - Conduit from the meter to the transmitter for mfg cable installation
 - Install mfg cable from meter tube to transmitter
 - Install lightning protection and apply submergence kit to meter tube supplied by S&B.
 - Flood Switch
 - Install flood switch with in 6” of bottom of vault.
 - Install conduit and conductors from flood switch to SCADA RTU
 - Leave at least 24” of extra conductor coiled up in the RTU if a termination point is not identified.
 - Hatch Closed Limit Switch
 - Install limit switch to detect when the flowmeter hatch is closed
 - Install conduit and conductor from limit switch to RTU.
 - Leave at least 24” of extra conductor coiled up in the RTU if a termination point is not identified.

Deliverable: Flow meter and associated I&C equipment is provided, installed, and operable as designed, and as-builts are provided.

Payment: “Furnish and Install Flowmeter and Instrumentation and Control (I&C)” Lump Sum.

Bid Item 12: Furnish and Replace Utility Meter Base and Current Transformer (CT) Enclosure

The Contractor shall provide and install all electrical components and parts to replace the corroded Current Transform (CT) cabinet with new CT Cabinet, new CT metering, and new meter base.

Utility electrical feed: 277/480VAC 4 wire, 400A service

Contractor is responsible for providing a fully functional system, which shall include but not be limited to completing the following:

- Coordinate with PSE to disconnect utility power and reconnect utility power
- Remove old CT cabinet and meter base
- Clean existing conductors of corrosion and/or cut back to remove corrosion from conductors.
- Install new CT cabinet and meter base in compliance with PSE Electrical Service Handbook (most current edition).
- Contractor shall assume all fees and permits associated with PSE service to disconnect and reconnect utility power for CT and meter base replacement.

Deliverable: New CT cabinet, current transformer metering, and new meter base is provided and installed.

Payment: “Furnish and Replace Utility Meter Base and Current Transformer (CT) Enclosure” Lump Sum.

Bid Item 13: Furnish and Install Conveyance Piping and Flow Meter Vault

The City will provide and operate a vac truck to excavate the existing 6” pipeline between the well and the pump house building. The Contractor shall hand excavate any remaining material and remove up to 10 feet of 6-inch diameter pipeline and install a magmeter. Power supply and control wiring for the new flow meter shall be installed by Contractor under Bid Item 11 (the Siemens Mag 5100W flow meter will be provided to the Contractor).

The Contractor shall replace the piping, fitting, and the valves leading to the clearwell in the vault inside the pump house building with ANSI/AWWA C115 or ANSI/AWWA C606 approved ductile iron piping. This shall include replacing:

- One (1) 6” flanged check valve (Clow Valve 1106 or approved equivalent)
- One (1) 6” flanged butterfly valve with operating nut (Clow Valve CL150 FLG or approved equivalent)
- One (1) 6” flanged 90° Bend
- Two (2) injection quills (Safe-T-Flow EB-120 or approved equivalent)
- One (1) 6” flanged ductile iron pipeline to complete the pipe run.

The condition of the wall pipes shall be evaluated and discussed for consideration of replacement. The pipelines shall be painted with an NSF 61-approved epoxy paint (AquataPoxy A-6 by Raven Lining System or approved equivalent). Finally, the pipeline from the well to the entrance to the

clearwell shall be disinfected following ANSI/AWWA C651-14 and the residual water should be disposed of by the Contractor.

Deliverable: Conveyance piping, fittings, vault, and flow meter are provided and installed, and as-built documentation is provided.

Payment: “Furnish and Install Conveyance Piping , and Flow Metering Improvements” Lump Sum.

Bid Item 15: Minor Change

The Contractor shall provide additional services according to its unit costs provided for the preceding bid items. These additional services are to be completed only with prior written approval from the City.

**ATTACHMENT C
INSURANCE REQUIREMENTS**

A. Insurance Term

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein.

B. No Limitation

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

C. Minimum Scope of Insurance

The Contractor's required insurance shall be of the types and coverage as stated below:

- Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

- Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs, and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract, and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this Contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

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

E. City Full Availability of Contractor Limits

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

F. Other Insurance Provision

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

G. Contractor's Insurance for Other Losses

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers, contractors or subcontractors as well as to any temporary structures, scaffolding, and protective fences.

H. Waiver of Subrogation

The Contractor and the City waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents, and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

I. Acceptability of Insurers

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

J. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms, and endorsements related to this project. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

K. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance

policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

L. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

M. Failure to Maintain Insurance

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

Declaration of Option for Management of Statutory Retained Percentage Under Chapter 60.28 RCW

The Contractor shall declare an option for management of the statutory retained percentage for this Contract by affixing the Contractor's signature and date to one of the following three options in accordance with RCW 60.28.011(4) and subject to the conditions of the Measurement and Payment Section. The Contractor may also have some or all of the retained percentage released by tendering a retainage bond acceptable to the Owner (City of Bainbridge Island) in accordance with RCW 60.28.011(6).

I hereby elect to have the retained percentage of this Contract **HELD IN A FUND** by the City of Bainbridge Island ("City") in accordance with RCW 60.28.011(4)(a).

Date: _____ Signed: _____

I hereby elect to have the City deposit the retained percentage of this Contract in an **INTEREST BEARING ACCOUNT** in accordance with RCW 60.28.011(4)(b).

Date: _____ Signed: _____

I hereby elect to have the City **PLACE IN ESCROW** the retained percentage of this Contract in accordance with RCW 60.28.011(4)(c). If this option is chosen, the Contractor must designate a repository acceptable to Owner as follows:

I hereby designate _____ as the repository for the escrow of said funds. The terms of which are specified by a separate escrow agreement. The cost of the investment program and the risk thereof is to be borne entirely by the Contractor. All investments selected are subject to City approval. Prior to the City placing any monies in an escrow account, the Contractor shall provide an original signed escrow agreement from the repository with a letter stating their acceptance of the account, the account number, the nature of the investments to be made, and a statement that they will not release any funds until authorized in writing by the City. When the monies reserved are to be placed in escrow, the City will issue a check representing the sum of the monies reserved payable to the bank or trust company and the Contractor jointly. Such check shall be converted into bonds and securities chosen by the Contractor and approved by the City and the bonds and securities held in escrow.

Date: _____ Signed: _____

I hereby elect to tender a retainage bond for some or all of the retained percentage in accordance with RCW 60.28.011(6). Such bond shall be issued by a surety accepted for business in this state by the Washington Insurance Commissioner and with an A.M. Best rating of at least B plus and otherwise acceptable by the Owner (City).

Date: _____ Signed: _____

CITY OF BAINBRIDGE ISLAND
280 Madison Avenue N
Bainbridge Island, Washington 98110

Subject: Fletcher Bay Well Rehab

To Whom It May Concern:

The undersigned Contractor hereby guarantees and warrants the complete construction and installation of all work, systems, and apparatus done and performed in connection with the above-referenced Project to be free from defects in materials and workmanship for a period of **two (2) years** from the date of final acceptance of the entire Project. The undersigned agrees to remedy and correct at its own expense any such defects appearing during that period of time due to unsatisfactory materials or workmanship, and will pay for any and all damage which may occur to other aspects of the work or the Project which may result from the occurrence of such defects or the correction of the same. It is understood that partial or entire use of the Project by the City of Bainbridge Island (“City”) shall not constitute final acceptance of the Project.

This Guarantee and its acceptance by the City shall in no way be deemed a waiver by the City of any rights or remedies (or time limits in which to enforce said rights or remedies) it may have against the undersigned for defective workmanship or defective materials under the laws of the State of Washington pertaining to acts of negligence.

This Guarantee shall not be interpreted as holding the undersigned responsible for any deterioration of the work related to the Project due to normal use or abuse of the work by the City.

Contractor Signature

Date

Print – Company Name – Title

Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date for the Fletcher Bay Well Rehab Project, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Bidder’s Business Name

Signature of Authorized Official*

Printed Name

Title

Date

City

State

Check One:

Sole Proprietorship Partnership Joint Venture Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

Payment Bond

KNOW ALL PEOPLE BY THESE PRESENTS: **BOND NO.:** _____

That we, _____, the CONTRACTOR, herein referred to as PRINCIPAL, and _____, as SURETY, are held and firmly bound unto THE CITY OF BAINBRIDGE ISLAND (hereinafter the "OWNER") in the full sum of _____ dollars (\$ _____), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, and administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS of this obligation are such that, whereas, the PRINCIPAL has entered into an agreement in writing with the OWNER, dated _____, 20__, for the construction of the **City of Bainbridge Island's Fletcher Bay Well Rehab Project**, according to the terms, conditions, and covenants specified in the Contract including all of the Contract Documents therein referred to, which are hereby referred to and made a part hereof as fully and completely as though set forth in detail herein, and

WHEREAS, it is understood and made a part of the consideration for this obligation that the OWNER shall have the right to sue on this bond in its own name to recover for any loss, injury, damage, or liability whatsoever sustained or incurred by it by reason of the PRINCIPAL's failure to pay all laborers, mechanics, and subcontractors and material men, and all persons who shall supply such person or persons and such PRINCIPAL or subcontractors with provisions and supplies for the carrying on of such Work as defined and required by chapter 39.08 RCW, any breach of the contract documents, or of any provision in this bond, in the same manner and to the same extent as though this obligation ran directly to the OWNER.

NOW, THEREFORE, if the PRINCIPAL shall well, truly, and faithfully perform all of the provisions and fulfill all of the undertakings, covenants, terms, conditions, and agreements for payment of all persons laborers, mechanics, and subcontractors and material men, and all persons who shall supply such person or persons and such PRINCIPAL or subcontractors with provisions and supplies for the carrying on of such Work as required by chapter 39.08 RCW and shall indemnify and save harmless OWNER from all cost and damage by reason of the PRINCIPAL's default or failure to do so, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect and SURETY will be obligated to pay such person or persons as required by chapter 39.08 RCW.

IT IS FURTHER DECLARED AND AGREED that the SURETY hereby further stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Agreement, the Work to be performed thereunder, or the Project Specifications shall in any way affect its obligation on this Bond, and the SURETY hereby waives notice of any change, extension of time, alteration, or addition to the terms of the Contract, the Work, or the Project Specifications. SURETY hereby attaches an original Power of Attorney verifying the authority of the person(s) executing this Bond on behalf of the SURETY.

Sealed and dated this _____ day of _____, 20__.

PRINCIPAL:

By: _____
(Print Name)

Signature: _____

Title: _____

SURETY:

By: _____
(Print Name)

Signature: _____

Title: _____

Address: _____

Attachments: Original Surety Power of Attorney

Performance Bond

KNOW ALL PEOPLE BY THESE PRESENTS: **BOND NO.:** _____

That we, _____, the CONTRACTOR, herein referred to as PRINCIPAL, and _____, as SURETY, are held and firmly bound unto THE CITY OF BAINBRIDGE ISLAND (hereinafter the "OWNER") in the full sum of _____ dollars (\$ _____), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, and administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS of this obligation are such that, whereas, the PRINCIPAL has entered into an agreement in writing with the OWNER, dated _____, 20____, for the construction of the **City of Bainbridge Island, Fletcher Bay Well Rehab Project**, according to the terms, conditions and covenants specified in the Contract including all of the Contract Documents therein referred to, which are hereby referred to and made a part hereof as fully and completely as though set forth in detail herein, and

WHEREAS, it is understood and made a part of the consideration for this obligation that the OWNER shall have the right to sue on this bond in its own name to compel performance by the SURETY and to recover for any loss, injury, damage, or liability whatsoever sustained or incurred by it by reason of the PRINCIPAL's failure to perform all requirements and obligations under the Contract as defined by the Contract Documents in the same manner and to the same extent as though this obligation ran directly to the OWNER.

NOW, THEREFORE, if the PRINCIPAL shall well, truly, and faithfully perform all of the provisions and fulfill all of the undertakings, covenants, terms, conditions, and agreements under the Contract and the Contract Documents and save harmless OWNER from all cost and damage by reason of the PRINCIPAL's default or other failure to do so, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect and SURETY will be obligated to perform or pay to have performed any and all such obligations not performed by the PRINCIPAL in accord with the Contract Documents in the same manner and to the same extent as the PRINCIPAL.

IT IS FURTHER DECLARED AND AGREED that the SURETY hereby further stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract, the Work to be performed thereunder, or other Contract Documents shall in any way affect its obligation on this Bond, and the SURETY hereby waives notice of any change, extension of time, alteration, or addition to the terms of the Contract, the Work, or other Contract Documents. SURETY hereby attaches an original Power of Attorney verifying the authority of the person(s) executing this Bond on behalf of the SURETY.

Sealed and dated this _____ day of _____, 20__.

PRINCIPAL:

By: _____
(Print Name)

Signature: _____

Title: _____

SURETY:

By: _____
(Print Name)

Signature: _____

Title: _____

Address: _____

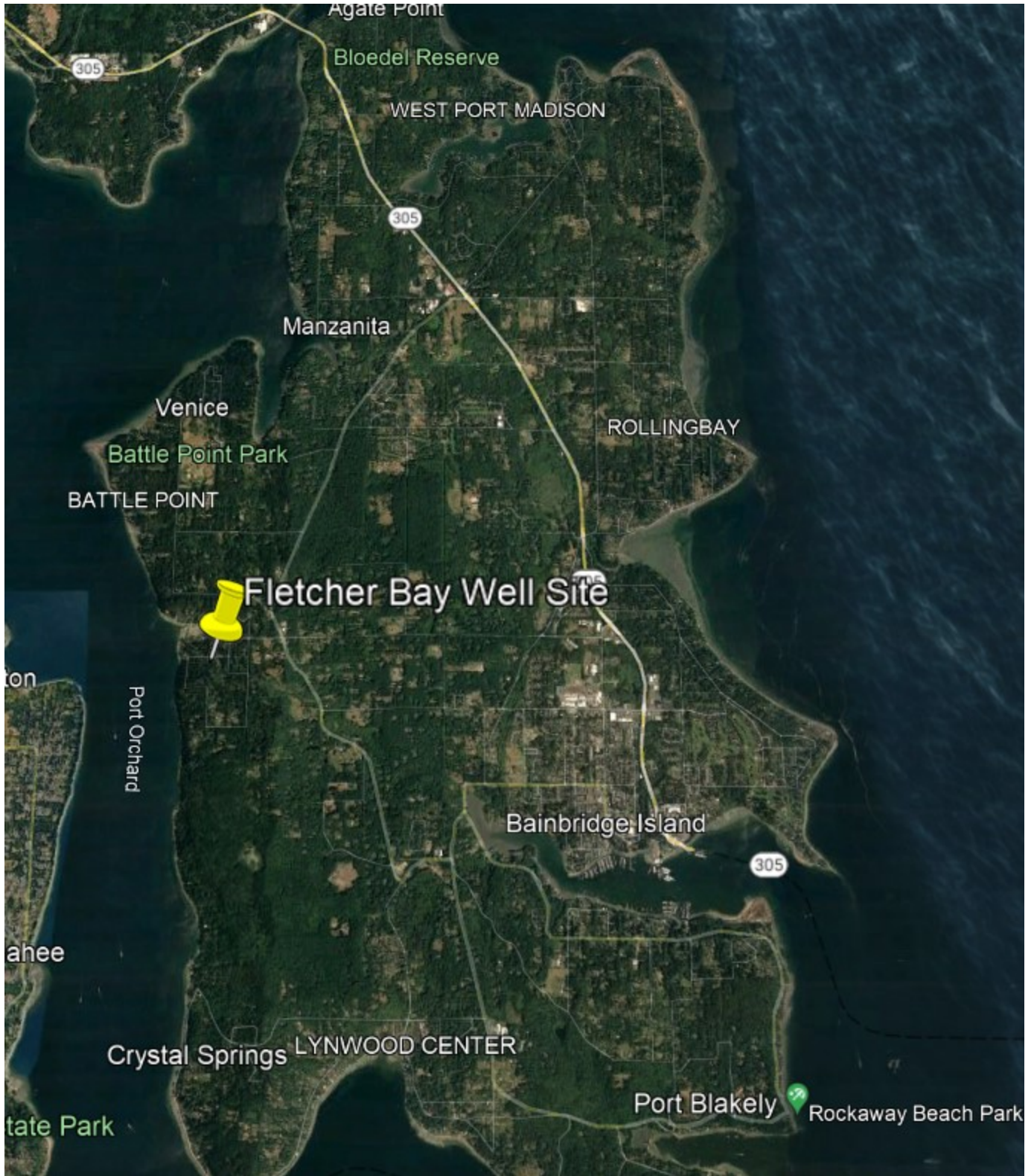
Attachments: Original Surety Power of Attorney

**City of Bainbridge Island
Water CIP (2023-2028)
2024 Modified Budget**

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Comp	Swr Comp	SSWWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total	
WATER PROJECTS - 6-YEAR CIP (1000s)																	
Winslow Water Tank Replacement <i>New Brooklyn</i>	x				Y			553	1,019	10,698	9,994	-	-	-	-	22,264	
Emergency Generator <i>Head of the Bay</i>					Y			-	70	155	-	-	-	-	-	225	
Fernduff Main Extension <i>Fernduff Ave</i>	x				Y			12	1,498	-	-	-	-	-	-	1,510	
Booster Pump Upgrade <i>Head of the Bay</i>					Y			-	168	-	-	-	-	-	-	168	
Sands Ave Well Rehabilitation <i>Sands Ave</i>					Y			-	481	-	-	-	-	-	-	481	
Fletcher Bay well Rehabilitation <i>Fletcher Bay</i>					Y			-	250	150	-	-	-	-	-	400	
Head of the Bay well Rehabilitation <i>Head of the Bay</i>					Y			-	-	312	-	-	-	-	-	312	
Winslow Supply Well <i>TBD</i>					Y			-	-	208	-	17	840	-	-	1,065	
Water Treatment Improvements <i>Head of the Bay</i>					Y			-	-	-	-	415	1,015	-	-	1,430	
Winslow Way West <i>Winslow Way</i>					Y			-	-	-	75	300	-	-	-	375	
Long-Term Replacement Projects <i>TBD</i>					Y			-	-	-	-	-	-	250	11,840	12,090	
TOTAL ALL WATER PROJECTS - (1000s)																	
								City Funding	565	3,487	11,523	10,069	732	1,855	250	11,840	40,320
								Grant Totals	-	-	-	-	-	-	-	-	-
								TOTAL	565	3,487	11,523	10,069	732	1,855	250	11,840	40,320

2023 BUA

2024 Mod





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Adopt Short Term Rental Ordinance No. 2024-02 (Formerly Ordinance No. 2023-26) - Executive

SUMMARY: On January 23, 2024, the City Council reviewed a short-term rental ordinance and moved the ordinance be presented for adoption at the February 13, 2024 City Council meeting. The proposed ordinance was endorsed at the January 23rd meeting by members of the Bainbridge Island Innkeepers and the Chamber of Commerce.

Short term rentals are defined as transient lodging in a residential dwelling of less than thirty days per stay. The issue of short term rentals was first formally brought before the City Council in 2017. The City does not currently regulate short term rentals in residential units other than the standard "conducting business" protocols.

The proposed ordinance establishes a registration system to track the number of short term rentals, ensures the operators pay city taxes and fees, and reinforces existing nuisance regulations. The ordinance does not propose to place a cap on the total number of short term rentals, limit the number of days per year the host can rent the unit, require a minimum night stay, or require a physical inspection of the short term rental.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Adopt Ordinance No. 2024-02 (Formerly Ordinance No. 2023-26) to regulate Short Term Rentals in the City.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Short Term Rentals are defined as transient lodging in a residential dwelling for less than thirty days per stay. The City currently does not regulate Short Term rentals in residential units other than the standard "conducting business" protocols.

In 2018, the Affordable Housing Task Force recommended "the adoption of an ordinance to limit the use of short term rentals on Bainbridge Island." At the February 19, 2019 Study Session, no formal action was taken, however the Council expressed support for moving forward with the recommendation for an ordinance regulating short-term vacation rentals (with no grandfathering/no grace period). In late 2021, the City of Bainbridge Island conducted a National Community Survey that included a question gauging the community's support for greater regulation of short term rentals on Bainbridge Island, in which two-thirds of respondents said they support greater regulation of short term rentals. On May 16, 2023, the City Manager presented the known status of Short Term Rentals in the City, most notably the disparity between the number of Short Term Rental Units and the number of Short Term Rental Business Licenses.

On September 26, 2023, the City Manager introduced to City Council the first draft of the Short Term Rental Ordinance as developed with local Short Term Operators. At the October 10, 2023 Business Meeting, City Council directed the City Manager to continue to work on the Ordinance with the appropriate parties to refine and return back to City Council. Subsequently, additional conferring occurred, and the business community via the Bainbridge Island Inn-keepers and Chamber of Commerce have expressed support for this version of the ordinance.

Key aspects of the ordinance include:

- * Short-term rentals must be registered with the City of Bainbridge Island.
- * An annual short-term rental certificate, in addition to a business license, must be obtained from the City of Bainbridge Island.
- * Short-term rental units must comply with relevant City regulations, including payment of taxes and compliance with BIMC 8.24, Disposable Food Service Ware and Waste Reduction Regulations as it applies to lodging establishments.
- * A complaint process is included.
- * The effective date of the ordinance is September 30, 2024.

The draft ordinance includes language with regard to nondiscrimination. "No owner or broker shall decline a potential guest, impose different terms or conditions, or discourage or indicate a preference for a guest on the basis of race, color, creed, religion, sex, gender, sexual orientation, gender identity, ancestry, disability, use of a trained dog guide or service animal by a person with a disability, veteran or military status, familial status, national origin, citizenship, immigration status, or lawful business relationship."

ATTACHMENTS:

[Ordinance No. 2024-02 \(Formerly Ordinance No. 2023-26\) Short-Term Rentals for CC 01232024](#)

[BI Short Term Rentals 01-23-24.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2024-02
(Formerly Ordinance No. 2023-26)

AN ORDINANCE of the City of Bainbridge Island, Washington, adding chapter 5.38 to the Bainbridge Island Municipal Code regulating short-term rental units, requiring owners of short-term rental units to obtain a short-term rental certificate, imposing operational standards, and providing penalties.

WHEREAS, the short-term rental of residential properties for vacations and other uses has become increasingly popular in recent years, and

WHEREAS, short-term rental units are most commonly booked through third-party internet hosting platforms such as Airbnb and Vrbo, but the same can also be booked through online platforms including but not limited to Expedia, Zillow, Craigslist, Facebook, Hotwire, etc, or directly with a homeowner or tenant, and

WHEREAS, short-term rentals contribute to the community's economic vitality, provide needed visitor accommodations, and enable homeowners to generate income from their property, but also have potential impacts on housing stock, neighborhood character, and quality of life for residents, and

WHEREAS, short-term rentals are subject to the City of Bainbridge Island's lodging tax and the City needs a mechanism for identifying short-term rentals and ensuring that the owners of such properties comply with the lodging tax regulations, and

WHEREAS, requiring a short-term rental certificate to operate a short-term rental unit would enable the City to track such properties, ensure compliance with lodging tax regulations, and ensure compliance with operational standards that strike a balance between the economic benefits and potential impacts of short-term rentals.

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

Section 1. Short-term Rentals. A new chapter 5.38 is added to the Bainbridge Island Municipal Code (BIMC) to read as follows:

Chapter 5.38
SHORT-TERM RENTALS

Sections:

- 5.38.010 Purpose.**
- 5.38.020 Definitions.**
- 5.38.030 Short-term Rental Certificate Required.**
- 5.38.040 Nondiscrimination**
- 5.38.050 Application and Issuance of Certificate.**

- 5.38.060 Advertising and Operational Requirements.**
- 5.38.070 Payment of Taxes and Fees.**
- 5.38.080 Denial, Suspension, and Revocation of Certificate.**
- 5.38.090 Penalties and Enforcement.**

5.38.010 Purpose. The purpose of this chapter is to identify the number of short-term rental units in the city, to ensure that the owners of such short-term rentals pay city taxes and fees, and to establish common sense quality of life protections for residents and short-term rental owners.

5.38.020 Definitions. As used in this chapter, the following terms have the meanings set forth below:

- A. “Agent” means any person or entity authorized to act on behalf of the owner of a short-term rental unit.
- B. “Broker” means any person or entity that offers, lists, advertises, accepts reservations for, and/or collects whole or partial payment for a short-term rental unit, including but not limited to, on-line websites, on-line travel agencies, and on-line booking agents.
- C. “Owner” means the person or entity who holds legal or equitable title to a short-term rental.
- D. “Short-term rental” means the rental of any legally permitted residential dwelling unit, as that term is defined in BIMC 18.36.030, for occupancy for a period of not more than 30 consecutive days.
- E. “Short-term rental unit” means the residential dwelling unit being rented or offered for short-term rental. Rooms at hotels and inns are not short-term rental units for purposes of this chapter.

5.38.030 Short-term Rental Certificate Required. It is unlawful for any owner, agent, or broker to rent or offer to rent a short-term rental unit in the City of Bainbridge Island without first obtaining a short-term rental certificate from the city. A separate certificate is required for each short-term rental unit that will be separately rented or offered for rent.

5.38.040 Nondiscrimination. No owner or broker shall decline a potential guest, impose different terms or conditions, or discourage or indicate a preference for a guest on the basis of race, color, creed, religion, sex, gender, sexual orientation, gender identity, ancestry, disability, use of a trained dog guide or service animal by a person with a disability, veteran or military status, familial status, national origin, citizenship, immigration status, or lawful business relationship.

5.38.050 Application and Issuance of Short-term Rental Certificate.

- A. Application Contents. The owner or the owner's authorized agent may apply for a short-term rental certificate by submitting an application on a form provided by the city. The application form shall provide the following information:
1. The name, address, and telephone number of the owner of the short-term rental unit.
 2. If the short-term rental unit is located at the primary residence of the owner, which the owner will continue to occupy during the short-term rental.
 3. If applicable, the name, address, and telephone number of the owner's authorized agent for rental of the short-term rental unit.
 4. A list of addresses of any and all additional short-term rentals operated by the owner on Bainbridge Island.
 5. The address and county plat number of the proposed short-term rental unit, all internet listing sites for the short-term rental, and all listing numbers.
 6. The number of rooms in the short-term rental unit and the allowed occupancy stated on the listing platforms or internet sites.
 7. The number of existing on-site parking spaces designated for the exclusive use of the short-term rental unit.
 8. The name, address, and telephone number of a local contact person who shall be available 24 hours per day, seven days per week for the purpose of responding within 60 minutes to complaints regarding the condition and operation of the short-term rental unit or the conduct of occupants of the short-term rental unit or their guests.
 9. A statement, prepared by the owner and submitted with the application, confirming the owner's intention to operate a short-term rental unit, the planned number of days per year the unit will be available for rent, whether the owner will reside on the property while a portion of it is available as a short-term rental unit, whether the owner occupies the short-term rental unit in its entirety for part of the year, and if they intend to use a property management company.
 10. The written consent of any applicable homeowners' association or condominium owners' association to the use of the residential dwelling unit as a short-term rental unit.

11. A certification by the owner of the proposed short-term rental unit, under penalty of perjury, that all information contained in and provided with the application is true and accurate.
 12. Such other information as the city manager or designee deems necessary to administer this chapter.
- B. Application and Mailing Fees. The application shall be accompanied by a nonrefundable application fee in an amount established by resolution of the city council. The application fee shall be no greater than is necessary to defray the city's costs of processing the application. In addition to the application fee, the application shall be accompanied by a fee sufficient to cover the cost of mailing the statement referred to in BIMC 5.38.050(A)(9) to all the residents and owners of property within 300 feet.
 - C. Mailing of Notice. The City shall mail a copy of the statement prepared by the owner and submitted with the application to all residents and owners of property within 300 feet. The City will also provide an opportunity for the owner to include an optional personal message for all impacted neighbors. Short-term rental units that are the primary residence of the owner and which the owner continues to occupy during the short-term rental are exempt from the requirements of this subsection.
 - D. Granting of Application. The short-term rental certificate shall be granted unless the grounds for denial, suspension, or revocation set forth in BIMC 5.38.080 exist or the applicant fails to demonstrate the ability to comply with the provisions of this chapter or other applicable rules and regulations.
 - E. Term of Certificate. Short-term rental certificates shall be valid for one year, from January 1 through December 31. The fee will be prorated by month for the first year of application. Certificates must be renewed annually for so long as the short-term rental unit remains rented or offered for rent.
 - F. Contents of Certificate. The short-term rental certificate shall state the maximum number of overnight occupants permitted to stay in the unit, the maximum number of vehicles allowed, and a 24-hour, seven day per week, local phone number of the owner/agent responsible for the short-term rental unit.
 - G. Change of Ownership. The short-term rental certificate shall be personal to the owner and shall not be transferable to any other person or entity. Within 14 days of any change of ownership of the short-term rental unit or the property on which it is located, or within 14 days of any conveyance that materially changes the ownership interest in the short-term rental unit or the property, a new application for a short-term rental certificate must be filed to continue

operation of the short-term rental. The new application shall be accompanied by the required application fee.

