CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, NOVEMBER 10, 2020

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
HTTPS://BAINBRIDGEWA.ZOOM.US/J/95682360124
OR IPHONE ONE-TAP:
US: +12532158782,,95682360124# OR +13462487799,,95682360124#
OR TELEPHONE:
DIAL US: +1 253 215 8782
WEBINAR ID: 956 8236 0124

AGENDA

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

2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**

3. **PUBLIC COMMENT - 6:10 PM**

   3.A **Instructions for Providing Public Comment - City Clerk,** 15 Minutes
   Instructions for Providing Public Comment at Remote Meetings.docx

4. **MAYOR'S REPORT 6:25 PM**

5. **CITY MANAGER'S REPORT - 6:30 PM**

6. **PRESENTATION(S)**

   6.A **(6:35 PM) Recognition of Service of Councilmember Medina - Mayor Schneider,** 20 Minutes

   6.B **(6:55 PM) Proclamation Honoring Veterans Day on November 11, 2020 - Mayor Schneider,** 5 Minutes
   Veterans Day Proclamation 2020

7. **FUTURE COUNCIL AGENDAS**

7.A **(7:00 PM) Future Council Agendas,** 10 Minutes
November 16 Special City Council Meeting - Executive Session.pdf
November 17 City Council Study Session.pdf
November 24 City Council Regular Business Meeting.pdf

8. BUDGET DELIBERATIONS

8.A **(7:10 PM) Budget Discussion #8,** 30 Minutes
2021-22 Budget Memo and Materials for 11102020

9. CITY MANAGER SEARCH PROCESS

9.A **(7:40 PM) City Manager Search Process - Mayor Schneider,** 30 Minutes
11102020_CM_Search Update for CC
Notes and Documents from 2012 Search Process.pdf

10. PUBLIC HEARING(S)

10.A **(8:10 PM) Final Public Hearing for Ordinance No. 2020-31 Relating to the 2021-22 Biennial Budget - Finance,** 10 Minutes
Ordinance_No._2020-31_Adopting_Biennial_Budget_for_FY_2021-22.docx
2021__Exhibit_A.pdf
2022__Exhibit_B.pdf

10.B **(8:20 PM) Public Hearing on Ordinance No. 2020-36 Related to Extending the Self-Service Storage Moratorium - Planning,** 10 Minutes
Ordinance No. 2020-36 Extending the Moratorium on Self-Service Storage Facilities

11. UNFINISHED BUSINESS

11.A **(8:30 PM) Ordinance No. 2020-30 Relating to Property Tax Levy for Collection in 2021 - Finance,** 10 Minutes
Ordinance No. 2020-30 Relating to the Levy of Property Taxes for Collection in 2021.docx
City of Bainbridge Island Levy Limit 9 28 2020 TY2021.docx
Property_Tax_Ordinance_Presentation_CC_102720_FInal.pdf

11.B **(8:40 PM) Approval of Climate Action Plan,** 30 Minutes
CCAC Presentation on CAP for CC 11102020
Draft Climate Action Plan for Consideration of Approval

11.C **(9:10 PM) Sustainable Transportation Plan Update - Public Works,** 15 Minutes
BAINBRIDGE STP_Final Goals & Objectives_20201103.pdf

11.D **(9:25 PM) Revisions to City's Ethics Program - Council,** 30 Minutes
102720 Motions
Deputy Mayor Deets_Suggested Motions for Council Ethics Discussion
Ethics Board Operating Rules - Revised and Adopted 10-19-2020
Resolution No. 2020-13 Updating the Code of Conduct and Ethics Program Approved 081120

12. NEW BUSINESS

12.A (9:55 PM) Robert Stevenson Memorial Bench Donation Agreement - Public Works, 5 Minutes
Agreement - Sanders Bench.docx
Attachment A_bench_CA-2_series.pdf
Attachment B_ aerial location.pdf
Attachment B_context location.pdf

13. COUNCIL DISCUSSION

13.A (10:00 PM) Process and Schedule to Fill North Ward Council Vacancy - Mayor Schneider, 15 Minutes
Draft Timeline for Filling Council Vacancy
Proposed Process for 2020 Council Vacancy
Proposed Initial City Council Appointment Voting Process
Proposed Final City Council Appointment Voting Process

14. CONSENT AGENDA

14.A (10:15 PM) Agenda Bill for Consent Agenda, 5 Minutes

14.B Accounts Payable and Payroll
AP Report to Council of Cash Disbursements 11-12-20.pdf
Payroll.pdf

14.C Special City Council Meeting Minutes, Parliamentary Training, October 17, 2020 5 Minutes
Special City Council Meeting Minutes, Parliamentary Training, October 17, 2020

14.D City Council Study Session Minutes, October 20, 2020
City Council Study Session Minutes, October 20, 2020

14.E Regular City Council Business Meeting Minutes, October 27, 2020
Regular City Council Business Meeting Minutes, October 27, 2020.pdf

14.F Special City Council Meeting Minutes, October 28, 2020
Special City Council Meeting Minutes, October 28, 2020.pdf

14.G Contract Amendment, 100% Cost Recovery Fee Study PCD - Planning, 5 Minutes
Amendment No 1 to PSA with FCS Group for Fee Study
Fully Executed FCS Group PSA Contract Signed 122019.pdf
Consultant Request for Budget Adjustment

14.H Resolution No. 2020-17, Old Mill Road Speed Limit Change - Public Works, 5 Minutes
Old Mill Road Speed Limit Recommendation 102720.pdf
Resolution No 2020-17 Old Mill Road Speed Limit Change.docx

14.I City Hall Solar System Acquisition - Public Works, 5 Minutes
Solar Purchase Agreement Draft - Bainbridge Island - 10-23-20.PDF

COBI Solar FMV Analysis from UMC.pdf
Memo from A. Snyder to City of Bainbridge Island - 10-23-20.pdf
Memo from Public Works Director regarding City Hall Solar System FMV Analysis 102320.pdf
2019 Bainbridge City Hall Estimate from Sunergy Systems for New Solar System.pdf
Bainbridge City Hall Solar System Layout - 297 modules.pdf

14.J **City Hall Solar Facility Budget Adjustment - Public Works,** 5 Minutes

14.K **2020 Road Preservation Project Change Order No. 2 – Public Works,** 5 Minutes
Change Order 2-rev(3).xlsx

14.L **Agreement with Kitsap County Regarding Jury Panels for Municipal Court - Executive,** 5 Minutes
Kitsap County Clerk's Office (Agreement Regarding Jury Panels for Municipal Court).pdf

14.M **Agreement with Kitsap Humane Society for Animal Control Services for 2021-23 - Executive,** 5 Minutes
2021-23 PSA with Kitsap Humane Society

14.N **Third Amendment to the Agreement for Incarceration of City Prisoners - Police,** 5 Minutes
2021 Jail Amendment.docx

15. COMMITTEE REPORTS - 10:20 PM

16. FOR THE GOOD OF THE ORDER - 10:25 PM

17. ADJOURNMENT - 10:35 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: November 10, 2020 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: Instructions for Providing Public Comment - City Clerk,

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

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

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Instructions for Providing Public Comment at Remote Meetings.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

OFFICE OF THE CITY CLERK

SEPTEMBER, 2020

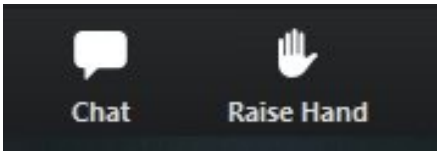
Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

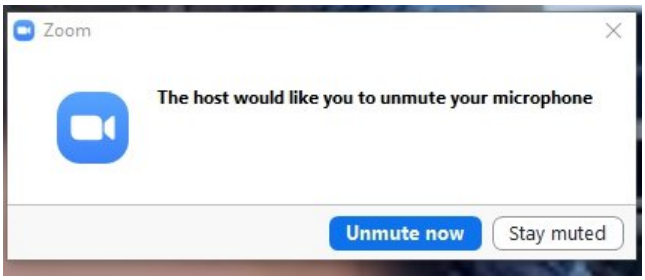
1. Attendees who wish to provide public comment sign in to Zoom with their name.

2. Meeting Chair will indicate when it is time for public comment.

3. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen:



4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



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

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

6. Attendee provides their comment.

7. A timer on the screen will track your time.

8. Stop speaking when the timer reaches the 3-minute mark.

9. Attendee is returned to attendee group, and microphone is muted.

10. As always, public comment is simply received by the Council, with no response.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (6:35 PM) Recognition of Service of Councilmember Medina - Mayor Schneider,

SUMMARY: Council and the community will recognize Councilmember Medina for his service.

AGENDA CATEGORY: Presentation **PROPOSED BY:** City Council

RECOMMENDED MOTION: Presentation.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:55 PM) Proclamation Honoring Veterans Day on November 11, 2020 - Mayor Schneider,

SUMMARY:
The attached proclamation honors Veterans Day on November 11, 2020. It is one of the annual proclamations that may be signed by the Mayor without further City Council action.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** City Council

RECOMMENDED MOTION:
Presentation only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Veterans Day Proclamation 2020

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, honoring Veterans Day.

WHEREAS, our nation was founded on the belief that all citizens are guaranteed the inalienable rights of life, liberty, and the pursuit of happiness; and

WHEREAS, this freedom we enjoy as Americans does not come without a price; and

WHEREAS, our nation's military veterans have sacrificed to preserve and protect those rights from all enemies foreign and domestic; and

WHEREAS, in 1919, November 11th was initially proclaimed as "Armistice Day" to honor our country's World War I veterans on the one-year anniversary of the signing of the armistice which brought an end to that war; and

WHEREAS, in 1954, President Dwight D. Eisenhower signed legislation which proclaimed every November 11th as a day to honor all veterans of the United States Armed Forces; and

WHEREAS, citizens of Bainbridge Island serve and have served in the United States Armed Forces.

NOW THEREFORE, I, Leslie Schneider, Mayor of the City of Bainbridge Island, on behalf of the City Council, hereby recognize November 11, 2020, as

VETERANS DAY

in the City of Bainbridge Island and encourage all citizens to join us in this special observance thanking all veterans for their sacrifice and service to our country.

SIGNED this 10th day of November, 2020.

_____

Leslie Schneider, Mayor

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (7:00 PM) Future Council Agendas,

SUMMARY: Council will review future Council agendas.

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

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

November 16 Special City Council Meeting - Executive Session.pdf

November 17 City Council Study Session.pdf

November 24 City Council Regular Business Meeting.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
MONDAY, NOVEMBER 16, 2020

REMOTE MEETING ON ZOOM

AGENDA

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

2. **EXECUTIVE SESSION**

   2.A **(6:05 PM) Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee.** 2 Hours

3. **ADJOURNMENT - 8:00 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 STUDY SESSION
TUESDAY, NOVEMBER 17, 2020

REMOTE MEETING ON ZOOM

AGENDA

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

2. **EXECUTIVE SESSION**

3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**

4. **MAYOR'S REPORT**

5. **FUTURE COUNCIL AGENDAS**

6. **BUDGET DELIBERATIONS**

   6.A **(x:xx PM) Ordinance No. 2020-25 Adopting the 2021-2026 Capital Improvement Plan (CIP) - Public Works,** 10 Minutes
   Presentation_-_2021-26_CIP_Discussion 101320.pdf
   2021_2026_CIP_Combined.pdf

   6.B **Budget discussion #9,** 30 Minutes

7. **PRESENTATIONS**

8. **UNFINISHED BUSINESS**

   8.A **Sustainable Transportation Plan Update - Decision-making Framework Discussion** 60 Minutes

   8.B **Green Building Code - Update and Next Steps** 10 Minutes

   8.C **(x PM) Consider Planning Commission Recommendations Prior to Scheduling a Public Hearing on Bonus Floor Area Ratio Options, BIMC 18.12.030.E. - Planning,** 45 Minutes
   20201008 PC Cover Letter to CC on Bonus FAR Revisions.docx
   DRAFT Ordinance No. 2020-16.docx
   Exhibit A Excerpt BIMC Table 18.12.020-3.docx

20200924 PC Staff Memo.pdf
MUTC and HS Rd Map.pdf
WMP Goals & Policies Related to FAR.pdf
ORD NO. 2020-20 EXTENDING INTERIM ZONING CONTROL RELATED TO BONUS DENSITY.pdf
June 11 2020 Planning Commission Meeting Minutes.pdf
July 9 2020 Planning Commission Meeting.pdf
August 27 2020 PLANNING COMMISSION MINUTES.pdf
September 10 2020 PLANNING COMMISSION MINUTES.pdf
September 24 2020 PLANNING COMMISSION MINUTES.pdf

8.D **(x PM) Update from Joint City Council and Planning Commission Land Use Subcommittee - Councilmembers Carr, Hytopoulos, and Pollock,** 10 Minutes

9. NEW BUSINESS

9.A **Council direction to Design Review Board on Flexibility for Affordable Housing Projects - Mayor Schneider** 15 Minutes

10. CITY COUNCIL DISCUSSION

10.A **Options for Land Use Regulations related to the Triangle Property and Specific Standards for Composting Facilities - Mayor Schneider,** 10 Minutes

11. FOR THE GOOD OF THE ORDER

12. ADJOURNMENT

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
TUESDAY, NOVEMBER 24, 2020

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
5. **FUTURE COUNCIL AGENDAS**
6. **MAYOR'S REPORT**
7. **CITY MANAGER'S REPORT**
8. **BUDGET DELIBERATIONS**
9. **PRESENTATION(S)**
10. **PUBLIC HEARING(S)**
11. **UNFINISHED BUSINESS**

11.A **(x PM) Ordinance No. 2020-31 Relating to the 2021-22 Biennial Budget - Finance,** 15 Minutes
Ordinance No. 2020-31 Adopting Biennial Budget for FY 2021-22.docx
2021_ Exhibit A.pdf
2022_ Exhibit B.pdf

11.B **(x:xx PM) Set the Public Hearing for Ordinance No. 2020-35 Amending BIMC 18.09.030.G.3, excluding two lots commonly known as the "Triangle Property" from a 500' setback that applies to waste transfer facilities, and creating a provision for greater lot coverage.** 15 Minutes
FOR BACKGROUND October 6, 2020 Memorandum to Council
FOR BACKGROUND Attachment A Planning Commission Review Summary and Memorandums
FOR BACKGROUND Attachment B Planning Commission Recorded Motion

11.C **(x PM) Set Public Hearing on Ordinance No. 2020-37 Extending the Landmark Tree Ordinance - Planning,** 10 Minutes

Ordinance No. 2019-39
Exhibit A (Work Plan) to Ordinance No. 2019-39
Public Hearing Draft of Ordinance No. 2019-39 Extending Landmark Tree Regulations as Amended at 111219 Meeting

11.D **Ordinance No. 2020-39 to Amend BIMC 12.40.060 to Add Wake Restrictions in Blakely Harbor - Police,** 15 Minutes

11.E **(x PM) Expectations for Council Liaisons - Mayor Schneider,** 20 Minutes

12. NEW BUSINESS

12.A **Ordinance No. 2020-38, Relating to 2020 4th Quarter Budget and Updated Capital Improvement Plan Amendments - Finance,** 5 Minutes
ORD_2020-38_2020_4th_QTR_Budget_and_CIP_Amendments.docx

12.B **Second Amendment to the Agreement for Provision of Juvenile Detention Facilities - Police,** 5 Minutes
2021 Juvenile Detention Facilities ILA Amendment.docx

12.C **Interlocal Agreement with Kitsap Conservation District for Agricultural Technical Assistance and Services - Public Works - Public Works,** 10 Minutes
2021-2022 KC Conservation District ILA.docx
2018 KCD and Bainbridge ILA Annual Report.pdf
2019 KCD and Bainbridge ILA Annual Report.pdf

12.D **Chlorine Generator Replacement Contract - Public Works,** 5 Minutes

12.E **Dump Truck Cab & Chassis Procurement** 10 Minutes

13. CONSENT AGENDA

14. COMMITTEE REPORTS

15. FOR THE GOOD OF THE ORDER

16. ADJOURNMENT

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: November 10, 2020 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: (7:10 PM) Budget Discussion #8,

SUMMARY: Staff presented the Proposed Budget on September 22, October 6, October 13, October 20, October 27, and November 4. This is a continuation of discussions on the budget.

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

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: Please see the attached transmittal memo and background materials.

ATTACHMENTS:

2021-22 Budget Memo and Materials for 11102020

FISCAL DETAILS:

Fund Name(s):

Coding:

2021-2022 PROPOSED BUDGET

Budget Deliberations Transmittal Memo

CITY OF BAINBRIDGE ISLAND

Date: November 10, 2020

From: Ellen Schroer, Deputy City Manager
DeWayne Pitts, Finance Director

Re: Budget Deliberations

The purpose of this memo is to provide an update on the changes to the Proposed Budget that have been approved to date by the City Council. Decisions made on November 4th are reflected in the charts which follow.

The memo presents information in two sections. The written responses follow as attachments.

- Budget Motion Summary Financial Information
- Responses to November 4th Budget Motions

Section One: Summary Financial Information

The 2021-2022 Proposed Budget meets all financial and reserve policies through the coming biennium; it does not meet the 10-year sustainability tests which the City has used in recent budget cycles to support its financial goals.

Budget Motions and Financial Impact – Approved Motions

The charts on the following pages show:

- Approved motions with financial changes as compared to the Proposed Budget.
- Recurring revenue/recurring expenditure comparison for tax-supported funds.
- Ending fund balance as compared to the policy reserves for tax-supported funds

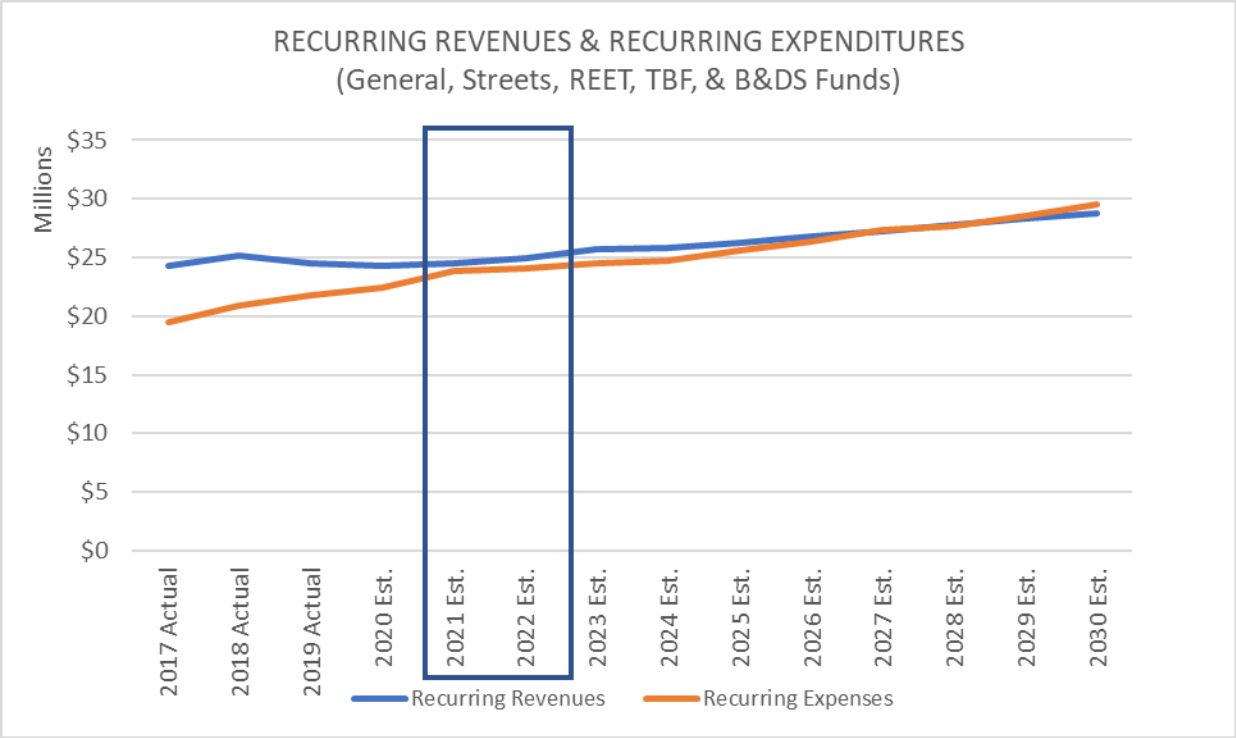
The tables below the charts show the numbers presented.

Table One: Approved Motions and Change to Proposed Budget

Budget Motions	2021 Budget	2022 Budget	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.	One-time or Recurring
Senior Center	50K	230K									one-time
Sustainable Transportation projects	600K										one-time
CIP Defer Country Club Drive Bulkhead to 2023	-525K		525K								one-time
Spot Repair Funding Country Club Drive Bulkhead	265K										one-time
Remove Complete Streets	-25K										one-time
Remove Winslow Rain Gardens Project	-100K										one-time
Remove City Hall Renovation Project		-100K	-350K								one-time
Eliminate Planner	-102K	-106K	-111K	-116K	-120K	-126K	-131K	-136K	-142K	-148K	recurring
Add Natural Resource Senior Planner	123K	128K	134K	139K	145K	151K	158K	165K	172K	179K	recurring
National Citizens Survey	15K										one-time
Climate Adaptation Officer	135K	141K	147K	153K	159K	166K	173K	181K	188K	196K	recurring
Total Recurring Expense	156K	163K	170K	177K	184K	192K	200K	209K	218K	227K	**1.9M**
Total One Time Expense	480K	130K	175K	0K	0K	0K	0K	0K	0K	0K	**0.8M**
Total Expense	-636K	-293K	-345K	-177K	-184K	-192K	-200K	-209K	-218K	-227K	
Cumulative Total Expenses	-0.6M	-0.9M	-1.3M	-1.4M	-1.6M	-1.8M	-2.0M	-2.2M	-2.5M	**-2.7M**	

The table above shows the approved motions and the annual dollar change to the budget. In addition, the highlighted cells show the cumulative change over 10 years.

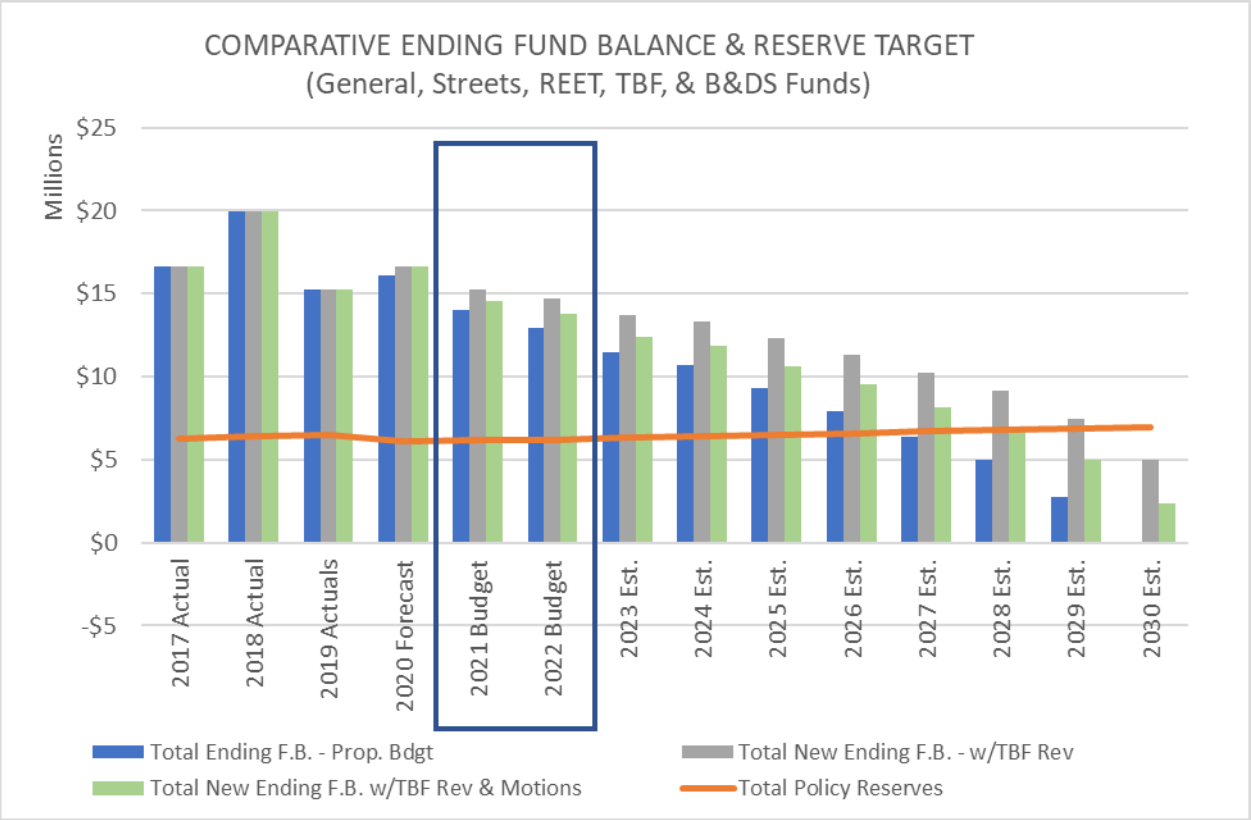
Chart One/Table Two: Recurring Revenue and Expenditures with Approved Motions



Proposed Budget w/TBF Rev & Motions										
	2021 Est.	2022 Est.	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.
Recurring Revenues	24,496,652	24,917,413	25,757,187	25,817,238	26,296,921	26,769,177	27,245,128	27,730,180	28,319,886	28,712,113
Recurring Expenses	23,841,432	24,019,005	24,534,589	24,700,558	25,548,773	26,410,635	27,345,998	27,712,598	28,507,178	29,530,453
	655,220	898,408	1,222,598	1,116,680	748,148	358,542	(100,870)	17,582	(187,292)	(818,340)

The table and chart above show the recurring revenue and recurring expenditure for tax-supported funds. The recurring expenditures exceed recurring revenues starting in 2029.

Chart Two/Table Three: Ending Fund Balance with Approved Motions



Proposed Budget w/TBF Rev & Motions										
	2021 Budget	2022 Budget	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.
Total New Ending F.B. w/TBF Rev & Motions	14,586,832	13,804,145	12,426,258	11,858,153	10,649,911	9,524,804	8,170,936	6,953,925	4,995,371	2,337,955
Total Policy Reserves	6,166,435	6,219,935	6,305,914	6,422,007	6,509,849	6,599,357	6,690,565	6,783,504	6,878,207	6,974,708
New Fund Balance with TBF Rev and Motions Less Reserves	8,420,397	7,584,210	6,120,344	5,436,146	4,140,062	2,925,447	1,480,371	170,421	(1,882,836)	(4,636,753)

The table and chart above show the ending fund balance for tax-supported funds, as detailed above. The fund balance exceeds the policy reserve target until 2029.

Budget Motions and Financial Impact – Motions Made November 4th

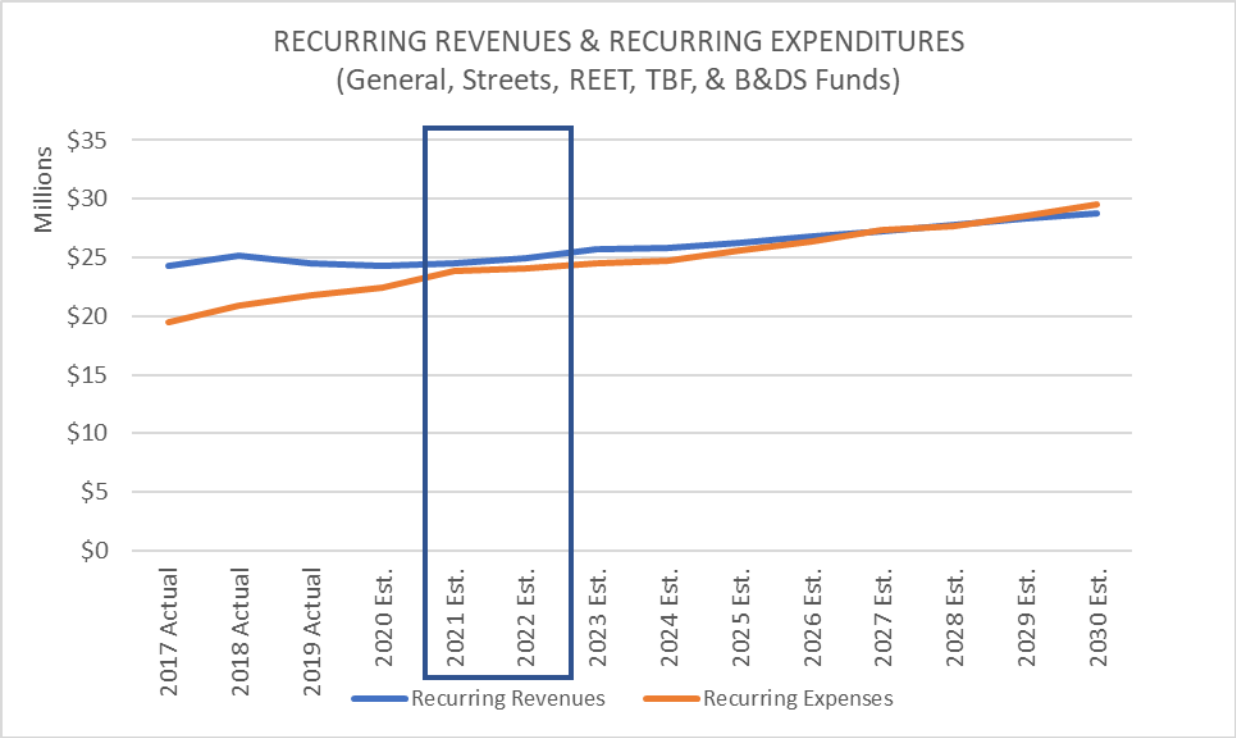
At the Council meeting on November 4th, three additional motions were made. The motions created the changes to the Proposed Budget shown in the table below.

Table Four: November 4th Motions and Change to Proposed Budget

Budget Motions	2021 Budget	2022 Budget	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.	One-time or Recurring
Remove Grow Avenue Traffic Calming	-20K	-80K									one-time
Add Springbrook Creek Fish Weir			100K								one-time
Remove funding for Island Center Subarea Plan	-30K										one-time
Remove Comprehensive Plan Periodic Update	-25K										
Winslow Master Plan Update	55K										one-time
Total Recurring Expense	0K	0K	0K	0K	0K	0K	0K	0K	0K	0K	**0.0M**
Total One Time Expense	-20K	-80K	100K	0K	0K	0K	0K	0K	0K	0K	**0.0M**
Total Expense	20K	80K	-100K	0K	0K	0K	0K	0K	0K	0K	
Cumulative Total Expenses	0.0M	0.1M	0.0M	0.0M	0.0M	0.0M	0.0M	0.0M	0.0M	**0.0M**	

The table above shows the motions made, but for which no final decision has been made, and the annual dollar change to the budget if approved. In addition, the highlighted cells show the cumulative change over 10 years.

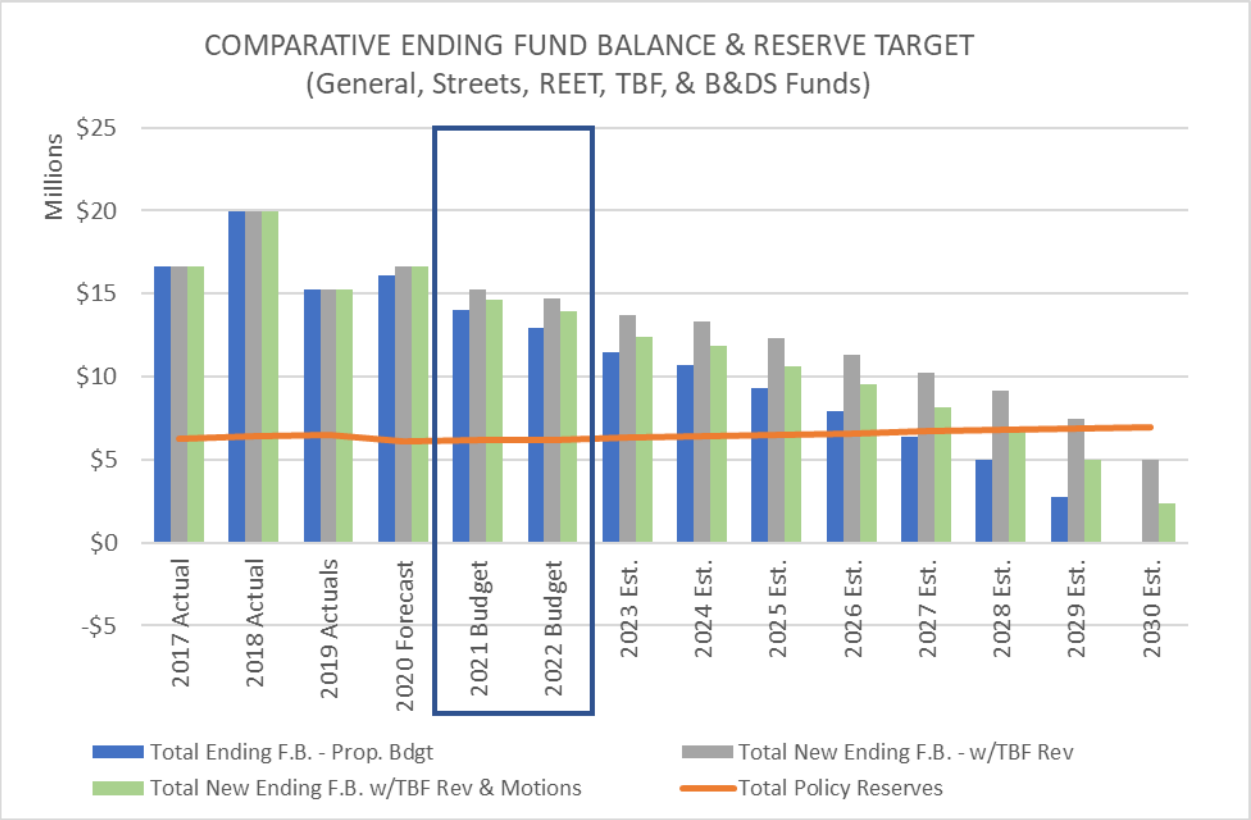
Chart Three/Table Five: Recurring Revenue and Expenditures with Approved Motions



Proposed Budget w/TBF Rev & Motions										
	2021 Est.	2022 Est.	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.
Recurring Revenues	24,496,652	24,917,413	25,757,187	25,817,238	26,296,921	26,769,177	27,245,128	27,730,180	28,319,886	28,712,113
Recurring Expenses	23,841,432	24,019,005	24,534,589	24,700,558	25,548,773	26,410,635	27,345,998	27,712,598	28,507,178	29,530,453
	655,220	898,408	1,222,598	1,116,680	748,148	358,542	(100,870)	17,582	(187,292)	(818,340)

The table and chart above show the recurring revenue and recurring expenditure for tax-supported funds. The recurring expenditures exceed recurring revenues starting in 2029. Because none of the changes proposed on November 4th are recurring revenues, the motions do not change this chart.

Chart Four/Table Six: Ending Fund Balance with Approved Motions



Proposed Budget w/TBF Rev & Approved Motions & New Motions										
	2021 Budget	2022 Budget	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.
Total New Ending F.B. w/TBF Rev & Motions	14,606,832	13,904,145	12,426,258	11,858,153	10,649,911	9,524,804	8,170,936	6,953,925	4,995,371	2,337,955
Total Policy Reserves	6,166,435	6,219,935	6,305,914	6,422,007	6,509,849	6,599,357	6,690,565	6,783,504	6,878,207	6,974,708
New Fund Balance with TBF Rev and Motions Less Reserves	8,440,397	7,684,210	6,120,344	5,436,146	4,140,062	2,925,447	1,480,371	170,421	(1,882,836)	(4,636,753)

The table and chart above show the ending fund balance for tax-supported funds, as detailed above. The fund balance exceeds the policy reserve target until 2029.

Section Two: Responses to Budget Motions

Please see the attached information which provides background on the operational impact of the three motions.

CITY OF BAINBRIDGE ISLAND

2021-2022 PROPOSED BUDGET

Budget Query

Date: November 10, 2020

Budget Query: 51

From: Councilmember Christy Carr

Date Rec'd: November 4, 2020

Re: Remove Grow Avenue Traffic Calming

Motion:

MOTION: I move to remove the Grow Avenue traffic calming project from the budget.

What are the effects of this motion to the 2021-22 budget?

Additional Detail:

The Grow Avenue Traffic Calming project was developed as a response to requests from Grow Avenue residents to address traffic speeds and non-motorized safety between Wyatt Way and High School Road. The project is listed as $20,000 in 2021 and $80,000 in 2022 (excluding labor costs), with the idea that public engagement in the first year of the project would result in an implementable project late in the first year or in the second year.

That said, the range of options varies significantly from a striping-only solution, to temporary demonstration project concepts, to permanent traffic circles. The budget amount in this project reflects an investment in a path that would include public engagement, leading to a temporary demonstration project, and implementation of a permanent solution.

If the Council is interested in eliminating this project from the CIP, but continuing the dialogue and exploring alternatives with the community about this project, another option would be to direct the City Manager to bring the project back for consideration in 2021 as part of the next decision point on the traffic calming set-aside funding from the Transportation Benefit District fees.

With regards to the Winslow Hotel, the project will be required to submit Traffic Impact Fees (TIF) as part of their building permit submittal, which has not occurred to date. Funds from the

Summary of Budget Dollar and FTE change:

	2021	2022	One-time or Recurring	Comment
Estimated $ Change	$(20,000)	$(80,000)	One-time	
FTE Change	N/A	N/A		

TIF can be used for eligible projects on the Island, including some in the Winslow core. Additional work is needed to ascertain if a project on Grow Avenue would be an eligible use of TIF funds.

2021-2022 PROPOSED BUDGET

Budget Query

Date: November 10, 2020

Budget Query: 52

From: Councilmember Christy Carr

Date Rec'd: November 4, 2020

Re: Springbrook Creek Fish passage

Motion:

I move to add the Springbrook Creek fish passage project to the 2023 CIP in the amount of $50,000.

What are the effects of this motion to the 2021-22 budget?

Additional Detail:

The Springbrook Creek Fish Weir project is actually the replacement of an existing culvert under Fletcher Bay Road (just west of the intersection with New Brooklyn) with a bridge structure and stream restoration. This is the only permittable solution to permanently repairing the existing fish weir at this location, which is currently failing. The City and the Bainbridge Island Land Trust worked together several years ago to identify this project as a top priority for fish passage improvements on the Island and also developed a 10% design for the structure and restoration elements. The construction cost of the project is estimated to be between $1.2 - $1.5 million.

The project was not included in the City Manager's budget for two reasons: a lack of identified funding sources, including specific grants; and, a practice of including projects in the Capital Improvement Plan (CIP) that address priority infrastructure repairs and replacements. For example, the Springbrook Creek culverts and associated restoration at High School Road were included in the CIP because the existing culverts are failing, and their replacement is necessary for maintaining the roadway. While the Springbrook fish weir is a failing asset, the adjacent culvert beneath the road is not in a failing condition.

If the Council is interested in adding this project to the CIP, the staff recommends including the

Summary of Budget Dollar and FTE change:

	2021	2022	One-time or Recurring	Comment
Estimated $ Change	N/A	N/A		
FTE Change				

full cost of the project ($1.2M), and a contribution from the City's general ($100K) and surface and stormwater management funds ($100K). The remainder of the project funding ($1M) would be identified as potential grant awards. Representing the project in this way will assist the Council and other partners with understanding the full cost of completing the project and could also assist by proving potential grant matching funds. Because this motion proposes to add the project and accompanying budget funding needed in 2023, there is no effect on the 2021-22 Proposed Budget.

CITY OF BAINBRIDGE ISLAND

2021-2022 PROPOSED BUDGET

Budget Query

Date: November 10, 2020

Budget Query: 53

From: Councilmember Christy Carr

Date Rec'd: November 4, 2020

Re: **Motion** – Remove funding for Island Center Subarea Plan and the Comprehensive Plan Periodic Update and use those professional service dollars for the Winslow Master Plan

---

Question/Topic:

MOTION: I move to remove funding for Island Center Subarea Plan Implementation and Comprehensive Plan Periodic Update and instead use those professional service dollars for the Winslow Master Plan Update, including floor area ratio and affordable housing strategies.

What are the effects of this motion to the 2021-22 budget?

Response:

Island Center: The Proposed budget includes $30,000 consultant support of the Island Center subarea plan that is expected to be completed in the first quarter of 2021. The funding is intended to support development of new regulations, design guidelines and/or public improvements included in the subarea plan.

This part of the motion would reduce the budget by $30,000 and would mean that the activities listed above would be removed from the City's 2021-2022 workplan.

Comprehensive Plan: The Proposed Budget includes $25,000 for a gap analysis and to begin planning for the next Comprehensive Plan update which will be initiated in the fourth quarter of 2022. The City's Comprehensive Plan was last updated in 2016 (approved 2017) and should be updated on an eight-year cycle. The last update effort took three years, so the intention is to begin the 2024 process in late 2022.

This part of the motion would reduce the budget by $25,000 and would mean that the activities listed above would be removed from the 2021-2022 workplan.

Summary of Budget Dollar and FTE change:

	2021	2022	One-time or Recurring	Comment
Estimated $ Change				
FTE Change				

Winslow Master Plan: The Proposed Budget does not include funding for the Winslow Master Plan. The Winslow Master Plan is a significant project, which will likely require a multi-year approach, significant public engagement and considerable support from City staff in multiple departments. It is also typical for a project of this scale and scope to include significant consulting services, due to the specialized nature of the planning issues and public engagement activities. The 2017 Comprehensive Plan Update identified as implementation actions the completion of several area plan updates. At that time, the City Council directed that the City complete the Island Center Subarea Plan as the first of these projects. The proposed timeline then called next for an update to the Winslow Town Center Plan, which was expected to begin in Q4-2019, following the completion of the Island Center Subarea Plan.

The proposed change to the budget would redirect $55,000 in funding to support the Winslow Plan project. It is unlikely that this amount of funding is sufficient to support this project, given the extensive scope of work. Additionally, and perhaps more importantly, it will be necessary to establish the proposed timing for this high-profile project, so that staff support in various departments can be planned, public outreach and engagement efforts can be schedules, the need for consulting services can be determined (and costs estimated), and impact to other workplan items can be assessed and confirmed.

Because this motion proposes to redirect $55,000 from one set of activities to the Winslow Master Plan project, the net effect on the budget is budget neutral.

Additional Detail:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: (7:40 PM) City Manager Search Process - Mayor Schneider,

SUMMARY: The City has engaged Strategic Government Resources (SGR) to conduct a nationwide search process for the City Manager position. In August and September, the Council worked with SGR to finalize the position description. SGR posted the position in September, with first review of applications held in October. The Council reviewed the applicants with SGR and identified a group of semifinalists. At the November 10, 2020 Council meeting, SGR and the Council will discuss the process for the ongoing review and selection of the City Manager.

Ron Holifield of SGR will be available to support the Council's discussion of this item.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: See attached transmittal memo and example documents from a prior process in 2012.

ATTACHMENTS:

11102020_CM_Search Update for CC

Notes and Documents from 2012 Search Process.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

TO: City Council

FROM: Ellen Schroer, Deputy City Manager

DATE: November 10, 2020

RE: City Manager Search Update and Decisions Needed for Next Steps

---

The City Manager Search process continues, facilitated by Ron Holifield of the consulting group Strategic Government Resources (SGR). In August and September, Council worked with SGR to finalize the position description and provided feedback on initial drafts of the profile materials. SGR posted the position in September, with first review of applications held in October.

Schedule/Next Steps

Council reviewed the applicants with SGR and identified a group of semifinalists. Each member of this group has been invited to respond to a set of questions. The responses will be submitted to SGR on or before November 9. Working with SGR, Councilmembers will work to complete their review of the semifinalist candidates later in November. As a result of that review, the Council will identify a set of finalist candidates for additional consideration.

At the November 10th Council meeting, SGR and Council will discuss the process for the ongoing review and selection of the City Manager. Given the current context of COVID, we will need to consider an approach that is somewhat different than in past search processes. As a starting point, I'm including details of the approach used in 2012 as a reference. The goal of the discussion on November 10th is to determine how the process will be structured going forward.

A current version of the expected search schedule and decision points for the process is on the following page.

Draft Process and Next Steps for City Manager Search

Task	Week
Decide on structure of finalist interviews	Tuesday, Nov. 10
SGR briefing with City Council to select finalists	Monday, Nov. 16
SGR conducts reference checks, comprehensive media search, background investigations, assessments	Week of Nov. 23
SGR provides finalist materials to councilmembers	December 1
Interviews held	TBD
City Council selects City Manager and offer made	TBD
City Manager starts with City of Bainbridge Island	TBD

Ron Holifield's suggestions for next steps following the selection of the finalists include:

- Ask each finalist to complete a first-year game plan project. In this exercise, each finalist receives contact information for all City Council members and department heads and is provided time to develop a written first-year approach that they would use as City Manager of the City of Bainbridge Island (maximum five pages).
- Invite each finalist to visit Bainbridge Island. Visits occur at the same time. Usually a two-day process.
- Provide finalists with a tour of Bainbridge Island, and City of Bainbridge Island facilities
- Set a series of one-on-one introductory meetings with City department heads
- Host a community event, with ability for community members to submit feedback
- Set a Council executive session to include interviews, at which a final decision is made at the conclusion of the process

This rough outline serves as a starting point for further discussion. Council input and specific guidance will be an important outcome of this meeting.

Decision Points for November 10 Council Meeting

1. Determine structure of finalist interview process (see suggestions above and attached example from 2012 process)

2. Select preferred week for interviews (week of December 7, December 14, or January 4)

Conclusion

With guidance from the council, staff and SGR will work together to facilitate the next steps of the City Manager search process.

Attachments

2012 Process and Sample Documents

From:	Morgan Smith
To:	Ron Holifield
Cc:	Ellen Schroer
Subject:	FW: Notes/docs from 2012 City Manager finalist review
Date:	Tuesday, October 27, 2020 5:34:09 PM
Attachments:	091012_blair.pdf 061512_CM_SEARCH_UPDATE.pdf interest groups sessions schedule.xls Final CM Itinerary (External Internal).docx

Ron:

Please see this info Kate has put together from our last (2012) City Manager search. In our phone call next week, let's discuss your feedback and suggestions on what this year's process should involve. Thanks, Morgan

From: Kate Brown <kbrown@bainbridgewa.gov>
Sent: Tuesday, October 27, 2020 2:28 PM
To: Morgan Smith <msmith@bainbridgewa.gov>
Subject: RE: Notes/docs from 2012 City Manager finalist review

Morgan,

Here are a few documents that describe the process in 2012:

- Schedule of meetings between SGR and city interest groups, held in May (prior to position advertisement)
- Memo to Council providing process update (June)
- Email from Councilmember Blair regarding potential communication requests from finalists (Sept)
- Finalist itinerary for Sept. 18-19, including tours, community reception and staff introductions

Thanks,
Kate

	Monday, May 7	Tuesday, May 8	Wednesday, May 9
7:00 AM			
7:15 AM			
7:30 AM			
7:45 AM			
8:00 AM		Association of Bainbridge Communities (Charles Schmid)	
8:15 AM			
8:30 AM			
8:45 AM			
9:00 AM			Harbor Commission (Mark Leese)
9:15 AM			
9:30 AM			Design Review Board (John Thomas)
9:45 AM		Senior Center (Tom Kilbane)	
10:00 AM			Park District (Terry Lande)
10:15 AM			
10:30 AM			
10:45 AM			Helpline House (Joanne Tews)

2:00 PM	Environmental Technical Advisory Committee (Dave Sale)	Arts & Humanities Council (Barbara Sacerdote)	
2:15 PM			
2:30 PM		Planning Commission (Mike Lewars)	
2:45 PM			
3:00 PM	Housing Resources Board (Julie Stone)	Police Guild (Bob Day, board)	
3:15 PM			
3:30 PM		Historic Preservation Commission (Dave Williams)	
4:00 PM			
4:15 PM		Chamber of Commerce (Rex Oliver)	
4:30 PM			
4:45 PM			

	Name	Org	Scheduled?
COMMUNITY	Wendy Tyner	Friends of the Farms	
	Barbara Sacerdote	BI Arts and Humanities Council	X
	Joanne Tews	Helpline House	X
	Mark Blatter	Housing Resources Board	X
	Jane Allan	BI Senior Community Center	X
	Catherine Ahl	League of Women Voters	X
COMMITTEES/COMMISSIONS	Bruce Weiland	Civil Service Commission	X
	John Thomas	Design Review Board	X
	Dave Sale	Environmental Technical Advisory Committee	X
	Susan Buckles	Ethics Board	X
	Mark Leese	Harbor Commission	X
	Dave Williams	Historic Preservation Commission	X
	All	Lodging Tax Advisory Committee	
	John Grinter	Non-Motorized Transportation Advisory Committee	X
	Mike Lewars	Planning Commission	X
	Bitsy Ostenson	Road Ends Committee	X
	Arlene Buetow	Utility Advisory Committee	X
	Dick Daniel	Salary Commission	
	All	Community Forestry Commission (ad hoc)	X
TAXING	Hank Teran	Fire	X
	Faith Chapel	School	X
	Terry Lande	Parks	X
	Rebecca Judd	Libarary	
LABOR	Paul Miller	IAM	X
	Mark Bartholomew	IAM	X
	Bob Day	Guild	X
BIZ	Rex Oliver	Bainbridge Island Chamber of Commerce	X
	Andie Mackin	Bainbridge Island Downtown Association	X
MEDIA	Brian Kelly	Bainbridge Review	X
	David Nelson	Kitsap Sun	
	Julie Hall	Inside Bainbridge	

City of Bainbridge Island
EXECUTIVE DEPARTMENT

MEMORANDUM

TO: City Council

FROM: Morgan Smith, Interim City Manager
Ellen Schroer, Finance Director

DATE: June 15, 2012

RE: Update on City Manager Search Activities

The City Manager Search process continues, facilitated by the consulting group Strategic Government Resources (SGR) selected by the Council to lead this process. In May, Council worked with SGR to finalize the position profile and provided feedback on initial drafts of the brochure. This is a significant step in the search process, which will allow the consultant group to attract candidates qualified for the situation at the City of Bainbridge Island.

Recent developments include:

- Council finalized the position brochure and submitted to SGR.
- SGR has posted the City Manager position on their website, (http://www.governmentresource.com/pages/CurrentSearches), and is actively publicizing this opportunity.
- We continue to gather information through the online survey posted to the City of Bainbridge Island website, consisting of questions developed by the City Manager Search Ad Hoc Committee. The survey has been posted on the City's website since May 3 and we have received 144 responses to date.

Schedule/Next Steps

When applications are received, SGR will begin to work with Council on the screening process. To balance available dates, and keep adequate time spaces between various events to properly execute, SGR has tentatively scheduled some activities on days other than Wednesdays. If that creates problems, SGR can revise the proposed schedule, but that will lengthen the time for the process.

A current version of the expected search schedule is on the following page. Please note that the items in **bold** are proposed Council meetings.

Bainbridge Island Proposed Timeline as of June 13

Task	Weeks
• Deadline for first review of applications	Fri. 7/13
• **Triage briefing with City Council to select quarterfinalists**	**Mon. 7/23**
• Questionnaires sent to quarterfinalists	Tues. 7/24
• Questionnaires due from quarterfinalists	Sun. 7/29
• Send out quarterfinalist briefing books	Tues. 7/31
• Quarterfinalist briefing books delivered to City	Wed. 8/1
• **Briefing with City Council to select semifinalists**	**Mon. 8/6**
• Conduct online interviews and Stage 1 media searches	Tues. 8/7- Wed. 8/15
• Send semifinalist briefing books	Thurs. 8/16
• Semifinalist briefing books delivered to City	Fri. 8/17
• **Briefing with City Council to select finalists**	**Thurs. 8/30**
• Stg 2 media searches, bckgrnd investigations, assessmts, project manager sets up interview schedule for 9/5	Fri. 8/31- Fri. 9/7
• Send finalist briefing books	Tues. 9/11
• Finalist briefing books delivered to City	Wed. 9/12
• **City Council Interviews Finalists**	**Wed. 9/19**
• **City Council Selects Manager and Offer Made**	**Wed. 9/26**
• Manager on Board	Mon 10/29

Kate Brown

From: Morgan Smith
Sent: Monday, September 10, 2012 10:37 AM
To: Leadership Team
Cc: Roz Lassoff; Christine Brown
Subject: FW: Manager Search update

Importance: High

All:

Please review the note below regarding the status of the city manager search process and some upcoming requirements on our end. Please note that some of you may receive contact from the candidates and your timely response is appreciated. I believe the contact will be limited (perhaps to just Larry, Ellen, Lance and myself), but I wanted you all to be aware. I apologize for the late notice and thin details, but Council failed to pass along this part of the exercise.

Please let me know if you have any question, I will provide a more complete update at our weekly staff meeting.

Thanks, Morgan

Morgan Smith
Interim City Manager
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
206-780-8620

From: Morgan Smith
Sent: Monday, September 10, 2012 10:06 AM
To: CityCouncil
Cc: Roz Lassoff
Subject: FW: Manager Search update

Please see the message below, per Anne's request.

Morgan Smith
Interim City Manager
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
206-780-8620

From: Anne Blair [mailto:ABlair@bainbridgewa.gov]
Sent: Sunday, September 09, 2012 3:06 PM
To: Morgan Smith
Cc: tom@governmentresource.com; ron@governmentresource.com
Subject: Manager Search update

Morgan, please forward this message to the full council and be sure that Roz, as well as other appropriate staff (i.e. COBI public documents and website gurus/staff) receive it too. Thanks --

Howdy all! Tom Muehlenbeck and I talked Saturday morning to clarify a few points related to the Manager Search process. I pass along that information so that we're all "in the know" together. Should you have questions about this message or the process, please call either Tom or me and we'll respond – we'll also forward what you ask and our response to the full council and Morgan so that we're all within a similar communication loop.

1. Following the public announcement of the finalist candidates names at Wednesday evening's meeting, the resumes for each of these candidates become public documents and will be available on the COBI website and be something that we can discuss with anyone who contacts us and has questions based on those resumes.

2. Council members and staff MAY be contacted by the finalists for additional information. Telephone contact/conversation with council members and/or staff by the finalists are not a requirement and are expected to be vocal only (probably no more than 20-30 minutes for each conversation.) No candidate should request nor expect additional written materials from staff or council members. If there are requests for documents or additional material, please explain that that request should go through SGR (Tom) and then let Tom know by email that he can expect some message from the candidate.

3. Finalists have a deadline to email to Tom their "project" assignment (first year work-plan/outline) by 5 PM CDT on Tuesday, September 11, 2012. With this quick turn-around, we're all encouraged to respond ASAP to any phone messages from a candidate.

4. The Steve, Debbi and I met on Friday with Morgan and Roz. We worked through the details of the upcoming candidate visits/interviews. When the schedule is finalized and the details confirmed, we'll pass a final schedule/outline to everyone (certainly, no later than Wednesday at the Council meeting.)

Let me know if you have questions – Onward! A

Anne Blair
Bainbridge Island City Council -- North Ward
206.842.6722

CITY MANAGER FINALIST ITINERARY

Tuesday, September 18, 2012

2:30 –5:00 PM	**Bainbridge Island Bus Tour** (Finalists and Spouses) **Location:** Best Western, 350 High School Road
7:00 – 9:00 PM	**Community Reception Open House** (Finalists Only) **Location:** City Hall, Council Chambers, 280 Madison Avenue North

Wednesday, September 19, 2012

9:30 – 11:30 AM	**City Facilities Tour** (Finalists Only) **Location:** Meet at City Hall, Council Chambers, 280 Madison Avenue North (Finance Director Ellen Schroer and Public Works Director Lance Newkirk assisting)
11:30 AM – 1:00 PM	**Lunch** (on your own)
1:00 – 2:30 PM	**City Hall Tour and One-on-One with Department Heads** (Deputy City Manager Morgan Smith and Accounting Technician Lara Lant assisting) **Location:** Meet at City Hall, Council Chambers, 280 Madison Avenue North
2:30 – 5:00 PM	**Break**
5:00 – 8:30 PM	**Executive Session:** Evaluate Qualifications of an Applicant for City Employment (RCW 42.30.110(1)(g))

CITY MANAGER FINALIST ITINERARY
(INTERNAL)

Wednesday, September 19, 2012

9:30 – 11:30 AM **City Facilities Tour** (Finalists Only)
Location: Meet at City Hall, Council Chambers, 280 Madison Avenue North
(Finance Director Ellen Schroer and Public Works Director Lance Newkirk assisting)

11:30 AM – 1:00 PM **Lunch** (on your own)

1:00 – 2:30 PM **City Hall Tour and One-on-One with Department Heads**
(Deputy City Manager Morgan Smith and Accounting Technician Lara Lant assisting)
Location: Meet at City Hall, Council Chambers, 280 Madison Avenue North

Timeslot	*Interim City Manager Morgan Smith*	*Interim Public Safety Director Larry Dickerson*	*Planning Director Kathy Cook*	*Interim City Attorney Will Patton*
1:00-1:15 PM		Bonnie Therrien	Doug Schulze	Mark Hoppen
1:20-1:35 PM	Bonnie Therrien	Doug Schulze	Mark Hoppen	
1:40-1:55 PM	Doug Schulz	Mark Hoppen		Bonnie Therrien
2:00-2:15 PM	Mark Hoppen		Bonnie Therrien	Doug Schulze

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:10 PM) Final Public Hearing for Ordinance No. 2020-31 Relating to the 2021-22 Biennial Budget - Finance,

SUMMARY: Conduct the final public hearing on Ordinance No. 2020-31 relating to the 2021-22 Biennial Budget.

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

RECOMMENDED MOTION: Conduct the final public hearing on Ordinance No. 2020-31. Following the public hearing, the suggested action is:

I move to forward to the November 24, 2020 Unfinished Business portion of the agenda Ordinance No. 2020-31 relating to the 2021-22 Biennial Budget.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Ordinance No. 2020-31 Adopting Biennial Budget for FY 2021-22.docx

2021 Exhibit A.pdf

2022 Exhibit B.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

Public Hearing Draft for Final Budget Hearing

ORDINANCE NO. 2020–31

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting the final budget of the City for fiscal years ending December 31, 2021, and December 31, 2021.

WHEREAS, on September 4, 2020, in accordance with state law, the budget was submitted to the City Manager with estimates of revenues and requests from all departments for expenditures for the fiscal years ending December 31, 2021, and December 31, 2022; and

WHEREAS, the City Manager reviewed the estimates and made such changes and/or additions as deemed appropriate, and on September 22, 2020, filed the revised preliminary budget with the City Clerk; and

WHEREAS, the preliminary budget was presented to the City Council at a Council meeting on September 22, 2020, and was discussed and considered subsequently by the Council at several Council meetings in October and November 2020; and

WHEREAS, a public hearing was conducted concerning the preliminary budget on October 27, 2020, for the purpose of providing information to, and hearing from, the public regarding the estimates and programs contained in the preliminary budget, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council, after hearing and duly considering relevant information provided to the Council regarding the preliminary budget, and after making changes to the preliminary budget as deemed necessary and proper, conducted a public hearing for consideration of the final budget on November 10, 2020, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council, after hearing and duly considering relevant information and testimony presented, and after making changes to the proposed budget as deemed necessary and proper, is prepared via this ordinance to adopt the final budget for fiscal years ending December 31, 2021, and December 31, 2022.

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

Section 1. The final budget for fiscal years ending December 31, 2021, and December 31, 2022, is hereby adopted in full. The entire budget document is to be placed on file with the office of the City Clerk for public inspection.

Section 2. Attached hereto and identified as Exhibit A (2021) and Exhibit B (2022), in summary form, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined.

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

Section 4. A complete copy of the final budget for fiscal years ending December 31, 2021, and December 31, 2022, as adopted, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 5. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. This ordinance shall take effect on January 1, 2021.

PASSED by the City Council this __ day of November, 2020.

APPROVED by the Mayor this __ day of November, 2020.

_____
Leslie Schneider Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	October 9, 2020
PASSED BY THE CITY COUNCIL:	November __, 2020
PUBLISHED:	December __, 2020
EFFECTIVE DATE:	January 1, 2021
ORDINANCE NO.:	2020-31

Attachments: Exhibits A and B

CITY OF BAINBRIDGE ISLAND - 2021 PROPOSED BUDGET

SUMMARY BY FUND

Exhibit A
ORDINANCE NO. 2020-31

CITY FUNDS		2021 EXPENDITURES
001	GENERAL FUND	19,498,058
101	STREET FUND	3,021,255
103	REAL ESTATE EXCISE TAX FUND	3,518,650
104	CIVIC IMPROVEMENT FUND	225,000
108	AFFORDABLE HOUSING FUND	109,500
171	TRANSPORTATION BENEFIT FUND	400,000
201	GO BOND FUND	1,556,995
203	LID BOND FUND	42,480
301	CAPITAL CONSTRUCTION FUND	11,999,256
401	WATER OPERATING FUND	2,366,922
402	SEWER OPERATING FUND	5,806,947
403	STORM & SURFACE WATER FUND	2,263,668
407	BUILDING & DEVELOPMENT FUND	3,353,372
501	EQUIPMENT RENTAL & REVOLVING	753,000
	TOTAL EXPENDITURES	**54,915,103**

CITY OF BAINBRIDGE ISLAND - 2022 PROPOSED BUDGET

SUMMARY BY FUND

Exhibit B
ORDINANCE NO. 2020-31

CITY FUNDS		2022 EXPENDITURES
001	GENERAL FUND	20,092,546
101	STREET FUND	3,057,622
103	REAL ESTATE EXCISE TAX FUND	2,842,335
104	CIVIC IMPROVEMENT FUND	250,000
108	AFFORDABLE HOUSING FUND	109,500
201	GO BOND FUND	1,554,535
203	LID BOND FUND	40,780
301	CAPITAL CONSTRUCTION FUND	3,403,544
401	WATER OPERATING FUND	2,210,618
402	SEWER OPERATING FUND	6,110,213
403	STORM & SURFACE WATER FUND	2,642,439
407	BUILDING & DEVELOPMENT FUND	3,457,047
501	EQUIPMENT RENTAL & REVOLVING	270,000
TOTAL EXPENDITURES		**46,041,178**

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:20 PM) Public Hearing on Ordinance No. 2020-36 Related to Extending the Self-Service Storage Moratorium - Planning,

SUMMARY: The self-service storage moratorium is set to expire on November 26, 2020 unless extended. This agenda item is for the City Council to conduct the public hearing on Ordinance No. 2020-36, which would extend the existing moratorium related to certain self-service storage facilities for six months, or until May 26, 2021. Following the public hearing, the Council will consider adoption of Ordinance No. 2020-36.

On a related matter, the Planning Commission held a public hearing on a separate ordinance, Ordinance No. 2020-34, on October 29, 2020. That ordinance would prohibit new self-storage facilities. City staff is in the process of completing SEPA review related to those proposed regulations, and when that review is complete staff will bring that ordinance, Ordinance No. 2020-34, to the Council for consideration of adoption.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION: Conduct a public hearing and consider adoption of Ordinance No. 2020-36, extending the self-service storage moratorium for six months, or until May 26, 2021.

Suggested Motion: I move to adopt Ordinance No. 2020-36.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND: On November 26, 2019, the City Council imposed a temporary six-month moratorium on the acceptance of building permit or land use permit applications for new self-service storage facilities in the Business/Industrial (B/I) and Neighborhood Service Center (NSC) zoning districts. The moratorium does not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures or to building permits and other land use approvals related to self-service storage facilities that received land use approval for such a facility prior to the effective date of this moratorium and for which self-service storage facilities exist currently on the subject property, and for which any new structures are included within what was

approved for the site prior to the effective date of the moratorium. The moratorium is currently set to expire on November 26, 2020, unless terminated or extended by the City Council.

The Council adopted a work plan with Ordinance No. 2020-12 (which extended the initial duration of the moratorium), and on June 16, 2020, the Council directed staff to move forward with gathering information for the self-service storage facilities moratorium workplan. Staff compiled information on existing self-service storage facilities on Bainbridge Island and researched regulations of other local jurisdictions regarding self-service storage. The Council also requested that staff look at the environmental impacts of self-service storage and the existing self-service storage square footage and how much that equates to square footage per person. The information provided included maps of development potential in the Business/Industrial and Neighborhood Center zones.

The self-service storage moratorium is set to expire on November 26, 2020. This agenda item is for the Council to consider extending the moratorium on certain self-service storage facilities to allow for completion of permanent regulations. On September 8, 2020, City staff updated the Council on research regarding self-service storage facilities capacity, vacancy, tenant use, existing amount of square footage per person, amount of jobs created, potential environmental impacts, and a sharing of regulations from surrounding communities in the west Puget Sound region, pursuant to the adopted Work Plan. After discussing the information, the Council directed staff to begin work on an ordinance to prohibit new self-service storage facilities and discussed the possibility of allowing expansion for existing facilities. That draft ordinance is Ordinance No. 2020-34. The Planning Commission began discussion of this topic on September 24, and continued the discussion on October 8, 2020. The Commission requested information about the expansion potential of the existing self-service storage facilities, and confirmed that any ordinance prohibiting new self-service storage facilities should provide for expansion of existing facilities consistent with the development standards of the underlying zoning district.

This agenda item is to conduct the public hearing on Ordinance No. 2020-36, which would extend the existing moratorium related to certain self-service storage facilities, and for the Council to consider adoption of such an extension. An extension is necessary because although the Planning Commission has completed their recommendation related to the separate but related Ordinance No. 2020-34, which (as above described) relates to prohibiting new self-service storage facilities, City staff is currently conducting required SEPA review related to those proposed regulations before bringing that ordinance back to the Council for consideration of adoption.

ATTACHMENTS:

Ordinance No. 2020-36 Extending the Moratorium on Self-Service Storage Facilities

FISCAL DETAILS:

Fund Name(s):

Coding:

PUBLIC HEARING DRAFT

ORDINANCE NO. 2020-36

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2020-12 that extended the moratorium on certain activities related to self-service storage facilities; continuing the basis for the emergency moratorium; providing for severability; leaving the effective date of the moratorium unchanged; and extending the moratorium for six months until May 26, 2021.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt moratoria related to land uses; and

WHEREAS, the City Council of the City of Bainbridge Island ("City") updated the City's Comprehensive Plan in February of 2017; and

WHEREAS, self-service storage facilities are currently a permitted use in the Business/Industrial (B/I) and Neighborhood Center (NC) districts within the City; and

WHEREAS, only 109.23 acres of land on Bainbridge Island are within the B/I district, which constitutes 0.63% of the total acreage of land on Bainbridge Island; and

WHEREAS, Policy 1.5 of the Economic Element of the City's Comprehensive Plan states that "[i]n order to provide opportunities for business enterprise, adequate space must be provided for efficient use of existing developed areas near public transportation (e.g., ferry, bus service) and for growth that recognizes and protects the Island's valued natural amenities, its limits of land and water and the quality of its residential neighborhoods"; and

WHEREAS, given the limited amount of land within the B/I district, the City Council has a significant interest in ensuring that the use of such land provides the best opportunities for business enterprise within the City; and

WHEREAS, the City Council has significant concerns regarding further development of self-service storage facilities within the B/I district under current regulations in the context of the vision and goals of the City's Comprehensive Plan; and

WHEREAS, Policy 15.2 of the Economic Element of the City's Comprehensive Plan is to "[p]romote manufacturing and business/industrial employment as an important source of family wage jobs on Bainbridge Island"; and

WHEREAS, self-service storage facilities on Bainbridge Island have been found to employ an average of one to two employees; and

WHEREAS, the City Council has significant concerns regarding whether self-service storage facilities create family wage jobs as compared to other possible permitted uses within the B/I district; and

WHEREAS, the City Council has similar concerns regarding self-service storage facilities located in the NC district as it does with such facilities located in the B/I district; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the regulations and policies at issue to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, due to the COVID-19 public health emergency and pandemic, tens of thousands of persons in Washington State have contracted the virus and hundreds of persons have died due to the virus thus far and during the time period that this moratorium has been in effect, and the public health emergency is ongoing and is expected to continue for many months, and likely much longer; and

WHEREAS, due to the COVID-19 public health emergency and pandemic, the City has been engaged in essential work on a highest-priority basis related to the public health emergency, and as a result City staff and the City Council have had to significantly adjust work priorities accordingly to address the public health crisis, including related to work that the Council has been able to consider at modified Council meetings during this time period; and

WHEREAS, as a result of the public health emergency, work by City staff and the City Council has been impacted and delayed related to review of the regulations and policies at issue pertaining to this moratorium to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, at its April 28, 2020 meeting, the City Council considered options related to this moratorium and decided to set a public hearing for May 12, 2020 to receive public comment and consider whether to extend the moratorium for another six months via Ordinance No. 2020-12; and

WHEREAS, at that April 28, 2020 meeting, the City Council, based on public comment and Council discussion, directed the City Manager to amend the moratorium to exempt projects that are partially constructed and/or at some point built, and Ordinance No. 2020-12 and this ordinance include an exemption to meet the Council's intent in that regard; and

WHEREAS, on May 12, 2020, the City Council conducted a public hearing on Ordinance No. 2020-12 and the Council received and considered public comment related to that ordinance; and

WHEREAS, on May 12, 2020, after considering such public comment, the City Council adopted Ordinance No. 2020-12 to extend this moratorium for six months, to November 26, 2020, unless the Council decided to terminate the moratorium earlier, and to otherwise amend the moratorium as stated in Ordinance No. 2020-12; and

WHEREAS, on September 8, 2020, City staff presented research on the City's existing self-service storage facilities and related to how this use is regulated in other west Puget Sound jurisdictions, and after discussing and considering the information, the City Council directed staff to begin work on an ordinance to prohibit new self-service storage facilities and allow for expansion of existing self-service storage facilities; and

WHEREAS, the Planning Commission discussed the topic of self-service storage facilities on September 24, 2020; and

WHEREAS, the Planning Commission continued discussion of self-service storage facilities on October 8, 2020, including consideration of draft Ordinance No. 2020-34 related to that topic, and the Planning Commission set a public hearing on that ordinance for October 29, 2020; and

WHEREAS, the Planning Commission conducted that public hearing on Ordinance No. 2020-34 on October 29, 2020; and

WHEREAS, in that the existing moratorium related to self-service storage facilities is set to expire on November 26, 2020, and the Planning Commission and the City Council need additional time to work on and consider draft Ordinance No. 2020-34 related to a prohibition on new self-service storage facilities, it is necessary to extend the existing moratorium to allow for the completion of such additional consideration; and

WHEREAS, on October 27, 2020, the City Council set a public hearing for November 10, 2020 to receive public comment and consider this Ordinance No. 2020-36 to extend the moratorium for another six months; and

WHEREAS, on November 10, 2020, the City Council conducted a public hearing on this ordinance and the Council received and considered public comment related to the ordinance; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the moratorium imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare. The public emergency that existed requiring that this moratorium become effective immediately upon adoption on November 26, 2019 continues to exist.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the moratorium established by Ordinance No. 2019-40, and as extended by Ordinance No. 2020-12.

The City Council may, in its discretion, adopt additional findings after the public hearing referenced below.

Section 2. Continuation of Existing Moratorium. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, and unless expressly excluded under this ordinance, the City Council is hereby continuing the imposition of the temporary moratorium that was imposed by Ordinance No. 2019-40, and as extended by Ordinance No. 2020-12, as described in this Section 2, for those properties requesting the following ("Permit Applications"):

> All building permit applications or land use applications for self-service storage facilities located, or proposed to be located, in the Business/Industrial or Neighborhood Center districts.

Section 3. Exclusions.

A. The moratorium imposed under Section 2 of this ordinance shall not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures, or work mandated by the City to maintain public health and safety.

B. The moratorium imposed under Section 2 of this ordinance shall not apply to building permits and other land use approvals related to self-service storage facilities that received land use approval for such a facility prior to the effective date of this moratorium and for which self-service storage facilities exist currently on the subject property, and for which any new structures are included within what was approved for the site prior to the effective date of the moratorium.

Section 4. Moratorium in Current Form Extended. The moratorium is hereby amended to extend the moratorium in its current form as specified in this ordinance for six months, which is until May 26, 2021.

Section 5. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the moratorium at its meeting on November 10, 2020, and took public testimony and considered further findings of fact.

Section 6. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made. Pursuant to this ordinance, and based on the findings of fact that are hereby adopted in this ordinance and which were adopted in the previous ordinances related to this moratorium, Ordinance Nos. 2019-40 and 2020-12, the City is hereby extending the moratorium for an additional six months based on the work plan as incorporated herein (see attached Exhibit A). These supplemental findings of fact and the work plan incorporated herein are being adopted after the City Council conducted a public hearing on this moratorium on November 10, 2020.

Section 7. Effect on Vested Rights. The moratorium extended by this ordinance shall apply prospectively only and shall operate to prevent acceptance of Permit Applications submitted after the effective date of this moratorium. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Bainbridge Island regulations, provided that such a permit applicant filed a complete Permit Application before the effective date of this moratorium.

Section 8. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 9. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 10. No Change to Basis for Declaration of Emergency or Effective Date. This ordinance shall take effect and be in full force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in the moratorium ordinances which preceded this ordinance, Ordinance Nos. 2019-40 and 2020-12, except as described in the "Whereas" clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the "Whereas" clauses of Ordinance Nos. 2019-40 and 2020-12, as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact. This ordinance does not change the effective date of this moratorium, which is November 26, 2019.

PASSED by the City Council this _____ day of November, 2020.

APPROVED by the Mayor this _____ day of November, 2020.

_____
Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	October 23, 2020
PASSED BY THE CITY COUNCIL:	_____, 2020
PUBLISHED:	_____, 2020
EFFECTIVE DATE:	_____, 2020
ORDINANCE NUMBER:	2020-36

Exhibit A (Work Plan)

EXHIBIT A

SELF-SERVICE STORAGE FACILITIES MORATORIUM

WORK PLAN (November 10, 2020)

MORATORIUM – Self-Service Storage Facilities:
On November 26, 2019, the City Council imposed a temporary six-month moratorium on the acceptance of building permit or land use permit applications for new self-service storage facilities in the Business/Industrial (B/I) and Neighborhood Service Center (NSC) zoning districts. The moratorium did not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures. The moratorium was initially in effect for 6 months, or until May 26, 2020, and was extended until November 26, 2020, and has been further extended via Ordinance No. 2020-36 to May 26, 2021.

Under the moratorium extension, the moratorium continues to not apply to building permits and other land use approvals related to self-service storage facilities that received land use approval for such a facility prior to the effective date of this moratorium and for which self-service storage facilities exist currently on the subject property, and for which any new structures are included within what was approved for the site prior to the effective date of the moratorium, or November 26, 2019.

On November 10, 2020, the City Council extended the moratorium for an additional 6 months via adoption of this current ordinance, Ordinance No. 2020-36. As a result, the moratorium will be in effect until May 26, 2021, unless terminated earlier or extended by the Council.

The City has developed this updated **Work Plan** to address issues related to self-service storage facilities based on direction provided by the City Council:

November 2020
The Planning Commission will complete their recommendation to the City Council on draft Ordinance No. 2020-34.

December 2020
It is expected that the City Council will review and take action on proposed Ordinance No. 2020-34. The Council could direct staff to terminate the moratorium once the legislative work is complete related to Ordinance No. 2020-34 which, as drafted, includes a prohibition related to new self-service storage facilities.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:30 PM) Ordinance No. 2020-30 Relating to Property Tax Levy for Collection in 2021 - Finance,

SUMMARY: Consider approval of Ordinance No. 2020-30 relating to the Property Tax Levy for Collection in 2021. The property tax levy must be certified and presented to the Kitsap County Assessor's office by November 30, 2020.

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

RECOMMENDED MOTION: I move to approve Ordinance No. 2020-30 relating to the Property Tax Levy for Collection in 2021.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: Washington state uses a budget-based property tax system. This means that cities, as part of their annual budget process, must first establish the total dollar amount of property tax revenue they wish to generate for the upcoming year, subject to several restrictions. Once the total dollar amount is established, the levy rate is calculated based on the assessed valuation and other factors. These requirements are necessary for both annual and biennial budgets.

There are three steps to complete the necessary requirements: First, a public hearing needs to be scheduled by the Council. Second, a public hearing must take place. And third, the ordinance must be adopted by the Council that states both the dollar increase and the percentage change from the prior year.

The City must certify its desired levy amount each year via ordinance to the County Assessor no later than November 30th in order to levy taxes for the subsequent budget year. The 2021 proposed property tax estimate is calculated by the Kitsap County Assessor's office. The dollar increase to the 2020 total levy of $7,882,699 is $47,746, which is an increase of 0.605706%, plus an increase of $64,927 equal to the amount allowed under

the new construction provisions of RCW 84.55.010, plus the tax refund amount of $41,019, for a total new levy amount of $8,036,391.

Additional detail is provided on the attached sheet, which is provided by the Kitsap County Assessor's office. In addition, Ordinance No. 2020-30 will levy $614,600 to pay the 2021 debt service cost of the 2013 Refunded Voted Open Space General Bond Obligation Bonds. The levy is equal to the amount of the debt service.

ATTACHMENTS:

Ordinance No. 2020-30 Relating to the Levy of Property Taxes for Collection in 2021.docx

City of Bainbridge Island Levy Limit 9 28 2020 TY2021.docx

Property_Tax_Ordinance_Presentation_CC_102720_FInal.pdf

FISCAL DETAILS: The 2021-2022 adopted biennial budget is supported by estimated property tax revenues that were forecast during the creation of the budget this year. The revenue estimates in the 2020 budget assume the changes after the public hearing and the City Council's adoption of the ordinance take place. Property taxes are recorded as revenue in both the General Fund and the General Obligation Bond Fund.

Fund Name(s):

Coding:

ORDINANCE NO. 2020-30

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the levy of property taxes for the City of Bainbridge Island for the fiscal year commencing January 1, 2021, on all real and personal property within the City that is subject to taxation; levying both general property taxes for the purpose of providing sufficient revenue to carry on the usual activities of the City as required by law, and special levy taxes as authorized by the voters in the November 6, 2001, election.

WHEREAS, the City Council of Bainbridge Island has considered the financial requirements of the City for 2021 as set forth in the proposed 2021-2022 Biennial Budget that has been provided by the City Manager to the City Council, and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property which are included therein; and

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

WHEREAS, the City Council properly provided notice of and conducted the public hearing on October 27, 2020, to consider the City's revenue sources for the City's 2021 General Fund budget; and

WHEREAS, the previous year's actual levy was $7,882,699; and

WHEREAS, the City Council, after hearing and duly considering the relevant information and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year equal to 0.605706 percent of the amount levied for collection in 2020 as authorized by Chapter 84.55 RCW (see, e.g., RCW 84.55.005, RCW 84.55.010), in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City and in its best interest; and

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

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

WHEREAS, the debt service on such bonds for the year 2021 will be $614,600.

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

Section 1. The 2020 regular property tax levy for collection in 2021 is declared to be the previous year's levy of $7,882,699 plus an increase of $47,746, which is an increase of 0.605706 percent, plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 of $64,927, and any increase in the value of state-assessed property, as well as any additional amounts resulting from any refunds made of $41,019. The total is $8,036,391.

Section 2. In addition to the City's regular property tax levy described in Section 1 above, there is levied for collection in 2021, upon all property, both real and personal within the City and within the area subject to taxation, a voter-approved special levy property tax to pay the debt service on the City's 2002 and 2004 Unlimited Tax General Obligation Bonds which were refunded in 2013. The special levy to pay the 2021 debt service on the refunded debt service amount is $614,600.

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

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. This ordinance shall take effect on January 1, 2021, after its passage, approval, and publication as required by law.

PASSED by the City Council this __ day of _____, 2020.

APPROVED by the Mayor this __ day of _____, 2020.

_____
Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK	October 9, 2020
PASSED BY THE CITY COUNCIL	_____ __, 2020
PUBLISHED:	_____ __, 2020
EFFECTIVE DATE:	January 1, 2021
ORDINANCE NO:	2020-30

2021 TAX YEAR LEVY LIMIT CALCULATION

CITY OF BAINBRIDGE ISLAND District # 8730

Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 7,882,699

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

Highest Allowed Levy Since 1986 = 7,851,926

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

1% Increase to Highest Allowed Levy = 7,930,445

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is $47,746 and 0.605706%.

Amount due to New Construction = 64,927

New construction assessed value 75,960,430 X .854753 (the prior year's levy rate) = 64,927

Amount due to Increase in Utilities = 0

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

AV of Annexed Property = 0 Amount due to Annexations = 0

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

Current Total Assessed Value = 9,559,614,955

This amount may fluctuate until values are final in January.

Tax Refunds & Canceled Taxes less Supplements = 41,019

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

Projected Levy Rate = .83637 Maximum Levy Rate = 2.467926

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

ESTIMATED TOTAL LEVY LIMIT AMOUNT = 8,036,391

Kitsap County Assessor's Office, Shannon Lewis (360) 337-7094 slewis@co.kitsap.wa.us

CITY OF
BAINBRIDGE ISLAND

Property Tax Ordinance

October 27, 2020

Property Tax Process:

- RCW 84.55.120 requires taxing districts that collect regular levies hold a public hearing
- Ordinance 2020-30 sets the levy amount to be collected in 2021
- State law limits increase to 1%, plus the value of new construction and tax refunds

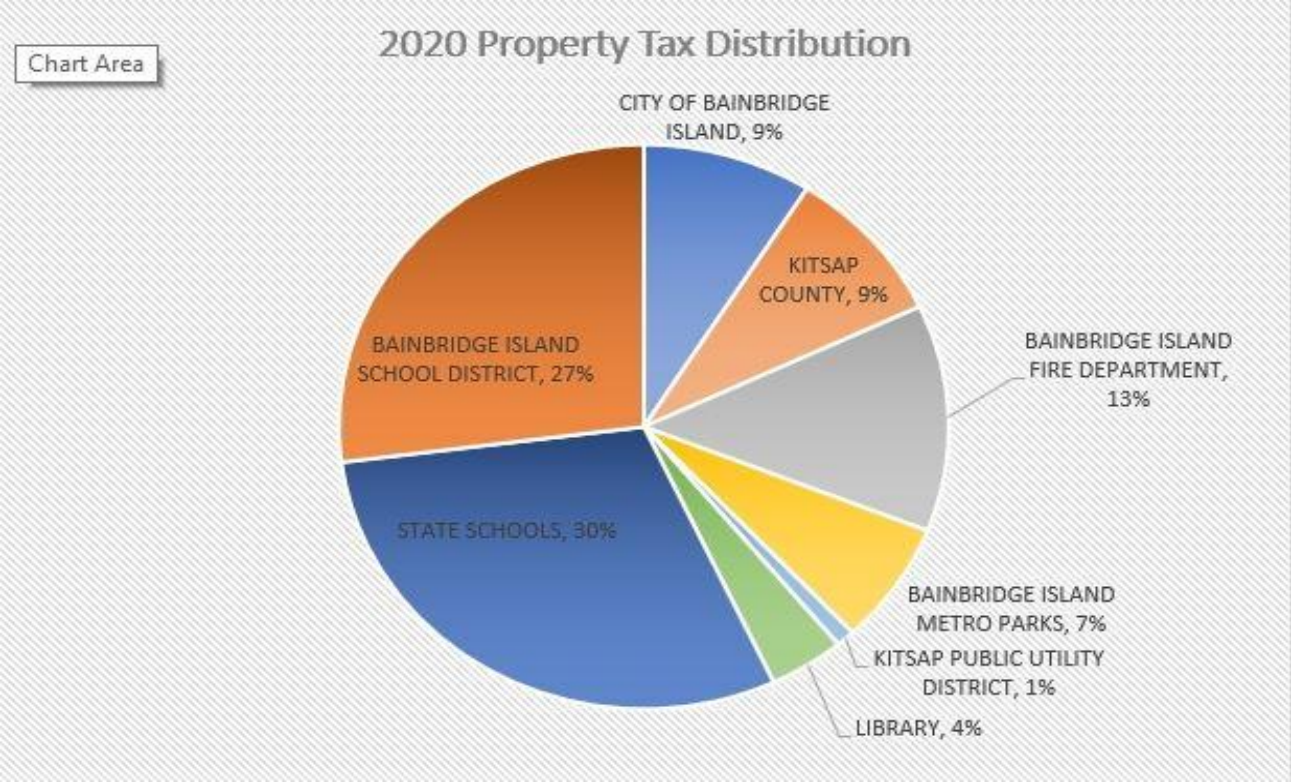
Property Tax Process:

- Property Tax Levy must be certified to the County Assessor by November 30th

Property Tax Revenue:

- Single largest revenue source
- 2021 Proposed Budget is $7,900,000
- Proposed Budget assumes a 1% increase
- Approximately 40% of total General Fund revenue

Property Tax Distribution :



Property Tax Calculation @ 1%:

	2021	
Previous years highest allowed levy	7,851,926	
1% increase	78,519	
New highest allowed levy	7,930,445	a
Previous year's levy amount (includes refunds)	7,882,699	
Total dollar increase over last levy amount	47,746	
Total percent increase over last levy	0.60570%	
Add in New Construction	64,927	b
Tax refunds	41,019	c
Estimated Total Levy for 2021	8,036,391	a+b+c

Requested Action:

- Motion to forward to the November 10 Unfinished Business portion of agenda

Discussion

Questions

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: (8:40 PM) Approval of Climate Action Plan,

SUMMARY: The Climate Change Advisory Committee (CCAC) was directed by the City Council to develop a Climate Action Plan (CAP) that is consistent with the Island's Comprehensive Plan. The CCAC presented the draft CAP to the Council and community on October 6; this discussion is scheduled on a business meeting to allow for public comment and consideration of approval.

AGENDA CATEGORY: Report **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to approve the Climate Action Plan as prepared by the Climate Change Advisory Committee.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: A City Climate Action Plan (CAP) is the highest priority item of the Climate Change Advisory Committee's work plan as set by the City Council for this year. It also received the highest number of votes in the Council 2021-2022 budget priorities exercise conducted in March and affirmed in June. In May, the CCAC made an initial presentation of the draft CAP's goals, targets, and strategies. In June, the CCAC provided a draft to City staff. During the summer, staff and CCAC members had meetings to discuss the draft. In October, the CCAC presented this draft plan to the Council.

The CAP includes recommended actions and strategies to move the City toward three goals:

1. Mitigation – Reduce greenhouse gas emissions by 90% by 2045 compared to 2014 levels with interim milestones of 25% reduction by 2025 and 60% by 2035 compared to 2014 levels.

2. Adaption – Bainbridge Island is climate savvy, and can withstand the impacts of climate change.

3. Community Engagement – COBI inspires community action and partners with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions.

ATTACHMENTS:

CCAC Presentation on CAP for CC 11102020

Draft Climate Action Plan for Consideration of Approval

FISCAL DETAILS:

Fund Name(s):

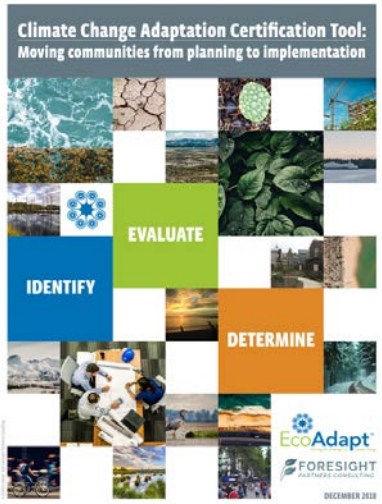
Coding:

Climate Action Plan

City Council Business Meeting
November 10th, 2020
Climate Change Advisory Committee

“Immediate Action Items”: Road Maps Under Development

#1: Climate Lens



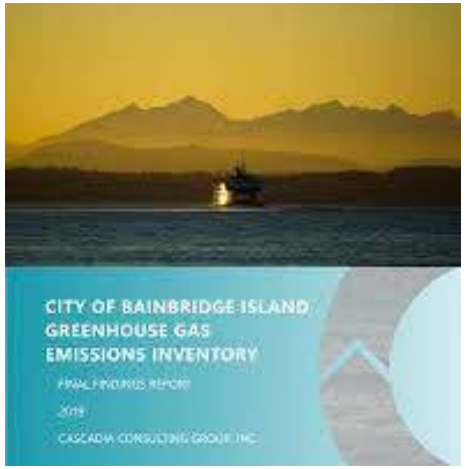
#2: Equity Lens

EQUITY LENS

#3: Hire Climate Change Coordinator

NOW HIRING
COLLABORATION AND ENGAGEMENT COORDINATOR

#5: GHG Inventory



#6: PSE Franchise Agreement

“Immediate Action Items”: Road Maps Under Development

#7: Energy demand

#10: Green Energy and Building Fund

GREEN ENERGY FUND

#13: COBI Fleet Transition

#16: Ordinance to reduce single-use plastics.

SAY NO TO PLASTIC!

#17: Web Presence and Outreach

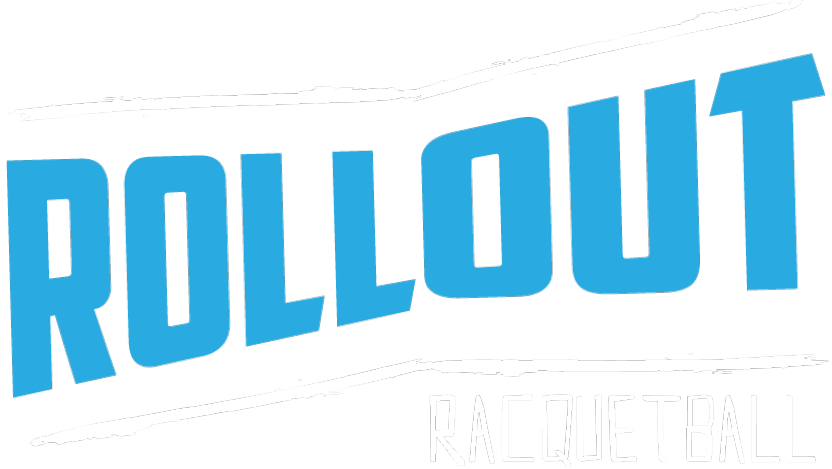
All IN for Climate Action WEEK

CITY OF BELLINGHAM WASHINGTON

U.S. DEPARTMENT OF ENERGY

$65 million – Connected Communities

WA State: $91 of $141 Million already awarded



January

- COBI Connects, City Manager Report, Fact Sheets, Website
- Host Community Workshop(s) w/help from Climate and Energy Forum organizations.

Questions

Draft Climate Action Plan

A Plan for Mitigating and Adapting to Climate Change on Bainbridge Island

October 22nd, 2020

LETTER FROM YOUR CITY COUNCIL

To the Bainbridge Island Community

The time for collective action on climate change has arrived. In recent years, we have seen the impacts of climate change in our region and right here on our Island, from warmer temperatures and wildfire smoke to rising seas and flooding. Scientists tell us that these impacts will only increase and intensify in the future. If we wait, the changes will be irreversible, and coping with them will be enormously costly.

In order to combat climate change, actions are needed at all levels of government - federal, state, and local. That means that the City of Bainbridge needs to step up. The City Council recognizes the urgency and in June 2020 passed a resolution declaring a climate emergency for the Island and reaffirmed the City's commitment to climate action now.

But we can't do it alone. We need to work hand-in-hand with businesses, community organizations, faith communities, local schools, individuals and families across our Island community if we are to meet this global challenge.

We have established an aggressive goal of reducing our community greenhouse gas emissions by 90% by 2045 compared to 2014 levels. The City and City Council are committed to putting in the time, energy, and resources needed to be successful, and to protect this Island and our community for future generations.

This Climate Action Plan provides a roadmap for how we can address climate change in City operations and our community. We have already initiated a few of the highest priority actions, including the establishment of the Green Building and Sustainable Transportation Task Forces, which have already begun their work toward guiding us in reducing energy use in buildings and developing options to get people out of their cars.

The Plan also recognizes the need to adjust to our changing climate and prepare for more frequent and intense climate change impacts. It provides a pathway to enhance our community resilience and infrastructure to be climate ready.

This Climate Action Plan is a call to action for the City, local businesses, and community members. Now it is time that we join together and do our part to make the only planet we have a better one for our present and future generations.

We ask that you join us in this journey to a carbon-free future.

Sign Off from All City Council Members

DRAFT

Table of Contents

Executive Summary **8**

ES.1. Why do we Need a Climate Action Plan? 8
ES.2. What are the Anticipated Climate Change Impacts on Bainbridge Island? 8
ES.3. Bainbridge Island's Greenhouse Gas (GHG) Emissions Inventory 9
ES.4. Development of the Climate Action Plan 11
ES.5. Climate Action Plan Goals 11
ES.6 Recommended, Priority and Immediate Actions 13
ES.7. Individual Actions 14
ES.8. Implementation and Future Updates 15

Section 1: Introduction **17**

1.1. Why develop a Climate Action Plan? 18
1.2. Federal, State, and Local Climate Policy 19
1.3. Bainbridge Island Climate Impact Assessment 20
1.4. Results from Community Survey and Workshops 26
1.5. Goals for Climate Action Plan 29
1.6. Challenges with Addressing Climate Change on Bainbridge Island 29
1.7 Organization of the CAP 31
1.8. Prioritizing Actions and Identifying Immediate Actions 32

Section 2: Greenhouse Gas Emissions Inventory **35**

2.1. Inventory Approaches and Methodology 35
2.2. Inventory Results 37
2.3. GHG Inventory Conclusions 42
2.4. Goals/Targets 43
2.5. Challenges 43
2.6. Current Actions 44
2.7. Strategies/Actions 44
2.8. Reductions Needed to Meet 2045 Reduction Goals 45

Section 3: Energy **49**

3.1. Goals/Targets 49
3.2. Challenges 50
3.3. Current Actions 50
3.4. Strategies/Actions 51

Section 4: Transportation **55**

4.1. Goals/Targets 55
4.2. Challenges 56
4.3. Current Actions 57
4.4. Strategies/Actions 58

Section 5: Buildings **63**

5.1. Goals/Targets 63
5.2. Challenges 63
5.3. Current Actions 64
5.4. Strategies/Actions 64

Section 6: The Natural Environment **68**

DRAFT

6.1. Goals/Targets 68
6.2. Challenges 69
6.3. Current Actions 70
6.4. Strategies/Actions 71
Section 7: Waste 77

7.1. Goals/Targets 77
7.2. Challenges 78
7.3. Current Actions 78
7.4. Strategies/Actions 80
Section 8: Community Engagement 84

8.1. Goals/Targets 84
8.2. Challenges 85
8.3. Current Actions 85
8.4. Strategies/Actions 86
Section 9: Implementation 90

9.1. Kickstarting Implementation 90
9.2. Leadership 90
9.3. Equity 91
9.4. Accountability, Reporting, and Future Updates 91
9.5. Funding 92
Section 10: Individual Actions - What can we each do to make a difference? 95

10.1. Participate in Community Climate Action 95
10.2. Reduce Individual Energy Use 95
10.3. Reduce My Waste 95
10.4. Reduce Individual Water Use and Take Steps to Protect Our Natural Resources 96
10.5. Reduce Use of Internal Combustion Vehicles 96
10.6. Reduce Your Vulnerability to Climate Change and Create a Climate Savvy Community 97
Appendix A: Priority Actions 98

Appendix B: Comments from Community Workshops 117

Appendix C: Endnotes 133

Figures

Figure ES.1 Bainbridge Island Community Emissions by Source, 2014 10
Figure ES.2: Reductions in GHG from State and Local Actions 12
Figure 1.1 Regional Projections for Changes in Temperature and Precipitation 21
Figure 1.2 Projected Difference in Precipitation by Season for the Pacific Northwest Based on Six Climate Scenarios 22
Figure 1.3 Hedley Spit/Point Monroe, Lynwood Center and Eagle Harbor with Annual Projected Sea Level Rise by 2060 24
Figure 1.4 Projected Vegetation Changes for Bainbridge Island Based on MC1 Models of A2 SRES Emission Scenarios 25
Figure 1.5 Knowledge of Climate Change Impacts in General and on Bainbridge Island 27

DRAFT

Figure 1.6 Importance of Reducing GHG Emissions and Preparing for Climate Impacts on Bainbridge Island 27
Figure 1.7 Concern about Climate Impacts 28
Figure 1.8 Taking Action on Climate Change 28

Figure 2.1 Conceptual Relationship Among Community, Municipal and Consumption-Based Inventories for Bainbridge Island 36
Figure 2.2 Per Capita GHG Emissions Comparison 38
Figure 2.3 Bainbridge Island Community Wide Emissions in 2014 (Total = 214,425 MTCO2e) 39
Figure 2.4 Bainbridge Island Community Emission Trends by Year and Source 40
Figure 2.5 Bainbridge Island City Operations GHG Emissions in 2014 (Total = 2.067 MTCO2e) 41
Figure 2.6 Consumption-Based Emissions per Bainbridge Island Household 42
Figure 2.7 Reductions in GHG Emissions Needed to Meet Targets 45
Figure 2.8 Reduction in GHG Emissions from State and Local Actions 49

Tables

Table ES.1 Projected Changes and Associated Impacts from Climate Change 8
Table ES.2 Immediate Action for Next 9-12 Months 15
Table 1.1 Demographics of Respondents to Community Climate Survey 26
Table 1.2: Immediate Actions for Next 9-12 Months 34

Acronyms

BARN - Bainbridge Artisan Resources Network
BD – Bainbridge Disposal
BIFP – Bainbridge Island Fire and Police
BILT – Bainbridge Island Land Trust
BIMA - Bainbridge Island Museum of Art
BIMPRD - Bainbridge Island Metro Park and Recreation District
BIPF – Bainbridge Island Park Foundation
BISD – Bainbridge Island School District
BIZW – Bainbridge Island Zero Waste
CAP – Climate Action Plan
CETA - Clean Energy Transformation Act
CH4 - Methane
CCAC - Climate Change Advisory Committee
COBI – City of Bainbridge Island
CTR – Commute Trip Reduction
EV – Electric Vehicle
FOTF – Friends of the Farm
GHG – Greenhouse Gas
IWTP – Island-Wide Transportation Plan
LEED - Leadership in Energy and Environmental Design
$MTCO_2e$ - Metric Tons of Carbon Dioxide Equivalents
MW - Megawatt

DRAFT

N_2O - Nitrous Oxide
NOAA – National Oceanic and Atmospheric Administration
PSE – Puget Sound Energy
PSRC - Puget Sound Regional Council
PV - Photovoltaic
SLR – Sea Level Rise
WSF – Washington State Ferries
WWTP - Wastewater Treatment Plant

Acknowledgements

This is the first Climate Action Plan ever prepared for Bainbridge Island and required the effort of many people in our community. Thanks to all those who assisted in this process.

Climate Change Advisory Committee (Former and Present)
David McCaughey, Deborah Rudnick, Derik Broekhoff, Gary Lagerloef, James Rufo-Hill, Jane Slberstein, Jens C. Boemer, Julie Matthews, Lara Hansen, Michelle McClure, Nora Ferm Nickum, Michael Cox, Joe Deets (City Council Liaison), Kirsten Hytopolous (City Council Liaison), and Kol Medina (City Council Liaison).

COBI Staff
Anne LeSage, Annie Hillier, Christian Berg, Ellen Schroer, Jennifer Sutton, Kristen Drew, Mark Epstein, Nick Synder, Peter Best, and Roz Lassoff.

Other Contributors
Barb Zimmer, Bobbie Morgan, Brian Anderson, Claire Page, David Reynolds-Gooch, Erika Shriner, Fran Korten, Gloria Sayler, Herb Hethcote, Jane Lindley, Jane Rein, Kevin Thomas, Leslie Marshall, Mike Kelly, Oona Bill, Rick Freeman, Sandy Spears, Stephanie Rose, Steve Johnson, Susan Loftus, Ted Freeman Larson and Ted Jones.

Additional thanks to the 450 people that responded to the Climate Survey, the 150 people that attended our Community Workshops, and those that attended the CCAC monthly meetings.

Cascadia Consulting Group
Andrea Martin
Britain Richardson

DRAFT

Executive Summary

Executive Summary

The climate is changing. We know this and we need to take action now. It is urgent that we dramatically reduce our greenhouse gas (GHG) emissions and make our community more resilient to the related impacts we will experience.

In 2016, the City of Bainbridge Island (COBI) incorporated climate change into its updated Comprehensive Plan. The Comprehensive Plan has seven guiding principles, with #7 specifically related to climate change:

Reduce greenhouse gas emissions and increase the Island's climate resilience.

The City Council established the Climate Change Advisory Committee (CCAC) in the fall of 2017. The CCAC was established to serve as a technical and planning advisory committee to the City Council, City Manager, and City staff on issues related to climate change. In 2019, the City Council tasked the CCAC to develop a Climate Action Plan (CAP) for the Island.

ES.1. Why do we Need a Climate Action Plan?

The CAP is a comprehensive roadmap that outlines specific actions that COBI and the community can undertake to reduce GHG emissions and increase our resilience as the climate changes. The CAP supports City policies already in place, including the Comprehensive Plan, Shoreline Master Plan, and Critical Areas Ordinance, and provides guidance on how principles and objectives outlined in those programs can be implemented to mitigate and adapt to the impacts of climate change on Bainbridge Island.

ES.2. What are the Anticipated Climate Change Impacts on Bainbridge Island?

Bainbridge Island is expected to experience a wide range of changes and associated impacts from climate change on our hydrology, vegetation, shorelines and surrounding waters (Table ES1).

Table ES.1 Projected Changes and Associated Impacts from Climate Change

Area	Impacts
Rising Sea Levels	• Damage to or loss of City assets such as roads • Damage to or loss of private property • Erosion • Salt water intrusion
Extreme Weather Events	• Increased flooding of roads and private property • Potential for slope instability and erosion • Increase in power outages
Increasing Temperatures	• Increased risk of heat-related illness • Increase in drought conditions • Changes in disease vectors
Vegetation Change	• Changes in dominant vegetation.

Area	Impacts
	• Decreased tree growth and increased fire risk for Summer water stress • Changes in pest distribution and type of pest
Hydrologic Changes	• Changes to surface and groundwater availability, quality, and timing • Changes to extent of stream discharge • Drought stress on vegetation
Ocean Acidification	• Decreased pH in ocean waters • Damage to marine organisms (e.g., oysters) and related economic impacts. • Implications from sewage and septic discharge.

ES.3. Bainbridge Island's Greenhouse Gas (GHG) Emissions Inventory

COBI completed a GHG emissions inventory in October 2019[1] that quantified emissions produced by the Bainbridge Island community (the community inventory) and COBI operations (the municipal inventory). A consumption-based inventory was also developed to estimate GHG emissions from the goods and services we consume.

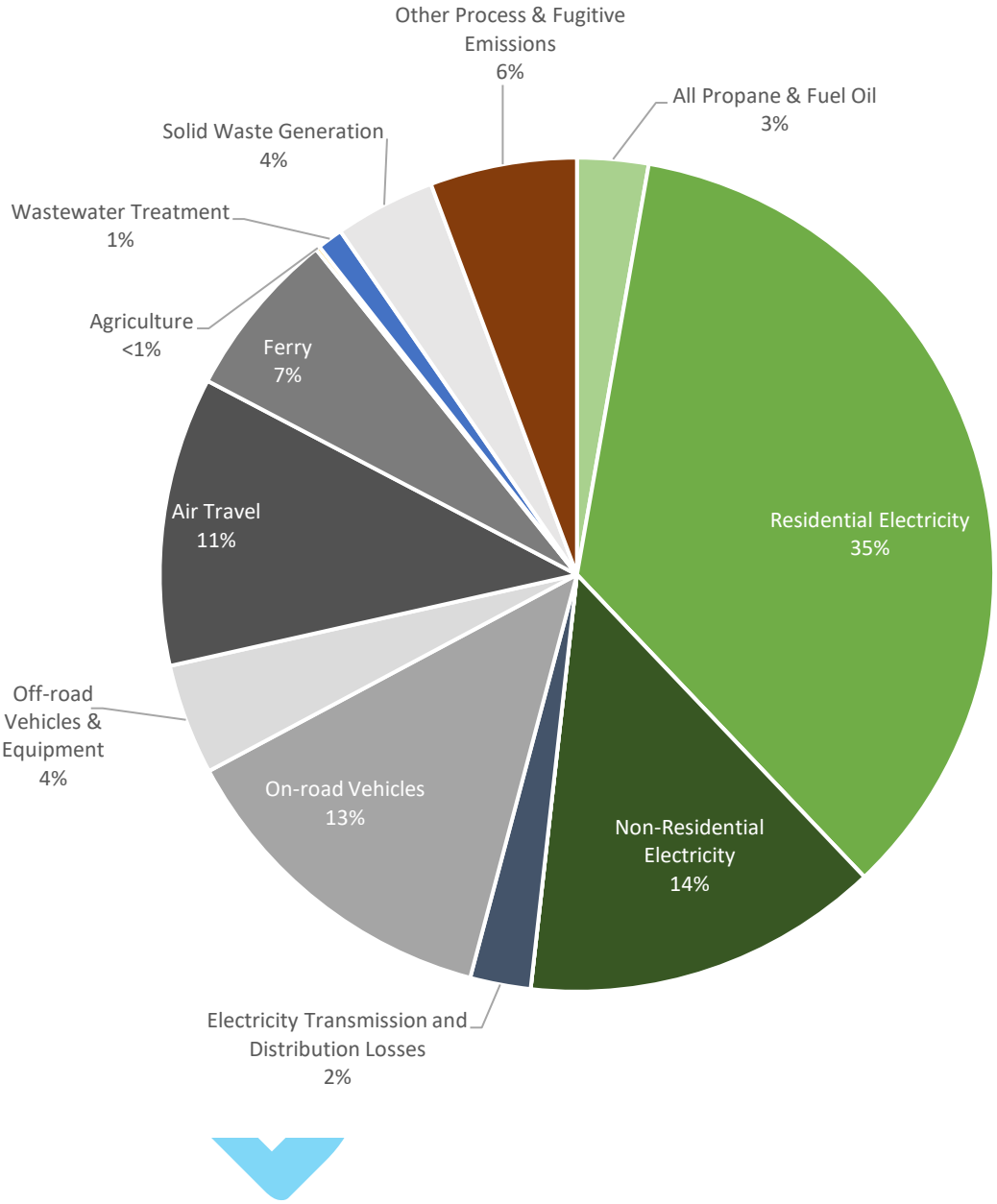
The inventory accounts for human-caused emissions of the most prominent and typical GHG emissions for communities: carbon dioxide (CO_2), methane (CH_4), and nitrous oxide (N_2O). To account for the differences in potency among these gases, all emissions are calculated and reported in units of metric tons of carbon dioxide equivalent ($MTCO_2e$). Bainbridge Island's estimated total community emissions for 2014 were 214,425 $MTCO_2e$ or 9.3 $MTCO_2e$ per person. In comparison, Seattle has an estimated per person emissions of about 5 $MTCO_2e$, Bellevue about 12 $MTCO_2e$, and Washington State 13 $MTCO_2e$.

In 2014, the majority of GHG emissions on Bainbridge Island came from residential and commercial electrical use (51%), while transportation contributed about 35%, and with other sources contributing about 14% (Figure ES.1).

As COBI and the community take action to reduce GHG emissions, these inventories will serve as tools for tracking progress and making improvements along the way.

DRAFT

Figure ES.1 Bainbridge Island Community Emissions by Source, 2014 (Total = 214,425 $MTCO_2e$)



ES.4. Development of the Climate Action Plan

The CCAC and COBI gathered community input on what we should do to reduce GHG emissions and prepare our Island for the impacts from climate change. Community engagement activities included:

- An on-line survey taken by over 450 community members.
- Two community meetings attended by over 150 people.
- Monthly Climate Change Advisory Committee meetings open to the public to provide input.

ES.5. Climate Action Plan Goals

The CAP has three goals (see inset): one for mitigation, one for adaptation, and one for community engagement. The CAP identifies actions designed to achieve those goals. It will be important to conduct periodic updates to the GHG emission inventory to determine progress in meeting these goals.

BI Climate Action Plan Goals

Mitigation: Reduce greenhouse gas emissions by 90% by 2045 compared to 2014 levels with interim milestones of 25% reduction by 2025 and 60% by 2035 compared to 2014 levels.

Adaptation: Bainbridge Island is climate savvy, and can withstand the impacts of climate change.

Community Engagement: COBI inspires community action and partners with local and regional organizations to take meaningful and equitable climate change mitigation and

The CCAC has conducted an analysis of pathways to reduce our community emissions to meet our mitigation goal. Reductions are grouped into three action areas that need to occur to meet the 2045 mitigation goal (Figure ES.2).

In Figure ES.2, the value of the bar indicates the percent reduction associated with a particular action area. For example, State policies are estimated to reduce emissions from a 2014 baseline of approximately 214 MtCO2e to approximately 89 MtCO2e when fully implemented by 2045 (59% GHG reduction from 2014 levels). Primary CAP-identified actions could bring us down to 55 MtCO2e if fully implemented (an additional 16% or 75% total GHG reduction). Finally, partnerships and other actions could take us down to about 21 MtCO2e or 90% total GHG reduction by 2045 from 2014 levels.

1. State Actions

In 2019, the Washington State legislature passed the Clean Energy Transformation Act (CETA)[2]. CETA requires the State's electrical supply to be free of coal by 2025, carbon neutral[3] by 2030 and 100% carbon-free by 2045. They also passed legislation that requires the phase-out of

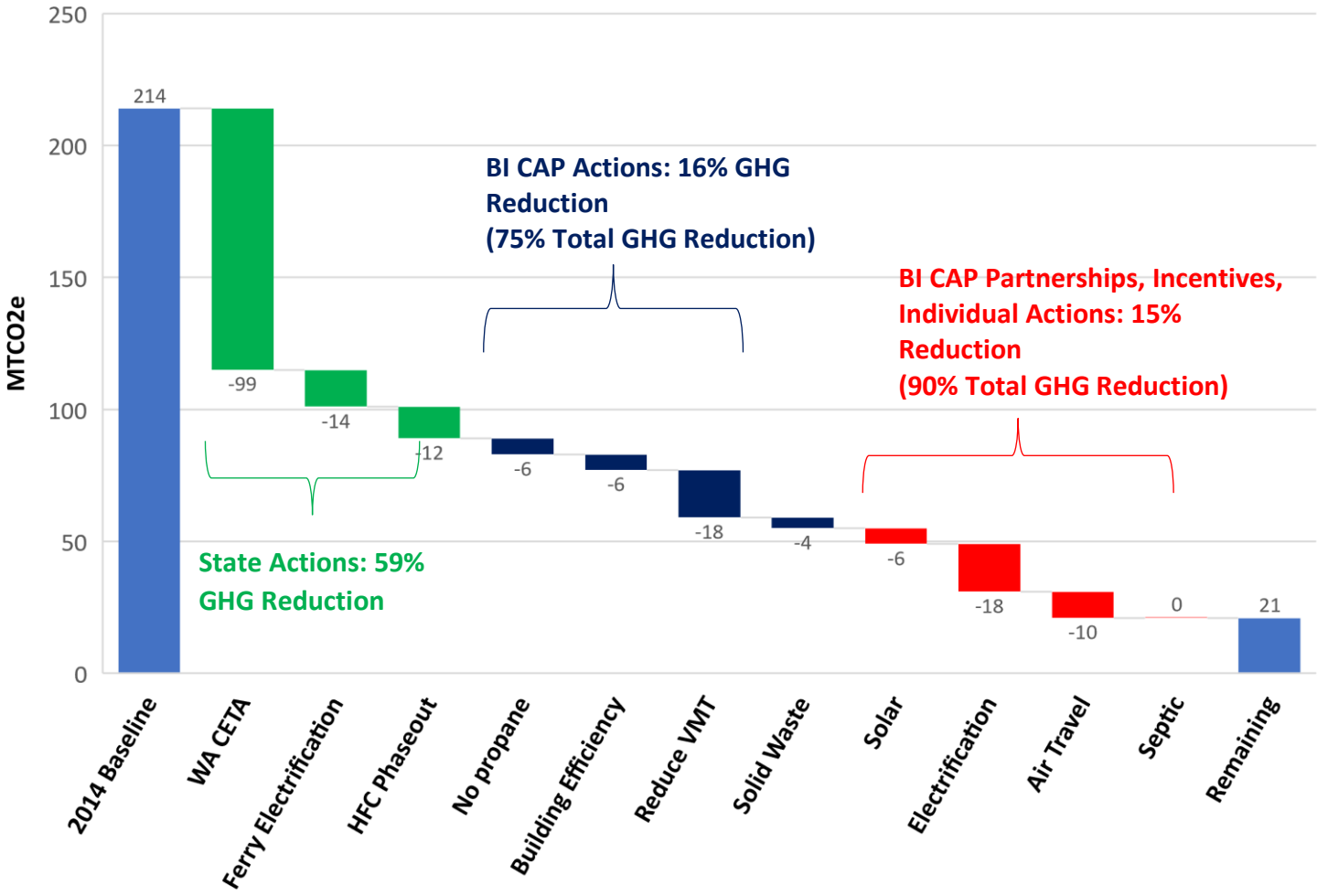
hydrofluorocarbons.[4] In addition, the ferries from Bainbridge Island to Seattle will be able to run on 100% electric power as of 2022. These actions will contribute about 59% of the 90% GHG reductions needed to meet the 2045 mitigation goals.

2. Bainbridge Island Actions

These actions are related to specific actions such as: not allowing propane or fuel oil as a primary fuel in new developments; adopting a green building code, reducing vehicle miles traveled, and reducing amount of waste landfilled. These actions will contribute about 16% of additional GHG reductions. In combination with State polices, they will contribute about 75% of the 90% of GHG reductions needed to meet the 2045 mitigation goals.

3.Partnerships, Incentives, and Individual Actions: About 15% of GHG reductions will come from community and individual actions such as: installing community solar projects; replacing internal combustion transit with electric cars, bikes, and buses; and reducing the amount of air travel.

Figure ES2: Reductions in GHG from State and Local Actions



ES.6 Recommended, Priority and Immediate Actions

The CAP includes over 180 recommended actions to reduce GHG emissions and prepare our community from the impacts of climate change. The CCAC identified about 75 "priority actions" from the total recommended actions. Priority actions were determined based on a ranking process that include five criteria.

- **Mitigation or adaptation**: Potential for the action to reduce GHG emissions (mitigation) and/or potential for the action to reduce vulnerability to effects of climate change (adaptation).
- **Implementable**: The action is both technically and logistically feasible and has been implemented in other jurisdictions.
- **Duration of benefits**: The length of time over which the benefits of the action will persist.
- **Equity**: The action will contribute to or support social justice, equity, diversity and inclusion within our community.
- **Co-benefits**: The action will produce co-benefits (e.g., air pollution reduction; economic opportunities; improved transit; preserve natural resources).

All of the recommended actions are included in the CAP below. A more detailed description of the priority actions with milestones and timeframe are included in Appendix A.

In addition, the CCAC recognized it was important to identify a smaller subset of the priority actions as immediate actions that can help jump start implementation of the CAP and provide the biggest near-term reductions in GHG emissions.

Table ES.2 provides a list of those immediate actions that can be initiated, and in some cases completed, over the next 9-12 months. The actions identified on Table ES.2 are a mix of actions. Some can be completed quickly and others need to be initiated now as they will take multiple years to complete. Identifying this smaller subset of immediate actions enables the CCAC to better support COBI as it starts to implement the CAP and provides a clear and transparent road map for our Community on what are the immediate steps, we need to take to start reducing our GHG emissions.

DRAFT

Table ES.2 Immediate Actions for Next 9-12 Months

Area	Action
Implementation	**5.A.1.b/6.A.1.c/7.D.1.a**: Use the EcoAdapt Climate Change Adaptation Certification Tool in COBI decision making.
	9.B.1.a: Equity implications are addressed in all actions
	8.C.1.b/8.C.1.a: Hire City staff to coordinate and lead climate efforts and review existing authorities.
	9.D.1.a: Develop cost estimates and staffing needs for priority actions.
GHG Inventory	**2.A.1.a**: Improve accuracy of GHG Inventory.
Energy	**3.A.1.b**: Work with PSE to reduce our energy demand.
	3.B.1.a: Work collaboratively with PSE, via the PSE Franchise to green our energy supply.
	3.B.1.c: Prohibit propane, fuel oil, and wood stoves for primary heating in new buildings.
	3.A.2.a: Initiate discussions on establishing a Green Building and Energy Fund
Transportation	**4.A.1.a**: Support the recommendations from the Sustainable Transportation Task Force and ensure potential GHG emission reductions are considered in all options considered by Task Force.
	4.B.1.a. Transition COBI's fleets to primarily electric vehicles, use biofuels where not an option, and encourage other Bainbridge Island taxing districts to also develop a plan.
	4.B.2.a. Evaluate current code to see if a need to increase the number of EV-charge-ready for all new development/major renovations and multifamily units/commercial development include EV charging infrastructure.
Buildings	**5.A.1.a:** Support the recommendations from the Green Building Task Force.
	5.B.1.a., b., and c: Build on preliminary sea-level rise assessment endorsed by CCAC.
Natural Environment	**6.A.2.a**: Create list of tree and plant species expected to be favored by climate change that can be used for forest management and restoration actions.
Waste	**7.A.2.a**: Pass an ordinance to reduce single-use plastics.
Community Engagement	**8.A.1.a. and b**: Develop a web presence for climate change on City website and make climate information widely and easily available to all community members.
	8.C.2.a: Establish equitable access to recharging generators and cell phones during outages, and provide emergency food/water/filtered air during poor air quality due to wildfires.

ES.7. Individual Actions

In addition to the actions identified above, that the City is responsible for implementing, there are numerous actions individuals can take to reduce GHG emissions and prepare our Island for current and future climate impacts. These actions fall into six categories:

- Participate in Community Climate Action
- Reduce Energy Use
- Reduce Waste
- Reduce Water Use
- Reduce Use of Internal Combustion Vehicles
- Reduce Vulnerability to Climate Change.

Section 10: Individual Actions – What Can We Do to Make a Difference, identifies examples of actions that individuals throughout our community can take.

ES.8. Implementation and Future Updates

The Bainbridge Island City Council will be responsible for oversight and making policy decisions to support implementation of the CAP. COBI staff will integrate CAP goals and strategies into City operations and decision-making and report back on progress.

Achievement of the climate goals will require that COBI staff, community members, business leaders, and institutions all take actions. COBI staff will work to support community members in taking climate action and involve residents in implementation decisions.

Because climate change most negatively affects vulnerable communities, implementation of the CAP should advance equity while addressing climate change. COBI staff will work to establish partnerships with underserved communities, build capacity for climate leadership across the community, and involve diverse community voices from the start of any program. The priority actions for Implementation are described in detail in Section 9 below.

The 2020 CAP represents the beginning of an ongoing and iterative conversation between COBI and the community it serves. COBI will work with the community, local partners, and technical experts to update the CAP every three to five years, so that we can respond to changing circumstances and learn from implementation challenges and successes. The next GHG emissions inventory will be completed by 2022 for the year 2021. The GHG emissions inventory after that will be completed by 2026 for the year 2025 and then they will be completed every 5 years.

DRAFT

Section 1: Introduction

Section 1: Introduction

We are in a climate crisis of our own making to which we must respond. Climate change will impact Bainbridge Island in multiple ways, including sea level rise resulting in loss of land (including homes, roads and habitat) and altered precipitation patterns resulting in less groundwater recharge, increased potential for wildfire, and changes in vegetation.[5]

The urgency to substantially reduce our greenhouse gas (GHG) emissions and make our community more resilient to climate change requires that we take significant action now. Waiting puts our community, economy and our children's future in peril.

A 2018 report from the Intergovernmental Panel on Climate Change[6] stated that to keep global temperatures below 1.5°C compared to pre-industrial levels will require net zero global carbon emissions by approximately 2050. This conclusion is also supported by the 4th National Climate Assessment[7] and many other scientific publications[8,9] and entities.

In 2016 the City of Bainbridge Island (COBI) demonstrated its concern for climate change when it incorporated climate change into the updated Bainbridge Island Comprehensive Plan.[10] The Comprehensive Plan has seven guiding principles, one of which explicitly addresses climate change (see side bar).

BI Comprehensive Plan Guiding Principle #7: Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Policy 7.1: Participate with state, regional and local partners to reduce greenhouse gas emissions consistent with the 1990 benchmark and future year targets set forth in state law, educate the public about climate change and incentivize Island activities including land use patterns and building practices that reduce greenhouse gas emissions.

Guiding Policy 7.2: Minimize or ameliorate the impacts of climate change on our community and our Island's ecosystems through climate-informed policies, programs and development regulations.

Guiding Policy 7.3: Evaluate the climate vulnerabilities and implications of City actions and identify policies that alleviate those vulnerabilities. Consider the effects of shifting conditions (sea level rise, changing rainfall patterns, increasing temperatures and more extreme weather events) and the effects they cause (altered vegetation, changing water demands, economic shifts).

In 2017, COBI again showed its commitment to address climate change when it established the Climate Change Advisory Committee (CCAC), with a mandate to provide the City with recommendations for a Climate Action Plan.

In developing the Climate Action Plan (CAP), the CCAC followed the five milestones approach suggested by ICLEI[11], a global organization which has been working for more than 20 years to assist local governments in reducing their GHG emissions and preparing communities for the impacts of climate change.

The five milestones below offer a systematic approach to dealing with climate change. The specific actions the City has taken, or intends to take, for each milestone are summarized below.

- **Milestone 1**: A GHG emissions inventory was completed by Cascadia Consulting Group for COBI. The inventory covered emissions from City operations and from the Community as a whole. A summary of the results is included in Section 2.

- **Milestone 2:** The CCAC recommended a reduction target for GHG emissions. The target is discussed below.

- **Milestone 3**: The CAP was developed over a 12-month period after significant input from the Community and interaction with the City Council and COBI staff. The CAP includes a number of goals necessary to meet the reduction targets. The specific strategies and actions needed to meet the goals are discussed in Sections 3-8.

- **Milestone 4**: The next step is to implement the actions identified in the CAP. This is discussed in Section 9.

- **Milestone 5**: The evaluation and monitoring of progress is critical to ensure the actions identified are effective in reducing GHG emissions and preparing the Island for the impacts of climate change.

It will also be important to use the information from the evaluation and monitoring to make changes to the CAP as needed and adaptively manage those changes over time.

1.1. Why develop a Climate Action Plan?

The CAP is a comprehensive roadmap that outlines the specific activities that COBI and the community can undertake to reduce GHG emissions and increase our resilience to the climate changes that are occurring now and will intensify in the future.

The CAP considers both mitigation and adaptation strategies and actions. **Mitigation** responses reduce GHG emissions, while **adaptation** responses increase resilience and/or decrease vulnerability. Combined, these two approaches create a comprehensive, integrated strategy for addressing climate change.[12]

Mitigation can be achieved through approaches such as more sustainable development, higher-density development, fewer vehicle miles traveled, more use of non-motorized transportation, more electric vehicles, green building standards, and renewable energy sourcing.

Adaptation addresses the effects of climate change, including sea level rise, altered precipitation patterns with related flood and drought impacts, and increased temperatures. Approaches include: low-impact development; retreat of buildings and infrastructure from rising seas; climate certified zoning, permitting and procurement; and climate-savvy hazard mitigation and resource management.

1.2. Federal, State, and Local Climate Policy

In June 2013, President Obama presented a Federal Climate Action Plan setting forth a plan and policies to cut carbon emissions, prepare for climate change impacts, and lead international climate protection efforts.[13]

In December 2015, all but two countries (who have since joined) in the world signed on to the Paris Climate Agreement to limit global warming to less than 2° C (3.6° F) above pre-industrial levels. They also agreed to stop the rise of GHG emissions as quickly as possible, with an aspiration to limit warming to 1.5° C (2.7° F).

On June 1, 2017, President Trump initiated the process to remove the United States federal government from the Paris Climate Agreement and is seeking to nullify the obligation to contribute aid to less developed countries. When this change takes effect in 2020, the U.S. will be the only National government not participating in the Paris Agreement as the original two holdouts, Syria and Nicaragua, subsequently joined in November 2017.

Responding to President Trump's announcement, hundreds of cities - including Bainbridge Island (see Resolution 2017-20) [14]- , 10 states, and thousands of U.S. corporations and institutions joined the "We Are Still In"[15] campaign, declaring their continued commitment to meeting the reduction goals of the Paris Agreement.

Currently, the Federal government is not taking an active role in climate change issues. Given the lack of federal action, many city and state governments along with a number of corporations are now leading U.S. efforts to reduce emissions and prevent catastrophic climate change.

Washington State enacted several measures during the 2019 legislative session to reduce GHG emissions. They mandated GHG reductions from energy generation, put in place incentives for electric cars, provided resources to electrify the State's ferry fleet, required higher efficiency standards for appliances, and mandated a phase out of the very potent greenhouse gases, hydrofluorocarbons.[16]

In 2016, the City of Bainbridge Island incorporated climate change into its Comprehensive Plan. The City Council has also passed several resolutions in support of climate change actions. And in

2017, the City Council established the CCAC.[17] The CCAC was established to serve as a technical and planning advisory committee to the City Council, city manager, and COBI staff on issues related to climate change. The Council requested that the CCAC develop a Climate Action Plan (CAP) for the Island.[18]

The development of the CAP is an important milestone on the path to reducing GHG emissions and preparing our Island for the effects of climate change. However, the real work starts now: **implementation of the CAP recommendations**.

Implementation will require the City to make difficult decisions on priorities and identify the funding and/or staffing for the critical actions. Success will also depend on the Bainbridge community's involvement and individuals' taking meaningful personal action to respond to this climate crisis.

The CAP is intended to be a living document, modified over time to adapt to the City's and community's changing conditions. The many contributors to this document hope the CAP can provide clear guidance in helping Bainbridge Island do its part in combating climate change.

BI: Recent climate related City proclamations, resolutions, and ordinances

- Relating to Climate Emergency (Resolution 2020-05)
- National Drive Electric Week 2019 (Proclamation).
- Supporting Green New Deal (Resolution 2019-14).
- Endorsing Clean Air Energy Initiative 1631 (Resolution 2018-27).
- Affirming Support for Paris Climate Agreement (Resolution 2017-20).
- Supporting a carbon pricing policy for Washington State (Resolution 2017-04).
- Establishing a Climate Change Advisory Committee (Ordinance 2017-03).
- Integrated climate change into the Comprehensive Plan (Ordinance 2017-01).

1.3. Bainbridge Island Climate Impact Assessment

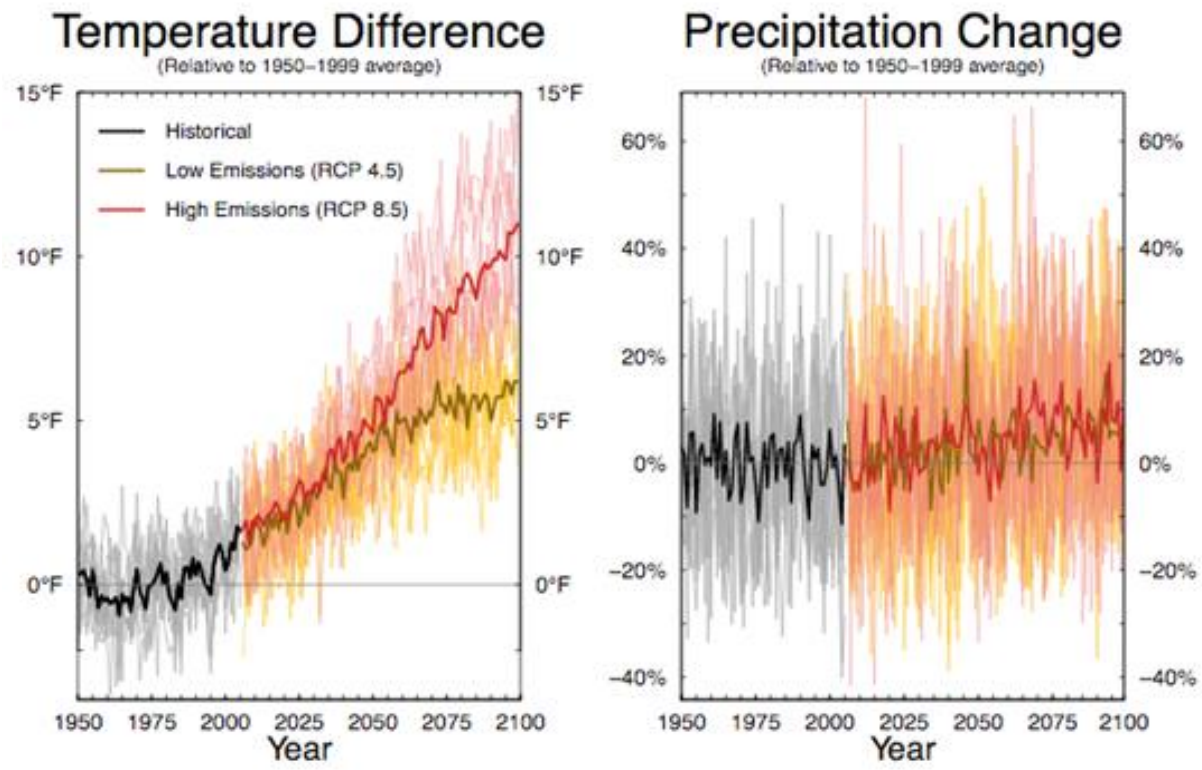
The effects of climate change relevant to Bainbridge Island can be categorized in terms of six impact areas: temperature, precipitation/extreme weather, sea level rise, vegetation change, ocean acidification and slope stability.

Temperature

Our climate has warmed over the past century and temperatures are expected to continue to increase over the 21st century.[19] We have already experienced about 1.3° F (0.7° C) of warming by 2014 and the frost-free season has lengthened by 30 days. The projections are represented in Figure 1.1 as historical temperature and with two potential future trends based on either Low Emission (RCP 4.5) or High Emissions (RCP 8.5) scenarios.

RCP stands for 'Representative Concentration Pathway.[20] RCPs were used in the latest IPCC report to make projections of how human activities will affect concentrations of GHG in the atmosphere and the resulting increase in temperatures. The four RCPs range from very high (RCP 8.5) through to very low (RCP 2.6) future concentrations. The numerical values of the RCPs (2.6, 4.5, 6.0, and 8.5) refer to the concentrations in 2100.

Figure 1.1 Regional Projections for Changes in Temperature and Precipitation[21]



Between now and mid-century, average annual air temperatures are projected to increase between 4 to 5.5° F (2.2 to 3.1° C), with even greater warming projected in the years thereafter.

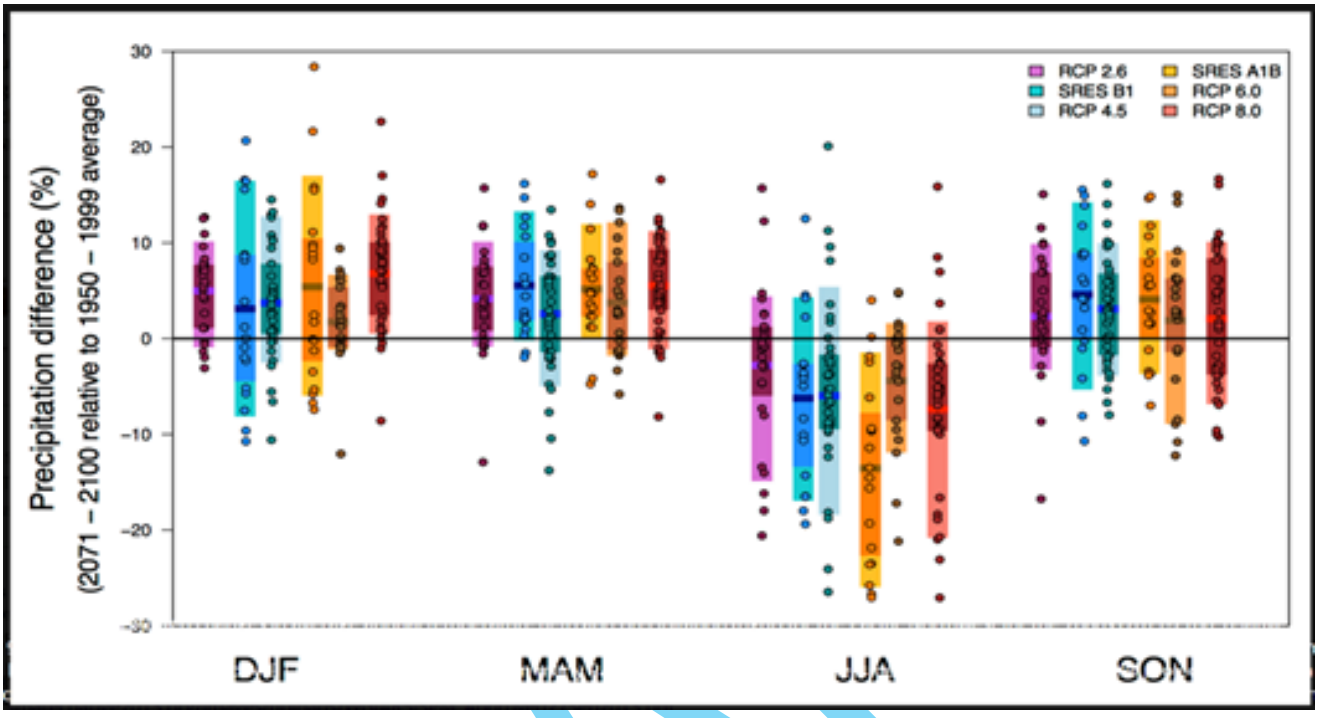
This warming, unlike warming observed to date, which has not yet substantially affected spring temperatures, is expected to affect all seasons, with the greatest increase in summer months.

Increasing temperatures can affect our human demand for water and will increase the water requirements of Island vegetation (natural systems, agriculture and landscaping). Increasing temperatures will also affect our terrestrial, freshwater and marine ecosystems. In addition, this will impact human health by increasing the likelihood of heat-related illness and diminished air quality.

Precipitation/Extreme Weather

There has not been a long-term change in total regional precipitation (Figure 1.1). However, there has been a "modest increase" in heavy rainfall events. It is projected that year-to-year variation in precipitation is expected to increase for all seasons except summer, which is expected to see declining precipitation[22] (Figure 1.2). Additionally, extreme winter precipitation events are expected to be more intense (+22%) and more frequent (seven events per year, up from two events per year historically).

Figure 1.2 Projected Difference in Precipitation by Season for the Pacific Northwest Based on Six Climate Scenarios [23]



Increasingly intense winter precipitation events have significant implications for all things affected by episodic flooding, including homes, businesses and critical infrastructure as well as marine and terrestrial species and their habitats. For example, increasing numbers of extreme weather events may overwhelm stormwater infrastructure that was designed to handle lower peak flows. Intense precipitation also negatively affects groundwater recharge rates (faster-moving water has less time to infiltrate) and surface water quality (more intense rainfall picks up more contaminants, nutrients and sediments).

Declining precipitation during the summer, already our dry season, may result in decreased groundwater recharge rates as well, which may not be offset by more intense winter precipitation when more water runs off into the Sound. Decreased precipitation will also change the types of vegetation that can thrive on our Island. The mix of increased temperatures, water-stressed vegetation and above ground power lines (which are the majority of our transmission and distribution lines on Bainbridge Island) may increase our fire hazard as experienced in California, which has had catastrophic fires over the past several years.

Sea Level Rise

Central Puget Sound waters have risen by more than 8 inches during the past century.[24] Continued warming is expected to accelerate rising sea levels over the next century and beyond. The most likely projections (i.e., central estimates for RCP 8.5 scenario) indicate that relative to average sea level during the period 1991-2009, Bainbridge Island will experience additional sea level rise of about:

- 5 inches by 2030;
- 10 inches by 2050;
- 28 inches by 2100: and
- 46 inches by 2150.[25]

Projections vary widely according to different emissions scenarios and other factors, but again, each of the above amounts are projected to eventually occur.

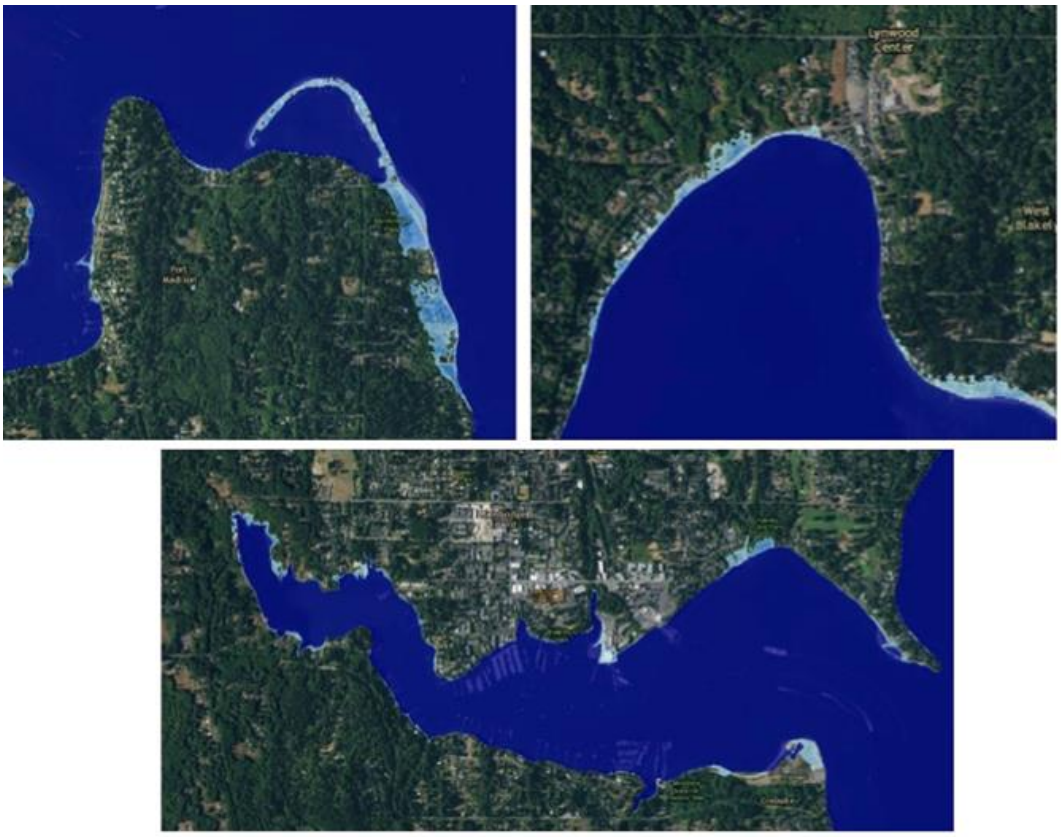
A limited number of public assets, primarily related to sewer service in and around Eagle Harbor and some low-lying streets, have already experienced or will soon experience inundation from sea level rise, especially during king tides.[26] Other vulnerable assets include Washington State Ferries terminal and maintenance facilities, the Wyckoff Superfund site, Fay Bainbridge Park, and to a lesser extent, the Winslow Wastewater Treatment Plant.

The most significant impact will be to private property owners around the Island, many of whom currently experience occasional nuisance flooding, although some coastal habitats such as coastal wetlands, accretion beaches, and forage fish spawning areas will also be impacted. [27]

By the middle of this century, many waterfront residences will face severe flooding, and in some cases, permanent inundation. High risk areas include Hedley Spit/Point Monroe, Manitou Beach, and Schel Chelb Estuary/Point White Drive (see Figure 1.3). Figure 1.3 represents todays extreme high tide. According to central estimates it will occur annually by the 2060's and monthly by 2090's. Accelerated bluff erosion will threaten high-bank properties and many septic systems Island-wide. Increased saltwater intrusion will stress ground water resources, marine riparian vegetation, and low laying septic systems near the shoreline.

DRAFT

Figure 1.3 Hedley Spit/Point Monroe, Lynwood Center and Eagle Harbor with Annual Projected Sea Level Rise by 2060[28]



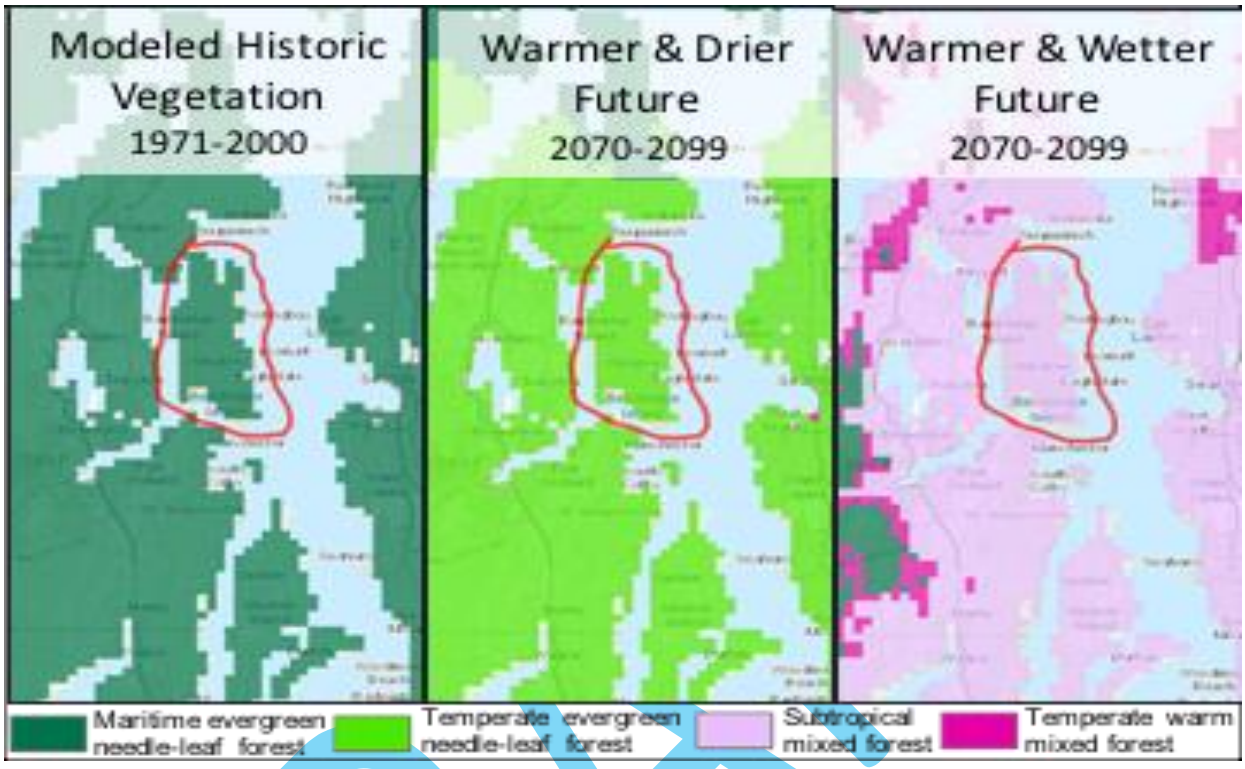
Vegetation Changes

Changes in our local climate (e.g., increasing temperatures, decreasing summer precipitation) are anticipate to affect local vegetation — forests, other natural habitat, horticulture and agriculture.

Washington's forests are likely to experience significant changes in the establishment, growth, and distribution of tree species as a result of increasing temperatures, declining snowpack, and changes in soil moisture. A rise in forest mortality is also expected due to increasing wildfire, insect outbreaks, and diseases. The projected changes could affect both the spatial distribution and overall productivity of many ecologically and economically important Pacific Northwest tree species, including Douglas-fir, ponderosa pine, lodgepole pine, and whitebark pine.[29]

Summer water stress will decrease tree growth and increase fire risk. These changing conditions (e.g. climatological, heat and water stressed plants) are also likely to cause changes in pests. Therefore, although the length of our growing season may increase, more extreme stressful conditions (heat, drought, flooding) coupled with pest pressure from new species and altered seasonality may adversely affect agriculture, landscaping, forests, and associated wildlife.

Figure 1.4 Projected Vegetation Changes for Bainbridge Island Based on MC1 Models of A2 SRES Emission Scenarios [30]



Currently Bainbridge Island has a maritime evergreen needle leaf forest. While there is considerable uncertainty in the compositional change in forests, Figure 1.4 shows a potential transition to a temperate evergreen needle leaf forest or subtropical mixed forest by the end of the century. This will depend on the changes in temperature and precipitation in our area. If it is warmer and drier then the type of forest is projected to transition to a temperate forest. However, if it is warmer and wetter than a more subtropical mixed forest is projected

Local marine habitat will also see changes in flora and fauna. Issues of particular concern include increasing magnitude and frequency of harmful algal blooms. Algal blooms can adversely affect shellfish, finfish, submerged aquatic vegetation (e.g. eelgrass), marine food webs and air quality, due to increasing temperature and altered pH and diminished dissolved oxygen (hypoxia) in the water column as a result of warmer temperatures.[31]

Ocean Acidification

As carbon dioxide levels increase in the atmosphere, more carbon dioxide is absorbed by the world's oceans, resulting in ocean acidification. This phenomenon is reflected in Puget Sound. Measurable declines in pH have already occurred and are expected to continue.[32]

The impacts of ocean acidification on Puget Sound may be further compounded by changes in circulation and salinity due to several factors: changing runoff (heavy precipitation, declining snowpack); increasing water temperatures; and declining oxygen (hypoxia). These impacts have

implications for activities that affect or rely on water quality, including aquaculture and municipal sewage discharge compliance. Our understanding of the ramifications of ocean acidification is just beginning, with new revelations being made regularly.

An important concept to consider is blue carbon. Blue carbon is the carbon stored in coastal and marine ecosystems. Coastal ecosystems such as tidal marshes and seagrass meadows sequester and store more carbon per unit area than terrestrial forests and are now being recognized for its role in mitigating climate change.[33]

Slope Stability

Climate change produces several conditions likely to affect slope stability. It increases soil saturation due to altered precipitation intensity and timing; changes the vegetation that holds slopes together, due to altered precipitation and increased temperatures; increases erosion, due to sea level rise and altered precipitation; and undermines hillsides, due to sea level rise and flooding.

1.4. Results from Community Survey and Workshops

As part of developing the CAP, the CCAC conducted a web-based survey to help inform the CCAC on Bainbridge Island residents' existing knowledge of local impacts from climate change, their level of concern, and their willingness to support local action by the City and broader community. The CCAC considered the responses from the survey when planning the community workshops and developing the CAP.

There were 443 responses to the web-based survey. In comparison to the general demographics of Bainbridge Island the respondents were generally older, female, from the Central part of the Island and have no children at home (Table 1.1).

Table 1.1 Demographics of Respondents to Community Climate Survey

	Survey	Bainbridge[34]
Age:		
Under 18	<1%	25%
18-24	1%	3%
25-44	16%	17%
45-64	40%	31%
>64	43%	24%
Gender		
Female	59%	51%
Male	35%	49%
Other	6%	Not reported
Children at Home		
Yes	31%	32%
No	69%	68%

DRAFT

Figure 1.5 Knowledge of Climate Change Impacts in General and on Bainbridge Island

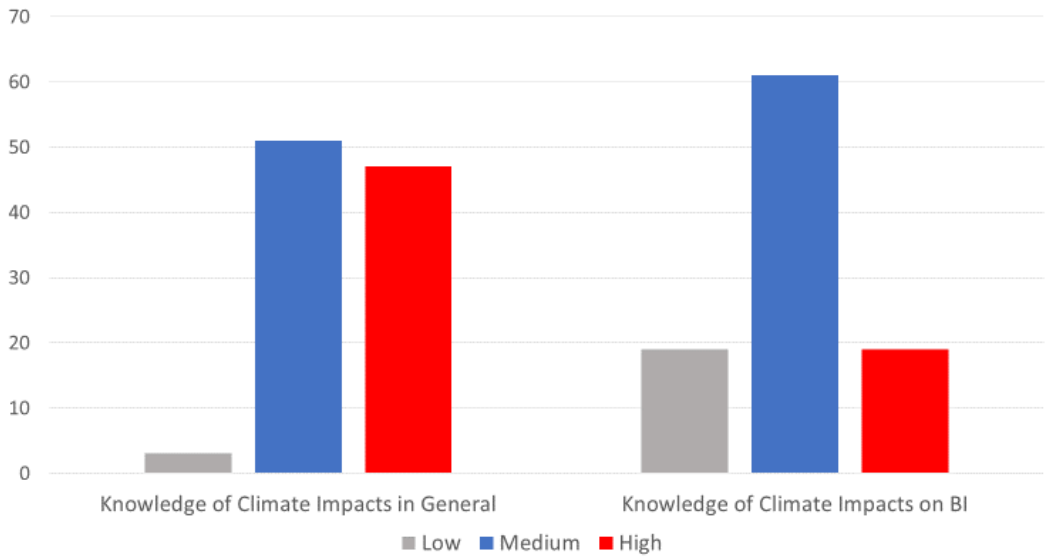
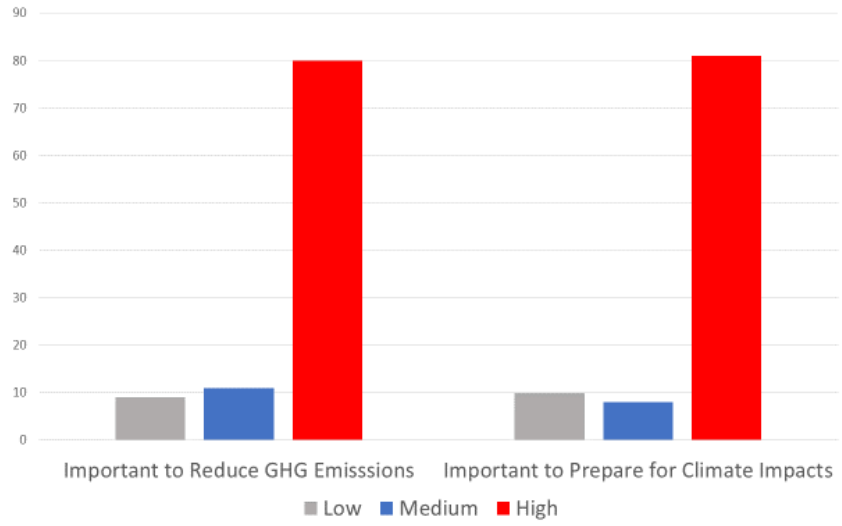
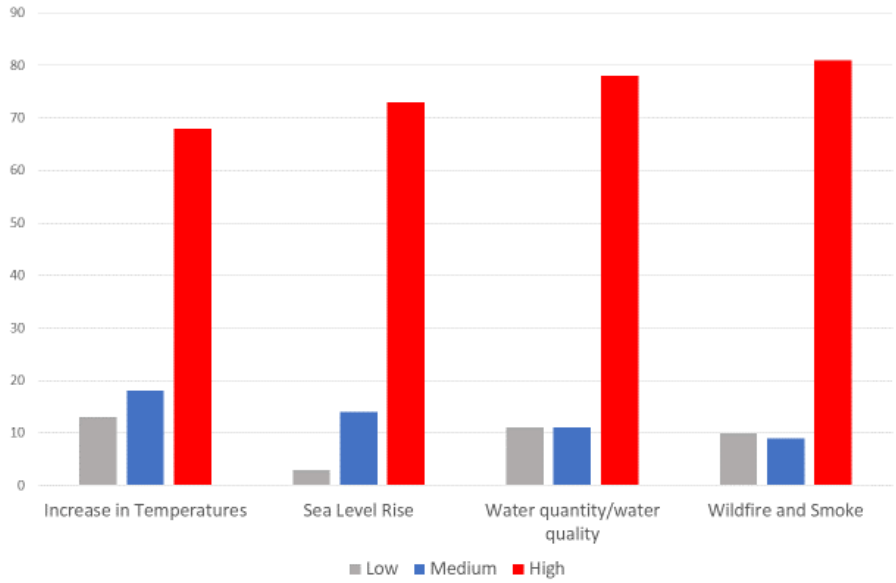


Figure 1.6 Importance of Reducing GHG Emissions and Preparing for Climate Impacts on Bainbridge Island



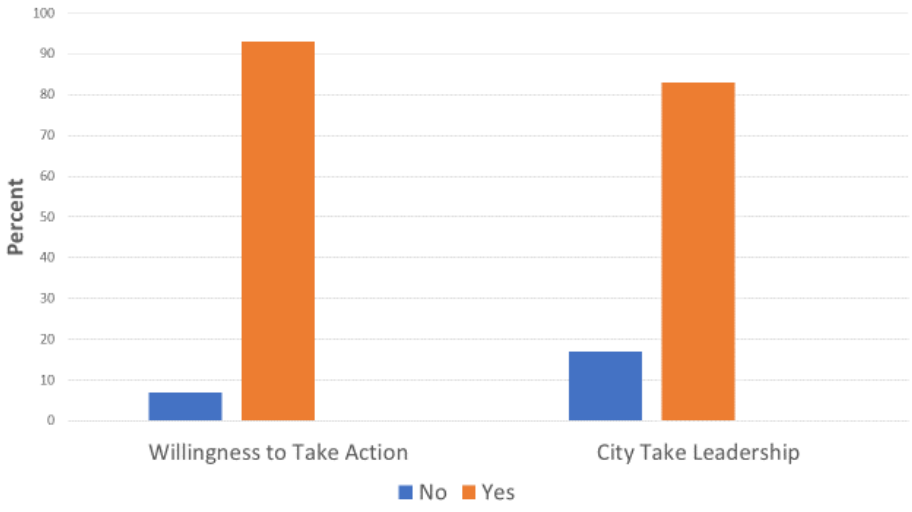
Over 70% of respondents were either extremely or very concerned about all the impacts described in the survey (Figure 1.7). Issues that ranked highest in terms of level of concern were increasing temperature, sea level rise, water quality and quantity, and wildfires and smoke.