- H. Certificate Additional. The short-term rental certificate shall be in addition to the business license required by BIMC 5.04 or any other permit required by the city.

5.38.060 Advertising and Operational Requirements. The following requirements apply to the operation of all short-term rental units:

- A. Listing to Include Certificate Number. All advertisements and online listings for short-term rental units shall include the short-term rental certificate number.
- B. Interior Display of Short-term Rental Certificate. The owner or agent shall affix the short-term rental certificate in a highly visible location, within six feet of the main entry door of the short-term rental unit to which it applies.
- C. Exterior Display of Notice. A notice provided by the City containing a 24-hour, seven day per week, local contact name and phone number of the owner or agent responsible for the short-term rental unit, the number of bedrooms, the maximum number of occupants permitted to stay in the unit, and the maximum number of vehicles allowed shall be posted by the owner or agent in a readily visible location on the exterior of the short-term rental unit. The notice shall be a standardized design with a minimum size of four inches by six inches. The notice shall be in plain view of the general public and shall be maintained in good condition by the owner or agent. Short-term rental units that are the primary residence of the owner and which the owner continues to occupy during the short-term rental are exempt from the requirements of this subsection.
- D. Special Events. Weddings, corporate events, commercial functions, and other similar events are allowed. Any such events that cause traffic, parking, noise, disorderly conduct, or other impacts in excess of those associated with a residential dwelling unit are prohibited at the short-term rental unit or on the property on which the short-term rental unit is located.
- E. Permitted Occupancy. The owner or agent shall limit the overnight occupancy of the short-term rental unit to no more than a cumulative total per short-term rental unit of two persons per room plus one additional person per unit (excluding bathrooms, storage rooms, mud rooms, hallways, or other areas not normally associated with overnight occupancy). In addition, the occupancy shall not exceed the stated occupancy listed for the property on the listing platform. All other applicable occupancy laws shall apply.

- F. Parking, Trash/Refuse Regulations and Avoidance of Public Nuisance. Owners must ensure that overnight guests comply with all applicable City of Bainbridge Island regulations and ordinances related to parking, trash and refuse, and noise, including, but not limited to, BIMC 10.08, BIMC 8.16, and BIMC 9.70.
- G. Disposable Food Service Ware and Waste Reduction Regulations. Owners and agents must comply with the provisions of BIMC 8.24 as they apply to lodging establishments.

5.38.070 Payment of Taxes and Fees. Owners, agents, or brokers of short-term rentals shall collect and remit to the Washington State Department of Revenue all lodging excise taxes imposed by BIMC 3.65 for short-term rental units located in the City of Bainbridge Island. Where owners, agents or brokers collect lodging excise taxes for properties located both within and outside the City of Bainbridge Island, such owners, agents, or brokers shall clearly identify to the state those lodging excise taxes collected for short-term rental units located in the city. Owners, agents, and brokers shall also be responsible for collection and payment of all other applicable taxes and fees imposed by the city or any other unit of government, including but not limited to any Tourism Promotion Area or Business Improvement District, regardless of whether the short-term rental unit is occupied by the owner.

5.38.080 Complaint, Verification, and Hearing Process

- A. The City shall provide a system for citizen complaints about short-term rentals to be submitted for review by the city manager or designee. Any such complaint must be accompanied by evidentiary material, such as time stamped photos, recordings, or statements. All citizen complaints will be verified by the city manager or designee.
- B. Denial, Suspension, or Revocation. In addition to any other remedy provided by this chapter or by any other provision of the city code or other law, the city manager or designee may deny a short-term rental certificate, and if already issued, may suspend or revoke the same, subject to the right to appeal to the City Council as provided in this section.
- C. Grounds. The city manager or designee for deny, suspend, or revoke a short-term rental certificate when there is substantial evidence to support any of the following grounds:
 - 1. If complaint(s) to the City of violation(s) of this ordinance have been verified and deemed reasonable by the city manager or designee (see 5.38.080.A).

2. If a material misrepresentation or false or misleading information was included on the application for the short-term rental certificate.
 3. If the short-term rental unit or the use thereof for short-term rentals is in violation of any state or local law, rule, or regulation, including but not limited to, any zoning, building, health, sanitation, safety, or occupancy law, rule, or regulation.
 4. If the owner, broker, or agent has violated any provision of this chapter, any other applicable provision of the city code, or any other state or local law, rule, or regulation in the rental, offer for rental, or use of the short-term rental unit; or
 5. If the owner, broker, or agent is delinquent in the payment of any outstanding fees, assessments, or taxes owed to the city related to the short-term rental unit or the property on which the unit is located.
- D. Suspension or revocation. The city manager or designee shall consider the nature and severity of the violation, whether the violation was intentional or inadvertent, the impacts of the violation, whether the violation is a first or repeated offense, and any other factor deemed relevant by the city manager or designee in determining whether a temporary suspension of the short-term rental certificate is appropriate or whether the certificate should be revoked.
- E. Procedure. Prior to denying, suspending, or revoking a short-term rental certificate, the city manager or designee shall provide the applicant or certificate holder with at least 10 calendar days' advance written notice of the city manager's or designee's intent to consider denial, suspension, or revocation, together with the date, time, and location of a meeting at which the applicant or certificate holder will be given a reasonable opportunity to present reasons to the city manager or designee why the certificate should not be denied, suspended, or revoked. The meeting may be rescheduled with the mutual consent of the city manager or designee and the applicant or certificate holder. Upon completion of the meeting if the meeting is held, or upon the failure of the applicant or certificate holder to attend the meeting, the city manager or designee shall make a final decision on denial, suspension, or revocation, and shall issue such decision in writing, with a copy mailed to the applicant or certificate holder. The denial, suspension, or revocation shall not become final, and any certificate that has been issued shall remain valid, until the city manager or designee makes a final decision as provided in this subsection and the appeal period provided in subsection F below has elapsed.
- F. Appeal of Decision. The decision of the city manager or designee to deny, suspend, or revoke a short-term rental certificate is appealable to the city council. All appeals must be filed in writing with the city clerk within 20 calendar days of the issuance of the decision of the city manager or designee

and must be accompanied by a nonrefundable appeal fee in an amount established by city council resolution. The decision of the city manager or designee shall be stayed by the filing of the appeal and any certificate that has been issued shall remain valid until the appeal is decided by the city council. The city council shall fix a date to hear the appeal and shall provide notice of the hearing to the appellant at least 10 calendar days in advance of the hearing date. The city council shall uphold the decision of the city manager or designee unless the decision is not supported by substantial evidence or is clearly erroneous. The city council shall issue a written decision. The decision of the city council shall be final, subject only to a writ of certiorari being filed with the Kitsap County superior court within 14 calendar days following the date the written decision is issued.

- G. **Public Notice of Suspension or Revocation.** If a short-term rental certificate is suspended or revoked as provided in this section, notification of the suspension or revocation shall be provided by the city to all residents or property owners within 300 feet of the short-term rental. Notice may be provided by mailing or by any other means deemed appropriate by the city, such as but not limited to posting the notice on the city's webpage.
- H. **Prohibited Operations.** If a short-term rental certificate is suspended or revoked, the owner and agent shall immediately cease renting or offering to rent the short-term rental unit as a short-term rental. Brokers shall also immediately cease offering, listing, advertising, accepting reservations for, and/or collecting whole or partial payment of rents for the short-term rental unit. If the certificate is suspended, operation of the short-term rental and the related activities of the owner, agent, and broker may resume only upon the lifting of the suspension. If the certificate is revoked, such operation and activities shall not resume until a new certificate is applied for and issued. A new certificate may not be applied for until a period of twelve months has passed from the date of the revocation decision.

5.38.090. Penalties and Enforcement. Any person or entity violating any provision of this chapter shall have committed a civil infraction and shall be assessed a monetary penalty as provided in BIMC 1.24.020. A person or entity violating any provision of this chapter shall have committed a separate civil infraction for each day or portion of which the violation is committed, continued, or permitted and is punishable accordingly.

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. Effective Date. This ordinance shall take effect and be in full force on September 30, 2024, which is more than five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2024.

APPROVED BY THE MAYOR this ____ day of _____, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATED:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 2024-02



CITY OF
BAINBRIDGE ISLAND

Bainbridge Island Short Term Rental Ordinance

January 23, 2024

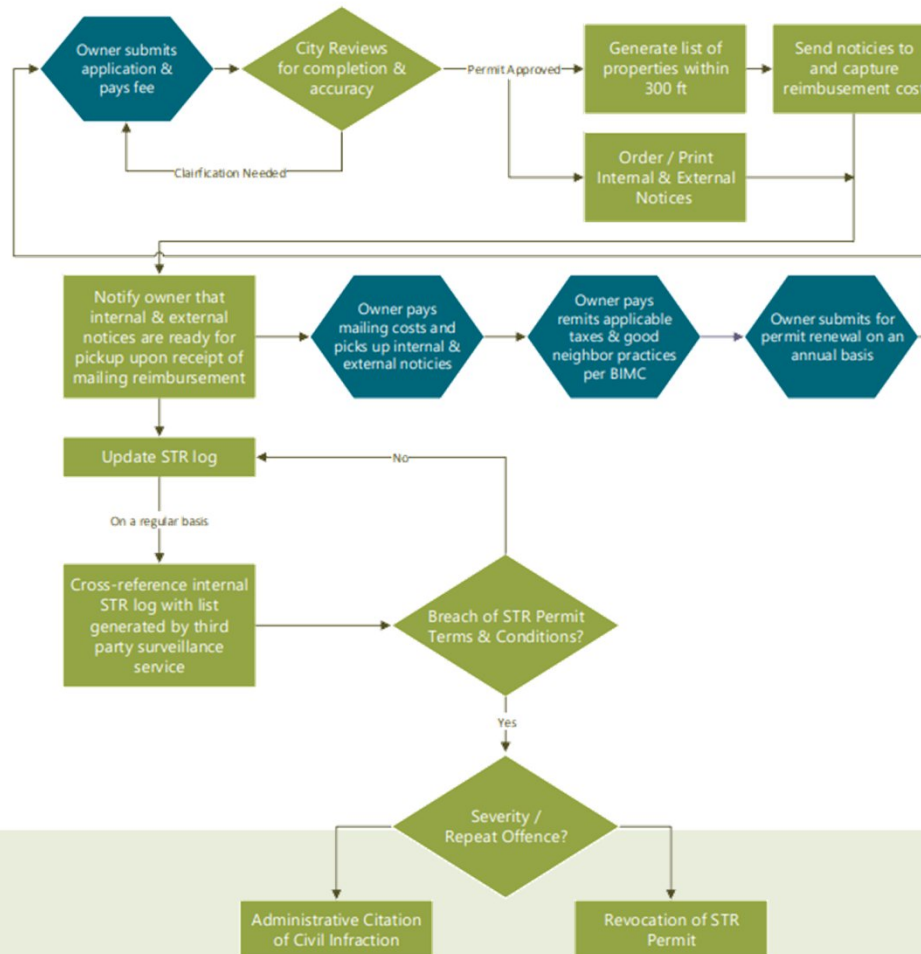
Introducing Ordinance 2024-02

- Requires Annual Registration
- Issuance of Certificate that is required to be displayed on the exterior and interior of the unit
 - Postings do not apply if the owner continues to occupy during the Short Term Rental
- Contact person available within 60 minutes
- Provide notification to all residents and owners of properties within 300 feet of the Short Term Rental
- Disposable Food Service Ware Waste Reduction Ordinance
- Usual and customary nuisance prohibitions
- Payment of Taxes and Fees
- Application Permit Fee
- Due Process
- Does not limit the number or frequency of Short Term Rentals

Short Term Rental Administration Process



Short Term Rental Administration Process



1. Owner submits annual Short Term Rental Certificate Application
 - Online or in person
2. City Staff Reviews the application. When it's complete, staff issues a permit
 - Generates list of properties within 300 ft
 - Prepares internal and external display notices
3. Owner is notified of actual mailing costs and when display notices are ready for pickup
4. On a regular basis, City Staff reviews 3rd Party Short Term Rental Review Data. If properties are not in compliance, steps can include:
 - Communication with property owner
 - Administrative Citation of Civil Infraction
 - Revocation of Short Term Rental Certificate



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Authorize the City Manager to Execute a Contract for a Small Boat Concession at Waterfront Park City Dock

SUMMARY: The City wishes to provide the public with recreational boating opportunities by awarding a three-year small boat concession at Waterfront Park/City Dock to Exotic Aquatics.

AGENDA CATEGORY: Contract

PROPOSED BY: Police

RECOMMENDED MOTION: Authorize the City Manager to execute a contract for a Small Boat Concession at Waterfront Park/City Dock.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge Island (City) Dock includes an uncovered, grated float attached to the main dock, on which the City hosts a small boat rental concession to serve the public interest by providing recreational opportunities. Consequently, the City issued a request for proposals in October 2023 for a small boat rental concessionaire. One applicant, Exotic Aquatics, submitted a proposal to operate this concession.

Therefore, Exotic Aquatics was selected as the Concessionaire, and will operate this concession consistent with the terms and conditions of the Aquatic Lands Lease No. 20-A85592 executed by the Washington State Department of Natural Resources and the City on May 4, 2017, and any amendments thereto. Exotic Aquatics shall provide this concession for a three-year term commencing on January 1, 2024 and shall annually pay the City \$2,500 (two thousand five hundred dollars). The annual payment reflects the direct costs to the City related to the use of the Dock.

Per agreement, Concessionaire shall provide kayaks, paddle boards, and such other boats or equipment as the City shall approve, for rental by the public, guided boat trips around Eagle Harbor and other portions of Bainbridge Island, in such boats or vessels and on such routes as the City may approve, and kayak instruction

to the public, through qualified kayak instructors. Any fees charged by the Concessionaire for the authorized services shall be competitive with fees charged by similar service providers. Per the terms of the agreement, the concessionaire shall provide insurance, safety equipment, and is solely responsible for maintenance and cleaning of the equipment and float.

ATTACHMENTS:

[2024 Small Boat Rental Concession Agreement with Exotic Aquatics Partially Executed.pdf](#)

[Map-Description of Small Boat Concession Area.pdf](#)

FISCAL DETAILS: Exotic Aquatics shall pay the City an annual amount of \$2,500 for the duration of the contract.

Fund Name(s): General Fund

Coding: 01136/362800

CONCESSION AGREEMENT

THIS CONCESSION AGREEMENT (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Exotic Aquatics Scuba & Watersports, LTD, a Washington State corporation (“Concessionaire”).

In entering into this Agreement, the City and the Concessionaire (the “Parties”) recognize and agree to the following recitals:

A. The City completed construction of a new City Dock at Eagle Harbor Waterfront Park. The new City Dock includes an uncovered, grated float attached to the main dock, on which the City wishes to host a small boat rental concession.

B. On October 19, 2023, the City issued a request for proposals for a small boat rental concessionaire to provide the small boat rental concession, and applicants were directed to submit their proposals electronically not later than 4:00 PM on November 17, 2023.

C. The Concessionaire submitted a timely and complete proposal to be considered for the small boat rental concession.

D. The City reviewed the submitted proposals and identified the Concessionaire as having submitted the proposal that will best serve the interests of the public, pursuant to the selection criteria outlined in the request for proposals.

NOW, THEREFORE, the Parties agree as follows:

1. Grant of Concession and Description of Concession Area. The City grants to the Concessionaire for the term of this Agreement the exclusive concession, right, and privilege to operate a small boat rental concession, subject to the terms and conditions set forth in this Agreement. The Concessionaire shall operate the concession on a 12’ x 48’ section of a float attached to the City Dock in Waterfront Park, as described on **Attachment A**, attached hereto and incorporated herein by this reference (“Concession Area”).

The Concessionaire shall operate the concession business for public outdoor recreation purposes in compliance with any Outdoor Recreation Grant received in connection with the concession business and with the Land and Water Conservation Fund Act and the Act’s implementing regulations, if any.

2. Consistency with Aquatic Lands Lease.

A. The Parties agree that this Agreement is consistent with and subject to all the terms and conditions of the Aquatic Lands Lease, Lease No. 20-A85592, executed by the Washington State Department of Natural Resources and the City on May 4, 2017, and any amendments thereto (“Aquatic Lands Lease”). Any mention of a specific section of the Aquatic Lands Lease in this Agreement shall not be construed as limiting the general applicability of the Aquatic Lands Lease to this Agreement.

B. In the event of a conflict between the terms of this Agreement and the Aquatic Lands Lease, the terms of the Aquatic Lands Lease will control, except that the insurance requirements included as **Attachment D** to this Agreement will control over the insurance requirements specified in the Aquatic Lands Lease.

C. This Agreement shall terminate if the Aquatic Lands Lease terminates for any reason.

D. By executing this Agreement, the Concessionaire acknowledges receipt of a copy of the Aquatic Lands Lease, a copy of which is included as **Attachment B** to this Agreement and is incorporated by this reference. The Concessionaire also acknowledges receipt of a copy of the Aquatic Lands Agreement Amendment, a copy of which is included as **Attachment C** to this Agreement and is incorporated by this reference.

E. This Agreement is between the Concessionaire and the City. There is no privity of contract between the Concessionaire and the State of Washington.

F. The Concessionaire's use of the kayak racks, which are a permitted use under the Aquatic Lands Lease, can be used as a Concession Area for a small boat rental concession.

3. Term of Agreement. This Agreement shall be for a three-year term, commencing on January 1, 2024. The City shall have the right to terminate this Agreement following 60 days' advance written notice. If the Washington State Recreation and Conservation Office revokes permission for a small boat rental concession to be operated from the City Dock, or if previously obtained permission expires and is not renewed, then this Agreement shall terminate immediately upon such revocation or expiration.

4. Payments to City. Concessionaire shall annually pay the City Two Thousand Five Hundred Dollars (\$2,500). This amount will be paid quarterly in equal installments. The Concessionaire may not prepay any amount to the City.

5. Operation and Services.

A. The Concessionaire shall provide (1) kayaks, paddle boards, and such other boats or equipment as the City shall approve, for rental by the public, (2) guided boat trips around Eagle Harbor and other portions of Bainbridge Island, in such boats or vessels and on such routes as the City may approve, and (3) kayak instruction to the public, through qualified kayak instructors. Any fees charged by the Concessionaire for the authorized services shall be competitive with fees charged by similar service providers.

B. The Concessionaire shall keep the small boat rental concession operational and open to the public each year per specified dates and times below for the duration of the contract:

- | | |
|-------------------------|---|
| ➤ January 1 – March 31 | By appointment or scheduled activities. |
| ➤ April 1 – May 21 | 12:00 PM – 5:00 PM, closed Tuesdays. |
| ➤ May 22 – September 26 | 9:30 AM – 7:00 PM, 7 days a week. |

customers in boarding. At the end of the rental period, the qualified representative of the Concessionaire shall return to the Concession Area to stow rental equipment and aid customers in disembarking. At all times that the Concessionaire's rental equipment is in use by a customer, a qualified representative of the Concessionaire shall be available by phone. The City does not provide parking for Concessionaire's staff.

H. The Concessionaire shall, at its own expense, promote and encourage the rental of boats and the other services authorized under this Agreement. To the extent allowed by the City's sign regulations, signage and advertising is allowed on one sandwich board in or near Waterfront Park, near the entrance to the City Dock, or at some other location within the City.

I. The Concessionaire shall have a voice message system to receive incoming telephone calls during non-operating hours and to provide the public with information regarding the boat rentals and other services authorized under this Agreement.

J. The Concessionaire shall not permit any excessive or objectionable noise, odor, dust, vibration, or similar substance or condition to remain on or be emitted from the Concession Area. The Concessionaire shall not create any nuisance in or adjacent to the Concession Area or the City Dock.

K. The Concessionaire shall not interfere with access to or from any part of the City Dock, boat ramp, or boat-trailer parking.

L. The Concessionaire, its staff, and its customers shall not park in the recreational boat-trailer parking stalls or within Eagle Harbor Waterfront Park.

M. The Concessionaire shall not place a lock on the gate to the Concession Area. The City will supply a lock and a key for use by the Concessionaire. Upon the expiration or termination of this Agreement, the Concessionaire shall return the key to the City.

6. Improvements to Concession Area.

A. The Concessionaire shall not make any permanent modifications, alterations, additions, or improvements to the Concession Area or the City Dock.

B. To the extent allowed under this Agreement, the Concessionaire may make temporary improvements, additions, or alterations to the Concession Area or the City Dock.

C. Before making any temporary improvements, additions, or alterations to the Concession Area or the City Dock, the Concessionaire shall submit to the City, for approval, schematic designs, design development drawings, and final working drawings and specifications for any construction or installation on the Concession Area or the City Dock of temporary improvements, additions, or alterations to convert the Concession Area to the condition desired by the Concessionaire for the operation of its business. The Concessionaire shall not begin any such construction or installation until after the City has approved the same in writing, and any temporary improvement, alteration, or addition shall be constructed or installed in accordance with plans and specifications approved by the City. The Concessionaire will be liable for any

damage to the Concession Area or the City Dock that is caused by or arises from their construction or installation of any temporary improvement, addition, or alteration.

D. Immediately following the Concessionaire's receipt of notice from the City of any variation between approved plans and specifications and any temporary improvement, addition, or alteration in or on the Concession Area or the City Dock, the Concessionaire shall either desist from the occupation or use of such improvement, addition, or alteration and remove it from the Concession Area or the City Dock, or make the improvement, addition, or alteration consistent with the approved plans and specifications.

E. All temporary improvements, additions, and alterations made to the Concession Area or the City Dock shall be at the sole expense of the Concessionaire, unless otherwise specifically agreed in writing.

F. The Concessionaire shall obtain, at its sole expense, any permits required before making any improvements, additions, or alterations to the Concession Area.

G. No temporary improvements, additions, or alterations may cumulatively cover the Concession Area so as to prevent sunlight from reaching at least 90% of the grated deck of the Concession Area.

7. Disclaimer of Condition of the Concession Area. The City disclaims all representations, statements, and warranties, express or implied, with respect to the condition of the Concession Area or the use and occupancy of the Concession Area, other than those contained in this Agreement. The Concessionaire accepts the Concession Area in its condition on the effective date of this Agreement.

8. Liens and Encumbrances. The Concessionaire shall keep the Concession Area free and clear of any liens and encumbrances. At the request of the City, the Concessionaire shall deliver to the City written proof of the payment of any item which could be the basis of such a lien, if not paid.

9. Maintenance and Repair. The Concessionaire, at its sole cost and expense, shall keep and maintain the Concession Area, and all improvements, alterations, and additions to the Concession Area, in a neat and sanitary condition in accordance with all applicable state and local public health standards. The Concessionaire shall preserve the Concession Area and all improvements in good repair so as to prevent deterioration that would discourage public use. The Concessionaire shall maintain the Concession Area in a condition that is attractive and inviting to the public, as determined by the City.

10. Books, Records, and Audit. The Concessionaire shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices and shall maintain an accounting system having controls governing inventories and receipts, and detailed records of all income and expenses of all business generating gross receipts under this Agreement. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times,

and the Concessionaire shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Concessionaire shall preserve and make available all such books of account and records for a period of three (3) years after the expiration or termination of this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Concessionaire shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy. The Concessionaire shall retain in Kitsap County, Washington, for at least fifteen (15) months after the close of any fiscal year of the Concessionaire, copies of all rental or sales checks or slips issued, tapes from all cash registers, and analogous and collateral supporting data regarding the Concessionaire's gross receipts during such fiscal year.

11. Indemnification.

A. Concessionaire shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arise out of Concessionaire's use of Concession Area, or from the conduct of Concessionaire's business, or from any activity, work or thing done, permitted, or suffered by Concessionaire in or about the Concession Area, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

B. The Concessionaire shall indemnify, defend, and hold harmless the State of Washington, its employees, officers, and agents to the same extent as the City must under Section 10.1 of the Aquatic Lands Lease.

12. Insurance.

The Concessionaire shall secure and maintain, at its sole expense, insurance as specified in **Attachment D**, attached hereto and incorporated herein by this reference.

13. Compliance with Laws.

A. The Concessionaire, at its sole cost and expense, shall perform and comply with all applicable federal and state laws, regulations, and rules, and all City ordinances and other laws.

B. The Concessionaire shall secure and maintain in full force and effect during the term of this Agreement, all required licenses, permits, and similar legal authorizations, and shall comply with all requirements thereof.

C. The Concessionaire shall pay, before delinquency, all taxes, levies, and assessments arising from its activities on or occupancy of the Concession Area, including, but not limited to, taxes arising out of the activity or business conducted in the Concession Area, taxes levied on its property, equipment, and improvements on the Concession Area, and taxes on the Concessionaire's interest in this Agreement and any leasehold interest deemed to have been created under Chapter 82.29A RCW. In the event the State of Washington makes any demand on the City for payment of leasehold excise taxes resulting from the Concessionaire's occupancy of

the Concession Area or withholds funds due to the City to enforce collection of leasehold excise taxes, the Concessionaire shall, at its sole expense, contest such action and indemnify the City for all sums expended by, or withheld by the State from, the City in connection with such taxation; provided, that Concessionaire may pay any such tax in lieu of contesting it or indemnifying City.

D. The Concessionaire agrees to comply with all federal, state, and local laws prohibiting discrimination with regard to race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap.

14. City's Access to Concession Area. The City may access the Concession Area at all reasonable times to inspect the same and to make any repair, improvement, alteration, or addition to any property owned by or under the control of the City, but this right of access shall not impose on the City any obligation to make any repair, alteration, addition, or improvement. The City shall have the right to use any means that the City deems proper in an emergency to obtain entry to the Concession Area, without any liability. Any entry to the Concession Area obtained by the City in such circumstances shall not be construed or deemed to be a forcible or unlawful entry into, or a detainer of, the Concession Area or a termination of the Concessionaire's license to use and occupy the Concession Area or any portion thereof.

15. Assignment, Transfer, or Sublease. The Concessionaire shall not assign or transfer this Agreement or any rights under this Agreement, or sublease any part of the Concession Area, without the prior written consent of the City. No right, privilege, or interest conferred in this Agreement shall pass to any trustee or receiver in bankruptcy or to any receiver or assignee for the benefit of creditors; nor shall this Agreement or any rights, privilege, or interest be transferable by operation of law or proceeding of any court.

16. Default, Breach, and Termination.

A. The following acts and omissions shall constitute a default and material breach of this Agreement by the Concessionaire:

i. The failure to comply with all of the insurance requirements specified in **Attachment D;**

ii. The violation of any law, ordinance, rule, regulation, order, or directive;

iii. The abandonment of the Concession Area;

iv. The assignment of the Concessionaire's interest in this Agreement without the prior written consent of the City, the filing of a voluntary or involuntary petition in bankruptcy, or for reorganization or an arrangement, the adjudication of the Concessionaire as being bankrupt or insolvent, the appointment of a receiver of the Concessionaire; or

v. The failure to perform or the violation of any other condition or covenant of this Agreement, where such default or deficiency in performance was not remedied within a

280 Madison Ave. North
Bainbridge Island, WA 98110

To the Concessionaire: Exotic Aquatics Scuba and Kayaking
328 Madison Ave. N, Suite B
Bainbridge Island, WA 98110
(206) 842-1980

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

20. No Relationship Established. The City shall in no event be deemed to be a partner, associate, or joint venturer of the Concessionaire. The Concessionaire is not an agent of the City for any purpose whatsoever. The Concessionaire shall not create any obligation or responsibility on behalf of the City or bind the City in any manner.

21. Amendments. No modifications or amendment of the terms of this Agreement shall be effective unless in writing and signed by the parties. The parties expressly reserve the right to modify this Agreement by mutual written agreement.

22. No Waiver. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

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

24. Binding Effect. The terms and provisions of this Agreement apply to bind the Parties, their legal heirs, representatives, successors, and assigns.

25. Entire Agreement. This Agreement contains all of the covenants, promises, agreements, and conditions, either oral or written, between the parties with respect to the subject matter of this Agreement.