Figure 1.7 Concern about Climate Impacts

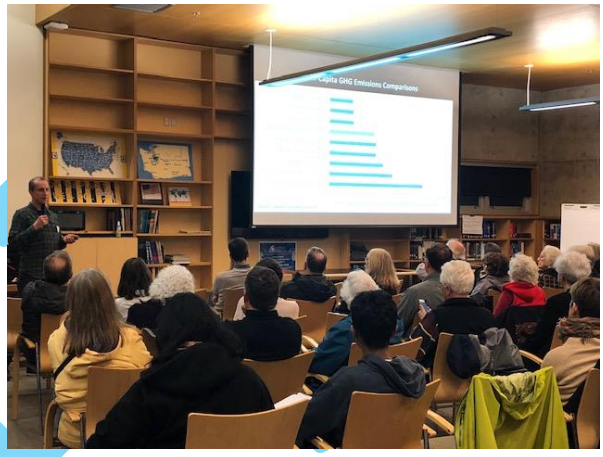


The vast majority of respondents are willing to take action on climate change and believe COBI should take a leadership role in addressing climate change (Figure 1.8).

Figure 1.8 Taking Action on Climate Change



In addition to the survey, the CCAC hosted two Community Workshops in 2019 (Saturday December 7th and Wednesday December 11th) with over 150 people in attendance. The purpose of the workshops was to provide participants with the opportunity to learn about the climate impacts to Bainbridge Island and provide input to the CAP.



Participants were provided with an introduction to the CCAC's objectives and the current state of knowledge about climate change impacts, focused on impacts to our region. Participants then broke out into hour-long working sessions to brainstorm ideas for each of the major sections of the CAP (e.g., energy, transportation, and buildings). CCAC members led each breakout group and a volunteer was assigned to each group to take notes. Ideas from each breakout group were compiled and written up into formalized notes and, as appropriate, the CCAC incorporated many of these ideas into the CAP.

1.5. Goals for Climate Action Plan

This plan provides the guidance needed for COBI to achieve three goals:

- Reduce Bainbridge Island's contribution to climate change by reducing our GHG emissions (mitigation).
- Increase our Island's resilience to climate change impacts (adaptation).
- Engage the community to make climate change actions equitable.

BI Climate Action Plan Goals

Mitigation: By 2045 Bainbridge Island will reduce its greenhouse gas emissions by 90% compared to 2014 levels with interim goals of reducing greenhouse gases by 25% by 2025 and 60% by 2035 compared to 2014 levels.

Adaptation: Bainbridge Island citizens are climate savvy and can withstand the impacts of climate change (e.g., sea level rise, warming temperatures, changing precipitation patterns, and changing vegetation).

Community Engagement: COBI inspires action across the community and partners with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions.

1.6. Challenges with Addressing Climate Change on Bainbridge Island

We Have a Complex Ecosystem

Bainbridge Island is an ecologically diverse Island shaped by its pre-glacial, glacial and post-glacial history, as well as its more recent human influences. Overlaying climate change on these already complex systems is a challenge to the stewardship of the health of our natural resources and landscapes.

The Majority of our Shoreline is Developed
Bainbridge contains 53 miles of diverse shoreline with a wide variety of human uses, ecological functions, and ecosystem-wide processes. Approximately half of the shoreline of Bainbridge Island has some form of shoreline armoring, and the vast majority of the shoreline is developed to some extent for human use. Managing the shoreline for human use as well as ecological health is a challenge even without the added impacts of climate change, such as sea level rise, habitat loss, erosion, slope stability, risk to infrastructure, ocean acidification, and changes to the shoreline vegetative community.

Water Resources will be Stressed
Bainbridge has a complex array of surface water and groundwater resources that are sensitive to the impacts climate change will bring. Our small streams, many of which are seasonal, are likely to experience greater extremes in hydrology and runoff, with longer dry periods and higher stormwater flows. Species like salmonids that are already stressed by many local and regional factors will face additional challenges as more extreme conditions cause habitat loss and changes to the timing and return of flows in our small streams and wetlands.

Bainbridge Island is a sole source aquifer community, with the vast majority of its water coming from precipitation that falls on the Island's surface and infiltrates the ground. Human development has already substantially altered groundwater resources. Such development has changed the permeability of the ground and runoff patterns and resulted in groundwater from multiple Island aquifers being withdrawn in some cases at rates greater than those of replenishment.

Climate change will layer additional stressors on our groundwater resources. These stressors include, but are not limited to: increased runoff and decreased recharge due to more extreme precipitation events; dryer summer periods, which will particularly stress shallow groundwater sources; warmer temperatures, which will result in increased water demand; and sea level rise, which will increase the possibility of saltwater intrusion into our sea level aquifers.

Forest Management is Complex
Bainbridge Island's forests have a significant history of human modification. Harvesting for timber and shipbuilding resulted in much of the Island being deforested. This was followed by agricultural activities that cleared and plowed areas of land for decades, many of which have been reseeded or reclaimed by young forests. Bainbridge's forested lands are currently a patchwork of private and public ownership, including stewarded ownership by the City, the Bainbridge Island Parks District (BIPD), the Bainbridge Island Land Trust (BILT), and IslandWood.

Finding a clear path towards managing lands under such a wide variety of ownership is no small task, especially in the face of climate change impacts that include increased wildfire risk, risk of forest pathogens, and changes in forest community composition. Managing forest health will require significantly increased cooperation, stewardship, outreach and education to ensure that our vegetated communities continue to provide their essential ecological functions: a diverse

DRAFT

and healthy natural habitat; stormwater regulation; aquifer recharge; local climate moderation; and air quality, as well as aesthetic and recreational functions.

Agricultural Lands will be Stressed
The native Salish peoples and later immigrant arrivals had a long, rich tradition of harvest and agriculture on and around the Island, including harvesting camas, shellfish, salmon and other resources. The current agricultural landscape is a relatively small but diverse mosaic of public farmlands, private vineyards, pastures and farms, community pea patches and backyard gardens. Climate change can be expected to influence and challenge fundamental aspects of agricultural systems including water availability, growing seasons, invasive plants and pests, and soil health.

1.7 Organization of the CAP

The CAP builds on the Island's Comprehensive Plan, the Bainbridge Island Climate Impact Assessment[35] developed for the Comprehensive Plan (summarized above), a GHG emissions inventory (summarized in section 2)[36], and community input. This document is organized as follows:

Section 2 summarizes the results of the GHG emissions inventory conducted by Cascadia Consulting Group for COBI.

Sections 3 through 8 provide the specific goals, targets, strategies, and actions around six focus areas:

- Energy (Section 3).
- Transportation (Section 4).
- Buildings (Section 5).
- Natural Environment (Section 6).
- Waste (Section 7).
- Community Engagement (Section 8).

The following information is provided for each focus area:

- Goals and targets
- Challenges to meeting those goals and targets
- Current actions by COBI and the Community to achieve those goals
- Strategies, prioritized actions, and other actions COBI and the Community need to take to meet those goals
- For each prioritized actions the following is included in Appendix A:
    - Description
    - Milestones
    - Years when action will be initiated, completed, and implemented.

Section 9 provides a roadmap of needed actions for implementing the CAP. This final section details the steps COBI and the Community need to take to ensure successful CAP

implementation, which in turn will create a climate savvy Bainbridge Island. Section 10 provides a list of individual actions residents can take to reduce their GHG emissions and prepare for the impacts of climate change.

1.8. Prioritizing Actions and Identifying Immediate Actions

The CCAC decided that it was important to prioritize the recommended actions to facilitate the review of the CAP by COBI staff and the City Council. The CCAC identified each action as a high, medium, or low priority. Ranks were determined based on five criteria:

1. Mitigation or adaptation: Potential for the action to reduce GHG emissions (mitigation) and/or potential for the action to reduce vulnerability to effects of climate change (adaptation).
2. Implementable: The action is both technically and logistically feasible and has been implemented in other jurisdictions.
3. Duration of benefits: The length of time over which the benefits of the action will persist.
4. Equity: The action will contribute to or support social justice, equity, diversity and inclusion within our community.
5. Co-benefits: The action will produce co-benefits (e.g., air pollution reduction; economic opportunities; improved transit; preserve natural resources).

Each action was evaluated as having a high potential (5 points), medium potential (3 points) or low potential (0 or 1 point) for achieving the stated criteria. The points for each action were then totaled. These values were used to assist in determining the highest priority actions.

In addition, the CCAC recognized it was important to identify a smaller subset of immediate actions that can help jump start implementation and provide the biggest near-term reductions in GHG emissions (Table 1.2). Identifying this smaller subset of actions enables the CCAC to better support COBI as it starts to implement the CAP. In addition, it will provide a clear and transparent road map for our Community on what are the immediate steps we need to take to start reducing our GHG emissions. The timeframe for implementing these immediate actions is over the next 9-12 months.

Table 1.2: Immediate Actions for Next 9-12 Months

Area	Action
Implementation	**5.A.1.b/6.A.1.c/7.D.1.a**: Use the EcoAdapt Climate Change Adaptation Certification Tool in COBI decision making.
	9.B.1.a: Equity implications are addressed in all actions
	8.C.1.b/8.C.1.a: Hire City staff to coordinate and lead climate efforts and review existing authorities.
	9.D.1.a: Develop cost estimates and staffing needs for priority actions.
GHG Inventory	**2.A.1.a**: Improve accuracy of GHG Inventory.
Energy	**3.A.1.b**: Work with PSE to reduce our energy demand.
	3.B.1.a: Work collaboratively with PSE, via the PSE Franchise, to green our energy supply.
	3.B.1.c: Prohibit propane, fuel oil, and wood stoves for primary heating in new buildings.
	3.A.2.a: Initiate discussions on establishing a Green Building and Energy Fund
Transportation	**4.A.1.a**: Support the recommendations from the Sustainable Transportation Task Force and ensure potential GHG emission reductions are considered in all options considered by Task Force.
	4.B.1.a. Transition COBI's fleets to primarily electric vehicles, use biofuels where not an option, and encourage other Bainbridge Island taxing districts to also develop a plan.
	4.B.2.a. Evaluate current code to see if a need to increase the number of EV-charge-ready for all new development/major renovations and multifamily units/commercial development include EV charging infrastructure.
Buildings	**5.A.1.a:** Support the recommendations from the Green Building Task Force.
	5.B.1.a., b., and c: Build on preliminary sea-level rise assessment endorsed by CCAC.
Natural Environment	**6.A.2.a**: Create list of tree and plant species expected to be favored by climate change that can be used for forest management and restoration actions.
Waste	**7.A.2.a**: Pass an ordinance to reduce single-use plastics.
Community Engagement	**8.A.1.a. and b**: Develop a web presence for climate change on City website and make climate information widely and easily available to all community members.
	8.C.2.a: Establish equitable access to recharging generators and cell phones during outages, and provide emergency food/water/filtered air during poor air quality due to fires across the west.

Section 2: GHG Inventory

Section 2: Greenhouse Gas Emissions Inventory

One of the first steps in developing the CAP was to complete a comprehensive GHG emissions inventory.[37] The inventory described the amount of GHG emissions produced by the Bainbridge Island community and COBI operations in various sectors (e.g., transportation, energy, and waste). In addition, a consumption-based inventory was also developed to estimate GHG emissions from the goods and services we consume. As COBI and the community act to reduce GHG emissions, such inventories must be periodically updated to monitor progress and make improvements in the methodology along the way.

This section of the CAP summarizes the key findings of the initial GHG emissions inventory and outlines the CAP goals, targets, strategies and actions to monitor GHG emissions as the community works toward our stated reduction goals.

2.1. Inventory Approaches and Methodology

The final GHG emissions inventory report was issued October 2019. It evaluated the years 2014 and 2018. Cascadia Consulting Inc. developed three inventories for COBI (see Figure 2.1):

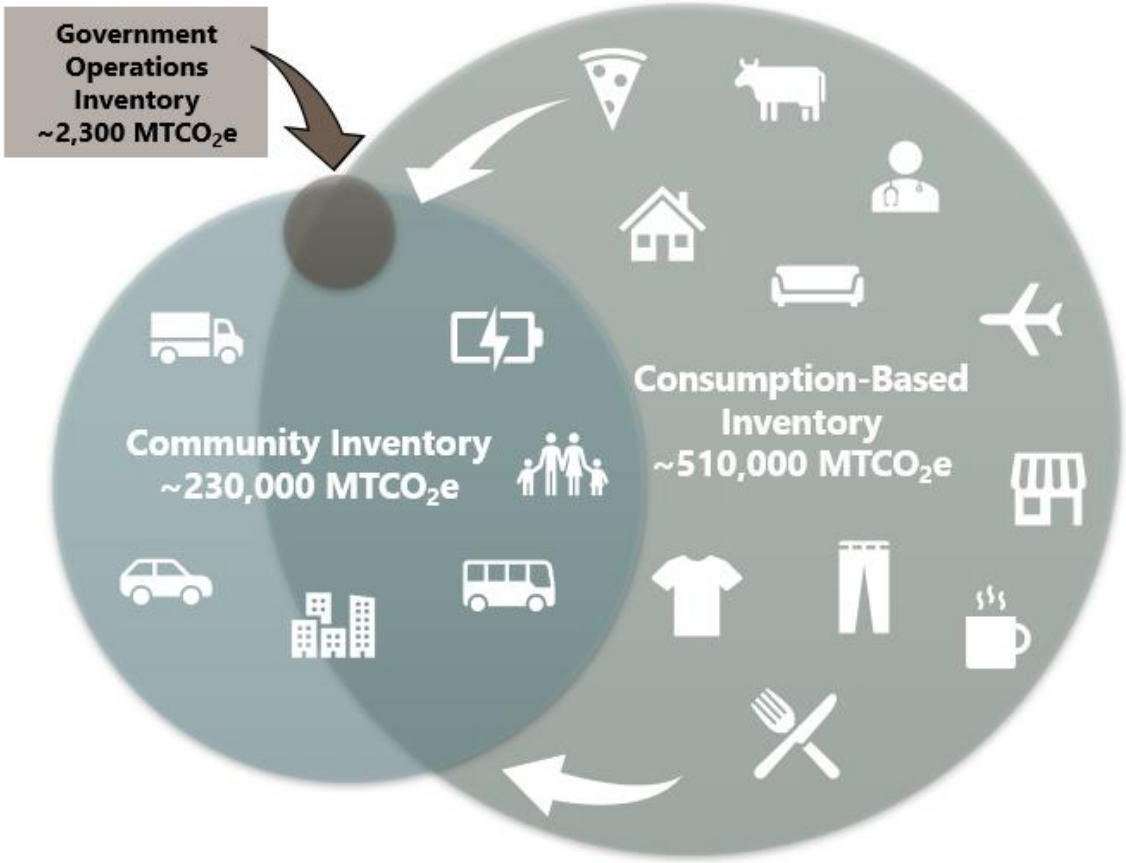
- A **community inventory** that estimated GHG emissions produced by the activities of the Bainbridge Island community, including residents and businesses.

- A **municipal inventory** that estimated the GHG emissions produced by COBI operations, including from the operation of municipal buildings and facilities, transportation, solid waste, wastewater, and refrigerant leakage.

- A **consumption-based inventory** that estimated GHG emissions associated with the consumption of food, goods, and services within the community, regardless of their origin. This includes emissions associated with the production of goods manufactured in other locations but consumed by Bainbridge Island residents, visitors, or businesses.

DRAFT

Figure 2.1 Conceptual Relationship Among Community, Municipal and Consumption-Based Inventories for Bainbridge Island



Inventory Methodology

The inventory accounts for human-caused emissions of the most prominent and typical greenhouse gases for communities: carbon dioxide (CO_2), methane (CH_4), and nitrous oxide (N_2O). To account for the differences in potency among these gases, all emissions are calculated and reported in units of metric tons of carbon dioxide equivalent ($MTCO_2e$). The inventories were conducted using widely accepted tools and protocols, including the *Local Government Operations Protocol* and *U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions.*[38]

GHG emissions are inventoried by multiplying annual activity data (e.g. electricity consumption) by emission factors (GHG emissions produced per kWh of electricity). Data was obtained from City staff and local documentation such as Puget Sound Energy's (PSE) billing records, records from local wastewater treatment facilities, and municipal fleet vehicle fuel use records.

For the community inventory, key data sources included electricity consumption from PSE, modeling outputs for vehicle miles traveled by fuel type from Puget Sound Regional Council

(PSRC) tonnage records from Bainbridge Disposal and estimates of agricultural landowners and acreage from the Kitsap County Conservation District. Where local data were not available, downscaled national data sources such as from the Federal Transit Administration, U.S. Census Bureau, and the U.S. Department of Agriculture were used.

The activities and sectors included in GHG emission inventories are often classified into three "scopes," which represent relative levels of control over an emissions source:

- **Scope 1** emission sources include those directly caused by an organization's actions, such as from owned equipment and facilities the organization owns.[39]
- **Scope 2** emissions are those indirectly associated with purchased electricity, steam, heating, or cooling.
- **Scope 3** includes all other indirect emissions that are not covered in Scope 2.

The community and municipal inventories for Bainbridge Island included emissions sources from all three scopes. The inventories included all sources required by the consulted protocols and additional sources, as relevant.

The inventories cover two representative years, **2014** and **2018**. 2018 was the most recent year with the most comprehensive, consistent, and relevant information on community GHG emissions. For a comparison year, 2014 had no major differences in organizational structure or infrastructure from 2018, and all the needed data was available and derived using methodologies consistent with 2018.

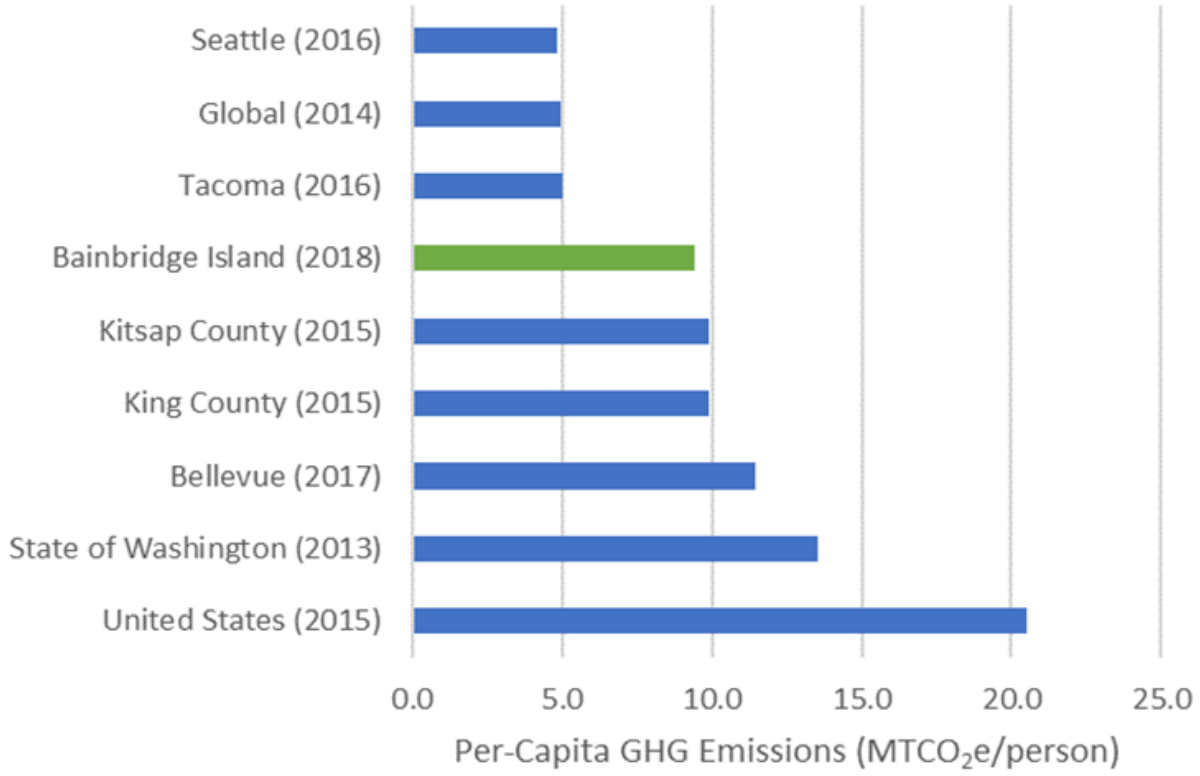
2.2. Inventory Results

Community Emissions

The Bainbridge Island community emitted about 214,425 $MTCO_2e$ in 2014 (9.3 $MTCO_2e$ per Bainbridge Island resident) and 233,998 $MTCO_2e$ in 2018 (9.4 $MTCO_2e$ per Bainbridge Island resident). A high-level comparison suggests that this per-capita estimate is consistent with that of Kitsap County (9.9 $MTCO_2e$ per person), and lower than per-capita estimates for the U.S., Washington State, King County, and Bellevue. However, Bainbridge Island's estimated per-capita emissions are almost twice those of Seattle and Tacoma (Figure 2.2) based on the Community-based inventory.

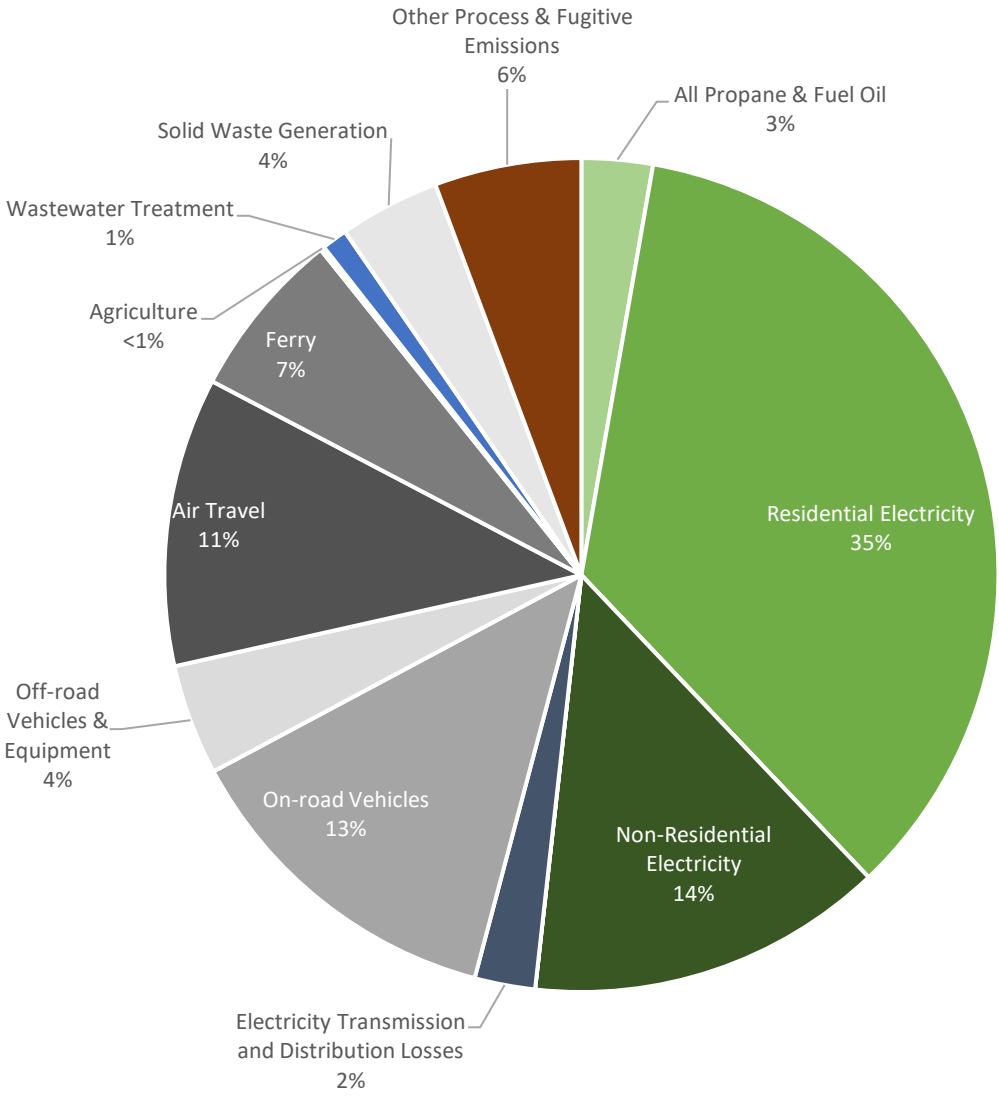
DRAFT

Figure 2.2 Per Capita GHG Emissions Comparison [40]



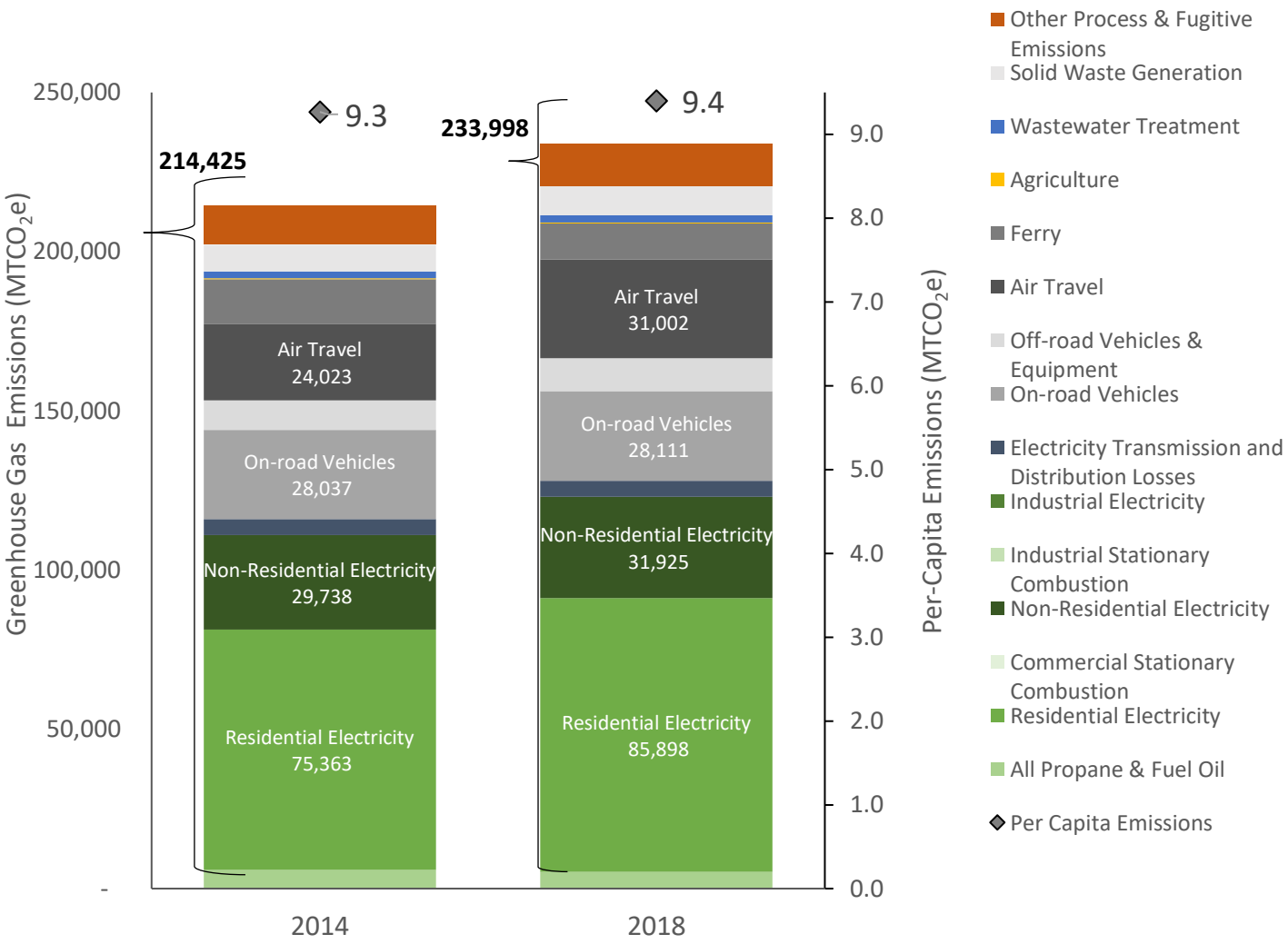
The majority of Bainbridge Island community emissions stems from consumption of electricity in homes and commercial buildings (about 53%). Transportation makes up another one-third (about 35%) and other sources like solid waste generation and refrigerant loss accounting for another 11% (Figure 2.3).

Figure 2.3 Bainbridge Island Community Wide Emissions in 2014 (Total = 214,425 MTCO2e)



Overall, communitywide emissions in 2018 increased by 9% since 2014 (Figure 2.4). The largest increases were from air travel (23% increase), residential electricity (12% increase), and non-residential electricity (7%). Per-capita emissions, however, only increased 1% over that period.

Figure 2.4 Bainbridge Island Community Emission Trends by Year and Source

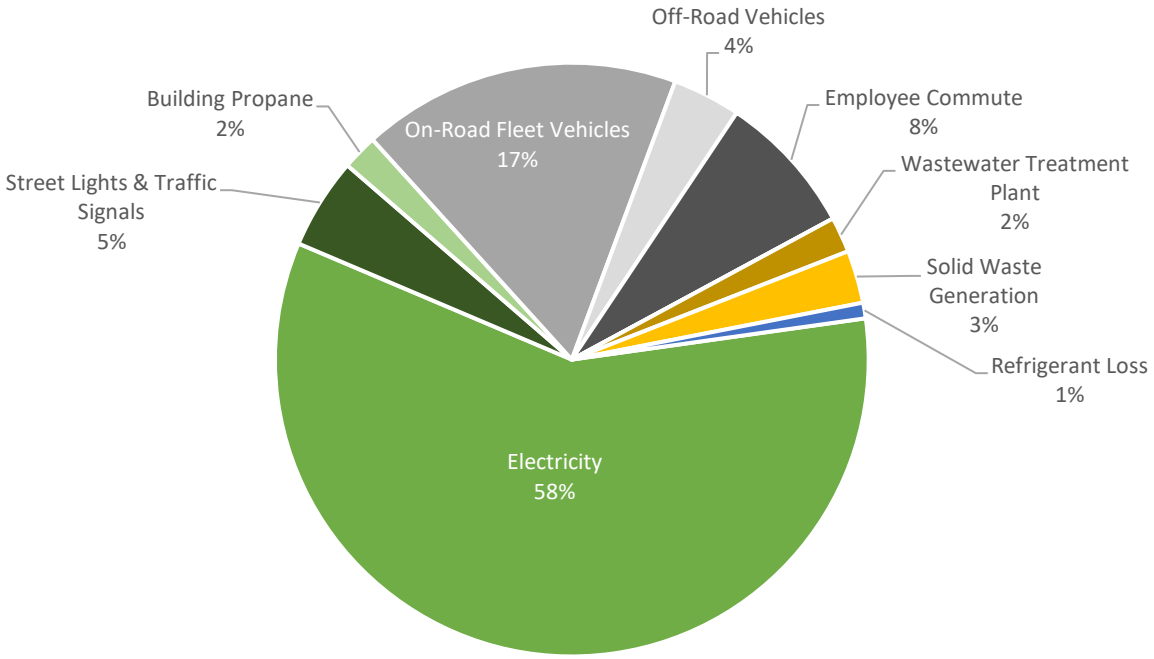


City Government Emissions

Emissions from COBI activities—which make up about 1% of the total community emissions—increased 11% from 2014 to 2018 (2067 to 2291 $MTCO_2e$). Major emissions sources included facility electricity consumption (60%) and on-road fleet vehicles (17%) (see Figure 2.5).

Emissions from municipal facility electricity and on-road fleet vehicles increased 14% and 7%, respectively. Just four facilities accounted for 80% of all facility electricity use in 2018: Bainbridge Island Wastewater Treatment Plant (WWTP), City Hall, Fletcher Bay Well Field, and Bainbridge Island Public Works Operations and Maintenance Yard.

Figure 2.5 Bainbridge Island City Operations GHG Emissions in 2014 (Total = 2.067 MTCO2e)

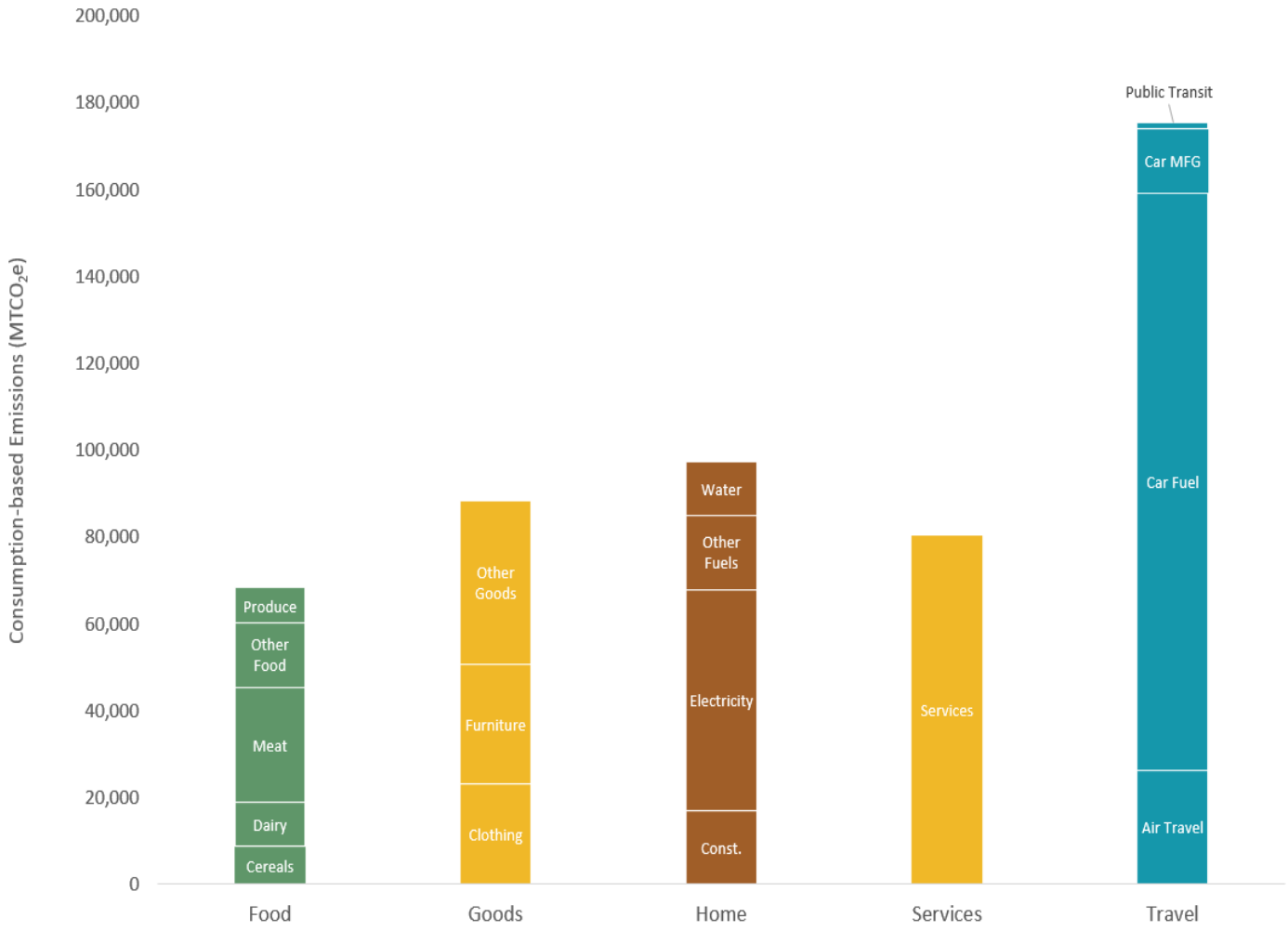


Consumption-based Emissions

The purchasing decisions we make impact the environment. Some types of foods and materials, such as meat and furniture, can carry a significant GHG emissions burden. For example, meat and dairy cows emit methane—a potent GHG. Residents on Bainbridge Island who consume beef contribute to the emissions from these cows—even if the cows are raised outside the Island.

Results from a household-based economic modeling tool suggest that purchasing behaviors of the average Bainbridge Island household contributes 52 $MTCO_2e$ a year (see Figure 2.6).[41] There were an estimated 9,404 and 9,798 households on Bainbridge Island in 2014 and 2018, respectively, indicating that total consumption-based emissions from all households on Bainbridge Island could have reached approximately 510,000 $MTCO_2e$ in 2018. Major drivers include the purchase of meat, furniture, clothing, home energy, and travel-related expenses such as car fuel and air travel.

Figure 2.6 Consumption-Based Emissions per Bainbridge Island Household



2.3. GHG Inventory Conclusions

The GHG emissions inventory provides an informative starting point for the community's current GHG emissions status. Key findings are:

1. More than half of the community GHG emissions are from fossil fuel emissions by the Island's sole energy provider, PSE. The contribution from electrical generation will decline in the future in line with the requirements of the Washington State Clean Energy Transformation Act (CETA) targets (see Section 1), although there are actions the City can take to support and even accelerate this transition (See Section 3 and Section 5).

2. On-road motor vehicle transportation and air travel together accounted for another 24% of community emissions. Reducing air travel and motor vehicle emissions will require both actions at the state level and private citizen action. The air travel and motor vehicle transportation sectors analysis relied on regional models. Future inventories will need to take into account locally tracked data, if possible.

3. Emissions from ferry travel (7%) should be reduced in the future because all of the Bainbridge ferries are scheduled to transition from diesel to hybrid-electric propulsion by 2022.

4. The contributions from hydrofluorocarbons (~6%) will be reduced as the State of Washington phases out their use over the next several years.

5. The report indicates that community emissions increased 9% from 2014 to 2018 while per-capita emissions increased only 1%.

The initial GHG emissions inventory provides the basis for an **informed foundation** for taking climate action. The inventory identifies the sectors at both community and municipal operation scales that contribute the largest relative amounts of GHG emissions. Regular inventories will continue to be needed and incorporate into future decision-making. This will be critical for evaluating progress toward emissions reductions targets and for identifying cost-saving opportunities.

2.4. Goals/Targets

A. Implement a GHG emission tracking plan to monitor the CAP GHG emissions reduction goals.

- By 2021, select software (e.g., ICLEI Clear Path) that can be used to obtain community-wide data for the next GHG emissions inventory.
- By 2022, complete a new GHG emissions inventory, followed by an inventory in 2026 and every 5 years thereafter.

B. Re-evaluate the forest sequestration analysis.

- By 2023, complete a new forest sequestration analysis for the Island and prepare a plan to reanalyze the forest sequestration analysis periodically.

2.5. Challenges

- **Community Engagement**: Sufficient community engagement is needed to provide statistically reliable GHG emissions inventory results.
- **City Training:** The City received some training from Cascadia to continue inventories using the same methods in the GHG emissions inventory. Additional training is needed.
- **Conducting Valid Surveys:** Conducting voluntary community-wide surveys is challenging to avoid selection biases and to get a statistically valid sampling of participants.
- **Developing Metrics:** Measuring the reduction in GHG emissions from a specific action is challenging as the data many times are not available. One option may be to fine tune the Clear Path tool used in the original inventory. This is important to getting accurate metrics for CAP action responses among the resident behavior.

DRAFT

2.6. Current Actions

- **Carbon Footprint Calculators:** Several groups are using different software to calculate their organizations carbon footprint such as *Taming Bigfoot*[42]*, CoolClimate*[43] *and Energy Star.*[44]
- **Bainbridge High School**: CCAC members are working with Eagle Harbor High School to develop curriculum that will enable students to conduct individual/district GHG inventories.

2.7. Strategies/Actions

Goal A: Implement a GHG emission tracking plan to monitor the CAP GHG emissions reduction goals

Strategy A.1. Refine the software tool used for the 2019 GHG emissions Inventory (i.e., Clearpath).[45]

Priority Action(s)

- 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).

Other Action(s):

- 2. A.1.b. COBI will work with the CCAC to customize the tool as needed to distinguish electric vehicle (EV) from gasoline/diesel-powered motor vehicle use and other criteria.
- 2.A.1.c COBI will work with the CCAC to develop a protocol for measuring uncertainty.
- 2.A.2.d. COBI will work with the CCAC to conduct validation and verification assessments of any future updates to regional consumption-based models.

Strategy A.2. Complete updates to the GHG inventory.

Priority Action(s)

- 2.A.2.a. COBI will complete the next GHG emissions inventory by 2022 for the year 2021. Complete the next GHG emissions inventory by 2026 for the year 2025 and then complete a GHG emissions inventory every 5 years thereafter.

Goal B: Re-evaluate the forest sequestration analysis

Strategy B.1. Explore more rigorous analysis methods, including ground-truthing tree inventories and soil sequestration analysis.

Priority Action(s)

- 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.

DRAFT

Collaborations may include student apprenticeships, student thesis research opportunities, or collaborative research grant proposals. Consider also joint studies with BILT.

Other Action(s)

- 2.B.1.b. COBI, working with the CCAC and academic and local environmental and agricultural organizations, will explore expanding the forest sequestration analysis to include carbon sequestration from agricultural lands, shorelines, open meadows and parks.

2.8. Reductions Needed to Meet 2045 Reduction Goals

As discussed in Section 1, the CAP establishes a mitigation goal of reducing GHG emissions by 90% by 2045 compared to 2014 levels, with interim goals of 25% by 2025 and 60% by 2035 compared to 2014 GHG emission levels.

Figure 2.7 shows the GHG emission reductions needed in order to meet those targets. The figure provides a linear trend in GHG emissions of 9% per year. This is what the increase in GHG emissions were from 2014 to 2018. As can be seen, there will need to be substantial decreases in GHG emissions to meet our interim targets in 2025 and 2035 and our final targets in 2045.

Figure 2.7 Reductions in GHG Emissions Needed to Meet Targets

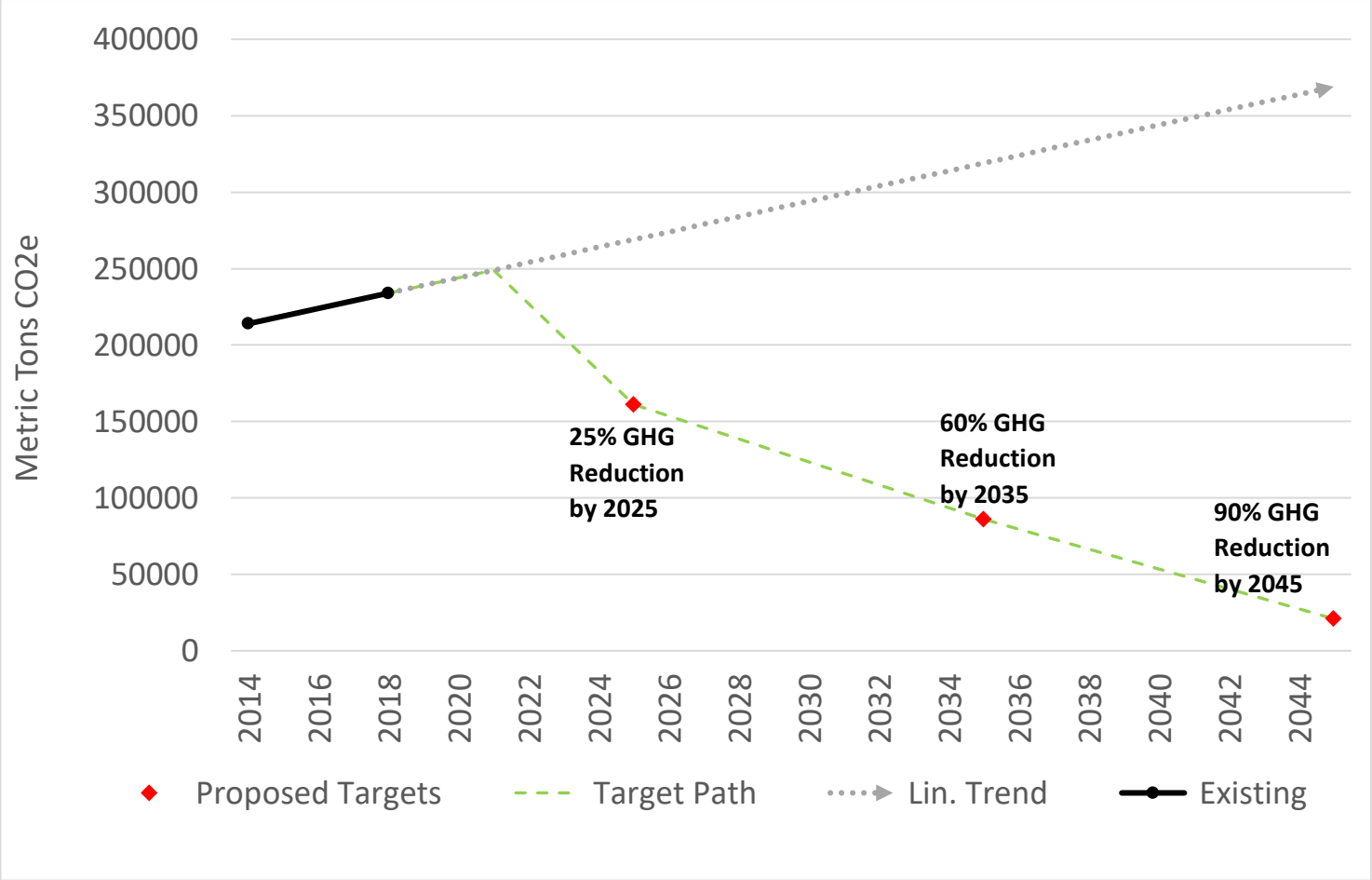


Figure 2.8 illustrates the potential reductions in GHG emissions from different areas of action. There are four areas where reductions will take place as described below. For each of these areas, the CCAC used the best available information and also made some best professional judgements on what might occur in the future.

In Figure 2.8, the value of the bar indicates the percent reduction associated with a particular action area. For example, State policies are estimated to reduce emissions from a 2014 baseline of approximately 214 MtCO2e to approximately 89 MtCO2e when fully implemented by 2045 (59% GHG reduction from 2014 levels). Recommended CAP-identified actions could bring us down to 55 MtCO2e if fully implemented (an additional 16% or 75 total GHG reduction). Finally, partnerships and other actions could take us down to about 21 MtCO2e or 90% total GHG reduction by 2045 from 2014 levels.

State Actions

In 2019, the Washington State legislature passed the Clean Energy Transformation Act (CETA)[46] requiring the State's electrical supply to be free of coal by 2025, carbon neutral[47] by 2030 and 100% carbon-free by 2045. They also passed legislation that requires the phase-out of hydrofluorocarbons.[48] In addition, the ferries from Bainbridge Island to Seattle will be able to run on 100% electric power as of 2022. These actions will contribute about 59% of the 90% GHG reductions needed to meet the 2045 mitigation goals.

Bainbridge Island Climate Actions

These actions are related to specific actions (e.g., prohibiting propane as a primary heating source in new developments; adopting a green building code; implementing recommendations from Sustainable Transportation Task Force; reducing vehicle miles traveled, and reduce amount of waste landfilled). These actions will contribute about another 16% of GHG reductions.

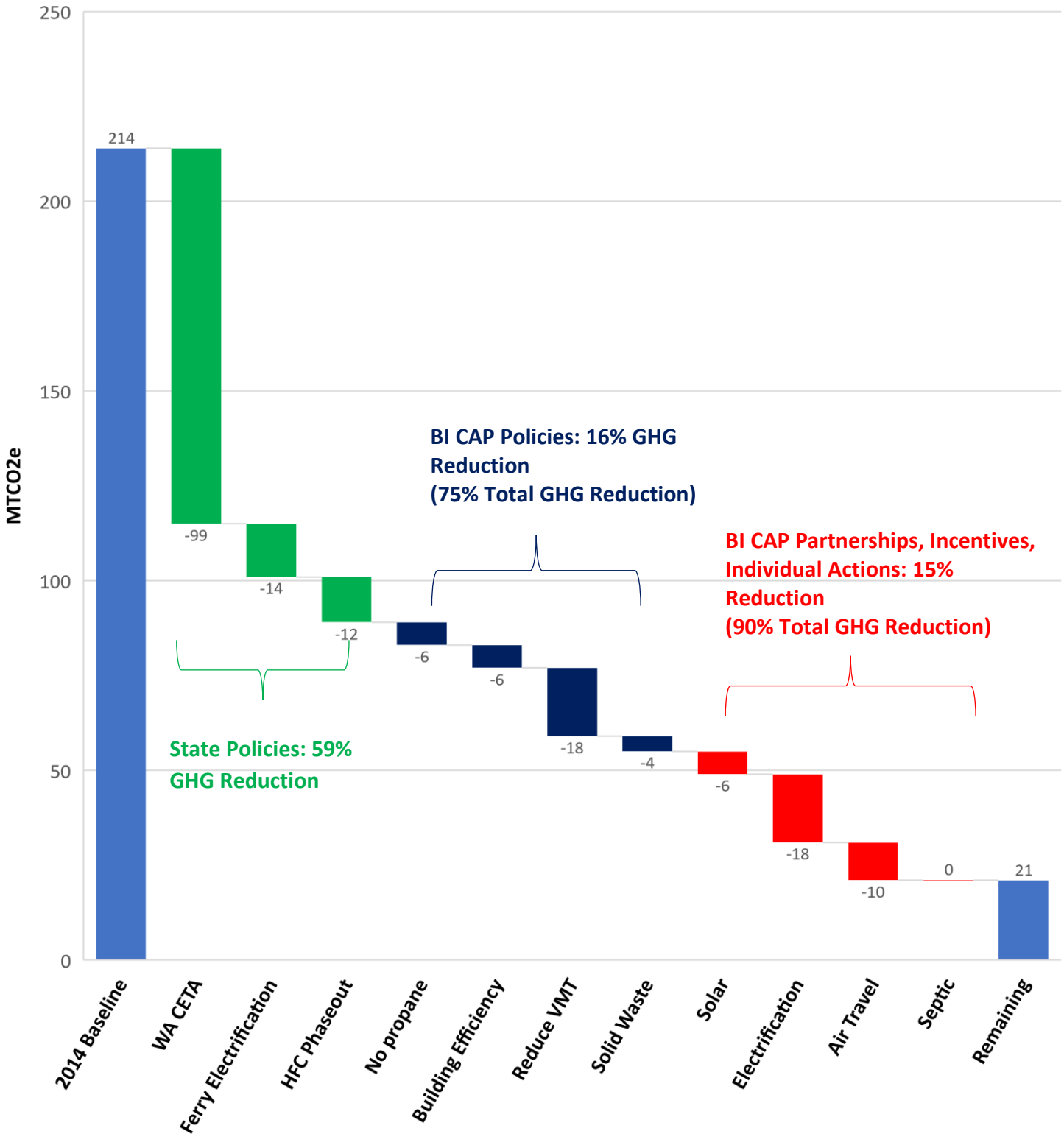
In total, State and local actions will contribute about 75% of the 90% of GHG reductions needed to meet the 2045 mitigation goals.

Partnerships, Incentives, and Individual Actions

About 15% of GHG reductions will come from community and individual actions such as: installing community solar projects; buying electric cars, bikes, and buses; and reducing the amount of air travel.

DRAFT

Figure 2.8: Reductions in GHG from State and Local Policies



Section 3: Energy

Section 3: Energy

Energy use is the largest source of Community emissions on Bainbridge Island. The GHG emissions inventory for Bainbridge Island indicates that about 53% of the community's GHG emissions come from electricity generation. In Washington State electricity generation contributes about 20% of the State's greenhouse gases.[49] Bainbridge Island's GHG emissions from electricity generation are higher than the State average because PSE, the Island's electricity provider has an energy mix containing over 56% fossil fuels.[50]

The Washington State legislature passed a bill in the 2019 legislative session[51] requiring the State's electrical supply to be free of coal by 2025, carbon neutral[52] by 2030 and 100% carbon-free by 2045.

Across the U.S., over 90 cities, more than ten counties and two states have adopted 100% clean energy goals. Six cities in the U.S.--Aspen, Colorado; Burlington, Vermont; Georgetown, Texas; Greensburg, Kansas; Rock Port, Missouri; and Kodiak Island, Alaska--have already hit their targets.[53]

Bainbridge Island should strive to achieve 100% clean, renewable energy, and should evaluate timelines to achieve this goal sooner than 2045 in order to do our part to keep global temperatures below 1.5 degrees Celsius compared to pre-industrial levels.

BI Comprehensive Plan: Energy

Goal CF-4: Public facilities constructed on BI meet appropriate safety, construction, energy conservation, durability and sustainability standards.
CF 4.4: Require public facilities to incorporate energy generation when and where possible.
EN 10.9: Maintain and improve Island air quality, by promoting the development of carbon free infrastructure.
EN 12.6: Promote energy conservation measures by all government entities.
EN12.7: Promote the installation of residential solar panels and the adoption of other energy saving technologies such as LED lights, heat pumps, and insulation.
U.14.1: Develop a plan together with the electric service providers to undertake energy efficiency improvements and other alterations of electric utility facilities to provide capacity for future growth.
U14.5: Encourage the electric service providers and electricity users to use carbon neutral electricity generation, local electricity generation and innovative technologies such as solar power.
U14.7: New taxpayer-funded buildings shall use carbon-neutral energy for heating, cooling and operational use.
U14.9: Explore ways to obtain 100% green electricity including investing in new renewable energy projects.

3.1. Goals/Targets

A. Increase energy conservation and efficiency throughout the planned and existing built environment, including customer-owned generation.

- By 2022, COBI will have established a Green Energy and Building Fund to assist with conversions and efficiency upgrades for homes, with a focus on low-income housing.

B. Eliminate carbon-based energy sources from all energy sectors.

- By 2022, COBI adopts policies that prohibit propane, fuel oil, and wood stoves as the primary source of heating in all new residential, commercial, industrial, and municipal buildings.
- By 2040, all of Bainbridge Island's sources of electricity are carbon-free.

C. Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of the changing climate.

- By 2023, half of the Bainbridge Prepares disaster hubs have installed 6-20kW solar arrays and storage for resilience.

3.2. Challenges

- **Energy efficiency of existing building stock is unknown**: While many buildings around the Island are energy-efficient (e.g., Grow Community and individually green-built homes) the overall energy efficiency of the Island building stock is unknown.
- **Lack of understanding of non-electric fuel sources**: Although the primary form of energy use on Bainbridge Island is electricity, there are an unknown but likely substantial number of other sources used for heating homes and powering appliances including: wood-burning stoves; propane generators, furnaces, fireplaces and appliances; and fuel oil in older units.
- **Emergency preparedness**: Bainbridge Island is susceptible to significant weather and natural disasters such as flooding in some areas as a result of climate change. The emergency preparedness and infrastructure resilience of the Island needs significant additional investment and coordination.

3.3. Current Actions

- **City Hall's community solar system:** City Hall has a system that generates more than 71 kilowatts of energy with a solar system composed of 297 panels. This is the largest solar system on the Island. The City Hall system had investments from 25 local Islanders totaling $450,000. COBI will plan to operate, maintain, and expand through 2045.
- **Energy Efficiency improvements**: Recent energy efficiency improvements were made to the Wastewater Treatment Plant (WWTP) operations.[54]
- **PSE Franchises Agreement:** COBI's current franchise with PSE took effect on April 23, 2007, and will expire on April 23, 2022, unless extended. The work to renew an electric utility franchise agreement is typically a multi-year effort that incorporates legal requirements, economic aspects, and community priorities. Prior to the pandemic, COBI workplans anticipated that tasks related to this negotiation would begin in Q1-2020 and continue throughout 2020 and into 2021 as needed.
- **Community PSE's Green Power program:** PSE's voluntary renewable electric energy programs include: Solar Choice, Green Power, and Customer Connected Solar.[55]
- **Solar at Sakai:** The Solar for Sakai school project, installed in 2009, has 30-solar panels with a 5.1-kilowatt array.
- **Green buildings**: There are several buildings on the Island that were constructed using a Green Building Certification Program (e.g., Living Building Challenge or Leadership in Energy and Environmental Design (LEED)[56]) such as the Grow Community, Ericksen Urban Cottages, Heron Hall, Bainbridge Artisan Resource Network (BARN), and Bainbridge Island Museum of Art (BIMA).
- **PSE biodigester pilot project**: A biodigester pilot project was started with the Harbor Public House (the Pub) and PSE as a proof of concept.

DRAFT

- **PSE proposals for improving reliability**: PSE's proposal to increase reliability by undergrounding overhead lines in risk corridors[57] and by a proposed tripling of: a) new transmission infrastructure (including a link between the Murden Cove and Winslow substations); b) a new 3.3-megawatt (MW) battery energy storage system; and c) targeted conservation, demand response tools, and customer-owned generation.[58].

3.4. Strategies/Actions

Goal A. Increase energy conservation and efficiency throughout the planned and existing built environment, including customer-owned generation.

Strategy A.1. Promote energy efficiency through existing and potential newly funded City and PSE programs.

Priority Action(s)

- 3.A.1.a. All COBI projects (e.g., Police Station, WWTP improvements) adopt requirements to maximize energy efficiency and reduce total energy demand whenever feasible (e.g., variable frequency drives in HVAC systems, heat recovery systems, and dedicated outdoor air systems).
- 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;[59] and 2) explore creating new incentive/rebate programs.

Other Actions

- 3.A.1.c. Encourage, and assist when possible, other taxing entities (e.g., BISD, BIMPRD, and BIFP) to adopt requirements to use high-performance retrofit technologies in all their projects.

Strategy A.2. Establish a Green Energy and Building Fund.

Priority Action(s)

- 3.A.2.a. Establish and 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). Possible funding sources are included in end note.[60]

Other Action(s)

- 3.A.2.b. Identify and apply for grants and subsidies for energy efficiency improvements for low-income residents to address equity concerns.

Goal B. Eliminate carbon-based energy sources from all energy sectors.

Strategy B.1. Partner with energy providers and local businesses on programs that will reduce carbon-based energy sources.

Priority Action(s)

- 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.
- 3.B.1.b. Work with PSE and others to develop incentive programs to increase installation of renewable energy, wind, and passive photovoltaic (PV) solar or other technologies on new and existing buildings.[61]
- 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.
- 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.

Other Action(s)

- 3.B.1.e. Explore opportunities to work with PSE and local banks/credit unions to create local renewable energy projects, such as community solar, urban wind power, and other forms of generation and storage.

Strategy B.2. Partner with neighboring communities (e.g., Puget Sound area in general with focus on Kitsap County and unincorporated areas in Kitsap County) on programs that will reduce GHG emissions.

Priority Action(s)

- 3.B.2.a. Develop and hold trainings/workshops for Island and neighboring communities' builders, contractors, architects and homeowners that can help Bainbridge Island and neighboring communities to implement the fuel-switch from carbon-based to electrification of the building stock.

Other Action(s)

- 3.B.2.b. Collaborate with neighboring communities to learn from each other on programs to reduce GHG emissions.

Goal C. Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of changing climate.

Strategy C.1. Create microgrids for critical infrastructure throughout the community.[62]

Priority Action(s)

DRAFT

- 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 as well as customer-owned storage.
- 3.C.1.b. Research and develop microgrids for community disaster hubs (City Hall, Seniors Center, Bainbridge Island School District (BISD), Island Wood) in partnership with PSE and Bainbridge Prepares and possibly using Washington Clean Energy Fund (CEF) funding.[6364] See also Section 8 Community Engagement Action 8.C.2.a.

Strategy C.2. Create large-scale neighborhood microgrids with distributed energy resources.

Priority Action(s)

- 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 storage, or a combined heat and power biodigester sited adjacent to the community pool.

DRAFT

Section 4: Transportation

Section 4: Transportation

On- and off-road vehicles, ferries, and air travel account for 35% of Bainbridge Island's GHG emissions. Motorized vehicles also contribute to localized air pollution and can impact public and environmental health and safety. Increasing the use of alternative modes of transportation, including walking, biking, and public transit, can help alleviate these impacts.

Greater use of electric vehicles can reduce local pollution along with overall GHG emissions, especially as our grid moves toward cleaner energy sources. Greater housing density when sustainably located, together with greater availability of electric vehicle (EV) charging and public transit infrastructure, could facilitate all of these shifts towards a more sustainable community. Finally, COBI may be able to facilitate adoption of infrastructure to help electrify ferry travel, and take steps to educate the community about the impacts of air travel.

BI Comprehensive Plan: Transportation

EN 12.2: Facilitate the improvement and convenience of low carbon mass transit and increased carsharing, cycling, walking and the development of alternative vehicle infrastructure (e.g., charging stations) to reduce greenhouse gas emissions.
TR 3.4: Support WSF and other providers to create and incorporate best practices into ferry service that reduce greenhouse gas emissions and vulnerability of ferry transit from climate change.
TR 7.2: Develop a master plan for the SR 305 corridor as a green and scenic highway balancing the objectives of maintaining it character, and providing safe visibility. Incorporate best practices into highway improvements that reduce greenhouse gas emissions and transit vulnerabilities from climate change.
TR 12.2: Develop transportation plans and programs that reduce travel demand, improve traffic flow and consider the impact to air quality including reducing greenhouse gas emissions.

4.1. Goals/Targets

A. Reduce motorized[65] vehicle miles traveled (VMT)[66] per capita

- By 2030, reduce VMT per capita by 25% (currently 3,000 VMT/capita), and by 50% by 2045. To support this goal, at a minimum:
  - By 2030, increase the mode share[67] of active transportation (biking and walking) to 25%, and to 50% by 2045.
  - By 2030, increase the mode share of public transit[68] to 5% (currently 2%) and to 10% by 2045.

B. Reduce GHG emissions from motorized transportation, including through electrification of all modes (on-road, off-road, and ferries) and encourage reduction of air travel.

- By 2025, transition COBI's fleet to 75% electric vehicles and the remainder to biofuels.
- By 2045, 80% of registered vehicles on Bainbridge Island will be either electric vehicles or plug-in hybrid electric vehicles.

4.2. Challenges

- **Barriers to increasing cycling and walking:** Experience in other communities and countries shows that safe, convenient and attractive networks of cycling and walking pathways for all ages and abilities – well-linked from residential areas to employment, school, and shopping – are required to significantly increase biking and walking. Such networks must include separated or protected bike lanes. Bainbridge Island currently lacks such networks and currently has an assortment of disconnected off road trails in need of enhancement and connections. Much of the Island's transportation infrastructure is designed around automobile travel (e.g., roads with no shoulders or sidewalks, free and abundant parking), which further discourages cycling and walking.
- **Historical development patterns:** Walking and bicycling are easiest within compact, mixed-use neighborhoods that actively accommodate these modes through well-designed roads, trails, and other pedestrian- and cycling-specific infrastructure. This mode of development may conflict in some cases with residents' preferences and with extant infrastructure. Outside of core areas, the majority of Island residences are spread out and separate from commercial destinations, which presents barriers to walking and biking to accomplish many activities.
- **Constraints to using public transit:** A combination of physical, cost, and behavioral barriers can inhibit the availability and use of public transit. Increased service, along with transit-oriented development, which might include increased housing density in Winslow and the three service areas could help overcome these barriers.
- **Barriers to electric modes of transport:** Although electric vehicles are increasingly popular, there are still cost, physical and psychological barriers to widespread adoption. Providing adequate public charging infrastructure, along with greater education and outreach, can help reduce these barriers. Alternative transportation modes – like e-bikes and scooters – can be promoted through measures to encourage non-motorized travel.
- **Island geography:** Bainbridge Island has lower average vehicle-miles traveled per capita than other communities in Washington and the rest of the country. This could be simply because we have fewer road miles to drive on (e.g., compared to Seattle), and the vast majority of trips on the Island are under 5 miles. It likely also reflects the fact that a greater share of resident vehicle-miles occurs outside community boundaries (e.g., shopping trips and other engagements that are off Island). Thus, a significant component of travel emissions from Island residents may be occurring in other jurisdictions, which makes it harder for the community to influence them.

Related Targets from Other Locations

Vehicle Miles Traveled (VMT)

- Washington State: Reduce VMT by 30% by 2035 and 50% by 2050.
- Los Angeles, CA: Reduce VMT by at least 13% by 2025; 39% by 2035; and 45% by 2050.
- Minneapolis, MN: Reduce motorized VMT by 40% by 2040

Mode Share

- Vancouver BC: Their goal of 50% of trips by motor vehicle by 2020 was reached ahead of schedule. Current goal is 33% of all trips by motor vehicle by 2040.
- Portland, OR: In 2008, 66% of trips were drive alone. By 2030, aim to achieve 30% of trips be drive alone.
- Orlando, FL: Goal is to achieve less than 50% of trips by motor vehicle by 2040.

- **Air travel emissions:** The GHG emissions inventory indicated that air travel constitutes 13% of our GHG emissions. Actions to address air travel emissions are generally beyond the reach of any individual municipal government. However, there are actions COBI can take to help reduce air travel by Bainbridge Island residents and COBI employees. COBI can work with the BI Chamber of Commerce, KPUD, and internet service providers to encourage employees and residents to reduce air travel by using technology that makes virtual meetings more effective and affordable.

4.3. Current Actions

Municipal

- **Current COBI Policies:** COBI has multiple policies and incentives in place to encourage employees to reduce their single occupancy driving miles. These include:
    - The Commute Trip Reduction (CTR) program: if employees of COBI get to work without a single occupancy vehicle trip more than 60% of the time, they receive $50 a month.
    - The Scoot Car: a Kitsap transit program that allows employees to use a car from City Hall for free during the day.
    - Employees may use City ORCA cards for city business to encourage bus and light rail trips.
    - For the past few years COBI's Green Team has promoted Bike-to-Work day for employees and intends to continue this promotion.
- **State code requirements:** State code requires electric transition for municipalities: RCW 43.19.648 directs municipalities to transition "to the extent practicable, to satisfy 100% of their fuel usage for operating publicly owned vehicles, vessels and construction equipment from electricity or biofuel, effective June 1, 2018."[69]
- **Island-wide transportation plan:** In 2017, COBI adopted an Island-wide transportation plan (IWTP)[70] that has non-motorized elements (see Chapter 6) which the City can implement and thereby address some of these goals.
- **Sustainable transportation initiative:** COBI is working on a sustainable transportation plan and has hired a consultant to advise the City on potential options along with forming a Sustainable Transportation Task Force. This plan is expected to set higher targets than the 2017 IWTP, recognizing the need to reduce greenhouse gases.

Community

- **Community outreach:** The Climate and Energy Forum, a collaborative of Bainbridge community environmental groups, has hosted multiple events over the past few years addressing impacts of internal combustion vehicles and the opportunities for electrification and reduced motor vehicle use.
- **Bainbridge Greenways:** Bainbridge Greenways is a coalition of community groups promoting and advocating sustainable transportation modes on the Island, particularly safe biking and walking for all ages and abilities. In 2018, this group (then called the Bainbridge Mobility Alliance) conducted an extensive survey of the community regarding non-

DRAFT

motorized transportation opportunities, in which they found that Islanders felt our biking and walking infrastructure is generally unsafe.[71]

- **Kitsap Transit**: On Bainbridge Island, Kitsap Transit is working with the state on the expansion of the Day Road Park & Ride to add capacity. At this time, there are 122 stalls of leased park and ride space on the Island; the expansion of Day Road could add between 75-90 new stalls. Just off the Island at the Clearwater Casino, Kitsap Transit has leased 96 stalls to gather commuters prior to driving on the Island.
- **Electric bus:** For the past year, Kitsap Transit has been operating a 40-foot, 100% electric bus in its fleet as a pilot program to evaluate the technology and is planning on a second electric bus.
- **Cleaner diesel buses:** For the last five years, Kitsap Transit has been retiring older diesel ACCESS buses, replacing them with cleaner, propane-powered small buses which can reduce black carbon and also contribute to improved air quality.
- **Transit infrastructure:** Kitsap Transit is currently preparing a study on infrastructure requirements so that the conversion to electric buses is planned and it has the infrastructure in place to support an electric fleet.
- **Washington State Ferries (WSF)**: WSF is planning to transition the three boats servicing Bainbridge Island to hybrid boats (diesel/electric) that can run on 100% electric power by 2022.

4.4. Strategies/Actions

Goal A. Reduce motorized vehicle miles traveled per capita[72]

Strategy A.1: Develop interconnected networks of safe, convenient, and attractive biking and walking pathways for use by people of all ages and abilities to allow for potential increases of non-motorized transportation on the Island.

Priority Action(s)

- 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.[73]
- 4.A.1.b. Increase COBI staff time or hire a consultant to enhance COBI'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).
- 4.A.1.c. Explicitly consider climate change mitigation (e.g., greenhouse gas reductions) when evaluating options as COBI develops its Sustainable Transportation plan.

Other Action(s)

- 4.A.1.d. Explicitly consider non-motorized transportation options in all appropriate Capital Improvement Plans.
- 4.A.1.e. Work with BISD and BIMPRD to increase the Island's network of separated or protected routes for walking and biking.

- 4.A.1.f. Work with BISD to offer incentives for commuting to school and activities by bicycle or non-motorized alternatives.
- 4.A.1.g. Develop policies to support usage of electric bikes (e.g., invest in public charging infrastructure, and work with community organizations like Helpline House to provide subsidies for low-income residents).
- 4.A.1.h. Develop a complete sidewalk system, where appropriate, along with improved safety features to encourage walking.
- 4.A.1.i. Review current bike parking requirement in COBI code for commercial and multi-family projects to see if there is a need to increase the number of safe spaces to park bikes for their customers, employees, and residents.

Strategy A.2: Promote mixed use development and multi-family housing in core areas that enables greater use of non-motorized transportation options and prioritize transit-oriented new development.

Priority Action(s)

- 4.A.2.a. Require incorporation of non-motorized transportation options into all new development (e.g., include sidewalks or pedestrian trails linked to existing and planned trail/sidewalk networks; incorporating bicycle lanes and trails; etc.).
- 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).

Other Action(s)

- 4.A.2.c. Require land use planning that explicitly incorporates walking and bicycling networks, promotes greater density, and optimizes space to minimize the distance people have to travel by car.
- 4.A.2.d. Evaluate increasing Transportation Impact Fees, and possible other fees, to generate revenue to expand non-motorized transportation on the Island.
- 4.A.2.e. Use COBI budgets and other sources to provide significant funding for non-motorized transportation options throughout the Island (e.g., pedestrian and bicycling infrastructure, pathways, bicycle parking, etc.) in existing and new development.
- 4.A.2.f. Provide education and outreach to developers and contractors on incorporating non-motorized transportation options in development, including targeted training to Island and neighboring communities' architects, landscape architects, builders, and related construction professionals.
- 4.A.2.g. Limit incentives for driving (e.g., limit expansion of commercial parking where possible, increase charge for parking at Island commercial centers, provide more convenient parking for EVs) to encourage greater use of biking, walking, and public transportation.

Strategy A.3. Work with Kitsap Transit to encourage the use of existing transit and expanding service on the Island.

Priority Action(s)

- 4.A.3.a. In consultation with Kitsap Transit, develop a robust marketing, outreach, and educational program to inform Island residents and those who traverse the Island from outside about public transit options, including park and rides (e.g., information for Island visitors on bus/transit routes & options).

Other Action(s)

- 4.A.3.b. Work with Kitsap Transit to expand on-Island transit service, with greater frequency and coverage, including service on Sundays and during evenings and increase the number of electric buses in the Kitsap Transit fleet.
- 4.A.3.c. Work with Kitsap Transit to expand options and service for people commuting to work on the Island and to the ferry from off Island.
- 4.A.3.d. Work with WSF to provide incentives for people to use a bike for traveling to and from the ferry (e.g., expanding the bike barn, surface-level bike racks (especially important for electric bikes), and provide better space on the ferry).
- 4.A.3.e. Evaluate increasing the price of parking at the ferry to encourage people to take public transportation, bike or walk.

Strategy A.4. Encourage greater use of school buses and carpooling for student transportation.

Priority Action(s)

- 4.A.4.a. Work with BISD on measures to discourage private-vehicle drop-offs and pick-ups, encourage car-pooling, biking and walking and promote greater use of school buses.

Other Action(s)

- 4.A.4.b. Work with BISD to develop an anti-idling program for school buses and drop-off areas.
- 4.A.4.c. Work with BISD to explore options beyond biking and walking for helping move students to and from after-school activities, such as partnerships with BI Ride or other entities that could help reduce single student transportation.
- 4.A.4.d. Work with BISD to offer incentives to students for carpooling or riding the bus to/from school.

Goal B. Reduce emissions from motorized transportation, including through electrification of all modes (on-road, off-road, and ferries) and encourage reduction in air travel.

Strategy B.1: Convert COBI vehicle fleet to electric or biofuels and encourage other Bainbridge Island taxing districts (i.e., BISD, BIMPRD, and BIFD) to convert their fleets to electric or biofuels.

Priority Action(s)

- 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.

Other Action(s)

- 4.B.1.b. Install charging infrastructure across municipal locations (City Hall, Public Works, Police Department) and encourage the installation at the BISD Bus Barn.
- 4.B.1.c. Require justification for COBI to purchase a conventional vehicle.

Strategy B.2: Develop infrastructure to support electric vehicles, electric bikes and other personal electric transport options, and off-road transportation.

Priority Action(s)

- 4.B.2.a. Evaluate current code to see if there is a need to increase the number of EV-charge-ready for all new development and major renovations and that multifamily units and commercial development include EV charging infrastructure and secure storage options.
- 4.B.2.b. Install additional charging stations in commercial centers, including Island Village, Coppertop, Lynwood Center.

Other Action(s)

- 4.B.2.c. Explore municipal grants and public-private partnerships, such as working with PSE, to develop grants for EV infrastructure adoption.
- 4.B.2.d. Work with PSE to facilitate and promote adoption of charging infrastructure.

Strategy B.3: Support, as needed, efforts to electrify ferry vessels.

Priority Action(s)

- 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.

Strategy B.4: Encourage reduced vehicle GHG emissions and improved fuel economy.

Priority Action(s)

- 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.

Strategy B.5: Encourage reduction of air travel by COBI staff and local residents.

Priority Action(s)

- 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 sustainable travel, including reducing air travel.
- 4.B.5.b. Work with service provides to help our community develop and maintain the digital infrastructure it needs to enable more virtual meetings.

Section 5: Buildings

Section 5: Buildings

The energy to heat, light, and power buildings and other workspaces is a major source of GHG emissions. Building-related emissions are the state's fastest growing source of GHG emissions and account for 27% of the carbon pollution in Washington.[74]

Additional environmental impacts from buildings include: stormwater runoff; loss and fragmentation of natural areas and wildlife habitat; increased use of limited resources including groundwater; and burdens on existing landfill space, particularly from construction and demolition debris. In addition, results of climate change such as sea level rise, flooding and slope stability may increase the vulnerability of the Island's housing stock.

Green building techniques, coupled with upgrades, proper maintenance and efficiency improvements for existing buildings, can help reduce these impacts. It will also be important to provide incentives and resources to assist low income households in making the necessary changes to reduce their carbon footprint.

BI Comprehensive Plan: Buildings

EC 3.1: Encourage use of green building materials and techniques in all types of construction, as well as design approaches that are responsive to changing conditions.
EC 6.3: Develop urban design strategies to ensure that the built environment is appropriate for present and future conditions, including the impacts of climate change.
EN 10.4: Ensure beneficial indoor air quality in all renovations and new construction of City-owned facilities
U 14.5: New taxpayer-funded buildings shall use carbon-neutral energy for heating, cooling, and operational use to the maximum extent practical.
EN 7.1: Consider the implications of sea level rise in all relevant decision-making by using regional sea level rise projections and shoreline instability maps (as provided by the WA Department of Ecology and utilized and interpreted with the Bainbridge Island Climate Impact Assessment).
EN 7.2: Coordinate with Tribal, Federal, State and local agencies to address issues related to sea level rise.

5.1. Goals/Targets

A. Reduce GHG emissions from all municipal, commercial, industrial and residential buildings.[75]

- By 2021, COBI has adopted green building standards and practices for all new municipal, residential, commercial, and industrial buildings, including affordable housing and all renovations and additions[76] of a certain size.

B. Establish procedures to ensure buildings and infrastructure are resilient to climate change impacts (e.g., higher precipitation, sea level rise, wildfire risk and temperatures).

- By 2025, COBI will complete an analysis, develop a plan, and design a process for regularly updating the plan to ensure all City-owned assets will be resilient from sea level rise over the lifespan of the infrastructure.
- By 2025, COBI will complete an analysis, conduct public outreach activities, and identify those properties at highest risk from sea level rise impacts over the next 50 years.

5.2. Challenges

- **Lack of familiarity with green building programs:** Many residents and builders lack familiarity with green building programs and certification approaches. This makes it harder

to adopt and incorporate green building practices. Also, city staff involved in planning, building and public works lack familiarity with green building codes and what they can accomplish.

- **Lack of information on the cost-effectiveness of green building programs**: There is a lack of information on the cost effectiveness of adopting green building standards. This makes it difficult to convince developers, builders and homeowners to adopt green building practices. It also provides challenges for municipalities looking to justify the programs.
- **Need to include life-cycle costs:** Sometimes, there is a higher upfront cost for green building and this is viewed as a lost cost instead of an investment. More information on and integration of the life-cycle costs for a project is needed during the planning and permitting process[77] and for the maintenance and operation of the buildings.
- **More information on green building materials:** There is a lack of familiarity among developers, contractors, builders and homeowners about green materials used in green building and the demolition and recycling of materials.

5.3. Current Actions

Municipal

- **Comprehensive Plan**: The Comprehensive Plan highlights the need to develop and implement green building strategies.
- **Green building task force:** COBI initiated a process for developing a green building code and formed a Green Building Task Force to provide recommendations to the City on the direction for green building on the Island.
- **City Green Team**: COBI has a Green Team that is working to implement green practices for municipal purchasing and internal operations such as waste diversion and energy conservation actions.
- **Community Solar**: COBI enabled a community-funded solar project to be installed on the roof of City Hall in 2012.

Community

- **Green building certified buildings:** Several buildings on Bainbridge Island are certified as LEED Gold[78] or better, and some are part of the Living Building Challenge.[79]
- **PSE services:** PSE provides free home energy audits and rebates for retrofits to cleaner/more efficient energy systems.[80]

5.4. Strategies/Actions

Goal A: Reduce GHG emissions from all municipal, commercial, industrial and residential buildings.

Strategy A.1: Adopt green building practices and standards for all new municipal, commercial, industrial and residential buildings and all renovations or additions of a certain size[81].

Priority Action(s)

- 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.[82]
- 5.A.1.b. Require all new and renovated buildings to apply the EcoAdapt Climate Change Adaptation Certification Tool[83] , or similar tool, to identify and avoid climate risks as part of the permitting process.

Other Action(s)

- 5.A.1.c. Require a life cycle cost/benefit analysis for all new and renovated municipal buildings that includes a GHG emissions analysis.
- 5.A.1.d. Establish a Green Building team within the City that consists of staff from planning and community development and public works that would be responsible for overseeing the implementation of any green building code.
- 5.A.1.e. Join the Regional Code Collaborative to leverage economies of scale in developing and updating green codes.[84]
- 5.A.1.f. Work with the Green Building Task Force to develop guidelines for green affordable housing and provide green design assistance for affordable housing projects.
- 5.A.1.g. Explore using Washington State's Evergreen Sustainable Development Program for the development of green affordable housing.
- 5.A.1.h. Ensure that water-dependent permits include plans for sea level rise.

Strategy A.2. Establish or expand programs to assist building owners to reduce GHG emissions, energy use and water consumption.

Priority Action(s)

- 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.
- 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.

Other Action(s)

- 5.A.2.c. Host a workshop with neighboring communities (e.g., Poulsbo, Silverdale, Bremerton, and Port Orchard) and other Puget Sound communities to learn from about their green building programs.

Goal B. Establish procedures to ensure buildings and infrastructure are protected from climate change impacts (e.g., higher precipitation, sea level rise, and increased temperatures).

DRAFT

Strategy B.1: Identify and protect City assets at risk due to sea level rise.

Priority Action(s)

- 5.B.1.a. As recommended by the 2019 CCAC Report on Sea Level Rise conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise.
- 5.B.1.b. As recommended by the 2019 CCAC Report on Sea Level Rise create a prioritized list for addressing COBI assets at high risk of sea level rise (e.g., roadways that are expected in the coming decades to be sufficiently flooded that they will not be functional for motorized transit.)
- 5.B.1.c. As recommended by the 2019 CCAC Report on Sea Level Rise, integrate sea level rise analysis into all City planning to identify and avoid or minimize risk to planned infrastructure and development.

Other Action(s)

- 5.B.1.d. Create a tiered strategy for assets at longer-term risk (beyond 2030 but within infrastructure lifespan) and identify solutions for their management

Strategy B.2. Assist property owners in identifying risks to existing and planned infrastructure from sea level rise and other climate change impacts.

Priority Action(s)

- 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.
- 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.
- 5.B.2.c COBI hosts community workshops on climate impacts, how they might impact buildings, and how to prepare properties for these impacts.

Other Action(s)

- 5.B.2.d. Conduct similar analysis for other climate change impacts (e.g., higher precipitation and increased temperatures) and provide guidance on possible solutions and regulatory requirements.

DRAFT

Section 6: Natural Environment

Section 6: The Natural Environment

Our actions today will affect the future of our Island's natural resources as the climate changes. COBI's Comprehensive Plan identifies the importance of continuing to protect our open spaces and environmentally sensitive areas, while affirming that climate change will create significant changes to many of these resources. Therefore, the goals, policies and approaches that COBI and other landowners and managers use to protect and sustain these landscapes will also need to shift in order to maintain their effectiveness under these new conditions.

BI Comprehensive Plan: Natural Environment

EN 1.1: A primary goal of the Comprehensive Plan is protecting the Island's natural environment; land use decisions implement this goal.
EN 1.3: Protect and enhance the natural systems and environmental quality of Bainbridge Island by continuing to build cooperative relationships between the City, citizens, landowners and other public, non-profit and private organizations.
EN 1.5: Create and maintain overlay maps that show the location of agricultural lands, critical aquifer recharge areas, geologically hazardous areas, floodplains, streams, wetlands and fish and wildlife. Integrate the maps from the BI Climate Impact Assessment.
EN 1.8: Consider the potential impacts of climate change and its impacts in all decisions related to natural systems and environmental quality.
EN 5.10: Consider climate change and its impacts in all decisions related to wildlife, fish resources and natural systems.

6.1. Goals/Targets

A. 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.

- By 2021, COBI is using the EcoAdapt Climate Change Adaptation Certification (or a similar tool) to evaluate land acquisition and development proposals to ensure decisions are climate informed.
- By 2023, COBI will complete a forest stocking density evaluation of City-owned lands to inform its forest management practices.
- By 2025, COBI will develop a comprehensive plan to control and reduce invasive plant species across Bainbridge Island in partnership with relevant stakeholders.
- By 2025, COBI will evaluate and as necessary revise the Community Forest Management Plan adopted in 2017 to ensure that it incorporates adaptation to climate change risk factors including wildfire and drought and pathogens, and will work collaboratively with all stakeholders that manage forest resources to establish consistency in priorities and planning for climate change impacts on forests across jurisdictions and ownership.

B. Protect and maintain the integrity of our Island's surface and groundwater resources in the face of climate change.

- By 2023, COBI will adopt a Groundwater Management Plan that accounts for climate change in its projections, policies, and guidance.

DRAFT

C. Steward our Island's shorelines to allow for resilience in the face of climate impacts including sea level rise.

- By 2025, COBI will integrate into its Shoreline Master Program approaches to address and adapt to the impacts of sea level rise on the natural resources of our shorelines, and will work collaboratively with all stakeholders that manage shoreline resources to establish consistency in priorities and planning for sea level rise across jurisdictions and ownership. The City should consider explicitly incorporating flood risk projection updates into its 2021 periodic review of the SMP.

D. Support an agricultural system that prioritizes climate change resilience, local food production, and ecosystem services including soil carbon storage and water management.

- By 2023, agricultural uses will be incorporated into groundwater planning via the Groundwater Management Plan (see goal B).

6.2. Challenges

- **No one-size-fits-all approach:** The complexity of our Island's ecology and geomorphology means that there is no one-size-fits-all approach to climate mitigation and adaptation. Different systems and areas of the Island will require site-specific decision making.
- **Complex forest management history:** Bainbridge has a complex history of forest management, including major deforestation events and a current patchwork of suburban-rural interface and, in some areas, little to no management of dense secondary regrowth. These factors present wildfire and disease risks that are likely to increase under climate change.
- **High level of shoreline modification:** Adaptation to sea level rise is complicated by a high degree of human shoreline modification, as well as significant financial and emotional investments in properties and infrastructure.
- **Low adaptive capacity for streams and wetlands**: Many of our Island's small streams and wetlands are already seasonal in nature, subject to extremes of dry and wet, and have little buffering capacity to withstand additional stresses such as longer periods of drought, more extreme runoff, and/or increasing input of nutrients or pollutants.
- **Sole source aquifer**: Bainbridge Island is a sole source aquifer community, with the vast majority of its groundwater coming from precipitation that falls on the surface of the Island, some of which infiltrates the ground. Our stewardship of this limited resource is likely to be further stressed by lower rates of aquifer recharge expected under climate change along with increasing demand for water with increasing temperatures.
- **Potential saltwater intrusion**: Sea level rise can be expected to increase the possibility of saltwater intrusion into our sea-level aquifer, with repercussions for homeowners who obtain their water from those areas. Septic systems will likely be impacted, diminishing their function and increasing release of nutrients and pathogens into surrounding water and soils. Septic systems, such as on Point Monroe, are already threatened by seawater intrusion.
- **Balance agriculture with growth**: Bainbridge has a rich agricultural history with community and municipal commitments to agriculture that are complicated by high property values and development pressures. Our community faces difficult choices in how to maintain

agricultural values in balance with these competing pressures. We can expect climate change to add challenges to our agricultural activities in several ways including new pests and pathogens, altered water availability, increased water demand and diminished soil health.

6.3. Current Actions

BI Comprehensive Plan: Forests

EN 1.4: Maintain and enhance natural systems and protect wildlife, fish resources and open spaces through land use plans and development patterns including tree retention and planting.
EN 10.2: Encourage the retention of existing trees and vegetation and the planting of new trees and vegetation that provides natural filtration of suspended particulate matter, removes carbon dioxide and improves air quality.
EN-14: Collaborate with the Kitsap County Noxious Weed Board and other relevant agencies and organizations to develop and maintain a plan to remove and control invasive plant and animal species, as well as prepare for vulnerability to future invasive plant and animal species resulting from climate change and international commerce.
EN-18. Encourage the retention of forest land and multiple-aged forests since healthy forests provide many ecological benefits to all forms of life on the Island and help mitigate climate change.

Municipal

- **Updated Comprehensive Plan**: COBIs Comprehensive Plan is a powerful guide for addressing climate change mitigation and adaptation in our open spaces and ecosystems (see inset boxes in Strategies highlighting this guidance).
- **Developing Groundwater Management Plan Under Development**: COBI is working towards a comprehensive groundwater management plan that can lay the foundation for monitoring and adapting groundwater management under climate change.
- **Community Forest Management Plan:** in 2017 the City adopted this management plan that sets canopy coverage and forest management goals.
- **Periodic review of the SMP:** review of the Shoreline Master Plan is currently underway and presents opportunities to include issues including flood risk.
- **Addressing climate risks to some COBI infrastructure:** current efforts include the incorporation of sea level rise into the head of Eagle Harbor culvert replacement and moving sewer lines out of the intertidal zone in Eagle Harbor.

Community

- **Stakeholders already considering climate change:** The Bainbridge Island Metropolitan Parks and Recreation District (BIMPRD), and Bainbridge Island Land Trust (BILT) are two of the largest owners and managers of open spaces on the Island, each managing approximately 1500 acres of land. Both entities recognize the importance and risks of climate change to their holdings. BILT is actively pursuing identification of climate risks in its conservation easements and owned lands and is working with multiple entities on the Island and throughout the region to understand how to manage their easements and properties under climate change.
- **Many groups active on Island:** Bainbridge Island is very fortunate to have a wide range of groups[85] committed to education and active stewardship that are and will be essential to

DRAFT

our ability to mitigate and adapt our natural resource management for climate change. For example, both BILT and BIMPRD have active volunteer and paid teen programs that help with invasive species removal, native planting, monitoring and other activities to build the health and resilience of our ecosystems in the face of climate change.

6.4. Strategies/Actions

Goal A. Steward Bainbridge Island's natural resources to function as healthy, resilient ecosystems that can continue to provide multiple ecological functions including providing habitat, maintaining the hydrologic cycle, and storing carbon in the face of the added stresses of climate change.

Strategy A.1. Steward Bainbridge Island's natural areas using the best available scientific knowledge about local ecology and climate change.

Priority Action(s)

- 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.[86] If data sources are missing, identify how to obtain needed information.
- 6.A.1.b. Develop and adopt a comprehensive strategy for addressing invasive species on City lands to reduce these significant stressors on ecosystems.
- 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[87] (or other similar tool) to ensure decisions are climate informed.

Other Action(s)

- 6.A.1.d. Partner with community organizations to leverage additional data sources and monitoring efforts that contribute to well informed natural resource management. For example, update mapping resources of key wildlife habitat in interior forest cores and connective networks.
- 6.A.1.e. Incorporate ecological functions and ecosystem processes contributed by forested landscapes into COBI land use decisions and permitting.
- 6.A.1.f. Add staff training about climate change and its impacts on natural resources in order to build institutional knowledge and integrate climate-savvy thinking into planning decisions. Consider contracting with or adding a wildlife biologist or ecologist to COBI staff who is knowledgeable about climate change and would apply that knowledge and relevant tools to proactively manage natural resources and be a resource for staff and the community.

Strategy A.2. Proactively manage Bainbridge forests for anticipated vegetational composition shifts projected under climate change.

Priority Action(s)

- 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.

Other Action(s)

- 6.A.2.b. Collaborate with community groups to proactively foster climate savvy forest management through information sharing and partnering on education, outreach and stewardship.
- 6.A.2.c. Investigate and integrate best practices for maintaining and where possible improving soil and biomass carbon storage into COBI and other stakeholders' forest management plans.

Strategy A.3. Reduce wildfire and forest disease risk through proactive forest management.

Priority Action(s)

- 6.A.3.a. Conduct an assessment of stocking densities on COBI owned lands and evaluate forest health improvements and wildfire risk reduction.
- 6.A.3.b. Ensure that COBI policies prioritize wildfire risk reduction in proximity to homes consistent with FireWise guidelines[88] 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.

Other Action(s)

- 6.A.3.c. Work with partnering agencies, including the Bainbridge Island Fire Department, to help communicate to private land owners' techniques and resources for reducing wildfire risk while maintaining forest health and wildlife habitat values.
- 6.A.3.d. Work with public agencies (e.g., Kitsap Transit, BIMPRD) and utilities (PSE) to design and maintain infrastructure and land use to reduce wildfire risk.
- 6.A.3.e. Prioritize the control and elimination of invasive species such as scotch broom and holly that are known to have additional wildfire risk (flammability).
- 6.A.3.f. Work with community organizations including BIMPRD and BILT to proactively identify, treat and contain plant pathogens, as well as invasive species.

Goal B. Protect and maintain the integrity of our Island's surface and groundwater resources in the face of climate change.

BI Comprehensive Plan: Water Resources

WR 1.1: Study future climate and demand scenarios to accurately plan for future water resource conditions.
WR-3: Surface Water Protection
Achieve no net loss of ecological functions and processes necessary to sustain aquatic resources including loss that may result from cumulative impacts over time.
WR 3.11 Consider the impacts of climate change and ocean acidification when developing regulations or approving capital projects related to aquatic resources including marine nearshore, wetlands, streams, lakes, creeks, associated vegetated areas and frequently flooded areas.
WR-6: Public Education and Outreach
The City in conjunction with partners will continue to improve and implement comprehensive public education and outreach program to promote protection and management of all water resources.

DRAFT

Strategy B.1. Maximize protections for intact hydrologic processes including aquifer recharge, groundwater-surface water interactions, and stormwater runoff.

Priority Action(s)

- 6.B.1.a. Incentivize and maximize opportunities for incorporating water conservation features in Green Design and Building Codes (see Buildings Section Goal A).
- 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.

Other Action(s)

- 6.B.1.c. Prioritize evaluation and adaptive management (e.g., ARPA implementation) of the Critical Areas Ordinance to maintain the integrity of streams, wetlands and their buffers.
- 6.B.1.d Evaluate and revise stormwater code through the lens of likely increases in storm intensity and rainfall
- 6.b.1.e Evaluate and support opportunities to increase aquifer recharge, e.g. through upland discharge or infiltration of tertiary sewage effluent.
- 6.B.1.f. Protect water rights for natural systems, assessing hydrological human/nature conflict potential as part of land use planning, including evaluation of projected water scarcity and over abundance.
- 6.B.1.g. Partner with community organizations such as Sustainable Bainbridge, Washington State University Extension, and BILT to conduct education and outreach with the public about their role in protecting hydrologic processes given the realities of climate change via protecting intact functioning streams and wetlands, as well as incorporating rain gardens and other low impact development techniques into their properties.

Strategy B.2. Identify and implement targets that will balance aquifer discharge and recharge, incorporating climate change projections.

Priority Action(s)

- 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.

Other Action(s)

- 6.B.2.b. Work collaboratively with the Utility Advisory Committee and all Island drinking water systems on ways to maintain sustainable yields in the face of climate change, including outreach and communication about water conservation.

Goal C. Steward our Island's shorelines to allow for resilience in the face of climate impacts including sea level rise.[89]

Strategy C.1. Incorporate sea level rise and changes in shoreline stability and erosion into the shoreline master program and other shoreline management planning decisions.

BI Comprehensive Plan: Agriculture

EN15.9: Work with the Conservation District and nonprofits to encourage farming that accounts for changing Island conditions with regard to hydrology, temperature and other climatologically influenced factors.
EN15.10: Improve public information and creating new programs to promote agriculture while advocating for farming practices that protect water quality and quantity.

Priority Action(s)

- 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 Master 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.

Other Action(s)

- 6.C.1.b. Ensure that ecosystem concerns are included in any plans for potential transitions to open space or living shorelines for properties that will be inundated by sea level rise or degraded by coastal erosion and/or slope instability. Begin community conversations regarding our desired outcomes related to sea level rise, coastal erosion and slope instability (see Buildings Section Goal B for other actions).
- 6.C.1.c. Work with Island stakeholders with publicly accessible properties and properties held in trust for natural resource values, including the Bainbridge Island Land Trust and the Bainbridge Island Metropolitan Parks and Recreation District to collaboratively identify and integrate sea level rise changes into planning for shoreline resources.
- 6.C.1.d. Partner with community organizations such as Puget Sound Restoration Fund and Bainbridge Beach Naturalists to monitor local effects of ocean acidification on shellfish resources.

Goal D. Support an agricultural system that prioritizes climate change resilient, local food production and ecosystem services, including soil carbon storage and water management.

Strategy D.1. Maximize opportunities for agricultural practices that mitigate climate change, including lower energy intensive practices, carbon storage, aquifer recharge, and smaller foodsheds.[90]

Priority Action(s)

- 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).

Other Action(s)

- 6.D.1.b. Work with partnering entities to promote and facilitate the equitable adoption of non-traditional agricultural opportunities (e.g., community gardens, urban agriculture,

vertical agriculture, public food forests) to promote local food production throughout the community.

- 6.D.1.c. Support opportunities for energy production co-located with agricultural activities (e.g., biodigester and solar projects).
- 6.D.1.d. Ensure that water use-related permits include plans for future water conditions.
- 6.D.1.e. Collaborate with Public Farmland partners and resource agencies (e.g., Kitsap Conservation District) to ensure water conservation efforts are integrated into public farmland management.
- 6.D.1.f. Work with partnering organizations including the Kitsap Conservation District to bring resources for water conservation to private and other community farming efforts.

Strategy D.2. Improve manure management to reduce emissions associated with livestock waste and fertilizer delivery.

Priority Action(s)

- 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.

Other Action(s)

- 6.D.2.b. Work with community groups and other entities to identify additional opportunities for manure management (e.g., community composting systems, digesters, or other resources that reduce manure emissions; see Chapter 7 for more on this topic) and code changes that could facilitate the implementation of local green waste management.

DRAFT

Section 7: Waste

Section 7: Waste

The GHG Community emissions inventory indicated that less than 1% of current greenhouse gases are from wastewater treatment and about 4% are from solid waste generation.

In addition, the consumption-based GHG inventory indicated that our purchasing decisions result in an estimated 52 $MTCO_2e$ per year per household, confirming that consumption is a significant contributor to emissions.

The choices we make about the food we eat, our driving habits and vehicle selections, consumer purchases, and the type of housing we choose, all have a large impact on GHG emissions. The waste and disposal of materials during and at the end of these consumption choices can be a substantive component of those emissions.

There has arguably never been more urgency around the need to reduce our collective waste footprint. Reasons for the urgency include:

- The climate impacts of transporting and landfilling our waste.
- The land use impacts of landfilling.
- The substantial problem of food waste wherein 40% of food grown in the US is wasted along the entire pathway from producer to consumer.
- The substantive impacts of single-use plastics on their production, landfilling and improper release into our environment.
- The substantial impacts of excess packaging, particularly non-recyclable packaging, on our carbon and waste footprints.

BI Comprehensive Plan: Waste

E.C.3.3: Encourage local enterprises to participate in programs such as Kitsap County Waste Wise and Green Community Initiative.
E.C.3.4: Encourage public sector solid waste reduction, reuse and recycling.
E.C. 3.5: Encourage existing and new businesses to become part of a linked cooperative whereby the by-products and waste of one enterprise become the raw materials of another
E.C. 3.6: Create opportunities to foster green technology and industries, such as energy, waste, and information technology, which have the potential to create local, family wage jobs in our community.

7.1. Goals/Targets

A. Reduce Island residential, commercial, and industrial waste generation.

- By 2021, COBI's approved sustainable procurement plan[91] is applied across all departments for 100% of purchases.
- By 2021, COBI establishes policies to substantially reduce the use of single-use disposable food service ware by Island businesses.

B. Increase diversion of waste from the landfill

- By 2023, regular commercial compost services are established and consistently used.
- By 2025, COBI develops a requirement for the diversion of all food waste from the landfill.

C. Optimize collection and disposal systems to minimize GHG emissions

- By 2030, Bainbridge has a closed-loop system for its green and agricultural waste, such that organic materials are recycled and reused on Island to the maximum extent practicable.

D. Ensure that any new waste-related infrastructure, such as transfer stations or composting facilities, are not sited in current or future hazard areas.

7.2. Challenges

- **Lack of markets**: Un-recyclable packaging and overabundance of disposable plastics is a massive, global problem. The US recycling market is facing severe challenges in terms of tightened restrictions on what is accepted overseas. This causes real strains on waste management. Domestically, we are not prepared for the flood of materials that do not have places to go. These large issues translate to direct impacts on our local community. These impacts include a glut of non-recyclable, fossil-fuel based materials, increases in recycling costs, and reduction in what materials can be accepted for recycling locally.
- **Location:** We face specific challenges in waste reduction as a small Island community in Puget Sound. Our solid waste is trucked and shipped by rail to be landfilled in eastern Oregon, which represents a large carbon footprint in terms of both transportation and landfilling.
- **Lack of composting facilities:** The vast majority of our green waste is trucked off Island to Belfair in Mason County. We do not currently capture for composting an unknown, but likely substantial, portion of our green waste (particularly food and compostable materials) that is generated from residential, commercial and agricultural activities.
- **Lack of infrastructure:** Infrastructure barriers need to be overcome to address these issues: for example, no current commercial food waste service is provided for businesses, and narrow access points in some commercial areas (especially downtown) create obstacles to additional waste bins and pickup service.
- **Lack of understanding**: The public does not have a clear understanding of the different types of compostable materials, such as plant-based plastics and packaging alternatives, and which can be accepted by Island composting services. Some “compostable” packaging is compostable by commercial facilities in King County but not in Kitsap County.

These challenges also represent an opportunity to achieve meaningful emissions reductions and environmental impacts if we can find ways to reduce the amount of materials that are sent to landfills, divert more waste to compost, and reduce the transportation footprint of green waste.

7.3. Current Actions

<u>Municipal</u>

- **Sustainable Procurement Plan**: COBI has an approved sustainable procurement plan, which states that staff should buy sustainable alternatives if the price is comparable.

DRAFT

- **Staff in place**: COBI has oversight staff in each department to check on internal composting and recycling within the facility.

Community

- **Bainbridge Disposal (BD) Yard Waste Service**: The public has an option to purchase residential curbside recycling and/or yard waste services through BD. The latter allows for composting of both green and food waste.
- **BISD:** BISD has formed a District green team to address waste reduction and conservation. This entity has worked with district-wide and campus policies to pursue changes including the elimination of disposable flatware at many schools; the implementation of recycling waste streams including for plastic film, Styrofoam, markers and more; and 3-bin compost/recycle/landfill with educational programs and monitoring at multiple campuses.
- **Bainbridge Island Zero Waste (BIZW)**: BIZW is a program of the nonprofit organization Sustainable Bainbridge. Its website[92] provides many resources to guide local waste reduction, reuse and recycling. Its volunteers undertake a wide variety of efforts including, but not limited to, education and waste sorting at major community events, Styrofoam recycling events twice a year at Bay Hay and Feed, and a lending library of reusable dinnerware and other items available for free to the public.
- **Buy Nothing Bainbridge:** This, and other similar groups on social media such as "Free on the Rock," disseminate free items throughout the community from individuals who want to dispose of an item to individuals who want the item. These groups likely keep thousands of items circulating in the local economy and prolong their life out of the landfill. As such they contribute to community waste reduction.
- **The Bainbridge Island Rotary Auction and Rummage sale:** The Rotary Auction can reasonably be called one of the largest reuse and recycling events on the Island, not only because of all the materials that are resold for reuse, but also because the Rotary Green Team works tirelessly to reduce and divert literally tons of landfill waste through proper recycling and through partnerships with dozens of nonprofits to take materials that might otherwise go to the landfill.
- **Kitsap County:** The County is charged with education outreach for all of Kitsap County, including Bainbridge. Resources include:
    - Fliers and corrugated posters (for posting at outdoor multifamily residences) that Kitsap Solid Waste and Bainbridge Disposal (BD) give out, although this past year BD created their own fliers for the transfer station and commercial recycling.
    - EnviroStars green business program.
    - Outreach materials for BIZW as requested, including fliers, corrugated posters, compost buckets, bags.
    - A "What Do I Do with It?" web page with recycling and reuse information (http://recycle.kitsapgov.com/Pages/Home.aspx).
    - A Kitsap County Recycling and Garbage News email newsletter.
    - The Kitsap County Solid Waste Advisory Committee. A BIZW member is currently the City's representative on the Kitsap County Solid Waste Advisory Committee, and as such serves as a liaison for our community.

DRAFT

- A resource and waste reduction specialist who will come speak to any Island group, and has spoken at multiple City and nonprofit events.

7.4. Strategies/Actions

Goal A. Reduce Island residential, commercial, and industrial waste generation

Strategy A.1. In collaboration with COBI's Green Team, promote sustainable consumption within COBI operations.

Priority Action(s)

- 7.A.1.a. Centralize purchasing within COBI to increase adherence to COBI's sustainable procurement policy.

Other Action(s)

- 7.A.1.b. Install hydration stations in all municipal facilities to allow refills of reusable water bottles.
- 7.A.1.c. Require an annual audit of the COBI sustainable procurement policy to ensure compliance.

Strategy A.2 Promote sustainable consumption in the community.

Priority Action(s)

- 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.

Other Action(s)

- 7.A.2.b. Support efforts to make hydration stations available throughout the community including parks.
- 7.A.2.c. Consider a COBI small grants program (e.g., Neighborhood Matching Grants program) to support BIZW and similar efforts to provide community services that reduce the use of single-use plastics (e.g., through lending libraries, consumer education, etc.).
- 7.A.2.d. Work with partnering organizations to identify opportunities for providing space for the implementation of sustainability events and programs (e.g., fix-it fairs and lending libraries).
- 7.A.2.e. Consider creating a forum or platform whereby local businesses can share their ideas and problem-solve issues related to sustainable consumption (e.g., reducing packaging, increasing waste diversion, reducing single-use items, sourcing materials more sustainably).

DRAFT

Strategy A.3. Reduce food waste by both commercial entities and residents.

Priority Action(s)

- 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.

Other Action(s)

- 7.A.3.b. Work with partnering organizations such as Kitsap Harvest to increase collection of excess fresh food (i.e., gleaning, or harvesting excess or unwanted crops for distribution to those in need) at private and public farmlands.
- 7.A.3.c. Provide small grants to BIZW to partner with community/youth/sports groups that can volunteer to do waste diversion efforts at community events.
- 7.A.3.d. Urge WSF to renew on-ferry composting service and provide good signage.

Goal B. Increase diversion of waste from the landfill

Strategy B.1 Expand municipal, residential and commercial recycling and composting participation.

Priority Action(s)

- 7.B.1.a. Work with Bainbridge Disposal (BD) to offer curbside compost pickup for all commercial facilities as a weekly service.
- 7.B.1.b. Require that all commercial entities participate in recycling and, once established, in the green waste program.

Other Action(s)

- 7.B.1.c. Consistently pair and provide clear signage for all compost and recycling bins in all meeting rooms in COBI facilities.
- 7.B.1.d. Evaluate the adoption of a program to require community-wide diversion of organic waste from the landfill.
- 7.B.1.e. Facilitate and support education and outreach to consumers about green waste options and what materials are acceptable for composting.
- 7.B.1.f. Recognize/award businesses that are taking voluntary and meaningful steps to reduce their waste (e.g., composting).
- 7.B.1.g. Encourage businesses to receive green certification from their respective certifying organizations (e.g., Green Circle Salons, Green Restaurant Association, etc.).
- 7.B.1.h. Work with BD to add specialized recycling streams at the Transfer Station (e.g., expanded polystyrene—aka Styrofoam).
- 7.B.1.i. Support state policies that decrease/eliminate the use of non-sustainable, non-recyclable packaging materials such as Styrofoam and single-use plastics.
- 7.B.1.j. Require that organizers and vendors of festivals, sporting events, and official gatherings on the Island provide and fund composting and recycling services for their events to maximize waste diversion from landfills. This can be done through language in permit

DRAFT

forms for special events. Fund oversight and enforcement of waste diversion at City-permitted events.

Strategy B.2 Increase the collection and diversion of construction, renovation, and demolition waste.

Priority Action(s)

- 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.

Goal C: Optimize collection and disposal systems to minimize GHG emissions

Strategy C.1 Reduce GHG emissions associated with off-Island transportation of green waste.

Priority Action(s)

- 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).

Goal D: Ensure that any new waste-related infrastructure, such as transfer stations and composting facilities, are not sited in current or future hazard areas.

Strategy D.1 Consider projected climate change impacts and explicitly factor these projections into site selection for waste-related infrastructure.

Priority Action(s)

- 7.D.1.a. Apply the EcoAdapt Climate Change Adaptation Certification Tool[93] to any new waste-related infrastructure projects.

DRAFT

Section 8: Community Engagement

Section 8: Community Engagement

Community engagement and community buy-in is essential to effectively implement actions throughout the CAP and to achieve the overarching mitigation and adaptation goals. The starting point is providing the community with information on the observed and projected impacts from climate change and then provide information on how we as an Island can adapt to those changes.

While action by COBI and other organizations such as BISD and BIMPRD, are important, individual actions can also make a large difference in meeting our goals for reducing GHG emissions Island-wide and successfully adapting to the coming changes. Finally, we need to incorporate climate change in our discussions about how to prepare our Island for emergencies.

BI Comprehensive Plan: Community Engagement

EC7.8: Support and make Bainbridge Island a model community for climate change preparedness and sustainability practices to ensure long-term viability while attracting and protecting visitors, businesses, and residents.
EN1.8: Consider the potential impacts of climate change and its impacts in all decisions related to natural systems and environmental quality.
EN5:10: Consider climate change and its impacts in all decisions related to wildlife, fish resources, and natural systems.
EN7.1: Consider the implications of sea level rise in all relevant decision-making by using regional sea level rise projections and shoreline instability maps.
EN7.2: Coordinate with Tribal, Federal, State and local agencies to address issues related to sea level rise.
EN12.1: Support and implement climate pledges and commitments undertaken by the City and other multi-jurisdictional efforts to reduce GHG emissions, address climate change, sea level risk, ocean acidification, and other impacts of changing global conditions.
EN12.3: Strive for reduced GHG emissions by, among other actions, integrating climate change into the City planning process, including land use and transportation planning and management, and making climate change considerations and meeting GHG emission reduction goals a component of city decision-making.
EN12.5: Support the development of a public education program which informs all citizens on the methods and progress for meeting the Island's GHG emission goals, and ways citizens can assist in reaching the reduction goals.

8.1. Goals/Targets

A. Increase the Bainbridge community's awareness and knowledge about current and future climate change related impacts and ways to reduce those impacts.

- By 2021, a majority of the Bainbridge community has ready access to current climate change information, is aware of climate change issues, and understands what COBI and what they as individuals can do about it.

B. Inspire action across the community and partner with local and regional organizations to take meaningful climate change mitigation and adaptation actions.

- By 2021, COBI and committees like the CCAC meet regularly with other advisory committees, community groups and have established relationships with other jurisdictions to share, support and exchange climate change information and strategies.

C. Empower and prepare COBI, Bainbridge Island residents, and Bainbridge Island businesses for climate impacts and emergencies.

- By 2022, COBI's existing authority, budget and capacity is sufficient to address and respond to climate change related issues.
- By 2022, COBI will have incorporated climate change into its emergency preparedness programs.

8.2. Challenges

- **Results of actions are not readily apparent:** Addressing climate change impacts and preparing for mitigation or adaptation often requires nonspecific long-range effort without immediate results.
- **Skepticism:** Some people are skeptical that climate change needs to be addressed.
- **Perceived futility:** Some people do not feel that their individual actions can really make a difference given the scale of the climate crisis.
- **Inadequate funding:** Lack of capacity in the City's budget to support CCAC efforts – materials for outreach, dedicated staff support etc.
- **Coordination with outside entities required:** Addressing climate change in a meaningful way requires coordination and support from entities outside of the City's control (e.g.WSF, PSE, Washington Department of Transportation). To an extent, it also is dependent on the State and national level conversations about climate action.

8.3. Current Actions

Municipal

- **Several resolutions or ordinances are already on the books:** The City has taken a number of actions that support climate change over the past several years such as National Drive Electric Week 2019 (Proclamation); supporting Green New Deal (Resolution 2019-14); endorsing Clean Air Energy Initiative 1631 (Resolution 2018-27); supporting a carbon pricing policy for Washington State (Resolution 2017-04; establishing a Climate Change Advisory Committee (Ordinance 2017-03); affirming Support for Paris Climate Agreement (Resolution 2017-20); and integrating climate change into the 2016 Comprehensive Plan.
- **New plans are in the works:** COBI has formed a Green Building Task Force and a Sustainable Transportation Task Force. These task forces will consider ways to encourage or require GHG emission reductions and recognize the role that buildings and transportation related GHG emissions play in impacting climate change.

Community

- **Existing community groups:** There are a number of existing community groups on Bainbridge Island which acknowledge the need to address climate change (e.g. Climate Action Bainbridge, Sustainable Bainbridge, Citizens Climate Lobby, and Indivisible), nonprofits such as the BILT, Friends of the Farm (FOTF) and Bainbridge Island Parks Foundation (BIPF) and faith-based organizations.
- **Public entities recognize climate crisis:** Other public entities on Bainbridge Island are starting to recognize and take actions related to climate change (e.g. BIMPRD)

DRAFT

- **Ongoing educational opportunities:** Existing groups provide regular educational forums such as the Climate and Energy Forum and Movies that Matter.

8.4. Strategies/Actions

Goal A: Increase the Bainbridge community's awareness and knowledge about current and future climate change related impacts and ways to reduce those impacts.

Strategy A.1. Provide easily and equitably accessible educational materials/information throughout the community about climate change.

Priority Action(s)

- 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 and easily available to all in the community 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).
- 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. See also Section 9: Implementation Action 9.B.1.a.

Other Action(s)

- 8.A.1.c. Convene semi-annual events to communicate what City and City committees are doing on climate change (e.g., Saturday morning event in City Hall at the same time as the Farmers Market)
- 8.A.1.d. Actively support educational forums and opportunities provided by other community groups including digital and on-line information and activities.
- 8.A.1.e. Evaluate the vulnerability of COBI and non-COBI assets to climate change starting with a sea level rise assessment; See Section 6, Strategy C.1.
- 8.A.1.f. Hold community discussions around vulnerability of COBI and non-COBI sites from climate change.
- 8A.1.g. Incorporate vulnerability evaluations into COBI decision-making for all projects.

Strategy A.2. Increase community knowledge of actions that individuals can take to reduce their GHG emissions and prepare for current and future climate impacts.

Priority Action(s)

- 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.

Other Action(s)

DRAFT

- 8.A.2.b. Hold neighborhood meetings to discuss climate change impacts, including impacts on human and environmental health, and what individuals can do (e.g., hold meetings in the three different wards or work with the Map Your Neighborhood groups.).
- 8.A.2.c. Create Bainbridge Island Climate Change Week in conjunction with Earth Month or Arbor Day.

Goal B. Inspire action across the community and partner with local and regional organizations to take meaningful climate change mitigation and adaptation actions.

Strategy B.1. COBI partners with local and regional organizations on mitigation and adaptation actions.

Priority Action(s)

- 8.B.1.a. Declare a climate emergency.[94]
- 8.B.1.b. Be a regional leader in recognizing the important role that municipal governments can play in taking action to respond to climate change.
- 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.

Other Action(s)

- 8.B.1.c. Encourage increased coordination/collaboration with other City Advisory Committees such as the Utilities Advisory Committee, Race Equity Task Force, Green Building Task Forces, Sustainable Transportation Task Force, Design Review Board and Bainbridge Island taxing entities.
- 8.B.1.d. Partner with BISD to conduct regular updates to the GHG emissions inventory using their developed high school curriculum and access to ICLEI resources via a memorandum of understanding with the City.
- 8.B.1.e. Work collaboratively with and actively support work by existing community groups to disseminate information (Climate Action Bainbridge, Sustainable Bainbridge, Citizens Climate Lobby, Indivisible, BILT, FOTF, Bainbridge Island Woman's Club, BIPF and faith-based organizations).

Strategy B.2. COBI inspires Bainbridge community members to take meaningful individual action.

Priority Action(s)

- 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).
- 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).

Goal C. Empower and prepare COBI, Bainbridge Island residents, and Bainbridge Island businesses for climate impacts and emergencies.

Strategy C.1. Ensure the City is empowered and has the necessary authority and capability/capacity to plan and implement actions to mitigate and adapt to climate change impacts.

Priority Action(s)

- 8.C.1.a. In coordination with the COBI attorney, review existing laws, regulations and policies and revise as needed by asking the following sorts of questions.
    - Are they 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?
- 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.
- 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. See Implementation Section 9.5 Funding for general discussion of funding needs.

Strategy C.2. Establish programs or networks to ensure COBI, businesses, and residents are prepared to effectively adapt to climate change impacts and emergencies.

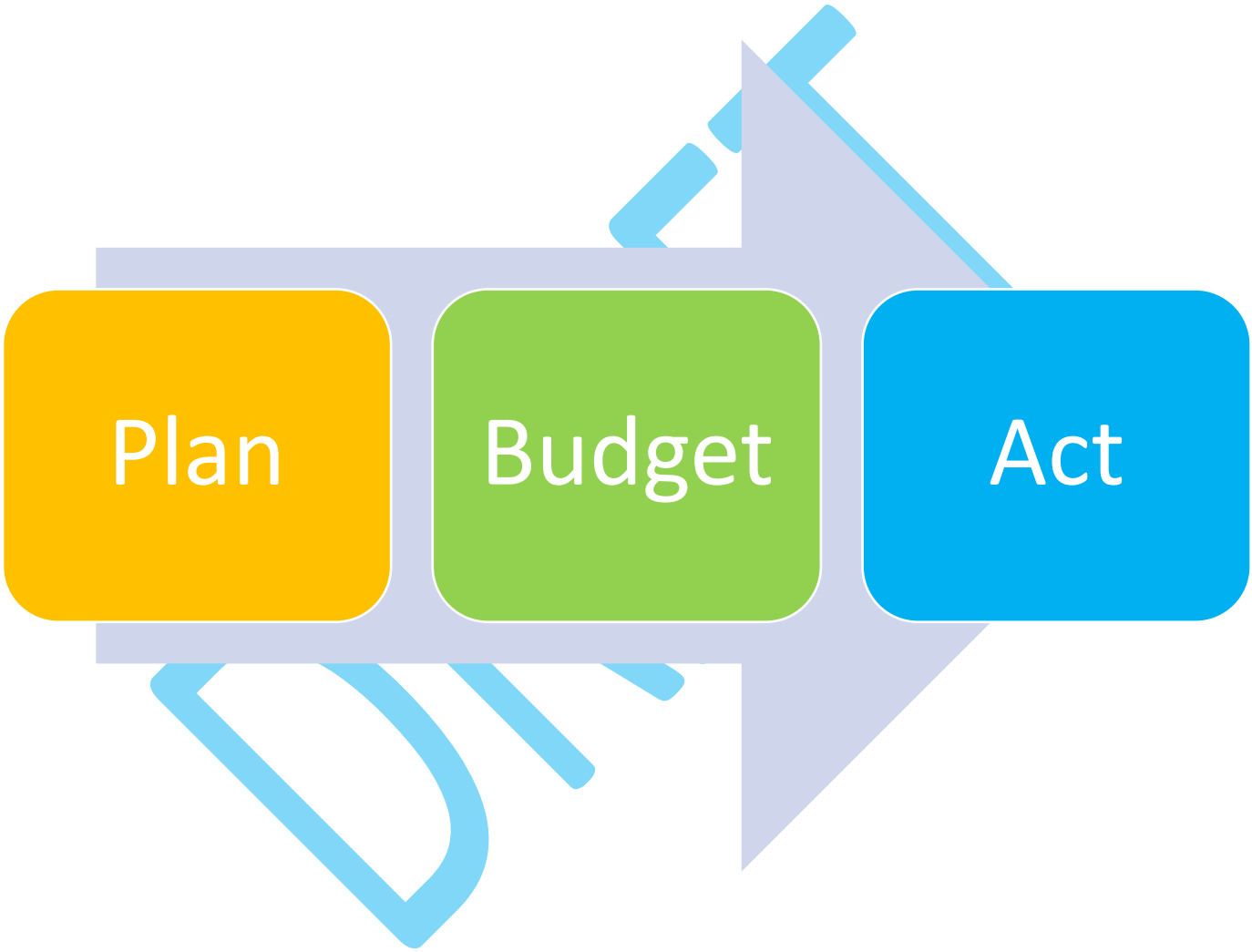
Priority Action(s)

- 8.C.2.a. Work with Bainbridge Prepares, the Bainbridge Island Fire Department, and others, to establish equitable access to community centers for recharging generators and cell phones during outages, and providing emergency food/water/filtered air during poor air quality due to fires across the west. Develop strategies to provide these services during a pandemic or other emergency that does not allow for close quarters.

Other Action(s)

- 8.C.2.b. Incorporate climate change into COBI emergency preparedness programs. COBI works with the Emergency Preparedness group, the CCAC and others to develop materials on the climate change impacts to include in their emergency preparedness outreach. Include potential climate change impact scenarios, key climate change data and sea level rise examples as part of the annual emergency preparedness exercise and workshops.
- 8.C.2.c. Help develop and support food resilience networks.
- 8.C.2.d. Work with PSE and others to develop neighborhood microgrids with local generation and storage. See Section 3 (Energy) Action 3.C.2.a.

Section 9: Implementation



Section 9: Implementation

This section describes the steps that need to be taken to ensure that the CAP is successfully implemented and that the community is regularly informed about progress toward achieving the CAP goals. It is critical that COBI tracks progress in achieving the CAP goals, with the help of the CCAC, and modifies those actions as needed over time if needed. It is especially important to provide transparency and accountability to move our Island forward in reducing GHG emissions and preparing for current and future climate change impacts.

Implementation details for all of the priority actions in this CAP, including those listed in this chapter, can be found in the appendix.

9.1. Kickstarting Implementation

In the first year after CAP adoption, COBI needs to put in place critical foundational elements for CAP implementation and begin to implement the highest-priority actions with available resources. Specifically, no later than January 30, 2021, COBI will implement the following actions related to kick-starting implementation.

Strategy A.1. Initiating implementation

Priority Action(s)

- 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 Community Engagement Action 8.C.1.b.
- 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.

9.2. Leadership

Successful CAP implementation will require strong, long-term commitments from the City Council, engagement of COBI staff, ongoing operation of the CCAC, and community support for climate action.

The Bainbridge Island City Council is responsible for the oversight of implementing the CAP. They need to make policy decisions and budget decisions that advance CAP implementation and review updates on CAP progress.

As directed by the City Council. the CCAC will provide ongoing assistance to the Council and actively participate in Plan implementation by:

- Advising on methods for monitoring and tracking progress towards meeting CAP goals.
- Making recommendations to the Council on policies that further the goals of the CAP.
- Reviewing COBI's brief annual CAP progress report each year and considering new recommendations to the Council.

- Supporting—and in some cases leading—public engagement efforts.

The City Manager will actively support the Council's climate commitment by requiring the involvement of all City divisions, as needed and appropriate, in CAP implementation and requiring consideration of mitigation and adaptation goals when doing budgeting, strategic planning and work planning.

9.3. Equity

The City Council, City Manager, City departments, and CCAC are responsible for considering the potential for unforeseen and/or unequitable impacts to members of our Island community from the implementation of CAP strategies and actions. They will be responsible for identifying ways to address or reduce any such impacts or burdens, and to seek to implement actions in ways that advance social equity.

The CCAC used equity as one of the key criteria for evaluating actions in order to determine which to prioritize. We sought to ensure that CAP actions would contribute to or support social justice, equity, diversity, and inclusion. Actions received higher scores if they would directly support populations of concern (e.g., low income, children and pregnant women, older adults, communities of color) in our community to reduce GHG emissions, if they would improve these populations' ability to adapt to climate change impacts, and if they would not create an inequitable burden.

City staff will work to involve diverse community voices from the start of any new initiative. Engagement efforts will include meaningful actions aimed at informing and being informed by community members from all income levels, races and ethnicities, political persuasions, genders, age groups and neighborhoods. The City will also engage people who may work on the Island, or send children to school or daycare on the Island, but who do not live on the Island.

Strategy B.1. Consistently consider equity in all CAP implementation and engagement efforts.

Priority Action(s)

- 9.B.1.a. Consider and minimize the potential for unintended and/or inequitable impacts from each action prior to implementation.

9.4. Accountability, Reporting, and Future Updates

COBI will update the municipal GHG emissions inventory annually and community GHG emissions inventory approximately every three years and no less frequently than once every five years.

At this time, we expect to complete updated community GHG emissions inventories in 2022, 2026, 2031, 2036, 2041, and 2046, which will allow us to analyze emissions in our target years (2025, 2035, 2045) to determine if we are meeting our targets.

The hope is that the greenhouse gas inventories can be done through a partnership with BISD and the involvement of local high school students. Alternatively, COBI could hire consultants.

The CCAC will work with COBI to produce a brief CAP progress report every year. This report will summarize the progress of each CAP action. The CCAC will rely on the collaboration and input of City staff to gather all the necessary information. The CAP progress report will be made publicly available through COBI's website, and will be presented at a City Council session open to the public.

COBI will work with the CCAC, community members, and the Council to update the CAP every five years. This process will include updating the GHG emissions inventory information, updating CAP goals, re-prioritizing actions based on changing local circumstances and new technologies, and adding new strategies and actions as needed and based on community input.

Evaluations of effectiveness will also be essential to inform adaptive management. To make it more manageable, the evaluation effort could be distributed over time, such as by tackling strategies under a subset of sectors each year, ensuring that all have been reviewed prior to the five-year CAP update. If urgent corrections are needed based on evaluation findings, the City should implement those in a timely manner rather than waiting for the next update cycle.

Strategy C.1 Update information and plans on a regular basis.

Priority Actions

- 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.
- 9.C.1.b. Update the GHG emissions inventory every three to five years.
- 9.C.1.c. Update the CAP every five years.
- 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.

9.5. Funding

Some of the strategies and actions in this CAP can be done with existing COBI staff and resources while others will require new funding. These investments are motivated by the goal of avoiding the costly long-term consequences of inaction. The actions in this CAP also align with the Island's Comprehensive Plan; implementing these actions will have benefits well beyond climate mitigation or adaptation.

DRAFT

Funding for the implementation of CAP actions will need to come from within COBI's budget, external grants, and new revenue sources. The annual COBI budget must signal and support the City's commitment to climate action. The table below summarizes ideas from the recent publication *Playbook 1.0: How Cities Are Paying for Climate Resilience.*[95] Not all the actions can be implemented immediately. The CAP identifies the highest-priority actions and the Council and COBI staff will work to fund implementation of those actions first. It will also be important to anticipate and take advantage of windows of opportunity when costs are lower (e.g., during design and construction rather than after). Some actions, such as energy efficiency retrofits, can lead to significant savings for COBI operations; these savings could be allocated to a fund for reinvestment into other mitigation and adaptation actions.

Playbook 1.0 ideas for financing
(Plastrik, Coffee & Cleveland, 2019)

- **Generate Local Revenue.** Produce revenue for government climate-resilience public infrastructure by taxing local property owners and charging utility ratepayers.
- **Impose Land-Use Costs.** Adopt land-use and building regulations and policies that place undetermined future resilience-building costs on property owners and developers, rather than on government.
- **Embed Resilience Standards into Future Infrastructure Investments.** Ensure that all future capital spending for public infrastructure will be designed to strengthen climate resilience as much as possible.
- **Leverage Development Opportunities.** Link resilience-building projects with real estate development opportunities to generate public-private partnerships that invest in both public infrastructure and private development.
- **Tap State Government.** Mine existing state programs, or seek to modify them, to obtain funds for local climate-resilience efforts.
- **Pursue Equity in Resilience.** Factor social and economic equity into funding and financing actions by serving economic development, housing, and other needs while investing in climate resilience.

Strategy D.1 Identify costs and funding opportunities for CAP implementation.

Priority Actions

- 9.D.1.a. Develop cost estimates for the highest priority CAP actions and staffing requirements and list potential funding sources (in year 1).
- 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. See Section 8 Community Engagement Action 8.C.1.c.

Section 10: Individual Actions

Section 10: Individual Actions - What can we each do to make a difference?

10.1. Participate in Community Climate Action

- Attend community discussions, forums and events about climate change.
- Let City Council members know that addressing climate change is imperative and articulate what you think should be prioritized.
- Vote for candidates and issues that help address climate change.
- Talk with neighbors about climate resilience and emissions reductions.
- Start conversations in your schools, faith groups, and community groups about climate action.
- Support implementation of the updated Comprehensive Plan's climate smart elements.
- Attend community meetings (e.g., governmental, community group, homeowners' associations) and ask climate questions to better understand and act on the vulnerabilities and responsibilities of our community in relation to climate change.
- Support climate curriculum in our schools so we can become knowledgeable citizens about the issue of climate change--its problems and solutions.

10.2. Reduce Individual Energy Use

- Get an energy audit to find ways to increase energy efficiency at home and at work. Learn about rebates. Call PSE Energy Advisor at 1 800 562-1483.
- Install energy conserving appliances and fixtures, such as on-demand tankless water heaters, higher energy efficiency Energy Star appliances, and LED light bulbs.
- Install energy efficient electric heat pumps, water heaters, dryers, stoves and more.
- Voice support for City policies and proposed code changes that reduce greenhouse gas emissions and help reduce climate change risks.
- Install solar power and storage at your home or business.
- Replace a wood-burning fireplace with an efficient electric system (such as a heat pump).
- Install alternatives to air conditioning when renovating your home or business.
- Use energy efficient lights (including holiday lights) and reduce the amount of time they are on.
- Use local, sustainable, carbon neutral building materials where possible.
- When purchasing, remodeling or building a home or commercial building, choose a smaller building footprint.
- Use a clothes line instead of a dryer.
- Improve insulation in your house or business.

10.3. Reduce My Waste

- Reduce your food waste.
- Reduce your meat and dairy consumption and choose more locally produced foods to reduce your climate impact.
- Compost waste in your backyard or use Bainbridge Disposal compost pick-up service.
- Review and follow Bainbridge Disposal guidelines for what is recyclable, and use that information to guide packaging choices when possible.

DRAFT

- Fix things that are broken instead of buying new. Fix-it-Fairs are coming to Kitsap County!
- Use the Hazardous Products Center and bulky item pick-up programs to properly dispose of old refrigerators, e-waste, and air-conditioning units. Go to https://www.kitsapgov.com/pw/Pages/HHWFacility.aspx for more information.
- Talk with a contractor about alternatives to traditional building demolition, such as relocation, deconstruction, and salvage.
- Buy used, borrow or reuse instead of buying new. Use organizations such as Bainbridge freecycle, BI Online Yard Sale, Buy Nothing Bainbridge, Rotary Auction, The Bainbridge Library of Things (coming soon!)
- Support efforts to reduce and limit single-use disposable plastics.
- Bring your own coffee cups, containers (for bulk foods and produce) and grocery bags.
- Select options with less packaging, then reuse packaging and wrapping paper.

10.4. Reduce Individual Water Use and Take Steps to Protect Our Natural Resources

- Conduct a water audit at your home, and replace inefficient toilets and fixtures.
- Reduce your household's water use.
- Consider efficient alternatives to traditional water heaters, such as electric heat pump or solar thermal hot water heaters.
- Install a rain barrel or cistern to harvest rainwater for outdoor use.
- Explore grey water reuse/recapture.
- Use local sustainable building materials.
- When landscaping, select low impact, water efficient, native plants.
- Avoid creating impermeable surfaces around your house.
- Support City policies that encourage creative solutions to water conservation, such as a green building code that allows for greywater reuse or alternatives to traditional sewering.

10.5. Reduce Use of Internal Combustion Vehicles

- Increase the number of trips you make by mass transit, carpooling, walking, or biking.
- Reduce the number of airplane flights by utilizing telecommuting technologies and take direct flights as takeoff and landing utilize the most fuel.
- If a traditional bike is not appropriate for you, use an electric bike instead of a car for your commute.
- Organize a "walking school-bus" to walk a group of kids to school, seek out carpools for getting to after-school activities, discourage parent drop off and pickup, and encourage high school students to use the school bus, bike or walk.
- Delay or forgo your next purchase of a new vehicle, if it's possible to get more life out of your current car; or stop using one.
- When you decide to make a vehicle purchase, select the best fuel efficiency with an electric or hybrid vehicle.
- Support centrally located development that creates vibrant, higher density, mixed-use areas to reduce the need for driving.

DRAFT

- Make commuting by bike or walking a part of your regular routine, and have flashlights, reflective gear, and raingear handy.
- Shop locally and support local businesses to reduce your transportation footprint.

10.6. Reduce Your Vulnerability to Climate Change and Create a Climate Savvy Community

- Employ FireWise and other fire protection measures around your home and business.
- Landscape and design your property for drier summers and wetter winters.
- Plant a garden, and/or encourage the creation of community gardens on public and private lands including school campuses, City lands, and church properties.
- Evaluate all projects (development, business design, property acquisition) with a Climate Change Adaptation Checklist to understand and reduce your risk.
- Use passive heating and cooling to ensure functionality, reduce energy costs and eliminate greenhouse gas emissions.
- Read the Bainbridge Island Climate Impact Assessment to learn more about how to reduce your risk of specific climate stresses for specific areas of interest such as how sea level rise might impact your property.

DRAFT

Appendix A: Priority Actions

Section 2: GHG Inventory: Goals, Priority Actions, Milestones and Timelines

Initiate Action: Light Green

Complete Action: Dark Green

Implement Action: Blue

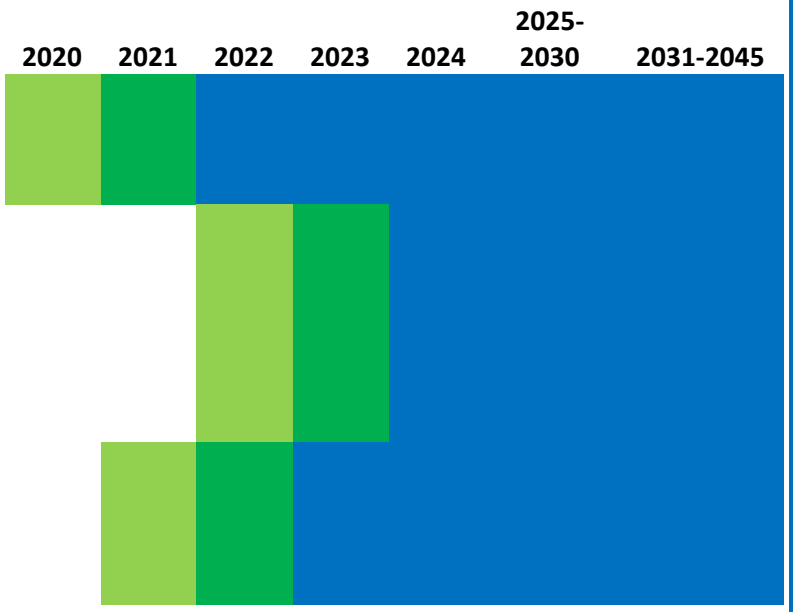
Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Goal A: Implement a GHG emission tracking plan to monitor the CAP GHG emissions reduction goals										
GHG Inventory	**2.A.1.a**	COBI will work with the CCAC to improve the accuracy and site-specificity of data for GHG emission categories that are currently based on regional models (particularly vehicles and air travel).	Identify possible avenues to collect more local data for next inventory and start local data collection							
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.	Begin next GHG inventory and then every 5 years							
Goal B: Re-evaluate the forest sequestration analysis										
GHG Inventory	**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 BILT.	Discuss possible strategies at CCAC meetings and decide on action.							

Section 3: Energy: Goals, Priority Actions, Milestones and Timelines

Initiate Action: Light Green
Complete Action: Dark Green
Implement Action: Blue

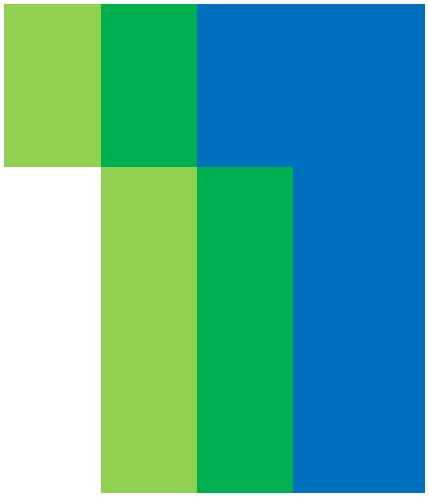
Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Goal A. Increase energy conservation and efficiency throughout the planned and existing built environment, including customer-owned generation.										
Energy	**3.A.1.a**	All COBI projects (e.g., Police Station, WWTP improvements) adopt requirements to maximize energy efficiency and reduce total energy demand whenever feasible (e.g., variable frequency drives in HVAC systems, heat recovery systems, and dedicated outdoor air systems).	Council accepted terms							
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; and 2) explore creating new incentive/rebate programs.	Establish new programs and raise awareness of existing programs.							
Energy	**3.A.2.a**	Establish and 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).	Development of committee and eligibility and scoring criteria							
Goal B. Eliminate carbon-based energy sources from all energy sectors.										
Energy	**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.	Begin to compile relevant options/approaches and complete by 2021							

Section	Action #	Description	Milestones
Energy	**3.B.1.b**	Work with PSE and others to develop incentive programs to increase installation of renewable energy and passive photovoltaic (PV) solar, wind, or other technologies on new and existing buildings.	Begin to compile relevant options and approaches
Energy	**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.	All new buildings all electric
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.	Program developed and implemented.
Energy	**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.	Work with Green Building Task Force to develop trainings and workshops.



Goal C. Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of changing climate.

Energy	**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 as well as customer-owned storage.	Local program established.
Energy	**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 and possibly using Washington Clean Energy Fund (CEF) funding.	Half of the hubs resilient
Energy	**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.	Strong examples established and documented



Section 4: Transportation: Goals, Priority Actions, Milestones and Timelines

Initiate Action: Light Green

Complete Action: Dark Green

Implement Action: Blue

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Goal A. Reduce motorized vehicle miles traveled per capita										
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	Work with STTF to develop plan							
Transportation	**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).	Identify sources of funds for position and advertise.							
Transportation	**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.	Ensure climate change is considered as part of STTF.							
Transportation	**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.	Incorporate non-motorized requirements in to permitting process.							
Transportation	**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).	Incorporate non-motorized requirements in to permitting process.							

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Transportation	**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).	Work with Kitsap Transit to develop plan.							
Transportation	**4.A.4.a**	Work with BISD on measures to discourage private-vehicle drop-offs and pick-ups, encourage car-pooling, biking and walking and promote greater use of school buses.	Develop plan with BISD							
Goal B. Reduce emissions from motorized transportation, including through electrification of all modes (on-road, off-road, and ferries) and encourage reduction in air travel.										
Transportation	**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.	Develop long-term strategy for transitioning to all electric fleet.							
Transportation	**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.	Establish requirements in permitting for EV charging stations.							
Transportation	**4.B.2.b**	Install additional charging stations in commercial centers, including Island Village, Coppertop, Lynwood Center.	Work with PSE and others to add charging stations.							
Transportation	**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.	Develop plan with WSF to ensure infrastructure for charging ferries.							

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
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.	Develop ordinance for city-wide anti-idling and with WSF.							
Transportation	**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.	Hold a forum on air travel in collaboration with the Climate and Energy Forum.							
Transportation	**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.	Develop plan with UAC on improving digital infrastructure on the Island.							

Section 5: Buildings: Goals, Priority Actions, Milestones and Timelines

Initiate Action: Light Green

Complete Action: Dark Green

Implement Action: Blue

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Goal A: Reduce GHG emissions from all municipal, commercial, industrial and residential buildings.										
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	Green Building Task Force recommendations to adopt green building standards for all new buildings							
Buildings	**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.	Apply tool to all building projects							
Buildings	**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.	Work with Green Building Task Force and others to develop program and implement.							
Buildings	**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.	Initiate discussions.							
Goal B. Establish procedures to ensure buildings and infrastructure are protected from climate change impacts (e.g., higher precipitation, sea level rise, and increased temperatures).										
Buildings	**5.B.1.a**	As recommended by the 2019 CCAC Report on Sea Level Rise, conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise;	Complete an analysis for all COBI assets at risk from sea level rise.							

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Buildings	**5.B.1.b**	As recommended by the 2019 CCAC Report on Sea Level Rise create a prioritized list for addressing COBI assets at high risk of sea level rise (e.g., roadways that are expected in the coming decades to be sufficiently flooded that they will not be functional for motorized transit.)	Complete a prioritized list for COBI assets.							
Buildings	**5.B.1.c**	As recommended by the 2019 CCAC Report on Sea Level Rise integrate sea level rise analysis into all City planning to identify and avoid or minimize risk to planned infrastructure and development.	Integrate sea level analysis into City planning decisions as part of the SMP updates.							
Buildings	**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.	Initiate analysis and complete for SMP updates							
Buildings	**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.	Complete an analysis of vulnerable properties and hold community workshops.							
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.	Initiate and host workshops.							

Section 6: Natural Environment: Goals, Priority Actions, Milestones and Timelines

Initiate Action: Light Green
Complete Action: Dark Green
Implement Action: Blue

Section	Action #	Description	Milestones	2021	2022	2023	2024	2025	2026-2030	2031-2045
Goal A. Steward Bainbridge Island's natural resources to function as healthy, resilient ecosystems that can continue to provide multiple ecological functions including providing habitat, maintaining the hydrologic cycle, and storing carbon in the face of the added stresses of climate change.										
Natural Env.	**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.	Partners identified, once data gaps identified, timeline for addressing data gaps							
Natural Env.	**6.A.1.b**	Develop and adopt a comprehensive strategy for addressing invasive species on City lands to reduce these significant stressors on ecosystems.	Partners identified							
Natural Env.	**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.	At time of inventory updates, conduct permit and development review to evaluate compliance							
Natural Env.	**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.	Completed list that is updated at regular intervals. List is available on City website, from partnering organizations, and as a brochure							
Natural Env.	**6.A.3.a**	Conduct an assessment of stocking densities on COBI owned lands and evaluate forest health improvements and wildfire risk reduction.	All City owned lands have been assessed and plans for management established and funded							

Section	Action #	Description	Milestones	2021	2022	2023	2024	2025	2026-2030	2031-2045
Natural Env.	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.	Code review and update to ensure design guidelines are up to date and strengthened to reduce wildfire risk							
Goal B. Protect and maintain the integrity of our Island's surface and groundwater resources in the face of climate change.										
Natural Env.	6.B.1.a	Incentivize and maximize opportunities for incorporating water conservation features in Green Design and Building Codes (see Buildings Section Goal A).	Code review and update to ensure design guidelines are up to date and strengthened to identify water conservation opportunities							
Natural Env.	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.	SW monitoring program is reviewed and identified climate parameters are added to ongoing monitoring							
Natural Env.	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.	Completed GW management plan has been adopted by the City							
Goal C. Steward our Island's shorelines to allow for resilience in the face of climate impacts including sea level rise										
Natural Env.	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 SMP, 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.	SMP review and update has explicitly incorporated sea level rise into document							

Goal D. Support an agricultural system that prioritizes climate change resilience, local food production, and ecosystem services including soil carbon storage and water management.

Natural Env.	**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).	Code review and update to ensure design guidelines are up to date and strengthened to support sustainability of agricultural activities
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.	Manure management is written in to City Code

Section 7: Waste: Goals, Priority Actions, Milestones and Timelines

Initiate Action: Light Green

Complete Action: Dark Green

Implement Action: Blue

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Goal A. Reduce Island residential, commercial, and industrial waste generation										
Waste	**7.A.1.a**	Centralize purchasing within COBI to increase consistent adherence to COBI's sustainable procurement policy.	Purchasing centralized and review of policy to ensure adherence.							
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.	Adopt ordinance and implement							
Waste	**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.	Host a workshop with Climate and Energy Forum on food and food waste.							
Goal B. Increase diversion of waste from the landfill										
Waste	**7.B.1.a**	Work with BD to offer curbside compost pickup for all commercial facilities as a weekly service.	Formal discussions with BD and work to develop plan.							
Waste	**7.B.1.b**	Require that all commercial entities participate in the green waste program once established and participate in recycling.	Participate within 3 months after service established and ordinance passed							
Waste	**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.	Consultant with the Green Building Task Force on timeline.							
Goal C: Optimize collection and disposal systems to minimize GHG emissions										
Waste	**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).	Location for infrastructure up and running.							

Goal D: Ensure that any new waste-related infrastructure, such as transfer stations and composting facilities, are not sited in current or future hazard areas.

Waste	**7.D.1.a**	Apply the EcoAdapt Climate Change Adaptation Certification Tool to any new waste-related infrastructure projects.	Certification applied to any new waste-related infrastructure projects	

Section 8: Community Engagement: Goals, Priority Actions, Milestones and Timelines

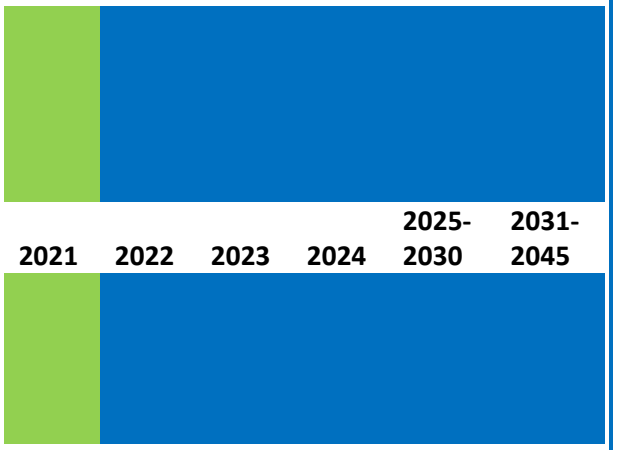
Initiate Action: Light Green

Complete Action: Dark Green

Implement Action: Blue

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
Goal A: Increase the Bainbridge community's awareness and knowledge about current and future climate change related impacts and ways to reduce those impacts.										
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 and easily available to all in the community 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).	Within one month of CAP approval and maintained thereafter							
Community Engagement	**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. See also Section 9: Implementation Action 9.B.1.a.	Completion of outreach materials and materials distributed.							
Community Engagement	**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.	Begin late 2020 and continuing thereafter							
Goal B. Inspire action across the community and partner with local and regional organizations to take meaningful climate change mitigation and adaptation actions.										
Community Engagement	**8.B.1.a**	Declare a climate emergency.	Completed							
Community Engagement	**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.	Initiate 2020 and ongoing							
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.	Initiate in 2021 and ongoing thereafter							

Section	Action #	Description	Milestones
Community Engagement	**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).	Begin early 2021 and ongoing thereafter
Community Engagement	**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).	Begin early 2021 and ongoing thereafter



Goal C. Empower and prepare COBI, Bainbridge Island residents, and Bainbridge Island businesses for climate impacts and emergencies.

Community Engagement	**8.C.1.a**	In coordination with the COBI attorney, review existing laws, regulations and policies and revise as needed by asking the following sorts of questions. • 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?	Complete review by Spring 2021 and revise authorities as needed by 2022
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.	Hire by end of 2020 retain permanent staff in this position thereafter
Community Engagement	**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.	Include in 2021 budget if possible and maintain sufficient budget thereafter

Community Engagement	**8.C.2.a**	Work with Bainbridge Prepares, the Bainbridge Island Fire Department, and others, to establish equitable access to community centers for recharging generators and cell phones during outages, and providing emergency food/water/filtered air during poor air quality due to fires across the west. Develop strategies to provide these services during a pandemic or other emergency that does not allow for close quarters.	Initiate 2021, complete by 2022 and maintain thereafter	

Section 9: Implementation: Priority Actions, Milestones and Timelines

Initiate Action: Light Green

Complete Action: Dark Green

Implement Action: Blue

Section	Action #	Description	Milestones	2020	2021	2022	2023	2024	2025-2030	2031-2045
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.	Confirm climate liaison among current staff							
Implementation	**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.	Work with Climate Change Officer							
Implementation	**9.B.1.a**	Consider and minimize the potential for unintended and/or inequitable impacts from each action prior to implementation.	Develop a decision tool that can be used to evaluate actions in the CAP.							
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.	Yearly report							
Implementation	**9.C.1.b**	Update the GHG emissions inventory every three to five years.	Begin next GHG inventory and then every 5 years							
Implementation	**9.C.1.c**	Update the CAP every five years.	Update 2025 and then every 5 years after							
Implementation	**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	Develop dashboard of metrics to assist in evaluating progress.							

		of key metrics as a tool for the evaluation and associated communications.	
Implementation	**9.D.1.a**	Develop cost estimates for the highest priority CAP actions and staffing requirements and list potential funding sources (in year 1).	Initiate development for immediate actions and then for priority actions in CAP.
Implementation	**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 for each budget.

Appendix B: Comments from Community Workshops

3.1 Energy

First Session Dec 7 10-12 PM City Hall

Facilitator: David McCaughey Note Taker: Mike Kelly and Steve Johnson

Input from approximately 20 people and finally resulted in a smaller group of 5 people for a group discussion

Broad comments:

- What's the most common energy source used for electricity?
    - PSE is now 59% fossil fuels for their entire load
- SB 5116 sets out to decarbonize our electric grid by 2025
- Wind generation on Bainbridge?
    - - not a good wind resource
- Low hanging fruit is using less energy - have to cut our individual usage in half
- Fewer outdoor lights
    - Eliminate Christmas lights or limit the time they can be on
- Should we be thinking about a specific direction for reducing energy consumption? Is there research out there?
- Solar Perovskites - alternative to silicon PV. Creates solar panels that are thinner
    - Better solar - only been on the market for a short term
- Local energy production - community solar projects like what Joe has done for Sakai and the roof of City Hall. Got a lot of roofs on BI
- If home energy is low efficiency - advice on how to improve them
- What does efficiency mean for individuals - how do you measure that? Where do people fit?
- What's the role of offsets until we can get to renewables?
- Measuring the electrical reduction - should you count the agreement signed in 2013 regarding shutting down Coalstrip?
- Have to not overestimate reductions that we did (Scope 1; e.g. city controls what fuel their vehicles used)
- Require solar on all new construction on the Island - for those where it doesn't work, require investment in others
- Schools have solar capacity - should they have to implement them?
- Residential - need more obvious EE incentives
- All public funded buildings should have a fossil fuel reduction plan - we've done schools, we've done fire stations but don't even follow what's in our comp plan today. Make them all geo-thermal or solar powered or something
- For grants awarded by the City -
- Other jurisdictions (Seattle, Tacoma) have lower emissions - they are 100% clean energy. Seattle City Light is all Hydro and we are not.
- Starting negotiations with PSE
- Costs could be a big incentive - still new tech solar panels will cost less, only pay once a year. Even if it looks cheaper initially - will be cheaper in the long run.
- More public education on solar.
- Efficiency first
- Aggregate demand - we're a well to do community - represent the fact that there are a lot of people who want solar, group purchase option?
- How do you get the word out - tell everyone how cost effective it is
- Schools should request solar from PSE (RFI Q4 2019)

- Micro grids
- Demand management technology deployed across the Island
- Criteria for measuring is not based on reducing the amount of electricity - with electrical ferries, electric cars - electric usage will go up
    - Want green power
    - Not necessarily reducing electricity but making it carbon neutral
- Library and schools and fire department need to be role models on energy usage. Even though beyond City jurisdiction
- Electrified BI Transit system that is on a regular schedule during the day as opposed to erratic service for commuters only.
    - Have certain hubs they would run out of - Lynwood, Bay Hay, Battlepoint. Do a shorter commute on your end, have a reliable pickup
- Resurrect Repower Bainbridge concept of home energy audits

<u>Breakout Session:</u>
Goals

1. Energy efficiency first - before generating clean, reduce demand
    a. Least expensive
    b. Awareness is key
2. Decarbonize the energy you do generate
    a. PSE will be doing this because of state mandate
    b. Could we do it faster and not just rely on PSE
    c. Also have diesel, gasoline, propane that PSE is not responsible for
3. Resilience
    a. Brownouts, blackouts, subjection zone event, earthquake/fire
    b. What happens if you have no power - have elderly, sick, ADA for one reason or another

Within each bucket - what are the various ideas?

- CA is doing a great job of forecasting what may happen
- 8-year drought here - even though trees look green could have a real wildfire risk
- With PG&Es mandatory outages - need to look at undergrounding our wires to avoid sparks that trigger fires
- Could run closer to road so could have shoulder / pedestrian
- Cost is high - will take 10-15 years to do it - but cost of fires also very high
- Opportunity with the new lines PSE is proposing for reliability
- About half of the distribution system on BI is already underground
- Could UTC require undergrounding so it is part of the base cost.
- UTC would look at all the things they balance
- Climate impacts are going to play a larger role in regulatory decisions
- Local communities can set their own regulations for development - PSE infrastructure is a kind of development and some communities do require that. If those are the local rules, have to follow them.
- Opportunities for BI to work with PSE to do undergrounding projects on existing wires with a cost-sharing arrangement. That's available to communities now.
- Evaluate all projects to see where it makes sense to put things underground.