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

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

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

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

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

EXOTIC AQUATICS SCUBA &
WATERSPORTS, LTD

CITY OF BAINBRIDGE ISLAND

Date: 12/20/23

Date: _____

By: *Pamela M. Auxier*

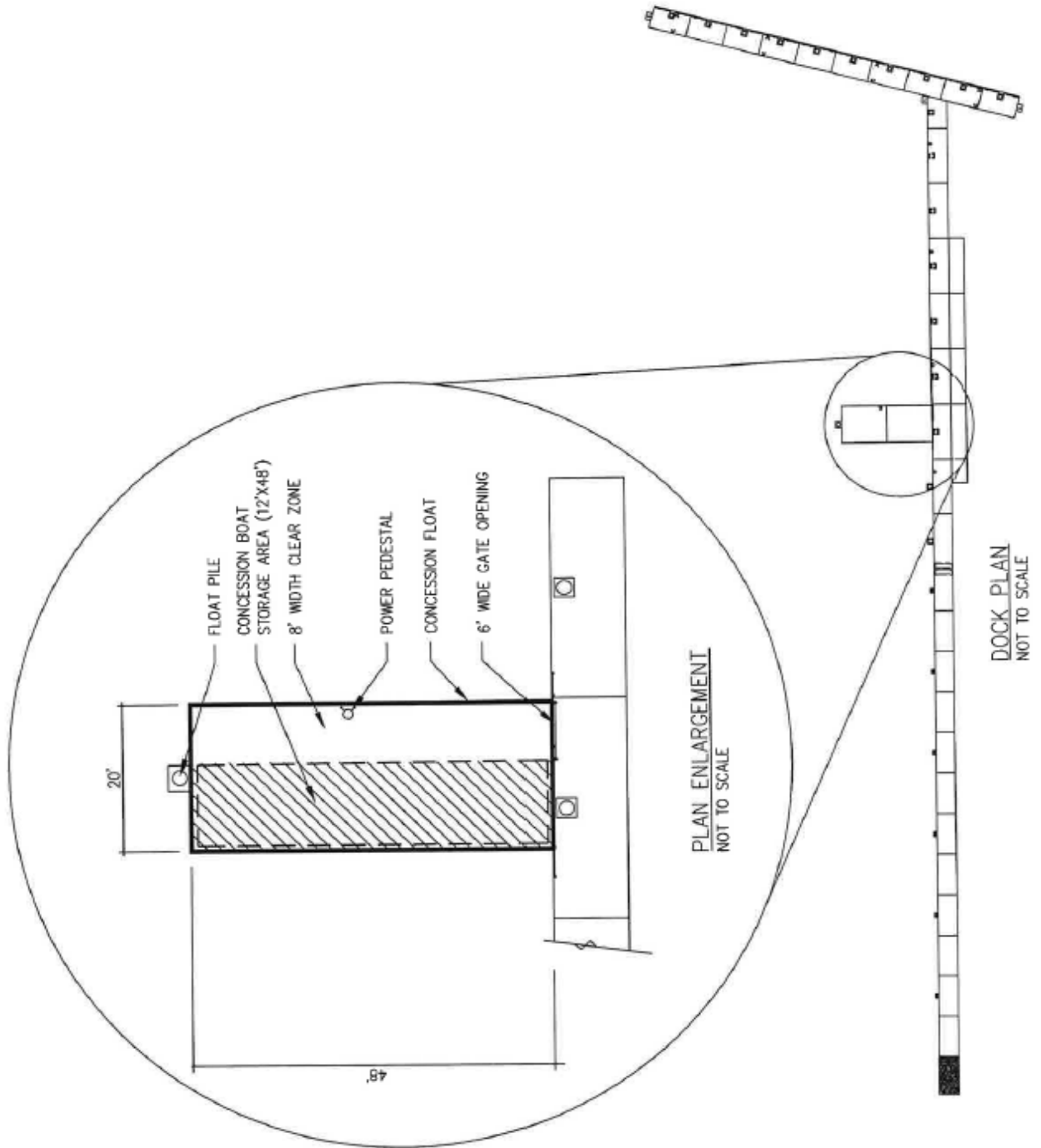
By: _____

Pam Auxier, President

Blair King, City Manager

Attachment A

Description of Concession Area



Attachment B

Aquatic Lands Lease

Aquatic Lands Lease No. 20-A85592, dated May 4, 2017, is attached hereto and incorporated herein by this reference as if set forth in full.

Attachment C

Aquatic Lands Agreement Amendment

The Aquatic Lands Agreement Amendment, dated May 4, 2017, to the Aquatic Lands Lease No. 20-A85592, dated May 4, 2017, is attached hereto and incorporated herein by this reference as if set forth in full.

Attachment D Insurance Requirements

A. Insurance Term

The Concessionaire shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Concessionaire's operation and use of the Concession Area

B. No Limitation

The Concessionaire's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Concessionaire to the coverage provided by such insurance, or otherwise limit the City's or the State of Washington, Department of Natural Resources' ("State's") recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

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

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The City and the State shall be named as additional insured on Concessionaire's Commercial General Liability insurance policy using ISO Additional Insured-Mangers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
2. Property insurance shall be written on an all-risk basis.

D. Minimum Amounts of Insurance

The Concessionaire shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$5,000,000 each occurrence, \$10,000,000 general aggregate.
2. Property insurance shall be written covering the full value of the Concessionaire's property and improvements with no coinsurance provisions.

E. Other Insurance Provisions

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

F. Acceptability of Insurers

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

G. Verification of Coverage

The Concessionaire shall furnish the City and the State with original certificates and a copy of the amendatory endorsements, including, but not necessarily limited to, the additional insured endorsement, evidencing the insurance requirements of the Concessionaire.

H. Waiver of Subrogation

Concessionaire and City hereby release and discharge each other from all claims, losses, and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss, or liability is covered by insurance. Except as prohibited by law, Concessionaire waives all rights of subrogation against the State for recovery of damages to the extent that they are covered by insurance maintained pursuant to this Agreement.

I. Public Entity's Property Insurance

The City shall purchase and maintain during the term of this Agreement all-risk property insurance covering the City Dock, including the Concession Area, for its full replacement value without any coinsurance provisions.

J. Notice of Cancellation

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

K. Failure to Maintain Insurance

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

L. City Full Availability of Concessionaire Limits

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designation Of Premises (Part Leased To You): 301 Shannon Dr. SE Bainbridge Island, WA 98110
Name Of Person(s) Or Organization(s) (Additional Insured): City of Bainbridge Island City Dock Bainbridge Island
Additional Premium: \$ Included
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Philadelphia Indemnity Insurance Company

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy Number: PHPK2578536

Agent # 115837

See Supplemental Schedule

LIMITS OF INSURANCE

\$	3,000,000	General Aggregate Limit (Other Than Products – Completed Operations)
\$	3,000,000	Products/Completed Operations Aggregate Limit
\$	1,000,000	Personal and Advertising Injury Limit (Any One Person or Organization)
\$	1,000,000	Each Occurrence Limit
\$	100,000	Rented To You Limit (Any One Premises)
\$	5,000	Medical Expense Limit (Any One Person)

FORM OF BUSINESS: CORPORATION

Business Description: Guides and Outfitters

Location of All Premises You Own, Rent or Occupy: **SEE SCHEDULE ATTACHED**

AUDIT PERIOD, ANNUAL, UNLESS OTHERWISE STATED: This policy is not subject to premium audit.

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp. Ops.	Prem./ Ops.	Prod./ Comp. Ops.
SEE SCHEDULE ATTACHED						
TOTAL PREMIUM FOR THIS COVERAGE PART:					\$ 2,468.00	\$

RETROACTIVE DATE (CG 00 02 ONLY)

This insurance does not apply to "Bodily Injury", "Property Damage", or "Personal and Advertising Injury" which occurs before the retroactive date, if any, shown below.

Retroactive Date: NONE

FORM (S) AND ENDORSEMENT (S) APPLICABLE TO THIS COVERAGE PART: Refer To Forms Schedule

Countersignature Date

Authorized Representative

Philadelphia Indemnity Insurance Company
Additional Insured Schedule

Policy Number: PHPK2578536

Additional Insured

Status granted if required by a contract
effective during the policy term and
executed prior to the occurrence.

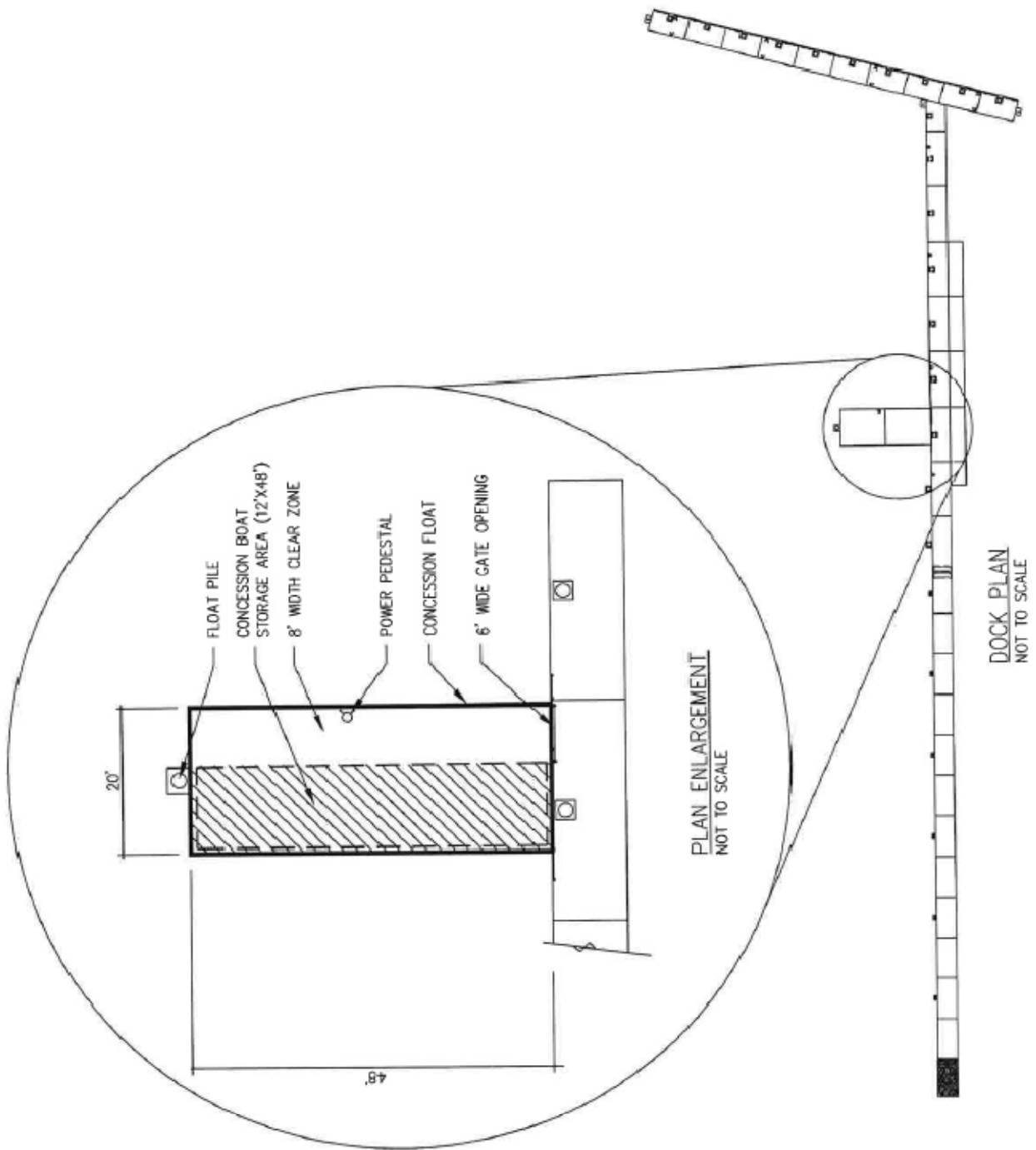
CG2026 - General Liability

Additional Insured

City of Bainbridge Island
City Dock Bainbridge Island
301 Shannon Dr SE
Bainbridge Island, WA 98110-2460

CG2011 - General Liability

City of Bainbridge Island
Description of Concession Area at Waterfront Park/City Dock





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Receive City Manager's Report,

SUMMARY: City Manager King will present the 2023 Climate Action Plan Progress Report, including a key highlights summary document and Q4 2023 Sustainable Transportation Plan Progress Report, the 2023 Workplan and Priority Project status report, and information regarding City insurance rates.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[2023 Annual CAP Progress Report.pdf](#)

[2023 CAP Progress Report - Highlights Summary.pdf](#)

[STP Q4 2023 Progress Update.pdf](#)

[2023 YE Workplan Memo for CC 02132024.docx](#)

[2023 Workplan Year-end Report Memo Attachment.pdf](#)

[City Manager's Report \(City Insurance Rates\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

CLIMATE ACTION PLAN

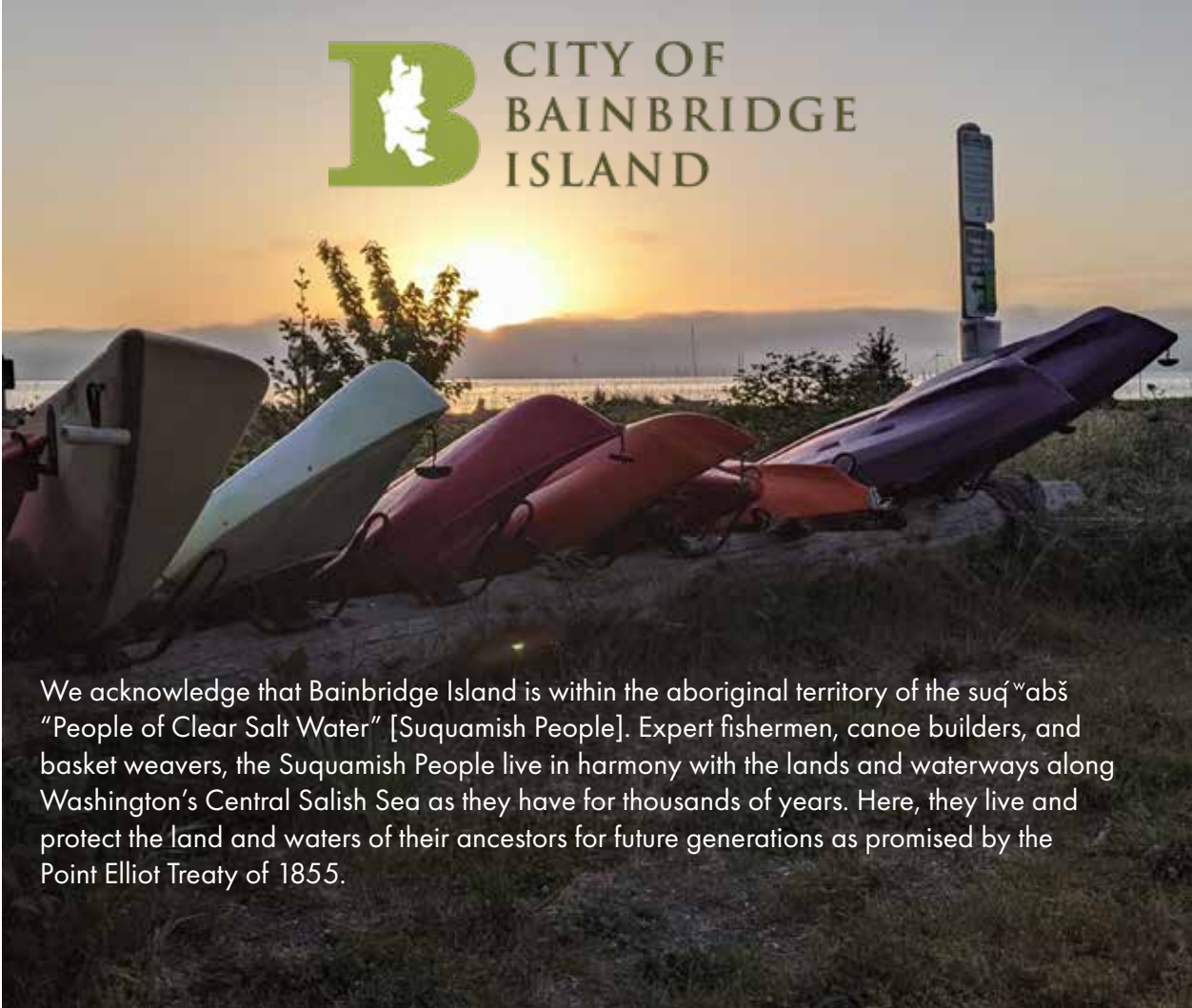


ANNUAL PROGRESS REPORT



CITY OF
BAINBRIDGE ISLAND





CITY OF
BAINBRIDGE
ISLAND

We acknowledge that Bainbridge Island is within the aboriginal territory of the suq̓ʷabš “People of Clear Salt Water” [Suquamish People]. Expert fishermen, canoe builders, and basket weavers, the Suquamish People live in harmony with the lands and waterways along Washington’s Central Salish Sea as they have for thousands of years. Here, they live and protect the land and waters of their ancestors for future generations as promised by the Point Elliot Treaty of 1855.

Published January 2024. For more information, visit www.bainbridgewa.gov/ClimateAction.

INTRODUCTION

The City of Bainbridge Island's 2020 [Climate Action Plan](#) (CAP) identifies key actions the City and community can take to reduce greenhouse gas (GHG) emissions from energy use, buildings, transportation, and waste generation and disposal. The CAP also identifies actions to protect natural ecosystems and build resilience to prepare our people and our environment for the impacts of climate change. Several initiatives were undertaken in 2023 to implement actions in the CAP and provide meaningful opportunities for community engagement. This report highlights 2023 climate action initiatives undertaken by the City, often in coordination with community partners and with the support of the [Climate Change Advisory Committee](#) (CCAC).

Climate Action Plan

The City of Bainbridge Island's first Climate Action Plan (CAP) was adopted by City Council on November 10, 2020. The 2020 CAP has three overarching goals:

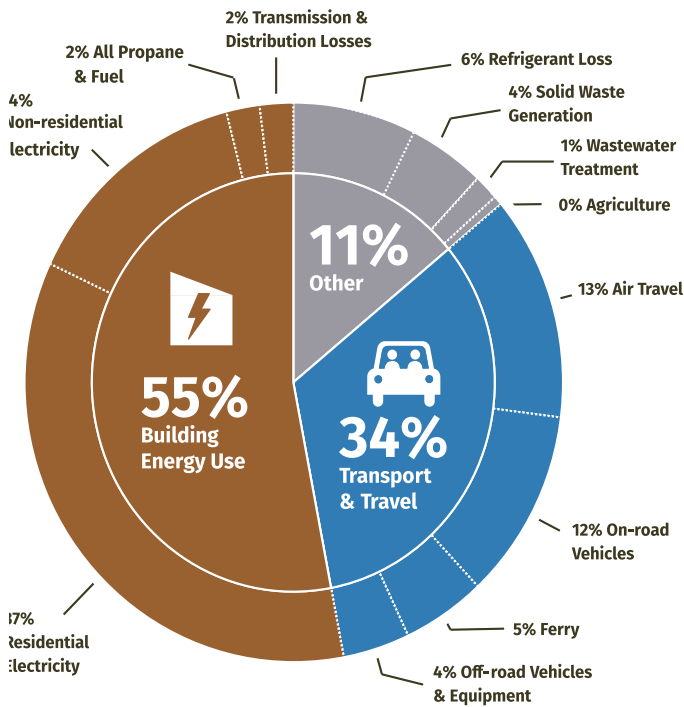


Reducing emissions is critical to slowing climate change.

Identify key actions you can take to help reduce the Island’s climate impact by visiting www.ClimateSmartBainbridge.org.

2018 Community Greenhouse Gas Emissions

233,998 MTCO₂e*



The Bainbridge Island community emitted an estimated 233,998 MTCO₂e in 2018.

That equates to 9.4 MTCO₂e per person—equivalent to the emissions from driving 50,000 passenger vehicles for a year!

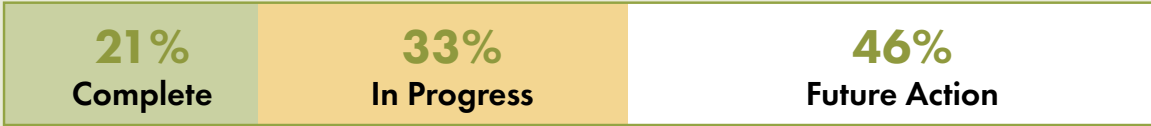
The majority of those emissions are from consumption of energy in homes and commercial buildings.

*metric tons of carbon dioxide equivalent



2023 KEY ACHIEVEMENTS

Status update on the 79 priority actions included in the 2020 CAP.



2023 CLIMATE ACTION BY THE NUMBERS

 <p>Reduced 146 tons of carbon dioxide with actions completed by 300 residents in the Climate Smart Challenge.</p>	 <p>Increased the amount of electricity used on the Island coming from renewable sources from 9% in 2021 to 11% in 2022 (the most recent year for which data is available).</p>	 <p>Added one new public EV charger at City Hall that was used 333 times from July–December 2023.</p>	 <p>Installed seven organic waste bins to collect food waste and home compostable containers in downtown Winslow.</p>
 <p>Added two EVs to the ZEV Co-op car share program at City Hall that were used for 154 trips from July–December 2023.</p>	 <p>Co-op members drove over 6,800 miles in 2023, preventing 2.7 metric tons of carbon dioxide in tailpipe emissions by using electricity instead of gasoline as fuel.</p>	 <p>Increased average year-over-year growth in BI Rides service ridership by 31% in the first three months of a City-funded marketing campaign.</p>	 <p>Hired one new City staff member to work on CAP implementation, with a focus on sustainable transportation.</p>
 <p>Salvaged over 13 tons of material from the remodel of the Ted Spearman Justice Center and diverted more than 26,000 pounds of building materials from the landfill.</p>	 <p>Provided 130 reusable cups and lids for refreshments at the ribbon cutting ceremony for the new Ted Spearman Justice Center.</p>	 <p>Provided more than 35 five-gallon water jugs, with rechargeable pumps, for water refill stations at community events.</p>	 <p>Hosted three community Climate Smart workshops with more than 380 attendees.</p>
 <p>Staffed Climate Smart booths at five events reaching more than 400 people.</p>	 <p>Hosted nine Climate Smart community presentations reaching approximately 220 people.</p>	 <p>Recognized three Climate Smart Leaders on the Island.</p>	 <p>Identified three new team leaders for the Climate Smart Challenge.</p>

Implementation

- Hired the City’s first Sustainable Transportation Coordinator to support sustainable transportation initiatives as outlined in the CAP and [Sustainable Transportation Plan \(STP\)](#).
- Developed and tested a climate and racial equity lens to consider climate change impacts and equity considerations for City projects and programs.

Energy

- Increased the amount of electricity used on the Island coming from renewable sources from 9% in 2021 to 11% in 2022 (the most recent year for which data is available).
- Coordinated with community partners to evaluate opportunities to generate 100% renewable energy on the Island by 2040 and identify priority locations for potential solar plus battery storage to add resilience as part of the US Department of Energy's Energy Transitions Initiative Partnership Project.
- Converted 94% of the City's landscaping tools from gasoline to electricity fuel.

Buildings

- Identified parameters for a 2024 solar panel project on the Island to offset 274 metric tons of carbon emissions associated with operation of the new Ted Spearman Justice Center.
- Released a Request for Qualifications to design and administer a 2024 residential heat pump installation pilot program to reduce energy use in the winter and increase resilience by cooling homes during summer heat events.

Transportation

- Increased the number of electric vehicles (EVs) in the City fleet to 3% of eligible vehicles.
- Worked with community partners to launch a new community EV car share program with two cars and one public EV charger at City Hall.
- Completed a study identifying options and resources needed to convert all applicable vehicles in the City's fleet from fossil fuels to electricity.
- Supported BI Ride marketing efforts resulting in an average 31% year-over-year growth in service ridership in the campaign's first three months (July–September 2023).
- Completed a comprehensive study of actions to reduce transportation related GHG emissions on the Island (such as providing e-bike subsidies, expanding EV car share options, and increasing telework) and identified a data source and methodology for measuring the reduction in vehicle miles traveled by people on the Island.

Natural Environment

- Created a climate-friendly list of tree and plant species with best practices for helping urban trees thrive on the Island.
- Received recognition as a Tree City USA for the 18th year for a commitment to care for and grow the Island's urban forest.
- Began work to create an online GIS-based map showing existing and future flood/sea level rise vulnerability for the Island.
- Completed the Yeomalt neighborhood stormwater drainage improvement project and applied for grant funding to assess sea level rise adaptation strategies for Manitou Beach Drive.

Waste

- Supported local businesses with implementation of the 2023 waste reduction regulations.
- Adopted new municipal code requirements and a revised list of required home compostable food service ware products for 2024.
- Installed seven organic waste bins in downtown Winslow to collect food waste and home compostable food containers.
- Initiated efforts for the City to formally contract with Bainbridge Disposal for solid waste services on the Island and to better identify waste streams and diversion opportunities.
- Adopted an ordinance requiring the City to procure, use, provide education about, and report compost use, per House Bill 1799.

Community Engagement

- Increased community participation in the Climate Smart Challenge with 300 households completing actions to help reduce 146 tons of carbon dioxide—equivalent to the GHG emissions from approximately 31 gasoline-powered passenger vehicles driven for one year.
- Hosted three Climate Smart workshops to promote home energy conservation, climate-friendly food choices, and electric vehicles and bikes with more than 380 attendees.
- Provided interpreters and translations of educational materials in multiple languages to support more equitable community outreach.

Learn more about the City's current and past climate action programming by visiting www.bainbridgewa.gov/ClimateAction.



IMPLEMENTATION



KEY GOALS IN CAP:

- Initiate implementation: put in place critical foundational elements for CAP implementation and begin to implement the highest-priority actions with available resources.
- Consistently consider equity in all CAP implementation and engagement efforts.
- Update information and plans on a regular basis.
- Identify costs and funding opportunities for CAP implementation.

Sustainable Transportation Coordinator Joins the City



New staff joined the City in the fall of 2023 to lead the development and implementation of non-capital projects and programs to reduce GHG emissions from transportation and vehicle miles traveled (VMT) on the Island. The new Sustainable Transportation Coordinator is working closely with staff and community partners to develop and implement sustainable transportation programs, such as Bike to Work/School Day events, and develop education and outreach materials and programs to promote walking, bicycling, and transit ridership on the Island. The position also coordinates the Commute Trip Reduction program for City employees.

Applying a Climate Lens to City Projects

Staff collaborated with the CCAC to develop a climate lens tool to consider climate change impacts when developing City projects, plans, and programs. The tool includes a series of questions to help project managers identify opportunities to reduce GHG emissions, include elements that address future climate change impacts, and consider actions to reduce GHG emissions associated with public outreach efforts (such as food choices, meeting location and transportation options). Staff worked with the Steering Committee for the Comprehensive Plan and the Winslow Subarea Plan periodic updates to integrate use of the tool for community engagement efforts in 2023. The full climate lens tool is slated for testing more broadly on City projects in early 2024, in partnership with a new racial equity lens tool also developed in 2023.



ENERGY



Key Goals in the CAP:

- Increase energy conservation and efficiency throughout the planned and existing built environment, including customer-owned generation.
- Eliminate carbon-based energy sources from all energy sectors.
- Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience considering the changing climate.

Increasing Community Use of Renewable Energy

The City of Bainbridge Island was recognized as a [Green Power Partner](#) by the U.S. Environmental Protection Agency (EPA) for 2022. The EPA established the Green Power Partnership in 2001 to encourage organizations to voluntarily use green power to protect human health and the environment. In 2022, approximately 11% of electricity used on the Island came from renewable sources—up from 9% in 2021. That includes 379 residential customers, 38 commercial customers and two City-owned facilities generating renewable energy on the Island.



Analyzing 100% Renewable Energy Options

In 2022, the City was one of 12 communities in the country selected to receive technical assistance from the US Department of Energy's Energy Transitions Initiative Partnership Project ([ETIPP](#)). In 2023, City staff and community partners worked with representatives from the Pacific Northwest National Laboratory, National Renewable Energy Laboratory, and Spark Northwest to evaluate:

1. Anticipated electricity loads for the Island in 2040, considering increased vehicle and ferry electrification.
2. Options for on-Island renewable energy generation, with an evaluation of potential solar, wind, marine/tidal and waste-to-energy resources.
3. Opportunities to increase the community's energy resilience by allowing for all or parts of the community to be able to operate as an islanded grid during outages.