- If we don't think people will allow tree cutting to make a section more reliable, might make the choice to underground or harden the existing overhead system

- PSE to provide real-time price feedback.
- PSE tested out a time of use rate schedule. What they learned is people didn't change behavior much. If anything, some people paid more. A lot more capability today to monitor and adjust.
- One of the proposals is to make available more demand side management from PSE. More opportunities to control how energy is used and when, recognizing that they need to be things that the consumer will tolerate.
- Tiers for excessive users? Rates that are in place is what the commission if willing to accept
- Internet of Things - all energy using devices become smart devices. Looking at marginal spot cost.
- Will see newer applications try to drive how much energy is used when, not just how much is it costing but also to have a positive effect.
- Is there a role for a larger utility system demand management system that would be effective at reducing overall usage?
- Bringing in smart meters - a meter that could communicate two ways
- One advantage is PSE knows for certain that your house has no power
- Residents could take control back if needed
- Mostly need more wires
- Advanced metering infrastructure
- Not just the meters but also the infrastructure for transmitting information between meters and the utility.
- Receive points for using energy efficient measures - participating in demand management
- PR Idea - explain that the blackouts in CA are the crudest form of demand management. They are doing that because they have to. We don't want to get to that point on BI, so here's what we have to do now to avoid that….
- Term "battery" needs to be expanded to include all forms of energy storage (Thermal, Li batteries, Flow batteries (Vanadium))

Second Session Dec 11 6:30-8:30 PM BHS Library
Facilitator: David McCaughey Note Takers: Jane Lindley and Steve Johnson

Input from ~15 people and finally resulted in a smaller group of 5 people for a group discussion

<u>Broad comments:</u>
- Smart meters and Demand Management
- Carbon tax on all vehicles with MPG below 25 mpg
- Many "vacant homes" that are contributing to unnecessary kWh increases to the electric system, these are homes utilized as 2nd homes but have both lights and heating at high levels when vacant.
- All public buildings (schools, fire stations) to have solar PV (if properly sited and designed) and allow individuals to invest in these systems - community solar
- EV charging infrastructure for apartment buildings
- Encourage a "Home Share" program
- Better ventilation in homes - like heat exchangers

- Get an electric car with an inverter instead of a generator
- With increasing temps and lower H2O flows, be very scientific when analyzing dam removal (vs. emotional)
- Reduce tax-based energy emissions, increase income-based taxes
- Sidewalks
- Carbon tax increase on gasoline - to encourage conversion to electric
- Subsidize residential solar installs
- Group purchase of panels for residents to reduce capital costs
- Nuclear power - small scale plus in series
- Green Direct purchased for City operations
- Harnessing the heat released in the decompensation of organic matter?
- Develop solar infrastructure using Germany as a model
- Support for solar panels in the form of Community Solar (i.e. Harbor Square)
- Have community purchase programs to make it easier to purchase solar panels, batteries, electric cars and electric bikes
- Implementation of solar battery usage to phase out generators (charged during sunny months)
- Microgrids that would serve "Bainbridge Prepares" hub sites for warming/cooling sites
- Require smaller houses, demand public buildings follow State of WA standards (i.e. must be LEED)
- Bring back "Repower Bainbridge" with help from PSE
- Solar incentives
- Reduce fares on ferries for electric cars
- Harbor Square - Building Captains to implement warming/cooling center and community solar on roofs
    - Adaptive Load Management to allow for EV charging in similar buildings with common electrical infrastructure (condos, apartments)
- Contribute to a continental wide system of fast trains to reduce air travel
- Public Works projects - should encourage community sustainable development
- Lobby locally to be a test site/early adopter for electric driverless vehicle fleets
    - Proactively plan electric and parking infrastructure these vehicles
- Investing in sea-power (tidal, current)
- Solar panels on every appropriate roof-top/site

3.2 Transportation

First Session 1: December 7th
Facilitator: Mike Cox Note takers: Bobbie Morgan and Fran Korten

There were six general categories of comments:
Pk-Parking (especially for bikes)
I - Infrastructure (for safe walking, biking)
BC - Behavior Change (including incentives, enforcement, education)
PS - Partnerships (with various agencies and businesses)
PL - Planning (City code)
F -Fuels

PARKING
- Have secure biking option for Park and Ride sites

- Provide convenient, safe bike parking at all businesses and schools (free)
- Provide ground mounts for bike parking

INFRASTRUCTURE
- Make bus stops safer
- Make biking and walking safer for all ages
- Prioritize biking and pedestrian improvements that connect well-traveled locations
- Establish more developed, safe routes to school throughout the Island
- Make it very clear where to pick up a bus (poor signage currently) and leverage __ to be more than commute trips
- In prioritization for bike/walk infrastructure, note populations based on #'s that use this, monitor kids and safety
- Bike lanes themselves must be safer ones
- Keep rural look and feel of transportation system
- Make walking, cycling comfortable, convenient and safe (protected but still direct)
- Make biking safer, shoulders, off road trails, lower speed limits for cars
- Walk-bike safety need to be targeted (i.e., charge parents to drop off kids)
- Create mobility hubs at neighborhood service centers to connect 'first and last mile"
- Trails are great if they can be direct
- People need safety and convenience

BEHAVIOR CHANGE
- Implement "library of things" to reduce off-Island trips and reduce deliveries
- Enforce "no-idling", especially at ferry, schools, municipal vehicles
- Consider charging for on-street parking
- Establish a baseline for car use on Island (count cars on roads)
- Incentivize EV use on Island
- Incentivize commuter trip reductions for employers (motivate)
- Create a website for ride-sharing and signed locations (a la San Juan Islands and Gulf Islands)
- Understand and educate parent about pick-up and drop-off kids at school (increased costs of driving to school)
- Fund via impact fees (increase) on development
- Encourage hitch-hiking (on-line approval of participants)
- Localize our lives (in context of higher education, travel for pleasure, family visits, etc.)
- Incentivize bus use by making car use expensive
- Utilize social media to build momentum for change
- Engage youth in relevant games, etc.
- Promote carbon offsets
- Incentivize telecommuting
- Use Public Service Announcements and publicity to promote these ideas
- Establish targets (specific: reductions of individual car use, etc.)
- Use tokens as rewards for positive transportation (i.e., Kitsap Transit gives them out for 'frequent riders')
- Encourage community events to promote clean ways of transit
- Incentivize employees for their travel
- Help people carpool to large public events

- Support local merchants to minimize off Island driving

PARTNERSHIPS
- Have BI Ride electric bus on regular schedule
- U-pass for Island (bus, ferry, etc.) with monetary incentive to make this cheaper
- Incentivize walk-ons at ferry and mobility hubs at neighborhood service centers
- Try to get City of Seattle to have 1st Ave bus back in service
- Raise the fee for cars on ferry and reduce for walk-on and bike
- Find ways to bring back essential local businesses (i.e., co-op?)
- Use tokens as rewards for positive transportation choices (i.e. Kitsap Transit 'frequent rider')
- Increase public transportation on weekends and evenings
- Amazing: use electric vehicles
- Provide public transportation especially to ferry, esp. weekends and broader geographic locations
- Promise to pressure airlines to go electric
- Create a local electric airport
- Engage schools in bike-walk planning (there is $!)
- Implement a 'library of things' to reduce off-Island trips and deliveries
- Encourage smaller ferries for various trips
- Make bus stops safer (i.e., locations)
- Fund grant writer to fund expansion of bike-walk infrastructure
- Work with Kitsap County to expand E-V infrastructure
- BI Ride to Silverdale 3x week

PLANNING
- Put a climate lens on all transportation projects
- Clarify 'single use' vehicles miles traveled (per capita)
- Clarify alternatives to include walking and biking
- Make pedestrians the focus of goals to show paradigm shift
- Take away levels of service (infrastructure) for cars
- Reduce speed limits for cars
- 1st and last mile connections to transit (i.e. mobility on demand, some examples around the country)
- Find sources to expand funding for walk/bike projects
- Raise priority of walkability on city projects
- Increase parking fees at ferry and increase cost to take car on ferry
- Make this plan concrete with clear targets and dates for completion
- Research best practices for transit in small, rural communities
- Don't encourage multiple cars by allowing/requiring multiple parking spaces per household (i.e., 3-car garages)
- Increase density in core to make transit more feasible
- Multi-modal LOS to fund improvements
- Prioritize pedestrians and cyclists in city street standards
- Integrate an equity lens in how we plan for transportation (what works for everyone not only those who can afford) Consider community assets, access, cost.
- Require EV charging for all new developments as well as bike parking and increased bike parking all over the Island (i.e., schools, make it covered…)

- Public transportation requires 4,500 people/square mile (we are only 850/square mile), so we need to find out if people want to pay for what it would take?
- Be mindful that not all planning should be anti-car: self-driving electric cars will help.

FUELS
- Include various kinds of non-pollution fuels (i.e. biofuel, etc.

Second Session: December 11th, BHS Library
Facilitator: Derik Broekhoff Note taker: Sandy Spears

Transportation ideas directly to CCAC member during the workshops

- Leverage non-motorized trails/sidewalks into or with one unified system
- Expand transit service during non-commuter times
- Start an electric bike ride share program

3.3 Buildings

First Session: Saturday December 7th: City Hall
Facilitator: Jens Boemer Note Taker: Brian Anderson and Sandy Spears

Suggestions climate mitigation and adaptation of buildings on Bainbridge Island

- In the BI carbon inventory, make estimates of energy consumption for BI more accurate.
  - People are concerned that our estimates based on state averages are not specific enough to BI

NEW BUILDINGS

- Make sure the city uses transparent processes/best practices in determining any new building codes. They need to focus on resilience and sustainability.
- Require Net Zero building standard for all new construction
  - Our code should encourage/require 'net zero energy homes' – homes that are so air-tight, well-insulated, and energy efficient that they produce as much renewable energy as they consume over the course of a year, leaving occupants with a net zero energy bill and a carbon-free home. Whole, integrated homes. Look at buildings as systems.
  - Build with 'Advanced Framing' (https://www.energy.gov/energysaver/energy-efficient-home-design/advanced-house-framing) 'Advanced house framing, sometimes called optimum value engineering (OVE), refers to framing techniques designed to reduce the amount of lumber used and waste generated in the construction of a wood-framed house. These techniques boost energy efficiency by replacing lumber with insulation material while maintaining the structural integrity of the home.'
  - Full lifecycle of materials taken into account.
  - CA every new residence has to be net zero by January 1. Focus on building enclosure. Can't have swiss cheese air sealing, more recycled materials less raw material, sustainable buildings, transparencies, how many carcinogens. Transparencies in materials.
  - Living Building Challenge https://living-future.org/lbc/
- Solar ready homes.
- City could provide marketing support for building net zero energy homes.
- Encourage people to live in smaller homes. Discourage building larger homes.
- Use local building materials
- Use carbon neutral building materials

- Reduce use of cement/concrete in construction because of its very high carbon footprint.
- Permeable surfaces in surrounding areas
- Encourage non-flammable roofs due to increased fire risk from global heating in the future
- Don't build near shorelines
- Capture rainwater
- Allow subdivision of existing extra-large houses into separate residences
- Preserve our forest cover. Discourage lawn installations. Encourage replacing disturbed construction sites with grass.

EXISTING BUILDINGS

- The city and/or private entities on Bainbridge, should apply for grants and subsidies for energy efficiency improvements for low-income residents
- The city could publicize best practices and tips for retrofitting homes to be more energy efficient
- City could fund energy audits for private residences
- Encourage commercial buildings to self-benchmark their carbon footprints. Building owners can compare costs with other building owners through databases like this. https://www.energy.gov/eere/buildings/building-performance-database-bpd
- Assess energy use and conservation for every household. Many households can't/won't afford such a service. Find a way to facilitate household level energy inventories as input for retrofit prioritization.
- Train workforce around efficiency skills.
- PACE financing of energy efficiency upgrades- means of financing energy efficiency upgrades, disaster resiliency improvements, water conservation measures, or renewable energy installations of residential, commercial, and industrial property owners.
- Try to get PSE to provide monetary incentives for rooftop solar, efficient water heating, & heat pumps.
- Remove those that are on shorelines.
- For energy efficiency renovations we voted on whether we would prefer prioritizing mandates vs. incentives. The vote was about 50-50. Some suggested with use both
- Ask people to disclose their energy bills during the sale/purchase of a home. Publish benchmarks for home efficiency for buyers to compare against.

BOTH NEW AND EXISTING

- BI can in fact set stricter energy efficiency guidelines than the state. (commenter is a former building contractor, RePower BI energy assessor, and seems to be all-around expert in building efficiency)
- Encourage residents to use lighter colored roof surfaces when next replacing their roofs
- Require new and retrofitted residences to be built electric vehicle ready
- Require new and retrofitted residences to be built solar ready
- Encourage use of a landscaping standard called SITES (https://www.asla.org/sites/). "The Sustainable SITES Initiative is a set of comprehensive, voluntary guidelines together with a rating system that assesses the sustainable design, construction, and maintenance of landscapes."
- Take equity and affordability into consideration in the plan.
  - Use grants to provide funds to support low income retrofits
  - City should provide an energy efficiency fund for low income residents
  - Investigate county and state as a source of funds
  - Hire professional grant writers and fund raisers to get money for this.

- Study the Bloomberg City Climate Action Playbook Brief (10/19) for ides that have been implemented in major US cities. https://data.bloomberglp.com/dotorg/sites/2/2019/10/American-Cities-Climate-Challenge-Climate-Action-Playbook.pdf

NEIGHBORHOODS

- Implement Community Solar projects, use open space on the Island for local solar power generation
- Build more walkable infrastructure within the city
- Coordinate planning with neighboring jurisdictions
- Build more affordable housing on the Island, have ambitious targets
- Building density
- Our plan should have targets relative to planning dates – not sure what this means other than possibly have more interim targets.
- Encourage people to use less stuff ala 'Library of Things', which is 'collections of things other than books that are being loaned like books, for no charge. A library of things can loan out kitchen appliances, tools, gardening equipment and seeds, electronics, toys and games, art, science kits, craft supplies, musical instruments, recreational equipment, and more.'.
- Energy Star appliances
- Encourage people to not rent storage spaces.
- We need impact fees that reflect carbon generation (should be commensurate with what Poulsbo is doing).
- Break out energy efficiency targets by Residential, Commercial, and Industrial so we can have different target dates for each.

FUNDING

- Kick off another energy Repower BI Program- federal grant program?
- Involve non-profits and get grants
- Better Bainbridge- TARP money was American Resource and Recovery ACT. ARRA funded weatherization programs. $5 million grant. Pile of retrofits
- PACE

Second session Weds December 11, 2019
Facilitator: Mike Cox Note Taker: Herb Hethcote

<u>Energy Conservation</u>

- Start a new Repower Bainbridge energy audits program to encourage energy conservation (insulation etc.)
- Introduce plants inside buildings for better air quality, decoration, and calming
- Encourage thermal shades and drapes to reduce heat loss through windows
- Use batteries to store power for later use in a home or community
- Build solar farms in sunny areas such as eastern Washington to generate power for use on Bainbridge
- Encourage shared homes
- Explore building underground to take advantage of geothermal and energy efficiency
- Remodel large homes by pooling resources
- Is the new building at the High School being built green?
- Encourage geothermal heat pumps

- Use rooftop systems to heat liquids for heating homes and shower water
- Provide community resources for learning about energy efficient methods
- Encourage the use of clothes lines for drying clothes

Green Construction suggestions

- Provide incentives for building smaller homes
- Build a database for benchmarking an Energy Star Portfolio
- Have a depot of recyclable materials that can be reused by others
- Encourage places for recycling building materials
- Encourage use of low carbon materials (engineered wood, CLT, etc.)
- Promote simple ideas for energy efficient homes (smaller homes, lower ceilings, more insulation)
- Create a public list of builders who are good at renewable construction and remodeling
- Publish the environmental impacts of construction choices such as concrete patio vs. gravel or pavers
- Encourage geothermal designs for hot water and heating
- Utilize black-body radiation from sun to heat water and buildings

:

- Plant trees around athletic fields for shading/heat mitigation.
- Educate property owners about use of low-impact lawn and landscape management like mulching over fertilizers, pesticides.
- Realtors should be required to disclose risks of flooding due to SLR and other exacerbated hazards associated with climate change
- No rebuilding in zones at high risk of inundation, hazard

City Code suggestions

- Stop granting waivers for buildings on steep slopes
- No rebuilding in areas of flooding (once and you are out) (flood insurance)
- expand vertically, not horizontally, “up, not out,” leaves more room for trees as carbon offsets
- Require 100% passive design for all new structures
- Require all new buildings to be in tune with the site and the environment
- Require new homes to be built green (LEED etc.)
- Require solar power on all new construction (residential, commercial, government)
- Require all new construction to be carbon neutral
- Require new buildings to be 100% electric (no propane) with induction cooking and limited connected load
- Require better air tightness and heat recovery ventilation in buildings
- Require garden spaces and walking paths in all new developments
- Require trees cut on building sites to be used for construction lumber
    - Require energy efficient windows in new buildings
    - Require LED lighting in all public buildings
    - Create incentives and requirements for green construction and use of low carbon materials
    - Require new homes to have solar panels (or an investment in community solar projects)
    - Allow gray water plumbing and composting toilets in homes

Offer classes

- Offer classes for builders and contractors to learn green building techniques
- Offer classes for homeowners to learn to manage septic systems

Miscellaneous

- Bainbridge should install Island wide car chargers to encourage electric cars
- Allow solar communities such as Grow to pool their excess power into community car chargers
- Put trees and vegetation on every story of a building as in Italian "tree buildings"

Building ideas given directly to CCAC member during the workshops

- Partner with local roofing contractors to provide information to home owners about solar options whenever a roof is replaced or significantly repaired
- Require the orientation of new home and commercial building design to be able to accommodate or be consistent with the use of solar panels
- Create and make easily accessible lots of information about how and where to consider home solar panels
- Help home owners do less resource intensive landscaping- provide information and incentives (water, chemicals, native plants, resilience to climate change…)

3.4 Waste

First session Dec 7: City Hall
Facilitator: Nora Nickum Note taker: Barbara Zimmer

Waste reduction action ideas from 12/7 workshop

- Encourage people to bring own containers for takeout at restaurants
- Regulate take-out containers
- Zero packaging at stores, including grocery stores
- Biodegradable and compostable alternatives
- Create a place to do commercial composting of compostable plastics
- Put a fee on single-use plastics
- Eliminate bottles and cups
- Reduce packaging
- Contact companies to reduce packaging
- Use methane digesters at transfer station
- Animal and food wastes compost station - support ordinance and help identify site
- Work with Zero Waste group
- Fine people who put trash into compost or recycling bins
- Conserve water
- Mandate composting of food waste
- Restaurants/stores/events compost
- Adding climate change/sustainability/green practices as a factor in City grantmaking decisions
- Support state policies to decrease/ban Styrofoam, packaging, single-use plastics
- Develop single-stream waste sorting of all waste
- Encourage re-use stores for furniture, clothes, etc.
- Work with Friends of the Farm to offer classes on composting at home
- Make recycling simpler/clearer
- Increase community education on recycling, composting, etc.
- Encourage BI disposal to provide more accurate info on their website
- Educate raise community awareness on reducing water use

- Educate/promote knowledge of % of cost for packaging/transportation – carbon labeling on products
- Support/expand programs like lending library and fix-it fairs
- Create a fibershed for clothing/fabric to repurpose older clothing
- Support creation of local businesses that eliminate need for Amazon, Office Depot, other big box stores. Bring back and use Paper Products shop, clothing for basics.
- Meet with local businesses to hear their hurdles and ideas, and encourage sharing ideas and lessons
- Fund/invest in a county/state plastic recycling industry
- Provide city space for things like lending libraries
- Funding for pickup of food waste from restaurants
- Involve local orgs and faith groups and encourage them to use zero waste resources like lending library
- Library of things for lending to individuals
- Urge WSF to renew on-ferry compost and make consistent with good signage
- Hydration stations at all parks to encourage use of reusable bottles
- More frequent opportunities to recycle Styrofoam
- Individual actions
    - Do comments on social media to urge companies to change
    - Patronize stores that have sustainable alternatives
    - Choose paper-wrapped products (or those with no packaging) rather than those with plastic packaging
    - Buy local

Second session Dec 11, BHS Library
Facilitator: Lara Hansen Note taker: Oona Bill
Input from ~8 people who passed through and an additional sustained group of 6 who stayed for the discussion

<u>Waste reduction action ideas from 12/11 workshop</u>

- Have more “rotary auction” type events throughout the year
- Work with state, regional to minimize the amount of wasteful shipping (planes and trucks divert small orders of small items)
- Work with shops/grocery stores to reduce packaging to zero waste; no single use items and all of it should be recyclable
- Renegotiate Bainbridge Disposal to allow unlimited recycle drop offs.
- Have Amazon take their boxes back or use drop-off locker so that we don’t have to use boxes
- Tax Amazon for online shipping, shopping and consumption.
- Local compost facility with biogas digester
- Tag items sold on Bainbridge Island with “Carbon Labeling”
- Create incentives for recycling our own trash
- Develop our own recycling plant so that we don’t have to ship waste elsewhere
- More sites on Bainbridge Island for home composting
- Have a lending library or a library of things
- Better education on recycling. For example, what our facilities accept and what waste they do not accept.

- Turn Waste into electricity
- Facilitate the use of reusable containers
- Encourage people to buy less new stuff
- Teach about safe composting
- "Repair Cafes"
- When developers or homeowners cut down trees, there should be a set location for all of the lumber to go and be re-used or buried to keep carbon from being oxidized.
- The community needs to be 100% responsible for its own waste (right now we are 0% responsible for the disposal of it)
- Requirements for compostable packaging in restaurants as well as grocery and retail stores.
- Encourage people to use their own containers for take-out food.
- Impress upon people that trash has costs that are not accounted for. Charge more for things that produce waste/trash and thereby incentivize people to reduce their consumption.
- Turn waste into building blocks for building
- Have restaurant composting
- Offer bi-weekly pick-up options for waste
- Division of material waste bins in public places sorted by color. The division of these materials should be in the following categories; glass, organic, paper, metal, general waste
- Ban all single use plastics on the Island
- Eschew packaging
- Offer cooking classes that teach people how to use the food they buy
- Compost bins on Winslow
- Encourage grocery stores to purchase more bulk items
- Capture methane from landfills to use as fuel

Additional waste reduction ideas **given directly to CCAC member during the workshops**

- Promote Zero Waste Bainbridge
- Develop a citizen guide for making climate smart choices on Bainbridge (based on science and facts- with specific reasons/explanation provided for why a particular choice is good)
- Provide more education/information about how to recycle properly

3.5 Forests, Agriculture, and Shorelines

First session Dec 7: City Hall
Facilitator: Deb Rudnick Note Taker: Stephanie Rose
input from ~10 people passing through and engaging in smaller group discussion

Second Session Dec 11: BHS
Facilitator Deb Rudnick Note-taker: Clair Paige
Input from approx. 8 people in dedicated group session- whole group stayed and engaged.

<u>Broad comments:</u>

- Consider using the word "manage" carefully. Nature can provide functions on its own without human "management". A natural landscape is a more resilient one, one that can change over time.
- Land protection in relation to water resources protection and reduction of use can be mitigating.

- Are there carbon sequestration techniques we can bring to bear in land use policy and practice?
- The City could use a wildlife biologist on staff who could help respond to, address natural resource questions
- This isn't and shouldn't all be on the city- too much capacity, and to pay for- partnerships with community organizations needed
- Homeowners and citizens need more education on why natural resources are so important to climate change resilience. Egg, small wetlands.
- Population is an overarching driver of climate change- how do we address this as an Island? Population grows, impacts grow- as we saw in our greenhouse gas inventory.
- Need to protect limited water resources- more is needed on water conservation education.
- Create a strategy that property owners can participate in.
- Several comments spoke to lack of enforcement of extant city policies as a major issue for achieving objectives for both mitigation and adaptation. E.g., stop allowing waivers of setbacks on steep slopes;
- Recognize interconnectivity of sea level rise, water table, groundwater fluctuations, forest health, shoreline erosion, drowning of beaches and retreat of beachfront
- Help pollinators pollinate- important for all our natural systems and for agriculture
- Encourage and educate landowners about leaving wild areas wild
- Ban the selling of toxic products like Roundup

<u>Forests and vegetation:</u>

- Recognize the importance of the role of the landscape and natural vegetation in maintaining water quality and quantity in the face of climate change
- Provide a list of trees that will thrive in 2050-2100. Identify and educate about trees that may be of risk of near-term decline, like Douglas fir and cedar
- Leave city-owned open space open for serving ecosystem functions
- Maintain healthy forest ecosystems with a critical eye towards mitigating wildfire risk
- Need better systems for fighting forest fires- most of BI is on small wells, cannot handle water needs?
- Ecological services provided by forest should be considered in permitting, development process
- Concern about the impacts of herbicides and pesticides and their impacts on wildlife as a threat multiplier with climate change
- Thinking forward in terms of plant and tree selection, being proactive on pathogens and drought. Avoiding "flammable" species like scotch broom.
- What actions should the city take to reduce wildfire threat? One example- firework ban.
- Balancing firewise protection with protecting trees around the home.
- Develop incentives to improve forest management on Island, particularly poorly managed, dense regrowth stands that are high fire risk and low health.
- A tree planting or other forest conservation requirement for all students? Graduation requirement?
- More trees along Winslow Way

<u>Shorelines:</u>

- Seriously consider that some shoreline may need to change/inundate rather than assuming we must armor/fight it
- What resources do we have in place to measure and monitor shoreline erosion rates?
- What are the legal constraints of the Shoreline Management Act on reacting to climate change?

- How do we compensate individuals when shoreline retreat becomes necessary?
- Start a shoreline structure buy-out program to abandon, remove structures at risk from SLR. Look to King County and Vashon programs that address this.
- Help with advising for shore-friendly methods- how do we get this information to homeowners? City website, other social media.
- Learn from other communities facing sea level rise
- Hard armoring is not a long-term solution in the face of inevitable SLR
- Question/limit/restrict industrial aquaculture as a threat multiplier to shorelines

Agriculture

- Involve farmers and gardeners in climate change solutions
- Increase local food production to decrease energy, carbon footprint of food being transported to the Island: both commercial scale and personal
- Innovative thinking for small-scale agriculture that can localize food production- e.g., crops on roofs?
- Better manure management to reduce emissions from this sector
- Give homeowners ideas of what they can do in their own gardens
- Do we understand our current amount of local food production- can and should we have quantitative goals? Work with Friends of Farms.
- Land uses including agriculture, horticulture, farming are vulnerable - zoning changes may be needed
- Biochar and other techniques for sequestering carbon in soils should be researched, incentivized
- Emphasize regenerative agriculture not only for commercial farms but also for pea patches and gardens
- Investigate biogas production for co-location with ag

2.6 Other Ideas

Water Resources:

- Promoting grey water systems
- Raingardens, LID should be emphasized, encouraged, incentivized. Maybe a community award/recognition for these extra steps taken?
- Classes on septic health
- Public and private well ownership: focus on conservation measures, incentives to conserve
- Continue prioritizing groundwater development plan

City actions- not topic specific

- The City should declare a climate emergency and take more immediate and meaningful action
- City needs to make more systemic, structural changes to the way it conducts business to address climate change
- Change city codes and regulations so that the City can require rather than just encourage emission reductions and adaptation measures
- City should focus more on environmental destruction component
- Incorporate climate change into emergency preparedness
- Recognize the Rights of Nature and ecological impacts of [city and individual] decisions rather than just the present-day fiscal considerations. Acknowledge it is not just all about people

- Include key climate change data and sea level rise examples as part of the annual emergency preparedness exercise

No Specific Topic/General

- Have a volunteer High School youth member on the CCAC- maybe a one-year term
- Water should be a separate focus area in the CAP rather than buried in among the others
- Start a CAP day event annually
- Partner with the Bainbridge Island Women's Club to spread information.
- Bring the "heart" aspect into the discussion
- Add "Web of Life" as a sixth focus area in the Plan
- Promote sense of community in addressing climate change issues- for example encourage involvement through community work projects like building a rain garden.

Appendix C: Endnotes

Executive Summary

[1] City of Bainbridge Island GHG Emissions Inventory. Final Findings Report, Cascadia Consulting Group Inc. 2019
[2] Clean Energy Transformation Act, May 7th 2019. https://www.commerce.wa.gov/growing-the-economy/energy/ceta/
[3] "carbon neutral" is not the same as carbon free—this transitional goal allows for a mix of fuels including natural gas, and also allows for 20% of the portfolio to be addressed by a combination of taxes, energy credits, and innovation in new energy technologies to offset carbon in the utility's portfolio.
[4] Reducing GHG emissions from Hydrofluorocarbons.
https://app.leg.wa.gov/billsummary?BillNumber=1112&Year=2019&Initiative=false

Section 1: Introduction

[5] Hansen, L., S. Justus Nordgran and E. Mielbrecht. 2016. Bainbridge Island Climate Impact Assessment. EcoAdapt, Bainbridge Island. https://www.cakex.org/documents/bainbridge-Island-climate-impact-assessment
[6] IPCC, 2018: Summary for Policymakers. In: Global warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty. https://www.ipcc.ch/sr15/
[7] Fourth National Climate Assessment. Volume 11: Impacts, Risks, and Adaptation in the United States. 2018. https://nca2018.globalchange.gov/
[8] Mauger, G.S., J.H. Casola, H.A. Morgan, R.L. Strauch, B. Jones, B. Curry, T.M. Busch Isaksen, L. Whitely Binder, M.B. Krosby, and A.K. Snover. 2015. State of Knowledge: Climate Change in Puget Sound. Report prepared for the Puget Sound Partnership and the National Oceanic and Atmospheric Administration. Climate Impacts Group, University of Washington, Seattle. doi:10.7915/CIG93777D
[9] http://nas-sites.org/climate-change/summary.html#.XQPYt4hKi71
[10] Bainbridge Island Comprehensive Plan. https://www.bainbridgewa.gov/162/Comprehensive-Plan
[11] http://icleiusa.org/programs/emissions-management/5-milestones
[12] Central Puget Sound Regional Open Space Strategy 2015
https://openspacepugetsound.org/sites/default/files/final-report/Regional-Open-Space-Strategy.pdf
[13] https://obamawhitehouse.archives.gov/president-obama-climate-action-plan
[14] Affirming Bainbridge Island commitment to meet the our exceed the goals in the Paris Climate Agreement
http://apps.bainbridgewa.gov/webLink8/0/doc/70588/Electronic.aspx
[15] https://www.wearestillin.com

[16] https://www.governor.wa.gov/issues/issues/energy-environment
[17] https://www.bainbridgewa.gov/922/Climate-Change-Advisory-Committee
[18] https://www.bainbridgewa.gov/DocumentCenter/View/8183/Ord-2017_03--Ch-1519-Site-Assessment-Review?bidId=
[19] Supra note 3, p. 21
[20] What are the RCPs? https://coastadapt.com.au/sites/default/files/infographics/15-117-NCCARFINFOGRAPHICS-01-UPLOADED-WEB%2827Feb%29.pdf
[21] Mauger, G.S., J.H. Casola, H.A. Morgan, R.L. Strauch, B. Jones, B. Curry, T.M. Busch Isaksen, L. Whitely Binder, M.B. Krosby, and A.K. Snover. 2015. State of Knowledge: Climate Change in Puget Sound. Report prepared for the Puget Sound Partnership and the National Oceanic and Atmospheric Administration. Climate Impacts Group, University of Washington, Seattle. doi:10.7915/CIG93777D
[22] Id
[23] RCR 2.6, 4.5, 6.0 and 8.5 are explained above. The IPCC published a set of climate scenarios in 2000 for use in the Third Assessment Report (Special Report on Emissions Scenarios - SRES). The SRES scenarios were constructed to explore future developments in the global environment with special reference to the production of greenhouse gases and aerosol precursor emissions. https://sedac.ciesin.columbia.edu/ddc/sres/
[24] NOAA. 2019. Seattle, WA-Station ID: 9447130. Retrieved from https://tidesandcurrents.noaa.gov/stationhome.html?id=9447130
[25] Miller, I.M., H. Morgan, G. Mauger, T., Newton, R. Weldon, D. Schmidt, M. Welch and E. Grossman. 2018. Projected Sea Level Rise for Washington State – A 2018 Assessment. A collaboration of Washington Sea Grant,
[26] A king tide is the highest predicted high tide of the year at a coastal location. It is above the highest water level reached at high tide on an average day. King tides are a normal occurrence once or twice every year in coastal areas. https://www.epa.gov/cre/king-tides-and-climate-change
[27] EPA. 2019. Climate Change Indicators: Coastal Flooding, Retrieved from https://www.epa.gov/climate-indicators/climate-change-indicators-coastal-flooding.
[28] NOAA. 2015. Digital Coast Sea Level Rise and Coastal Flooding Impacts Viewer. https://coast.noaa.gov/slr.
[29] Mauger, *supra* note 3, page 9-4.
[30] Conservation Biology Institute. Databasin. https://databasin.org
[31] Mauger, *supra* note 3, page 9-5.
[32] Supra note 3, p. 6-4
[33] What is Blue Carbon. NOAA National Ocean Service. Accessed July 16th 2020. https://oceanservice.noaa.gov/facts/bluecarbon.html
[34] Data from 2010 Census
[35] Supra note 1
[36] City of Bainbridge Island Greenhouse Gas Emissions Inventory, Final Findings Report, 2019, Cascadia Consulting Group Inc. https://www.bainbridgewa.gov/922/Climate-Change-Advisory-Committee

Section 2: GHG Emissions Inventory

[37] City of Bainbridge Island GHG Emissions Inventory. Final Findings Report, Cascadia Consulting Group Inc. 2019
[38] The Climate Registry. (2010). *Local Government Operations Protocol: For the quantification and reporting of greenhouse gas emissions inventories.*
[39] Except direct carbon dioxide emissions from biogenic sources.
[40] Other jurisdictions may use different data sets, methods, and years for their GHG emission inventories.
[41] As indicated from U.C. Berkeley's *CoolClimate* Calculator. Outcomes from the consumption-based inventory analysis are presented at the per-household level because purchasing behavior is typically examined and analyzed at the household—not individual—level.
[42] *Taming Bigfoot* provides an easy interface with a carbon-footprint calculator designed to convert a number of common things you do to the amount of greenhouse gas they cause. The conversion factors used can be specified

for specific local regions so the results apply to that specific region, rather than a broad average, as much as possible.

[43] CoolClimate Network. https://coolclimate.berkeley.edu/

[44] Energy Star Carbon Calculator. https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/understand-metrics/how

[45] ICLEI. Clearpath. https://icleiusa.org/clearpath/

[46] Clean Energy Transformation Act, May 7th 2019. https://www.commerce.wa.gov/growing-the-economy/energy/ceta/

[47] "carbon neutral" is not the same as carbon free—this transitional goal allows for a mix of fuels including natural gas, and also allows for 20% of the portfolio to be addressed by a combination of taxes, energy credits, and innovation in new energy technologies to offset carbon in the utility's portfolio.

[48] Reducing GHG emissions from Hydrofluorocarbons. https://app.leg.wa.gov/billsummary?BillNumber=1112&Year=2019&Initiative=false

Section 3: Energy

[49] Washington State Greenhouse Gas Emissions Inventory: 1990-2015. Report to the Legislature. December 2018. Publication No. 18-02-043. https://fortress.wa.gov/ecy/publications/documents/1802043.pdf

[50] PSE: Our Diversified Electricity Supply. https://www.pse.com/pages/energy-supply/electric-supply

[51] Clean Energy Transformation Act, May 7th 2019. https://www.commerce.wa.gov/growing-the-economy/energy/ceta/

[52] "carbon neutral" is not the same as carbon free—this transitional goal allows for a mix of fuels including natural gas, and also allows for 20% of the portfolio to be addressed by a combination of taxes, energy credits, and innovation in new energy technologies to offset carbon in the utility's portfolio.

[53] 100% Commitments in Cities, Counties, and States. Sierra Club Home Page. Accessed February 5th 2019. https://www.sierraclub.org/ready-for-100/commitments.

[54] https://www.bainbridgewa.gov/DocumentCenter/View/4949/COBI-General-Sewer-Plan-July-2015---TOC_Exectuive_Summary?bidId= page ES-15).

[55] For further details, visit https://www.pse.com/green-options/Renewable-Energy-Programs/renewables-home

[56] LEED (Leadership in Energy and Environmental Design) is an ecology-oriented building certification program run under the auspices of the U.S. Green Building Council (USGBC). Rating systems are available for new construction and major renovations as well as existing buildings. The four LEED certification level designations are Platinum, Gold, Silver and Certified. Regardless of the certification level achieved, all projects must meet mandated prerequisites and then choose from 110 available credit points to reach the desired certification level.

[57] For further details, visit https://psebainbridge.com/current-projects

[58] For further details, including PSE's detailed needs assessment and solutions reports, visit https://psebainbridge.participate.online/

[59] Example of programs including: Real-time feedback on usage potentially leading to TOU (time of use) pilot program and Smart Meters and other forms of demand management (EVs, washing machines, hot water tanks, cooling).

[60] Possible funding mechanism for Green Energy and Building Fund:

- Captured as a function kWhs consumed, or calculated carbon generation with an industry standard price per ton (Carbon Balance assigns $15/ton as the value on carbon)
- A propane tax (per gallon or CO2 generation ~12.75 pounds per gal)
- A fuel oil tax (per gallon or CO2 generation ~22.36 pounds per gal)
- Grants that might be applied for by the Fund, a non-profit community stakeholder
- Donations and bequests
- License Plate Tabs (voluntary opt-in, mandatory for ICE vehicles flat or tiered by weight)
- Fund raising events (hosted by the Fund; organized by community organizations, schools, businesses, etc.)

Fund would be a committee of people from city, citizen and utilities/trades a non-profit open process modeled from similar municipalities.

[61]Examples of such programs include: 1) Real-time feedback on usage potentially leading to TOU (time of use) pilot program; 2) Smart Meters and other forms of demand management (electric vehicles, washing machines, hot water tanks, cooling); 3) customer-owned generation like roof-top solar to include assistance for condo associations to be supported in organizing projects; 4) Strong marketing campaign with local whitepapers of success; 5) A subsidized home energy efficiency retrofit program for low-income housing; and 6) Develop a tool kit and provide resources for homeowners to reduce energy use.

[62] The Department of Energy defines a microgrid as ''a group of interconnected loads and distributed energy resources within clearly defined electrical boundaries that acts as a single controllable entity with respect to the grid. A microgrid can connect and disconnect from the grid to enable it to operate in both grid-connected or Island wide. https://www.energycentral.com/c/ec/achieving-resilience-through-renewables-driven-community-microgrids

[63] https://bainbridgeprepares.org/

[64] Washington Clean Energy Fund. https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/.

Section 4: Transportation

[65] Motorized travel includes all travel by motor-using vehicles, including internal combustion engines, electric vehicles, and alternative-fuel vehicles (e.g., fuel cell or hydrogen powered) – excluding active transport (e.g., pedal-assisted) vehicles such as e-bikes.

[66] Vehicle miles traveled per capita is calculated as the total annual miles of vehicle travel divided by the total population in a geographic region over a given period of time, typically a one-year period.

[67] Mode share is a transportation term that describes the number of trips, or %age of travelers, using a particular type of transportation (car, transit, bicycling, walking).

[68] Public transit is used to broadly mean services to encourage alternatives to single occupancy vehicles, and may include public-private partnerships and other solutions to offer more efficient transportation.

[69] https://www.commerce.wa.gov/about-us/rulemaking/electric-vehicle-policies-and-laws/

[70] https://www.bainbridgewa.gov/708/Island-wide-Transportation-Plan-IWTP-Upd

[71] https://walkbikebainbridge.com/resources 71% of respondents rated the biking environment on Bainbridge Island very or somewhat unsafe; and 48% rated the infrastructure for walking in the vicinity of their home as bad or very bad (though in-town got good ratings); 65% of parents of school-age kids said their kids would walk or bike to school more often if there were safe infrastructure between home and school.

[72] This includes reducing vehicle-miles driven by residents and non-residents, as measured per Island resident.

[73] Data from other cities show that such networks must include separated or protected biking and walking lanes.

Section 5: Buildings

[74] https://www.governor.wa.gov/sites/default/files/documents/clean-buildings-policy-brief-bill-signing.pdf

[75] Municipal buildings include buildings used for government related activities such as city halls, libraries, police stations, and schools that are over 5000 square feet. Residential buildings include single family homes, apartments, and condominiums. Commercial buildings include office buildings, warehouses, and retail buildings. Industrial buildings include buildings where products or materials are fabricated, assembled, or processed.

[76] The definition of what constitutes remodels or additions that would be required to adopt green building standards should be discussed by the Green Building Task Force. As an example, the City of Santa Cruz requires all remodels and additions with a combined square footage greater than 350 to utilize a checklist http://www.cityofsantacruz.com/government/city-departments/planning-and-community-development/services/building-safety/green-building-program

[77] https://aiau.aia.org/courses/power-zero-optimizing-value-next-generation-green

[78] LEED (Leadership in Energy and Environmental Design) is an ecology-oriented building certification program run under the auspices of the U.S. Green Building Council (USGBC). Rating systems are available for new construction

and major renovations as well as existing buildings. The four LEED certification level designations are Platinum, Gold, Silver and Certified. Regardless of the certification level achieved, all projects must meet mandated prerequisites and then choose from 110 available credit points to reach the desired certification level.

[79]The Living Building Challenge is an international sustainable building certification program created in 2006 by the non-profit International Living Future Institute. https://living-future.org/lbc/

[80] https://www.pse.com/rebates/home-energy-assessment
https://www.pse.com/rebates

[81] IBID

[82] Task Force shall consider at a minimum the following: 1) Upgrade building code to require "solar + storage readiness" of new buildings that have sufficient solar exposure including solar heating capacity; 2) Adopt a definition of what sized municipal projects and what residential and commercial remodels and additions would be required to adopt green building standards; 3) Amend the City's land use and development codes to implement green building codes and adapt to climate impacts; 4) Change building code to include electric vehicle readiness; 5) Create "no net increase" water and energy standard to maximize water and energy efficiency and support improved water and energy efficiency of other projects such that there is no net increase Island-wide in water or energy use created by the new project; and 6) explore using low-carbon concrete and other low-carbon building materials.

[83] EcoAdapt Climate Change Adaptation Certification Tool: Moving Cities from Planning to Implementation: EcoAdapt and Foresight Partners Consulting. December 2018. Accessed July 16th 2020. https://www.cakex.org/sites/default/files/2018EcoAdapt%20CCAC%20Tool%20FINAL_SPREADS.pdf

[84] The Regional Code Collaborative built on the success of King County's award-winning Sustainable Cities Program, a multi-jurisdictional group of planners and code officials from both within and outside of King County came together to leverage economies of scale in developing and updating green codes. https://kingcounty.gov/~/media/depts/dnrp/solid-waste/green-building/documents/regional-code-collaboration-white-paper.ashx?la=en

[85] Additional community entities that are important partners include Master Gardeners, Fruit Club, Sustainable Bainbridge, Kitsap Conservation District, and Friends of the Farms. All of these groups are important partners that can help our community steward natural and agricultural resources under climate change.

[86] Information such as, but not limited to: 1) Streams and wetlands data (e.g., Wild Fish Conservancy Stream Typing Data, Fish Culvert Passability data); 2) Bainbridge Island Climate Impact Assessment, Climate Change Adaptation Certification and other local source suggested climate data (e.g., sea level rise, precipitation, flooding, temperature, wildfire, slope stability) including mapping; 3) Tree health data; and 4) Ongoing surface and groundwater quality monitoring by the City's Water Resources program and consultants.

Section 6: Natural Environment

[87] https://www.cakex.org/tools/climate-change-adaptation-certification-tool

[88] https://www.bifd.org/firewise

[89] This goal is focused on shoreline natural resources: shoreline infrastructure and buildings are addressed in other sections.

[90] A **foodshed** is the geographic area that produces the food for a given community. Local foodsheds can contribute to smaller carbon footprints by decreasing the distance over which food must travel from producer to consumer. Foodsheds can have ancillary benefits in terms of the quality and nutrient value of the food produced, as well as the freshness, which can cut down on food waste which is an additional contributor to greenhouse gas emissions.

Section 7: Waste

[91]https://www.bainbridgewa.gov/DocumentCenter/View/6770/Procurement-Policy-Resolution-No-2019-10-?bidId=. See section 4.5, Environmentally friendly purchasing.

[92] http://www.sustainablebainbridge.org/bainbridge-Island-zero-waste.aspx

[93] https://www.cakex.org/tools/climate-change-adaptation-certification-tool

Section 8: Community Engagement

[94] This action item is now complete. On June 9th, 2020 the City Council approved - Relating to Climate Emergency Resolution 2020-05. http://apps.bainbridgewa.gov/webLink8/0/doc/92181/Electronic.aspx

Section 9: Implementation

[95] Peter Plastrik, Joyce Coffee and John Cleveland, Innovation Network for Communities and Climate Resilience Consulting (July 2019).

Photo Credits

Cover page: Photo included by permission from photographer Greg Williams@Sunergy Systems. Picture of Bainbridge Island City Hall Community Solar Project. Accessed February 2020.
Page 7: Executive Summary. Photo included by permission from the Bainbridge Island Chamber of Commerce Accessed March 2020.
Page 10: Pictures of Community Workshops on Draft Climate Action Plan. From Climate Change Advisory Committee photo file.
Page 17: Section 1: Introduction. Photo from Wikipedia. Aerial view of the northern part of Bainbridge Island. Accessed February 2020.
Page 30: Pictures of Community Workshops on Draft Climate Action Plan. From Climate Change Advisory Committee photo file.
Page 35: Section 2: GHG Inventory. Photo from Cascadia Consulting Group. Cover of City of Bainbridge Island Greenhouse Gas Emissions Inventory 2019.
Page 49: Section 3: Energy. Photo included by permission from photographer Greg Williams@Sunergy Systems. Picture of Bainbridge Island City Hall Community Solar Project. Accessed February 2020.
Page 55: Section 4: Transportation. Photo from City of Bainbridge Island. Accessed February 2020.
Page 63: Section 5: Buildings. designed by Davis Studio Architecture + Design. Photo from Anthony Rich with permission. Accessed March 2020.
Page 68: Section 6: Natural Environment. Photo included by permission from Bainbridge Island Park Foundation. Accessed March 2020.
Page 77: Section 7: Waste. Photo included by permission from Barbara Shane. Accessed September 2020.
Page 84: Section 8: Community Engagement. Pictures of Community Workshops on Draft Climate Action Plan. From Climate Change Advisory Committee photo file.

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (9:10 PM) Sustainable Transportation Plan Update - Public Works,

SUMMARY: The goals and objectives are revised to reflect the Council's discussion at the October 27, 2020 Council Meeting, and are being presented for Council approval.

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

RECOMMENDED MOTION: I move to approve the Goals and Objectives for the Sustainable Transportation Plan as proposed at the City Council Meeting of November 10, 2020.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The Sustainable Transportation Plan project team is seeking Council approval of the proposed goals and objectives for the plan, which are revised based on the October 27, 2020 Council Meeting. At that meeting, the Council expressed an interest in separating out the Climate Goal as the "primary" goal for the project.

The goals were developed based on the following sources of input:

- Review of past and current City of Bainbridge Island plans and policies.
- Discussions with the Council in January, February, July, and October, 2020.
- Meetings with and insights from the Sustainable Transportation Task Force and Technical Advisory Team in February, July, and September 2020.
- Community feedback on mobility values and Sustainable Transportation Plan desired outcomes though August and September 2020 engagement activities.

The goals will be used to finalize the gap analysis, the evaluation framework, and the plan's performance measures. They will also inform the scenario development approach and, through the evaluation framework, be used to score and select projects, programs, and policies for the near-term implementation plan. The Council is not being asked to weight or prioritize the goals at this time—that action may be needed during the evaluation and prioritization phase of the project and would be informed by further Task Force feedback.

The objectives may be further refined and expanded as the Sustainable Transportation Plan moves into the next stages of development, but the team is seeking concurrence that these objectives are in keeping with Council's and the community's desired outcomes for the plan.

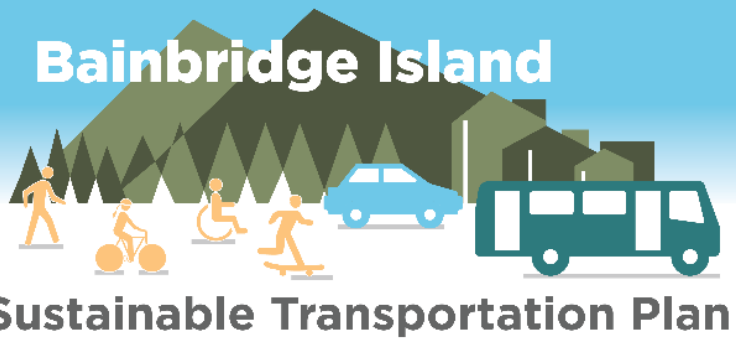
ATTACHMENTS:

BAINBRIDGE STP_Final Goals & Objectives_20201103.pdf

FISCAL DETAILS: N/A

Fund Name(s):

Coding:



Final Plan Goals and Objectives (11/06/20)

Bainbridge Island's Sustainable Transportation Plan will define the Island's mobility future. The plan will establish a new vision for mobility on the Island to reduce carbon emissions and improve safety and mobility for all. With a focus on complete and connected networks that enhance the Island's natural systems, the Sustainable Transportation Plan will articulate a pathway to implementation.

This document presents the Sustainable Transportation Plan's final goals and objectives. It also provides examples of strategies that the plan may identify to advance toward the goals and objectives. The following definitions are offered to support Council review of the final goals and objectives:

- **Goals** articulate what the Bainbridge Island community wants to achieve. Goals are lofty and ambitious and may take years to reach.
- **Objectives** are specific, measurable, and actionable, and they help to define progress. Objectives inform performance measures and targets, which will be established in the next phase of the Sustainable Transportation Plan process.
- **Strategies** are the approaches taken toward achieving our goals. They focus on how Bainbridge Island will move forward. Strategies will ultimately form the bulk of the Sustainable Transportation Plan, and the examples provided here reflect early input from the Sustainable Transportation Task Force.

The project team developed the goals and objectives based on the following sources of input:

- Review of past and current City of Bainbridge Island plans and policies, including the recently completed Climate Action Plan
- Discussions with City Council in January, February, July, September, and October 2020. **Council set the overarching objective of the Sustainable Transportation Plan as the reduction of transportation-related emissions to help achieve the Island-wide goal of 90% greenhouse gas (GhG) emissions reduction by 2045**
- Meetings with and insights from the Sustainable Transportation Task Force and Technical Advisory Team in February, July, September, and October 2020
- Community feedback on mobility values and Sustainable Transportation Plan desired outcomes though August and September 2020 engagement activities

The project team is seeking Council's approval of the Sustainable Transportation Plan goals and concurrence that the objectives are in keeping with Council's and the community's desired outcomes for the plan. The combination of the goals and objectives should articulate what matters to the community and will inform how we will track our progress and celebrate our success.

The goals will be used to finalize the gap analysis, the evaluation framework, and the plan's performance measures. They will also inform the scenario development approach and, through the evaluation framework, will be used to score and select projects, programs, and policies for the near-term implementation plan.

The objectives may be further refined and expanded as the plan moves into the next stages of development, particularly as the project team completes the gap analysis and continues to engage with the Task Force and the Technical Advisory Team.

The strategies are merely examples to illustrate the ideas that have already emerged and preliminary work underway. These will be expanded and prioritized as the project moves into project and program identification and solutions development.

Goals *What we want to achieve*	Objectives *What must be accomplished*	Example Strategies *How we will advance toward our goals*
PRIMARY GOAL **Climate Action and Resilience** Address the climate crisis to create a more resilient Bainbridge Island	▪ ***Primary Objective**: Reduce transportation-related emissions to help achieve the Island-wide goal of 90% greenhouse gas (GhG) emissions reduction by 2045* ▪ Reduce drive-alone trips to 40% of the Island's mode share by 2045 ▪ Increase the proportion of electric vehicles and plug-in hybrid electric vehicles on the Island to 80% by 2045 ▪ Increase the number of short trips on the Island (less than 5 miles) made by sustainable modes	▪ Prioritize zero-emission mobility options, including walking, bicycling, public transit, and shared electric transportation ▪ Advance projects, programs, and policies that mitigate climate change ▪ Establish programs to educate, encourage, and support behavior change ▪ Create a living laboratory for innovative mobility systems ▪ Develop adaptable and resilient infrastructure to respond to changing needs ▪ Install charging infrastructure to support EVs
Natural Systems and Rural Character Enhance the health of Bainbridge Island's natural systems and honor its rural character	▪ Minimize environmental impact and complement the Island's scenic and rural character through project design and implementation ▪ Preserve the Island's tree canopy and expand green stormwater infrastructure	▪ Create sustainable transportation corridors that function as native habitat corridors ▪ Create bicycle and pedestrian facility standards that are responsive to Bainbridge Island's unique conditions ▪ Use native habitat plantings and green infrastructure to create "green streets"
Safety and Comfort Create transportation networks that protect and prioritize the most vulnerable travelers	▪ Achieve zero collisions by 2045 ▪ Implement a complete all ages and abilities walking, rolling, and biking network tailored to the local context by 2045 ▪ Ensure that all students attending first grade and higher can safely walk or bike from home to school	▪ Adopt a Vision Zero policy and design guidelines, with education for all travelers ▪ Reduce speed limits islandwide ▪ Invest proactively in high-collision corridors and intersections ▪ Establish a low-stress (Level 1) standard of separated walkways and bikeways ▪ Create grade-separated crossings of SR 305
Equity and Accessibility Eliminate disproportionate burden in our mobility system, focusing on younger and older people, people of color, low-income people, and women	▪ Ensure equal access to mobility options for all people on Bainbridge Island ▪ Increase affordability and reduce overall household transportation costs ▪ Increase the percentage of roadways and paths that are fully accessible ▪ Increase miles of dedicated, buffered cycling, walking, and rolling pathways for all ages and abilities ▪ Achieve a 50/50 gender mode split for bicycling on the Island by 2045	▪ Develop engineering and design strategies to eliminate racial bias in pedestrian collisions ▪ Provide affordable non-drive-alone mobility options for all children and older adults on the Island ▪ Design public spaces to promote equity and accessibility ▪ Design trails that serve as transportation facilities to be accessible for all ▪ Develop programs to encourage and remove barriers for women to walk and bike

Goals *What we want to achieve*	Objectives *What must be accomplished*	Example Strategies *How we will advance toward our goals*
Connected and Convenient Develop an integrated mobility system that connects destinations with sustainable travel options	▪ Increase street, trail/greenway, and sidewalk network connectivity to reduce walking and biking travel time ▪ Increase physical activity by making it easy and safe to walk, bike, and roll daily ▪ Increase access to schools, jobs, parks, essential services, affordable and senior housing, and basic life needs ▪ Create community gathering places that connect high-quality infrastructure and service with amenities	▪ Fill transit network gaps and enhance first/last mile connections ▪ Subsidize shared mobility and public transportation options to support access to jobs and schools ▪ Incentivize zero-emission mobility ▪ Develop wayfinding standards to create a legible system ▪ Require land use planning that explicitly incorporates walking and bicycling networks, promotes greater density, and minimizes travel distances ▪ Create mobility hubs to connect people with transportation services and amenities
Implementation and Funding Expand available resources to advance community priorities and complete networks	▪ Align City-wide investment decisions with Sustainable Transportation Plan goals through the annual budgeting process ▪ Balance cost-effective, "quick win" projects with high-impact, "big move" projects ▪ Eliminate administrative barriers to rapid implementation ▪ Bring the existing system into a state of good repair by 2045 ▪ Implement multimodal level of service and reevaluate transportation impact fees.	▪ Develop grant-/shovel-ready projects to compete for diverse funds ▪ Create street development and design standards that reflect the plan's vision and identified networks ▪ Expand partnerships to leverage funding opportunities ▪ Use lifecycle costing tools to fully fund maintenance and operations needs

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: (9:25 PM) Revisions to City's Ethics Program - Council,

SUMMARY:
On October 6, 2020, the City Council requested an update on the operating rules adopted by the Ethics Board. Attached are the operating rules adopted by the Ethics Board on October 19, 2020.

At the October 27, 2020 business meeting, the Council considered preliminary approval for the attached motions revising the Ethics Board operating rules. At the October 27 meeting, the Council also expressed an interest in a broader discussion about the Ethics Program more generally.

As part of this agenda item for the Council's November 10 meeting, it is expected that the Council will further discuss possible revisions to the operating rules, as well as potential revisions to the Ethics Program more generally.

Also attached for reference is the Ethics Program, the current version of which was adopted on August 11, 2020 via Resolution No. 2020-13.

AGENDA CATEGORY: Review and Recommendation **PROPOSED BY:** Executive

RECOMMENDED MOTION: To consider action to adopt proposed changes to the Ethics Board Operating Rules and the Ethics Program more generally.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

102720 Motions

Deputy Mayor Deets_Suggested Motions for Council Ethics Discussion

Ethics Board Operating Rules - Revised and Adopted 10-19-2020

Resolution No. 2020-13 Updating the Code of Conduct and Ethics Program Approved 081120

FISCAL DETAILS:

Fund Name(s):

Coding:

MOTIONS MADE AT OCTOBER 27, 2020 MEETING

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add the following language to the end of Section 2.E.: "In order to help ensure that the Ethics Board is insulated from outside pressure or influence, the email addresses of Ethics Board members shall not be posted on the website or in any other public location. Additionally, each Ethics Board member shall be required to sign a certification indicating that they will not read or respond to any emails regarding a complaint that is, or will be, considered by the Ethics Board except for emails from the parties to the complaint, other Ethics Board members, or appropriate City staff."
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add a new Section 2.F titled "City Attorney Involvement" with the following language: "The Ethics Board shall not conduct any meetings without the presence of legal counsel provided by the City Attorney's office."
Medina/Pollock: The motion carried unanimously, 7 – 0.

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add the following language to the end of Section 4.A.ii: "The City Clerk shall not accept any complaint that does not provide the name and address of the complainant. Complaints made by a third-party on behalf of a complainant may not be accepted by the City Clerk."
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add to the end of Section 4.B.ii the same language tentatively added to Section 4.A.ii in my prior motion.
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add the following language to the end of Section 4.A.v.a: "Before proceeding with consideration of the complaint, the Chair must receive confirmation from the Respondent that the Respondent received the Chair's invitation to submit a response. Confirmation can be in the form of a direct communication from the Respondent to the Chair or in the form of the City Clerk mailing the invitation to respond to the Respondent using certified mail."
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add to the end of Section 4.B.iv.a the same language tentatively added to Section 4.A.v.a in my prior motion.
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

Motions for November 10th, 2020 Council Business Meeting

Item 11D, Revisions to City's Ethics Program – Council

By Joe Deets, Councilmember

1) I move to include an additional bullet point to the Introduction to the City of Bainbridge Island's Code of Conduct and Ethics Program that states the following: "Further the public's trust in City Government and to accomplish this principally through education, and not the seeking of punishment".

2) I move to include in Article III, A #3 of the City of Bainbridge Island's Code of Conduct and Ethics Program the following: "The City Clerk shall also send copies of complaints alleging one or more violations of the Code of Ethics (Article I) to all members of Council".

3) I move to include in Article III, B #4, of the City of Bainbridge Island's Code of Conduct and Ethics Program the following: "The City Clerk shall also send copies of complaints alleging one or more violations of the Code of Ethics (Article II) to all members of Council".

CITY OF
BAINBRIDGE ISLAND

Ethics Board
Operating Rules
(Effective Date: October 19, 2020)

1. **Purpose.** The City Council has adopted a Code of Conduct and Ethics Program to guide the conduct of Councilmembers and members of City Committees and Commissions. To assist with the administration of the Code of Conduct and Ethics Program, the City Council created the Ethics Board and empowered the Board to adopt, by majority vote, reasonable operating rules consistent with the Code of Conduct and Ethics Program. The purpose of these rules is to allow the Board to perform its normal duties and operate in an efficient, effective, and consistent manner. The operating rules are also intended to provide transparency to the public on the workings of the Ethics Board.

2. **Operating Rules.**

   A. **Chair.** Members of the Ethics Board will elect a chairperson. The Chair will serve for one year and may be re-elected. However, one individual may not hold the position of Chair for more than two successive terms. Responsibilities of the Chair include: presiding over meetings of the Board, organization of the meeting agenda in coordination with the Deputy Chair, distributing work of the Board to individual members, communication with City staff, informing respondents of complaints, requesting responses to complaints, and communicating receipt of complaints to the Ethics Board.

   B. **Deputy Chair.** Members of the Ethics Board will elect a Deputy Chair. The Deputy Chair will serve for six months. One individual may not hold the position of Deputy Chair for two successive terms, but may be re-elected to non-successive terms. Responsibilities of the Deputy Chair include: presiding over meetings of the Board in the absence of the Chair, organization of the meeting agenda in coordination with the Chair, taking minutes of meetings of the Board, and serving as time-keeper during public comment periods.

   C. **Election of Officers**. Election of officers shall proceed by nomination among members and by a majority vote of the membership of the Ethics Board. The chair shall be elected each July. A deputy chair shall be elected each July and January. The date of election of the Chair, Deputy Chair, or both the Chair and Deputy Chair may be adjusted at the discretion of a majority of the Ethics Board.

D. Meetings. All meetings of the Ethics Board are subject to the Open Public Meetings Act, Chapter 42.30 RCW. Regular meetings of the Ethics Board will occur on the third Monday of every month from 6:30 PM to 8:00 PM. Special meetings of the Ethics Board may be called and noticed as needed in accordance with Chapter 42.30 RCW.

i. *Quorum.* A quorum of the Ethics Board is necessary to transact business of the Board. Four members of the Ethics Board constitute a quorum.

ii. *Disclosure.* The Ethics Board intends to be a model for transparency and ethical conduct in City affairs. In accordance with the Code of Conduct and Ethics Program, Board members will disclose significant relationships with the City of Bainbridge Island or with individuals subject to the Board's jurisdiction, including all situations that could potentially constitute a conflict of interest or be perceived as a conflict of interest by the public. Disclosures will be an agenda item at each meeting of the Ethics Board. Potential conflicts will be managed by recusal or other means agreed by the Board and consistent with the Code of Conduct and Ethics Program.

iii. *Public Comment.* Regular meetings of the Ethics Board shall include a period for public comment at the start of the meeting. Special meetings may include a period for public comment, at the discretion of the Board. Members of the public are requested to confine their comments to the public comment period, except at the invitation of the Board. Each member of the public participating in public comment shall limited to three minutes to provide comment, except that, at the beginning of a public comment period, the Chair may provide for a lesser time for public comment if a large number of individuals wish to speak.

iv. *Remote Attendance.* Members of the Ethics Board may participate by telephone or other electronic means approved by the City's IT staff if unable to attend in person and effective two-way communication can be established. Members planning on attending a meeting remotely are encouraged to provide as much notice as possible to City staff in advance of the meeting.

v. *Meeting Minutes.* The Deputy Chair shall keep action minutes of each meeting of the Board and provide said minutes to the Board in advance of the next meeting, where they will be reviewed, revised as necessary, and approved. Approved meeting minutes will be posted on the Ethics Board website. Minutes shall record what actions were taken by the Board, not what was said.

vi. *Parliamentary Procedure.* The Ethics Board will conduct its business using the simplified parliamentary procedure summarized in **Exhibit A**. To the extent that the procedure outlined in **Exhibit A** is ever insufficient to meet the needs of the Ethics Board, then the Ethics Board may, by majority vote, suspend the simplified parliamentary procedure to take what action may be necessary to effectively and efficiently transact the business of the Ethics Board.

E. Communication with the Public. The Ethics Board's website at https://www.bainbridgewa.gov/231/Ethics-Board shall be the primary means of communication with the public. Information posted shall include relevant legislation, operating rules, and forms for making complaints or requests under the Code of Conduct and Ethics Program. The Chair, or a member designated by the Chair, shall speak for the Board on matters of public interest. Board members shall not publicly comment on pending complaints or requests except at Board meetings.

3. Training

A. Overview of Training Requirements. The Ethics Board is responsible for training Councilmembers and members of City Committees and Commissions on the requirements of the Code of Conduct and Ethics Program. Under Article V, Section B, the Ethics Board is responsible for the following:

i. *Annual Training.* The Training Subcommittee shall develop, and members of the Ethics Board shall present, a training course on the Code of Conduct and the Code of Ethics to be presented annually to all Councilmembers and members of City Committees and Commissions.

ii. *Pamphlet.* At least every two years, the Training Subcommittee shall prepare, and members of the Ethics Board shall distribute, a pamphlet describing the Code of Conduct (Article I) and Code of Ethics (Article II) to all Councilmembers and members of City Committees and Commissions. The Ethics Board shall ensure that all new Councilmembers and members of City Committees and Commission receive a pamphlet upon election or appointment.

B. Training Subcommittee. The Training Subcommittee shall annually be nominated and appointed by a majority of the Ethics Board at the same meeting during which the Chair is elected and shall consist of no more than three members.

4. Complaint and Request Procedures

A. Article I Complaints

i. *Procedure.* Article III, Section A of the Code of Conduct and Ethics Program outlines the procedure for review of complaints alleging a violation of the Code of Conduct (Article I) by a Councilmember or a member of a City Committee or Commission. These rules supplement Article III, Section A to provide clarity and transparency to the review of Article I complaints.

ii. *Submission.* Any individual may submit to the City Clerk a complaint alleging violations of the Code of Conduct (Article I) by a Councilmember or a member of a City Committee or Commission. The complaint must be submitted on a form supplied by the City Clerk. The City Clerk may dismiss a complaint that is not made on the correct form, provided that the City Clerk provide instruction to the complainant regarding where the correct form is located and how it may be filled out.

iii. *Transmittal to Ethics Board*. The City Clerk shall refer Article I Complaints concerning a Councilmember or a member of a City Committee or Commission, except for complaints concerning members of the Ethics Board, to the Ethics Board for a threshold determination.

iv. *Ethics Board Review – Threshold Determination*

a. Initial Review by Ethics Board. The Ethics Board will review the complaint at an open public meeting. In accordance with Article III, Subsection A.4 of the Code of Conduct and Ethics Program, the Ethics Board will consider whether a notice of dismissal or threshold determination is appropriate.

b. Referral to Subcommittee. Following initial review by the Ethics Board, a majority of the Ethics Board will refer the complaint to a subcommittee of not more than three members to draft either a notice of dismissal or a threshold determination, as specified by the Ethics Board at the time of referral, for consideration by the Ethics Board at an open public meeting. A representative of the City Attorney's Office shall review the draft notice of dismissal or threshold determination prior to review by the Ethics Board.

c. Issuance of Threshold Determination or Notice of Dismissal. The Ethics Board will review the draft notice of dismissal or threshold determination prepared by the subcommittee at an open public meeting. A majority of the Ethics Board may do one of the following: (1) refer the draft notice of dismissal or threshold determination back to the subcommittee for additional edits or modifications; (2) adopt and issue the notice of dismissal or threshold determination; or (3) continue review of the draft notice of dismissal or threshold determination at a future meeting.

v. *Ethics Board Review – Article I Advisory Opinion*

a. Response: When Article III, Section A of the Code of Conduct and Ethics Program directs the Ethics Board to prepare an advisory opinion, the Chair of the Ethics Board shall first provide the respondent with a reasonable period of time to submit a written response to the Article I Complaint supported by a declaration in compliance with RCW 9A.72.085. The Chair shall initially request that a response be provided within two weeks, but the Chair may provide for additional time as circumstances warrant.

b. Initial Review by Ethics Board. Upon receipt of a response from the Respondent, if submitted within the time period indicated by the Chair, the Chair will schedule time at an open public meeting for the Ethics Board to review the complaint and response, if submitted.

c. Referral to Subcommittee. Following initial review by the Ethics Board, a majority of the Ethics Board will refer the complaint to a subcommittee of not more than three members to draft an advisory opinion for consideration by the Ethics Board at an open public meeting. The draft advisory opinion shall be prepared in the manner directed by a majority of the Ethics Board at the time of referral and shall be drafted in accordance with the requirements of Article III, Subsection A.6 of the Code of Conduct and Ethics Program. A representative of the City Attorney's Office shall review the draft advisory opinion prior to review by the Ethics Board.

d. Issuance of Advisory Opinion. The Ethics Board will review the draft advisory opinion prepared by the subcommittee at an open public meeting. A majority of the Ethics Board may do one of the following: (1) refer the draft advisory opinion back to the subcommittee for additional edits or modifications; (2) adopt and issue the advisory opinion; or (3) continue review of the draft advisory opinion to a future meeting.

B. Article II Complaints

i. *Procedure.* Article III, Section B of the Code of Conduct and Ethics Program outlines the procedure for review of complaints alleging a violation of the Code of Ethics (Article II) by a Councilmember or a member of a City Committee or Commission. These rules supplement Article III, Section B to provide clarity and transparency to the review of Article II complaints.

ii. *Submission.* Any individual may submit to the City Clerk a complaint alleging violations of the Code of Ethics (Article II) by a Councilmember or a member of a City Committee or Commission. The complaint must be submitted on a form supplied by the City Clerk. The City Clerk may dismiss a complaint that is not made on the correct form, provided that the City Clerk provide instruction to the complainant regarding where the correct form is located and how it may be filled out.

iii. *Transmittal to Ethics Board*. The City Clerk shall refer Article II Complaints concerning a Councilmember of a member of a City Committee or Commission, except for complaints concerning members of the Ethics Board, to the Chair of the Ethics Board.

iv. *Ethics Board Review*

a. Response. The Chair of the Ethics Board shall provide the respondent with a reasonable period of time to submit a written response to the Article II Complaint supported by a declaration in compliance with RCW 9A.72.085. The Chair shall initially request that a response be provided within two weeks, but the Chair may provide for additional time as circumstances warrant.

b. Initial Review by Ethics Board. The Chair will schedule time at an open public meeting for the Ethics Board to review the complaint and response, if submitted, upon the happening of one of the following: upon receipt of a response from the Respondent, if submitted within the time period indicated by the Chair; or, where no response was submitted within the time period indicated by the Chair, at the first regular meeting of the Ethics Board following the expiration of the time period indicated by the Chair. At the open public meeting, the Ethics Board will consider what action under Article III, Subsection B.7 is appropriate. If a majority of the Ethics Board determines that either a notice of dismissal or a determination is appropriate, then the complaint shall be referred to a subcommittee as specified below. If a majority of the Ethics Board determines that the complaint is the subject of litigation, then the Ethics Board will hold the complaint for action at a future time.

c. Referral to Subcommittee. Following initial review by the Ethics Board, a majority of the Ethics Board will refer the complaint to a subcommittee of not more than three members to draft either a notice of dismissal or a determination, as specified by the Ethics Board at the time of referral, for consideration by the Ethics Board at an open public meeting. A representative of the City Attorney's Office shall review the draft notice of dismissal or determination prior to review by the Ethics Board.

d. Issuance of a Notice of Dismissal or Determination. The Ethics Board will review the draft notice of dismissal or threshold determination prepared by the subcommittee at an open public meeting. A majority of the Ethics Board may do one of the following: (1) refer the draft notice of dismissal or threshold determination back to the subcommittee for additional edits or modifications; (2) adopt and issue the notice of dismissal or determination; or (3) continue review of the draft notice of dismissal or determination to a future meeting.

C. Requests for Advisory Opinions

i. *Procedure.* Article III, Section D of the Code of Conduct and Ethics Program outlines the procedure for review of requests for advisory opinions by Councilmembers or members of City Committees or Commissions. These rules supplement Article III, Section D to provide clarity and transparency to the review of Article I complaints.

ii. *Submission.* Only those individuals specified in Article III, Subsections D.1.a-d may submit to the City Clerk a request for an advisory opinion. The request must be submitted on a form supplied by the Ethics Board. The City Clerk may dismiss a request for one or both of the following reasons:

a. The request was not submitted on the correct form, supplied by the Ethics Board, provided that the City Clerk provide instruction to the requestor regarding where the correct form is located and how it may be filled out; or

b. The request is not made by an individual authorized to make a request under Article III, Subsections D.1.a-d.

iii. *Transmittal to Ethics Board*. The City Clerk shall refer requests for advisory opinions to the Ethics Board for review.

iv. *Ethics Board Review*

a. Initial Review by Ethics Board. Upon receipt of a request for an advisory opinion, the Chair will schedule time at an open public meeting for the Ethics Board to initially review the request.

b. Referral to Subcommittee. Following initial review by the Ethics Board, a majority of the Ethics Board will refer the request to a subcommittee of not more than three members to draft an advisory opinion for consideration by the Ethics Board at an open public meeting. The draft advisory opinion shall be prepared in the manner directed by a majority of the Ethics Board at the time of referral and shall be drafted in accordance with the requirements of Article III, Section D of the Code of Conduct and Ethics Program. A representative of the City Attorney's Office shall review the draft advisory opinion prior to review by the Ethics Board.

c. Issuance of Advisory Opinion. The Ethics Board will review the draft advisory opinion prepared by the subcommittee at an open public meeting. A majority of the Ethics Board may do one of the following: (1) refer the draft advisory opinion back to the subcommittee for additional edits or modifications; (2) adopt and issue the advisory opinion; or (3) continue review of the draft advisory opinion to a future meeting.

D. Requests for Waivers

i. *Procedure.* Article III, Section E of the Code of Conduct and Ethics Program outlines the procedure for a Councilmember to request a waiver from the Ethics Board of the conflict of interest restrictions related to the hiring of and supervision over family members, as provided by Article II, Section G. These rules supplement Article III, Section E to provide clarity and transparency to the review of requests for waivers.

ii. *Submission.* Councilmembers may submit a request for a waiver to the City Clerk on a form supplied by the Ethics Board. The City Clerk may dismiss a request that is not made on the correct form, provided that the City Clerk provide instruction to the complainant regarding where the correct form is located and how it may be filled out.

iii. *Transmittal to Ethics Board*. The City Clerk shall refer request for waivers to the Ethics Board for review.

iv. *Ethics Board Review*

a. Initial Review by Ethics Board. Upon receipt of a request for a waiver, the Chair will schedule time at an open public meeting for the Ethics Board to initially review the request.

b. Referral to Subcommittee. Following initial review by the Ethics Board, a majority of the Ethics Board will refer the request to a subcommittee of not more than three members to draft a response for consideration by the Ethics Board at an open public meeting. The draft response shall be prepared in the manner directed by a majority of the Ethics Board at the time of referral and shall be drafted in accordance with the requirements of Article III, Section E of the Code of Conduct and Ethics Program. A representative of the City Attorney's Office shall review the draft response prior to review by the Ethics Board.

c. Action by Ethics Board. The Ethics Board will review the draft response prepared by the subcommittee at an open public meeting. A majority of the Ethics Board may do one of the following: (1) refer the draft advisory opinion back to the subcommittee for additional edits or modifications; (2) adopt and issue the advisory opinion; or (3) continue review of the draft advisory opinion to a future meeting.

5. Preparation of Annual Report and Work Plan

A. **Overview.** By February 15 of each year, the Ethics Board shall submit an annual report to the City Council summarizing its activities during the previous calendar year and work plan for the following year. The report shall include any recommendations for modifying the Code of Conduct and Ethics Program as well as all training requested by the Ethics Board.

B. **Annual Reports.** Reports may include but are not limited to: the number and type of any complaints, advisory opinions, and waivers; proposed or enacted changes to the Code of Conduct and Ethics Program; documents created; composition of membership; proposed or completed trainings; and community outreach.

C. **Work Plan**. Work plans may include but are not limited to: the articulation of strategic goals, action or proposed initiatives; continuation of pending agenda items; and preparation for rotation of roles, responsibilities, and board membership.

D. **Planning and Reporting Subcommittee.** The Planning and Reporting Subcommittee shall annually be nominated and appointed by a majority of the Ethics Board at the same meeting during which the Chair is elected and shall consist of no more than three members.

Exhibit A

SIMPLIFIED PARLIAMENTARY PROCEDURE

To do this:	You say this:	May you interrupt speaker?	Second Req.?	Is motion debatable ?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Table a matter for later discussion	"I move we table it"(until when?)	NO	YES	NO	MAJORITY
Take up a matter previously tabled	"I move to take from the table ..."	NO	YES	NO	MAJORITY
Postpone discussion to a specific time	"I move we postpone this matter until ..."(when?)	NO	YES	YES	MAJORITY
Call the question (i.e., end debate and vote on a matter)	"I call the question."	NO	YES	NO	MAJORITY
Have something further studied by a committee	"I move we refer ..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a division of the house"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration"	YES	NO	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..." (time-date?)	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the rules and ..."	NO	YES	NO	MAJORITY
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Request information	"Point of information"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY

RESOLUTION NO. 2020-13

A RESOLUTION of the City Council of Bainbridge Island, Washington, amending the ethics program for the City of Bainbridge Island in accordance with Chapter 2.07 BIMC.