Multiple gatherings were held with collaborators on the Island in 2023, and a final report is anticipated for community review in early 2024.

Working with PSE to Address Energy Issues

The CCAC hosted a City Council Study Session with Puget Sound Energy (PSE) in February 2023 to discuss how the City, PSE, and the community can work collaboratively to achieve goals outlined in the CAP. The session focused specifically on opportunities to increase the installation of publicly available EV charging stations and identify future Community Solar project applications, with additional questions regarding PSE's progress in complying with the Clean Energy Transformation Act.

PSE Franchise Agreement

City staff submitted final comments on the draft franchise agreement for review by PSE. A final agreement is anticipated in early 2024. A subcommittee with representatives from City staff, the CCAC and the Utility Advisory Committee (UAC) is working with PSE on a proposed memorandum of understanding (MOU) to complement the franchise agreement and address shared goals related to climate action, resilience, and reliability. The MOU is anticipated to include the following areas of potential collaboration:

- Energy efficiency in existing buildings
- On-Island solar energy projects
- Electric vehicles and charging infrastructure
- Battery storage and resilience
- Reliability and undergrounding of power lines

Have you signed up to save energy with PSE's Peak Energy Rewards Program?

You could get paid \$75 a year and save up to 15% on your heating and cooling bill for installing a smart thermostat in your home. [PSE's Peak Rewards](#), a demand response pilot program specifically for Bainbridge Island, uses smart technology to help meet our community's energy demand to address electric capacity needs on the Island. Simply enroll your smart thermostat to get started. If you don't already have one, you can get one installed through the program with a rebate to help cover costs. Participants receive \$75 annually and will be eligible for higher rebates on heating equipment, weatherization, and more.



City Converts to Electric Landscaping Tools



In 2018, the City recorded close to 6,500 gallons of fuel consumption for the use of gas-powered equipment for vegetation management, accounting for about 3% of the overall emissions from City government operations. In January 2022, the City ordered two zero-emission electric leaf blowers for testing in its operations. After supply-chain delays, they finally arrived in early 2023. Approximately 94% of the City's landscaping tools were converted from gasoline to electricity fuel in 2023. Two gas-powered chainsaws with longer bars that can cut large diameter trees were kept as backup tools for use when authorized by the department lead or in the event of an emergency. [Learn more about electric landscaping tool options on the City website.](#)

Reducing Emissions from Community Use of Landscaping Equipment

Gas-powered landscaping equipment can contribute to noise and air pollution with negative health impacts, especially for workers using this equipment for several hours a day. Two surveys were released in July 2023 to solicit feedback from residents and local landscaping businesses about how the City could support users in switching from gas-powered landscaping equipment to electric equipment. More than 500 community members completed online or print versions of the electric landscaping tools survey in July 2023. Fifty-one businesses completed surveys in either English or Spanish, and eight were randomly selected to receive a \$15 Ace Hardware gift card. City staff are currently working on proposed next steps and anticipate review with the community and City Council in 2024.



BUILDINGS



Key Goals in the CAP:

- Reduce GHG emissions from all municipal, commercial, industrial, and residential buildings.
- Establish procedures to ensure buildings and infrastructure are resilient to climate change impacts (e.g., higher precipitation, sea level rise, wildfire risk and temperatures).

Offsetting Carbon Emissions from Electricity Use at the Ted Spearman Justice Center

In May 2023, City Council directed the CCAC to recommend a project to offset approximately 274 metric tons of carbon emissions associated with operation of the new Ted Spearman Justice Center from 2024–2045. In June 2023, the City Council directed the City Manager to pursue the CCAC’s recommendations—a 15kW solar photovoltaic (PV) system on the roof of the new Justice Center and a 120kW solar PV system elsewhere on the Island. For the latter, the City invited public agencies to submit sites for consideration in January 2024.



2024 Community Heat Pump Pilot Program

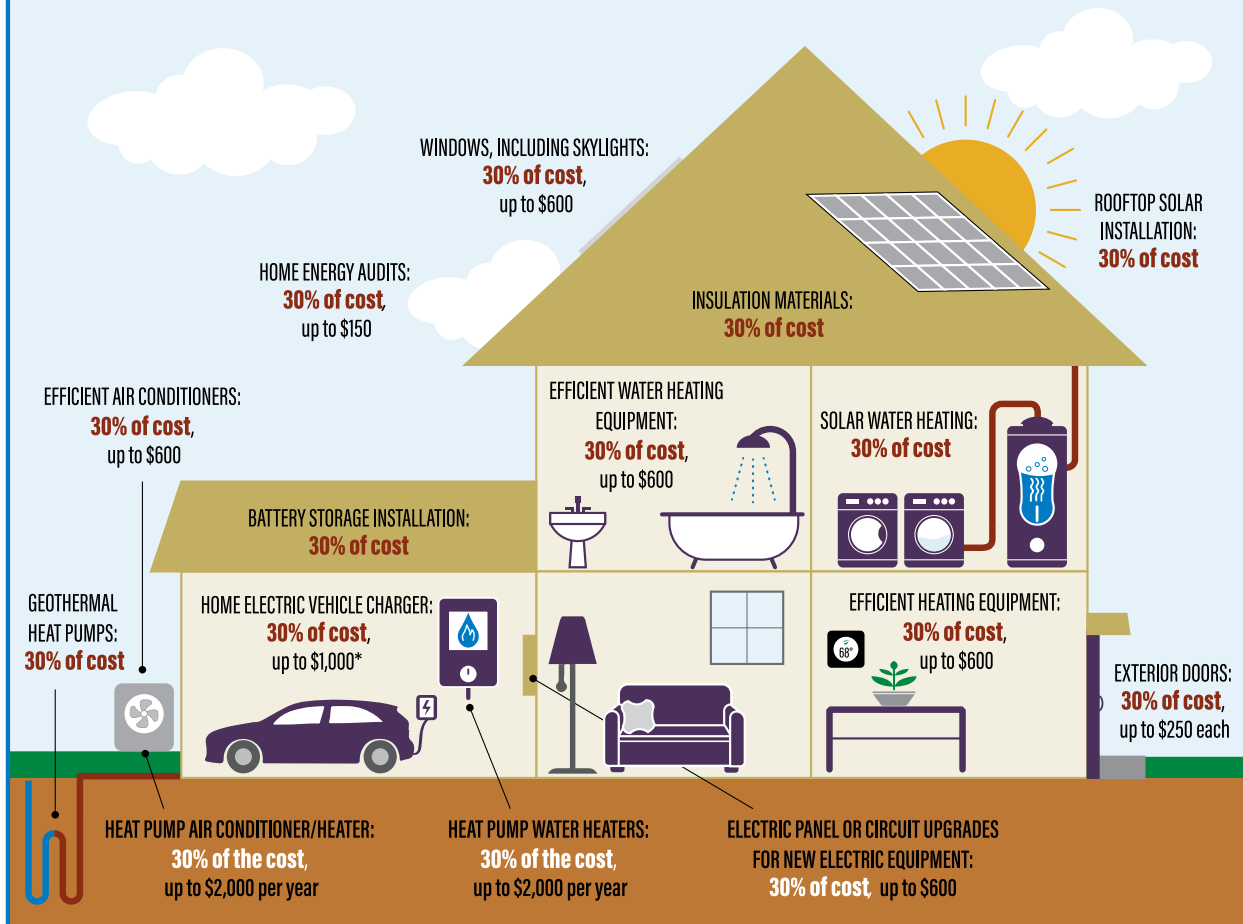
City staff worked with a subgroup of the CCAC to outline a proposal for a community heat pump pilot program. A community survey was launched on the [Engage Bainbridge website](#) in July 2023 to gauge community interest in a City-sponsored heat pump education and incentive program with more than 160 responses. A request for qualifications was released in October 2023 with full proposals due in January 2024 to solicit a program administrator to help finalize program details, identify HVAC installers and promote education and incentives for energy-efficient heat pumps. The City plans to provide incentives to cover some or all the costs associated with ductless heat pumps for a limited number of single-family homes, with a priority focus on low- and moderate-income households.



CLIMATE FRIENDLY TAX CREDITS

Available Now!

Tax credits under the Inflation Reduction Act (IRA) are made available through the Internal Revenue Service **beginning in tax years 2023–2032**, with several credits for actions that help reduce carbon emissions. A tax credit reduces your final tax bill. You pay full price now, but the government pays you back come tax filing season. Stay tuned for information about energy efficiency rebates in 2024!



SAVE MONEY, IMPROVE THE COMFORT OF YOUR HOME, AND REDUCE YOUR CARBON FOOTPRINT!

**Credits intended for residents in non-urban or low-income communities.*



Scan the QR code for more information on tax credits under IRA—including a list of eligible products—or visit the US Department of Energy’s Clean Energy Tax Credit webpage: www.energy.gov/policy/articles/making-our-homes-more-efficient-clean-energy-tax-credits-consumers



Installing Solar + Battery Storage at Community Disaster Hubs

In October 2022, City Council authorized the use of American Rescue Plan Act (ARPA) funds to install additional solar panels at the Waterfront Park Community Center and to install solar panels and battery energy storage at Hyla School Middle School. The structural integrity of the roof at the Community Center was evaluated in early 2023 to confirm the structural integrity of roof to support additional solar panels as an initial step to releasing a bid package. While the roof was deemed eligible to support additional panels, this project is currently on hold pending potential expansion plans for the Senior Center (housed in the Community Center). City staff are working to develop and release specifications for adding solar panels and battery storage at Hyla Middle School in early 2024.



TRANSPORTATION



Key Goals in the CAP:

- Reduce motorized vehicle miles traveled (VMT) per capita.
- Reduce GHG emissions from motorized transportation, including through electrification of all modes (on-road, off-road, and ferries) and encourage reduction of air travel.

Enhanced Marketing for BI Ride

The City Council provided \$100,000 to Kitsap Transit in Transportation Benefit Funds in 2023 to support communication and engagement services related to [BI Ride](#), an on-demand bus service for travel on the Island. The new campaign was designed to increase awareness of BI Ride service, increase use of the on-demand app, and increase the overall number of people using BI Ride.

In the first three months after launching the marketing campaign, Kitsap Transit reported approximately 37,000 BI Ride webpage visits and an average 31% year-over-year growth in service ridership, exceeding the initial goal of increasing ridership by 20%. Kitsap Transit plans to continue marketing efforts using these City funds through late 2024.



City Hall Employees Bike to Work Day 2023



May of each year is designated as Bike Everywhere Month—a time to support, encourage, and celebrate all things bicycling. City Hall employees celebrated with a Bike to Work event in May 2023. All employees were invited to a lunchtime celebration with special guests from Kitsap Transit and Squeaky Wheels, information on bicycle commuting, and basic bicycle repairs.

Electric Vehicle Car Sharing Program

A new community car share program with EVs launched at City Hall in June 2023. Mobility for All—a non-profit advocacy group based on Bainbridge Island—received grant funds from the Washington State Department of Transportation’s Zero-Emissions Access Program to purchase two EVs and two Level 2 EV chargers—one for the car share vehicles and one for public use. The City provided parking stalls and electrical work to support the program, which is administered by ZEV co-op. From July–December 2023, the new public EV charger at City Hall was used 333 times, while the car share vehicles were used for 154 trips covering 6,800 miles. Mobility for All received a second grant in 2023 and plans to add a third EV to the car share program along with a solar-powered EV charger in 2024. For more information, please visit <https://zev.coop/>.



Electrifying the City Fleet

The City added two 2023 Volkswagen ID.4 EVs to the fleet in the Summer of 2023, bringing the total number of EVs in the City fleet to three, or 3% of the eligible fleet. The City also completed a study to assess the best opportunities to convert light-, medium- and heavy-duty fleet vehicles to electric or alternative fuel vehicles in 2023. That study recommended the City prioritize resources to install charging infrastructure and complete associated electrical upgrades to accommodate EVs as they are added to the fleet. Three additional electric vehicle purchases are planned in 2024 to replace gas-powered vehicles in the City fleet.



IMPLEMENTING THE SUSTAINABLE TRANSPORTATION PLAN

The [STP](#), approved by City Council in 2022, included endorsement of the Connecting Centers Program, which calls for construction of a network of safe, low-stress bicycling infrastructure connecting Winslow to the Lynwood Center, Island Center, and Rolling Bay neighborhoods and nearby schools. The Connecting Centers Program also calls for traffic calming projects on key routes and identifies new investments in public transit, mobility hubs, and community programs and policies designed to create safe, comfortable, connected mobility networks for all modes of travel on the Island.

Public Works staff continued to work on identifying funding and implementing initial capital projects identified in the STP, including the addition of bike lanes along Eagle Harbor Drive. A Sustainable Transportation Coordinator was hired in late 2023 to collaborate with internal and external partners on non-capital projects, programs and policies identified in the STP. A summary of key STP activities completed in 2023 is provided below.

Grant Funding to Plan the Sound To Olympics Trail

The City recently received a \$1.7 million federal award to plan the Sound to Olympics Trail from Winslow to the Agate Pass Bridge. The award is part of a larger, \$16.13 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant, administered by the U.S. Department of Transportation. The grant will plan and design 100 miles of new multi-use trails in the [Puget Sound to Pacific corridor](#), from Bainbridge Island to La Push, west of Forks on the Pacific Coast. The RAISE grant was awarded to the City of Port Angeles, and the City of Bainbridge Island was one of several co-applicants. Projects on Bainbridge Island include crossing improvements at High School Road and on several trail segments: Sakai Park to Madison Avenue; Madison Avenue to Sportsman Club Road; Sportsman to Koura Road; and Koura Road to the Agate Pass Bridge. Approximately two miles of the route are funded to 100% design under the RAISE grant, and 4.5 miles funded to 30% design. The grant does not fund trail construction. New multi-use trails and improvements will be planned by the local governments, and construction funding will be sought through future grants or other sources.



Slower Speeds Adopted Across the Island

The City Council lowered speed limits on the island with adoption of Ordinance No. 2023-03 in January 2023. This action was identified in the STP to enhance safety for people biking and walking in the community by decreasing speeds by no more than 5 MPH on major and minor roads. Most local access roads on the Island now have a default speed limit of 20 MPH unless otherwise posted.

Quantifying Reduced Emissions with Implementation of the STP

The City recently completed a study to:

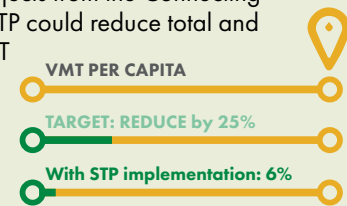
- measure the GHG emissions reduction potential of the Connecting Centers Program from the STP,
- evaluate additional strategies that could provide substantial progress towards reducing GHG emissions on Bainbridge Island,



- establish 2021 VMT and transportation related GHG emissions data for the Island, and
- analyze the impact of federal and state policies and legislation on future GHG emissions related to transportation.

The report also quantified the potential reduction in VMT and GHG emissions from eight strategies that ranged from policy changes, such as charging for parking in Winslow, to incentive programs, such as subsidies for electric bicycles. Key findings from the study are highlighted below and in an [online Storymap](#), with a detailed report posted on the [City website](#).

Implementing capital projects from the Connecting Centers Program in the STP could reduce total and per capita on-Island VMT by about 6%, which is below the CAP target to reduce VMT per capita 25% by 2030.



Implementing the eight recommended strategies—combined with anticipated electrification of vehicles and the Seattle-Bainbridge Island ferry, and reduced air travel/improved airplane fuel efficiency—would reduce transportation-related GHG emissions by approximately 40,000 metric tons by 2045, or 67% of the associated CAP goal to reduce transportation-related GHG emissions by 60,000 metric tons by 2045.

Accelerating Implementation of the Sustainable Transportation Plan

The City was selected as one of nine cities nationwide to participate in City Thread’s 2023 Accelerated Mobility Playbook technical assistance program designed to help fast-forward the build-out of mobility networks highlighted in the 2022 STP. The Playbook outlines six specific strategies for Bainbridge Island and concludes with a set of customized recommendations to improve mobility network implementation methods, build lasting and effective partnerships with community stakeholders, and amplify existing public support for changes to the city’s streets. [Learn more and read the full report on the City website.](#)

Strategies to Accelerate the Build-Out of Mobility Networks on the Island

- BUILDING MOMENTUM AND CONNECTIVITY:** *Align with community partners to capitalize on growing popular support for infrastructure improvements that make it safer and easier for residents to walk, bicycle or use low-speed mobility devices on the City’s on- and off-street mobility network.*
- ORGANIZING SUPPORTERS:** *Engage residents with diverse viewpoints, representing interests outside of mobility infrastructure. Squeaky Wheels, in partnership with aligned community organizations, is well positioned to mobilize the community in a way that encourages businesses, elected officials, and residents to view mobility as an urgent need.*
- ACCELERATING CIVIC ENGAGEMENT:** *Develop communication and outreach campaigns to garner support for a safe, interconnected mobility network from people who drive every day.*
- CULTIVATING LOCAL MESSENGERS:** *Create a diverse coalition that represents Island residents to communicate the vision for active transportation and the associated benefits and tradeoffs.*
- RESOURCING STRATEGIC PARTNERS:** *Collaborate on localized outreach activities that diversify the base of support in neighborhoods to create working relationships build on trust and accountability.*
- BUILDING A NETWORK, QUICKLY:** *With community support and political will, it’s possible to rapidly accelerate the pace of network implementation (as outlined in the adopted Sustainable Transportation Plan) today.*

NATURAL ENVIRONMENT



Key Goals in the CAP:

- Steward Bainbridge Island’s natural resources to function as healthy, resilient ecosystems that can continue to serve multiple ecological functions including providing habitat, maintaining the hydrologic cycle and storing carbon in the face of the added stresses of climate change.
- Protect and maintain the integrity of our Island’s surface and groundwater resources in the face of climate change.
- Steward our Island’s shorelines to allow for resilience in the face of climate impacts including sea level rise.
- Support an agricultural system that prioritizes climate change resilience, local food production, and ecosystem services including soil carbon storage and water management.

Climate Smart Tree Planting List

The City’s arborist worked with the Bainbridge Island Land Trust and the Metro Park & Recreation District to create a preferred list of tree and plant species expected to be favored by climate change projections for use on Island properties. While the primary focus of this list is to inform City planning and restoration efforts, it can also be used to advise local landowners when planting new trees and be applied to climate savvy development. Learn more on the [City website](#).



What to Avoid

These trees are not currently considered climate-ready due to pest and diseases issues, or invasive tendencies. This list is subject to change based on scientific research and changing pest forecasts.

- All “true ash” species (*Fraxinus* spp.)
- White-barked birches such as paper birch (*Betula papyrifera*) and Himalayan birch (*Betula jacquemontii*)
- Tree of heaven (*Ailanthus altissima*)

Bainbridge Recognized as a Tree City USA for 18 Years

In early 2023, the City was recognized as a 2022 Tree City USA by the Arbor Day Foundation for the 18th year. The City was recognized for making a commitment to care for and grow the Island’s urban forest and for meeting the program’s four requirements noted below.

1. Maintaining a tree board or department.
2. Having a community tree ordinance.
3. Spending at least \$2 per capita on urban forestry.
4. Celebrating Arbor Day with an annual proclamation.



DID YOU KNOW?

- Streamflow is continuously monitored at five sites in partnership with the Kitsap Public Utility District. Some streams show declines in summer baseflow while others are steady.
- Beavers are recolonizing multiple watersheds and altering stream hydrology. While ecosystem recovery is beginning in these flooded streams, they currently show diminished dissolved oxygen and increased temperatures.

Advancing the Groundwater Management Plan

In 2023, the City contracted with a consultant firm, EA Engineering, Science and Technology, to continue work on the City's Groundwater Management Plan. The consultant team worked with the staff and the Groundwater Management Sub-Committee (comprised of members from the UAC, Environmental Technical Advisory Committee and CCAC) to develop the framework for the groundwater modeling that will inform the plan. Staff anticipates completing the modeling in the first half of 2024 and building out the corresponding plan for City Council approval before the end of the year. The plan will identify groundwater management-related actions the City should consider implementing over the next 5–10 years to mitigate groundwater impacts from development and climate change.

Improving Water Quality & Aquatic Habitat

City staff completed water quality sampling throughout 2023 to improve water quality and aquatic habitat on the Island. Staff completed quarterly sampling events of 17 surface water sites which continue to show that E. coli bacteria levels are impacting

the beneficial uses of our streams. Approximately 47% exceed Washington State water quality standards. Targeted and enhanced bacteria monitoring is proposed in the upcoming Stormwater System Plan. The City also adopted the salmon monitoring program from the Bainbridge Island Watershed Council this year and successfully monitored four stream reaches with 11 volunteers. Public Works staff will have 2023 data available in early 2024.

Mapping Sea Level Rise on the Island

In 2023, the City selected a consultant to conduct a Sea Level Rise Flooding Vulnerability and Risk Assessment for the Island. This project will result in an online GIS-based map showing existing and future flood vulnerability. The final report will inform capital facilities planning for the 2024 Comprehensive Plan Periodic Update and summarize vulnerabilities for future adaptation efforts. Deliverables from this project are due by June 2024.

Assessing Sea Level Rise Adaptation Strategies

The City applied to the Building Resilient Infrastructure and Communities program to assess sea level rise adaptation strategies for Manitou Beach Drive. This project was advanced to the next stage for potential award by the State in mid-2023. If funded, this project will identify mitigation and adaptation strategies for addressing shoreline roads impacted by sea level rise in accordance with best practices for both roadway safety and shoreline management. Staff anticipates an update on funding for this project in early 2024.



New Resources on Preparing for King Tides

King tides bring unusually high water levels, and they can cause local tidal flooding. Over time, sea level rise is raising the height of tidal systems, and high tides are reaching higher and extending further inland than in the past. King tides preview how sea level rise will affect coastal places. The Island experienced a king tide event in December 2022 that was 0.7 feet above the highest observed tide to date. That event caused flooding that obstructed access to roadways and impacted private property. New resources are now available on the City website with tips on how to prepare for king tides, including supplies to help prepare for localized flooding. [Learn more about actions to take to prepare for king tides.](#)



Preparing City Infrastructure for Sea Level Rise

In early 2023, Public Works staff evaluated the impact of the December 2022 king tide event at various sites around the City, including: Point Monroe Drive NE/Fay Bainbridge, Point Monroe Drive NE, Manitou Beach Drive, NE Yeomalt Point Drive, the Wing Point sewer pump station, Lower Lovell sewer pump station, Point White Drive NE, and the Pleasant Beach Drive residential sewer grinder pump. Findings from this evaluation are being used to modify upcoming projects in these areas to address future flooding potential and frequency. In those areas where solutions are not immediately apparent, such as Point Monroe, residents should begin developing flooding adaptation strategies based on emergency preparedness best practices.

Yeomalt Drainage Improvements

Work on the Yeomalt neighborhood stormwater drainage improvement project was completed in November 2023. This project included the placement of new storm drainpipes, ditch enhancements and roadway paving along Yeomalt Point Drive, Madrona Drive NE, and Dingly Drive NE. The improvements will enhance drainage conditions in the neighborhood, including resolving localized roadway flooding issues.



WASTE



Key Goals in the CAP:

- Reduce Island residential, commercial, and industrial waste generation.
- Increase diversion of waste from the landfill.
- Optimize collection and disposal systems to minimize GHG emissions.
- Ensure that any new waste-related infrastructure, such as transfer stations or composting facilities, are not sited in current or future hazard areas.

Updates to Single-Use Plastic Waste Regulations

**NEW
REGULATIONS**

In June 2021, City Council passed Ordinance 2021-18, which only allows single-use food service products to be provided when a customer asks or confirms they would like to use them. In November 2021, City Council adopted Ordinance No. 2021-34 to reduce plastic waste from food service and lodging establishments. Both ordinances were passed in support of a priority action in the CAP to reduce single-use plastics to protect our marine environment and reduce GHG emissions.

City staff held several meetings with Island businesses in 2023 to receive feedback on implementation of the new regulations. Updates to Bainbridge Island Municipal Code Chapter 8.24 were adopted by Council in September 2023 based on feedback from local businesses and City staff experience with implementation.

Key changes to the Disposable Food Service Ware and Waste Reduction Regulations are listed on page 22 and available on the [City website](#).

Business Outreach on Waste Reduction

The City partnered with the Bainbridge Island Chamber of Commerce, Bainbridge Island Downtown Association, and Bainbridge Island Zero Waste to administer the Business Ambassador program again in 2023. Business Ambassadors visited retail food establishments subject to the City's waste reduction regulations and worked with COBI staff to develop enhanced educational materials for both business staff and customers.

Collecting Organic Waste in Winslow

In support of the City's waste reduction regulations, seven bins were installed in downtown Winslow to collect organic waste in the summer of 2023. The new "Compost Only" containers can accept food waste, napkins, wooden utensils, pizza boxes and other natural fiber-based home compostable food containers. The new containers include images and text in five languages—English, Spanish, Chinese, Japanese, and Vietnamese—to help quickly communicate what goes where





2024 BAINBRIDGE ISLAND



2024 WASTE REDUCTION REQUIREMENTS



NO MANDATORY DISPOSABLE CUP FEE: Island businesses are no longer required to charge a \$0.25 disposable cup fee. Businesses may continue to charge the \$0.25 fee but must remove any language previously added to receipts or menus stating it's a City requirement. Customers are still encouraged to bring their own reusable mug.

REUSABLE PRODUCTS FOR ONSITE DINING: Reusable food service ware is required for onsite dining and encouraged for to-go orders. Businesses without onsite or off-site dishwashing capacity may petition the City for a full or partial one-year waiver.

HOME COMPOSTABLE TO-GO PRODUCTS: In 2024, businesses must provide the following food service ware products in a home compostable form for to-go orders:

- ✓ Clamshell containers
- ✓ Cone cups
- ✓ Cup sleeves
- ✓ Cutlery (forks, knives, spoons, chopsticks, including paper-bundled sets)
- ✓ Drinking straws
- ✓ Food boxes/folded paper takeout boxes with polylactic acid (PLA) lining
- ✓ Food contact paper/wax paper
- ✓ Hot beverage cups
- ✓ Napkins
- ✓ Pizza boxes (takeout)
- ✓ Platters (large oval plates)
- ✓ Salad bowls
- ✓ Serving tongs
- ✓ Stirrers
- ✓ Takeout/catering trays/breakfast platters (multiple compartments or one large compartment)
- ✓ Tasting spoons

WRAPPING HOT FOODS IN FOIL: Metal foil and metal foil-faced papers are allowed to wrap hot foods, such as hamburgers and burritos.

SELF-SERVICE BINS FOR SINGLE-USE, TO-GO ITEMS: The following single-use items can be made available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis for to-go order after customers affirm they want them:

- ✓ Condiments in packaging
- ✓ Beverage cup lids
- ✓ Utensils (home compostable)
- ✓ Straws (home compostable)

STYROFOAM CONTAINERS: Expanded polystyrene food service ware items (all #6 plastics and Styrofoam) are **prohibited in the City of Bainbridge Island**. In June 2024, the sale and distribution of expanded polystyrene food service products like containers, plates, bowls, clamshells, trays and cups will be banned in all of Washington State.

Confused? Have questions? Please visit:



www.bainbridgewa.gov/ZeroWaste

December 2023

for both residents and visitors from around the world. Nearby containers collecting materials for recycling and disposal to the landfill were also updated with new signage.

City staff monitored contamination in the new compost containers and worked with Bainbridge Island Zero Waste to perform two audits of materials collected in the containers to assess container style and messaging for the collection of organic waste in a public setting. Common contaminants included plastic cutlery, plastic lids, and plastic cups. City staff will continue to refine messaging and outreach to reduce contamination. [Learn more about what can be placed in the organic waste bins in this short video.](#)



2024 Community Education on Waste Reduction

The City was awarded a \$39,777 grant from the Washington State Department of Ecology's Waste Reduction and Recycling Education program in late 2023 to increase resident education about the City's waste reduction ordinance and provide tips and tools to increase food waste composting. Staff plans to develop new educational materials, host community events and workshops, and provide free, countertop food waste collection buckets for residents in 2024.