WHEREAS, Chapter 2.07 BIMC provides that the City Council shall establish, by resolution or ordinance, an ethics program for the City of Bainbridge Island; and

WHEREAS, on May 10, 2006, the City Council passed Resolution No. 2006-25, adopting an ethics program for the City of Bainbridge Island; and

WHEREAS, the City Council has previously amended the ethics program through the passage of Resolution Nos. 2011-07, 2011-13, 2012-11, 2018-10, and 2019-26; and

WHEREAS, the City Council now desires to further update the City's ethics program.

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

Section 1. Repeal and Replacement of Ethics Program. The Code of Conduct and Ethics Program adopted by Resolution No. 2019-26 is hereby repealed in its entirety and replaced as shown on **Exhibit A**, which is attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. Corrections. The City Clerk, following review by the City Attorney's Office, is authorized to make corrections to **Exhibit A** that are necessary to correct errors in cross references, the numbering of sections or subsections, and other scrivener or clerical errors.

Section 3. Effective Date. This resolution shall take effect immediately.

PASSED by the City Council this 11th day of August, 2020.

APPROVED by the Mayor this this 11th day of August, 2020.

Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: July 24, 2020
PASSED BY THE CITY COUNCIL: August 11, 2020
RESOLUTION NO. 2020-13

Exhibit A: Code of Conduct and Ethics Program

EXHIBIT A

CITY OF BAINBRIDGE ISLAND
CODE OF CONDUCT AND ETHICS PROGRAM

Resolution No. 2020-13

Effective Date: July 28, 2020

Table of Contents

Introduction **7**
ARTICLE I - CODE OF CONDUCT **8**
A. Preamble 8
B. Core Values 8
1. Service, Helpfulness, Innovation 8
2. Integrity 8
3. Equality, Fairness, Mutual Respect 8
4. Responsibility, Stewardship, Recognition 8
C. Ethical Principles 8
1. Obligations to the Public 8
2. Obligations to Others 9
3. Obligations Regarding the Use of Public Resources 9
ARTICLE II - CODE OF ETHICS **10**
A. Gifts and Compensation 10
1. Limitations on City-Related Gifts and Outside Compensation 10
2. Exceptions to Gift Limitations 10
3. Immediate Family Gift Exception 11
B. Use of City Property by Councilmembers 11
C. Confidentiality 11
D. Conflict of Interest – General 11
1. Applications of Conflict of Interest 11
2. Conflict of Interest Exceptions for Councilmembers 12
3. Conflict of Interest Exceptions for Members of City Committees and Commissions 12
4. Disclosure for Councilmembers 13
E. Conflict of Interest – After Leaving Elected City Office 13
F. Conflict of Interest – Members of City Committees or Commissions and Employment 13
G. Conflict of Interest – Family Members of Councilmembers 13
1. Appointment of Family Members 13
2. Supervision of Family Members 14
3. Waivers 14
H. Conflict of Interest – Contractors 14
I. Conflict of Interest - Individuals Serving on City Committees and Commissions 14
J. Conduct of Public Meetings 14
K. Conflict of Interest – Individuals Serving on the Ethics Board 14

ARTICLE III - SUBMISSION AND REVIEW OF CODE OF CONDUCT COMPLAINTS, CODE OF ETHICS COMPLAINTS, REQUESTS FOR WAIVERS, AND REQUESTS FOR ADVISORY OPINIONS 15
A. Submission and Review of Code of Conduct Complaints 15
B. Submission and Review of Ethics Complaints 18
C. Review of Complaints Concerning City Employees 21
D. Requests for Advisory Opinions by City Councilmembers or Members of City Committees or Commissions 22
E. Waivers 23
F. Effect of Advisory Opinion or Waiver 23
ARTICLE IV - HEARING EXAMINER REVIEW AND POSSIBLE SANCTIONS 24
A. Hearing Examiner Review of Article II Complaints 24
B. Action by City Council upon Hearing Examiner's Findings and Conclusion 25
ARTICLE V - ETHICS BOARD 26
A. Creation, Terms, and Appointments 26
1. Membership of Ethics Board 26
2. Qualifications of Board Members 26
3. Method of Appointment 26
4. Terms of Appointment 26
5. Removal of Board Members 27
6. Compensation 27
7. Rules 27
8. Consultation with City Attorney 27
9. Liaison to the Ethics Board. 27
B. Training Provided by the Ethics Board 27
C. Training Provided to the Ethics Board 28
D. Annual Report 28
ARTICLE VI - DEFINITIONS 29
"City Committees and Commissions" and "City Committee or Commission" 29
"Confidential Information" 29
"Direct official action" 29
"Direct line of supervision" 29
"Fact-finding" 30
"Gift" 30
"Immediate family" 30
"Legislation of General Application" 30
"Major Contractor" 30
"Political Action Committee" 30
"Question of Fact" 30

"Reconciliation" 30
"Rule of Necessity" 30
ARTICLE VII - CITY COUNCIL REVIEW OF CODE OF CONDUCT AND ETHICS PROGRAM 31

CITY OF BAINBRIDGE ISLAND
CODE OF CONDUCT AND ETHICS PROGRAM

Introduction

All those associated with City government, including Councilmembers and members of City Committees and Commissions, seek to earn and maintain the public's confidence in the City's services and the public's trust in its government. To this end, the decisions and work of those associated with City government must meet the highest ethical standards. It is therefore the purpose of this program to:

1. Articulate the Code of Conduct that will guide the conduct of Councilmembers and members of City Committees and Commissions;

2. Establish a Code of Ethics for Councilmembers and members of City Committees and Commissions;

3. Provide training for Councilmembers and members of City Committees and Commissions on the Code of Conduct and the Code of Ethics;

4. Establish a system that enables individuals, Councilmembers, and members of City Committees and Commissions to seek guidance and assistance regarding possible violations of the Code of Conduct or of the Code of Ethics;

5. Provide processes to review possible violations of the Code of Conduct and of the Code of Ethics by Councilmembers and members of City Committees and Commissions; and

6. Maintain an Ethics Board to assist with the administration of the program.

This Code of Conduct and Ethics Program is intended to supplement state and federal law. As such, Councilmembers and members of City Committees and Commissions shall comply with all state and federal laws in the performance of their public duties. These laws include, but are not limited to, the following: the United States and Washington Constitutions; Chapter 42.23 RCW; and Chapter 42.17A RCW.

ARTICLE I -
CODE OF CONDUCT

A. Preamble

The City of Bainbridge Island has adopted this Code of Conduct, which consists of the Core Values and Ethical Principles detailed below, to promote and maintain the highest standards of personal and professional conduct among City Councilmembers and members of City Committees and Commissions. The optimal operation of democratic government requires that the City's government be fair and accountable to the people it serves. This Code of Conduct articulated in Article I applies to Councilmembers and members of City Committees and Commissions.

B. Core Values

1. Service, Helpfulness, Innovation

We are committed to providing service to the people of Bainbridge Island and to each other that is courteous, cost effective, and continuously improving.

2. Integrity

We treat one another with honesty and integrity, recognizing that trust is hard won and easily lost. We pledge to promote balanced, consistent, and lawful policies and directives, in keeping with that integrity and the highest standards of this community.

3. Equality, Fairness, Mutual Respect

We pledge to act with the standard of fairness and impartiality in the application of policies and directives and that of equality and mutual respect with regard to interpersonal conduct.

4. Responsibility, Stewardship, Recognition

We accept our responsibility for the stewardship of public resources, and our accountability for the results of our efforts, and we pledge to give recognition for exemplary work.

C. Ethical Principles

1. Obligations to the Public

Following the highest standards of public service, Councilmembers and members of City Committees and Commissions act to promote the public good and preserve the public's trust. In practice, this principle looks like transparency and honesty in all public statements and written communications.

2. Obligations to Others

In order to sustain a culture of ethical integrity, Councilmembers and members of City Committees and Commissions treat each other and the public with respect and are guided by applicable codes of ethics. In practice, this principle looks like:

a. Councilmembers and members of City Committees and Commissions shall familiarize themselves with the ethical rules governing them (including Chapter 42.23 RCW and this Ethics Program) and obtain periodic education regarding such rules.

b. Councilmembers and members of City Committees and Commissions shall, in all their interactions, conduct themselves in a manner that demonstrates civility and respect for others.

3. Obligations Regarding the Use of Public Resources

In recognition of the importance of stewardship, Councilmembers and members of City Committees and Commissions use and allocate public monies, property, and other resources in a responsible manner that takes into consideration both present and future needs of the community. In practice, this principle looks like:

a. Councilmembers and members of City Committees and Commissions shall, to the extent possible, seek guidance regarding the use of public resources from staff and other experts, including legal advice from the City Attorney as appropriate, in order to ensure that public resources are used and conserved for the public good.

b. Councilmembers and members of City Committees and Commissions shall ensure that paid experts and consultants who provide guidance regarding the use of public resources shall be impartial and free of conflicts of interest.

ARTICLE II -
CODE OF ETHICS

Except where specifically stated, the rules articulated in Article II apply to Councilmembers and individuals serving on City Committees and Commissions.

A. Gifts and Compensation

1. Limitations on City-Related Gifts and Outside Compensation

Except as permitted under Subsections A.2 and A.3 below, no Councilmember or member of a City Committee or Commission, or any member of their immediate families, shall, directly or indirectly, accept any gift (as defined below) for a matter connected with or related to their services or duties with the City of Bainbridge Island or accept any non-City compensation for the performance or non-performance of those services or duties.

2. Exceptions to Gift Limitations

The following are exceptions to the limitation on gifts that may be accepted by those individuals subject to Subsection A.1 above:

a. Unsolicited items of trivial value. “Items of trivial value” means items or services with a value of fifty dollars ($50.00) or less, such as promotional t-shirts, pens, calendars, books, or other similar items.

b. Gifts from other City officers, officials, or employees, or their family members on appropriate occasions.

c. Gifts appropriate to the occasion and reasonable and customary in light of a familial, social, or official relationship of the giver and recipient, such as weddings, funerals, illnesses, holidays, and ground-breaking ceremonies.

d. Campaign contributions as permitted and reported in accordance with law.

e. Awards that are publicly presented by a nonprofit organization in recognition for public service if the award is not extraordinary when viewed in light of the position held by the recipient.

f. Gifts offered while visiting other cities, counties, states, or countries or hosting visitors from other cities, counties, states, or countries, when it would be a breach of protocol to refuse the gift, provided that any such gifts received shall become property of the City.

g. Reasonable and necessary costs to attend a conference or meeting that is directly related to the official or ceremonial duties of the Councilmember or member of a City Committee or Commission, provided that any payment of substantial travel or lodging expenses by any person or entity regulated by the City or doing or seeking to do business with the City must be approved in advance by the Mayor or, if the Mayor is the recipient, by the Deputy Mayor or the Mayor Pro Tem.

3. Immediate Family Gift Exception

It shall not be a violation of Subsection A.1 above for a member of a Councilmember's or a member of a City Committee or Commission's immediate family to accept a gift which arises from an independent relationship, if the Councilmember or member of a City Committee or Commission does not significantly benefit from the gift, and it cannot reasonably be inferred that the gift was intended to influence the Councilmember or member of a City Committee or Commission in the performance of their duties.

B. Use of City Property by Councilmembers

1. Except for limited incidental personal use or emergency circumstances, no Councilmember shall request, permit, or use City vehicles, equipment, materials, or property for personal use, personal convenience, or profit.

2. From the time that a Councilmember declares or publicly states that they intend to run for reelection until the conclusion of the respective general election, that Councilmember shall not request or direct that City funds be used to purchase any media (including newspaper, radio, television, social media, or bulk mailing) that contains the name or image of that Councilmember unless the names or images of all City Councilmembers appear in the media being purchased.

C. Confidentiality

Except as required by law, a Councilmember, former Councilmember, or current or former member of a City Committee or Commission shall not disclose or use privileged, confidential, or propriety information obtained in executive session or otherwise in the course of their duties as a result of their position.

D. Conflict of Interest – General

1. Applications of Conflict of Interest

Except as permitted in Subsections D.2 or D.3 below, a Councilmember or member of a City Committee or Commission shall not take any direct official action on a matter if they, or a member of their immediate family:

a. Have any substantial direct or indirect contractual employment related to the matter;

b. Have other significant financial or private interest in that matter (which includes serving on a Board of Directors for any organization but does not, for Councilmembers, include appointing members to the Salary Commission); or

c. Are a party to a contract or the owner of an interest in real or personal property that would be significantly affected by that matter. Taking direct official action on, or regarding, legislation of general application does not "significantly affect" real or personal property within the meaning of this Subsection.

2. Conflict of Interest Exceptions for Councilmembers

Subsection D.1 above shall not apply when a Councilmember:

a. Is required to take or participate in an action based upon the rule of necessity;

b. Acts as their own representative before the City Council, Hearing Examiner, or any other City board, commission, or agency, provided that the individual does not also participate in any way in the deliberations or decision of the City Council, Hearing Examiner, or that board, commission, or agency related to that matter;

c. Acquires an interest in bonds or other instruments of indebtedness issued by the City if acquired and held on the same terms available to the general public;

d. Officially participates in the development and adoption of the City's budget; or establishes the pay or benefit plan of City officers, officials, or employees;

e. Makes decisions on any legislation of general application unless these actions directly affect, or appear to affect, the official's or immediate family member's employment; or

f. Serves on the governing body of an organization or entity as part of their official duties as a Councilmember of the City.

3. Conflict of Interest Exceptions for Members of City Committees and Commissions

Subsection D.1 above shall not apply to a member of a City Committee or Commission:

a. Who takes direct official action, as a member of a City Committee or Commission to which that member was appointed based on that member's ownership or lease of certain real property or of that member's ownership of a business located in a certain area of the City, that results in a conflict of interest under Subsection D.1 above due solely to the fact of that member's ownership or lease of the certain real property or of that member's ownership of the business located in a certain area of the City providing the basis for that member's appointment to the City Committee or Commission; provided that the member fully discloses the basis for the conflict of interest under Subsection D.1 during each meeting of the City Committee or Commission in which the conflict of interest under Subsection D.1 occurs or may occur;

b. Who fully disclose the basis for the conflict of interest under Subsection D.1 above on the public record of the City Committee or Commission and the Committee or Commission votes to allow the member to participate in the discussion or the vote; or

c. Is required to take action or participate in an action based upon the rule of necessity.

4. Disclosure for Councilmembers

All Councilmembers are required to comply with the Washington State Public Disclosure Commission requirements for financial disclosure. In addition, all Councilmembers shall publicly disclose their financial interest in any matter that comes before them. All Councilmembers shall annually complete a conflict of interest statement to be submitted to the City Clerk by April 15th.

E. Conflict of Interest – After Leaving Elected City Office

1. For two (2) years after leaving elected City office, no former Councilmember shall obtain employment in which they will take direct or indirect advantage of matters on which they took direct official action during their service with the City. This includes contractual negotiations or solicitation of business unavailable to others.

2. For two (2) years after leaving elected City office, no former Councilmember shall engage in any action or litigation in which the City is involved, on behalf of any other person or entity, when the action or litigation involves an issue on which the person took direct official action while in elected City office.

F. Conflict of Interest – Members of City Committees or Commissions and Employment

While serving on a City Committee or Commission, and for two (2) years after leaving such position, no member of a City Committee or Commission shall obtain employment in which they will take direct or indirect advantage of matters which they, as a member of a City Committee or Commission, recommended to the City Council. This includes applying for positions or contracts with the City when the City Committee or Commission on which the member served recommended funding such position or contract.

G. Conflict of Interest – Family Members of Councilmembers

1. Appointment of Family Members

Unless they obtain a waiver from the Ethics Board, no Councilmember shall appoint or hire a member of their immediate family for any type of employment with the City. This includes, but is not limited to, full time employment, part time employment, permanent employment, temporary employment, and contract employment.

2. Supervision of Family Members

No Councilmember shall supervise or be in a direct line of supervision over a member of their immediate family. If a Councilmember is placed in a direct line of supervision of a member of their immediate family, they shall have three (3) months to come into compliance or to obtain a waiver pursuant to Subsection G.3 below.

3. Waivers

Waivers from the requirements of Subsections G.1 and G.2 above may be sought from the Ethics Board to allow a member of the immediate family to be hired or to be in the direct line of supervision of a member of the immediate family. Procedures to consider such a waiver are set forth in Article III.

H. Conflict of Interest – Contractors

Every major contractor submitting bids to the City shall affirm that neither the contractor nor any agent of the contractor has made any prohibited gift to a Councilmember who is involved in direct official action on the bid or has a relationship to such Councilmember that would create a conflict of interest for that Councilmember under this Code of Conduct and Ethics Program.

I. Conflict of Interest - Individuals Serving on City Committees and Commissions

Individuals serving on City Committees and Commissions shall sign a conflict of interest statement upon appointment and reappointment.

J. Conduct of Public Meetings

1. Meetings involving Councilmembers or City Committees and Commissions should be conducted in a manner that maximizes transparency of relationships among individuals or groups that could affect decision-making.

2. Meetings of the City Council and City Committees and Commissions shall have a standing agenda item for disclosure of possible conflicts of interest. Members are encouraged to disclose relationships with persons and issues on the agenda, including potential conflicts of interests. If necessary, discussion among the members may be undertaken to judge the significance of these relationships and whether a possible conflict of interest exists.

K. Conflict of Interest – Individuals Serving on the Ethics Board

No member of the Ethics Board shall participate in the review of complaints or requests for advisory opinions relating to the conduct of a Councilmember where that member of the Ethics Board is or was a member of a political action committee that supports, supported, opposes, or opposed the election or reelection of the Councilmember in question.

ARTICLE III -
SUBMISSION AND REVIEW OF CODE OF CONDUCT COMPLAINTS, CODE OF ETHICS COMPLAINTS, REQUESTS FOR WAIVERS, AND REQUESTS FOR ADVISORY OPINIONS

A. Submission and Review of Code of Conduct Complaints

1. Any individual may submit to the City Clerk a complaint alleging violations of the Code of Conduct (Article I) by a Councilmember or a member of a City Committee or Commission.

2. Each complaint must include the name and address of the complainant, along with a detailed statement of facts, supported by a declaration in compliance with RCW 9A.72.085, on a form supplied by the City Clerk.

3. The City Clerk shall refer complaints alleging one or more violations of the Code of Conduct (Article I) by a Councilmember or a member of a City Committee or Commission, except for complaints concerning members of the Ethics Board, to the Ethics Board for review in accordance with Subsection A.4 below. The City Clerk shall refer complaints alleging one or more violations of the Code of Conduct (Article I) by a member of the Ethics Board to the Hearing Examiner, who shall review the complaint in accordance with Subsection A.4 below in place of the Ethics Board.

4. Upon receipt of a complaint, the Ethics Board shall make a threshold determination as to whether or not the complaint is reasonably credible and whether or not the facts asserted in the complaint, even if true, would constitute a violation of the Code of Conduct (Article I).

a. If the Ethics Board determines that the complaint lacks reasonable credibility, the Ethics Board shall dismiss the complaint, take no further action on it, and provide, following legal review, a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall-forward the notice of dismissal to the complainant and respondent

b. If the Ethics Board determines that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Conduct (Article I), then the Ethics Board shall dismiss the complaint, take no further action on it, and provide, following legal review, a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the complainant and respondent.

c. If the Ethics Board determines that the complaint is reasonably credible and that the facts asserted in the complaint, if true, would constitute a violation of the Code of Conduct (Article I), then the Ethics Board shall provide, following legal review, a written threshold determination to the City Clerk, along with a recommendation as to the appropriateness of mediation for reconciliation or, alternatively, the issuance of an advisory opinion based on the facts and circumstances stated in the complaint. Complaints alleging conduct directed at the complainant individually shall be presumptively referred to mediation. (As an illustrative example, this could include a complaint brought by a resident alleging that a Councilmember violated the Code of Conduct by not treating that resident with civility and respect related to a particular interpersonal transaction). Complaints alleging conduct not directed at the complainant shall be presumptively referred to the process set forth in A.6 below. (As an illustrative example, this could include a complaint brought by a resident alleging that a Councilmember violated the Code of Conduct by using public resources in a manner that fails to meet the standard of accepting responsibility for the stewardship of public resources). The City Clerk shall forward the threshold determination and recommendation to the complainant and respondent and refer the complaint to the mediation process as described in Subsection A.5 below, back to the Ethics Board for an advisory opinion as described in Subsection A.6 below, or, for complaints concerning members of the Ethics Board, to the Hearing Examiner, who shall prepare an advisory opinion as described in Subsection A.6 below in place of the Ethics Board.

5. As soon as practicable following receipt of a threshold determination under Article III, Subsection A.4.c, that includes a recommendation for mediation, the City Clerk, or designee, shall schedule the time and place for reconciliation of the complaint.

a. To facilitate timely reconciliation, the City Manager is authorized to, as needed, negotiate, execute, or amend a contract with the Dispute Resolution Center of Kitsap County, or other similar firm or organization, for the provision of trained mediators suitable for facilitating reconciliation to resolve complaints.

b. Reconciliation shall occur at the time and place scheduled. However, if the complainant refuses to participate in reconciliation, then no reconciliation shall be scheduled, and no further action shall be taken on the complaint. If the respondent refuses to participate in reconciliation, then no reconciliation shall be scheduled. In circumstances where the respondent refuses to participate in reconciliation, the City Clerk shall, except for complaints concerning members of the Ethics Board, instead refer the complaint to the Ethics Board for review and issuance of an advisory opinion in accordance with Subsection A.6 below. For complaints concerning members of the Ethics Board, the City Clerk shall instead refer such complaints to the Hearing Examiner, who shall review the complaint and issue an advisory opinion in accordance with Subsection A.6 below in place of the Ethics Board. If the parties engage in mediation, no further action shall occur under the ethics program.

6. Upon referral back to the Ethics Board of a complaint pursuant to Subsection A.4.c or A.5.b above, the Chair of the Ethics Board shall provide the respondent with a reasonable period of time to submit a written response to the complaint supported by a declaration in compliance with RCW 9A.72.085.

a. The Ethics Board shall then review the complaint and response, if submitted. The Ethics Board's review shall be limited to the complaint and the response, if submitted. In the course of reviewing a complaint, the Ethics Board may request clarification of the complaint by the complainant or of the response by the respondent; provided that if the Ethics Board obtains clarification of the complaint, the Ethics Board shall give the respondent the opportunity to review the clarification and to provide an additional written response. However, the Ethics Board shall not engage in other fact-finding.

b. If, in reviewing the complaint and response, a question of fact exists, the Ethics Board shall identify the existence of the question of fact in its advisory opinion.

c. After reviewing the matter, the Ethics Board shall, following legal review, forward to the City Clerk an advisory opinion, with identifying information as to the complainant and individual(s) names in the complaint deleted, for publication. The City Clerk shall provide notice to both the complainant and respondent of the publication of the advisory opinion. Upon publication of the advisory opinion, the City Clerk shall provide to the complainant a copy of any response submitted by the respondent.

d. If, during the process of reviewing a complaint alleging a violation of the Code of Conduct (Article I), the Ethics Board determines that an additional violation of the Code of Conduct (Article I) may have occurred or a violation of the Code of Ethics (Article II) may have occurred, then the Ethics Board may choose to note that possibility in its advisory opinion. However, the Ethics Board shall not on its own initiative pursue an investigation of an additional violation of the Code of Conduct (Article I) or a violation of the Code of Ethics (Article II). Nothing in this Subsection, however, shall preclude the complainant from subsequently filing other Code of Conduct (Article I) or Code of Ethics (Article II) complaints.

e. The Ethics Board shall strive to complete its review and issue an advisory opinion within 45 business days from the date that the City Clerk forwarded the request to the Ethics Board. If review takes longer than 45 business days, the Ethics Board in its advisory opinion shall specify the reasons for why additional time was needed.

f. Advisory opinions shall be viewed as educational only. The purpose of such an opinion is to provide an educational opinion to Councilmembers, members of City Committees and Commissions, and the public on what type of conduct is generally expected from Councilmembers and members of City Committees and Commissions.

B. Submission and Review of Ethics Complaints

1. Any individual may submit to the City Clerk an ethics complaint alleging violations of one of the following:

a. The Code of Ethics (Article II) by a Councilmember or a member of a City Committee or Commission; or

b. The ethics standards contained in the City of Bainbridge Island Employee Manual by a City employee other than the City Manager.

2. Each complaint must include the name and address of the complainant, along with a detailed statement of facts, supported by a declaration in compliance with RCW 9A.72.085, on a form supplied by the City Clerk.

3. To facilitate timely review, each complaint may only allege violations of one of the two standards described in Subsection B.1 above. To the extent that an individual believes both standards were violated, the individual may submit multiple complaints (i.e., a complaint related to Subsection B.1.a and a separate complaint related to Subsection B.1.b).

4. The City Clerk shall refer complaints alleging one or more violations of the Code of Ethics (Article II) by a Councilmember or a member of a City Committee or Commission, except for complaints concerning members of the Ethics Board, to the Ethics Board for review in accordance with Subsections B.5–.9 below. The City Clerk shall refer complaints alleging one or more violations of the Code of Ethics (Article II) by a member of the Ethics Board to the Hearing Examiner for review in accordance with Subsections B.10-.14 below.

5. Upon receipt of a complaint, the Chair of the Ethics Board shall provide the respondent with a reasonable period of time to submit a written response to the complaint supported by a declaration in compliance with RCW 9A.72.085.

6. The Ethics Board shall review any complaint forwarded to it by the City Clerk and any response submitted by the respondent. The Ethics Board shall not engage in other fact-finding. However, in the course of reviewing a complaint, the Ethics Board may request clarification of the complaint by the complainant or of the response by the respondent.

7. After reviewing the complaint and the response, if one was submitted, the Ethics Board shall, following legal review, take one or more of the following actions and inform the complainant, the respondent, and the City Clerk accordingly:

a. If the Ethics Board, after review of the complaint and any response, determines that the complaint alleges violations of the Code of Conduct (Article I) rather than alleged violations of the Code of Ethics (Article II), then the Ethics Board shall dismiss the complaint and, after legal review, provide a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the complainant and respondent. Nothing in this Subsection shall preclude the complainant from subsequently filing a Code of Conduct complaint based upon the same facts.

b. If the Ethics Board, after review of the complaint and any response, determines that the complaint lacks reasonable credibility, then the Ethics Board shall dismiss the complaint and, after legal review, provide a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the complainant and respondent.

c. If the Ethics Board, after review of the complaint and any response, determines that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics (Article II), then the Ethics Board shall dismiss the complaint and, after legal review, provide a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the complainant and respondent.

d. If the Ethics Board, after review of the complaint and any response, determines that that the facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any possible violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics (Article II), then the Ethics Board shall dismiss the complaint and, after legal review, provide a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the complainant and respondent.

e. If the Ethics Board learns at any time during its review of the complaint that the matter is the subject of litigation it shall hold the complaint for action at a future time.

f. If the Ethics Board, after review of the complaint and any response, determines that the facts asserted in the complaint appear credible and appear to constitute a violation of the Code of Ethics (Article II), then the Ethics Board shall, following legal review, issue such a determination, and forward its determination, along with the complaint and response, to the complainant, respondent, and the City Clerk. The City Clerk shall then forward the Board's determination and associated materials to the Hearing Examiner for review and possible further proceedings in accordance with Article IV.

8. The Ethics Board shall strive to complete its review within 45 business days from the date that the City Clerk forwarded the complaint to the Ethics Board. If review takes longer than 45 business days, the Ethics Board in its determination shall specify the reasons why additional time was needed.

9. The Ethics Board shall report apparent violations of law to the City Attorney.

10. Upon receipt of a complaint, the Hearing Examiner shall provide the respondent with a reasonable period of time to submit a written response to the complaint supported by a declaration in compliance with RCW 9A.72.085.

11. The Hearing Examiner shall conduct a threshold review of any complaint forwarded to them by the City Clerk and any response submitted by the respondent. The Hearing Examiner shall not engage in other fact-finding during this preliminary review. However, in the course of reviewing a complaint, the Hearing Examiner may request clarification of the complaint by the complainant or of the response by the respondent.

12. After reviewing the complaint and the response, if one was submitted, the Hearing Examiner shall take one or more of the following actions and inform the complainant, the respondent, and the City Clerk accordingly:

a. Determine that the complaint alleges violations of the Code of Conduct (Article I) rather than alleged violations of the Code of Ethics (Article II), dismiss the complaint, and provide a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the Ethics Board, complainant, and respondent. Nothing in this Subsection shall preclude the complainant from subsequently filing a Code of Conduct complaint based upon the same facts.

b. Determine that the complaint lacks reasonable credibility, dismiss the complaint, and provide a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the Ethics Board, complainant, and respondent.

c. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics (Article II), dismiss the complaint, and provide a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the Ethics Board, complainant, and respondent.

d. Determine that the facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any possible violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics (Article II), dismiss the complaint and provide a notice of dismissal, to include a brief statement regarding the basis for the dismissal, to the City Clerk. The City Clerk shall provide the notice of dismissal to the Ethics Board, complainant and respondent.

e. Hold the complaint for action at a future time if the matter is the subject of litigation; or

f. Determine that, based on the submissions of the complainant and the respondent, further proceedings under Article IV are warranted.

13. The Hearing Examiner shall strive to complete their review within 45 business days from the date that the City Clerk forwarded the complaint to the Hearing Examiner. If review takes longer than 45 business days, the Hearing Examiner in their determination shall specify the reasons why additional time was needed.

14. If the Hearing Examiner determines that, based on the submissions of the complainant and the respondent, further proceedings under Article IV are warranted, the Hearing Examiner shall forward their determination, along with the complaint and response, to the complainant, respondent, and the City Clerk. The City Clerk will then schedule further proceedings in accordance with Article IV.

C. Review of Complaints Concerning City Employees

1. The City Clerk shall refer complaints concerning City employees to the City Manager.

2. The City Manager shall review any ethics complaint forwarded by the City Clerk and determine the appropriate course of action to address the complaint including, as applicable, authorizing such investigations as may be necessary to determine whether a violation has occurred, consistent with state law as well as relevant policies, procedures, and collective bargaining agreements.

3. Upon making a determination that no violation of ethics rules has occurred, the City Manager shall provide a written response regarding the determination to the complainant.

4. Upon making a determination that a violation of ethics rules has occurred, the City Manager or other appropriate City officer shall take action as guided by state law and relevant policies, procedures, and collective bargaining agreements.

5. In the event of a violation, the City Manager shall provide a response to the complainant outlining the substance of the violation and the action taken, subject to governing rules regarding confidentiality articulated in state law, City policy, and collective bargaining agreements.

6. Apparent violations of law shall be reported to the appropriate authorities, as applicable.

D. Requests for Advisory Opinions by City Councilmembers or Members of City Committees or Commissions

1. To the extent described below, the following individuals or bodies may submit to the City Clerk a request for an advisory opinion from the Ethics Board:

a. A Councilmember or member of a City Committee or Commission may request an advisory opinion from the Ethics Board as to whether their own behavior has violated or might in the future violate the Code of Conduct (Article I) or the Code of Ethics (Article II).

b. The City Council may request an advisory opinion from the Ethics Board regarding City policies or practices in relation to the Code of Conduct (Article I) or the Code of Ethics (Article II).

c. City Committees and Commissions may request an advisory opinion from the Ethics Board regarding operating rules or practices in relation to the Code of Conduct (Article I) or the Code of Ethics (Article II).

d. A Councilmember may request an advisory opinion from the Ethics Board concerning the applicability of the Code of Ethics (Article II) to hypothetical circumstances and/or situations related to the actions, or potential actions, of a Councilmember or a member of a City Committee or Commission.

2. Requests for advisory opinions must be submitted to the City Clerk on a form supplied by the Ethics Board. The Ethics Board shall, following legal review, submit finalized advisory opinions to the City Clerk for publication.

3. Advisory opinions issued in response to requests made under Subsection 1.a or 1.d above shall not include identifying information as to the requestor or the individual(s) whose conduct is the subject of the opinion unless otherwise agreed in writing by both the requestor and subject individual(s).

4. The grant of authority in this Section D is supplemental to, and does not change, the authority granted to the Ethics Board in Section A above.

E. Waivers

Councilmembers may request a waiver from the Ethics Board of the conflict of interest restrictions related to the hiring of and supervision over family members, as provided by Article II, Section G. Such requests shall be submitted in writing to the City Clerk, who shall refer them to the Ethics Board. Once finalized, the Board shall, following legal review, provide its response to the City Clerk, who shall publish both the request and the Board's response.

F. Effect of Advisory Opinion or Waiver

An individual who receives a waiver, or who acts in reliance on an advisory opinion, shall not later be found to have violated the Code of Conduct (Article I) or the Code of Ethics (Article II) if the individual acts in a manner consistent with that advisory opinion or waiver.

ARTICLE IV -
HEARING EXAMINER REVIEW
AND POSSIBLE SANCTIONS

A. Hearing Examiner Review of Article II Complaints

1. The City Clerk shall provide written notification to the complainant and the respondent of the time, date, and place of the hearing before the Hearing Examiner at which the complaint concerning alleged violations of the Code of Ethics (Article II) will be reviewed.

2. Hearings conducted by the Hearing Examiner shall be informal and held in accordance with rules of procedure adopted by the Hearing Examiner, except to the extent that such rules conflict with the terms of this Ethics Program. The respondent may be represented by legal counsel. The City Attorney shall designate special counsel to present the Code of Ethics violations charges and case. The respondent and special counsel may present and cross examine witnesses and give evidence before the Hearing Examiner. The Hearing Examiner may also call witnesses and compel the production of books, records, papers, or other evidence needed. To that end, the Hearing Examiner may issue subpoenas and subpoenas duces tecum at the request of the respondent, special counsel, or their own initiative. All testimony shall be under oath administered by the Hearing Examiner. The Hearing Examiner may adjourn the hearing from time to time in order to allow for the orderly presentation of evidence.

3. The Hearing Examiner or designee shall prepare an official record of the hearing, including all testimony, which shall be recorded by electronic device, and exhibits; provided that the Hearing Examiner or designee shall not be required to transcribe such records unless presented with a request accompanied by payment of the cost of transcription.

4. Within 20 business days after the conclusion of the hearing, the Hearing Examiner shall, based upon a standard of proof of clear and convincing evidence, make findings of fact and conclusions of law. If the Hearing Examiner determines that the alleged Code of Ethics violation(s) have not been proven, the Hearing Examiner shall dismiss the complaint. If the Hearing Examiner determines that one or more Code of Ethics violation(s) are proven, the Hearing Examiner shall forward the matter to the City Council for a determination regarding the appropriate level of sanctions to be imposed for the Code of Ethics (Article II) violations. In either event, a copy of the findings and conclusions shall be forwarded to the City Clerk, for distribution to the City Council, and, by registered mail, to the person who made the complaint and to the respondent at addresses as given by such persons to the Hearing Examiner.

B. Action by City Council upon Hearing Examiner's Findings and Conclusion

1. Within 45 business days of receipt of the Hearing Examiner's findings and conclusions that sustain a Code of Ethics violation, the City Council shall schedule an executive session to consider the findings and conclusions, hear from the respondent, and deliberate upon the appropriate level of civil sanction(s) to be imposed, if any, except to the extent that the respondent requests that they be heard in open public session.

2. The Council may take no formal action or, by majority vote of the Council (not including the respondent, if a Councilmember, who shall not participate in said vote) at an open public meeting, may impose any of the following sanctions in response to a sustained violation of the Code of Ethics:

a. Admonition: An admonition shall be a verbal non-public statement made by the Mayor, Deputy Mayor, or Mayor Pro Tem to the Councilmember or member of a City Committee or Commission who has violated the Code.

b. Reprimand: A reprimand shall be a letter prepared by the City Council, signed by the Mayor, Deputy Mayor, or Mayor Pro Tem, and directed to the Councilmember or member of a City Committee or Commission who has violated the Code.

c. Censure: A censure shall be a written statement administered personally by the Mayor, Deputy Mayor, or Mayor Pro Tem to the Councilmember or member of a City Committee or Commission who has violated the Code violation. The Councilmember or member of a City Committee or Commission shall appear at a time and place directed by the City Council to receive the censure. The censure shall be given publicly and the official who has violated the Code shall not make any statement in support or opposition thereto or in mitigation. A censure shall be deemed administered at the time it is scheduled whether or not the Councilmember or member of a City Committee or Commission appears as required.

d. Other sanctions: Any sanction imposed under this Ethics Program is in addition to and not in lieu of any other penalty, sanction, or remedy which may be imposed or sought according to law or equity.

3. The City Clerk shall forward, by registered mail, a copy of the findings, conclusions, and sanctions, if imposed, to the complainant and to the respondent at addresses as given by both persons to the City Clerk. Following approval by the Council, the City Clerk shall publish the written findings, conclusions, and sanctions, if imposed.

ARTICLE V -
ETHICS BOARD

A. Creation, Terms, and Appointments

1. Membership of Ethics Board

The Ethics Board consists of seven members appointed in accordance with this Section A.

2. Qualifications of Board Members

a. Members of the Board shall represent a diverse set of backgrounds and interests.

b. At least one member of the Ethics Board shall be a former judicial officer or have expertise in ethics acquired through education or experience.

c. Members appointed or reappointed after the effective date of Resolution No. 2019-26, updating the Ethics Program, shall not, while serving on the Ethics Board, also simultaneously be employees or officers of the city or individuals appointed to another city committee or commission.

3. Method of Appointment

a. Members of the Ethics Board shall be nominated by the Mayor and confirmed by the City Council by a supermajority vote of at least five Councilmembers.

b. The Mayor and City Council shall work cooperatively to ensure that any person who is nominated has the required support of the City Council. Nominations shall be presented at meetings of the City Council in which all seven Councilmembers are present, unless exceptional circumstances exist (e.g., a Council vacancy exists and has not yet been filled, or other good cause).

4. Terms of Appointment

a. Board members shall be appointed to terms of three years; however, the first two members nominated by the Mayor and confirmed by the City Council shall initially serve one-year terms to achieve staggered ending dates.

b. If a member is appointed to fill an unexpired term, that member's term shall end at the same time as the term of the person being replaced.

c. Each member shall continue to serve until a successor has been appointed, unless the member is removed or resigns.

5. Removal of Board Members

a. The absence of any member of the Board from three (3) consecutive meetings, unless the Board has excused the absence for good and sufficient reasons as determined by the Board, shall constitute a resignation from the Board.

b. The City Council may remove a member for inappropriate conduct before the expiration of the member's term. Before removing a member, the City Council shall specify the cause for removal and shall give the member the opportunity to make a personal explanation.

6. Compensation

Members of the Ethics Board shall serve without compensation. Members may be reimbursed for reasonable expenses pursuant to the rules of the City and as approved by the City Manager or their designee.

7. Rules

The Ethics Board may, by majority vote, adopt reasonable operating rules consistent with this Ethics Program. The City Council reserves the right to modify such operating rules at its discretion.

8. Consultation with City Attorney

The Ethics Board shall consult with the City Attorney's Office or special counsel appointed by the City Attorney's Office regarding legal issues which may arise in connection with the Board's duties and functions under this Ethics Program.

9. Liaison to the Ethics Board.

A representative of the City Attorney's Office shall attend Ethics Board meetings and serve as the liaison to the Ethics Board. No Councilmember shall serve as a liaison to the Ethics Board.

B. Training Provided by the Ethics Board

The Ethics Board shall perform the following training related duties:

1. At least every two years, the Ethics Board shall prepare and distribute a pamphlet describing the Code of Conduct (Article I) and Code of Ethics (Article II) to all Councilmembers and members of City Committees and Commissions, after review of the pamphlet by the City Attorney's Office. The Ethics Board shall ensure that all new Councilmembers and members of City Committees and Commissions receive a pamphlet on this Code of Ethics.

2. The Ethics Board shall develop and present a training course on the Code of Conduct and the Code of Ethics to be presented annually to all Councilmembers and members of City Committees and Commissions.

C. Training Provided to the Ethics Board

The Ethics Board shall include all requests for training for the coming year in the Board's annual report to the City Council, and the Council will determine what training to approve, if any.

D. Annual Report

By February 15 of each year, the Ethics Board shall submit an annual report to the City Council summarizing its activities during the previous calendar year and work plan for the following year. The report shall include any recommendations for modifying the Code of Conduct and Ethics Program as well as all training requested by the Ethics Board.

ARTICLE VI -
DEFINITIONS

For purposes of the Ethics Program, the following definitions shall apply.

"City Committees and Commissions" and "City Committee or Commission" mean all advisory boards, commissions, committees, and task forces created or appointed by the City Council.

"Confidential Information" means (a) specific information, rather than generalized knowledge, that is not available to the general public on request; or (b) information made confidential by law.

"Direct official action" means any of the following:

1. For Councilmembers and members of City Committees and Commissions, taking action, as defined by RCW 42.30.020, in an open public meeting.

2. For Councilmembers and members of City Committees and Commissions, directly, or indirectly through a proxy, doing the following: negotiating or recommending for or against a contract, purchase order, lease, concession, franchise, grant, or other similar instrument in which the City is a party.

3. For Councilmembers and members of City Committees and Commissions, directly, or indirectly through a proxy, doing the following: recommending for or against the approval of a permit, or other similar City approval or authorization, issued by the City. However, direct official action does not include the submittal, to the City, of a permit application by a Councilmember or a member of a City Committee or Commission or the appeal of a denial of such a permit application by the City. Direct official action includes actions taken by a Councilmember or a member of a City Committee or Commission to use or attempt to use their position to obtain special privileges or exemptions in the processing, or review on appeal, of their permit application.

4. For Councilmembers, appointing or terminating employees (i.e., the City Manager) or appointing or removing members of City Committees and Commissions.

Direct official action does not include acts that do not affect the disposition or decision with respect to the matter. Additionally, a Councilmember or member of a City Committee or Commission who recuses herself or himself in lieu of taking action, as defined by RCW 42.30.020, in an open public meeting is not exercising direct official action.

"Direct line of supervision" means the supervisor of an employee and the supervisor of an employee's supervisor.

"Fact-finding" means any action to gather facts or other evidence not submitted by a complainant in a complaint or a clarification to a complaint or by a respondent in a response or a clarification to a response. However, "fact-finding" does not include review by the Ethics Board of official video or audio recordings of meetings of the City Council or of City Committees and Commissions as well as review by the Ethics Board of the official minutes of such meetings.

"Gift" means any favor, reward, or gratuity and any money, good, service, travel, event ticket, lodging, dispensation, or other thing of value that is given, sold, rented, or loaned to a person without reasonable compensation and that is not available to the general public on the same terms and conditions. Any honoraria or payment for participation in an event will be considered a gift.

"Immediate family" means husband, wife, son, daughter, mother, father, grandmother, grandfather, grandchildren, brother, sister, domestic partner, or spouse of the above. The term includes any minor children for whom the person, or their domestic partner, provides day-to-day care and financial support. A "domestic partner" is an unmarried adult, unrelated by blood, with whom an unmarried officer, official, or employee has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses.

"Legislation of General Application" means any legislative act, including regulations, policies, ordinances, resolutions, and motions, of general application, as opposed to legislative acts that affect only a particular person or individual or a small group of similarly situated persons or individuals.

"Major Contractor" means any person, corporation, company, firm, business, or other entity doing business over $5,000 with the City under one contract or annually.

"Political Action Committee" means a legal entity, other than a natural person, that raises, spends, receives, or contributes money to support or oppose the election of one or more candidates for elected office at the local, state, or federal levels.

"Question of Fact" means a factual dispute between the complainant and the respondent concerning an issue that is material to a determination as to whether a violation of the Code of Conduct (Article I) exists.

"Reconciliation" means mediation between a complainant and a respondent facilitated by a trained mediator.

"Rule of Necessity" shall be interpreted and defined in accordance with RCW 42.36.090, which provides: In the event of a challenge to a member or members of a decision-making body which would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of violation of the appearance of fairness doctrine.

ARTICLE VII -
CITY COUNCIL REVIEW OF CODE OF CONDUCT AND ETHICS PROGRAM

The City Council shall, at a minimum, review this Code of Conduct and Ethics Program annually following receipt of the annual report of the Ethics Board.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:55 PM) Robert Stevenson Memorial Bench Donation Agreement - Public Works,

SUMMARY: Resident Janet Sanders wishes to donate a memorial bench in memory of Robert Stevenson at the Lytle Road road end.

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

RECOMMENDED MOTION: I move to forward for approval with the November 24, 2020 consent agenda authorization for the City Manager to execute the Robert Stevenson Memorial Bench Donation Agreement.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: This Agreement is between the City and resident Janet Sanders for placement of a memorial bench at the Lytle Road end. A plaque will be affixed to the Robert Stevenson Memorial Bench reading “Come Sit with Me.” Attachment A illustrates the bench type (CA-2 wood bench) and Attachment B depicts the aerial and context location placement near the path to the shoreline access and adjacent to an existing bench.

The City shall be responsible for maintenance of the Donation, including any reasonable repairs, and will have the discretion to not replace and/or repair the Donation if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to the end of initial term of five-years.

ATTACHMENTS:

Agreement - Sanders Bench.docx

Attachment A_bench_CA-2_series.pdf

Attachment B_aerial location.pdf

Attachment B_context location.pdf

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

DONATION AGREEMENT

THIS DONATION AGREEMENT, entered into this ____ day of _____, 2020 (this "Agreement"), is by and between the City of Bainbridge Island, a Washington municipal corporation (the "City"), and Janet Sanders (the "Donor").

WHEREAS, the Donor and the City recognize the importance of public facilities and amenities; and

WHEREAS, the Donor has offered to donate a bench in memory of Robert Stevenson for the Lytle Rd Road End.

NOW, THEREFORE, the City and the Donor, for the consideration and under the conditions and obligations described below, agree as follows:

Section 1. The donation, known as the Robert Stevenson memorial bench (the "Donation"), is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City and managed on behalf of the citizens by the Department of Public Works.

Section 2. **Description**: The item is the Cascade CA-2 Wood Bench as shown in Attachment A.

Space or Facility: Lytle Rd Road End.

Location: Placed near the path to shoreline access and adjacent to an existing bench, as depicted in Attachment B.

Additional information: A plaque will be affixed on the bench with the following wording: "*Come sit with me?*" *Robert Ellis Stevenson, 1988-2019*

Section 3. The initial term of this Agreement shall be five years from the date of this Agreement (the "Initial Term"). At the end of the Initial Term, the City may treat the Donation as it would any other City property similar in nature and may move, remove, and/or retire the Donation.

Section 4. The City shall be responsible for maintenance of the Donation, including any reasonable repairs, and will have the discretion to not replace and/or repair the Donation if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to the end of Initial Term.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

CITY OF BAINBRIDGE ISLAND

By:_____

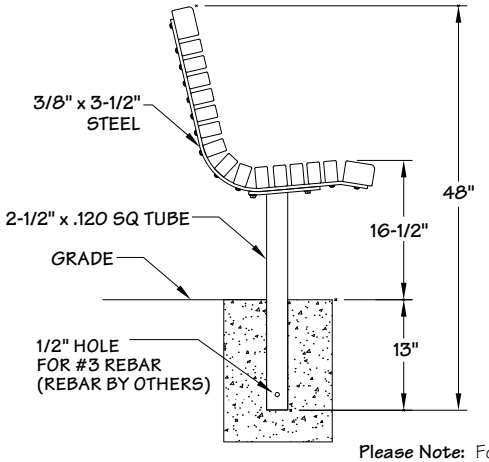
Morgan Smith, City Manager

DONOR

By:_____

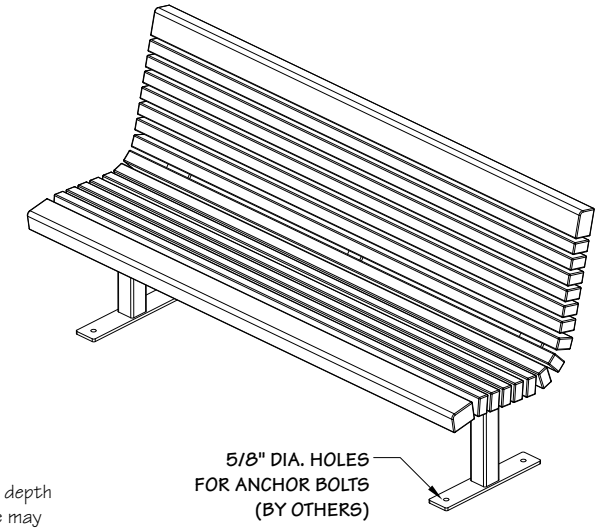
Janet Sanders
3608 Pleasant Beach Drive NE
Bainbridge Island, WA 98110

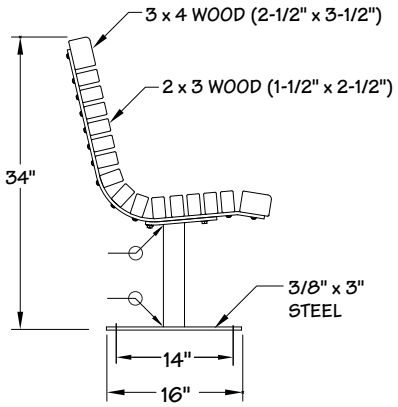
ATTACHMENT A - BENCH



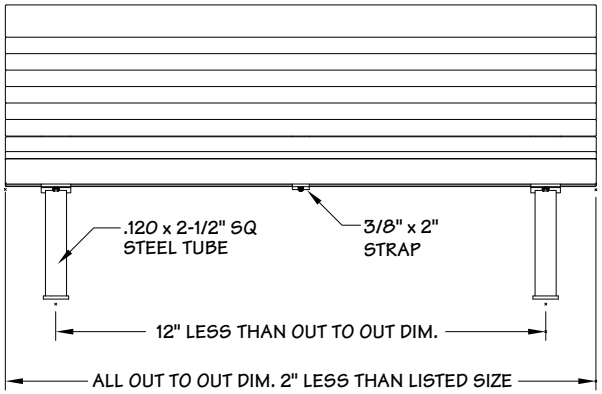
EMBED MOUNT

Please Note: For embed mount, depth and diameter of installation hole may vary with soil conditions. Consult project engineer for correct dimensions.





SURFACE MOUNT



CASCADE CA-2 WOOD ASSEMBLY		
4' Bench	2 Frames	1 Support Strap
5' Bench	2 Frames	1 Support Strap
6' Bench	2 Frames	1 Support Strap
8' Bench	2 Frames	2 Support Straps

REV 7-29-13

SPECIFICATIONS

MATERIAL

Wood: Wood shall be 14 ea. 1-1/2" x 2-1/2" and 2 ea. 2-1/2" x 3-1/2" boards. Leading edges radiused 1/2", all other edges eased. All wood elements are 2 inches shorter than nominal size. For example, 6 ft. bench would be 5 ft. 10 in. out to out.
Frame: The seat support shall be 3/8" x 3-1/2" mild steel. The leg shall be .120 x 2-1/2" square tube fully welded to 3/8" x 3" mild steel base. Benches 5 ft. through 8 ft. long shall have a center strap.

FASTENERS

Wood shall be attached to frames with stainless steel pan head screws. Legs shall be attached to seat support with 3/8" x 3/4" stainless steel bolts.

PROTECTIVE COATINGS

Wood: clear wood preservative
Metal: All metal elements, following fabrication shall be cleaned and treated with an iron phosphate process prior to the coating application. This process shall include a non-chromated alkaline cleaner, and an iron phosphate treatment followed with an acidic sealer for maximum adhesion. The protective coatings shall be either polyester or polyester TGIC powder. Following application the parts shall be baked until properly cured. The coating shall be a minimum of 4 mils thick on all surfaces.
Options for finish: Corrosion resistant undercoat, strongly recommended

OPTIONS

Mountings: Surface mount or embed
Arms: Arms shall be 3/8" X 2" steel welded to additional 3/8" x 2" seat support.
Length: 4 to 8 ft. standard, other lengths available
Wood: Western red cedar, CVG Douglas Fir, Ipe

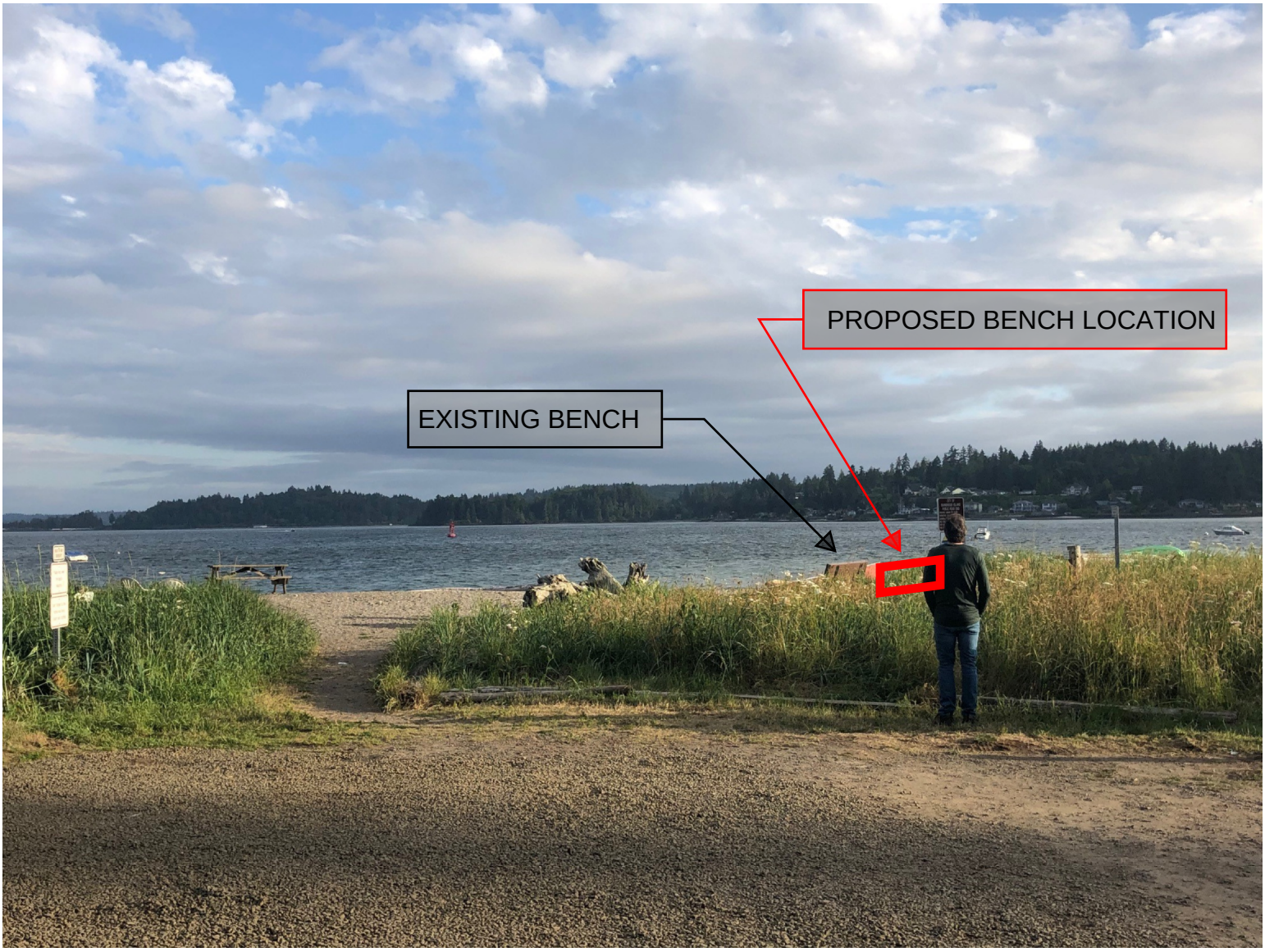
Recycled Plastic: See CA-2P Sheet for Plastic

Cascade Series, Model CA-2 Wood Bench

FairWeather Site Furnishings
360-895-2626 or Toll Free 800-323-1798
Port Orchard, Washington
©1999-2013 Leader International Corporation, FairWeather Site Furnishings division
Notice: These products are proprietary. Numerous designs are patented or patent pending under Leader Manufacturing, Inc.

ATTACHMENT B - BENCH LOCATION
Lytle Rd NE
Lytle Rd NE
PROPOSED BENCH
EXISTING BENCH

ATTACHMENT B - BENCH LOCATION CONTEXT



CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (10:00 PM) Process and Schedule to Fill North Ward Council Vacancy - Mayor Schneider,

SUMMARY: The City Council will discuss the attached timelines and process for filling the North Ward Council vacancy.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: I move to approve the process and schedule to fill the North Ward Council vacancy as described in the materials included with this agenda item.

STRATEGIC PRIORITY: Good Governance

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

BACKGROUND:

ATTACHMENTS:

Draft Timeline for Filling Council Vacancy

Proposed Process for 2020 Council Vacancy

Proposed Initial City Council Appointment Voting Process

Proposed Final City Council Appointment Voting Process

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROPOSED TIMELINE FOR FILLING COUNCIL VACANCY

Week 1 – (October 19-23, 2020)

- October 19 - Submit display ad for Bainbridge Review and publish for 5 weeks
- Prepare application and Council vacancy notification (deadline is 4 ½ weeks out)
- October 23 - Post application and notice on City web site and provide copies at front desk of City Hall
- October 23 - Send out press release
- October 23 - Notice in City Manager Report

Week 2 – (October 26-30, 2020)

- October 26 – Confirm 2nd publication of display ad in Bainbridge Review
- October 30 - Notice in City Manager Report
- City Clerk forwards applications to Council as they are received

Week 3 – (November 2 – November 6, 2020)

- November 2 – Confirm 3rd publication of display ad in Bainbridge Review
- November 6 - Notice in City Manager Report
- City Clerk forwards applications to Council as they are received

Week 4 – (November 9-13, 2020)

- November 9 – Confirm 4th publication of display ad in Bainbridge Review

- November 13 - Notice in City Manager Report
- City Clerk forwards applications to Council as they are received

Week 5 – (November 16-20, 2020)

- November 16 – Confirm 5th publication of display ad in Bainbridge Review
- November 20 – Notice in City Manager Report
- City Clerk forwards applications to Council as they are received

Week 6 – (November 23-25, 2020)

- Applications are due to City Clerk by 4 pm on Wednesday, November 25
- City Clerk forwards remaining applications to Council

Week 7 – (November 30-December 4, 2020)

- Candidate interviews are held at the December 1 City Council study session and finalists are selected following the last process (or other process TBD). If all six Council members are unanimous in their selection of a first choice candidate, the Council will consider whether to continue the selection process to a second meeting.

Week 8 – (December 7-11, 2020)

- Finalist interviews, if needed, are held at the December 8 City Council meeting, and a new Council member is selected following the last process (or other process TBD)

Week 9 (December 14-18, 2020)

- New Council member is sworn in and attends December 15 meeting.

PROPOSED PROCESS FOR 2020 COUNCIL VACANCY

Two rounds of interviews are proposed:

December 1 – City Council Study Session

- Council approves the voting process for determining the finalists
- Each candidate will have 5 minutes for prepared remarks
- Each Councilmember will pose one question to the candidate
- Candidate has 2 minutes for a response
- Council adjourns to an executive session, scheduled for one hour
- Back in open session, each Councilmember fills out a ballot and announces their top 3 candidates
- Staff calculate the points for each candidate in accordance with agreed process
- If all Councilmembers agree unanimously on a first-choice candidate, Council considers whether to continue the process
- Otherwise, top 5 candidates based on point system are declared finalists

December 8 – City Council Business Meeting

- Council approves the voting process for selecting the Councilmember
- Each finalist will provide prepared remarks (3 minutes) followed immediately by one question from each Councilmember
- Candidate has 2 minutes to respond to each question
- Council adjourns to an executive session, scheduled for 20 minutes
- Back in open session, each Councilmember fills out a ballot and announces their top 3
- Staff calculate the points for each candidate in accordance with the agreed process
- The process is repeated, if necessary, for an additional two rounds in accordance with the voting process (attached)
- The selection is announced

December 15 – City Council Study Session

- New Councilmember joins the meeting

BAINBRIDGE CITY COUNCIL APPOINTMENT VOTING PROCESS TO FILL A COUNCIL VACANCY
PROCESS TO NARROW OVERALL POOL OF CANDIDATES TO A SET OF FINALISTS
DECEMBER 1, 2020

The Presiding Officer will explain that the process to fill the City Council vacancy was last discussed and agreed to at the Council meeting on November 10, 2020, and is proposed to be as follows:

1. Each Councilmember will be given a Candidate Rankings document ("ballot") that will be used as a tool by each Councilmember as part of this process in narrowing the pool of candidates to a set of finalists. Each ballot will have lines for Councilmembers to write and sign their name on the document, and the ballot will include lines for "1st Choice," "2nd Choice," and "3rd Choice." The ballot is a public record and Councilmembers will provide their ballots to the City Clerk at the conclusion of the meeting.

2. Each Councilmember will use his/her ballot to indicate his/her first, second, and third choices for appointment to the Council. "First" means "top choice." "Second" means second choice, and "third" means third choice.

3. The Presiding Officer will ask each Councilmember, one by one, to publicly announce their first, second, and third choices. Each first place vote will award a candidate five (5) points. Each second place vote will award a candidate three (3) points. Each third place vote will award a candidate one (1) point. A City staff member will utilize a computer to display on the screen a list of all of the candidates, and that staff member will keep a tally of the points for each of the candidates based on the choices announced by the Councilmembers. The candidates, the Council, and the public will be able to see this tallying occur publicly in real time.

4. If all six Council members are unanimous in their selection of a first choice candidate, the Council will consider whether to continue the selection process to a second meeting.

5. Otherwise, the five candidates with the highest point totals will be the finalists and will be invited back to the December 8, 2020 Council meeting. If only three or four candidates receive points, only those 3 or 4 candidates will be finalists. If the point totals result in a tie for the fifth highest vote-getter, the tying candidates for fifth place will be finalists, which will result in a set of more than five finalists.

Once the City Council agrees on the process, a Councilmember will offer a motion stating:

> I move that the Council utilize the process as described to narrow the pool of candidates for the vacant Council position to a set of finalists that will be considered for appointment by the Council at the December 8, 2020 Council meeting. By voting for this motion, I am voting to approve the finalists that are determined by utilizing this process based on the point system as described.

BAINBRIDGE CITY COUNCIL PROCESS TO FILL COUNCIL VACANCY
SELECTION OF APPOINTEE FROM THE SET OF FINALISTS
DECEMBER 8, 2020

The Presiding Officer will explain the process that the City Council will use to select the appointee to fill the Council vacancy from the set of finalists. That process is proposed to be as follows:

1. **Round 1**: Each Councilmember will be given a Candidate Rankings document ("ballot") that will be used as a tool by each Councilmember to select the appointee. Each ballot will have lines for Councilmembers to write and sign their name on the document, and the ballot will include lines for "1st Choice," "2nd Choice," and "3rd Choice." The ballots are public records and Councilmembers will provide their ballots to the City Clerk at the conclusion of the meeting.

2. Councilmembers will use their ballot to indicate their first, second, and third choices for appointment to the Council. "First" means "top choice." "Second" means second choice, and "third" means third choice.

3. The Presiding Officer will ask Councilmembers, one by one, to publicly announce their first, second, and third choices. Each first place vote will award a candidate five (5) points. Each second place vote will award a candidate three (3) points. Each third place vote will award a candidate one (1) point. A City staff member will utilize a computer to display on the screen a list of all of the candidates, and that staff member will keep a tally of the points for each of the candidates based on the choices announced by the Councilmembers. The candidates, the Council, and the public will be able to see this tallying occur publicly in real time.

4. If a candidate receives four first place votes, that candidate will have obtained a first place vote from a majority of Councilmembers and will be the appointee to fill the vacancy.

5. If no candidate receives four first place votes in Round 1, the fourth place candidate (meaning the candidate with the lowest vote total) will be dropped from the running.

   If there is a tie between the third and fourth place candidates, then the tie will be broken by looking at the first, second, and third place votes for each of the tied candidates. In particular, the third and fourth place candidate with the most first place votes will proceed. If the two candidates have the same number of first place votes, then the candidate with the most second place votes will proceed. If the two candidates have the same number of second place votes, then the candidate with the most third place votes will proceed. If neither of these methods breaks the tie, then both the third and fourth place candidates will be removed from the running.

6. **Round 2** (if necessary; skip to Round 3 if two candidates were removed during Round 1): Councilmembers will use another ballot to indicate their first, second, and third choices from the remaining three candidates. If a candidate receives four first place votes,

that candidate will have obtained a first place vote from a majority of Councilmembers and that person will be the appointee to fill the vacancy.

7. If no candidate receives four first place votes in Round 2, the third place candidate (meaning the candidate with the lowest vote total) will be dropped from the running. If there is a tie between the second and third place candidate, the tie will be broken following the same process indicated under Section 5 above.

8. **Round 3** (if necessary): At this point, two candidates will remain. Councilmembers will then use another ballot to indicate their first choice from the remaining candidates.

9. If a candidate receives four first place votes, that candidate will have received a first place vote from a majority of Councilmembers and that person will be the appointee to fill the vacancy.

10. If there is a tie, which means each candidate received three first place votes, the candidate with the highest number of points from the previous round will be the appointee. If the two candidates were tied in the previous round, then the candidate with the highest number of votes from the first round will be the appointee. If the tie is not broken through this process, then the Council will decide whether the two remaining candidates will draw lots or whether there will be a subsequent meeting at which the Council will have further discussions with the candidates and take another vote.

Once the City Council agrees on the process, a Councilmember will offer a motion stating:

> I move that the Council utilize the process as described to determine the appointee to fill the Council vacancy. By voting for this motion, I am voting to select the appointee that is determined by utilizing this process based on the point system as described.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (10:15 PM) Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

B. Accounts Payable and Payroll
C. Special City Council Meeting Minutes, Parliamentary Training, October 17, 2020
D. City Council Study Session Minutes, October 20, 2020
E. Regular City Council Business Meeting Minutes, October 27, 2020
F. Special City Council Meeting Minutes, October 28, 2020
G. Contract Amendment, 100% Cost Recovery Fee Study PCD - Planning
H. Resolution No. 2020-17, Old Mill Road Speed Limit Change - Public Works
I. City Hall Solar System Acquisition - Public Works
J. City Hall Solar Facility Budget Adjustment - Public Works
K. 2020 Road Preservation Project Change Order No. 2 – Public Works
L. Agreement with Kitsap County Regarding Jury Panels for Municipal Court - Executive
M. Agreement with Kitsap Humane Society for Animal Control Services for 2021-23 - Executive
N. Third Amendment to the Agreement for Incarceration of City Prisoners - Police

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

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

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:**

AGENDA ITEM: Accounts Payable and Payroll

SUMMARY: Consider approval of payroll and accounts payable.

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

RECOMMENDED MOTION: Approve with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

AP Report to Council of Cash Disbursements 11-12-20.pdf

Payroll.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: October 26, 2020 - November 9, 2020
CITY COUNCIL: October 27, 2020 - November 10, 2020

Last check from previous run: 354817 dated 10/28/2020 issued to Zee Medical for $121.45.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	10/26/20	409	WA State DOR/Excise taxes - September 2020	15,939.00
ACH	10/26/20	410	COBI/Utility billing - October 2020	17,969.54
ACH	10/26/20	411	WA State DOL/Firearm permits - October 2020	162.00
ACH	10/26/20	412	WA State DOL/Dealer permits - October 2020	125.00
ACH	10/30/20	413	WA State DOR/Unclaimed Property - 2020	160.33
VOID	6/26/19	350803	UB/Charles Christolini/Reported to WA Unclaimed Property	N/A
VOID	6/26/19	350830	UB/Mathew Israelson/Reported to WA Unclaimed Property	N/A
VOID	7/24/19	351091	UB/Pete & Cassie Osborne/Reported to WA Unclaimed Property	N/A
VOID	8/28/19	351365	UB/David & Lori Gatto/Reported to WA Unclaimed Property	N/A
VOID	9/25/19	351631	UB/Catherin Petrek/Lost check - void & reissue	N/A
VOID	10/28/20	354803	PW/US Bank/Wrong vendor	N/A
Manual	10/23/20	354818	PW/Kitsap County Sewer District #7/ERU Refund	615.54
Manual	10/28/20	354819	POL,IT/AT&T Mobility/Wireless charges - October 2020	1,481.65
Manual	10/28/20	354820	CenturyLink/Weaver PRV water telemetry - October 2020	58.32
Manual	10/28/20	354821	WA Water Service/Decant facility water - October 2020	152.82
Manual	11/3/20	354822	PW/Air Management/Heat pump replacements - 2020	28,608.14
Manual	11/3/20	354823	FIN/Allstream/Citywide phone services - November 2020	791.93
Manual	11/3/20	354824	EX/Fumi Amano/Artwork installment: Shape of Memory	250.00
Manual	11/3/20	354825	POL/Columbia Ford/Vehicle purchases	84,773.14
Manual	11/3/20	354826	PW/Island Hands/Janitorial - October 2020	13,665.11
Manual	11/3/20	354827	EX/Linda McJunkin/Artwork installment: Fossil III	250.00
Manual	11/3/20	354828	UB/Catherin Petrek/UB refund - check replacement	219.40
Manual	11/3/20	354829	EX/Abraham Singer/Artwork installment: Reflection	250.00
Manual	11/3/20	354830	ENG/James Smith/Driveway drainage settlement	9,385.18
Manual	11/3/20	354831	FIN/WA State Dept of L&I/Volunteer hours - Q3 2020	61.43
Manual	11/4/20	354832	CenturyLink/Citywide telemetry & fax services - October 2020	2,922.40
Manual	11/4/20	354833	PW,CRT/Toshiba/Copier leases	435.23
			Total Manual Checks and Electronic Disbursements	**178,276.16**

Regular Run	11/12/20	354834-354931	**Total Regular Check Run**	**715,272.41**
			Total Disbursements	**893,548.57**

Retainage Release	11/3/20	195	Norwest Marine, LLC - Open Water Marina Buoys	6,492.21
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by _____Carrie Freitas, Senior Accounting Technician

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

Karl R. Shaw, Accounting Manager — 11/4/2020 Date

10/29/2020

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350803	06/26/2019	VOID	9207	CHRISTOLINI, CHARLES	232107	78456	06/17/2019			-38.06
	Invoice: 78456						UB 10046 648 ANNIE ROSE LANE NW			
					-38.06	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 350803 TOTAL:			-38.06
350830	06/26/2019	VOID	9209	ISRAELSON, MATHEW	232109	78458	06/17/2019			-55.47
	Invoice: 78458						UB 11416 8950 WOODBANK DRIVE NE			
					-55.47	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 350830 TOTAL:			-55.47
351091	07/24/2019	VOID	9226	OSBORNE, PETE & CASS	232868	79197	07/12/2019			-59.01
	Invoice: 79197						UB 12131 9355 NORTHTOWN LOOP NE			
					-59.01	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 351091 TOTAL:			-59.01
351365	08/28/2019	VOID	9257	GATTO, DAVID & LORI	233620	79912	08/13/2019			-7.79
	Invoice: 79912						UB 12869 9153 BURLINGAME COURT NE			
					-7.79	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 351365 TOTAL:			-7.79
							NUMBER OF CHECKS 4		*** CASH ACCOUNT TOTAL ***	-160.33

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	4	160.33

*** GRAND TOTAL *** -160.33

ALL ABOVE ITEMS WERE REPORTED TO WA STATE DOR AS UNCLAIMED PROPERTY ON 10/29/2020.

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 10 242									
APP 401-213000					ACCOUNTS PAYABLE				160.33
10/29/2020	350803	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			38.06	
10/29/2020	350803	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			55.47	
10/29/2020	350830	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			59.01	
10/29/2020	351091	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			7.79	
10/29/2020	351365	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			160.33	160.33
APP 631-130000					DUE TO/FROM CLEARING				160.33
10/29/2020	06/23/19	VOIDS							
APP 401-130000					DUE TO/FROM CLEARING			160.33	
10/29/2020	06/23/19	VOIDS							
					SYSTEM GENERATED ENTRIES TOTAL			160.33	160.33
					JOURNAL 2020/10/242 TOTAL			320.66	320.66

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
401 WATER OPERATING FUND	2020 10	242	10/29/2020		
401-130000			DUE TO/FROM CLEARING	160.33	
401-213000			ACCOUNTS PAYABLE		160.33
			FUND TOTAL	160.33	160.33
631 CLEARING FUND	2020 10	242	10/29/2020		
631-130000			DUE TO/FROM CLEARING		160.33
635-111100			CASH	160.33	
			FUND TOTAL	160.33	160.33

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		160.33
631	CLEARING FUND	160.33	
	TOTAL	160.33	160.33

** END OF REPORT - Generated by Carrie L. Freitas **

FOR CASH ACCOUNT: 635 111100 FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR	NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
350803	06/26/2019	PRINTED	009207	CHRISTOLINI, CHARLES	38.06			
350830	06/26/2019	PRINTED	009209	ISRAELSON, MATHEW	55.47			
351091	07/24/2019	PRINTED	009226	OSBORNE, PETE & CASSIE	59.01			
351365	08/28/2019	PRINTED	009257	GATTO, DAVID & LORI	7.79			
351388	08/28/2019	PRINTED	009258	LAURA MCMULLAN	200.00			
351631	09/25/2019	PRINTED	006927	PETREK, CATHERINE	219.40			
352657	01/29/2020	PRINTED	009374	BRENT, WILLIAM & JOCELYN	20.95			
352850	02/12/2020	PRINTED	008866	MILLER, JON	150.00			
353273	04/15/2020	PRINTED	009438	ARCHITECTS THOMAS	615.00			
353381	04/15/2020	PRINTED	009437	JASON & LAUREN TERP	169.53			
353426	04/29/2020	PRINTED	009443	BRANNON, JACOB	38.75			
353518	05/13/2020	PRINTED	009470	BAINBRIDGE VINYARDS LLC	5.00			
353529	05/13/2020	PRINTED	009476	COLLINS & ASSOCIATES LLC	5.00			
353534	05/13/2020	PRINTED	004805	DANSONS LANDSCAPING INC	5.00			
353564	05/13/2020	PRINTED	009464	MASONRY ASSOCIATES INC.	5.00			
353565	05/13/2020	PRINTED	009477	MATTHEW PAIGE REAL ESTATE	5.00			
353589	05/13/2020	PRINTED	009472	SPARKSON PHOTOGRAPHY LLC	5.00			
353598	05/13/2020	PRINTED	009461	SWAN DESIGN BUILD	5.00			
353749	06/10/2020	PRINTED	008111	COMMUNITY SOLAR SOLUTIONS	337.11			
353772	06/10/2020	PRINTED	001355	KITSAP COUNTY DEM	22,000.00			
353870	06/24/2020	PRINTED	009254	NELSON NYGAARD CONSULTING	60,172.08			
354121	07/29/2020	PRINTED	009520	PORT MADISON PROPERTIES L	1,510.00			
354203	08/12/2020	PRINTED	009527	FORDYCE, RAIN & CHARLES	253.30			
354376	08/26/2020	PRINTED	009543	MARK FRANKS	2,671.32			
354390	09/09/2020	PRINTED	004365	AUTOMATIC FUNDS TRANSFER	203.92			
354437	09/09/2020	PRINTED	002430	OGDEN MURPHY WALLACE	41,900.72			
354500	09/23/2020	PRINTED	004532	CENTRAL HIGHLANDS	249.50			
354504	09/23/2020	PRINTED	008111	COMMUNITY SOLAR SOLUTIONS	389.46			
354518	09/23/2020	PRINTED	009555	HAGEN, TIMOTHY & KELLI	19.29			
354519	09/23/2020	PRINTED	009553	HEWETT DDS PS, SALLY	263.25			
354523	09/23/2020	PRINTED	000338	KITSAP COUNTY JAIL	23.87			
354582	09/25/2020	PRINTED	009382	NUNNERLEY, DAVID	33.61			
354585	10/01/2020	PRINTED	001496	KITSAP COUNTY SEWER DISTR	288.17			
354587	10/07/2020	PRINTED	001496	KITSAP COUNTY SEWER DISTR	42,119.70			
354588	10/07/2020	PRINTED	001488	SETON CONSTRUCTION INC	306,301.42			
354589	10/07/2020	PRINTED	006714	TOSHIBA FINANCIAL SERVICE	458.65			
354590	10/07/2020	PRINTED	005271	WASHINGTON WATER SERVICE	146.28			
	37 CHECKS			CASH ACCOUNT TOTAL	480,950.61	.00		

		UNCLEARED	CLEARED
37 CHECKS	FINAL TOTAL	480,950.61	.00

** END OF REPORT - Generated by Matthew Brigham Huish **

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

Vendor Number	File Date	File Number
9207	06/26/2019	00350803

38.06

Thirty Eight Dollars and 06 cents ******

CHRISTOLINI, CHARLES
5653 NE CESSNA LANE
BAINBRIDGE ISLAND WA 98110

FILE COPY

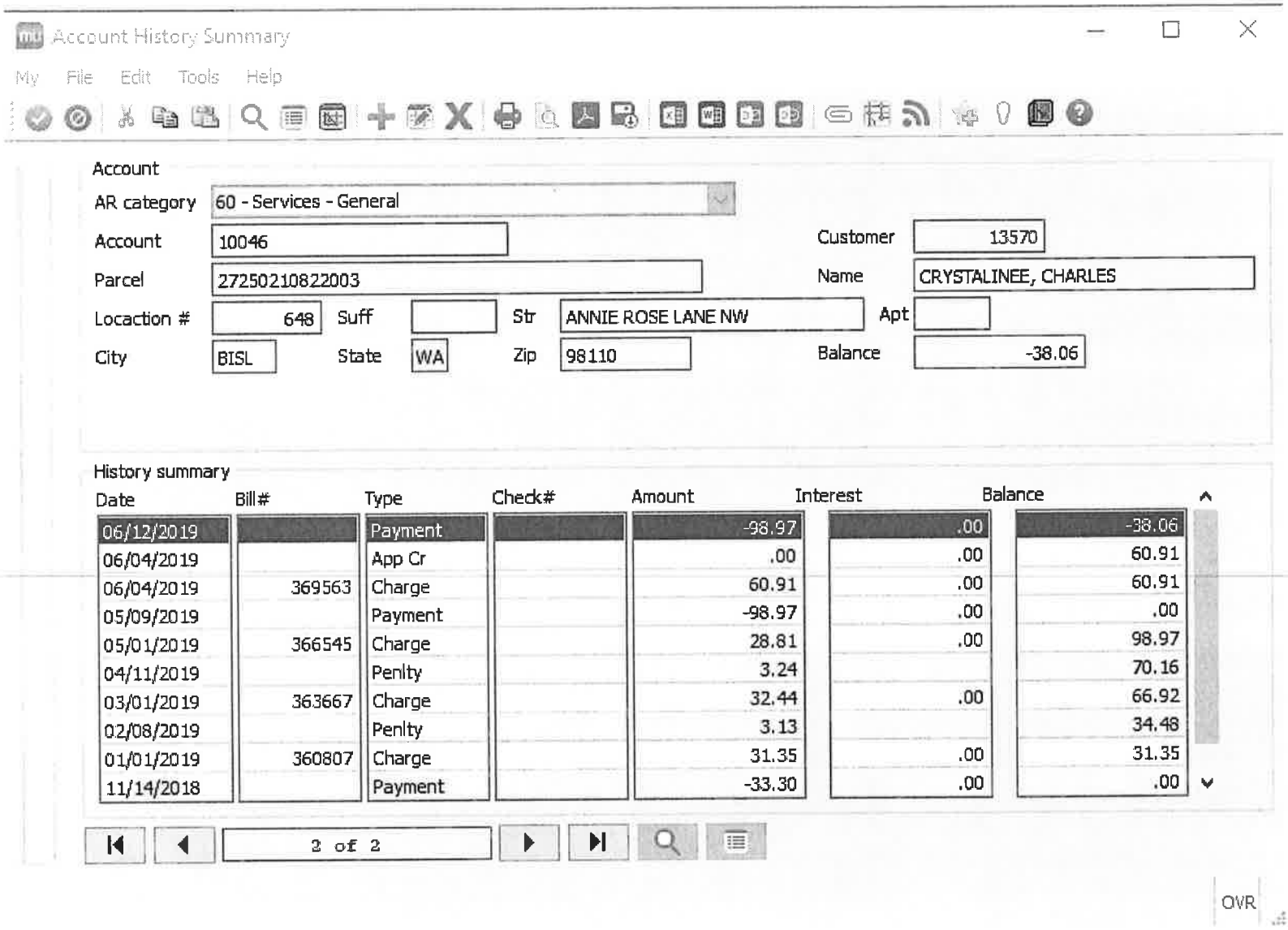
NON-NEGOTIABLE

Charles no longer living at above address. CF 10/9/2020

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812 Page 1 of 1 **File Number: 00350803**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
06/17/2019	78456	UB 10046 648 ANNIE ROSE LANE N	232107	38.06

Vendor No.	Vendor Name	File No.	File Date	File Amount
9207	CHRISTOLINI, CHARLES	00350803	06/26/2019	38.06


Account History Summary
My File Edit Tools Help
Account
AR category 60 - Services - General
Account 10046
Customer 13570
Parcel 27250210822003
Name CRYSTALINEE, CHARLES
Locaction # 648
Suff
Str ANNIE ROSE LANE NW
Apt
City BISL
State WA
Zip 98110
Balance -38.06
History summary
Date Bill# Type Check# Amount Interest Balance
06/12/2019 Payment -98.97 .00 -38.06
06/04/2019 App Cr .00 .00 60.91
06/04/2019 369563 Charge 60.91 .00 60.91
05/09/2019 Payment -98.97 .00 .00
05/01/2019 366545 Charge 28.81 .00 98.97
04/11/2019 Penlty 3.24 70.16
03/01/2019 363667 Charge 32.44 .00 66.92
02/08/2019 Penlty 3.13 34.48
01/01/2019 360807 Charge 31.35 .00 31.35
11/14/2018 Payment -33.30 .00 .00
2 of 2
OVR

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

Vendor Number	File Date	File Number
9209	06/26/2019	00350830

55.47

Fifty Five Dollars and 47 cents ******

ISRAELSON, MATHEW
4729 STORMLAKE RD
SNOHOMISH WA 98290

address is valid

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812 Page 1 of 1 **File Number: 00350830**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
06/17/2019	78458	UB 11416 8950 WOODBANK DRIVE N	232109	55.47

Vendor No.	Vendor Name	File No.	File Date	File Amount
9209	ISRAELSON, MATHEW	00350830	06/26/2019	55.47

CITY OF BAINBRIDGE ISLAND
UTILITY BILLING
280 Madison Avenue N.
Bainbridge Island, WA 98110-1812

EMAIL: finance@bainbridgewa.gov
BILLING QUESTIONS: (206) 780-8603
EMERGENCY AFTER HOURS: 911

• SEE REVERSE SIDE FOR ADDITIONAL INFORMATION •

ACCOUNT NO	BILL NO	BILLING DATE	DUE DATE	PAST DUE	CURRENT DUE	TOTAL DUE
11416	369566	06/04/2019	06/30/19	$-70.23	$14.76	$-55.47

Customer Name: ISRAELSON, MATHEW
Service Address: 8950 WOODBANK DRIVE NE

EXPLANATION OF CURRENT CHARGES

Previous Balance:	$29.77
Payments:	$100.00
Adjustments/Penalties:	$0.00
Misc. Credits:	$0.00

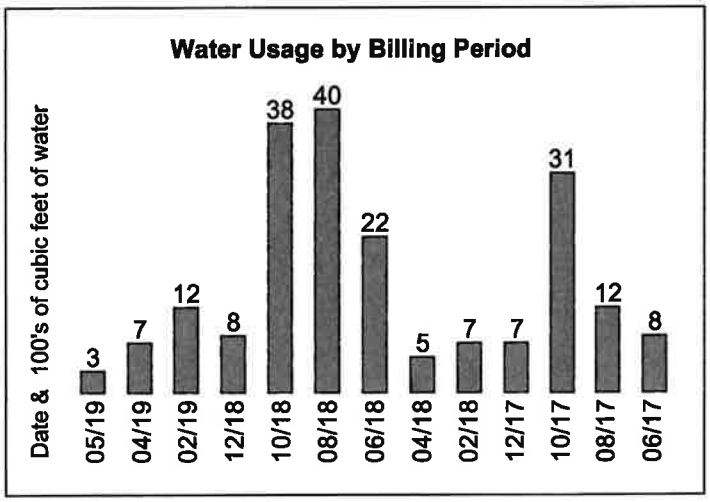
Current Charges from **04/15/2019** to **05/17/2019**

Water Base /sngl Fam Sfr 3/4"	$11.49
Water Volume S/mfr Per 100cf	$3.27

Meter: 0052232266 Usage:300 Curr:161700 Prior:161400

Total Charges Summary: **$-55.47**

Days in Cycle: 34 - Cost per day: $0.43
Starting: April-15 through May-17



THIS IS YOUR FINAL BILL- PLEASE PAY PROMPTLY

FINAL BILL * FINAL BILL

View or Pay your account on-line at: CITYOFBI.AFTS.COM
Pay-By-Phone: (206) 521-5127
Payment dropbox is located on the East end of our building by disabled parking.

CID# 10103 **The due date on this bill does not extend the due date of any previous balance.**

Refer to other side for Correspondence Address & Billing and Delinquency Policies

CITY OF
BAINBRIDGE ISLAND
UTILITY BILLING
280 Madison Avenue N.
Bainbridge Island, WA 98110-1812
Email: finance@bainbridgewa.gov
Billing: (206) 780-8603 • Fax (206)842-5741

Pay by Phone (206) 521-5127
Web-Pay: CITYOFBI.AFTS.COM

ACCOUNT NO.	BILLING DATE	DUE DATE	PAST DUE
11416	06/04/2019	**06/30/19**	
SERVICE ADDRESS			CURRENT DUE
8950 WOODBANK DRIVE NE			$14.76
BILL NO.	ENTER AMOUNT PAID BELOW		TOTAL DUE
369566			**$-55.47**

10103 - 34 / 0.43

• Make Checks Payable to City of Bainbridge Island •

11 1 SP 0.500 4 / 4 1-1-11 ##
ISRAELSON, MATHEW
GARRARD, STEPHANIE
4729 STORM LAKE RD
SNOHOMISH WA 98290-8564

CITY OF BAINBRIDGE ISLAND
280 MADISON AVE N.
BAINBRIDGE ISLAND, WA 98110-1812

☐ Check box when information is entered on reverse side of this stub

Click Here To Pay Online

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

Vendor Number	File Date	File Number
9226	07/24/2019	00351091

59.01

Fifty Nine Dollars and 01 cents ******

OSBORNE, PETE & CASSIE
8230 NE PAULANNA LN
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/12/2019	79197	UB 12131 9355 NORTHTOWN LOOP N	232868	59.01

Vendor No.	Vendor Name	File No.	File Date	File Amount
9226	OSBORNE, PETE & CASSIE	00351091	07/24/2019	59.01

CITY OF BAINBRIDGE ISLAND
UTILITY BILLING
280 Madison Avenue N.
Bainbridge Island, WA 98110-1812

EMAIL: finance@bainbridgewa.gov
BILLING QUESTIONS: (206) 780-8603
EMERGENCY AFTER HOURS: 911

• SEE REVERSE SIDE FOR ADDITIONAL INFORMATION •

ACCOUNT NO	BILL NO	BILLING DATE	DUE DATE	PAST DUE	CURRENT DUE	TOTAL DUE
12131	371060	07/03/2019	07/31/19	$-152.38	$93.37	$-59.01

Customer Name: OSBORNE, PETE & CASSIE
Service Address: 9355 NORTHTOWN LOOP NE

EXPLANATION OF CURRENT CHARGES

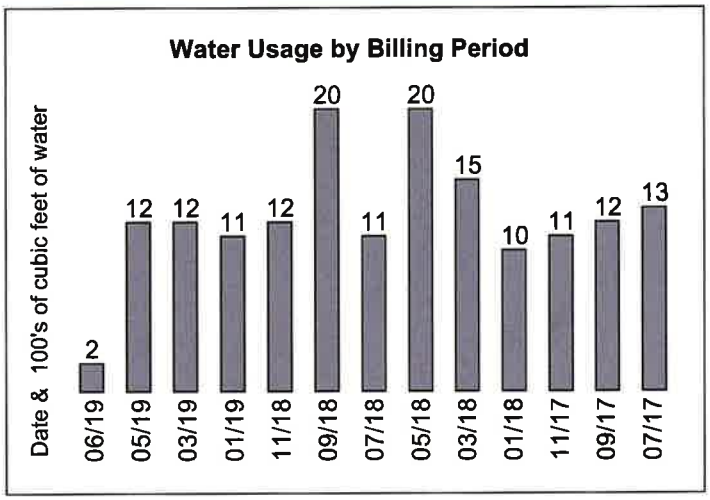
Previous Balance:	$436.31
Payments:	$588.69
Adjustments/Penalties:	$0.00
Misc. Credits:	$0.00

Current Charges from **05/23/2019** to **06/27/2019**

Water Base /sngl Fam Sfr 3/4"	$15.44
Water Volume S/mfr Per 100cf Meter: 0067006868 Usage:200 Curr:98300 Prior:98100	$2.18
Sewer Base /sngl Fam Res Sfr	$61.19
Sewer Vol S/mfr /100 Cf /unit	$14.56

Total Charges Summary: **$-59.01**

Days in Cycle: 32 - Cost per day: $2.92
Starting: May-23 through June-27



THIS IS YOUR FINAL BILL FOR THIS PROPERTY-
PLEASE PAY PROMPTLY
REFUNDS ARE AUTOMATICALLY GENERATED

FINAL BILL * FINAL BILL

View or Pay your account on-line at: CITYOFBI.AFTS.COM
Pay-By-Phone: (206) 521-5127
Payment dropbox is located on the East end of our building by disabled parking.

CID# 12466 **The due date on this bill does not extend the due date of any previous balance.**

Refer to other side for Correspondence Address & Billing and Delinquency Policies

---

CITY OF
BAINBRIDGE ISLAND
UTILITY BILLING
280 Madison Avenue N.
Bainbridge Island, WA 98110-1812
Email: finance@bainbridgewa.gov
Billing: (206) 780-8603 • Fax (206)842-5741

Pay by Phone (206) 521-5127
Web-Pay: CITYOFBI.AFTS.COM

ACCOUNT NO.	BILLING DATE	DUE DATE	PAST DUE
12131	07/03/2019	**07/31/19**	
SERVICE ADDRESS			CURRENT DUE
9355 NORTHTOWN LOOP NE			$93.37
BILL NO.	ENTER AMOUNT PAID BELOW		TOTAL DUE
371060			**$-59.01**

• Make Checks Payable to City of Bainbridge Island •

12466 - 32 / 2.92

17 / 17 –
OSBORNE, PETE & CASSIE
8230 NE PAULANNA LN
BAINBRIDGE ISLAND WA 98110-1511

CITY OF BAINBRIDGE ISLAND
280 MADISON AVE N.
BAINBRIDGE ISLAND, WA 98110-1812

☐ Check box when information is entered on reverse side of this stub

Click Here To Pay Online

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

Vendor Number	File Date	File Number
9257	08/28/2019	00351365

7.79

Seven Dollars and 79 cents ******

GATTO, DAVID & LORI
6903 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812 Page 1 of 1 **File Number: 00351365**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
08/13/2019	79912	UB 12869 9153 BURLINGAME COURT	233620	7.79

Vendor No.	Vendor Name	File No.	File Date	File Amount
9257	GATTO, DAVID & LORI	00351365	08/28/2019	7.79

CITY OF BAINBRIDGE ISLAND
UTILITY BILLING
280 Madison Avenue N.
Bainbridge Island, WA 98110-1812

EMAIL: finance@bainbridgewa.gov
BILLING QUESTIONS: (206) 780-8603
EMERGENCY AFTER HOURS: 911

• SEE REVERSE SIDE FOR ADDITIONAL INFORMATION •

ACCOUNT NO	BILL NO	BILLING DATE	DUE DATE	PAST DUE	CURRENT DUE	TOTAL DUE
12869	372547	08/12/2019	09/03/19	$-11.38	$3.59	$-7.79

Customer Name: GATTO, DAVID & LORI
Service Address: 9153 BURLINGAME COURT NE

EXPLANATION OF CURRENT CHARGES

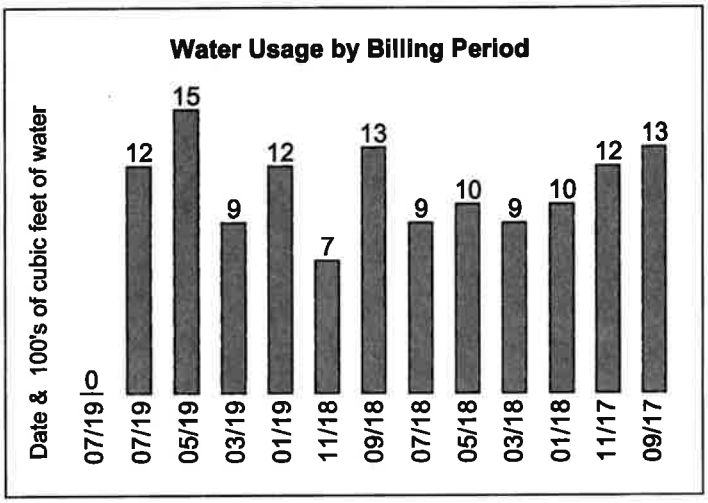
Previous Balance:	**$-11.38**
Payments:	$0.00
Adjustments/Penalties:	$0.00
Misc. Credits:	$0.00

Current Charges from **07/22/2019** to **07/25/2019**

Water Base /sngl Fam Sfr 3/4"	$3.59
Water Volume S/mfr Per 100cf	$0.00

Total Charges Summary: $-7.79

Days in Cycle: 30 - Cost per day: $0.12
Starting: July-22 through July-25



THIS IS YOUR FINAL BILLING FOR THIS PROPERTY.
PLEASE PAY PROMPTLY.
REFUNDS ARE AUTOMATICALLY GENERATED-
BALANCES UNDER $5 ARE
WRITTEN OFF.

FINAL BILL * FINAL BILL

View or Pay your account on-line at: CITYOFBI.AFTS.COM
Pay-By-Phone: (206) 521-5127
Payment dropbox is located on the East end of our building by disabled parking.

CID# 10960 **The due date on this bill does not extend the due date of any previous balance.**
Refer to other side for Correspondence Address & Billing and Delinquency Policies

---

CITY OF
BAINBRIDGE ISLAND
UTILITY BILLING
280 Madison Avenue N.
Bainbridge Island, WA 98110-1812
Email: finance@bainbridgewa.gov
Billing: (206) 780-8603 • Fax (206)842-5741

Pay by Phone (206) 521-5127
Web-Pay: CITYOFBI.AFTS.COM

ACCOUNT NO.	BILLING DATE	DUE DATE	PAST DUE
12869	08/12/2019	**09/03/19**	
SERVICE ADDRESS			CURRENT DUE
9153 BURLINGAME COURT NE			$3.59
BILL NO.	ENTER AMOUNT PAID BELOW		TOTAL DUE
372547			**$-7.79**

• Make Checks Payable to City of Bainbridge Island •

10960 - 30 / 0.12

19 1 SP 0.500 20 / 20 1-1-19
GATTO, DAVID & LORI
6903 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND WA 98110-3602

CITY OF BAINBRIDGE ISLAND
280 MADISON AVE N.
BAINBRIDGE ISLAND, WA 98110-1812

☐ Check box when information is entered on reverse side of this stub

Click Here To Pay Online

11/3/2020

11/03/2020 08:10 | CITY OF BAINBRIDGE ISLAND | P 1
cfreitas | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
351631	09/25/2019	VOID	6927	PETREK, CATHERINE	234103	80370	09/09/2019			-219.40
	Invoice: 80370				-219.40	411 122100	UB 11171 1076 ALEXANDER PLACE NE WATER ACCOUNTS RECEIVABLE			
							CHECK	351631 TOTAL:		-219.40
354803	10/28/2020	VOID	7314	US BANK	243336	47400/1	09/22/2020			-110.02
	Invoice: 47400/1				-110.02	73421355 531100	PW/MX SUPPLIES WIN COLL-SUPPLIES			
					243337	47402/1	09/22/2020			-39.95
	Invoice: 47402/1				-39.95	73411345 531100	PW/CLAMPS OFFICE SUPPLIES			
					243338	47410/1	09/23/2020			-80.32
	Invoice: 47410/1				-80.32	73411345 531100	PW/WATER MX SUPPLIES OFFICE SUPPLIES			
							CHECK	354803 TOTAL:		-230.29
						NUMBER OF CHECKS 2		*** CASH ACCOUNT TOTAL ***		-449.69

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	2	449.69

*** GRAND TOTAL *** -449.69

Affidavit received - void for reissue

Wrong vendor selected - void for correction and reissue

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 11 6									
APP 401-213000					ACCOUNTS PAYABLE				339.67
11/03/2020	351631	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			219.40	
11/03/2020	351631	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE				110.02
11/03/2020	354803	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			110.02	
11/03/2020	354803	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			120.27	
11/03/2020	354803	VOIDS			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			449.69	449.69
APP 631-130000					DUE TO/FROM CLEARING				449.69
11/03/2020	09/22/19	VOIDS							
APP 401-130000					DUE TO/FROM CLEARING			339.67	
11/03/2020	09/22/19	VOIDS							
APP 402-130000					DUE TO/FROM CLEARING			110.02	
11/03/2020	09/22/19	VOIDS							
					SYSTEM GENERATED ENTRIES TOTAL			449.69	449.69
					JOURNAL 2020/11/6 TOTAL			899.38	899.38

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION		DEBIT	CREDIT
401 WATER OPERATING FUND	2020 11	6	11/03/2020			
401-130000			DUE TO/FROM CLEARING		339.67	
401-213000			ACCOUNTS PAYABLE			339.67
				FUND TOTAL	339.67	339.67
402 SEWER OPERATING FUND	2020 11	6	11/03/2020			
402-130000			DUE TO/FROM CLEARING		110.02	
402-213000			ACCOUNTS PAYABLE			110.02
				FUND TOTAL	110.02	110.02
631 CLEARING FUND	2020 11	6	11/03/2020			
631-130000			DUE TO/FROM CLEARING			449.69
635-111100			CASH		449.69	
				FUND TOTAL	449.69	449.69

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		339.67
402	SEWER OPERATING FUND		110.02
631	CLEARING FUND	449.69	
	TOTAL	449.69	449.69

** END OF REPORT - Generated by Carrie L. Freitas **

CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND

Affidavit
Lost, Missing, or Destroyed Check

I, Catherine Petrek, being first duly sworn upon oath, depose and say that I/we are the proper owner, payee, or legal representative of such owner or payee of The City of Bainbridge Island (COBI) original check number **351631** dated **09/25/2019** made out to **Petrek, Catherine** in the amount of **$219.40** and that same has been lost, never received, or destroyed and has not been paid.

Signature _____

Printed Name Catherine Petrek

Subscribed and sworn before me this 26th day of October, 2020

Notary Public in and for the State of: WASHINGTON

Residing in the City of: CLARK

STATE OF WASHINGTON NOTARY PUBLIC EDGAR GARCIA MY COMM. EXPIRES NO. 170383

Notary public

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

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

Vendor Number	File Date	File Number
7314	10/28/2020	00354803

230.29

Two Hundred Thirty Dollars and 29 cents ******

US BANK
PO BOX 790428
SAINT LOUIS MO 63179-0428

VOID

FILE COPY

NON-NEGOTIABLE

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
09/22/2020	47400/1	PW/MX SUPPLIES	243336	110.02
09/22/2020	47402/1	PW/CLAMPS	243337	39.95
09/23/2020	47410/1	PW/WATER MX SUPPLIES	243338	80.32

Vendor No.	Vendor Name	File No.	File Date	File Amount
7314	US BANK	00354803	10/28/2020	230.29

BAINBRIDGE ISLAND ACE HARDWARE 03732-M
635 High School Road NE
Bainbridge Island, WA 98110-1620

PHONE: (206) 842-9901

Cust No	Job No	Purchase Order	Reference	Terms	Clerk	Date	Time
7633	5	2926	PO # 2926	NET 10TH	129	9/23/20	11:06

Sold To:
CITY OF BAINBRIDGE ISLAND
280 MADISON AVE N

BAINBRIDGE ISL WA 98110-1812

Ship To:
PUBLICWORK

DOC# 47410 /1
TERM#621 **********
* INVOICE *
****

TAX : 101 Bainbridge Island 037

LN#	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
1	6		EA	43693	CLAMP HOSE5/16"-7/8"		6	1.79 /EA	10.74
2	1		EA	1617166	AUTOMOTIVE SQUEEGEE 10"		1	8.99 /EA	8.99
3	3		EA	6013338	MAT FLAIR TAUPE 18X24		3	11.99 /EA	35.97
4	1		EA	10523	BROOM CORN JANITOR ACE		1	17.99 /EA	17.99

V: 5
WO 23267

Approved for Payment: 80.32
Reviewed by:
Approved by: CK
Date: 10/5
Purchase Order#
Org Code: 73411345
Object Code: 531100
Project/Contract#

** AMOUNT CHARGED TO STORE ACCOUNT ** 80.32

TAXABLE	73.69
NON-TAXABLE	0.00
SUBTOTAL	73.69
TAX AMOUNT	6.63
TOTAL AMOUNT	80.32

X _____
Received By

BAINBRIDGE ISLAND ACE HARDWARE 03732-M
635 High School Road NE
Bainbridge Island, WA 98110-1620

PHONE: (206) 842-9901

Cust No	Job No	Purchase Order	Reference	Terms	Clerk	Date	Time
7633	5	2926	PO # 2926	NET 10TH	830	9/22/20	1:34

Sold To:
CITY OF BAINBRIDGE ISLAND
280 MADISON AVE N

BAINBRIDGE ISL WA 98110-1812

Ship To:
PUBLICWORK

DOC# 47402 /1
TERM#621 **********
* INVOICE *
****

TAX : 101 Bainbridge Island 037

LN#	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
1	3		EA	44622	CLAMP HOSE 7/16"TO 1" SS		3	1.59 /EA	4.77
2	4		EA	43911	CLAMP 1/2 TO 1-1/4"SS		4	1.79 /EA	7.16
3	6		EA	43693	CLAMP HOSE5/16"-7/8"		6	1.79 /EA	10.74
4	2		EA	70328	CAP HOSE BRASS		2	6.99 /EA	13.98

V: 5
WO 23267
Approved for Payment: 39.95
Reviewed by:
Approved by: CK
Date: 10/5
Purchase Order #
Org Code: 73411345
Object Code: 531100
Project/Contract #

** AMOUNT CHARGED TO STORE ACCOUNT ** 39.95

TAXABLE	36.65
NON-TAXABLE	0.00
SUBTOTAL	36.65
TAX AMOUNT	3.30
TOTAL AMOUNT	39.95

X _____
Received By

BAINBRIDGE ISLAND ACE HARDWARE 03732-M
635 High School Road NE
Bainbridge Island, WA 98110-1620

PHONE: (206) 842-9901

Cust No	Job No	Purchase Order	Reference	Terms	Clerk	Date	Time
7633	5	2926	PO # 2926	NET 10TH	1219	9/22/20	11:02

Sold To:
CITY OF BAINBRIDGE ISLAND
280 MADISON AVE N

BAINBRIDGE ISL WA 98110-1812

Ship To:
PUBLICWORK

DOC# 47400 /1
TERM#625 **********
* INVOICE *
****

TAX : 101 Bainbridge Island 037

LN#	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
1	1		EA	3311263	TAPE ELEC #35 3/4X66 GRN		1	6.99 /EA	6.99
2	1		EA	4595559	GORILLA TAPE TOUGH&WIDE		1	17.99 /EA	17.99
3	1		EA	3429057	HEAT SHRINK TUBE KIT BLK		1	15.99 /EA	15.99
4	1		EA	3086253	TUBE HEAT SHRNK WTRPF4/0		1	13.99 /EA	13.99
5	1		EA	34384	TAPE ELECTRC LIQ 4OZ BLK		1	8.99 /EA	8.99
6	1		EA	4539417	VALVE BOX W/CVR 14X19BLK		1	36.99 /EA	36.99

V: 5
WO 23694

Approved for Payment: 110.02
Reviewed by:
Approved by:
Date: 10/5
Purchase Order #
Org Code: 73421355
Object Code: 531100
Project/Contract #

** AMOUNT CHARGED TO STORE ACCOUNT ** 110.02

TAXABLE	100.94
NON-TAXABLE	0.00
SUBTOTAL	100.94
TAX AMOUNT	9.08
TOTAL AMOUNT	110.02

X _____
Received By

KELLEY CONNECT

CONTRACT INVOICE

1971 #0

Invoice Number:	IN732548
Invoice Date:	10/2/2020
Account Number:	TA7150
Balance Due:	$1,284.11

Bill To: City Of Bainbridge Island Police Dept
Accounts Payable
625 Winslow Way E
Bainbridge Island, WA 98110-2411

Customer: City Of Bainbridge Island Police Dept
625 Winslow Way E
Bainbridge Island, WA 98110-2411

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
TA7150	20 Days	10/22/2020	$ 1,284.11	**$ 1,284.11**

Invoice Remarks

Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CT18730-01		$ 1,178.08		10/8/2019	10/7/2022

Contract Remarks

Summary:

Contract base rate charge for the 10/8/2020 to 10/7/2021 billing period	$422.40 *
Contract overage charge for the 10/8/2019 to 10/7/2020 overage period	$755.68 **
	$1,178.08

*Sum of equipment base charges **See overage details below

Detail:

Equipment included under this contract

Toshiba/TOS4515AC

Number	Serial Number	Base Charge	Location
71834	CNFJ58750	$422.40	City Of Bainbridge Island Police Dept 625 Winslow Way E Bainbridge Island, WA 98110-2411

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	BW	42	17,967		17,925	40,000	0	0.009600	$0.00
Color	COL	45	14,747		14,702	0	14,702	0.051400	$755.68
									$755.68

Approved for Payment: 1,284.11
Reviewed By:
Approved By:
Date: 10/15/20
Purchase Order#:
Org Code:
Object Code:
Project/Contract #:

5101121 | 548100 642.06
52011212 | 548100 256.82
53011212 | 548100 385.23

Invoice SubTotal	$1,178.08
Tax:	$106.03
Invoice Total	$1,284.11
Balance Due:	**$1,284.11**

POL/ANNUAL MAINTENANCE

****
REMIT PAYMENT TO:
Kelley Connect
22710 72nd Ave S
Kent WA 98032
206-284-9100
****

Payment by credit card may be subject to a 3% surcharge.

Don't want hardcopy invoices? Contact AR@kelleyconnect.com

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
409	10/26/2020	MANL	124	WA ST DEPT OF REVENU	243662	SEP20	09/30/2020		EFT-0920	15,939.00
	Invoice: SEP20						SEP 2020 EXCISE			
					298.12	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					406.06	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					7,023.73	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					7.44	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					826.81	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
					6,583.21	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					720.02	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					10.25	51011211 531100	PD-C/E-ADM-SUPPLIES			
					19.42	53011212 531100	PD-C/E-PATROL SUPPLIES			
					19.42	53011212 531100	PD-C/E-PATROL SUPPLIES			
					10.01	53011212 531100	PD-C/E-PATROL SUPPLIES			
					10.98	53011212 531100	PD-C/E-PATROL SUPPLIES			
					1.40	63470586 531100	CUR PLAN-DEV-ZONING-SUPPLIES			
					2.13	63470586 531100	CUR PLAN-DEV-ZONING-SUPPLIES			
								CHECK	409 TOTAL:	15,939.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 15,939.00

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	15,939.00

*** GRAND TOTAL *** 15,939.00

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 10 319									
APP 401-213000					ACCOUNTS PAYABLE			6,888.77	
10/26/2020	EFT-0920	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				15,939.00
10/26/2020	EFT-0920	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			8,149.81	
10/26/2020	EFT-0920	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			826.81	
10/26/2020	EFT-0920	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			70.08	
10/26/2020	EFT-0920	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			3.53	
10/26/2020	EFT-0920	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			15,939.00	15,939.00
APP 631-130000					DUE TO/FROM CLEARING			15,939.00	
10/26/2020	EFT-0920	EXCISE							
APP 401-130000					DUE TO/FROM CLEARING				6,888.77
10/26/2020	EFT-0920	EXCISE							
APP 402-130000					DUE TO/FROM CLEARING				8,149.81
10/26/2020	EFT-0920	EXCISE							
APP 403-130000					DUE TO/FROM CLEARING				826.81
10/26/2020	EFT-0920	EXCISE							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				70.08
10/26/2020	EFT-0920	EXCISE							
APP 407-130000					DUE TO/FROM CLEARING				3.53
10/26/2020	EFT-0920	EXCISE							
					SYSTEM GENERATED ENTRIES TOTAL			15,939.00	15,939.00
					JOURNAL 2020/10/319 TOTAL			31,878.00	31,878.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 10	319	10/26/2020		
001-130000			GENERAL - DUE TO/FROM CLEARING		70.08
001-213000			GENERAL - ACCOUNTS PAYABLE	70.08	
			FUND TOTAL	70.08	70.08
401 WATER OPERATING FUND	2020 10	319	10/26/2020		
401-130000			DUE TO/FROM CLEARING		6,888.77
401-213000			ACCOUNTS PAYABLE	6,888.77	
			FUND TOTAL	6,888.77	6,888.77
402 SEWER OPERATING FUND	2020 10	319	10/26/2020		
402-130000			DUE TO/FROM CLEARING		8,149.81
402-213000			ACCOUNTS PAYABLE	8,149.81	
			FUND TOTAL	8,149.81	8,149.81
403 STORM & SURFACE WATER FUND	2020 10	319	10/26/2020		
403-130000			DUE TO/FROM CLEARING		826.81
403-213000			ACCOUNTS PAYABLE	826.81	
			FUND TOTAL	826.81	826.81
407 BUILDING & DEVELOPMENT FUND	2020 10	319	10/26/2020		
407-130000			DUE TO/FROM CLEARING		3.53
407-213000			ACCOUNTS PAYABLE	3.53	
			FUND TOTAL	3.53	3.53
631 CLEARING FUND	2020 10	319	10/26/2020		
631-130000			DUE TO/FROM CLEARING	15,939.00	
635-111100			CASH		15,939.00
			FUND TOTAL	15,939.00	15,939.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		70.08
401	WATER OPERATING FUND		6,888.77
402	SEWER OPERATING FUND		8,149.81
403	STORM & SURFACE WATER FUND		826.81
407	BUILDING & DEVELOPMENT FUND		3.53
631	CLEARING FUND	15,939.00	
	TOTAL	15,939.00	15,939.00

** END OF REPORT - Generated by Carrie L. Freitas **

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
410	10/26/2020	MANL	103	CITY OF BAINBRIDGE I	243642	10717OCT20	10/01/2020		ACH-UB10	304.74
	Invoice: 10717OCT20					1270 MADISON				
					304.74	91011722 547500 GG-C/E-LIBRARY-COBI WTR/SWR				
					243643	10727OCT20	10/01/2020		ACH-UB10	3,907.54
	Invoice: 10727OCT20					1270 MADISON				
					3,907.54	91011722 547500 GG-C/E-LIBRARY-COBI WTR/SWR				
					243644	11015OCT20	10/01/2020		ACH-UB10	10,757.40
	Invoice: 11015OCT20					1220 DONALD PL				
					10,757.40	91425358 547500 GG-WWTP-WATER/SEWER				
					243645	11122OCT20	10/01/2020		ACH-UB10	363.75
	Invoice: 11122OCT20					625 WINSLOW WAY				
					363.75	91011215 547500 GG-C/E-PD-COBI WTR/SWR				
					243646	11762OCT20	10/01/2020		ACH-UB10	24.04
	Invoice: 11762OCT20					WINSLOW WAY - DRINKING FNTN				
					24.04	91011768 547500 GG-C/E-PARKS-WTR/SWR				
					243647	11805OCT20	10/01/2020		ACH-UB10	44.46
	Invoice: 11805OCT20					HIGH SCHOOL & MADISON				
					44.46	91011768 547500 GG-C/E-PARKS-WTR/SWR				
					243648	11806OCT20	10/01/2020		ACH-UB10	21.66
	Invoice: 11806OCT20					MADISON & HIGH SCHOOL				
					21.66	91011768 547500 GG-C/E-PARKS-WTR/SWR				
					243649	11982OCT20	10/01/2020		ACH-UB10	959.14
	Invoice: 11982OCT20					280 MADISON AVE N				
					959.14	91011189 547500 GG-C/E-CITY HALL-COBI WTR/SWR				
					243650	11983OCT20	10/01/2020		ACH-UB10	392.50
	Invoice: 11983OCT20					280 MADISON AVE N				
					392.50	91011189 547500 GG-C/E-CITY HALL-COBI WTR/SWR				
					243651	12754OCT20	10/01/2020		ACH-UB10	207.01
	Invoice: 12754OCT20					WINSLOW WAY E				
					207.01	91011768 547500 GG-C/E-PARKS-WTR/SWR				
					243652	12893OCT20	10/01/2020		ACH-UB10	474.76
	Invoice: 12893OCT20					8804 MADISON AVE N				
					474.76	71011183 54750000724 PD/COURT BLDG NON CAP-WTR/SWR				
					243653	12894OCT20	10/01/2020		ACH-UB10	192.74
	Invoice: 12894OCT20					8804 MADISON AVE N				
					192.74	71011183 54750000724 PD/COURT BLDG NON CAP-WTR/SWR				
					243654	13145OCT20	10/01/2020		ACH-UB10	267.67
	Invoice: 13145OCT20					HWY 305-STO				
					267.67	91111262 547500 GG-STREETS-TRAILS-CITY WTR/SWR				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				243655	132270OCT20	10/01/2020		ACH-UB10	52.13
	Invoice: 132270OCT20				OLY DR SE				
				52.13	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			
							CHECK	410 TOTAL:	17,969.54
					NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		17,969.54

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	17,969.54

*** GRAND TOTAL *** 17,969.54

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 10 320									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			6,892.34	
10/26/2020	ACH-UB10	UB			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				17,969.54
10/26/2020	ACH-UB10	UB			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			10,757.40	
10/26/2020	ACH-UB10	UB			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			319.80	
10/26/2020	ACH-UB10	UB			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			17,969.54	17,969.54
APP 631-130000					DUE TO/FROM CLEARING			17,969.54	
10/26/2020	ACH-UB10	UB							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				6,892.34
10/26/2020	ACH-UB10	UB							
APP 402-130000					DUE TO/FROM CLEARING				10,757.40
10/26/2020	ACH-UB10	UB							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				319.80
10/26/2020	ACH-UB10	UB							
					SYSTEM GENERATED ENTRIES TOTAL			17,969.54	17,969.54
					JOURNAL 2020/10/320 TOTAL			35,939.08	35,939.08

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 10	320	10/26/2020		
001-130000			GENERAL - DUE TO/FROM CLEARING		6,892.34
001-213000			GENERAL - ACCOUNTS PAYABLE	6,892.34	
			FUND TOTAL	6,892.34	6,892.34
101 STREET FUND	2020 10	320	10/26/2020		
101-130000			STREETS - DUE TO/FROM CLEARING		319.80
101-213000			STREETS - ACCOUNTS PAYABLE	319.80	
			FUND TOTAL	319.80	319.80
402 SEWER OPERATING FUND	2020 10	320	10/26/2020		
402-130000			DUE TO/FROM CLEARING		10,757.40
402-213000			ACCOUNTS PAYABLE	10,757.40	
			FUND TOTAL	10,757.40	10,757.40
631 CLEARING FUND	2020 10	320	10/26/2020		
631-130000			DUE TO/FROM CLEARING	17,969.54	
635-111100			CASH		17,969.54
			FUND TOTAL	17,969.54	17,969.54

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		6,892.34
101	STREET FUND		319.80
402	SEWER OPERATING FUND		10,757.40
631	CLEARING FUND	17,969.54	
	TOTAL	17,969.54	17,969.54

** END OF REPORT - Generated by Carrie L. Freitas **

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
411	10/26/2020	MANL	969	DEPARTMENT OF LICENS	243656	SEP20 FA-CPL	10/21/2020		ACH-FA10	162.00
Invoice: SEP20 FA-CPL						SEP 2020 CIREARMS: CPL				
					162.00	41654860 586000 GUN PERMIT OUT				
								CHECK	411 TOTAL:	162.00
412	10/26/2020	MANL	969	DEPARTMENT OF LICENS	243657	SEP20 FA: DL	10/21/2020		ACH-FA10	125.00
Invoice: SEP20 FA: DL						SEP2020 FIREARMS: DEALER LIC				
					125.00	41654860 586000 GUN PERMIT OUT				
								CHECK	412 TOTAL:	125.00
						NUMBER OF CHECKS 2		*** CASH ACCOUNT TOTAL ***		287.00

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	2	287.00

*** GRAND TOTAL *** 287.00

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 10 321									
APP 650-213000					ACCOUNTS PAYABLE			287.00	
10/26/2020	ACH-FA10	FA			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				287.00
10/26/2020	ACH-FA10	FA			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			287.00	287.00
APP 631-130000					DUE TO/FROM CLEARING			287.00	
10/26/2020	ACH-FA10	FA							
APP 650-130000					DUE TO/FROM CLEARING				287.00
10/26/2020	ACH-FA10	FA							
					SYSTEM GENERATED ENTRIES TOTAL			287.00	287.00
					JOURNAL 2020/10/321 TOTAL			574.00	574.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2020 10	321	10/26/2020		
631-130000			DUE TO/FROM CLEARING	287.00	
635-111100			CASH		287.00
			FUND TOTAL	287.00	287.00
650 AGENCY FUND	2020 10	321	10/26/2020		
650-130000			DUE TO/FROM CLEARING		287.00
650-213000			ACCOUNTS PAYABLE	287.00	
			FUND TOTAL	287.00	287.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631	CLEARING FUND	287.00	
650	AGENCY FUND		287.00
	TOTAL	287.00	287.00

** END OF REPORT - Generated by Carrie L. Freitas **

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
413	10/30/2020	MANL	124	WA ST DEPT OF REVENU	243663	UCP2020	10/29/2020		ACH UCP	160.33
	Invoice: UCP2020					2020 UNCLAIMED PROPERTY REMITTANCE				
					38.06	411 122100	WATER ACCOUNTS RECEIVABLE			
					55.47	411 122100	WATER ACCOUNTS RECEIVABLE			
					59.01	411 122100	WATER ACCOUNTS RECEIVABLE			
					7.79	411 122100	WATER ACCOUNTS RECEIVABLE			
									CHECK 413 TOTAL:	160.33
						NUMBER OF CHECKS 1			*** CASH ACCOUNT TOTAL ***	160.33

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	160.33

*** GRAND TOTAL *** 160.33

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 10 322									
APP 401-213000					ACCOUNTS PAYABLE			160.33	
10/30/2020	ACH UCP	UCP			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				160.33
10/30/2020	ACH UCP	UCP			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			160.33	160.33
APP 631-130000					DUE TO/FROM CLEARING			160.33	
10/30/2020	ACH UCP	UCP							
APP 401-130000					DUE TO/FROM CLEARING				160.33
10/30/2020	ACH UCP	UCP							
					SYSTEM GENERATED ENTRIES TOTAL			160.33	160.33
					JOURNAL 2020/10/322 TOTAL			320.66	320.66

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION		DEBIT	CREDIT
401 WATER OPERATING FUND	2020 10	322	10/30/2020			
401-130000			DUE TO/FROM CLEARING			160.33
401-213000			ACCOUNTS PAYABLE		160.33	
				FUND TOTAL	160.33	160.33
631 CLEARING FUND	2020 10	322	10/30/2020			
631-130000			DUE TO/FROM CLEARING		160.33	
635-111100			CASH			160.33
				FUND TOTAL	160.33	160.33

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		160.33
631	CLEARING FUND	160.33	
	TOTAL	160.33	160.33

** END OF REPORT - Generated by Carrie L. Freitas **

M102320

10/23/20

10/23/2020 12:04 | CITY OF BAINBRIDGE ISLAND | P 1
bhuish | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354818	10/23/2020	PRTD	1496	KITSAP COUNTY SEWER	243641	DOTSON LOOP #2	10/23/2020		M102320	615.54
Invoice: DOTSON LOOP #2					615.54	73426356 551000	ERU REFUND - 4823&4825, 4835&4837, 4847&4849 SIS-SD#7 PROCESSING CHGS			
							CHECK	354818 TOTAL:		615.54
						NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL ***			615.54

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	615.54

*** GRAND TOTAL *** 615.54

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 10 194									
APP 402-213000					ACCOUNTS PAYABLE			615.54	
10/23/2020	M102320	102320			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				615.54
10/23/2020	M102320	102320			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			615.54	615.54
APP 631-130000					DUE TO/FROM CLEARING			615.54	
10/23/2020	M102320	102320							
APP 402-130000					DUE TO/FROM CLEARING				615.54
10/23/2020	M102320	102320							
					SYSTEM GENERATED ENTRIES TOTAL			615.54	615.54
					JOURNAL 2020/10/194 TOTAL			1,231.08	1,231.08

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION		DEBIT	CREDIT
402 SEWER OPERATING FUND	2020 10	194	10/23/2020			
402-130000			DUE TO/FROM CLEARING			615.54
402-213000			ACCOUNTS PAYABLE		615.54	
				FUND TOTAL	615.54	615.54
631 CLEARING FUND	2020 10	194	10/23/2020			
631-130000			DUE TO/FROM CLEARING		615.54	
635-111100			CASH			615.54
				FUND TOTAL	615.54	615.54

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
402	SEWER OPERATING FUND		615.54
631	CLEARING FUND	615.54	
	TOTAL	615.54	615.54

** END OF REPORT - Generated by Matthew Brigham Huish **

10/28/20

10/28/2020 11:16 | CITY OF BAINBRIDGE ISLAND | P 1
bhuish | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354819	10/28/2020	PRTD	6420	AT&T MOBILITY	243659	287287004732X102020	10/11/2020		M102820	1,481.65
Invoice: 287287004732X102020						POL,IT/WIRELESS CHARGES				
					56.99	91011189 542100	GG-C/E-CITY HALL-PHONE			
					1,424.66	91011215 542100	GG-C/E-PD-PHONE			
								CHECK	354819 TOTAL:	1,481.65
354820	10/28/2020	PRTD	551	CENTURYLINK	243660	6124OCT20	10/16/2020		M102820	58.32
Invoice: 6124OCT20						WEAVER PRV WATER TELEM				
					58.32	91411891 542100	GG-WTR-FAC-PHONE			
								CHECK	354820 TOTAL:	58.32
354821	10/28/2020	PRTD	5271	WASHINGTON WATER SER	243661	4815979187-OCT20	10/20/2020		M102820	152.82
Invoice: 4815979187-OCT20						DECANT FACILITY WATER				
					152.82	91435838 547500	GG-DECANT-WATER/SEWER			
								CHECK	354821 TOTAL:	152.82
						NUMBER OF CHECKS 3		*** CASH ACCOUNT TOTAL ***		1,692.79

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	1,692.79

*** GRAND TOTAL *** 1,692.79

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 10 225									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			1,481.65	
10/28/2020	M102820	102820			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				1,692.79
10/28/2020	M102820	102820			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			58.32	
10/28/2020	M102820	102820			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			152.82	
10/28/2020	M102820	102820			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			1,692.79	1,692.79
APP 631-130000					DUE TO/FROM CLEARING			1,692.79	
10/28/2020	M102820	102820							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				1,481.65
10/28/2020	M102820	102820							
APP 401-130000					DUE TO/FROM CLEARING				58.32
10/28/2020	M102820	102820							
APP 403-130000					DUE TO/FROM CLEARING				152.82
10/28/2020	M102820	102820							
					SYSTEM GENERATED ENTRIES TOTAL			1,692.79	1,692.79
					JOURNAL 2020/10/225 TOTAL			3,385.58	3,385.58

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 10	225	10/28/2020		
001-130000			GENERAL - DUE TO/FROM CLEARING		1,481.65
001-213000			GENERAL - ACCOUNTS PAYABLE	1,481.65	
			FUND TOTAL	1,481.65	1,481.65
401 WATER OPERATING FUND	2020 10	225	10/28/2020		
401-130000			DUE TO/FROM CLEARING		58.32
401-213000			ACCOUNTS PAYABLE	58.32	
			FUND TOTAL	58.32	58.32
403 STORM & SURFACE WATER FUND	2020 10	225	10/28/2020		
403-130000			DUE TO/FROM CLEARING		152.82
403-213000			ACCOUNTS PAYABLE	152.82	
			FUND TOTAL	152.82	152.82
631 CLEARING FUND	2020 10	225	10/28/2020		
631-130000			DUE TO/FROM CLEARING	1,692.79	
635-111100			CASH		1,692.79
			FUND TOTAL	1,692.79	1,692.79

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,481.65
401	WATER OPERATING FUND		58.32
403	STORM & SURFACE WATER FUND		152.82
631	CLEARING FUND	1,692.79	
	TOTAL	1,692.79	1,692.79

** END OF REPORT - Generated by Matthew Brigham Huish **

11/03/2020 12:02 | CITY OF BAINBRIDGE ISLAND | P 1
cfreitas | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354822	11/03/2020	PRTD	7726	AIR MANAGEMENT SOLUT	243741	PAYREQ1FINAL-770	09/29/2020	20200025	M110320	25,983.54
	Invoice: PAYREQ1FINAL-770					2020 HEAT PUMP REPLACEMENTS				
					25,983.54	73011183 54810000770 CH HVAC UPGRADE				
					243742	PAYREQ1FINAL-770RET	09/29/2020	20200026	M110320	2,624.60
	Invoice: PAYREQ1FINAL-770RET					2020 HEAT PUMP RPL-RET				
					2,624.60	73011183 54810000770 CH HVAC UPGRADE				
								CHECK	354822 TOTAL:	28,608.14
354823	11/03/2020	PRTD	8672	ALLSTREAM	243743	17141540	11/01/2020		M110320	791.93
	Invoice: 17141540					CITYWIDE PHN SVCS NOV20				
					791.93	41637891 542100 FIN - ALLOC TELEPHONE				
								CHECK	354823 TOTAL:	791.93
354824	11/03/2020	PRTD	9580	FUMI AMANO	243715	INSTALLMENT#1	10/28/2020		M110320	250.00
	Invoice: INSTALLMENT#1					EX/SHAPE OF MEMORY INST #1				
					250.00	31024759 54110001132 SOMETHING NEW PH3-PROF SVCS				
								CHECK	354824 TOTAL:	250.00
354825	11/03/2020	PRTD	5035	COLUMBIA FORD	243717	3-L2137	09/18/2020	20200009	M110320	42,386.57
	Invoice: 3-L2137					POLICE VEHICLE PURCHASE				
					42,386.57	53011421 66400000970 PD-2019 VEH REPLACEMENT				
					243718	3-L2138	09/18/2020	20200009	M110320	42,386.57
	Invoice: 3-L2138					POLICE VEHICLE PURCHASE				
					42,386.57	53011421 66400000970 PD-2019 VEH REPLACEMENT				
								CHECK	354825 TOTAL:	84,773.14
354826	11/03/2020	PRTD	8646	ISLAND HANDS	243719	1498	10/14/2020		M110320	13,665.11
	Invoice: 1498					2020-2023 JANITORIAL CONTRACT				
					13,255.16	73011183 54110000269 JANITORIAL CONTRACT-PRO SVCS				
					409.95	73425358 54110000269 JANITORIAL CONTRACT-PRO SVCS				
								CHECK	354826 TOTAL:	13,665.11
354827	11/03/2020	PRTD	8946	LINDA J. MCJUNKIN, L	243720	INSTALLMENT#1	10/28/2020		M110320	250.00
	Invoice: INSTALLMENT#1					EX/FOSSIL III INST #1				
					250.00	31024759 54110001132 SOMETHING NEW PH3-PROF SVCS				
								CHECK	354827 TOTAL:	250.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354828	11/03/2020	PRTD	6927	PETREK, CATHERINE	234103	80370	09/09/2019		M110320	219.40
	Invoice: 80370						UB 11171 1076 ALEXANDER PLACE NE			
						219.40 411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	354828 TOTAL:	219.40
354829	11/03/2020	PRTD	9581	ABRAHAM F SINGER	243721	INSTALLMENT#1	10/28/2020		M110320	250.00
	Invoice: INSTALLMENT#1						EX/REFLECTION INST #1			
						250.00 31024759 54110001132	SOMETHING NEW PH3-PROF SVCS			
								CHECK	354829 TOTAL:	250.00
354830	11/03/2020	PRTD	9583	JAMES A. SMITH JR. &	243722	SETTLEMENT	09/23/2020		M110320	9,385.18
	Invoice: SETTLEMENT						DRIVEWAY DRAINAGE SETTLEMENT			
						9,385.18 72431831 549400	ENG-SSWM ADM-SETTLEMENTS			
								CHECK	354830 TOTAL:	9,385.18
354831	11/03/2020	PRTD	176	WA ST DEPT OF LABOR	243723	2020-Q3	10/31/2020		M110320	61.43
	Invoice: 2020-Q3						Q3 2020 VOLUNTEER HOURS			
						61.60 31011256 520000	EX-GF-EMERG PREP-BEN			
						-.17 91011176 520000	GG-C/E-WORKERS COMP SVC-ADMIN			
								CHECK	354831 TOTAL:	61.43
						NUMBER OF CHECKS 10		*** CASH ACCOUNT TOTAL ***		138,254.33

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	10	138,254.33

*** GRAND TOTAL *** 138,254.33

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 11 8									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			127,447.87	
11/03/2020 M110320		110320			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				138,254.33
11/03/2020 M110320		110320			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			791.93	
11/03/2020 M110320		110320			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			409.95	
11/03/2020 M110320		110320			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			219.40	
11/03/2020 M110320		110320			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			9,385.18	
11/03/2020 M110320		110320			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			138,254.33	138,254.33
APP 631-130000					DUE TO/FROM CLEARING			137,462.40	
11/03/2020 M110320		110320							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				127,447.87
11/03/2020 M110320		110320							
APP 402-130000					DUE TO/FROM CLEARING				409.95
11/03/2020 M110320		110320							
APP 401-130000					DUE TO/FROM CLEARING				219.40
11/03/2020 M110320		110320							
APP 403-130000					DUE TO/FROM CLEARING				9,385.18
11/03/2020 M110320		110320							
					SYSTEM GENERATED ENTRIES TOTAL			137,462.40	137,462.40
					JOURNAL 2020/11/8 TOTAL			275,716.73	275,716.73

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 11	8	11/03/2020		
001-130000			GENERAL - DUE TO/FROM CLEARING		127,447.87
001-213000			GENERAL - ACCOUNTS PAYABLE	127,447.87	
			FUND TOTAL	127,447.87	127,447.87
401 WATER OPERATING FUND	2020 11	8	11/03/2020		
401-130000			DUE TO/FROM CLEARING		219.40
401-213000			ACCOUNTS PAYABLE	219.40	
			FUND TOTAL	219.40	219.40
402 SEWER OPERATING FUND	2020 11	8	11/03/2020		
402-130000			DUE TO/FROM CLEARING		409.95
402-213000			ACCOUNTS PAYABLE	409.95	
			FUND TOTAL	409.95	409.95
403 STORM & SURFACE WATER FUND	2020 11	8	11/03/2020		
403-130000			DUE TO/FROM CLEARING		9,385.18
403-213000			ACCOUNTS PAYABLE	9,385.18	
			FUND TOTAL	9,385.18	9,385.18
631 CLEARING FUND	2020 11	8	11/03/2020		
631-130000			DUE TO/FROM CLEARING	137,462.40	
631-213000			ACCOUNTS PAYABLE	791.93	
635-111100			CASH		138,254.33
			FUND TOTAL	138,254.33	138,254.33

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		127,447.87
401	WATER OPERATING FUND		219.40
402	SEWER OPERATING FUND		409.95
403	STORM & SURFACE WATER FUND		9,385.18
631	CLEARING FUND	137,462.40	
	TOTAL	137,462.40	137,462.40

** END OF REPORT - Generated by Carrie L. Freitas **

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354832	11/04/2020	PRTD	551	CENTURYLINK	243889	0399OCT20	10/23/2020		M110420	2,922.40
	Invoice: 0399OCT20						CITYWIDE TELEMETRY & FAX SVC			
					1,557.37	91425358 542100	GG-WWTP-TELEPHONE/FAX			
					775.31	91411891 542100	GG-WTR-FAC-PHONE			
					76.45	91011755 542100	GG-C/E-COMMONS-PHONE			
					155.62	91011189 542100	GG-C/E-CITY HALL-PHONE			
					223.88	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					74.12	91011255 542100	GG-C/E-COURT BLDG-PHONE			
					59.65	91011215 542100	GG-C/E-PD-PHONE			
							CHECK	354832 TOTAL:		2,922.40
354833	11/04/2020	PRTD	6714	TOSHIBA FINANCIAL SE	243884	27992095	10/14/2020		M110420	246.65
	Invoice: 27992095						PW/COPIER LEASE			
					246.65	73637891 545000	RENTS & LEASES - OPERATING			
					243885	28042759	10/22/2020		M110420	188.58
	Invoice: 28042759						CRT/COPIER LEASE			
					188.58	21011125 545000	COURT - RENTS & LEASES - OPER			
							CHECK	354833 TOTAL:		435.23
						NUMBER OF CHECKS 2	*** CASH ACCOUNT TOTAL ***			3,357.63

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	3,357.63

*** GRAND TOTAL *** 3,357.63

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 11 24									
APP 402-213000					ACCOUNTS PAYABLE			1,557.37	
11/04/2020 M110420		110420			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				3,357.63
11/04/2020 M110420		110420			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			775.31	
11/04/2020 M110420		110420			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			778.30	
11/04/2020 M110420		110420			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			246.65	
11/04/2020 M110420		110420			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			3,357.63	3,357.63
APP 631-130000					DUE TO/FROM CLEARING			3,110.98	
11/04/2020 M110420		110420							
APP 402-130000					DUE TO/FROM CLEARING				1,557.37
11/04/2020 M110420		110420							
APP 401-130000					DUE TO/FROM CLEARING				775.31
11/04/2020 M110420		110420							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				778.30
11/04/2020 M110420		110420							
					SYSTEM GENERATED ENTRIES TOTAL			3,110.98	3,110.98
					JOURNAL 2020/11/24 TOTAL			6,468.61	6,468.61

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 11	24	11/04/2020		
001-130000			GENERAL - DUE TO/FROM CLEARING		778.30
001-213000			GENERAL - ACCOUNTS PAYABLE	778.30	
			FUND TOTAL	778.30	778.30
401 WATER OPERATING FUND	2020 11	24	11/04/2020		
401-130000			DUE TO/FROM CLEARING		775.31
401-213000			ACCOUNTS PAYABLE	775.31	
			FUND TOTAL	775.31	775.31
402 SEWER OPERATING FUND	2020 11	24	11/04/2020		
402-130000			DUE TO/FROM CLEARING		1,557.37
402-213000			ACCOUNTS PAYABLE	1,557.37	
			FUND TOTAL	1,557.37	1,557.37
631 CLEARING FUND	2020 11	24	11/04/2020		
631-130000			DUE TO/FROM CLEARING	3,110.98	
631-213000			ACCOUNTS PAYABLE	246.65	
635-111100			CASH		3,357.63
			FUND TOTAL	3,357.63	3,357.63

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		778.30
401	WATER OPERATING FUND		775.31
402	SEWER OPERATING FUND		1,557.37
631	CLEARING FUND	3,110.98	
	TOTAL	3,110.98	3,110.98

** END OF REPORT - Generated by Carrie L. Freitas **

11/04/2020 12:01 | CITY OF BAINBRIDGE ISLAND | P 1
cfreitas | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
354834	11/12/2020	PRTD	5	ACE HARDWARE	243664	47411/1	09/23/2020		11/08/20	3.36
Invoice: 47411/1							PW/FASTENERS			
					3.36	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					243665	47490/1	10/12/2020		11/08/20	53.86
Invoice: 47490/1							PW/CLAMPS, FASTENERS, BUCKETS			
					53.86	73425358 531100	O&M-WWTP-SUPPLIES			
					243666	47505/1	10/13/2020		11/08/20	71.20
Invoice: 47505/1							PW/WYATT WAY SUPPLIES			
					71.20	73413434 63110000708	WYATT-MAD TO LOVELL-WTR-SUPPLY			
					243667	74544/1	10/21/2020		11/08/20	74.09
Invoice: 74544/1							PW/GRASS SEED, PEAT MOSS			
					74.09	73111261 531100	OFFICE SUPPLIES			
					243668	47553/1	10/22/2020		11/08/20	31.18
Invoice: 47553/1							PW/PLUMBING SUPPLIES			
					31.18	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					243745	47400/1	09/22/2020		11/08/20	110.02
Invoice: 47400/1							PW/LS MX SUPPLIES			
					110.02	73421355 531100	WIN COLL-SUPPLIES			
					243746	47402/1	09/22/2020		11/08/20	39.95
Invoice: 47402/1							PW/CLAMP HOSES			
					39.95	73411345 531100	OFFICE SUPPLIES			
					243747	47410/1	09/23/2020		11/08/20	80.32
Invoice: 47410/1							PW/HOSES, SQUEEGEE, BROOM			
					80.32	73411345 531100	OFFICE SUPPLIES			
							CHECK	354834 TOTAL:		463.98
354835	11/12/2020	PRTD	1030	SUNBELT RENTALS	243842	106911438-0001	10/23/2020		11/08/20	791.72
Invoice: 106911438-0001							PW/COMPRESSOR			
					791.72	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
							CHECK	354835 TOTAL:		791.72
354836	11/12/2020	PRTD	863	INTERSTATE BATTERIES	243767	22064035	10/06/2020		11/08/20	528.43
Invoice: 22064035							PW,POL/BATTERIES			
					142.73	53011212 531100	PD-C/E-PATROL SUPPLIES			
					192.85	73111423 531100	OFFICE SUPPLIES			
					192.85	73111427 531100	OFFICE SUPPLIES			
					243768	22064236	10/22/2020		11/08/20	142.75
Invoice: 22064236							PW/BATTERY			
					142.75	73011151 531100	O&M-C/E-PD FLEET-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK	354836 TOTAL:		671.18
354837	11/12/2020	PRTD	7994	PENINSULA SERVICES	243669	95872	09/30/2020		11/08/20	64.00
	Invoice: 95872						POL/MOBILE SHREDDING			
					64.00	51011211 541100	PD-C/E-ADM-PROF SVCS			
							CHECK	354837 TOTAL:		64.00
354838	11/12/2020	PRTD	4710	ASSOCIATED PETROLEU	243670	0254304-IN	10/02/2020		11/08/20	1,258.55
	Invoice: 0254304-IN						PW/600 GAL UNLEADED			
					1,258.55	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					243671	0255104-IN	10/01/2020		11/08/20	1,290.53
	Invoice: 0255104-IN						PW/760 GAL DIESEL			
					1,290.53	73638893 532000	O&M-FUEL USE-ALLOCATION			
					243673	0255108-IN	10/01/2020		11/08/20	-3,835.92
	Invoice: 0255108-IN						PW/PUMPED OUT MIXED PRODUCT			
					-1,145.87	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					-2,690.05	73638893 532000	O&M-FUEL USE-ALLOCATION			
					243674	0255250-IN	10/06/2020		11/08/20	761.94
	Invoice: 0255250-IN						PW/341 GAL UNLEADED			
					761.94	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					243675	0256255-IN	10/08/2020		11/08/20	342.55
	Invoice: 0256255-IN						PW/150 GAL DIESEL			
					342.55	73638893 532000	O&M-FUEL USE-ALLOCATION			
					243676	0258011-IN	10/13/2020		11/08/20	722.07
	Invoice: 0258011-IN						PW/375 GAL UNLEADED			
					722.07	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					243677	0258010-IN	10/13/2020		11/08/20	428.09
	Invoice: 0258010-IN						PW/200 GAL DIESEL			
					428.09	73638893 532000	O&M-FUEL USE-ALLOCATION			
					243678	025768-IN	10/15/2020		11/08/20	401.38
	Invoice: 025768-IN						PW/177.4 GAL DIESEL			
					401.38	73638893 532000	O&M-FUEL USE-ALLOCATION			
					243679	0256256-IN	10/08/2020		11/08/20	389.07
	Invoice: 0256256-IN						PW/200 GAL UNLEADED			
					389.07	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					243680	0258769-IN	10/15/2020		11/08/20	220.91
	Invoice: 0258769-IN						PW/115 GAL UNLEADED			
					220.91	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					243681	0260402-IN	10/20/2020		11/08/20	202.74

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: 0260402-IN						PW/66.8 GAL DIESEL			
						202.74 73638893 532000	O&M-FUEL USE-ALLOCATION			
					243682	0260403-IN	10/20/2020	11/08/20		292.75
	Invoice: 0260403-IN						PW/150 UNLEADED			
						292.75 73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
								CHECK 354838 TOTAL:		2,474.66
354839	11/12/2020	PRTD	7821	AUS WEST LOCKBOX	243683	1991945557	10/08/2020	11/08/20		60.58
	Invoice: 1991945557						PW/LAUNDRY SERVICE			
						60.58 73638893 589310	LAUNDRY SERVICES			
					243684	1991954851	10/15/2020	11/08/20		60.58
	Invoice: 1991954851						PW/LAUNDRY SERVICE			
						60.58 73638893 589310	LAUNDRY SERVICES			
					243685	1991964109	10/22/2020	11/08/20		60.58
	Invoice: 1991964109						PW/LAUNDRY SERVICE			
						60.58 73638893 589310	LAUNDRY SERVICES			
								CHECK 354839 TOTAL:		181.74
354840	11/12/2020	PRTD	2138	ASPECT CONSULTING LL	243686	38747	10/20/2020	11/08/20		606.58
	Invoice: 38747						SUYEMATSU SOIL & GROUNDWATER I			
						606.58 73011317 54110000812	SUYEMATSU FUEL RMV - PROF SVC			
					243725	38647	10/29/2020	11/08/20		8,684.21
	Invoice: 38647						VINCENT LANDFILL MANGANESE INV			
						8,684.21 73011370 54110000261	VINCENT RD DUMP-PROF SVCS			
								CHECK 354840 TOTAL:		9,290.79
354841	11/12/2020	PRTD	4365	AUTOMATIC FUNDS TRAN	243687	118263	10/01/2020	11/08/20		748.91
	Invoice: 118263						FIN/STATEMENT PREP & MAIL			
						374.45 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
						374.46 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					243688	118428	10/09/2020	11/08/20		7.80
	Invoice: 118428						FIN/FINAL BILL: PRINT & MAIL			
						3.90 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
						3.90 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
								CHECK 354841 TOTAL:		756.71
354842	11/12/2020	PRTD	4861	AXON ENTERPRISE, INC	243691	SI-1690887	10/15/2020	11/08/20		19,597.20
	Invoice: SI-1690887						POL/EVIDENCE.COM YR 3			
						7,602.84 53011212 54850000956	AXON CAMERA SYSTEMS-MAINT			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					11,994.36	53011212 53510000956	AXON CAMERA SYSTEMS-SOFTWARE			
								CHECK	354842 TOTAL:	19,597.20
354843	11/12/2020	PRTD	9542	BACKFLOWS NORTHWEST,	243692	PAYREQ2-510	10/20/2020		11/08/20	5,374.55
Invoice: PAYREQ2-510							2020 BACKFLOW TESTING CONTRACT			
					5,374.55	73411349 54110000510	BACKFLOW TEST-PRO SVCS			
								CHECK	354843 TOTAL:	5,374.55
354844	11/12/2020	PRTD	5412	BENEFIT ADMINISTRATI	243694	2010509	10/26/2020		11/08/20	247.50
Invoice: 2010509							HSA/FSA BENEFIT SVCS			
					27.23	21011125 520000	COURT - BENEFITS			
					44.55	31011131 520000	EX-GF-BEN			
					39.60	41011141 520000	FIN - C/E ADMIN BENEFITS			
					27.23	51011211 520000	PD-C/E ADMIN-BENEFITS			
					22.28	61011581 520000	PCD - C/E ADMIN BENEFITS			
					79.20	71011321 520000	PW - C/E BENEFITS			
					7.41	81011881 520000	IT - C/E ADMIN BENEFITS			
								CHECK	354844 TOTAL:	247.50
354845	11/12/2020	PRTD	50	BAINBRIDGE ISLAND EL	243695	20200073	10/23/2020		11/08/20	174.40
Invoice: 20200073							PW/PRESSURE SWITCH INSTALL			
					174.40	73011897 54810001081	FIRE SPRINK/ALARM REPAIR-PWY			
								CHECK	354845 TOTAL:	174.40
354846	11/12/2020	PRTD	7183	BI SPECIAL NEEDS FOU	243697	2652	08/29/2020		11/08/20	4,000.00
Invoice: 2652							2019-20 COMMUNITY SERVICES FUN			
					4,000.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME			
					243698	2655	10/23/2020		11/08/20	4,000.00
Invoice: 2655							2019-20 COMMUNITY SERVICES FUN			
					4,000.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME			
								CHECK	354846 TOTAL:	8,000.00
354847	11/12/2020	PRTD	567	BAINBRIDGE ISLAND DO	243699	SOS102620	10/26/2020		11/08/20	7,163.99
Invoice: SOS102620							SOS PROGRAM REQUEST			
					7,163.99	31011573 54110001069	COVID19-TOURISM-PROF SVCS			
								CHECK	354847 TOTAL:	7,163.99

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354848	11/12/2020	PRTD	9262	BOULDER PARK INC	243700	3369	10/12/2020		11/08/20	6,603.02
	Invoice: 3369						BOIDOLIDS MANAGEMENT/DISPOSAL			
					6,603.02	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
							CHECK	354848	TOTAL:	6,603.02
354849	11/12/2020	PRTD	5016	BAINBRIDGE ISLAND BO	243701	Q22020	07/14/2020		11/08/20	8,750.00
	Invoice: Q22020						2019-20 COMMUNITY SERVICES FUN			
					8,750.00	31017540 54110000297	EX-BI CHILD CARE/B&G CLUB			
					243748	Q32020	10/14/2020		11/08/20	5,750.00
	Invoice: Q32020						2019-20 COMMUNITY SERVICES FUN			
					5,750.00	31017540 54110000297	EX-BI CHILD CARE/B&G CLUB			
							CHECK	354849	TOTAL:	14,500.00
354850	11/12/2020	PRTD	8595	BRUCE TITUS FORD, IN	243702	67102892	10/21/2020		11/08/20	782.23
	Invoice: 67102892						PW/FLUID LEAK DX			
					782.23	73011581 531100	O&M-C/E-PCD VEH WORK-SUPPLIES			
					243703	67102277	10/01/2020		11/08/20	855.54
	Invoice: 67102277						PW/VEH MX			
					427.77	73111423 548100	REPAIRS & MAINTENANCE			
					427.77	73111427 548100	O&M-ACCESS RDSIDE R&M			
							CHECK	354850	TOTAL:	1,637.77
354851	11/12/2020	PRTD	360	BUILDERS FIRSTSOURCE	243704	82307757	10/28/2020		11/08/20	19.72
	Invoice: 82307757						PW/HAMMER BIT, ANCHOR LINE			
					19.72	73111262 531100	O&M-RDS-TRAILS-SUPPLIES			
							CHECK	354851	TOTAL:	19.72
354852	11/12/2020	PRTD	1052	CANON FINANCIAL SERV	243726	22031908	10/13/2020		11/08/20	965.24
	Invoice: 22031908						IT/OCE-PLOTTER LEASE PAYMENT			
					965.24	81011881 545000	IT - C/E RENTS & LEASES			
							CHECK	354852	TOTAL:	965.24
354853	11/12/2020	PRTD	9410	MARY C ANGELL	243705	1042	10/14/2020		11/08/20	100.00
	Invoice: 1042						EX/TRAINING: CR, AL			
					100.00	31011252 44341001069	COVID19-TRAINING			
							CHECK	354853	TOTAL:	100.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
354854	11/12/2020	PRTD	2495	CH2O INTERNATIONAL	243706	298368	08/13/2020		11/08/20	109.00
	Invoice: 298368						PW/SVC VISIT			
					109.00	73011897 548100	O&M-C/E-PWYD FAC-REPAIRS			
					243708	298369	08/13/2020		11/08/20	245.25
	Invoice: 298369						PW/SVC VISIT			
					245.25	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
							CHECK	354854 TOTAL:		354.25
354855	11/12/2020	PRTD	103	CITY OF BAINBRIDGE I	243749	22000572	11/01/2020		11/08/20	159.70
	Invoice: 22000572						BACKFLOW @ WFP			
					159.70	41141 34345800510	BACKFLOW TEST-CUST FEES			
					243750	22000584	11/02/2020		11/08/20	143.93
	Invoice: 22000584						OCT 2020 SANDS WELL			
					28.68	73111290 547500	O&M-STREET-ADM OH-CITY WTR/SWR			
					30.77	73411345 547500	O&M-WTR MAINT-CITY WTR/SWR			
					38.07	73421355 547500	O&M-SWR-CITY WATER/SEWER BILL			
					46.41	73431835 547500	O&M-SSWM MAINT-CITY WTR/SWR			
							CHECK	354855 TOTAL:		303.63
354856	11/12/2020	PRTD	104	CITY OF BREMERTON	243709	BPD0002626	10/14/2020		11/08/20	200.00
	Invoice: BPD0002626						POL/RANGE RENTAL			
					200.00	53011212 545000	POLICE - C/E PATROL RENTS			
							CHECK	354856 TOTAL:		200.00
354857	11/12/2020	PRTD	8435	COATES DESIGN INC	243752	124501	10/20/2020		11/08/20	114,553.87
	Invoice: 124501						DESIGN SERVICES-POLICE & COURT			
					114,553.87	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
							CHECK	354857 TOTAL:		114,553.87
354858	11/12/2020	PRTD	5035	COLUMBIA FORD	243815	3-L2136	10/23/2020	20200009	11/08/20	42,061.37
	Invoice: 3-L2136						POLICE VEHICLES PURCHASE			
					42,061.37	53011421 66400000970	PD-2019 VEH REPLACEMENT			
							CHECK	354858 TOTAL:		42,061.37
354859	11/12/2020	PRTD	6920	COMCAST	243710	NOV20	10/20/2020		11/08/20	11.28
	Invoice: NOV20						POL/HD CONVERTER BOX			
					11.28	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	354859 TOTAL:		11.28
354860	11/12/2020	PRTD	8111	COMMUNITY SOLAR SOLU	243753	SEP20	09/30/2020		11/08/20	148.80
	Invoice: SEP20					SEP20 SOLAR NET METERING LESS INS COST				
						148.80 91011189 54500000627 CH SOLAR-NET METERING PYMTS				
							CHECK	354860 TOTAL:		148.80
354861	11/12/2020	PRTD	142	COPIERS NORTHWEST IN	243711	INV2171376	07/22/2020		11/08/20	479.15
	Invoice: INV2171376					EX,FIN/COPIER OVERAGE				
						239.57 31011131 545000 EX-GF-RENTS & LEASES				
						239.58 41011141 545000 FIN - C/E ADMIN RENTS & LEASES				
					243712	INV2211565	10/22/2020		11/08/20	526.70
	Invoice: INV2211565					EX,FIN/COPIER OVERAGE				
						263.35 31011131 545000 EX-GF-RENTS & LEASES				
						263.35 41011141 545000 FIN - C/E ADMIN RENTS & LEASES				
							CHECK	354861 TOTAL:		1,005.85
354862	11/12/2020	PRTD	9274	DOUGLAS CRIST	243754	11.3.20	11/03/2020		11/08/20	100.00
	Invoice: 11.3.20					EX/PHOTOGRAPHY SVCS				
						100.00 31011572 54110001069 COVID19-PROF SVCS				
							CHECK	354862 TOTAL:		100.00
354863	11/12/2020	PRTD	5132	CRYSTAL SPRINGS	243713	5228674 102120	10/21/2020		11/08/20	16.63
	Invoice: 5228674 102120					CRT/WATER SERVICE				
						16.63 21011125 531100 COURT - SUPPLIES				
							CHECK	354863 TOTAL:		16.63
354864	11/12/2020	PRTD	6363	LN CURTIS & SONS	243714	INV430518	10/09/2020		11/08/20	50.58
	Invoice: INV430518					POL/K9 PATCHES: ZB				
						50.58 53011212 520000 POLICE - C/E PATROL BENEFITS				
					243727	INV432968	10/20/2020		11/08/20	234.35
	Invoice: INV432968					POL/CARRIER: MARTINEZ				
						234.35 53011212 520000 POLICE - C/E PATROL BENEFITS				
					243728	INV433645	10/21/2020		11/08/20	678.31
	Invoice: INV433645					POL/UNIFORM PANTS, JACKET: MD				
						678.31 53011212 520000 POLICE - C/E PATROL BENEFITS				
							CHECK	354864 TOTAL:		963.24