Zero Waste Hydration Stations for Community Events



City-sponsored Hydration Stations were operated by the Bainbridge Island Chamber of Commerce during Celebrate Bainbridge events in July 2023, allowing event participants to fill reusable water bottles for free at multiple locations. Hydration Stations were also made available free of charge for Juneteenth and National Night Out celebrations. Approximately 15 five-gallon bottles of water, with rechargeable pumps, remain available for use at future events. All materials are available at no cost for public events on the Island. Please contact the Chamber of Commerce to learn more.

Reducing Waste at City Events

Reusable cups were provided at the ribbon cutting ceremony for the new Ted Spearman Justice Center in November 2023 to reduce waste. Approximately 130 reusable cups and lids were provided by R.Cup, based in Seattle, with bins provided to collect used cups at the end of the event for washing and reuse. The City's employee Green Team also worked with department staff to provide reusable and/or home compostable dishware for staff events throughout the year, often borrowing large quantities of reusable dishes from Sustainable Bainbridge's Zero Waste Tableware Lending Library.

Repurposing Materials from a City Remodel

The Ted Spearman Justice Center is a former medical clinic that was renovated to serve as the City's new police station and municipal court. Clark Construction Inc. selectively salvaged over 13 tons of material from the building to build a series of tiny homes. This project diverted more than 26,000 pounds of building materials from the landfill and provided affordable housing for local farm workers at Morales Farm.

Fiberglass Sailboat Recycled

The City's recently retired Harbormaster helped facilitate a project to keep abandoned fiberglass sailboats out of the landfill. The City lifted an old boat out of the water, crunched it with an excavator and then put it in a debris box for recycling. According to the recycling company, the fiberglass hull was shredded and then put into glass reinforced concrete.



Evaluating Future Solid Waste Management Options

Bainbridge Island is currently served by Bainbridge Disposal, a locally owned waste management and recycling company, regulated by the Washington Utility and Transportation Commission with no contract or franchise agreement for solid waste services with the City. In August 2022, the City contracted for a study to review the existing solid waste management system, evaluate collection management options, and review diversion programs and facility options. A report outlining next steps for the City to accomplish waste-related goals outlined in the CAP was presented to Council in July 2023. Key highlights included a recommendation for the City to:

- formally contract with a waste hauler,
- study the composition of waste generated on the Island to better identify waste streams and diversion opportunities, and
- designate a City staff representative to participate in the Kitsap County Solid Waste Advisory Committee.

In September 2023, City Council authorized the City Manager to offer Bainbridge Disposal a period of exclusive negotiation to prepare a solid waste collection and disposal contract and to assign a staff member to represent the City on the Kitsap County Solid Waste Advisory Committee in 2024. Work will continue to implement recommendations from this study in 2024.

New Compost Procurement Ordinance

In June 2022, the Governor signed House Bill 1799 into law requiring cities and counties to implement a composting ordinance. In June 2023, the City adopted an ordinance requiring the City to procure, use, provide education about, and report compost use under specific circumstances. The ordinance requires the following:

- When planning City-funded projects or soliciting and reviewing bids for such projects, departments shall identify whether compost can be utilized. Applicable projects include landscaping, construction and post-construction, erosion prevention, stormwater runoff, and filter pollutants, among others.
- When procuring compost, the City is required to prioritize local products, certified by nationally recognized organizations, or derived from municipal solid waste programs.
- The City is required to provide technical assistance and education regarding the use of food and yard waste compost to City staff, residents and businesses.
- The City is also required to measure and report the total tons of organic material diverted throughout the year along with the volume, cost, and source of the compost to the Washington State Department of Ecology beginning at the end of 2024 and each even-numbered year thereafter.

Per State regulations, City departments are not required to use compost products if they are not available within a reasonable time or distance from the project; the compost products available do not comply with City purchasing standards; compost products available do not comply with federal, state, or local health, quality and safety standards; or compost prices are not reasonable or competitive.



COMMUNITY ENGAGEMENT



Key Goals in the CAP:

- Increase the Bainbridge community’s awareness and knowledge about current and future climate change related impacts and ways to reduce those impacts.
- Inspire action across the community and partner with local and regional organizations to take meaningful climate change mitigation and adaptation actions.
- Empower and prepare COBI, Bainbridge Island residents, and Bainbridge Island businesses for climate impacts and emergencies.

Island Residents Take Action to Reduce GHG Emissions

A total of 300 Bainbridge Island households joined the [Climate Smart Challenge](#) through the end of 2023 and completed actions to help reduce 146 tons of carbon dioxide—equivalent to the GHG emissions from approximately 31 gasoline-powered passenger vehicles driven for one year. Participation in the Challenge was highlighted in City communications throughout the year with three special community events in the Spring.



- Climate Smart plant-based protein food workshop and cooking demonstration (April)
- PSE webinar on smart thermostats and their Peak Rewards program (May)
- Kitsap County Electric Vehicle and Bicycle Expo (May)

Composting to Combat Climate Change

Everyone who earned at least 10,000 points in the Challenge through the end of May 2023 was entered in a drawing to win an outdoor or indoor composting bin. A total of three qualifying households elected to receive a new bin for composting food waste at home. Congratulations to our winners and thank you to everyone who participated!



WHY IS COMPOSTING IMPORTANT?

Composting food scraps creates a rich soil additive and keeps these materials out of landfills where they take up space and release methane, a potent greenhouse gas. A home composting bin also provides a great place to dispose of the home compostable food service ware required for to-go orders from local food establishments!





Electric Vehicle and Bike Expo

More than 300 people attended the Kitsap Electric Vehicle and Bike Expo in May 2023 at Woodward Middle School to learn more about electric vehicle and electric bicycle options for low-carbon travel. The Expo was organized by Climate Action Bainbridge and supported goals outlined in the City’s CAP and STP to:

- transition the City’s fleet to electric vehicles and biofuels,
- increase the number of electric or plug-in hybrid vehicles on the Island,
- increase the mode share of active transportation (such as biking and walking),
- support the use of electric bikes, and
- install more charging infrastructure for vehicles, bikes, etc.

Several dealers and approximately 20 residents had EVs on display, including the City’s first EV—a Ford Mach-E for the police department, and an all-electric bus from Kitsap Transit. Attendees had an opportunity learn more about electric vehicles, the new community EV car share program, and other low-carbon travel options at booths with Puget Sound Energy, the City of Bainbridge Island, ZEV Co-op, Pacific Mobility, Bainbridge Greenways, and others. Attendees also got to test ride various models of e-bikes from BI Cycle.



Climate Smart Cooking Demo

Approximately 25 people attended a special Climate Smart in the Kitchen cooking demonstration at BARN in April 2023 with vegan consultant and islander Nancy Travis. Attendees learned how to lower their kitchen carbon footprint and add healthier plant-based ingredients to meals, all while earning points in the City's [Climate Smart Challenge](#). Nancy hosted a live cooking demonstration accompanied by tasty samples and a recipe and food swap handout.



Ordway Otters Receive 2023 Earth Day Proclamation

In the fall of 2022, Ordway Elementary School's fourth graders were invited to pilot the City's Climate Smart Youth program. This six-week program helped students measure their carbon footprints, identify concrete climate solutions, and address climate anxiety. Ordway's Climate Smart 4th Graders also joined the City's Climate Smart Challenge and created a team for Ordway so Otter families could work together to help reduce GHG emissions on the Island. In recognition of their effort to combat climate change, Ordway's Climate Smart students were invited to accept the City's 2023 Earth Day proclamation at the April 11, 2023 City Council meeting. Several students took the podium to share their thoughts on climate change.



Climate Smart Activities for Kids

The City's Climate Smart Challenge has free lesson plans and activities to help students measure carbon footprints, identify concrete climate solutions, and address climate anxiety. Lesson plans with short videos and slide decks for Grades 4–6 and Grades 7–12 are available on the City website. Climate Smart [coloring sheets](#) are also available for younger audiences.

Climate Smart Team Leaders

The Climate Smart Teams Program provides a fun and impactful way to learn about actions to both reduce GHG emissions and prepare homes and families for the impacts of climate change. The Teams Program includes a series of meeting agendas that focus on climate and sustainability solutions, emergency preparedness and resilience with short videos, guided discussion questions, and a celebration to recognize the impact of team members who complete actions in the Climate Smart Challenge. From October through December 2023, three team leaders participated in a special series highlighting climate smart solutions for transportation, home energy, and waste reduction.

Climate Smart Leaders

Three Islanders were recognized as Climate Smart Leaders in 2023. The Climate Smart Leaders program celebrates individuals and groups that are active in the Climate Smart Challenge and taking the lead on climate action in our community. Leaders can be nominated by themselves or others by completing a short [nomination form](#). Climate Smart Leaders have:

- Earned at least 5,000 points in the [Climate Smart Challenge](#).
- Participated in the Challenge Teams Program.
- Completed one or more of the “Big Actions” in the Challenge.
- Taken other actions to lead on climate action in our community.

Congratulations to the following Climate Smart Leaders recognized in 2023!

Join us in celebrating our new Climate Smart Leader

Grace Bonow



- Created the Hyla School Community Group in the Climate Smart Challenge
- Advocates for community engagement and awareness of individual climate impacts

“Caring for the environment is very important to me. I think that is something that affects a lot of people my age as our generation will have to live with it the longest if it goes sour. I have a personal involvement in it and it is very important to me.”



Meet our newest Climate Smart Leader: Mike Cox

- Created and facilitated multiple Climate Smart groups
- Participated in several Climate Smart presentations



“THE CHALLENGE REMINDS YOU THAT YOU ARE NOT ALONE IN TRYING TO ADDRESS THIS HUGE PROBLEM.”



MEET OUR NEWEST CLIMATE SMART LEADER: SARA DAUBENBERGER

SARA DAUBENBERGER

- Helped initiate the Climate Smart Youth pilot program at Ordway Elementary
- Created the Ordway Otters Team
- Supported City staff in facilitating lesson plans

“Reducing greenhouse gas emissions is important to me and my family for many reasons, but my main reason is for future generations.”

The next generations should be able to enjoy the outdoors, breathe unpolluted air, explore coral reefs and rainforests!”

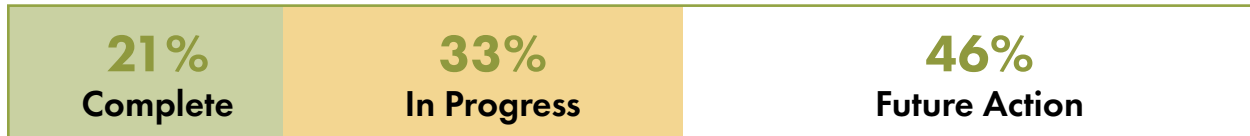


Climate Smart Community Outreach

City staff, volunteers, and contractors participated in five community tabling events and provided nine community presentations in 2023, reaching over 600 people in support of our CAP goals. The City hosted a Climate Smart booth at the 2023 Earth Day Expo with a hands-on game and fun stickers for youth. City staff and CCAC volunteers also helped support a Climate Smart Bainbridge booth at the Farmer's Market and the Senior Center's Senior Resource Fair. Thank you to everyone who helped organize these events, and to community members who stopped by to learn more!



APPENDIX: SUMMARY OF CAP ACTIONS AND PROGRESS TO DATE



A total of 79 priority actions were identified in the 2020 Climate Action Plan. As of December 31, 2023, 17 of those priority actions were complete, 26 were in progress, and 36 were identified for consideration and implementation in the future. For more information on specific actions and proposed timing, please refer to Appendix A in the [2020 Climate Action Plan](#).

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
GHG INVENTORY	2.A.1.a	COBI will work with the CCAC to improve the accuracy and site-specificity of data for GHG emission categories that are currently based on regional models (particularly vehicles and air travel).	Complete: Completed project to improve accuracy of transportation-related data for GHG inventory.
	2.A.2.a	COBI will complete the next GHG emissions inventory by 2022 for the year 2021. Complete the next GHG emissions inventory for the year 2025 by 2026 and then complete a GHG emissions inventory every 5 years thereafter.	Future Action
	2.B.1.a	COBI, working with the CCAC, will approach academic institutions for assistance to plan more rigorous analysis methods, including ground-truthing of tree inventories. Collaborations may include student apprenticeships, student thesis research opportunities, or collaborative research grant proposals. Consider also joint studies with Bainbridge Island Land Trust.	Future Action
ENERGY	3.A.1.a	All COBI projects (e.g., Police Station, WWTP improvements) adopt requirements to use high-performance retrofit technologies where feasible (e.g., variable frequency drives in HVAC systems, heat recovery systems, and dedicated outdoor air systems).	Future Action

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
ENERGY	3.A.1.b	Work with PSE to: 1) raise awareness about existing rebate and assistance programs that will increase access to energy conservation and efficiency programs, focusing on low-income households and nonprofit organizations; 2) explore creating new incentive/rebate programs; and 3) develop a local program to encourage homeowners that have sufficient potential to acquire customer-owned generation like roof-top solar and small wind turbines.	In Progress: PSE incentives and programs highlighted in Climate Smart Challenge; Renewed discussions with PSE, CCAC and the UAC to collaborate with PSE on efforts to reduce GHG emissions and improve the safety and reliability of electricity on the Island.
	3.A.2.a	Use the Green Energy and Building Fund to provide incentives to building owners and residents to increase electrification conversions and battery storage and to assist in energy audits for residential home projects, including affordable housing (e.g., install energy conservation measures, provide financial incentives for existing building owners to transition from propane, fuel oil, and wood stoves to all electric buildings).	In Progress: Released a request for qualifications to partner with an organization to design and implement a community heat pump installation pilot program in 2024; Invited two firms to submit full proposals in early 2024.
	3.B.1.a	Work collaboratively with PSE, via the PSE Franchise agreement update and other mechanisms, to move towards a 100% carbon-free electrical supply, preferably sooner than the Washington State mandated goals.	In Progress: This is part of the scope of work for the ETIPP program and a topic of discussion for the proposed PSE memorandum of understanding currently in review.
	3.B.1.b	Work with PSE and others to develop incentive programs to increase installation of renewable energy and passive photovoltaic (PV) solar or other technologies on new and existing buildings.	Future Action
	3.B.1.c	Adopt a policy that prohibits propane, fuel oil, and wood stoves as the primary energy source for all new municipal, commercial, industrial, and residential buildings and in renovations and additions over a certain size.	Future Action

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
ENERGY	3.B.1.d	Develop incentives for existing commercial, industrial, and residential buildings to replace propane, fuel oil, and wood stoves as their primary heating sources.	Future Action
	3.B.2.a	Develop and hold trainings/workshops for Island and neighboring communities' builders, contractors, architects, and homeowners that can help Bainbridge Island to implement the fuel-switch from carbon-based to electrification of the building stock.	Future Action
	3.C.1.a	Work with PSE to develop a local program to encourage homeowners, businesses, and other entities like BISD, BIMPRD, and BIFP to acquire customer-owned generation like roof-top solar and small wind turbines.	In Progress: As part of the ETIPP program, community stakeholders from public agencies on the Island (and PSE) participated in two site visits to identify specific locations recommended for future solar installations.
	3.C.1.b	Research and develop microgrids for community Bainbridge Disaster Hubs (City Hall, Seniors Center, Bainbridge Island School District (BISD), Island Wood) in partnership with PSE and Bainbridge Prepares.	In Progress: This is part of the scope of work for the ETIPP program with a public report anticipated in early 2024.
	3.C.2.a	Work with partners (e.g., PSE) to determine the feasibility of developing large-scale neighborhood microgrids with customer-based storage or utility-scale energy storage, or a combined heat and power biodigester sited adjacent to the community pool.	Future Action

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
TRANSPORTATION	4.A.1.a	Through the Sustainable Transportation Planning Process and other means, develop an ambitious plan to create networks of pathways required to achieve a substantial mode shift to biking and walking, including separated or protected biking and walking lanes.	Complete: Sustainable Transportation Plan adopted by Council in March 2022; Implementation underway.
	4.A.1.b	Increase City staff time or hire a consultant to enhance the City's capacity to identify and apply for sources of funding (such as federal grants for Safe Routes to Schools and public private partnerships for the needed infrastructure).	Complete: The City's first Sustainable Transportation Coordinator was hired in September 2023 and is working to identify and apply for grant funding that supports implementation of both the CAP and the STP.
	4.A.1.c	Explicitly consider climate change mitigation (e.g., greenhouse gas reductions) when evaluating options as the City develops its Sustainable Transportation plan.	Complete: Climate change was a central tenet guiding development of the STP, which was adopted by Council in March 2022.
	4.A.2.a	Require incorporation of non-motorized transportation options into all new development, e.g., by including sidewalks or pedestrian trails linked to existing and planned trail/sidewalk networks; incorporating bicycle lanes and trails; etc.	Future Action
	4.A.2.b	Require all new development, and improve existing connections between developments, to accommodate non-motorized and public transit transportation options (including incorporation of bus shelters and other amenities).	Future Action
	4.A.3.a	In consultation with Kitsap Transit, develop a robust marketing/outreach/educational program to inform Island residents and those who traverse the Island from outside about public transit options, including park and rides (including, for example, information for Island visitors on bus/transit routes & options).	In Progress: The City provided \$100,000 to Kitsap Transit to promote BI Ride 2023 with remaining funds extended to support additional marketing efforts in 2024.

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
TRANSPORTATION	4.A.4.a	Work with Bainbridge Island School District on measures to discourage private-vehicle drop-offs and pick-ups, encourage car-pooling, biking and walking and promote greater use of school buses.	In Progress: The City’s Sustainable Transportation Coordinator met with School District staff in late 2023 to discuss opportunities to partner on multi-modal transportation options for both students and staff.
	4.B.1.a	Transition COBI’s fleets to primarily electric vehicles and using biofuels where electric vehicles are not an option and encourage other Bainbridge Island taxing districts to also develop a plan.	In Progress: Received two EVs for the City fleet in 2023, increasing the total number of EVs in the fleet to three, or 3% of the eligible fleet; Completed an assessment of EV options and charging needs for the City’s fleet with a proposed cost and timeline to convert the City’s fleet and install charging infrastructure.
	4.B.2.a	Evaluate current code to see if need to modify to increase the number of EV-charge stations ready for all new development, major renovations and that multifamily units and commercial development include EV charging infrastructure.	Complete: Adopted zoning code updates in 2022 to establish minimum requirements for parking spaces with EV supply equipment installed and parking spaces provided with sufficient electrical infrastructure to allow for the future installation of EV supply equipment in certain types of new development and expansion projects.
	4.B.2.b	Install additional charging stations in commercial centers, including Island Village, Coppertop, Lynwood Center.	In Progress: Applied for grant funding to add a public charger at Lynwood Center in December 2023.
	4.B.3.a	Coordinate with Washington State Ferries, PSE, and other entities as necessary to evaluate the need for, and feasibility of, establishing charging infrastructure on the Island to service ferries.	In Progress: Part of large stakeholder discussion for the ETIPP program; Electrification of the Bainbridge-Seattle ferry and associated terminal is anticipated in 2027.

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
TRANSPORTATION	4.B.4.a	Adopt a city-wide anti-idling ordinance that includes an enforcement component and work with the WSF and State Patrol to reduce idling at the ferry parking lots.	Future Action
	4.B.5.a	Work with partners (e.g., Climate Action Bainbridge and Puget Sound Clean Air Agency) to provide public information on benefits of reducing air travel.	In Progress: Included as an action in the Climate Smart Challenge.
	4.B.5.b	Work with service providers to help our community develop and maintain the digital infrastructure it needs to enable more virtual meetings.	Future Action
BUILDINGS	5.A.1.a	Adopt Green Building Task Force recommendations on green building practices and standards for all new municipal, commercial, industrial and residential building and all renovations and additions over a certain size	Future Action: Initial recommendations from the Task Force could not be implemented due to State legislation.
	5.A.1.b	Require all new and renovated buildings to apply the EcoAdapt Climate Change Adaptation Certification Tool, or similar tool, to identify and avoid climate risks as part of the permitting process.	Future Action
	5.A.2.a	Develop training and outreach programs to provide technical assistance to developers, contractors, architects, landscape architects, city employees, and homeowners on green building that includes the cost/benefit to occupants of green building, use of reused and recycled materials, and the health benefits from green buildings to occupants.	Future Action
	5.A.2.b	Work with the BISD, BIMPD, and BIFD to ensure any new buildings they build consider green building standards and practices adopted by COBI.	Future Action

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
BUILDINGS	5.B.1.a	As recommended by the 2019 CCAC Report on Sea Level Rise: 1) conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise.	In Progress: USGS indicated they would not be able to participate in this project which necessitated the City returning a 2022 grant from the Department of Commerce for this work; Finalized a consultant contract to complete the re-scoped sea level rise vulnerability and risk assessment for completion in late 2024.
	5.B.1.b	As recommended by the 2019 CCAC Report on Sea Level Rise: 2) create a prioritized list for addressing COBI assets at high risk of sea level rise (e.g., roadways that are expected in the coming decades to be sufficiently flooded that they will not be functional for motorized transit).	In Progress: Grant funds will be used to identify public infrastructure most at risk and start developing adaptation strategies to protect roads, water pumps, sewage infrastructure and more on the island in 2024.
	5.B.1.c	As recommended by the 2019 CCAC Report on Sea Level Rise: 3) integrate sea level rise analysis into all City planning to identify and avoid or minimize risk to planned infrastructure and development.	Future Action
	5.B.2.a	Conduct a high-resolution analysis of all shoreline properties to inform landowners of exposure to sea level rises, make this information widely available for property owners to use in decision-making, and provide guidance on possible solutions and regulatory requirements.	Future Action
	5.B.2.b	COBI integrates sea-level rise analysis into all City permitting to help applicants identify and avoid or minimize risk to existing infrastructure and land uses and planned infrastructure and development from sea level rise or other climate impacts.	Future Action

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
BUILDINGS	5.B.2.c	COBI hosts community workshops on climate impacts, how they might impact buildings, and how to prepare buildings for these impacts.	Future Action
	6.A.1.a	Ensure that the City is using the most appropriate, relevant and recent data and information about natural resources, climate change and other associated parameters in decision-making. If data sources are missing, identify how to obtain needed information.	Future Action
NATURAL ENVIRONMENT	6.A.1.b	Develop and adopt a comprehensive strategy for addressing invasive species on City lands to reduce these significant stressors on ecosystems. Comprehensive strategy adopted with targets for eradication and control. Mapping implemented.	Future Action
	6.A.1.c	Evaluate all COBI land acquisition and development decisions for City lands or in City review of private development using the EcoAdapt Climate Change Adaptation Certification Tool (or other similar tool) to ensure decisions are climate informed.	In Progress: Staff training planned for early 2024 using a City staff-developed climate lens.
	6.A.2.a	Work with COBI arborist and partnering community groups, as appropriate, to create a preferred list of tree and plant species expected to be favored by climate change projections for use in City planning and restoration efforts. This list can also be used to advise local landowners and be applied to climate savvy development.	Complete: The City Arborist developed an educational document which is now posted on the City website and will be shared broadly with the community in 2024.
	6.A.3.a	Conduct an assessment of stocking densities on COBI owned lands and evaluate forest health improvements and wildfire risk reduction.	Future Action

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
NATURAL ENVIRONMENT	6.A.3.b	Ensure that COBI policies prioritize wildfire risk reduction in proximity to homes consistent with FireWise guidelines and strengthen wildfire risk-reduction design guidelines for Island construction (residential and business) using approaches such as reviewing new subdivision standards for opportunities to integrate wildfire risk reduction.	<p>In Progress: The Bainbridge Island Municipal Code was updated in 2021 to allow for certain wildfire mitigation activities, including tree removal and vegetation maintenance without a permit (in certain types of parcels). Additional clarification on the code amendments is pending approval of the new Washington State Building Code, which includes elements related to the wildland urban interface (WUI). The WUI code adds fire protection standards to all structures based on proximity to areas with “vegetative fuels” that can contribute to wildfires even if permits are not required. The WUI code specifies ignition-resistant construction requirements for buildings, decks, detached structures and other components to protect against fire ignition from embers.</p> <p>The Bainbridge Island Fire Department released a summary of how FireWise best practices related to current City codes as documented on pages 27–29 of the 2022 Bainbridge Island Community Wildfire Protection Plan.</p>

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
NATURAL ENVIRONMENT	6.B.1.a	Incentivize and maximize opportunities for incorporating water conservation features in Green Design and Building Codes (see Buildings Section Goal A).	Future Action: Note that all Housing Design Demonstration Projects (HDDP) would have to meet a minimum green building certification, which generally includes water conservation requirements. The Innovative Site design checklist for HDDP projects also has water conversation measures.
	6.B.1.b	Continue a robust surface water monitoring program that can identify trends in streamflow and water quality to inform adaptive management to protect stream health and integrate into monitoring climate change-sensitive parameters as appropriate.	In Progress: Work is performed annually.
	6.B.2.a	Complete and implement COBI's Groundwater Management Plan, including incorporation of expected changes to groundwater inputs and outputs under climate change.	In Progress: Updates available for discussion with the City Council in Q1 2024.
	6.C.1.a	Ensure that planning for sea level rise on the timeframe relevant to any proposed action's lifetime impact is explicitly incorporated into the Shoreline Management Plan, including incorporating capacity for inundation and change to natural shoreline features, such as planting for shifting vegetative communities, infrastructure movement or abandonment to adapt to habitat loss at shoreline.	Future Action
	6.D.1.a	Work collaboratively with individual farmers and community groups including Friends of the Farms, Master Gardeners, and Kitsap Conservation District to identify and promote agricultural policies that increase carbon storage (e.g., soil sequestration) and hydrologic integrity, and reduce emissions including permaculture and reduced energy inputs (e.g., fertilizer, fossil fuels).	Future Action

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
NATURAL ENV.	6.D.2.a	Work collaboratively with Kitsap Conservation District to offer technical resources to livestock owners for manure management. Consider development of a memorandum of understanding and funding to support additional manure management efforts.	Future Action
	7.A.1.a	Centralize purchasing within COBI to increase consistent adherence to COBI's sustainable procurement policy.	Future Action
WASTE	7.A.2.a	Adopt an ordinance to reduce the use of single-use plastic food service ware, including utensils and take-out containers, by all Island food service establishments.	Complete: Council adopted Ordinance 2021-18 in June 2021 and Ordinance No. 2021-34 in November 2021.
	7.A.3.a	Educate the community about ways to reduce food waste and promote opportunities for viable food to get to those who need it, including food banks and neighborhood giving.	In Progress: Information included in the Climate Smart Challenge.
	7.B.1.a	Work with Bainbridge Disposal to offer curbside compost pickup for all commercial facilities as a weekly service.	Future Action
	7.B.1.b	Require that all commercial entities participate in the green waste program once established and participate in recycling.	Future Action
	7.B.2.a	Require, and where appropriate provide incentives for, the reduction, collection and diversion of construction and demolition waste. Seek specific recommendation from the City's Green Building Task Force on this action.	Future Action
	7.C.1.a	Evaluate and support opportunities to better accommodate on-Island or more local processing of green waste (e.g., through amendments to municipal code and allowed uses).	Future Action
WASTE	7.D.1.a	Apply the EcoAdapt Climate Change Adaptation Certification Tool to any new waste-related infrastructure projects.	Future Action (using the City's Climate Lens Tool developed in 2023).

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
COMMUNITY ENGAGEMENT	8.A.1.a	Develop a dedicated climate change webpage on the City’s website including links to climate mitigation/adaptation resources on the CCAC website and make the CAP widely available in on-line and in print formats (copies at the library along with GHG inventory, Sea Level Rise analysis and Bainbridge Island Climate Impact Assessment that will be updated periodically by members of the CCAC).	Complete: Visit www.bainbridgewa.gov/ClimateAction ; Print copies have also been made available at the library and Senior Center and are available for download from the City website.
	8.A.1.b	Consult with the Equity Task Force to ensure outreach efforts and education materials are designed and implemented to reach all segments of the Bainbridge community.	In Progress: Transitioned focus for action to work with the City’s Equity & Inclusion Manager hired in 2023; Climate Manager partnered with Equity & Inclusion Manager to present climate and racial equity lens for use in community engagement efforts associated with the Steering Committee for the Comprehensive Plan and the Winslow Subarea Plan periodic updates in 2023; Utilized interpreter for business outreach event and translated new education and outreach materials.
	8.A.2.a	Include a climate change tip of the [month] as a regular feature in the City Manager’s report and on social media.	Complete (and ongoing): Regular tips are posted in the City Manager's Report, on social media, and in COBI Connects.
	8.B.1.a	Declare a climate emergency.	Complete: Resolution No. 2020-05 was adopted by City Council in 2020.
	8.A.1.b	Be a regional leader in recognizing the important role that municipal governments can play in taking action to respond to climate change.	In Progress: The City is a member of the Puget Sound Climate Preparedness Collaborative and ICLEI—Local Governments for Sustainability.

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
COMMUNITY ENGAGEMENT	8.B.1.c	Work cooperatively with other jurisdictions in Kitsap and King Counties (e.g., Poulsbo, Silverdale, Kingston, Bremerton, Seattle) and throughout Puget Sound to find regional solutions including mitigation and adaptation actions that would benefit from economies of scale or the sharing of lessons learned.	In Progress: The City is a member of the Puget Sound Climate Preparedness Collaborative and the Urban Sustainability Directors Network (USDN); Staff participates in quarterly calls with other USDN members from WA, OR, and Western Canada.
	8.B.2.a	Host workshops with hands-on demonstrations for community members to learn how to take specific actions (e.g., building a rain barrel, dehydrate food as part of emergency preparedness, build and use compost bin, use an electric bike, construct a rain garden, assemble an emergency kit, install less resource intensive landscaping).	In Progress (and ongoing): Held three community workshops/educational events in 2023 regarding electric vehicles/bikes, low carbon food options, and PSE programs to reduce energy use.
	8.B.2.b	Host events for community project(s) to bring people together to work towards mitigation and adaptation (e.g., building a community rain garden, working on a trail, making signs for bike/pedestrian routes, pulling ivy, planting climate resilient plants, and constructing community pea patch).	In Progress (and ongoing): Held three community workshops/educational events in 2023 regarding electric vehicles/bikes, low carbon food options, and PSE programs to reduce energy use.
	8.C.1.a	<p>In coordination with the COBI attorney, review existing laws, regulations and policies and revise as needed by asking the following sorts of questions.</p> <ul style="list-style-type: none"> • Are current City laws adequate to require, or at least encourage, GHG emission reductions from City regulated or endorsed activities as well as from individual activities? • Do they provide sufficient authority/flexibility to respond to impacts and emergencies? • Are recommended mitigations/adaptations actions allowed? 	In Progress: First code updates adopted in 2022 for EV parking infrastructure requirements.

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
COMMUNITY ENGAGEMENT	8.C.1.b	Hire a COBI Climate Mitigation/Adaptation Officer to coordinate activities between and among the various city offices, inspect for compliance with climate related code compliance, and serve as a City staff liaison with the CCAC.	Complete: Climate Officer (now Manager) started in October 2021.
	8.C.1.c	Include Climate Change related expenditures in the City budget for education, code compliance, mitigation and adaptation action items identified in the CAP.	Complete: \$100,000 annual budget for CAP implementation adopted as part of 2023–24 General Fund budget.
	8.C.2.a	Work with Bainbridge Prepares, the Bainbridge Island Fire Department, and others, to establish community centers for recharging generators, cell phones during outages, and providing emergency food/water.	In Progress: Initial analysis of solar and battery energy storage options completed at six community disaster hubs in 2022; Specifications for adding solar at the Senior Center drafted in 2023; Specifications for adding solar plus battery storage at Hyla Middle School anticipated for development in 2024.
IMPLEMENTATION	9.A.1.a	Confirm COBI staff person to liaise with the CCAC until a dedicated Climate Change Mitigation/Adaptation Officer is hired. See Section 8, Action 8.C.1.b.	Complete
	9.A.1.b	Identify a COBI staff person in each department who will provide information to the City staff liaison (Climate Change Officer) identified in Action 9.A.1.a. This person will provide department-specific information on timelines for completing actions and report on progress on CAP actions led by that department.	Complete: Internal CAP implementation team meets approximately once a quarter.
	9.B.1.a	Consider and minimize the potential for unintended and/or unequitable impacts from each action prior to implementation.	In Progress: Referenced the City's draft racial equity lens for two CAP-related projects during the conceptualization stage in 2023.

	ACTION #	DESCRIPTION	2023 STATUS UPDATE
IMPLEMENTATION	9.C.1.a	Produce a CAP progress report every year that includes a review of actions undertaken during the year and additional actions needed (including those currently listed as “other” rather than “priority” actions) to meet the CAP goals for reducing GHG emissions and preparing the Island for climate impacts.	Complete: Provided quarterly updates to the City Manager for sharing with City Council and released the 2023 CAP progress report in early 2024.
	9.C.1.b	Update the GHG emissions inventory every three to five years.	Future Action: The next community inventory is tentatively planned for 2024 using 2023 data.
	9.C.1.c	Update the CAP every five years.	Future Action: The next update to the CAP is tentatively planned for 2025.
	9.C.1.d	Prior to the five-year CAP update, evaluate the effectiveness of implemented actions in terms of progress towards goals and targets, in order to inform adaptive management. Consider creating a dashboard of key metrics as a tool for the evaluation and associated communications.	Future Action
	9.D.1.a	Develop cost estimates for the highest priority CAP actions and staffing requirements and list potential funding sources (in year 1).	Complete: Developed for 2022–2024 workplan items.
	9.D.1.b	Include a description in the City Manager’s proposed budget of existing and proposed projects that relate to CAP strategies and actions.	Complete: Developed for 2023–24 budget.

2023 CLIMATE ACTION PLAN PROGRESS REPORT

KEY ACHIEVEMENTS



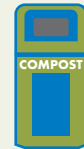
Reduced 146 tons of carbon dioxide with actions completed by 300 residents in the Climate Smart Challenge.



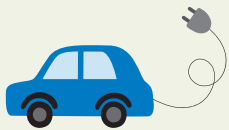
Increased the amount of electricity used on the Island coming from renewable sources from 9% in 2021 to 11% in 2022 (the most recent year for which data is available).



Added one new public EV charger at City Hall that was used 333 times from July–December 2023.



Installed seven organic waste bins to collect food waste and home compostable containers in downtown Winslow.



Added two EVs to the ZEV Co-op car share program at City Hall that were used for 154 trips from July–December 2023.



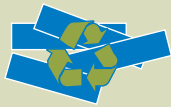
Co-op members drove over 6,800 miles in 2023, preventing 2.7 metric tons of carbon dioxide in tailpipe emissions by using electricity instead of gasoline as fuel.



Increased average year-over-year growth in BI Rides service ridership by 31% in the first three months of a City-funded marketing campaign.



Hired one new City staff member to work on CAP implementation, with a focus on sustainable transportation.



Salvaged over 13 tons of material from the remodel of the Ted Spearman Justice Center and diverted more than 26,000 pounds of building materials from the landfill.



Provided 130 reusable cups and lids for refreshments at the ribbon cutting ceremony for the new Ted Spearman Justice Center.



Provided more than 35 five-gallon water jugs, with rechargeable pumps, for water refill stations at community events.



Hosted three community Climate Smart workshops with more than 380 attendees.



Staffed Climate Smart booths at five events reaching more than 400 people.



Hosted nine Climate Smart community presentations reaching approximately 220 people.



Recognized three Climate Smart Leaders on the Island.



Identified three new team leaders for the Climate Smart Challenge.

Read the full report and learn more about climate action in the City of Bainbridge Island at

WWW.BAINBRIDGEWA.GOV/CLIMATEACTION



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

DATE: February 6, 2024
TO: Blair King, City Manager
FROM: Hannah Boettcher, Sustainable Transportation Coordinator
SUBJECT: Sustainable Transportation Plan – Q4 2023 Implementation Status Update

The City Council adopted the Sustainable Transportation Plan (STP) on March 22, 2022. The STP was developed to establish a long-range vision for how we travel on the island by providing a transportation system (streets, transit, trails, etc.) that improves mobility and safety for all users while respecting the character of neighborhoods and maintaining a climate-resilient environment. Scenario 2, “Connecting Centers,” was identified as the preferred implementation plan. With nearly \$31 million in funding required over 6 years, this scenario focuses on rapid implementation and delivery of a marquee “Connecting Centers” project that would provide a complete all-ages-and-abilities spine, as well as traffic calming projects on key routes.

This memo provides a brief status update on STP activities and key deliverables for the 2022-23 timeframe as identified in the Scenario 2 “Connecting Centers” plan from October 2023 to December 2023.

Key Highlights Q4 2023

- Applied for and received funding from the **Washington Department of Commerce Electric Vehicle (EV) Charging Grant Program** to provide funding for City vehicle fleet charging stations at City Hall and the Ted Spearman Justice Center. The EV charging projects are expected to use a combination of funding sources, including grant funds, City general funds, and Puget Sound Energy rebate incentives to install two Level 2 chargers at each site specifically for City fleet EVs. These projects are expected to be completed before the end of 2024. The City also applied for one public EV charging station in Lynwood Center which was not selected for funding in this grant round.
- Developed new **trail etiquette signage** for the Sound To Olympics (STO) Trail in collaboration with trail partners. New signs encourage cyclists and pedestrians to be courteous when passing others on the trail to improve the safety and enjoyment of the STO. Signs were installed in January 2024.
- Purchased and received a small **electric sweeper to clean bike lanes**. This new piece of maintenance equipment will help keep debris from accumulating on separated bike paths and sidewalks and will improve the comfort and safety of these non-motorized facilities.
- **Engaged with community partners**, including Bainbridge Island School District and Bainbridge Island Parks and Trails Foundation, to review sustainable transportation goals and opportunities for collaboration in 2024 and beyond.

SUMMARY TABLE OF STP ACTIVITIES THROUGH DECEMBER 2023

(Per the list of 2022-23 projects identified in Scenario 2 of the STP)

Action	Q4 2023 Status Update
Planned Projects	
Sportsman/New Brooklyn: crossing enhancements, new multi-use sidewalks, and side path extensions	Complete: Completed intersection improvements to address traffic congestion and enhance facilities for those who walk and bike in the vicinity in 2022.
Madison Avenue: widen sidewalks, add protected bike lanes, and traffic calming measures (from Winslow Way to SR 305)	In progress: 100% design is complete. The project went out to bid in Q4 2023 and construction is expected to begin in spring or summer of 2024.
Connecting Centers Projects	
Lynwood Center Road – Point White to Fletcher: vertically separated bike lanes	No activity to date.
Finch – Wyatt to Sportsman Road: vertically separated bike lanes	No activity to date.
Wyatt – Finch to Weaver: vertically separated bike lanes	In progress: This project is now incorporated into the Eagle Harbor/Wyatt Non-Motorized Improvement project.
Valley Road Non-Motorized Improvements	In progress: Topographic survey work completed in Q4 2023. Public engagement is planned for Q2 2024.
Eagle Harbor/Wyatt Way Non-Motorized Improvements Project	In progress: 30% design, with modifications, was reviewed and approved by City Council in December 2023.
Island-Wide Projects	
Dana’s Trail: trail enhancements across School property (Madison to New Brooklyn)	In progress: Trail segments are planned for improvement as part of the City’s Winslow Water Tank Replacement Project in Q1 2024.
Manitou – Loop to Falk: traffic calming* measures and advisory shoulder striping	No activity to date.
Grow / Lovell Couplet: one-way couplet and traffic calming measures (Wyatt to High School Road)	In progress: Conducted public outreach regarding potential traffic calming measures on Grow Avenue in Q3 2023. Preliminary design completed in Q4 2023; staff will be collecting public comment in Q1 2024.
Point White – Schel Chelb to Lynwood: traffic calming measures, advisory shoulder striping, and crossing enhancements	Complete: A new crosswalk and signage were installed on Point White Road at Schel Chelb Park in Q3 2023.
Miller – New Brooklyn to Grand Forest: traffic calming islands and crossing enhancements at Forest to Sky Trail	No activity to date.
Blakely – Buckling to School zone: traffic calming measures	No activity to date.

Action	Q4 2023 Status Update
Day – School zone: traffic calming measures	No activity to date.
Farm Trail: 8’ off-road gravel path	In progress: Staff is obtaining all required permits for construction and opening of trail expected in Q2 2024.
Transit	
Develop an island-wide and/or Winslow-only electric vehicle shuttle	In progress: Project in conceptual design phase. Interviews were held with firms that responded to a request for statement of qualifications in early 2023.
Mobility	
Develop mobility hubs (with bike racks and charging stations) at three locations: <ul style="list-style-type: none"> • Ferry terminal • Lynwood Center • Coppertop 	No activity to date. Project is being considered as part of the Winslow Subarea Plan update.
Improve two existing bus stops (PH1): add shelter, benches, maps	No activity to date.
Explore electric vehicle program	In progress: The ZEV Co-op community EV carshare program is up and running and received a second grant to install a solar EV charger and additional carshare vehicle from WSDOT. City staff are currently working with ZEV Co-op to identify a location for the new charger and update the site host agreement.
Explore e-bike program and subsidy	In progress: E-bike voucher program pilot in development by City staff. Program is expected to launch in Q2 2024.
Programs	
Lower speed limits on the island	Complete: New speed limits went into effect in March 2023.
Develop a Transportation Commission	No activity in Q4 2023.
Develop a Safe Routes to School Program	No activity to date; included in Sustainable Transportation Coordinator 2024 work plan.
Extend Transportation Benefit Fund Fees (all funding dedicated to project list)	Complete: The timeframe for collection of Transportation Benefit Fund Fees was extended in 2023.
Translate STP to Comprehensive Plan (replace and update current transportation element)	In progress: This will be addressed as part of the Comprehensive Plan update planned for 2024.
Create and support legislative push for SR 305 funding for Sound to Olympics Trail	In progress: The City received \$1.7 million in federal funding (RAISE grant) in Q2 2023 to plan the Sound to Olympics Trail from Winslow to the Agate Passage Bridge. Project is currently in design phase.
Work with Transportation Commission and partners to prioritize off-road routes for an off-road easement strategy	No activity to date.

Action	Q4 2023 Status Update
Update transportation impact fees (to fund implementation of the STP)	Complete: Completed project with Fehr & Peers to develop a multimodal transportation impact fee designed to implement the 2022 Sustainable Transportation Plan. The updated fee went into effect on January 1, 2024.
Plan for grant applications for Sound to Olympics Trail from High School Road to Day Road	In progress: The City received \$1.7 million in federal funding (RAISE grant) in Q2 2023 to plan the Sound to Olympics Trail (STO) from Winslow to the Agate Passage Bridge, including planning for crossing improvements at High School Road.
Develop and install community education and signage (regarding routes and connections with other trails and facilities)	In progress: Staff developed new etiquette signage for the STO and its trail connections. New signs were installed in January 2024.
Other	
Hire a Mobility Manager to support the implementation of the STP	Complete: Sustainable Transportation Coordinator was hired and began work in September 2023 to support the implementation of non-capital projects, programs, and policies from the STP.
Hire a Project Manager to support implementation of capital projects (including those outlined in the STP)	Complete: A new Project Manager was hired in Public Works in early 2023 to work on capital projects.
Purchase a small electric sweeper to clean bike lanes and hire associated maintenance staff	Complete: A small non-electric sweeper was purchased to clear debris from separated bike lanes and sidewalks. Sweeper was delivered in December 2023.
Sportsman Club Road fence and trail improvements	Complete: Public Works staff partnered with the Parks District to install a new fence, trail, and crosswalk on Sportsman Club Road to support student access to Sakai Intermediate School in Q2 2023.

***What is a traffic calming project?** Traffic calming is the use of physical road design and/or other measures to slow vehicles as they move through neighborhoods. Rather than designing streets with a focus on moving personal vehicles through as quickly as possible, all forms of transportation (including walking) are given more of an equal weight to slow traffic and increase safety for all users of the road. Reduced speeds are proven to help decrease the severity of injuries and fatalities if an incident does occur. Scenario 2 in the STP – the Connecting Centers scenario – identifies various types of traffic calming projects including advisory shoulder striping, crosswalk and sidewalk enhancements, speed humps, and roundabouts.



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: January 17, 2024

To: City Council

From: Blair King, City Manager

Cc: City Attorney
Department Directors

Subject: Information on 2023 Workplan and Priority Project Status

The purpose of the workplan summary reports accompanying this memo is to provide an update on the City's current workplan projects. The summary table provides an update on current projects, including those designated by Council as their highest priority projects for 2021-2022 at the Council retreat on July 17, 2021, which are asterisked in the table.

The summary table includes nearly 100 projects. Though this is a long list, it is by no means a comprehensive or prioritized list of all City activities and represents a small portion of ongoing work. Staff tracks and reports on these high priority issues to keep the Council and community informed and to demonstrate the projects which would be assessed to identify tradeoffs should new projects be added. Our reporting provides an assessment of progress on currently-approved work items to highlight areas of success and challenge. Items marked Complete or Deferred will be removed from this table for similar reporting in 2024.

2023 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Adoption of a Housing Action Plan for the City of Bainbridge Island
- Approval of three-year labor agreement with International Association of Machinists
- Official acceptance of the Eagle Harbor Phase II non-motorized project
- Formation of Council ad hoc subcommittee to review and document practices related to City advisory committees, boards and commissions.
- Completion of a periodic water and sewer utility rate study and approval of new rates for those utilities.

- Celebration of the Grand Opening of the Ted Spearman Justice Center.
- Issuance of the Request for Proposals for the Community Art Plan.
- Determination of a preferred alternative for 30% design for the Eagle Harbor Drive/Wyatt Way non-motorized project.
- Removal of the Suyematsu Historic District from the Master Lease with Friends of the Farms.

It is important to recognize that each of these steps and decisions will be followed by months if not years of staff work to implement.

Some significant activities that emerged in the course of 2023 are listed below. When these emerging items required significant attention or support from Council and/or City staff, there was decreased capacity to address previously identified projects.

Key Added/Emerging Tasks During 2023 (grouped roughly by topic):

- Consider updates to Title II of the Bainbridge Island Municipal Code related to subarea planning
- Support Steering Committee of Councilmembers and Planning Commissions related to public outreach for Winslow Subarea Plan and the Comprehensive Plan Periodic Update
- Support application of climate lens and equity lens to Steering Committee activities
- Host community welcome event for diversity, equity and inclusion manager.
- Consider redevelopment of the Police Station site for affordable housing
- Consider options related to 180 Olympic Drive, also known as the “Notch property”
- Consider options management of the Suyematsu Historic District
- Consider options for solid waste management on Bainbridge Island
- Consider long-term plan for City’s shares at the Islander Mobile Home Park
- Prepare for expected end to president’s emergency order related to the COVID pandemic
- Develop long-term processes and procedures, policies and scheduling for telecommuting
- Complete labor negotiations with International Association of Machinists and Aerospace Workers
- Develop additional analysis related to identifying carbon offsets equivalent to LEED certification at the 8804 Madison Building
- Develop project and identify non-City-owned location for a 120 kW solar panel installation to offset carbon emissions from the 8804 Madison Avenue Building (Police/Court Facility)
- Develop education materials and outreach related to updates to Bainbridge

Island Municipal Code 8.24, Waste Reduction

- Support City Thread Accelerated Mobility Playbook report distribution
- Support significant engagement around the Eagle Harbor Drive/Wyatt Way non-motorized project.
- Support consideration of regulations for Short Term Rental businesses
- Determine ongoing management approach for Public Farmland
- Consider new agreement with Bainbridge Island Senior Community Center

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

2023 Workplan Projects

Updated for City Council meeting on Feb 13, 2023

**** means on the 2021 Highest Priority Project List**

	Project	Status	Notes	Category	Project Driver	Dept
65	**Coordinate Update to Winslow Subarea Plan	Active	Project ongoing. Draft alternatives reviewed by the Council in Q3 2023.	Land Use/ Housing	Policy	PCD
67	**Implement Housing Action Plan Scorecard	Active	Staff will develop scorecard and report back to Council and community.	Land Use/ Housing	Policy	PCD
65	**Support Winslow Subarea Plan and Comprehensive Plan Steering Committee	Active	Consultant engaged to support monthly meetings. Meetings to be held as public meetings.	Land Use/ Housing	Policy	PCD
66	Consider Sea Level Rise Adaptation policy	Active	Retaining consultant for revised scope of work.	Land Use/ Housing	Policy	PCD
69	Update Comprehensive Plan	Active	Consultants retained; initial project steps ongoing.	Land Use/ Housing	Required	PCD
	**Implement Climate Lens and Equity Lens with Winslow Subarea Plan and Comprehensive Plan Steering Committee	Active	Developing climate and equity lenses for discussion with the Steering Committee in their outreach efforts.	Land Use/ Housing	Policy	Exec, PCD
111	Consider options related to ownership of 180 Olympic Drive property	Active	Considering options related to this property.	Land Use/ Housing	Operations	Exec
110	Consider redevelopment of the 625 Winslow Way Police Station site for affordable housing	Active	Developing financial feasibility options for City-led development of affordable housing at current site of police station	Land Use/ Housing	Operations	Exec
68	Consider updates to City sign code	Active	Council review anticipated in the first half of 2024. Staff will provide analysis and recommendations of regulations regarding options for regulation of signs.	Land Use/ Housing	Policy	Exec
69	Complete Manzanita Watershed Planning funded by National Transport Authority Grant	Active	Project completed; Council report and next steps planned for Q1 2024	Climate/ Natural Resources	Policy	PW
69	Groundwater Management Plan	Active	Council update on modeling planned for Q1; Plan completion estimated in Q3 2024	Climate/ Natural Resources	Operations	PW
69	Complete Shoreline Management Program Periodic Review	Active	Council briefing in Q2 2024 on work plan.	Climate/ Natural Resources	Required	PCD

	Project	Status	Notes	Category	Project Driver	Dept
46	CAP: Identify project for solar panel installation per carbon offset recommendation at non-City-owned site.	Active	Council voted at their June 27, 2023 meeting to direct the City Manager to take next steps to implement the carbon offset project recommendation from the Climate Change Advisory Committee, specifically to install a 120kW photovoltaic (PV) system at a location on Bainbridge Island, and to install a 15kW PV system on the roof of the Police/Court facility. Staff contracted with Design West Engineering in November 2023 to help develop key criteria for soliciting applications and to identify viable sites for a 120kW system on the Island. An application for interested public agencies was released in January 2024 with applications due on February 8th. Staff anticipates presenting potential sites for Council consideration in Q2 2024.	Climate/ Natural Resources	Policy	Exec
45	CAP: Waste Reduction and Limit on Single Use Plastics	Active	On November 28, 2023, City Council adopted the list of food service ware items required in a home compostable form in 2024. Updated information was mailed to all retail food establishments on the island and posted on the City website with key materials available in English, Spanish and Vietnamese. Three businesses were also granted temporary waivers for the use of reusable food service ware for on-premises dining in 2024: Lynwood Cinemas, Bainbridge Cinemas, and Rolling Bay Cafe. Staff will continue to support businesses in complying with the 2024 waste reduction regulations.	Climate/ Natural Resources	Policy	Exec

Project	Status	Notes	Category	Project Driver	Dept
# CAP: Zero Emissions Landscaping Tools (community-wide regulations)	Active	Develop a community ordinance restricting the use of certain types of gas-powered landscaping equipment. A community survey was released in July 2023 to obtain feedback on current practices and types of incentives to help residents and businesses convert to non-gas-powered equipment. Over 500 resident responses and 51 business responses were received. Staff is working with Legal on a draft ordinance for Council consideration in Q1 2024. Per feedback from both REAC and CCAC, staff will promote sustainable alternatives to gas or electric landscaping tools and lawn care techniques, and identify outreach strategies targeting workers and businesses affected by the proposed ordinance.	Climate/ Natural Resources	Policy	Exec
# CAP: COBI Fleet Electrification	Active	Develop a comprehensive, system-wide assessment of EV needs for the City and recommend a strategy for a multi-tiered vehicle purchase and replacement process, inclusive of the support facilities required for charging. Project initiated in February 2023 and substantially completed in December 2023. Staff is currently working with the consultant to finalize an assessment of potential options for leasing EVs with a review planned with the City Manager in February/March.	Climate/ Natural Resources	Operations	Exec
# CAP: ETIPP Renewable Energy Technical Assistance	Active	Technical assistance program is currently underway to identify specific pathways towards 100% renewable energy for the island, and increase the community's energy resilience by allowing for portions or the entirety of the community to be able to operate as an islanded grid during outages. A second site visit was held with community stakeholders in September 2023, with presentations to the Climate Change Advisory Committee in November 2023 and January 2024. A final report is anticipated in Q1 2024.	Climate/ Natural Resources	Policy	Exec

	Project	Status	Notes	Category	Project Driver	Dept
76	CAP: Evaluation of options for City approach to solid waste services	Active	City entered into a 12-month period of exclusive negotiation with Bainbridge Disposal to prepare a solid waste collection. Autumn Salamack became the City representative on the Kitsap County Solid Waste Advisory Committee.	Climate/ Natural Resources	Policy	Exec
71	Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	Preliminary design direction approved in Q4; Permits; ROW and final design in Q1-Q2 2024	Mobility	Capital	PW
72	Madison Avenue Bundled Project	Active	Advertisement and construction contract award scheduled for Q4; Project intentionally delayed for advantageous bid period and weather.	Mobility	Capital	PW
73	Sound to Olympic Trail Planning	Active	Council brief on final alignment alternatives in Q2 2024	Mobility	Capital	PW
74	Trail Projects: Farm Trail; Lost Valley	Active	Permits partially received; planning completion of construction in Q1 2024	Mobility	Operations	PW
77	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	Additional officers will attend Basic Marine Law Enforcement Training in 2023 to replace trained officers lost in 2021 and 2022. Four officers completed the basic marine operations course during Q2 in 2023. Boating season operations have begun and tracking of hours and inspections are in progress.	Safety	Operations	POL
78	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. This project will continue in conjunction with island wide speed limit changes. IT is assisting with a data collection process from the City's radar feedback signs.	Safety	Operations	POL
76	Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARPA funding for Solar Panels and Emergency batteries led to restarting this effort. Interlocal agreement with Parks District approved by Council in March 2023. Interlocal agreement with School District approved by Council in June 2023. Additional agreements are still in the review and approval phase.	Safety	Operations	Exec

Project	Status	Notes	Category	Project Driver	Dept
Bainbridge Island Senior Community Center Renovations Project	Active	Minor repair and maintenance will continue through 2024	Community	Capital	PW
American Rescue Plan Act (ARPA) project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022; reporting also completed in April 2023. Final reporting will be completed April 2027.	Community	Operations	Exec
CAP: Solar Panels and Battery Energy Storage project	Active	Evaluation of six disaster hubs completed. In Q4 2022, Council authorized funding for a solar panel project at the Senior Center and solar panels and battery energy storage at Hyla School Middle School. A structural analysis of the roof of the Senior Center was completed in the spring, and specs for this project are almost finalized for release. Timint for the Sr Center project is TBD pending an updated timeline for fundraising and renovation projects currently in discussion for that facility. Staff met with Hyla School representatives in January 2024 and are working on an updated MOU and associated bid package using ARPA funds to install solar panels and battery energy storage at this community disaster hub.	Community	Policy	Exec
Consider options related to ongoing management of Suyematsu Historic District	Active	Community process began in Q4 2023. Ongoing discussions occurring related to manner and scope of agreement. Council review anticipated in Q1 2024.	Community	Policy	Exec
Support Council consideration of public farmland master lease revisions	Active	Suyematsu Historic District removed from the Master Lease with Friends of the Farms in Q3 2023. Master Lease for remaining farmland terminated at yearend 2023. Discussions for ongoing services with Friends of the Farms continuing. Contract for management of cultivated land signed.	Community	Policy	Exec
Support Welcome Pole project on the Sound to Olympics Trail	Active	Partnering with the Suquamish Tribe, Bainbridge Island Parks & Trails Foundation and Public Art Committee. Funding for installation approved in Q1. Met to confirm support with Suquamish Tribe rep and PARks & Trails for interpretive signage.	Community	Capital	Exec
Country Club Road Reconstruction	Active	60% design complete in Q3 2023; permitting process underway. Construct in 2024.	Accountability	Capital	PW

Project	Status	Notes	Category	Project Driver	Dept
Hawley/Irene Sewer Upgrades	Active	Design complete and permitting in process; construction contract award in Q1 2024	Accountability	Capital	PW
Police and Court Facility Public Art Installation	Active	Funding approved; design and permitting in Q4; Installation in Q1 2024	Accountability	Operations	PW
Police/ Court Facility Replacement Project	Active	Court move-in scheduled for January; Police move in February	Accountability	Capital	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design underway; permits submitted; Hearing scheduled for Q1 2024	Accountability	Capital	PW
Wastewater Beneficial Re-Use Project	Active	Phase II scope approved; preliminary concept design work in Q1 2024	Accountability	Operations	PW
Wastewater Treatment Plant Capacity Upgrades	Active	Equipment purchase bid and award in Q1 2024	Accountability	Operations	PW
Wastewater Treatment Plant Outfall Replacement	Active	Design contract award in Q4	Accountability	Capital	PW
Water and Sewer SCADA Upgrades	Active	Project to be complete in Q1; delays due to communication system coordination	Accountability	Capital	PW
Water System Business Plan	Active	Consultant services under contract; work completed in 2024	Accountability	Operations	PW
Winslow Water Tank Replacement Project	Active	Tank contract awarded; offsite improvements scheduled for award in late Q1 2024	Accountability	Capital	PW
Annual fleet and equipment procurement	Active	2023 procurements complete or underway	Accountability	Capital	PW
City Hall Security System Software Upgrades	Active	Construction contract award expected in Q1 2024	Accountability	Operations	PW
Ferndale water main extension	Active	100% design complete; Easements and construction contract award expected in Q1 2024	Accountability	Capital	PW
Negotiate Comcast Franchise Renewal	Active	Renewal expected in 2024; Delays associated with changes in City's legal team	Accountability	Operations	PW
Pavement Condition Report Update and Project Prioritization	Active	Draft plan expected in Q1 2024	Accountability	Operations	PW
PSE Franchise Renewal Process	Active	City's last round of reissues complete; expect Council review in Q1 2024.	Accountability	Operations	PW
Sands Ave Well Rehabilitation	Active	Complete	Accountability	Capital	PW
Sewer District 7 Interlocal Agreement Update	Active	Negotiations with the District started; Draft ILA expected in Q2 2024	Accountability	Operations	PW
Stormwater System Plan	Active	Plan completion expected in Q1 2024; Council briefing in Q2 2024	Accountability	Operations	PW
Yeomalt Drive Drainage Improvement Project	Active	Complete	Accountability	Capital	PW
Laserfiche Upgrade	Active	Addition of Workflow, Forms, Archiving, Auditing Module	Accountability	Operations	IT
MUNIS Upgrade/Cloud Migration	Active	Upgrading and migration to cloud-hosted software for City's Enterprise Resource Planning system, MUNIS.	Accountability	Operations	IT

	Project	Status	Notes	Category	Project Driver	Dept
	American Rescue Plan Act (ARPA) Grant compliance and claims	Active	The City received \$7.061 million in two payments in 2021 and 2022. Annual compliance reports due and submitted in April 2022 and 2023.	Accountability	Operations	FIN
	Water and Sewer general obligation bond planning and issuance: \$4 - \$5 M Water, \$5.8 M Sewer	Active	Plan is for 2024 bond issuance	Accountability	Operations	FIN
	Develop and issue banking Request for Proposals (RFP)	Active	The Finance Department is intending to seek proposals for new banking services. An RFP was issued in Q4 2023 and will be evaluated in Q1 2024.	Accountability	Operations	FIN
	Develop Americans with Disabilities Act Transition Plan	Active	Working with Accessology, the City will create an ADA transition plan covering municipal policy, capital projects and operations. Accessology has visited sites on Bainbridge Island to review in Q2 and has been looking at City policies in Q3. In Q4 they will facilitate 10 hours of training for employees and develop their final report for submittal. In Q1 2024, the City will determine an implementation plan.	Accountability	Operations	Exec
	Develop racial equity toolkit	Active	Draft of racial equity lens complete. Next step is to identify a project in PW & PCD to pilot the lens in tandem with the climate lens.	Accountability	Operations	Exec
	Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities. Assembling a comprehensive list of activities, followed by a division of responsibilities and a monthly look-ahead meeting for all stakeholders.	Accountability	Operations	Exec
67	**Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Complete	Housing Action Plan adopted by City Council in June, 2023.	Land Use/ Housing	Policy	PCD
100	Update to Title II of the Bainbridge Island Municipal Code - Subarea Planning Process	Complete	Title II updated and Steering Committee formed and active.	Land Use/ Housing	Policy	PCD
	CAP: Zero Emissions Landscaping Tools (City use)	Complete	Equipment transition complete. Electrical upgrades at O&M facility for charging currently underway.	Climate/ Natural Resources	Operations	PW
	CAP: Develop options to offset carbon emissions related to Police/Court facility	Complete	Climate Change Advisory Committee presented recommendations for projects to create new carbon emissions reductions. This project stemmed from a prior decision not to pursue LEED certification at the Police/Court facility.	Climate/ Natural Resources	Policy	Exec
70	Eagle Harbor PH II Non-Motorized Project	Complete	Complete	Mobility	Capital	PW
75	All-Island Speed Limit Implementation	Complete	Project complete.	Mobility	Operations	PW

	Project	Status	Notes	Category	Project Driver	Dept
104	Receive Storm Ready and Tsunami Ready designation from the National Weather Service	Complete	StormReady designation received in March 2023. Hosted Washington State EMD Tsunami Program staff in August 2023. Reviewed island maps and completed site visits where new tsunami signage is needed. TsunamiReady visit with NOAA/NWS took place in December 2023 and TsunamiReady designation was approved.	Safety	Operations	Exec
	Consider removal of Suyematsu Historic District from Master Lease	Complete	With input from Friends of the Farms and the Historic Preservation Commission, brought proposal to Council.	Community	Policy	Exec
	Resolve shade covenant issues on Crawford and M&E properties	Complete	Project and mitigation work completed in Q4 2023.	Community	Operations	Exec
	Support City participation in opioid litigation	Complete	Statewide settlement has been reached. Agreement with Salish Behavioral Health of Kitsap County passed by City Council and Salish Behavioral Health.	Community	Policy	Exec
	Support development of Community Reads Program	Complete	In conjunction with BI Reads for Justice, community reads pilot program completed in Q1.	Community	Policy	Exec
	Pritchard Park Outfall Replacement	Complete	Construction complete.	Accountability	Capital	PW
	Taylor Well Rehabilitation	Complete	Construction complete.	Accountability	Capital	PW
	Water/Sewer Rate Study	Complete	Complete	Accountability	Operations	PW
	Halls Hill Revegetation	Complete	Project complete.	Accountability	Capital	PW
	Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Complete	The new system was implemented in the final week of May 2023. Troubleshooting and records migration continues.	Accountability	Required	POL
	Provide downloadable GIS maps on City website	Complete	Allow all GIS users to download existing maps.	Accountability	Operations	IT
	Increase business license requirement and payment threshold to \$3k	Complete	Eliminates the requirement for a City business license unless an annual \$3k de minimis gross income threshold is met.	Accountability	Policy	FIN
	Complete labor negotiations with International Association of Machinists	Complete	Complete	Accountability	Operations	Exec
	Consider and implement changes to Ethics Program	Complete	Council training completed in Q1 2023.	Accountability	Policy	Exec
79	Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy	Exec

	Project	Status	Notes	Category	Project Driver	Dept
	Continue to investigate options to improve community cellular service	Deferred	Work deferred pending staff availability.	Community	Operations	Exec
	Plan for Community Needs Assessment	Deferred	Consider scope and timing for 2024.	Community	Policy	Exec
	Complete changes to Code Compliance	Deferred	Work deferred pending staff availability.	Accountability	Policy	PCD
	Complete disposition of designated surplus property (IslandWood Easement)	Deferred	Continuing to work with the parties to the IslandWood easement to reach agreement. Work deferred pending staff	Accountability	Operations	Exec
	Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Deferred	Current priority is to renew existing franchises and then to determine which other franchises to pursue. Work deferred pending staff availability.	Accountability	Required	Exec
	Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations	Exec
63	**Consider Transfer of Development Rights (TDR) Implementation	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD
64	**Develop development regulations for small lots	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD
46	Consider Green Building Initiatives	Deferred	Will be considered by Council in Q4 2023	Climate/ Natural Resources	Policy	PCD
	Annual Sidewalk Repair Project	Deferred	Deferred to 2024	Accountability	Operations	PW
	Major vs Minor Home Based Business Code Review	Deferred	Research and possible code update.	Accountability	Policy	PCD
	Coordinate programming for ongoing Community One Reads Program	Ongoing	BI Reads 2023 was a success with approximately 600 people attending book discussions, nature walks, and a Story SLAM. Staff alongside the Bainbridge Island branch of the Kitsap Regional Library and the Senior Center are developing a timeline and plan for BI Reads 2024.	Community	Policy	Exec
	Expand communications efforts through "Questions and Answers" page on City website	Ongoing	Implementing website to provide information to community regarding topics current on social media	Community	Operations	Exec
	Support Race Equity Advisory Committee	Ongoing	Transition from Ellen to Anshu as liaison complete. REAC/Council trainings complete. Follow-up pending.	Community	Operations	Exec



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

TO: Honorable Mayor and Council

FROM: City Manager

SUBJECT: Increase in Insurance Premiums

DATE: February 9, 2024

Bainbridge Island is experiencing a rapid increase in insurance costs. The city is a member of an insurance liability pool, Washington Cities Insurance Authority (WCIA). We learned our 2024 insurance costs for a variety of coverage, including liability, property, auto, fraud, cyber, Ransomware, and pollution liability will be \$1,167,089, a 43.8% increase in premium costs over a five-year period. Five years ago, our premium was \$418,615.

This rapid cost increase for insurance coverage may affect budget decisions for 2025-26. WCIA is a risk pool and the increase in cost is spread to all 169 members of the risk pool. Our cost increase does not represent any specific or unusual settlement or claim related to Bainbridge Island. The increase in costs are shared among all members of the insurance pool and is being driven by an increase in the number of claims as well as larger jury awards.

Interestingly enough, municipal insurance pools began to form in the early 80's when traditional insurance companies refused to cover governmental agencies due to the risk. Without insurance coverage, public agencies formed municipal insurance pools. WCIA was formed in 1981, as the first liability risk pool in Washington State.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:15 PM) Consider Ordinance No. 2024-03 Amending Title 2 of the Bainbridge Island Municipal Code to Revise the Member Appointment and Confirmation Process for the Planning Commission,

SUMMARY: In 2020, a subcommittee of Planning Commission members and Council members developed a selection process for planning commissioners that was considered and approved by the City Council. This process, which includes specific advertising language, longer selection interviews and a larger selection panel than other City advisory committees and commissions, has been in use since 2020. On January 23, 2024 Council directed that this selection process be formalized and included in the appropriate sections of the Bainbridge Island Municipal Code.

Council will consider an ordinance that modifies the Bainbridge Island Municipal Code to establish a selection process specific to the Planning Commission.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to adopt Ordinance No. 2024 - 03, establishing a selection process that is specific to the Planning Commission.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In 2020, a subcommittee of the City Council and the Planning Commission prepared five recommendations related to filling a Planning Commission vacancy. The recommendations were considered, amended in one aspect, and approved by the City Council. Since 2020, the recommended process has been used when the City Council will fill a Planning Commission vacancy.

The recommendations were:

1. Add one additional planning commissioner and one additional councilmember to the interview panel.
2. Have a separate announcement/advertisement for the Planning Commission.

3. Extend an invitation to the chair of the Race Equity Task Force (RETF), or another member to be chosen by the taskforce, to participate in the personal interviews of Planning Commission candidates.
4. Schedule longer interviews.
5. Expand the outreach/distribution of the announcement/advertisement.

The recommendations also included language to be used in advertisements.

In January of 2024, the City Council directed the City Manager to continue to use this process, and to bring an ordinance to update the Bainbridge Island Municipal Code (BIMC) in accordance with this process. The attached ordinance updates the language in the BIMC related to the selection panel (Recommendation #1). The other recommendations are not included in the BIMC. Staff will include this Council direction in procedure documents related to City Advisory Committees and continue to use this process in staff support for the Council process to fill Planning Commission vacancies.

ATTACHMENTS:

[Ordinance No. 2024 - 03 Relating to Updating City Planning Commission Member Appointment Confirmation.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2024 - 03

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Title 2 of the Bainbridge Island Municipal Code to revise the member appointment and confirmation process for the Planning Commission.

WHEREAS, the City Council has previously created various advisory boards, commissions, committees, and task forces, which are known collectively as “City Advisory Committees,” to provide recommendations to the Council and perform other functions for the City; and

WHEREAS, in 2020 a subcommittee of Planning Commission members and City Council members met to discuss the desired process for filling a vacancy on the Planning Commission; and

WHEREAS, on August 11, 2020, the City Council considered the recommendations of the Planning Commission – City Council subcommittee and accepted its recommendations with one amendment; and

WHEREAS, since 2020 the process set out by that subcommittee for filling a Planning Commission vacancy has been in use to appoint and confirm members only to the Planning Commission; and

WHEREAS, the City Council uses a member appointment and confirmation process for all other City Advisory Committees set out in BIMC 2.01; and

WHEREAS, on January 23, 2024, the City Council considered whether to standardize all City Advisory Committee member appointment processes and determined that the Planning Commission should continue to use the process established in 2020, which is different from the appointment and confirmation process used for all other City Advisory Committees; and

WHEREAS, the City Council acknowledges that to revise the appointment and confirmation process for the Planning Commission, the Bainbridge Island Municipal Code must be amended relating to that process.

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

Section 1. Section 2.01.015, Council Advisory Committee Member Appointment and Confirmation Process, is amended to read as follows:

2.01.015 Council Advisory Committee Member Appointment and Confirmation Process

A. Recommendations of appointments of members to City Advisory Committees, with the exception of the Planning Commission, shall be provided by a member selection

panel composed of two or three Council members, including the Council liaison(s), with the chair from the subject advisory committees, if applicable, serving in an advisory role in the member selection process.

B. Recommendations of appointments of members to the Planning Commission shall be provided by a member selection panel composed of two or three Council members, including the Council liaison(s), one or two Planning Commission members, including the chair, and one member or delegate from the Race Equity Advisory Committee, as available.

BC. The recommendations from the selection panel shall be forwarded to the City Council, and Council confirmation shall require a majority plus one vote of the entire membership of the Council.

ED. For City Advisory Committees in which state law requires appointment by the Mayor (e.g., Planning Commission), the selection panel shall first forward their recommendation to the Mayor, and if the Mayor consents with the panel's recommendation, the Mayor shall then forward the recommendation to the Council.

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

Section 3. This ordinance shall take effect and be in force five days from and after its passage, approval, and publication as required by law.

PASSED by the City Council this ____ day of February, 2024.

APPROVED by the Mayor this ____ day of February, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: February 9, 2024
PASSED BY THE CITY COUNCIL: _____, 2024
PUBLISHED: _____, 2024
EFFECTIVE DATE: _____, 2024
ORDINANCE NO. 2024-03



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:25 PM) Appoint Representatives to Design Review Legislation Compliance Task Force - Executive,

SUMMARY: On December 12, 2023, staff described two new legislative bills enacted that require local permit processing review times to go more quickly and that modify local design review guidelines and processes. City Council directed that staff recommend names so that a task force can be assembled to assist the city with complying with these new state laws.

Sarah Blossom and Ben Dienes expressed interest in representing the Planning Commission on the task force.

Todd Thiel, Elaine Liffgens and Bob Russell expressed an interest to represent the Design Review Board on the task force.

Kellen Bond-President, Clark Construction; Brandon Keller-President, Cogwheel Construction; and Tobias Guggenheim, local architect have all expressed interest in representing the development community on the task force.

Phedra Elliot-Executive Director, Housing Resources Bainbridge expressed interest in serving the community at large member on the task force.

Members of the task force will possess substantial knowledge and experience in local development code, permit review processes and local design review guidelines. The work of the task force will assist the city in finding ways to shorten permit processing and design review times per the new state law requirements. Compliance with the design review legislation is required by June 1, 2025. The task force will be expected to make a recommendation to the City Council by December 31, 2024.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to create a short-term task force related to compliance with state design review legislation and to approve the scope of work, as drafted.

AND -

I move to appoint two members from the Planning Commission; _____ and _____;

I move to appoint two members from the Design Review Board: _____ and _____;

I move to appoint two members from the development community: _____ and _____.

I move to appoint Phedra Elliot- Executive Director, Housing Resources Bainbridge, as a representative from the community at large.

COMMUNITY ENGAGEMENT AND OUTREACH: December 12, 2023, presentation to City Council

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

BACKGROUND: On December 12, 2023, staff described two new legislative bills enacted that require local permit processing review times to go more quickly and that modify local design review guidelines and processes. City Council directed that staff recommend names so that a task force can be assembled to assist the city with complying with these new state laws.

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Members of the task force will possess substantial knowledge and experience in local development code, permit review processes and local design review guidelines. The work of the task force will assist the city in finding ways to shorten permit processing and design review times per the new state law requirements.

ATTACHMENTS:

[Kellen Bond](#)

[Tobias Guggenheimer](#)

[Brandon Keller](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

KELLEN BOND

Kellen is an accomplished professional with over 15 years' construction management experience. He had his first construction job in high school, which prompted him to enroll in a vocational program and upon completion, continued his studies at the University of Washington in the Construction Management program. Kellen's hands-on experience with both commercial and residential construction, combined with his formal education, allows him to excel in managing the early stages of projects through planning and completion. Kellen delivers results by developing long term relationships with clients, contractors, architects, and engineers. Born and raised on Bainbridge Island, Kellen is deeply rooted in the community and throughout the Puget Sound. Kellen is an active member of the Kitsap Builders Association and the National Association of Home Builders.

TOBIAS GUGGENHEIMER, AIA, NCARB

Tobias was born in [Basel, Switzerland](#). Raised in Switzerland, [Israel](#) and the [United States](#), he earned a bachelor's degree in English literature at [Binghamton University](#) and a professional master's degree in architecture at the [University of Colorado](#).^[3] His father, [Dr. Heinrich W. Guggenheimer](#) (died 2021) was a mathematician with a doctorate from the [ETH Zurich](#). His mother, Dr. Eva A. Guggenheimer, (née Horowicz) (died 2016) earned a diploma from the Allgemeine Gewerbeschule of Basel and a Ph.D. in philology from the [University of Minnesota](#).^[4]

BRANDON KELLER

PRESIDENT AND FOUNDER

Brandon is an efficient, tenacious and thoughtful leader with experience managing various commercial and residential projects. He has a knack for solving problems, adapting to ambiguity, staying organized, and building business relationships. Brandon understands what it takes to bring projects from the initial conceptual estimate through successful closeout.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:35 PM) Receive Report with Regard to a Financially Feasible Affordable Housing Project, Approve Request for Qualifications for Private Partner Developer, Authorize Staff to Conduct a Public Question and Answer Session, and Authorize the Release of the Request for Qualifications - Executive

SUMMARY: At the City Council meetings held on November 8, 2022, June 13, 2023, December 12, 2023, and January 16, 2024, the Council authorized proceeding with the redevelopment of City property at 625 Winslow Way (the current Police Station site) for affordable housing. The City has affirmed through high-level design and financial analysis the prospect of achieving a financially feasible affordable housing project on the site. This feasibility is largely attributed to the site's strong suitability for development financed with the federal Low Income Housing Tax Credit (LIHTC) program.

In order to advance along this trajectory, City staff has prepared a Request for Qualifications (RFQ) to solicit affordable housing developers capable of developing and operating the affordable housing. The City will schedule a public question and answer session regarding the affordable housing project, after which it is proposed to release the RFQ to solicit interest from prospective affordable housing developer/operators who can meet the City's objectives. The affordable housing developer selection process is targeted for completion by mid-year 2024. This schedule is mindful of the LIHTC application cycle, in which the developer/operator needs to have a fully funded project ready to start development in the autumn prior to a January application for bond allocation.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Receive report with regard to a financially feasible affordable housing project at 625 Winslow Way E, approve Request for Qualifications (RFQ) for private partner developer, authorize staff to conduct a public question and answer session, and authorize the release of the Request for Qualifications subsequent to this public engagement meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Based on Council direction, the City has completed high-level design and financial analysis that demonstrates the likely financial feasibility of an affordable housing development at 625 Winslow Way. This feasibility is largely attributed to the site's strong suitability for development financed with the federal 4% Low Income Housing Tax Credit (LIHTC) program, which could provide more than 35% of capital costs of developing the building, thereby maximizing the affordable housing provided and the leverage of City resources in its support.

The LIHTC program is the principal form of subsidized financing for affordable housing in the US today and enables subsidized capital for projects that serve households whose income does not exceed 60% of Area Median Income (AMI). This definition of Affordable Housing aligns with the City's obligations as a public benefit, and under State mandates, to increase the supply of affordable housing within the jurisdiction. It also aligns with income levels for the workforce of many Bainbridge employers that have identified lack of affordable housing on the Island as a challenge in hiring workers.

The redevelopment feasibility analysis identified certain characteristics that strengthen the site's competitiveness for LIHTC financing:

- 1) The location at the key public transit node for Bainbridge Island, increasing housing density where it is most sustainable.
- 2) Walkable proximity to major employment opportunities and services utilized by residents (groceries and other local businesses or offices).
- 3) The development capacity to build about 100 apartments or more, which creates efficiencies in the development and operation of the apartments.

The proposed development plan includes first-floor commercial space that can accommodate private business and services, plus a mix of studio and 1 to 3 bedroom apartments for residents whose income does not exceed 60% of Area Median Income. The development is expected to be of good design and high quality construction. The proposed development concept is also within current City standards for parking and building height.

The redevelopment feasibility analysis also reinforced the finding of the ECONorthwest 2022 study that a mixed-income redevelopment of the site, combining income-restricted and market-rate apartments, is not feasible at this scale. Affordable housing and market rate housing are financed quite differently and both depend on some efficiencies of scale. The size of the building that can be developed on the site isn't sufficient to allow for a smaller number of units to be financed through the 4% LIHTC program. While market rate housing rents would be significantly higher than the income-restricted affordable rents, the increased income for the development is not sufficiently higher to be able to "cross-subsidize" for affordable rent levels and still support conventional financing. If the development were not able to tap into the capital raised by the 4% LIHTC for affordable housing, the economics would not work and the City's resources to subsidize affordable housing would not extend very far. (Reference "Affordable Housing Proposal – Alternatives")

An affordable housing developer to be selected by the City would subsequently develop, own, and operate the housing, while the City would retain long-term control of the underlying land. The affordable housing developer would be responsible for the design of the project, securing the financing, and building and operating the

apartments in compliance with the affordable housing obligations by the City agreement. The City is ready to advance this project by formulating an RFQ based on these fundamental parameters:

- Approximately 100 units consisting of a range of apartment sizes from studio to 3 bedrooms (model allocation - 31 studios, 30 one bedroom, 27 two bedrooms, 12 three bedrooms)
- Household incomes not to exceed 60% of Area Median Income
- These eligible income levels in Kitsap County currently range from \$35,000 to \$75,000, depending on household size
- 4 stories - under 45 feet in height at Winslow Way
- Below-grade parking
- Subject to City design approval
- Approximately 7,500-8,000 square feet of commercial space fronting on Winslow Way

The attached RFQ emphasizes experience with Low Income Housing Tax Credit projects, financial capacity, and a compelling vision for the project. The city is encouraging responses from firms led by those who identify as women or members of traditionally marginalized communities.

ATTACHMENTS:

[Affordable Housing Proposal - Alternatives](#)

[RFQ - Affordable Housing Development Operator.docx](#)

[COBI PPT Feb13 TLT slides.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Affordable Housing Proposal

This sheet presents the City's proposal for creating 100 new units of affordable housing on Bainbridge Island by developing the old police building site (625 Winslow). It also presents alternative approaches to producing affordable housing on the island.

Increasing affordable housing on Bainbridge Island is a key goal of the City Council and is widely supported by community members. The City's proposal to develop 625 Winslow optimizes the use of municipal funds and maximizes the affordable housing produced.



Development Plan

	City's Proposal	Alternative 1	Alternative 2	Alternative 3
	Develop 625 Winslow	Sell 625 Winslow	Sell 625 Winslow	Sell 625 Winslow
	<i>Create 100 New Units of Affordable Rental Housing</i>	<i>Use Sale Proceeds Toward Development costs on another City-Owned Property</i>	<i>Use Sale Proceeds to Buy Units in New Rental Developments</i>	<i>Use Sale Proceeds to buy scattered-site Units in Existing Housing Stock</i>
	City develops affordable housing project in partnership with an affordable housing developer. Ground-floor space reserved for commercial and/or community benefit use.	Sell the current site for private redevelopment and reinvest proceeds in new affordable housing development on a different City-owned property. (Assumes no commercial space viability due to zoning and location.)	Sell the current site for private redevelopment and reinvest proceeds in apartments within privately-developed buildings elsewhere on the Island. Apartments would be rented to low income households. (Location TBD, and may not be available.)	Sell the current site for private redevelopment and reinvest proceeds in existing housing stock in/ around Winslow at market price. (Inventory of units coming on the market is limited and unpredictable.)
	1. Building Owner 2. Tenant Manager 3. Land Owner	1. Private affordable housing operator 2. Private affordable housing operator 3. City	1. Private operator 2. Non-profit affordable housing operator 3. Private operator	1. City 2. Non-profit affordable housing operator 3. Dependent on housing type (home, condo, etc.)
<i>Special Considerations</i>	City retains a controlling interest in the property, ensuring oversight on the ongoing management of the property and any long-range redevelopment.	Transit services to Winslow needed. City investment in utility extensions may be required to develop green-field site for multifamily residential.	May not be viable because there are few private multifamily apartments being planned on the Island. City does not have control over management or future redevelopment.	May not be viable because there are few units available to purchase on the private market. Does not produce any new housing. Will compete with residents trying to purchase affordably on the Island.
<i>Affordable Units provided</i>	100	60	13	11
<i>Income Level Served</i>	≤ 60% AMI	≤ 60% AMI	≤ 60% AMI	≤ 80% AMI
<i>COBI Funds Required</i>	\$3,200,000	\$9,700,000	\$7,420,000	\$7,990,000
<i>Outside Funding Attracted</i>	\$47,200,000	\$19,900,000	\$2,000,000	\$0
Total Development Cost	\$50,400,000	\$29,600,000	\$9,420,000	\$7,990,000
<i>COBI Land Value Committed</i>	\$6,500,000	\$4,300,000	\$0	\$0
Total COBI Resources Used (Funds + Land)	\$9,700,000	\$14,000,000	\$7,420,000	\$7,990,000
<i>Outside Funding Leveraged / \$1 of City Resources</i>	\$4.87	\$1.42	\$0.27	\$0.00
Total City Resources / Unit	\$97,000	\$233,333	\$570,769	\$726,364

(Values are approximate, based on 2023 information)



This project competes well for outside funding due to the high quantity of units and proximity to public transportation, employment options, and services.

\$58,860 is 60% of the Area Median Income (AMI) for 3-person household on Bainbridge Island. Many seniors living on fixed incomes fall into this range. The following positions with Bainbridge employers also fall under this income limit:

- | | | |
|---------------------|-----------------------|-----------------------|
| Bakery Manager | Cook | Optometric Technician |
| Meat Cutter | Production Supervisor | Grocer Clerk |
| Health Care Manager | Tour Coordinator | Sales Associate |
| Carpenter | Landscapers | |

Affordable Housing Developer and Operator

ISSUE DATE TBD

The City of Bainbridge Island is issuing a Request for Qualifications (RFQ) from established affordable housing developers capable of developing and operating a 100+ unit mixed use development using Tax-exempt bond financing and the Federal 4% Low Income Housing Tax Credit program (“4% LIHTC”) on City-owned land on Bainbridge Island.

The City encourages responses from firms led by those who identify as women or members of traditionally marginalized communities, or who are or could be certified as Minority Business Enterprise/Women Business Enterprise (MBE/WBE), Disadvantaged Business Enterprise (DBE), or Black, Indigenous, People of Color (BIPOC) led Organizations.

Background

Bainbridge Island City Council has identified affordable housing as a City priority and is committed to expanding the supply of housing on the Island that serves lower income households, particularly families with children, employees of Bainbridge Island business and public agencies, and seniors who might otherwise be displaced from the community. The City-owned parcel at 625 Winslow Way East has been identified as an ideal location for a significant supply of affordable rental housing greatly needed in the community.

The City has conducted an initial design and feasibility assessment that supports its expectation that a 100+ unit mixed-use apartment building can be developed on the site. The zoning analysis concluded that a feasible affordable housing project meets current City Municipal Code (Reference 1) parking standards and height restrictions but requires an increase in Floor Area Ratio (FAR). The result of the ongoing Winslow Subarea Plan (Reference 2) may increase the FAR to meet the project’s needs. The City is prepared to commit approximately \$3 million of its own housing funding to the project and will cooperate with the selected developer to identify other gap funding sources required to make a 4% LIHTC project feasible. In addition, the City is prepared to invest the value of the land into the project but intends to retain long term control of the land.

Project Objectives:

- An affordable housing development integrating a high level of design, quality construction, and environmental sustainability
- Approximately 100 units or more of rental housing that will be affordable to households with incomes under 60% of Area Median Income (AMI), financed through the Bonds / 4% LIHTC program of the Washington State Housing Finance Agency (WSHFC).
- Housing that serves a mix of populations and household sizes, responding to needs for affordable housing on Bainbridge Island that has been unmet by market-driven development.
- Ground-floor non-housing spaces that contributes positively to the pedestrian environment and economic vibrancy of the area.

- Long range commitment to maintain and operate the affordable housing to a standard that contributes positively to the community.
- A covenant or mechanism that ensures that the City may retain control of the land when affordable housing covenants expire.

Request for Qualification

As the first stage of a developer selection process, the City is issuing this Request for Qualifications from housing developers with demonstrated purpose, experience, longevity and financial capacity to enter into an agreement with the City of Bainbridge Island to redevelop the 625 Winslow Way parcel consistent with the Project Objectives, and who have a compelling vision for the project.

Based on its review of the responses to the RFQ, at Council's direction, the City may issue a Request for Proposals (RFP) to a short list of the RFQ respondents requesting more in-depth information and references and a concept proposal. The City may alternatively or additionally conduct interviews with a select group of the RFQ respondents, and select a preferred firm with which to negotiate a development agreement.

Submittals

Please address the following information in your submittal. Brevity is appreciated. The City may request supplemental information from respondents during review of the RFQ responses.

About the Housing Development Firm

- Leadership/ownership
- History doing 4% LIHTC developments
- Your in-house development team
- Your property management team and approach

Completed Projects (4% LIHTC projects developed in Washington State since 2015)

- Location
- Project image(s)
- Scale
- Unit types and affordability levels
- Non-housing components / financing sources
- Any development partnership involved
- Total Development Cost / Financing sources
- Placed-in-Service date

Pipeline projects (projects in predevelopment or currently under construction)

Provide the same information as above but include a financing and development timeline.

Project Statement

Succinctly address your interest in the development with reference to these topics:

- What would be your vision for the optimal affordable housing project on this site?
- What do you see as particular opportunities and challenges for this project?
- What will be needed to successfully secure Bond / 4% LIHTC financing for this project?
- What would be your recommended time frame for development?

Submit your Expression of Interest by 4:00 PM PST on **DATE**. Responses should be sent via email under the subject "Affordable Housing Developer and Operator RFQ" to lshear@bainbridgewa.gov. Submittals must be received by the deadline. Submittals received after the deadline will not be considered.

Email is the preferred method, but responses may also be mailed or dropped off at City Hall (Monday – Friday, from 8:00 AM to 4:00 PM). Print copies should be double-sided, with no cover or binding.

City Hall
280 Madison Ave N
Bainbridge Island, WA 98110
Attention: Laura Shear, Affordable Housing Development Partner RFQ

Anticipated Selection Timeline

DATE TBD , 2024	City issues RFQ
DATE TBD , 2024	Deadline for applicants to submit RFQ
June, 2024	Option to Interview, issue Request for Proposals
July, 2024	Present recommendation to City Council and request direction to proceed
3Q 2024	City decision on Affordable Housing Developer
3/4Q 2024	Enter into direct negotiation with developer
3/4Q 2024	Development & Execution of Development Agreement
4Q 2024	Work with selected Developer to develop project schedule

Review and Selection Process

Evaluation will be based on a combination of quantitative and qualitative criteria. The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

- Demonstrated experience and capacity of the Developer to successfully execute 100+ unit affordable housing development projects using the 4% LIHTC program in Washington State.
- Demonstrated long-range success operating comparable affordable workforce housing communities elsewhere in the region.
- Organizational and financial capacity to develop the project on the targeted timeline.
- A concept plan for the development that responds to the City of Bainbridge Island's stated Project Objectives in a compelling way.

Terms and Conditions

Questions regarding this RFP or the submittal process should be directed to the Management Analyst, Laura Shear, at lshear@bainbridgewa.gov or 206-472-3427.

Selected applicants may be required to execute a City of Bainbridge Island Professional Services Agreement, obtain a City of Bainbridge Island Business License, and demonstrate compliance with the City's insurance requirements.

The City reserves the right not to select any of the applicants and the right to select an individual or firm not from this application process. The City further reserves the right to waive irregularities and informalities in this process. This RFQ does not obligate the City to pay any cost incurred by applicants in responding to this RFQ. All such costs shall be borne solely by each applicant. Furthermore, this RFQ does not obligate the City to enter into a contract with any applicant responding to this RFQ.

In the event that the City and the most qualified applicant cannot negotiate a mutually agreeable development agreement, the City reserves the right to terminate negotiations with that respondent and begin negotiations with another respondent, or begin a new process to select a developer to meet the Project Objectives.

Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made available in an alternate format by emailing cityclerk@bainbridgewa.gov or by calling collect 206.842.2545.

Title VI Notice

The City of Bainbridge Island in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Reference 1

Bainbridge Island Municipal Code (BIMC)

<https://www.codepublishing.com/WA/BainbridgeIsland/>

- 18.12 Dimensional Standards
 - 18.12.020 Tables of dimensional standards
 - Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts
 - 18.12.030 Additional dimensional provisions
 - Table 18.12.030 Optional Affordable Housing Bonus Summary Table
- Housing Development Demonstration Projects (HDDP)
- 2.16.020.S Housing Design Demonstration Projects
- Table 2.16.020.S-1: Housing Design Demonstration Project Scoring System

Reference 2

Winslow Subarea Plan - Upcoming zoning and Floor Area Ration (FAR) and changes

<https://cityofbainbridgeisland.civilspace.io/en/projects/winslow-subarea-plan-update>



CITY OF
BAINBRIDGE ISLAND

Reasonable Expectation of a Financially Feasible Affordable Housing Project

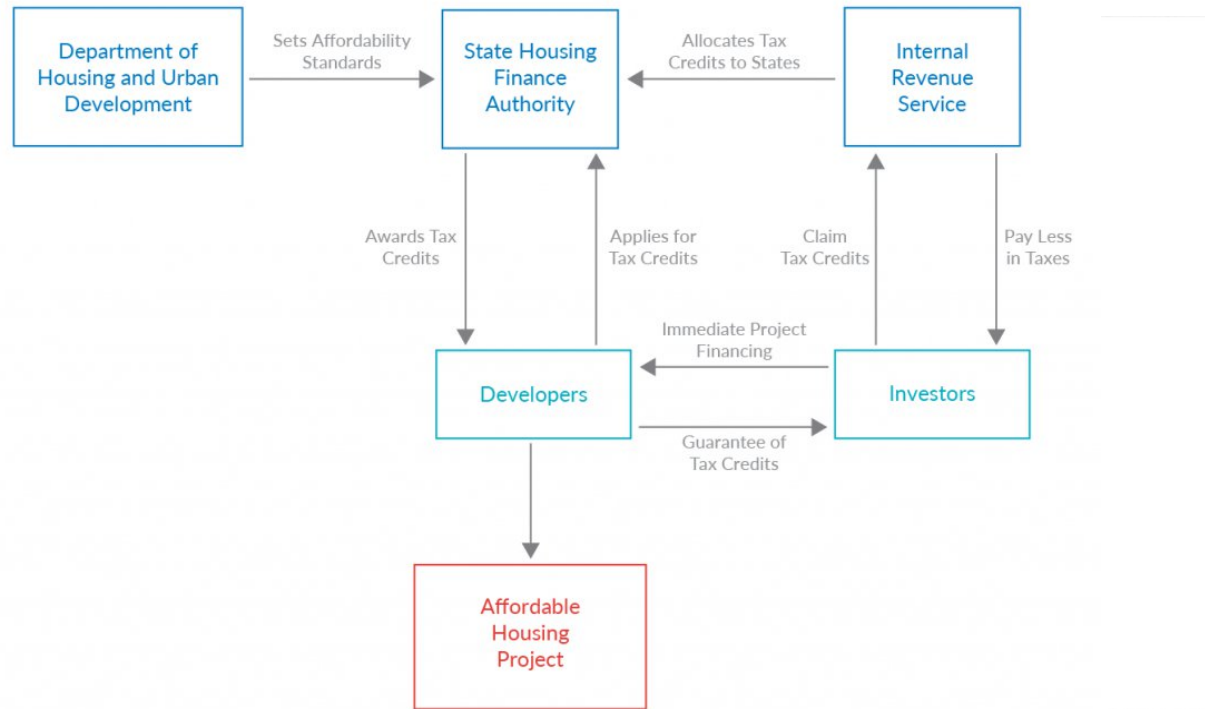
Presented by Tory Laughlin-Taylor

Jan 16, 2024

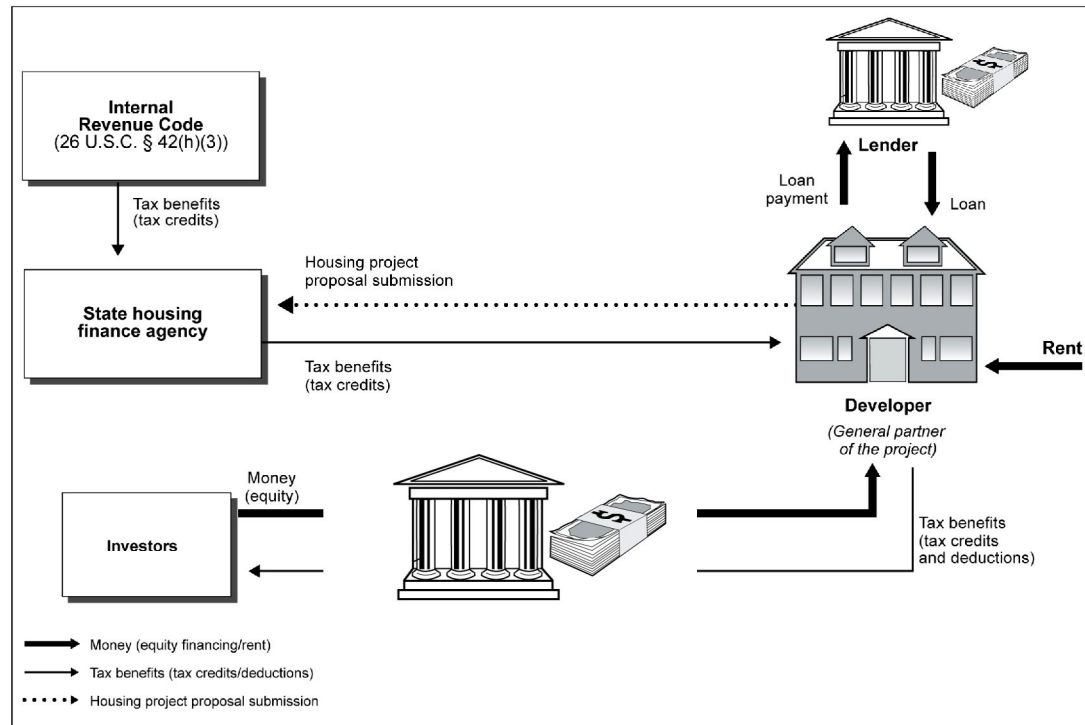
Low Income Housing Tax Credit (LIHTC) Program

- ROI is not enough to attract a private sector development to build housing to serve low-income communities
- The LIHTC program is the principal form of affordable housing financing in the US today and enables subsidized capital for projects that serve households whose income does not exceed 60% of Area Median Income (AMI).

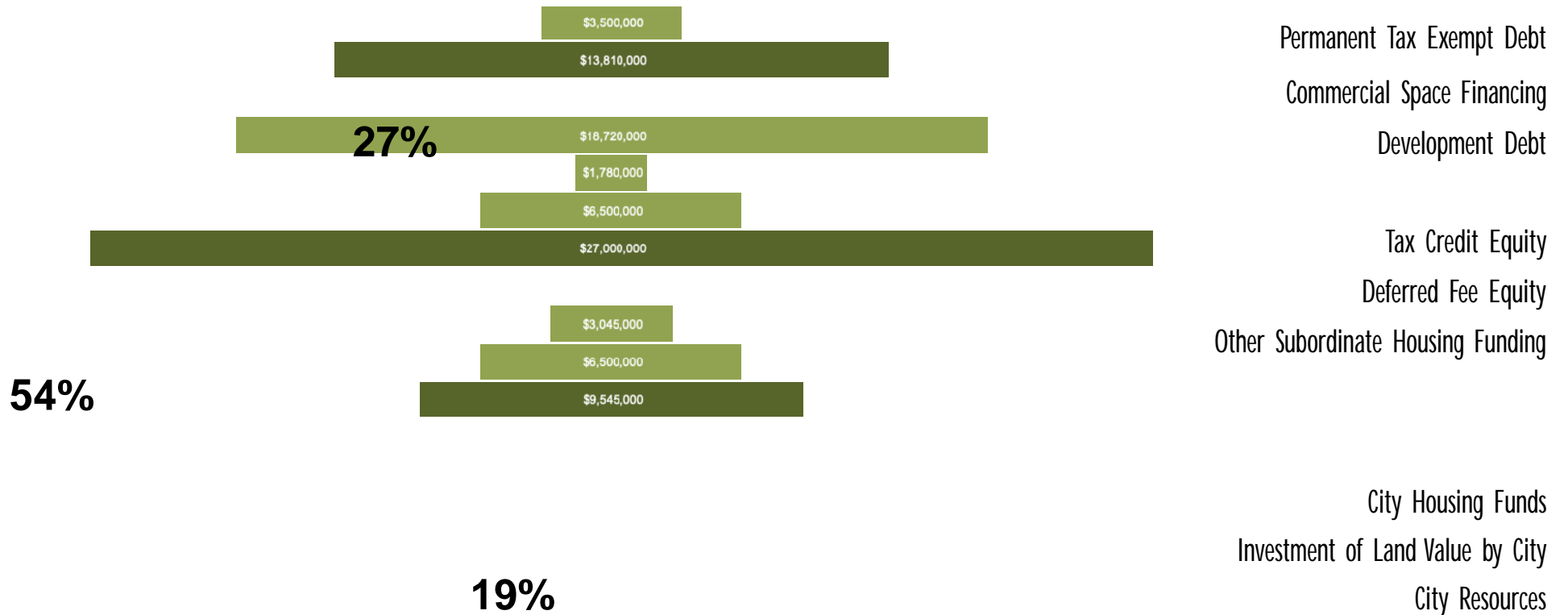
LIHTC: How the Low Income Housing Tax Credit program works



LIHTC: How the funding flows to a housing development



625 Winslow Way: Funding analysis for affordable housing



Building Design

- Approx. 100 Units
 - 31 Studio
 - 30 1BR
 - 27 2BR
 - 12 3BR
- 4 Stories - 45 feet
 - Within current height code restriction
- Below-grade parking
 - Within current parking code restriction
- Approx. 7,500 sq ft of first-floor commercial



Why 625 Winslow Way is ideal for LIHTC and affordable housing



- Scale of project is optimal for 4% LIHTC program
- Walking proximity to many Bainbridge employers
- At the Island's public transit node
- Services for daily living located within walk zone
- Location meets public funding priorities
- City's investment ensures control over future redevelopment and influence on commercial uses

Timeline: Affordable Housing Developer Selection

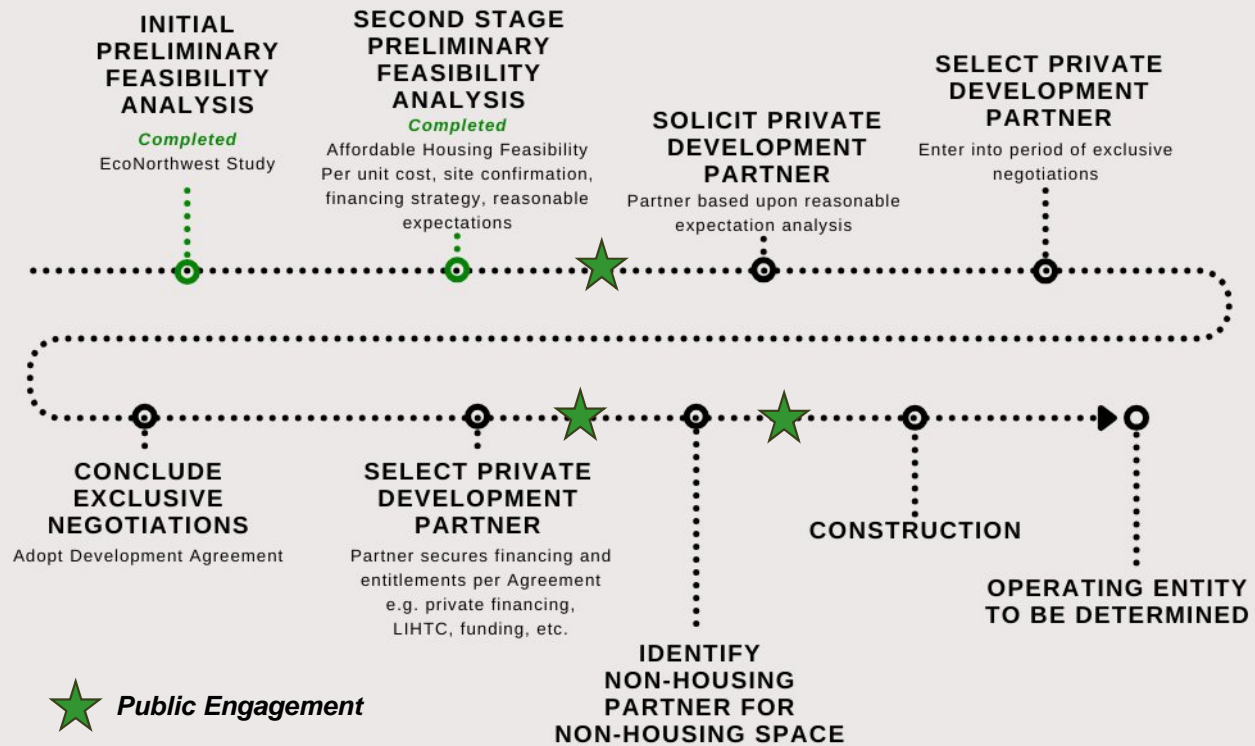
- February: City Council Meeting 2.13.24
Approve draft RFQ
authorize public engagement and solicit interest from affordable housing developers
- May: Distribute RFQ and initiate informational discussions with housing developers
- June: Submittals from interested housing developers
- June: Consideration of qualifications of developers
COBI attorneys to draft development agreement
- 3Q 2024: Selection of preferred housing developer
Initiate due diligence period for developer
- 3Q 2024: Finalize development agreement
- 4Q 2024: Developer to begin predevelopment activities



Looking ahead:

- 2025: Development design, planning and approvals
- 2026: Development financing, construction start
- 2027: Construction completion and occupancy

Major Milestones City of Bainbridge Island Winslow Way Affordable Housing





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:55 PM) Approve Scope of Work and Appoint Three Councilmembers to a Sustainable Transportation Ad Hoc Subcommittee,

SUMMARY: On November 14, 2023, and January 23, 2024 the City Council discussed the creation of a limited term Council subcommittee on Sustainable Transportation. Council will discuss the proposed scope of work and the appointment of no more than three Councilmembers to serve on the limited term subcommittee. If established, the proposed sunset date is June 2024.

The stated reason for the subcommittee is to allow the members of the subcommittee to acquire a deep understanding of the Sustainable Transportation Plan. It is suggested that the subcommittee could provide recommendations and strategies to address a financing and payment strategy for the Sustainable Transportation Plan.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to establish a Council Sustainable Transportation Ad Hoc Subcommittee with the Scope of Work as attached.

AND

I move to appoint Councilmembers _____, _____, and _____.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In two past meetings, Council has discussed creation of a subcommittee of Councilmembers for a limited time to review topics related to the Sustainable Transportation Plan. Final consideration of the subcommittee's formation was approved on January 23, 2024, with the intended benefits and goals of (1) enabling three Council members to acquire deep understanding of the plan, the pros and cons of the planning process that produced it (which happened mostly virtually during Covid), and an understanding of the role that the advisory committee has played in the past and (2) that staff will also in parallel come up to speed on the history and detail of the plan and understand Council's role in the plan.

The following scope of work is proposed for the subcommittee:

- * Perform a thorough review of the Sustainable Transportation Plan and its projects and programs to create an understanding among Councilmembers of how to support that plan
- * Develop a roadmap for supporting financing for implementation of the Sustainable Transportation Plan

The subcommittee will work in collaboration with the city manager and key staff to accomplish this scope of work. The subcommittee is expected to sunset at the end of Q3 2024, which will allow its work to inform the 2025-2026 budget process.

The proposed subcommittee and staff may harmonize tasks in a number of ways. Specifically:

- * Staff is developing educational materials regarding key goals and actions included in the Sustainable Transportation Plan. The subcommittee may provide feedback on the most effective ways to communicate progress on implementation of the plan.
- * Work is underway to align the Sustainable Transportation Plan with the Island Wide Transportation Plan as part of the 2024 Comprehensive Plan Update. The subcommittee may want to review.
- * What may be the most important task is the development of recommendations with regard to a financing and payment strategy for the Sustainable Transportation Plan. Towards this end the subcommittee will want to work through the city manager with members of the city's finance and budgeting team.

ATTACHMENTS:

[Sustainable Transportation Ad Hoc Committee for CC 02132024.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Ad Hoc Committee Formation Request Form

REQUEST DATE: REQUESTED BY:

PROCEDURAL AUTHORITY/GOVERNANCE MANUAL REFERENCE(S):

NAME OF PROPOSED COMMITTEE:

PURPOSE/SCOPE OF WORK:

SPECIAL TASK DELIVERABLES (RECOMMENDATIONS, REPORTS, ETC.):

LINK TO CITY COUNCIL/DEPT. WORK PLAN:

REPORTS TO: CITY COUNCIL CITY MANAGER ANTICIPATED SUNSET DATE:

PUBLIC PARTICIPATION/EDUCATION REQUIRED: YES NO STAFF SUPPORT REQUIRED: YES NO

FORM OF STAFF SUPPORT NEEDED:

CITY MANAGER'S COMMENTS:

MEMBERS:

PROPOSED MOTION:

DATE ACTION TAKEN:



CITY OF
BAINBRIDGE ISLAND

SUSTAINABLE TRANSPORTATION COUNCIL AD HOC SUBCOMMITTEE

SCOPE OF WORK

- Perform a thorough review of the Sustainable Transportation Plan and its projects and programs to create an understanding among Councilmembers of how to support that plan.
- Develop a roadmap for supporting financing for implementation of the Sustainable Transportation Plan.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:05 PM) Adopt Resolution No. 2024-01 Amending the Governance Manual relating to Remote Public Comment and Clarifying Public Comment Topics,

SUMMARY: At its December 12, 2023 business meeting, Council voted to suspend rule 9.12.2 of the Bainbridge Island Manual of City Governance to limit public comments to items on the agenda, and other than required by state law, limit remote public comment. The Council asked that the item be scheduled for future discussion. At its January 23, 2024, meeting, the City Council reviewed draft amendments to the Governance Manual. Upon review of the proposed changes, the Council asked for clarification of in-person comments and added requirements for remote participants to provide a name and turn on their camera.

Recently, and during COVID and post-COVID years, City Council meetings have been interrupted with verbal communication that expresses hatred, prejudice, or hostility towards individuals or groups based upon race, ethnicity, nationality, and other characteristics. All of these communications have occurred remotely over Zoom. Remote communications are limited in their ability to verify a speaker's identity. Research has shown that anonymity is a factor in un-civil behavior.

Other than an accommodation for individuals with disabilities, there is no legal obligation to accept remote public comment.

At its January 23, 2024 meeting, Council directed the City Manager to amend the resolution to state that public comment may be received on any item and remote participants must provide advance notice to the city clerk and provide their name and turn on their video camera during comment. The attached resolution for Council consideration amends the Governance Manual with respect to remote public comment and clarifies that public comment is allowed on any item of public interest.

AGENDA CATEGORY: Resolution

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to adopt Resolution No. 2024-01 amending the Governance Manual relating to remote public comment, and to allow public comment on any item.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Resolution No. 2024-01 Amending the Governance Manual with respect to Remote Public Comment.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2024-01

A RESOLUTION of the City of Bainbridge Island, Washington, Amending the City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines.

WHEREAS, the City Council desires that the City’s government be transparent and accountable to the public; and

WHEREAS, written principles, policies, and procedures best assure an atmosphere conducive to principled, accountable, and transparent governance; and

WHEREAS, the City Council seeks to govern in a manner that is responsive to the community, in collaboration with City management, and in a business-like and professional manner; and

WHEREAS, on July 12, 2022, the City Council adopted Resolution No. 2022-21, adopting the most recent version of the “City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines” (“Governance Manual”); and

WHEREAS, during COVID and post-COVID years, City Council meetings have been interrupted with verbal communication that expresses hatred, prejudice, or hostility towards individuals or groups based upon race, ethnicity, nationality, and other characteristics. All of these communications have occurred remotely over Zoom. Remote communications are limited in their ability to verify a speaker's identity, and research has shown that anonymity is a factor in un-civil behavior; and

WHEREAS, the City Council would also like to clarify the public topics that may be commented on during public comment;

WHEREAS, on January 23, 2024, City Council discussed limiting remote public comment in accordance with State law and clarifying the public topics that may receive comment.

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

Section 1. The City Council hereby amends Subsections 5.6.1(e) and (l) of the “City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines” to read as follows:

- (e) Speaking on an issue that is not ~~within the jurisdiction of the City Council or is otherwise irrelevant to Council business~~ a public topic, in violation of Section 9.12.2.

...

- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizen or immigration status, or mental, physical, or sensory disability of any individual or group, ~~or any other words considered~~ under circumstances where such words constitute “fighting words” under constitutional law.

Section 2. The City Council hereby amends Section 9.12.2 to the “City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines” to read as follows:

9.12.2 Subjects - Whether or Not on the Current Agenda

Public comments received during a public comment period may be on any public topic, whether or not on the agenda, but a comment on a subject that is covered by a public hearing at that meeting must be made during the period of the public hearing. All public comment shall be made consistent with Section 5.6.

Section 3. The City Council hereby adds a new Section 9.12.6 to the “City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines” to read as follows:

9.12.6 Remote Public Comment

Remote public comment is allowed with advance notice to the City Clerk, provided, that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

Section 4. The City Council hereby amends Section 9.13.3 to the “City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines” to read as follows:

Section 9.13.3 Other Rules

The rules applicable to a Public Comment period under Sections 5.6, 9.12.3, 9.12.4, ~~and~~ 9.12.5, and 9.12.6 shall likewise apply to legislative public hearings.

Section 5. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

Section 6. Effective Date. This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this ____ day of February, 2024.

APPROVED by the Mayor this _____ day of February, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NUMBER:

January 19, 2024
February ____, 2024
2024-01



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 13, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:15 PM) Consider Request from Councilmember Schneider to Add a Discussion on Winslow Transportation Gaps to a Future Council Agenda,

SUMMARY: Councilmember Schneider has requested an agenda item to discuss Winslow transportation gaps as described in the attachment to this agenda bill.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion and potential addition to a future Council agenda.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Request for Council Agenda Time to Discuss Winslow Transportation Gaps.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Councilmember Schneider requests that the city manager bring to an agenda a proposal for a transportation issues work plan to address after hours and weekend public transportation, to connect Winslow business areas, and connectivity between Winslow and Lynwood Center.

The plan for a Winslow circulator is specified in the Sustainable Transportation plan. This agenda item would ask the city manager to solicit and bring information that will allow council to discuss options for filling transportation gaps.

The timing for this request is important so that the Council can consider specifications and costs in developing the biennial budget, and for staff to be ready to respond to potential grant opportunities.

The city manager has endorsed the request.

From the [Sustainable Transportation Plan](#):

Island Vision for Sustainable Transportation

A walking and rolling network that supports people of all ages and abilities with safe, comfortable connections between our neighborhood centers and important Island destinations. Learn more by watching the short video below.

- o That network will be complemented by a transit and shared mobility network that provides affordable, accessible options throughout the day and into the evening and takes advantage of new and emerging technologies.
- o Through partnerships and by leveraging both public and private sector resources, we will expand the funds that are available to maintain our current system and build networks that respect our Island's natural character while making important strides to address climate change.