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354865	11/12/2020	PRTD	2219	DELL MARKETING LP	243729	10424515273	09/16/2020		11/08/20	4,392.26
	Invoice: 10424515273						IT/RUGGED LAPTOP FOR AH			
					4,392.26	81011252 53550001069	COVID19-COMPUTER HARDWARE			
							CHECK	354865 TOTAL:		4,392.26
354866	11/12/2020	PRTD	7357	THE DOCTORS CLINIC	243730	OMF6 SEP20	10/15/2020		11/08/20	75.00
	Invoice: OMF6 SEP20						POL/OCC HEALTH SCREENING			
					75.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
							CHECK	354866 TOTAL:		75.00
354867	11/12/2020	PRTD	672	DSC INC	243731	100631	10/07/2020		11/08/20	100.63
	Invoice: 100631						PW/GAUGE, REGULATOR			
					100.63	73011483 531100	O&M-GF-MECH SHOP-SUPPLIES			
							CHECK	354867 TOTAL:		100.63
354868	11/12/2020	PRTD	5781	EXTERMINATION SERVIC	243732	36186	09/30/2020		11/08/20	93.74
	Invoice: 36186						PW/POL DEPT EXTERM SVCS			
					93.74	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
					243733	36576	10/21/2020		11/08/20	256.15
	Invoice: 36576						PW/ANT TREATMENT SVCS			
					256.15	73011897 548100	O&M-C/E-PWYD FAC-REPAIRS			
							CHECK	354868 TOTAL:		349.89
354869	11/12/2020	PRTD	1953	FERGUSON ENTERPRISES	243734	0925384	10/05/2020		11/08/20	26.56
	Invoice: 0925384						PW/DUCT TAPE, PVC PIPE			
					26.56	73425358 531100	O&M-WWTP-SUPPLIES			
					243735	SC48000	09/30/2020		11/08/20	56.52
	Invoice: SC48000						PW/SEPT SVC CHARGE			
					56.52	73011189 549900	O&M-C/E-FAC-MISC			
							CHECK	354869 TOTAL:		83.08
354870	11/12/2020	PRTD	6940	FREMONT ANALYTICAL	243736	2010284	10/23/2020		11/08/20	740.00
	Invoice: 2010284						CHEM/BIO & TECH SUPPORT SERVIC			
					740.00	72011322 54110000485	GROUNDWTR MNGT PRGM-PROF SVCS			
							CHECK	354870 TOTAL:		740.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
354871	11/12/2020	PRTD	513	GRAINGER	243737	9648356328	09/10/2020		11/08/20	358.88
	Invoice: 9648356328						PW/SWITCHES			
					358.88	73411345 531100	OFFICE SUPPLIES			
					243738	9663499748	09/24/2020		11/08/20	1,749.44
	Invoice: 9663499748						PW/GLOVES			
					583.14	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
					583.15	73421355 531100	WIN COLL-SUPPLIES			
					583.15	73431835 531100	OFFICE SUPPLIES			
					243739	9679669201	10/09/2020		11/08/20	250.70
	Invoice: 9679669201						PW/GRATING			
					250.70	73425358 531100	O&M-WWTP-SUPPLIES			
					243755	9685166622	10/15/2020		11/08/20	910.78
	Invoice: 9685166622						PW/WWTP SUPPLIES			
					910.78	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	354871 TOTAL:		3,269.80
354872	11/12/2020	PRTD	8374	HEARING ADVANTAGE, I	243756	7567	03/11/2020		11/08/20	70.00
	Invoice: 7567						HR/OCC HEALTH TESTING: HEARING			
					70.00	33011161 541100	HR-C/E-PROF SVCS			
							CHECK	354872 TOTAL:		70.00
354873	11/12/2020	PRTD	7860	HIGHWAY SPECIALTIES,	243758	2010778	10/23/2020		11/08/20	1,635.00
	Invoice: 2010778						EX/MESSAGE BOARD RENTAL			
					1,635.00	31011572 54500001069	COVID19-RENTS/LEASES			
							CHECK	354873 TOTAL:		1,635.00
354874	11/12/2020	PRTD	4850	HOME DEPOT CREDIT SE	243759	1902476	10/13/2020		11/08/20	401.12
	Invoice: 1902476						PW/EXTENSION LADDER			
					401.12	73425358 531100	O&M-WWTP-SUPPLIES			
					243760	2023612	09/22/2020		11/08/20	129.71
	Invoice: 2023612						PW/DRILL			
					129.71	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					243761	5024595	09/29/2020		11/08/20	98.60
	Invoice: 5024595						PW/QUICKRETE			
					98.60	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					243762	5104765	10/09/2020		11/08/20	837.12
	Invoice: 5104765						PW/AIR COMPRESSOR, DRILL			
					837.12	73425358 531100	O&M-WWTP-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					243763	5625728	10/19/2020		11/08/20	97.01
	Invoice: 5625728						PW/HAMMER DRILL			
					97.01	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	354874 TOTAL:		1,563.56
354875	11/12/2020	PRTD	268	HOUSING RESOURCES BO	243764	7728	09/30/2020		11/08/20	2,019.09
	Invoice: 7728						2019-20 COMMUNITY SERVICES FUN			
					2,019.09	31017592 54130600297	HOMESHARE/HOME FINDING			
					243765	7729	09/30/2020		11/08/20	12,674.51
	Invoice: 7729						2019-20 COMMUNITY SERVICES FUN			
					12,674.51	31017592 54130100297	INDEPENDENT LIVING PRGM			
							CHECK	354875 TOTAL:		14,693.60
354876	11/12/2020	PRTD	2501	INTERNATIONAL CODE C	243766	1001244139	09/23/2020		11/08/20	42.51
	Invoice: 1001244139						PCD/EC-97' UNIF ADMIN CODE PDF			
					42.51	62471591 549100	BLDG - BLDG DUES/SUBSCRIPTIONS			
							CHECK	354876 TOTAL:		42.51
354877	11/12/2020	PRTD	8646	ISLAND HANDS	243769	1496	10/14/2020		11/08/20	8,208.00
	Invoice: 1496						EMERGENCY JANITORIAL- COVID-19			
					7,961.76	73011183 54810101069	COVID19-EXTRA JANITORIAL			
					246.24	73425358 54810101069	COVID19-SWR-EXTRA JANITORIAL			
							CHECK	354877 TOTAL:		8,208.00
354878	11/12/2020	PRTD	1826	JOHNSON CONTROLS FIR	243770	87179213	10/14/2020		11/08/20	318.98
	Invoice: 87179213						PW/FIRE ALARM SVC			
					318.98	73011755 548100	O&M-COMMONS REPAIRS			
							CHECK	354878 TOTAL:		318.98
354879	11/12/2020	PRTD	9577	MCFARLANE ESTEP INC	243771	4553	10/20/2020		11/08/20	1,700.00
	Invoice: 4553						CC/VIDEOCONF TRAINING			
					1,700.00	11011116 443410	COUNCIL - TRAINING			
							CHECK	354879 TOTAL:		1,700.00
354880	11/12/2020	PRTD	9582	KASEYA US LLC	243781	INV0024624097	09/30/2020		11/08/20	15,297.71
	Invoice: INV0024624097						IT/CLOUD BASED BACKUP - CARES			
					15,297.71	81011252 54850001069	COVID19-SOFTWARE MAINT			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK	354880 TOTAL:		15,297.71
354881	11/12/2020	PRTD	2306	KITSAP COUNTY PROSEC	243773	NOV20	11/02/2020		11/08/20	9,554.69
Invoice: NOV20							LEGAL/NOV 2020 PROSEC. SVCS			
					9,554.69	32011521 541112	LGL-OUTSIDE PROSECUTOR			
							CHECK	354881 TOTAL:		9,554.69
354882	11/12/2020	PRTD	4740	KITSAP COUNTY PUBLIC	243783	2819	08/24/2020		11/08/20	916.59
Invoice: 2819							PW/IL AGMNT: FLASHER REMOVAL: BLAKELY-BAKER HILL			
					916.59	73111264 548100	O&M-STREET-TRAF CONTROL-R&M			
							CHECK	354882 TOTAL:		916.59
354883	11/12/2020	PRTD	1971	KELLEY CONNECT	241790	IN661078CR	07/20/2020		11/08/20	-796.29
Invoice: IN661078CR							CRT/VOIDED INV			
					-796.29	21011125 545000	COURT - RENTS & LEASES - OPER			
					241962	INV684509	06/10/2020		11/08/20	84.28
Invoice: INV684509							ENG/COPIER OVERAGE			
					84.28	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
					242902	IN722091	09/10/2020		11/08/20	47.40
Invoice: IN722091							CRT/COPIER OVERAGE			
					47.40	21011125 545000	COURT - RENTS & LEASES - OPER			
					243167	IN732257	10/01/2020		11/08/20	78.29
Invoice: IN732257							PCD/COPIER OVERAGE			
					78.29	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					243168	IN32258	10/01/2020		11/08/20	80.78
Invoice: IN32258							PCD/COPIER OVERAGE			
					80.78	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					243535	IN732548	10/02/2020		11/08/20	1,284.11
Invoice: IN732548							POL/ANNUAL MAINT, OVERAGE			
					642.06	51011211 548100	PD-C/E-ADMIN REPAIRS			
					256.82	52011212 548100	POLICE - C/E INVEST REPAIRS			
					385.23	53011212 548100	POLICE - C/E PATROL MAINTENANC			
					243775	INV722092	09/10/2020		11/08/20	170.73
Invoice: INV722092							ENG/COPIER OVERAGE			
					170.73	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
					243776	INV733392	10/06/2020		11/08/20	2,393.08
Invoice: INV733392							PW/COPIER LEASE AND OVERAGE			
					2,393.08	73637891 545000	RENTS & LEASES - OPERATING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK	354883 TOTAL:	3,342.38
354884	11/12/2020	PRTD	4584	KIDS DISCOVERY MUSEU	243777	Q3-2020	09/30/2020		11/08/20	3,125.00
	Invoice: Q3-2020						2020-21 CULTURAL FUNDING: OPER			
					3,125.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
								CHECK	354884 TOTAL:	3,125.00
354885	11/12/2020	PRTD	8135	MIDWEST MOTOR SUPPLY	243778	8272348	09/30/2020		11/08/20	338.58
	Invoice: 8272348						PW/MX SUPPLIES			
					338.58	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
								CHECK	354885 TOTAL:	338.58
354886	11/12/2020	PRTD	9565	KATHERINE L KIRKLAND	243782	001	11/02/2020		11/08/20	520.00
	Invoice: 001						EX/COBI CONNECTS SVCS			
					520.00	31011572 54110001015	NEWSLETTER-PROF SVCS			
								CHECK	354886 TOTAL:	520.00
354887	11/12/2020	PRTD	315	KITSAP HUMANE SOCIET	243784	1940	10/01/2020		11/08/20	5,936.50
	Invoice: 1940						KITSAP HUMANE SOCIETY ANNUAL C			
					5,936.50	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
								CHECK	354887 TOTAL:	5,936.50
354888	11/12/2020	PRTD	7089	KITSAP SAFETY	243785	15804	10/22/2020		11/08/20	1,539.79
	Invoice: 15804						PW/SAFETY GEAR			
					1,539.79	73637891 531100	OFFICE SUPPLIES			
								CHECK	354888 TOTAL:	1,539.79
354889	11/12/2020	PRTD	309	KITSAP TIRE CENTER I	243787	INV050792	10/27/2020		11/08/20	8.72
	Invoice: INV050792						POL/SCRAP TIRE DISP			
					8.72	53011212 531100	PD-C/E-PATROL SUPPLIES			
								CHECK	354889 TOTAL:	8.72
354890	11/12/2020	PRTD	1851	KRAZAN & ASSOCIATES	243789	J601978-5873	09/30/2020		11/08/20	1,863.50
	Invoice: J601978-5873						WYATT WAY MATERIALS TESTING			
					1,863.50	72321951 64110000708	WYATT-MAD TO LOVELL-ENG/DESIGN			
								CHECK	354890 TOTAL:	1,863.50

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
354891	11/12/2020	PRTD	6577	LAKESIDE INDUSTRIES	243790	139608	10/03/2020		11/08/20	556.03
	Invoice: 139608						PW/6.54 TON SHINE ASPHALT			
						556.03 73111423 531100	OFFICE SUPPLIES			
							CHECK	354891 TOTAL:		556.03
354892	11/12/2020	PRTD	2132	MCKINSTRY CO LLC	243791	10128183	10/06/2020		11/08/20	3,259.10
	Invoice: 10128183						PW/SERVICE REPAIR			
						3,259.10 73011897 54810001081	FIRE SPRINK/ALARM REPAIR-PWY			
							CHECK	354892 TOTAL:		3,259.10
354893	11/12/2020	PRTD	4708	MULTIFORCE SYSTEMS C	243792	919971	10/29/2020		11/08/20	2,163.66
	Invoice: 919971						IT/FUEL FORCE SOFTWARE MX-O&M			
						2,163.66 81011881 535100	IT - C/E COMPUTER SOFTWARE			
							CHECK	354893 TOTAL:		2,163.66
354894	11/12/2020	PRTD	2574	NATIONAL BARRICADE C	243793	287959	08/24/2020		11/08/20	5,920.10
	Invoice: 287959						PW/TRAFFIC SIGNS			
						5,920.10 990 141100	MERCHANDISE			
					243794	288833	10/19/2020		11/08/20	201.09
	Invoice: 288833						PW/ALUMINUM DRIVE RIVETS			
						201.09 73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
							CHECK	354894 TOTAL:		6,121.19
354895	11/12/2020	PRTD	2013	NORTHSTAR CHEMICAL,	243795	177467-T	09/04/2020		11/08/20	78.80
	Invoice: 177467-T						PW/177467 SALES TAX			
						78.80 73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	354895 TOTAL:		78.80
354896	11/12/2020	PRTD	2430	OGDEN MURPHY WALLACE	243796	844273	10/28/2020		11/08/20	36,841.90
	Invoice: 844273						LEGAL/PROF SVCS AUG 2020			
						15,475.70 32470152 54111100893	LIT-CAINION (APA SUP CT)			
						7,411.00 32470152 54111101067	URBAN BAINBRIDGE (GMHB)			
						1,575.00 32470152 54111101078	LIT-WINSLOW HOTEL (SUP CT)			
						661.50 32011152 54111001020	SMALL CELL WIRELESS ORD			
						252.00 32011152 541110	LGL-GF-LEGAL ADVICE			
						1,260.00 91011211 541110	GG-C/E-CIVIL SVC-LEGAL ADVICE			
						5,166.00 32470152 54111100896	LIT-BAINBRIDGE ALLIANCE			
						94.50 32470152 54111100897	PRES RESP SHORE(CT OF APPEALS)			
						189.00 32470152 54111401071	HEX-CENTRAL HIGHLANDS (OMW)			
						5,733.00 32011152 54111000627	LGL-CH SOLAR SYSTEM PURCHASE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					-1,000.00	32011152 54111000627	LGL-CH SOLAR SYSTEM PURCHASE			
					24.20	32011152 541110	LGL-GF-LEGAL ADVICE			
							CHECK	354896	TOTAL:	36,841.90
354897	11/12/2020	PRTD	8954	ONE WAY BACKFLOW TES	243797	1081	07/20/2020		11/08/20	120.00
	Invoice: 1081						PW/ANNUAL BF TESTING: 3 LOCATIONS			
					120.00	73421355 548100	WIN COLL-R&M			
							CHECK	354897	TOTAL:	120.00
354898	11/12/2020	PRTD	1754	OTIS ELEVATOR COMPAN	243799	100400115046	09/13/2020		11/08/20	2,363.88
	Invoice: 100400115046						PW/Q4 ELEVATOR SVC: CH			
					2,363.88	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
							CHECK	354898	TOTAL:	2,363.88
354899	11/12/2020	PRTD	4129	OWEN EQUIPMENT COMPA	243800	00099175	08/19/2020		11/08/20	31,623.17
	Invoice: 00099175						PW/WATER TANK WELDING			
					31,623.17	73637941 531100	VACTOR R&M-SUPPLIES			
					243801	00099413	10/07/2020		11/08/20	488.32
	Invoice: 00099413						PW/TANK STRAPS			
					488.32	73637941 531100	VACTOR R&M-SUPPLIES			
							CHECK	354899	TOTAL:	32,111.49
354900	11/12/2020	PRTD	6333	PETROCARD INC.	243802	0394251-IN	10/16/2020		11/08/20	1,494.67
	Invoice: 0394251-IN						PW/OIL			
					1,494.67	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	354900	TOTAL:	1,494.67
354901	11/12/2020	PRTD	7153	PORT MADISON ENTERPR	243886	81162	09/02/2020		11/08/20	778.10
	Invoice: 81162						PW/25.1 3/4 CLEAN BASALT			
					778.10	73011319 53110000827	FARM MAINT PROJECTS TBD-SUPPLY			
					243887	81179	09/02/2020		11/08/20	379.13
	Invoice: 81179						PW/12.23 3/4 CLEAN BASALT			
					379.13	73011319 53110000827	FARM MAINT PROJECTS TBD-SUPPLY			
					243888	81170	09/02/2020		11/08/20	382.23
	Invoice: 81170						PW/12.33 3/4 CLEAN BASALT			
					382.23	73011319 53110000827	FARM MAINT PROJECTS TBD-SUPPLY			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK	354901	TOTAL:	1,539.46
354902	11/12/2020	PRTD	9349	PROPANE NORTHWEST	243804	1502309996	10/22/2020		11/08/20	602.03
	Invoice: 1502309996						PW/549.8 GAL PROPANE			
					602.03	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE			
							CHECK	354902	TOTAL:	602.03
354903	11/12/2020	PRTD	9578	RAINIER PETROLEUM CO	243805	601180639	10/21/2020		11/08/20	104.02
	Invoice: 601180639						FIN/B&O FEE REFUND			
					104.02	01131 316100	B&O TAX			
							CHECK	354903	TOTAL:	104.02
354904	11/12/2020	PRTD	7435	RANDY KAN PORTABLE R	243806	1917304	10/08/2020		11/08/20	180.00
	Invoice: 1917304						PW/EAGLE HARBOR CANS			
					180.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			
					243807	1917305	10/08/2020		11/08/20	90.00
	Invoice: 1917305						PW/CREOSOTE CAN			
					90.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			
					243808	1917306	10/08/2020		11/08/20	90.00
	Invoice: 1917306						PW/VINCENT RD CAN			
					90.00	73435838 545000	O&M-DECANT-RENTS			
					243809	1917307	10/08/2020		11/08/20	90.00
	Invoice: 1917307						PW/HIDDEN COVE CAN			
					90.00	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
							CHECK	354904	TOTAL:	450.00
354905	11/12/2020	PRTD	7602	REBECCA DEAN PLLC	243810	1155	11/01/2020		11/08/20	3,647.50
	Invoice: 1155						HR/INVESTIGATIVE SVCS OCT 2020			
					3,647.50	33011161 541100	HR-C/E-PROF SVCS			
							CHECK	354905	TOTAL:	3,647.50
354906	11/12/2020	PRTD	8811	REMOTE MEDICINE INC.	243811	INV-000811	09/12/2020		11/08/20	7,774.42
	Invoice: INV-000811						EX/VIRTUAL WFR RECERT TRNG			
					7,774.42	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
							CHECK	354906	TOTAL:	7,774.42

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354907	11/12/2020	PRTD	2409	RIVER OAKS COMMUNICA	243812	092520	09/25/2020		11/08/20	4,994.75
	Invoice: 092520						LEGAL/COMCAST FRANCHISE			
					4,994.75	32011152 54110001082	COMCAST FRANCHISE RENEWAL			
					243813	102120	10/21/2020		11/08/20	2,146.50
	Invoice: 102120						LEGAL/COMCAST FRANCHISE			
					2,146.50	32011152 54110001082	COMCAST FRANCHISE RENEWAL			
							CHECK	354907 TOTAL:		7,141.25
354908	11/12/2020	PRTD	617	S & B INC	243814	25680A	10/22/2020		11/08/20	812.05
	Invoice: 25680A						PW/FIELD SVC: COMM FAIL			
					812.05	73425358 548100	O&M-WWTP-REPAIRS			
							CHECK	354908 TOTAL:		812.05
354909	11/12/2020	PRTD	6180	SCE INC	243816	2160	11/02/2020		11/08/20	6,946.44
	Invoice: 2160						HIGH SCHOOL RD SAFETY IMPROVEM			
					6,946.44	72321953 64110000966	HS ROAD SAFETY IMPR-PROF SVCS			
							CHECK	354909 TOTAL:		6,946.44
354910	11/12/2020	PRTD	1670	SEATTLE PUMP & EQUIP	243817	215917-1	08/31/2020		11/08/20	997.27
	Invoice: 215917-1						PW/55 GAL ENVIRO-GREEN			
					997.27	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			
					243818	216993-1	10/23/2020		11/08/20	281.70
	Invoice: 216993-1						PW/LEADER HOSES			
					281.70	73421355 531100	WIN COLL-SUPPLIES			
							CHECK	354910 TOTAL:		1,278.97
354911	11/12/2020	PRTD	1488	SETON CONSTRUCTION I	243819	PAYREQ4-708	10/21/2020	20200027	11/08/20	219,166.86
	Invoice: PAYREQ4-708						WYATT WAY RECONSTRUCTION			
					170,093.60	72321953 66300000708	WYATT-MAD TO LOVELL-CONSTR			
					49,073.26	72413434 66300000708	WYATT-MAD TO LOVELL-WTR-CONSTR			
							CHECK	354911 TOTAL:		219,166.86
354912	11/12/2020	PRTD	9584	SILKE COMMUNICATIONS	243820	99916	09/30/2020		11/08/20	699.51
	Invoice: 99916						PW/EOC ANTENNA R&M			
					699.51	73011256 548100	O&M-GF-DIS PREP-REPAIRS			
							CHECK	354912 TOTAL:		699.51

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
354913	11/12/2020	PRTD	2035	SIX ROBBLEES INC	243821	2-740874	09/22/2020		11/08/20	385.29
	Invoice: 2-740874					PW/LED BEACON				
					192.64	73111423 531100	OFFICE SUPPLIES			
					192.65	73111427 531100	OFFICE SUPPLIES			
					243822	2-742202	10/07/2020		11/08/20	375.01
	Invoice: 2-742202					PW/DEX K23-443-00				
					375.01	73111427 531100	OFFICE SUPPLIES			
					243823	2-743505	10/20/2020		11/08/20	168.08
	Invoice: 2-743505					PW/LED LIGHTS				
					168.08	73421355 531100	WIN COLL-SUPPLIES			
							CHECK	354913 TOTAL:		928.38
354914	11/12/2020	PRTD	7173	SKILLINGS CONNOLLY I	243824	12573	11/02/2020		11/08/20	20,225.30
	Invoice: 12573					SPORTSMAN CLUB & NEW BROOKLYN				
					20,225.30	72321953 64110000715	SP CLUB/NB INTERSECTN-DESIGN			
							CHECK	354914 TOTAL:		20,225.30
354915	11/12/2020	PRTD	9566	SMARTSHEET INC.	243825	INV261443	10/22/2020		11/08/20	625.33
	Invoice: INV261443					ENG/LICENSES: AC, JG				
					156.34	72411342 535100	ENG-WTR-SOFTWARE			
					156.33	72421352 535100	ENG-SWR-SOFTWARE			
					156.33	72011322 535100	ENG-GF-SOFTWARE			
					156.33	72431832 535100	ENG-SSWM-SOFTWARE			
							CHECK	354915 TOTAL:		625.33
354916	11/12/2020	PRTD	601	SOUND REPROGRAPHICS	243826	80575	10/21/2020		11/08/20	57.40
	Invoice: 80575					CC/JOIN THE DISC POSTCARDS				
					57.40	11011116 531100	COUNCIL - SUPPLIES			
							CHECK	354916 TOTAL:		57.40
354917	11/12/2020	PRTD	8132	SPECTRA LABORATORIES	243827	20-07306	10/12/2020		11/08/20	1,067.20
	Invoice: 20-07306					PW/TTHM, HAA5 TESTING				
					1,067.20	73411345 54110000391	LAB SVCS-WATER			
					243828	20-07308	10/12/2020		11/08/20	266.80
	Invoice: 20-07308					PW/ROCKAWAY TESTING				
					266.80	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
					243829	20-07307	10/12/2020		11/08/20	266.80
	Invoice: 20-07307					PW/TTHM, HAA5 TESTING				
					266.80	73011897 54110000391	LAB SVCS-PWY FAC			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					243830	20-07394	10/14/2020		11/08/20	62.10
				Invoice: 20-07394			PW/FLOURIDE TESTING			
					62.10	73411345 54110000391	LAB SVCS-WATER			
					243831	20-07395	10/14/2020		11/08/20	63.02
				Invoice: 20-07395			PW/TAYLOR WELL TESTING			
					63.02	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
					243832	20-07592	10/20/2020		11/08/20	169.28
				Invoice: 20-07592			PW/ECOLI TESTING			
					169.28	73411345 54110000391	LAB SVCS-WATER			
					243833	20-07631	10/21/2020		11/08/20	169.28
				Invoice: 20-07631			PW/ECOLI TESTING			
					169.28	73411345 54110000391	LAB SVCS-WATER			
					243834	20-07663	10/26/2020		11/08/20	494.59
				Invoice: 20-07663			PW/HEAD OF BAY, SANDS TESTING			
					494.59	73411345 54110000391	LAB SVCS-WATER			
					243835	20-07665	10/26/2020		11/08/20	257.60
				Invoice: 20-07665			PW/HEAD OF BAY TESTING			
					257.60	73411345 54110000391	LAB SVCS-WATER			
					243836	20-07680	10/26/2020		11/08/20	215.00
				Invoice: 20-07680			PW/NPDES TESTING			
					215.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
					243837	20-07731	10/27/2020		11/08/20	84.64
				Invoice: 20-07731			PW/ECOLI TESTING			
					84.64	73411345 54110000391	LAB SVCS-WATER			
								CHECK	354917 TOTAL:	3,116.31
354918	11/12/2020	PRTD	2467	STAPLES	243838	8059879055	10/03/2020		11/08/20	82.27
				Invoice: 8059879055			PW/OFFICE SUPPLIES			
					82.27	73637891 531100	OFFICE SUPPLIES			
					243839	8059879024	10/03/2020		11/08/20	440.87
				Invoice: 8059879024			EX,FIN,LEGAL/OFFICE SUPPLIES			
					44.45	31011131 531100	EX-GF-SUPPLIES			
					44.45	41011141 531100	FIN - C/E ADMIN SUPPLIES			
					193.94	32011152 531100	LGL-GF-SUPPLIES			
					6.94	31011131 531100	EX-GF-SUPPLIES			
					6.94	41011141 531100	FIN - C/E ADMIN SUPPLIES			
					37.82	31011252 53110001069	COVID19-SUPPLIES			
					37.82	31011252 53110001069	COVID19-SUPPLIES			
					68.51	41011141 531100	FIN - C/E ADMIN SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	354918 TOTAL:		523.14
354919	11/12/2020	PRTD	9358	STRUCTURED COMMUNICA	243840	0208753-IN	10/21/2020		11/08/20	8,212.50
Invoice: 0208753-IN							IT/NETWORK SEC. SETUP & ASSESS			
					8,212.50	81011252 54110001069	IT PROF SVC - COVID-19			
							CHECK	354919 TOTAL:		8,212.50
354920	11/12/2020	PRTD	5730	SUMMIT LAW GROUP	243841	117981	10/21/2020		11/08/20	3,102.00
Invoice: 117981							LEGAL/PROF SVCS			
					627.00	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
					2,475.00	32011152 54111000870	LGL-HR (NON-BARGAINING)			
							CHECK	354920 TOTAL:		3,102.00
354921	11/12/2020	PRTD	8244	THE HOME DEPOT PRO	243843	577456437	10/07/2020		11/08/20	-331.47
Invoice: 577456437							PW/RETURN INCORRECT ITEM ORDERED			
					-331.47	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			
					243844	579595083	10/19/2020		11/08/20	1,176.66
Invoice: 579595083							PW/COMPOST, SPRAYER			
					1,176.66	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			
					243845	579868910	10/20/2020		11/08/20	1,823.30
Invoice: 579868910							PW/BLACK LINER			
					1,823.30	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			
							CHECK	354921 TOTAL:		2,668.49
354922	11/12/2020	PRTD	8243	TILZ	243846	101-29417	09/30/2020		11/08/20	39.90
Invoice: 101-29417							PW/MEDIUM MULCH			
					39.90	73111427 531100	OFFICE SUPPLIES			
							CHECK	354922 TOTAL:		39.90
354923	11/12/2020	PRTD	9579	TRICON COMMERICIAL C	243847	603194606	10/21/2020		11/08/20	65.00
Invoice: 603194606							FIN/B&O FEE REFUND			
					65.00	01132 321901	BUS LIC REV FROM STATE BLS			
							CHECK	354923 TOTAL:		65.00
354924	11/12/2020	PRTD	4139	UNITED RENTALS (NORT	243848	186274473-001	09/23/2020		11/08/20	742.68
Invoice: 186274473-001							PW/PAVEMENT SAW			
					742.68	73011483 531100	O&M-GF-MECH SHOP-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	354924 TOTAL:		742.68
354925	11/12/2020	PRTD	1152	USA BLUE BOOK	243849	365368	09/21/2020		11/08/20	301.05
	Invoice: 365368					PW/WWTP SUPPLIES				
					301.05	73425358 531100	O&M-WWTP-SUPPLIES			
					243850	367047	09/22/2020		11/08/20	-184.81
	Invoice: 367047					PW/RETURN				
					-184.81	73421355 531100	WIN COLL-SUPPLIES			
							CHECK	354925 TOTAL:		116.24
354926	11/12/2020	PRTD	123	DEPARTMENT OF LICENS	243851	184149	11/02/2020		11/08/20	15.00
	Invoice: 184149					FIN/ELECTRONIC NOTARY LIC END				
					15.00	41011252 54910001069	COVID19-DUES/SUBSCR/MEMBERSHIP			
							CHECK	354926 TOTAL:		15.00
354927	11/12/2020	PRTD	952	WA ST PATROL	243879	T2100040	10/21/2020		11/08/20	3,152.56
	Invoice: T2100040					POL/EVOC INSTR CLASS (BS, CK)				
					3,152.56	53011212 443410	POLICE - C/E PATROL TRAINING			
							CHECK	354927 TOTAL:		3,152.56
354928	11/12/2020	PRTD	499	WESTBAY AUTO PARTS I	243852	578617	09/30/2020		11/08/20	6.23
	Invoice: 578617					PW/SPARK PLUGS				
					6.23	990 141100	MERCHANDISE			
					243853	578653	10/01/2020		11/08/20	13.39
	Invoice: 578653					PW/AIR FILTERS				
					13.39	990 141100	MERCHANDISE			
					243854	579826	10/06/2020		11/08/20	125.82
	Invoice: 579826					PW/SPARK PLUGS, IGNITION COIL				
					125.82	73411345 531100	OFFICE SUPPLIES			
					243855	579853	10/06/2020		11/08/20	50.86
	Invoice: 579853					PW/HEATER VALVE				
					50.86	73411345 531100	OFFICE SUPPLIES			
					243856	579859	10/06/2020		11/08/20	278.88
	Invoice: 579859					PW/IGNITION COILS				
					278.88	73411345 531100	OFFICE SUPPLIES			
					243857	580498	10/08/2020		11/08/20	14.95
	Invoice: 580498					PW/AIR, OIL FILTERS				
					14.95	990 141100	MERCHANDISE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				243858	580619	10/08/2020		11/08/20	54.28
Invoice: 580619						PW/GAUGE			
				54.28	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				243859	580788	10/09/2020		11/08/20	116.59
Invoice: 580788						PW/BLUE DEF 2.5 GAL(8)			
				116.59	990 141100	MERCHANDISE			
				243860	580792	10/09/2020		11/08/20	54.57
Invoice: 580792						PW/FUEL FILTER			
				54.57	990 141100	MERCHANDISE			
				243861	580802	10/09/2020		11/08/20	112.16
Invoice: 580802						PW/BLADES			
				112.16	990 141100	MERCHANDISE			
				243862	580820	10/09/2020		11/08/20	52.27
Invoice: 580820						PW/AIR FILTER			
				52.27	990 141100	MERCHANDISE			
				243863	581626	10/13/2020		11/08/20	5.60
Invoice: 581626						PW/OIL FILTER WRENCH			
				5.60	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
				243864	581636	10/13/2020		11/08/20	48.00
Invoice: 581636						PW/LAMPS			
				48.00	990 141100	MERCHANDISE			
				243865	581763	10/13/2020		11/08/20	30.23
Invoice: 581763						PW/AIR FILTER			
				30.23	990 141100	MERCHANDISE			
				243866	582161	10/14/2020		11/08/20	30.13
Invoice: 582161						PW/GEAR OIL			
				24.10	73111427 531100	OFFICE SUPPLIES			
				6.03	73111423 531100	OFFICE SUPPLIES			
				243867	582267	10/15/2020		11/08/20	102.55
Invoice: 582267						PW/GLOVES			
				102.55	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
				243868	582425	10/15/2020		11/08/20	10.38
Invoice: 582425						PW/OIL FILTERS			
				10.38	990 141100	MERCHANDISE			
				243869	582435	10/15/2020		11/08/20	190.38
Invoice: 582435						PW/MALE RIGI, F SWIVEL			
				152.30	73111427 531100	OFFICE SUPPLIES			
				38.08	73111423 531100	OFFICE SUPPLIES			
				243870	583363	10/20/2020		11/08/20	63.48
Invoice: 583363						PW/BLUE DEF, OIL FILTER			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					58.29	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					5.19	990 141100	MERCHANDISE			
					243872	583807	10/21/2020		11/08/20	9.77
	Invoice: 583807						PW/AIR FILTER			
					9.77	990 141100	MERCHANDISE			
					243873	583814	10/21/2020		11/08/20	20.01
	Invoice: 583814						PW/CLEAT			
					20.01	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					243874	583931	10/22/2020		11/08/20	169.72
	Invoice: 583931						PW/BRAKE PADS			
					169.72	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					243875	584098	10/22/2020		11/08/20	16.12
	Invoice: 584098						PW/SERP BELT			
					16.12	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					243876	584846	10/26/2020		11/08/20	15.57
	Invoice: 584846						PW/OIL FILTERS			
					15.57	990 141100	MERCHANDISE			
					243877	584873	10/26/2020		11/08/20	293.21
	Invoice: 584873						PW/BEAMS			
					293.21	990 141100	MERCHANDISE			
							CHECK	354928 TOTAL:		1,885.15
354929	11/12/2020	PRTD	8759	WHISTLE WORKWEAR	243878	212384	10/23/2020		11/08/20	1,703.13
	Invoice: 212384						PW/BOOTS			
					1,703.13	73637891 531100	OFFICE SUPPLIES			
							CHECK	354929 TOTAL:		1,703.13
354930	11/12/2020	PRTD	650	YWCA-KITSAP COUNTY	243880	3105	06/30/2020		11/08/20	11,152.52
	Invoice: 3105						2019-20 COMMUNITY SERVICES FUN			
					11,152.52	31017219 54110000297	EX-YWCA-ALIVE/DOM VIOLENCE			
					243881	3145	09/30/2020		11/08/20	2,629.02
	Invoice: 3145						2019-20 COMMUNITY SERVICES FUN			
					2,629.02	31017219 54110000297	EX-YWCA-ALIVE/DOM VIOLENCE			
							CHECK	354930 TOTAL:		13,781.54
354931	11/12/2020	PRTD	2607	ZEE MEDICAL SERVICE	243882	68407585	10/22/2020		11/08/20	363.05
	Invoice: 68407585						PW/FIRST AID RESTOCK			
					363.05	73637891 531100	OFFICE SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					243883	68407588	10/22/2020		11/08/20	193.22
	Invoice: 68407588					PW/FIRST AID RESTOCK: SS				
					193.22	73637891 531100 OFFICE SUPPLIES				
							CHECK	354931 TOTAL:		556.27
						NUMBER OF CHECKS 98	*** CASH ACCOUNT TOTAL ***			715,272.41

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	98	715,272.41

*** GRAND TOTAL *** 715,272.41

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2020 11 31									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			241,003.33	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				715,272.41
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			12,484.21	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			58,813.39	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			4,869.60	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			46,727.89	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			875.89	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			313,682.71	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			30,112.78	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			6,702.61	
11/12/2020	11/08/20	111220			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			715,272.41	715,272.41
APP 631-130000					DUE TO/FROM CLEARING			668,544.52	
11/12/2020	11/08/20	111220							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				241,003.33
11/12/2020	11/08/20	111220							
APP 402-130000					DUE TO/FROM CLEARING				12,484.21
11/12/2020	11/08/20	111220							
APP 401-130000					DUE TO/FROM CLEARING				58,813.39
11/12/2020	11/08/20	111220							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				4,869.60
11/12/2020	11/08/20	111220							
APP 403-130000					DUE TO/FROM CLEARING				875.89
11/12/2020	11/08/20	111220							
APP 301-130000					DUE TO/FROM CLEARING				313,682.71
11/12/2020	11/08/20	111220							
APP 407-130000					DUE TO/FROM CLEARING				30,112.78
11/12/2020	11/08/20	111220							
APP 901-130000					DUE TO/FROM CLEARING				6,702.61
11/12/2020	11/08/20	111220							
					SYSTEM GENERATED ENTRIES TOTAL			668,544.52	668,544.52
					JOURNAL 2020/11/31 TOTAL			1,383,816.93	1,383,816.93

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 11	31	11/12/2020		
001-130000			GENERAL - DUE TO/FROM CLEARING		241,003.33
001-213000			GENERAL - ACCOUNTS PAYABLE	241,003.33	
			FUND TOTAL	241,003.33	241,003.33
101 STREET FUND	2020 11	31	11/12/2020		
101-130000			STREETS - DUE TO/FROM CLEARING		4,869.60
101-213000			STREETS - ACCOUNTS PAYABLE	4,869.60	
			FUND TOTAL	4,869.60	4,869.60
301 CAPITAL CONSTRUCTION FUND	2020 11	31	11/12/2020		
301-130000			DUE TO/FROM CLEARING		313,682.71
301-213000			ACCOUNTS PAYABLE	313,682.71	
			FUND TOTAL	313,682.71	313,682.71
401 WATER OPERATING FUND	2020 11	31	11/12/2020		
401-130000			DUE TO/FROM CLEARING		58,813.39
401-213000			ACCOUNTS PAYABLE	58,813.39	
			FUND TOTAL	58,813.39	58,813.39
402 SEWER OPERATING FUND	2020 11	31	11/12/2020		
402-130000			DUE TO/FROM CLEARING		12,484.21
402-213000			ACCOUNTS PAYABLE	12,484.21	
			FUND TOTAL	12,484.21	12,484.21
403 STORM & SURFACE WATER FUND	2020 11	31	11/12/2020		
403-130000			DUE TO/FROM CLEARING		875.89
403-213000			ACCOUNTS PAYABLE	875.89	
			FUND TOTAL	875.89	875.89
407 BUILDING & DEVELOPMENT FUND	2020 11	31	11/12/2020		
407-130000			DUE TO/FROM CLEARING		30,112.78
407-213000			ACCOUNTS PAYABLE	30,112.78	
			FUND TOTAL	30,112.78	30,112.78
631 CLEARING FUND	2020 11	31	11/12/2020		
631-130000			DUE TO/FROM CLEARING	668,544.52	
631-213000			ACCOUNTS PAYABLE	46,727.89	
635-111100			CASH		715,272.41
			FUND TOTAL	715,272.41	715,272.41

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
901 CITY-WIDE REPORTING FUND	2020 11	31	11/12/2020		
901-130000			DUE TO/FROM CLEARING		6,702.61
901-213000			ACCOUNTS PAYABLE	6,702.61	
			FUND TOTAL	6,702.61	6,702.61

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		241,003.33
101	STREET FUND		4,869.60
301	CAPITAL CONSTRUCTION FUND		313,682.71
401	WATER OPERATING FUND		58,813.39
402	SEWER OPERATING FUND		12,484.21
403	STORM & SURFACE WATER FUND		875.89
407	BUILDING & DEVELOPMENT FUND		30,112.78
631	CLEARING FUND	668,544.52	
901	CITY-WIDE REPORTING FUND		6,702.61
	TOTAL	668,544.52	668,544.52

** END OF REPORT - Generated by Carrie L. Freitas **

PAYROLL

PAYROLL CHECK RUN: 11 - 05 - 2020

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	11/5/2020	49356 - 49483	Regular check run (Direct Dep)	317,570.45
Normal	11/5/2020	109479	Regular check run (Paper Checks)	1,995.89
Normal	11/5/2020	109480 - 109489	Vendor check run (Paper Checks)	314,535.39
EFTPS	11/5/2020	N/A	Federal Tax Electronic Transfer	113,835.00
			TOTAL:	**747,936.73**

Prepared and Reviewed by: Brenda Landolt Date 11/05/2020

Brenda Landolt, Payroll Specialist

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

Date 11/6/20

Kimberly M. Dunscombe, Budget Manager

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Special City Council Meeting Minutes, Parliamentary Training, October 17, 2020

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Special City Council Meeting Minutes, Parliamentary Training, October 17, 2020

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING - PARLIAMENTARY TRAINING
SATURDAY, OCTOBER 17, 2020

MEETING MINUTES

1) INTRODUCTION - 10:00 AM

Mayor Schneider introduced Ann Macfarlane, a professional registered parliamentarian with Jurassic Parliament, an organization that helps agencies run effective meetings. Mayor Schneider, Deputy Mayor Deets, and Councilmembers Carr, Hytopoulos, Nassar, and Pollock were present. Councilmember Medina was absent and excused.

Ann Macfarlane introduced the training and reviewed call to order, quorum, agenda, order of business, and unanimous consent.

1.A Meeting and Reference Materials

Cover Page
WORKSHOP MATERIALS Bainbridge Island 2020 10 17.pdf
REFERENCE MATERIALS Bainbridge Island 2020 10 17.pdf
Citizens Guide_2017-12-11.pdf

2) MEETING DISCUSSION, POINT OF ORDER, APPEAL

Ann Macfarlane reviewed guidelines for meeting discussion and introduced point of order and appeal from Robert's Rules of Order.

3) HOW TO DO THIS?

Ann Macfarlane reviewed guidelines and protocols for meetings and addressed Council's questions.

4) MOTIONS AND AMENDMENTS

Ann Macfarlane reviewed the process for making motions and amendments under Robert's Rules of Order.

5) AUTHORITY AND ROLE OF CHAIR, MEMBERS, & STAFF

Ann Macfarlane reviewed the authority and role of the meeting chair, members, and staff.

6) INAPPROPRIATE REMARKS

Ann Macfarlane reviewed the types of inappropriate remarks and guidelines for discussion.

7) AN EFFICIENT MEETING

Ann Macfarlane shared recommendations for running an efficient meeting.

8) WHAT'S THE POINT OF RULES OF ORDER?

Ann Macfarlane reviewed the flow of authority at a meeting and enforcement guidelines.

9) THE RIGHT KIND OF CONTROL

Ann Macfarlane shared tips on how to control a meeting.

10) REVIEW AND CONCLUSION

Ann Macfarlane reviewed the four fundamental guidelines for running efficient meetings and provided resources for additional information to Council.

11) ADJOURNMENT

Mayor Schneider adjourned the meeting at 1:02 p.m.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:**

AGENDA ITEM: City Council Study Session Minutes, October 20, 2020

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** City Council

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

City Council Study Session Minutes, October 20, 2020

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, OCTOBER 20, 2020

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

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

Deputy Mayor Deets, Mayor Schneider, and Councilmembers Carr, Hytopoulos, Medina, Nassar and Pollock were present.

2) APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

Councilmember Carr moved and Councilmember Hytopoulos seconded to postpone Item 7.C regarding Floor Area Ratio options. The motion carried unanimously, 7-0.

Councilmember Medina moved and Councilmember Pollock seconded to approve the agenda as amended. The motion carried unanimously, 7-0.

There were no conflicts of interest.

3) MAYOR'S REPORT

Mayor Schneider reported on Planning Committee interviews, the parliamentary training, and the recent Supreme Court decision that overturned Initiative 976.

4) FUTURE COUNCIL AGENDAS

4.A Future Council Agendas

Cover Page
October 27 City Council Regular Business Meeting.pdf
November 10 City Council Regular Business Meeting.pdf

City Manager Smith reviewed future Council agendas. Council's consensus was to hold a special City Council meeting for an executive session with Ron Holifield of Strategic Government Resources on October 28, 2020 at 6:00 p.m. and a special meeting/budget workshop on November 4, 2020 at 6:00 p.m. Council also agreed to reduce the budget discussion time on October 27, 2020 to thirty minutes and to move the Council liaison discussion to a future meeting.

5) BUDGET DELIBERATIONS

5.A Budget Discussion #4 - Finance

Cover Page

HPC Letter to CC-9-2020.docx

City Manager Smith introduced the agenda item and was joined by Finance Director Pitts and Budget Manager Dunscombe.

Finance Director Pitts provided a presentation on the impacts of the Supreme Court's decision on Initiative 976 on the 2021-2022 budget.

Council members provided their preliminary budget motions which were considered pending further discussion and review.

MOTION: I move to add to the CIP $200,000 to plan and design the Coppertop/Sakai/ Woodward Trail, which extends the STO from the pond in Sakai Park, north to Sportsman's Club Road and creates new safe access to Sakai and Woodward schools through the Coppertop Industrial Park.
Schneider/Medina: The motion carried, 5 – 2.

AYES: Carr, Deets, Medina, Pollock, Schneider
NOES: Hytopoulos, Nassar
ABSENT: None
ABSTAIN: None

MOTION: I move to put $60,000 of funding in the 2021-22 CIP for Senior Center improvements and $100,000 for 2023-24 budget for Senior Center improvements.
Nassar/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

MOTION: I move to include for this biennium $78,000 in General Funds for the structural preservation work to include the stabilization of the picker cabins at the Suyematsu farms and the clearing of brush and debris from structures on the Suyematsu site, as well as interpretive signage.
Hytopoulos/Schneider: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

MOTION: I move to designate $600,000 from the Transportation Benefit fund balance for high priority short-term projects resulting from the Sustainable Transportation planning.
Schneider/Nassar: The motion carried, 6 – 1.

AYES: Carr, Deets, Medina, Nassar, Pollock, Schneider
NOES: Hytopoulos
ABSENT: None
ABSTAIN: None

MOTION: I move to replace the proposed Q1 2021 hiring of the existing planner position vacancy with a natural resource senior planner position.
Carr/Nassar: The motion carried, 6 – 0, with one abstention.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock
NOES: None
ABSENT: None
ABSTAIN: Schneider

MOTION: I move to defer the Country Club Road bulkhead reconstruction project to at least 2023 to allow time to develop an island-wide strategy for shoreline roadways that aligns with our Climate Action Plan.
Carr/Pollock: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

Councilmember Medina left the meeting at 7:40 p.m.

MOTION: I move to delete $25,000 from the Public Works' 2021 professional services budget for the Complete Streets ordinance development.
Carr/Nassar: The motion carried, 5 – 1.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock
NOES: Schneider
ABSENT: Medina
ABSTAIN: None

MOTION: I move to add $15,000 in General Funds to the 2021-22 budget for the National Citizens Survey.
Hytopoulos/Schneider: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock, Schneider
NOES: None
ABSENT: Medina
ABSTAIN: None

AMENDED MOTION: I move that we add an FTE climate adaptation officer to our staffing to be located in the Executive Department to be funded separately from the $300,000 proposed funding for the Climate Action Plan implementation.
Deets/Pollock: The amended motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock, Schneider
NOES: None
ABSENT: Medina
ABSTAIN: None

MOTION: I move to add $200,000 to the climate change implementation budget which is currently held at $300,000.
Nassar/Pollock: The motion carried, 4 – 2.

AYES: Carr, Deets, Nassar, Pollock
NOES: Hytopoulos, Schneider
ABSENT: Medina
ABSTAIN: None

MOTION: I move to remove the Winslow rain garden safety fencing from the CIP.
Nassar/Pollock: The motion was withdrawn.

Staff will return with additional information on the impact of these motions at a future meeting.

6) PRESENTATIONS

6.A Farm Housing Proposal at Morales Property - Friends of the Farms, Executive

Cover Page
Transmittal memo Morales housing proposal 10202020
FotF - Morales Farm Background 10-20-20 Study Session.pdf
ReHome Flyer.pdf
FotF-ReHome 10-20-20 Council Presenters.pdf

Deputy Mayor Deets introduced the agenda item. Heather Burger, Becca Hanson, Matthew Coates, Jeff Krueger, and Tina Gilbert joined the discussion. Matthew Coates provided a presentation on the proposal.

MOTION: I move to forward consideration of the proposal to place new permanent structures on the Morales property to Unfinished Business at a future meeting.
Pollock/Schneider: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock, Schneider
NOES: None
ABSENT: Medina
ABSTAIN: None

7) UNFINISHED BUSINESS

7.A Sustainable Transportation Plan Update - Public Works

Cover Page
BAINBRIDGE STP_Final Goals Council Presentation_20201020.pdf
BAINBRIDGE STP_Final Goals & Objectives_20201006.pdf

Public Works Director Wierzbicki introduced the agenda item. Public Works Engineering Project Manager Epstein and Jennifer Wieland of Nelson\Nygaard provided a presentation on the goals and objectives of the project.

7.B Transportation Level of Service Discussion - Public Works

Cover Page
LOS Workshop_101420.pdf

Public Works Director Wierzbicki provided a presentation on the agenda item and addressed Council's questions.

7.C [REMOVED FROM AGENDA] Consider Planning Commission Recommendations Prior to Scheduling a Public Hearing on Bonus Floor Area Ratio Options, BIMC 18.12.030.E. - Planning

Cover Page
20201008 PC Cover Letter to CC on Bonus FAR Revisions.docx
DRAFT Ordinance No. 2020-16.docx
Exhibit A Excerpt BIMC Table 18.12.020-3.docx
20200924 PC Staff Memo.pdf
MUTC and HS Rd Map.pdf
WMP Goals & Policies Related to FAR.pdf
ORD NO. 2020-20 EXTENDING INTERIM ZONING CONTROL RELATED TO BONUS DENSITY.pdf
June 11 2020 Planning Commission Meeting Minutes.pdf
July 9 2020 Planning Commission Meeting.pdf
August 27 2020 PLANNING COMMISSION MINUTES.pdf
September 10 2020 PLANNING COMMISSION MINUTES.pdf
September 24 2020 PLANNING COMMISSION MINUTES.pdf

7.D Update from Joint City Council and Planning Commission Land Use Subcommittee - Councilmembers Carr, Hytopoulos, and Pollock

Cover Page

Councilmember Carr provided an update. There was consensus to add a discussion relating to the referral to the Design Review Board of a request to review design guidelines specific to affordable housing projects to a future Council agenda.

8) NEW BUSINESS

8.A ARPA and Tree Units: Option to Consider for Lots less than 12,500 square feet in the R-1, R-2, & R-0.4 Zoning Districts - Planning

Cover Page
Staff Memorandum: Lots not subject to ARPA and Tree Unit Regulations
Lots_less than 12500_Sq._Ft

Planning Director Wright provided a presentation on options for Council consideration. Arborist Snyder joined the discussion.

MOTION: Councilmember Carr moved to have the City Manager work with staff to present the Planning Commission with options for this issue that are alternatives to a tree unit approach.
Carr/Nassar: The motion carried, 5 – 0, with Councilmember Pollock absent for the vote.

Councilmember Pollock was dropped from the meeting at 10:40 p.m. and rejoined at 10:42 p.m.

9) CITY COUNCIL DISCUSSION

9.A Proposed Process for Filling Upcoming Council Vacancy - Mayor Schneider

Cover Page
Draft Timeline for Filling Council Vacancy 102020

Council Vacancy Notification 102020
Council Vacancy Application Packet
Council Vacancy Display Ad

Mayor Schneider introduced the agenda item.

MOTION: I move to approve the process for filling the upcoming Council vacancy and authorize the City Manager to initiate the application process.
Nassar/Pollock: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock, Schneider
NOES: None
ABSENT: Medina
ABSTAIN: None

10) FOR THE GOOD OF THE ORDER

Councilmember Hytopoulos mentioned that the Deputy Mayor needs to be reachable by phone during the meetings in case there are technical or other issues.

City Attorney Levan suggested providing motions to the Clerk ahead of the meeting.

11) ADJOURNMENT

Deputy Mayor Deets adjourned the meeting at 10:54 p.m.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:**

AGENDA ITEM: Regular City Council Business Meeting Minutes, October 27, 2020

SUMMARY: Consider approval of meeting minutes.

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

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Regular City Council Business Meeting Minutes, October 27, 2020.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, OCTOBER 27, 2020

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Schneider called the meeting to order on the Zoom webinar platform at 6:01 p.m.

Mayor Schneider, Deputy Mayor Deets, and Councilmembers Carr, Hytopoulos, Medina and Nassar were present. Councilmember Pollock joined the meeting at 6:07 p.m.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Deputy Mayor Deets moved and Councilmember Nassar seconded to approve the agenda as presented. The motion carried unanimously, 6 – 0, with Councilmember Pollock absent for the vote.

Deputy Mayor Deets recused himself from items 10.C and 10.D due to a conflict of interest.

3) PUBLIC COMMENT

3.A Instructions for Providing Public Comment - City Clerk

Cover Page
Instructions for Providing Public Comment at Remote Meetings.docx

Wendy Tyner spoke against the proposed composting project on the Triangle Property.

Sal DeRosalia spoke in favor of racial equity training.

Don Willott spoke in favor of the Sound to Olympic Trail.

Kathy Raustein spoke against the proposed composting project on the Triangle Property.

Leah McGuire spoke against the proposed composting project on the Triangle Property.

Kevin Miller spoke against the proposed composting project on the Triangle Property.

Rick Smith spoke against the proposed composting project on the Triangle Property.

Lisa Macchio spoke in favor of reducing the Old Mill Road speed limit and revisions to levels of service.

Susan Loftus spoke in favor of sustainable transportation.

4) MAYOR'S REPORT

Mayor Schneider thanked Deputy City Attorney Sepler for his service, mentioned that Council will hold an executive session on the City Manager search on October 28, 2020, and noted the North Ward Council vacancy.

5) CITY MANAGER'S REPORT

City Manager Smith highlighted the North Ward Council vacancy, the City's new COVID-19 testing site, and preparations for the election.

6) FUTURE COUNCIL AGENDAS

6.A Future Council Agendas

Cover Page
October 28 Special City Council Meeting.pdf
November 4 Special City Council Meeting - Budget Workshop.pdf
November 10 City Council Regular Business Meeting.pdf

City Manager Smith reviewed future Council agendas.

Mayor Schneider proposed and Deputy Mayor Deets seconded the addition of ten minutes to a future agenda to discuss whether to schedule a discussion on options for land use regulations related to the Triangle Property and specific standards for composting facilities. Council concurred.

7) BUDGET DELIBERATIONS

7.A Budget Discussions #5

Cover Page
CouncilDecisionSummary_CC_10272020.pdf
10-20 BUDGET MOTIONS.pdf

City Manager Smith introduced the agenda item. Finance Director Pitts, Deputy City Manager Schroer, and Budget Manager Dunscombe joined the discussion. Finance Director Pitts provided a presentation summarizing the October 20, 2020 budget deliberations.

7.B Winslow Water Tank Financing and Funding Alternatives - Public Works

Cover Page
SRF Fact Sht.pdf
Building Resilient Infrastructure and Communities (BRIC) _ FEMA.gov.pdf

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward for approval with the November 10, 2020 consent agenda authorization for the City Manager to explore financing and funding options from the Washington State Drinking Water Revolving Fund and the FEMA grant program to support the Winslow Water Tank Replacement Project.
Deets/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None

ABSTAIN: None

8) PUBLIC HEARING(S)

8.A Public Hearing on Ordinance No. 2020-30 Relating to Property Tax Levy for Collection in 2021 - Finance
Cover Page
Ordinance No. 2020-30 Relating to the Levy of Property Taxes for Collection in 2021.docx
City of Bainbridge Island Levy Limit 9 28 2020 TY2021.docx
Property_Tax_Ordinance_Presentation_CC_102720_Flnal.pdf

Budget Manager Dunscombe provided a presentation on the property tax levy.

Mayor Schneider opened the public hearing at 7:35 p.m. There was no public comment. Mayor Schneider closed the public hearing at 7:36 p.m.

MOTION: I move to forward to the November 10, 2020 Unfinished Business portion of the agenda Ordinance No. 2020-30 relating to Property Tax Levy for Collection in 2021.
Deets/Carr: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

8.B Public Hearing for Ordinance No. 2020-31 Relating to the 2021-22 Preliminary Biennial Budget – Finance
Cover Page
Ordinance No. 2020-31 Adopting Biennial Budget for FY 2021-22.docx
2021_ Exhibit A.pdf
2022_ Exhibit B.pdf

Mayor Schneider introduced the agenda item and opened the public hearing at 7:40 p.m. There was no public comment. Mayor Schneider closed the public hearing at 7:41 p.m.

MOTION: I move to forward to the November 10, 2020 Budget Deliberation portion of the agenda Ordinance No. 2020-31 relating to the 2021-22 Biennial Budget.
Medina/Deets: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

8.C Public Hearing on Ordinance No. 2020-22, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive
Cover Page
Ordinance No. 2020-22, Extending Small Wireless Facilities Design Standards Interim Official Control

Deputy City Attorney Sepler introduced the agenda item.

Mayor Schneider opened the public hearing at 7:43 p.m. There was no public comment. Mayor Schneider closed the public hearing at 7:44 p.m.

MOTION: I move to approve Ordinance No. 2020-22.
Deets/Carr: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

9) UNFINISHED BUSINESS

9.A Ordinance No. 2020-33, Declaration of Substantial Need to Increase the Regular Property Tax Levy Rate in Excess of the Implicit Price Deflator for Collection in 2021 – Finance

Cover Page
Ordinance No. 2020-33 Declaration of Substantial Need.docx
101320 Presentation - Declaration of Substantial Need Ordinance.pptx
MRSC Implicit Price Deflator Overview.pdf

Budget Manager Dunscombe introduced the agenda item.

MOTION: I move to approve Ordinance No. 2020-33, Declaration of Substantial Need, to increase the regular property tax levy rate in excess of the implicit price deflator for collection in 2021.
Deets/Hytopoulos: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

9.B Sustainable Transportation Plan Goals and Objectives - Public Works

Cover Page
BAINBRIDGE STP Final Goals Objectives 20201006.pdf

Public Works Director Wierzbicki provided a presentation. Engineering Project Manager Epstein also joined the discussion. Council requested a revision to the goals to highlight that the overarching objective of the Sustainable Transportation Plan is the reduction of transportation-related emissions to help achieve the Island-wide goal of 90% greenhouse gas emissions reduction by 2045.

9.C Transportation Levels of Service - Next Steps - Public Works

Cover Page
LOS Workshop_101420.pdf

Public Works Director Wierzbicki provided a presentation and addressed Council's questions.

9.D Development Moratorium - Ordinance No. 2020-29 Further Narrowing the Moratorium to the Shoreline Properties in the Winslow Master Plan Study Area - Planning

Cover Page
Ordinance No. 2020-29 Further Narrowing the Development Moratorium to Shoreline Properties within the WMPSA
Exhibit A (Work Plan) to Ordinance No. 2020-29
Exhibit B (Map) to Ordinance No. 2020-29

Planning Director Wright introduced the agenda item.

MOTION: I move to approve Ordinance No. 2020-29, which will further narrow the development moratorium to only apply to the shoreline properties within the Winslow Master Plan Study Area.
Nassar/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

9.E Ordinance No. 2020-34 Prohibiting New Self-Service Storage Uses, Consider Scheduling Adoption – Planning

Cover Page
20201029 Public Hearing DRAFT Ordinance No. 2020-34 Self-Service Storage Facilities.docx
Exhibit A to Ordinance 2020-34.docx
Ordinance No. 2020-12 Extending Moratorium on Self-Service Storage Facilities Approved 051220.pdf

Planning Director Wright introduced the agenda item. Councilmember Carr suggested adding a whereas clause related to climate change to the ordinance.

Councilmember Medina noted that he will abstain from the discussion and vote on this item and item 9.F.

MOTION: I move to forward Ordinance No. 2020-34 as amended by Councilmember Carr to include a whereas clause related to climate change to the Unfinished Business section of the Council agenda on November 10, 2020 to allow for further consideration and possible adoption of the ordinance.
Nassar/Deets: The motion carried, 6 – 0, with Councilmember Medina abstaining.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: Medina

9.F Ordinance No. 2020-36 Relating to an Extension of the Self-Service Storage Moratorium, Set the Public Hearing – Planning

Cover Page
Ordinance No. 2020-36 Extending the Moratorium on Self-Service Storage Facilities
ORD NO. 2020-12 EXTENDING MORATORIUM ON SELF-SERVICE STORAGE FACILITIES

MOTION: I move to set the public hearing on Ordinance No. 2020-36 for November 10, 2020 to extend the moratorium related to self-service storage facilities.
Nassar/Deets: The motion carried, 6 – 0, with Councilmember Medina abstaining.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: Medina

9.G Update on Ethics Board Operating Rules – Executive

Cover Page
Ethics Board Operating Rules - Revised and Adopted 10-19-2020

Deputy City Attorney Sepler introduced the agenda item. Councilmember Medina proposed changes to the Operating Rules. Deputy Mayor Deets proposed a change to the program relating to its purpose. Ethics Board Chair Hodges joined the discussion.

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add the following language to the end of Section 2.E.: "In order to help ensure that the Ethics Board is insulated from outside pressure or influence, the email addresses of Ethics Board members shall not be posted on the website or in any other public location. Additionally, each Ethics Board member shall be required to sign a certification indicating that they will not read or respond to any emails regarding a complaint that is, or will be, considered by the Ethics Board except for emails from the parties to the complaint, other Ethics Board members, or appropriate City staff."
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add a new Section 2.F titled "City Attorney Involvement" with the following language: "The Ethics Board shall not conduct any meetings without the presence of legal counsel provided by the City Attorney's office."
Medina/Pollock: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add the following language to the end of Section 4.A.ii: "The City Clerk shall not accept any complaint that does not provide the name and address of the complainant. Complaints made by a third-party on behalf of a complainant may not be accepted by the City Clerk."
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider

NOES: None
ABSENT: None
ABSTAIN: None

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add to the end of Section 4.B.ii the same language tentatively added to Section 4.A.ii in my prior motion.
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add the following language to the end of Section 4.A.v.a: "Before proceeding with consideration of the complaint, the Chair must receive confirmation from the Respondent that the Respondent received the Chair's invitation to submit a response. Confirmation can be in the form of a direct communication from the Respondent to the Chair or in the form of the City Clerk mailing the invitation to respond to the Respondent using certified mail."
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add the following language to the end of Section 4.A.v.a: "Before proceeding with consideration of the complaint, the Chair must receive confirmation from the Respondent that the Respondent received the Chair's invitation to submit a response. Confirmation can be in the form of a direct communication from the Respondent to the Chair or in the form of the City Clerk mailing the invitation to respond to the Respondent using certified mail."
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

MOTION: I move to amend the Operating Rules to tentatively, subject to final Council approval on November 10th, add to the end of Section 4.B.iv.a the same language tentatively added to Section 4.A.v.a in my prior motion.
Medina/Hytopoulos: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

10) NEW BUSINESS

10.A Contract Amendment, 100% Cost Recovery Fee Study PCD - Planning

Cover Page
Amendment No 1 to PSA with FCS Group for Fee Study
Fully Executed FCS Group PSA Contract Signed 122019.pdf
Consultant Request for Budget Adjustment

Planning Director Wright introduced the agenda item.

MOTION: I move to forward Amendment No. 1 to the Agreement with FCS for approval with the November 10, 2020 Consent Agenda.
Nassar/Deets: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

10.B Resolution No. 2020-17, Old Mill Road Speed Limit Change - Public Works

Cover Page
Old Mill Road Speed Limit Recommendation 102720.pdf
Resolution No 2020-17 Old Mill Road Speed Limit Change.docx

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward Resolution No. 2020-17, Old Mill Road Speed Limit Change, to the November 10, 2020 Consent Agenda.
Nassar/Pollock: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

Deputy Mayor Deets left the meeting at 10:38 p.m. due to a conflict of interest in items 10.C and 10.D. Councilmember Nassar left the meeting at 10:38 p.m.

10.C City Hall Solar System Acquisition - Public Works

Cover Page
Solar Purchase Agreement Draft - Bainbridge Island - 10-23-20.PDF
COBI Solar FMV Analysis from UMC.pdf
Memo from A. Snyder to City of Bainbridge Island - 10-23-20.pdf
Memo from Public Works Director regarding City Hall Solar System FMV Analysis 102320.pdf
2019 Bainbridge City Hall Estimate from Sunergy Systems for New Solar System.pdf
Bainbridge City Hall Solar System Layout - 297 modules.pdf

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward for approval with the November 10, 2020 consent agenda authorization for the City Manager to execute the necessary documents in substantially the form included with this agenda item to acquire the existing City Hall solar system for an amount of approximately $26,015.62.
Pollock/Hytopoulos: The motion carried, 5 – 0, with Councilmembers Nassar and Deets absent for the vote.

AYES: Carr, Hytopoulos Medina, Pollock, Schneider
NOES: None
ABSENT: Nassar, Deets
ABSTAIN: None

10.D City Hall Solar Facility Budget Adjustment - Public Works

Cover Page

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward for approval with the November 10, 2020 consent agenda a budget adjustment in the amount of $36,015.62 related to the acquisition and maintenance of the City Hall solar facility.
Pollock/Medina: The motion carried, 5 – 0, with Councilmembers Nassar and Deets absent for the vote.

AYES: Carr, Hytopoulos Medina, Pollock, Schneider
NOES: None
ABSENT: Nassar, Deets
ABSTAIN: None

10.E 2020 Road Preservation Project Change Order No. 2 – Public Works

Cover Page
Change Order 2-rev(3).xlsx

Deputy Mayor Deets rejoined the meeting. Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward Change Order No. 2 to the 2020 Road Preservation Project for approval with the November 10, 2020 Consent Agenda.
Pollock/Deets: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Pollock, Schneider
NOES: None
ABSENT: Nassar
ABSTAIN: None

10.F Agreement with Kitsap County Regarding Jury Panels for Municipal Court - Executive

Cover Page
Kitsap County Clerk's Office (Agreement Regarding Jury Panels for Municipal Court).pdf

Deputy City Attorney Sepler introduced the agenda item.

MOTION: I move to forward the Agreement with Kitsap County Regarding Jury Panels for Municipal Court for approval with the November 10, 2020 Consent Agenda.
Pollock/Deets: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Pollock, Schneider
NOES: None
ABSENT: Nassar
ABSTAIN: None

10.G Agreement with Kitsap Humane Society for Animal Control Services for 2021-23 - Executive

Cover Page
2021-23 PSA with Kitsap Humane Society

Deputy City Attorney Sepler introduced the agenda item. Eric Stevens, Executive Director of the Kitsap Humane Society, joined the discussion.

MOTION: I move to forward the Agreement with Kitsap Humane Society for Animal Control Services for approval with the November 10, 2020 Consent Agenda.
Pollock/Carr: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Pollock, Schneider
NOES: None
ABSENT: Nassar
ABSTAIN: None

10.H Third Amendment to the Agreement for Incarceration of City Prisoners - Police

Cover Page
2021 Jail Amendment.docx

Police Chief Clark introduced the agenda item.

MOTION: I move to forward the Third Amendment to the Agreement for Incarceration of City Prisoners for approval with the November 10, 2020 Consent Agenda.
Deets/Carr: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos Medina, Pollock, Schneider
NOES: None
ABSENT: Nassar
ABSTAIN: None

11) CONSENT AGENDA

11.A Agenda Bill for Consent Agenda

Cover Page

11.B Accounts Payable and Payroll

Cover Page
AP Report to Council of Cash Disbursements 10-28-20.pdf
Payroll 10-20-20.pdf

Accounts Payable: last check from previous run 354697 for $484.20; manual check number sequence 354698 – 354710 = $593,152.71; regular run 354711 – 354817 = $304,114.50. Total disbursement = $897,267.21.

Payroll: normal direct deposit check sequence 49098 – 49226 = $326,326.75; regular payroll check sequence 109458 = $1.995.88; vendor check run sequence 109459 – 109470 = $361,469.59; Federal Tax Electronic Funds Transfer = $113,816.67. Total disbursement = $803,608.89.

11.C Special City Council Meeting Minutes, Town Hall on Public Safety, September 30, 2020
Cover Page
Special City Council Meeting Minutes, Town Hall on Public Safety, September 30, 2020

11.D City Council Study Session Minutes, October 6, 2020
Cover Page
City Council Study Session Minutes, October 6, 2020.pdf

11.E City Council Regular Business Meeting Minutes, October 13, 2020
Cover Page
City Council Regular Business Meeting Minutes, October 13, 2020.pdf

11.F Resolution No. 2020-18 Relating to Net Pens and an Alternate Lease Proposal - Councilmember Carr
Cover Page
Wild Fish Conservancy Lease Proposal Support Resolution.docx

11.G Amendment No. 3 to Contract for Indigent Defense Services - Executive
Cover Page
Amendment No. 3 to Contract for Indigent Defense Services
Amendment No. 2 to Contract for Indigent Defense Services - Extension through December 31, 2020
Amendment No. 1 to Contract for Indigent Defense Services - Extension through December 31, 2019
Contract for Indigent Defense Services
2020 - Public Defense Statistic Tracking Form

11.H Contract Amendment to the Legal Services Agreement with Kitsap County Prosecuting Attorney's Office - Executive
Cover Page
Contract Amendment to Legal Services Agreement (KC-535-19A)
2021 Base Salary Breakdown
Legal Services Agreement (KC-535-19) - Executed 12-4-2019

11.I Agreement with West Sound Wildlife Shelter for Wild Animal Control - Executive
Cover Page
2021-26 PSA with West Sound Wildlife
2021-26 PSA - Letter from West Sound Wildlife Shelter.pdf

11.J Resolution No. 2020-20, Adopting the Kitsap County Multi-Hazard Mitigation Plan - Executive
Cover Page
Resolution No. 2020-20, Adopting the Kitsap County Multi-Hazard Mitigation Plan
Exhibit A to Resolution No. 2020-20: Kitsap County Multi-Hazard Mitigation Plan

11.K Registered Sex Offender Address and Residency Verification Memorandum of Understanding with the Kitsap County Sheriff's Office - Police
Cover Page
2020-21 WASPC KCSO Registered Sex Offender Grant MOU Bainbridge Island PD.pdf

11.L Interlocal Agreement with Kitsap County Regarding Emergency Vehicle Operation Course (EVOC) Training - Police
Cover Page
2020 KCSO EVOC ILA.pdf

Councilmember Pollock moved and Deputy Mayor Deets seconded to approve the Consent Agenda as presented. The motion carried unanimously 6 – 0.

12) COMMITTEE REPORTS

There were no committee reports.

13) FOR THE GOOD OF THE ORDER

Councilmember Medina mentioned filling his regional committee assignments prior to his departure.

Councilmember Carr thanked Deputy City Attorney Sepler for his work.

14) ADJOURNMENT

Mayor Schneider adjourned the meeting at 10:52 p.m.

_____
Leslie Schneider, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:**

AGENDA ITEM: Special City Council Meeting Minutes, October 28, 2020

SUMMARY: Consider approval of meeting minutes.

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

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Special City Council Meeting Minutes, October 28, 2020.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
WEDNESDAY, OCTOBER 28. 2020

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Schneider called the meeting to order at 6:03 p.m. on the Zoom webinar platform.

Mayor Schneider, Deputy Mayor Deets, and Councilmembers Carr, Hytopoulos, and Nassar were present. Councilmember Pollock joined the executive session. Councilmember Medina was absent.

2) EXECUTIVE SESSION

2.A **Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee.**
Cover Page

At 6:04 pm., Mayor Schneider adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(g). The executive session was extended for an additional 15 minutes at 8:02 p.m. Council returned from executive session at 8:20 p.m.

3) ADJOURNMENT

Mayor Schneider adjourned the meeting at 8:20 p.m.

_____
Leslie Schneider, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Contract Amendment, 100% Cost Recovery Fee Study PCD - Planning,

SUMMARY: FCS was awarded a fee study contract at the end of 2019. As part of their continued work on the cost of service and cost recovery analysis, this amendment request is to cover additional data revisions and data from the City's permit and financial system.

AGENDA CATEGORY: Contract **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION:
Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:	
Amount:	14,000.00
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: Contract awarded in December 2019 for $48,485 for 100% Cost Recovery Fee Study.

ATTACHMENTS:

Amendment No 1 to PSA with FCS Group for Fee Study

Fully Executed FCS Group PSA Contract Signed 122019.pdf

Consultant Request for Budget Adjustment

FISCAL DETAILS: There will be a $14,000 budget impact with this change which can be absorbed within existing resources. No budget amendment will be necessary.

Fund Name(s):

Coding:

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 20, 2019, by the City of Bainbridge Island, a Washington State municipal corporation, ("City"), and FCS Group, a Washington State corporation, ("Consultant").

WHEREAS, the City and the Consultant entered into the Agreement in connection with a Planning and Development 100% Cost Recovery Fee Study; and

WHEREAS, the City desires to extend the term of the Agreement until June 30, 2021, and to increase the maximum amount payable under the Agreement by $14,000 to compensate the Consultant for additional work needed to complete the original scope of services.

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

1. Section 2.A is hereby amended to read as follows:

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~December 31, 2020~~June 30, 2021, unless sooner terminated by either party as provided below.

2. 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 ~~forty-eight thousand four hundred and eighty-five dollars ($48,485)~~sixty-two thousand four hundred eighty-five dollars ($62,485.00);

3. **Attachment B**, Scope of Services, is hereby amended to reflect that the budget for Task 3 is increased by $7,000 (i.e., from $6,870 to $13,870) and the budget for Task 4 is increased by $7,000 (i.e., from $4,290 to $11,290).

4. 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.

FCS Group	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Morgan Smith, City Manager
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation, ("City") and FCS GROUP, a Washington State corporation ("Consultant").

WHEREAS, the City needs professional services in connection with a Planning and Development 100% Cost Recovery Fee Study ; 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, 2020, 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 forty eight thousand four hundred and eighty-five dollars ($48,485);

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, 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 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. 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:	FCS GROUP Redmond Town Center 7525 166th Ave NE, Ste D-215 Redmond, WA 98052 Attention: Martin Chaw, Project Manager

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.

FCS GROUP

Date: 12/11/2019

By: _____

Name JOHN GHILARDUCA

Title PRESIDENT

Tax I.D. # 911417946

City Bus. Lic. # 45707

CITY OF BAINBRIDGE ISLAND

Date: 12/20/19

By: _____

Morgan Smith, City Manager

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 A
SCOPE OF SERVICES

Task 1: Conduct Kick-off Meeting

We will conduct a kick-off meeting with the City's project manager and key stakeholders that might be involved with the study. We will discuss roles and responsibilities, project goals and requirements, key issues, City policies and practices, project execution, schedule and key milestones, readily available data, and subsequent data collection processes and tasks. We will submit a data request that might include the 2019 adopted line item budget by organizational unit/program for all the participating departments, 2018 actual and 2019 adopted revenues and expenditures by line item and organizational unit, 2018 and 2019 fee schedules, actual 2018 fee revenues by type of fee, each staff member's 2018 and 2019 salary and benefits including any other City staff involved in the development services fee processes that do not have a separate fee for their review, and departmental organizational charts.

Before starting the analyses, the City should determine whether the analysis should be based on 2018 actual revenues and expenditures or on the 2019 adopted revenues and expenditures.

Task 2: Interview Key Stakeholders

We will interview key stakeholders from the participating programs and departments that provide fee and non-fee related services. During the interviews we will ask questions about the following:

- What are the development fee and non-fee services provided by each division or program?
- What are the key steps or activities in the review and approval process?
- Are there current or new services that should have a fee such as dewatering, engineering deviations, shoring adjacent to the right of way, or low impact development?
- Are there any permits or services where a different fee structure might be more appropriate to simplify the fees?
- What are the City's or the department's cost recovery goals?
- Will the market be able to accommodate higher fees?

After completing the interviews and reviewing the City's development fee schedules, we will prepare a fee list that shows each department's fees to be included in the cost of service analysis including any new or revised development fees. We will then submit the list to the City for a final review and approval before beginning the cost of service and cost recovery analyses.

We anticipate up to three (3) on-site meetings with key divisional staff and departmental stakeholders during this task.

Task 3: Conduct Cost of Service Analysis

After identifying and confirming the services, fees, and charges to be included in the study, we will establish the total cost of service, including indirect support costs, for each program and individual fee service. As specified in the City's RFP, our analysis will identify the fully burdened, 100% cost recovery of these fee services. Overall and specific time estimates for each program and activity are critical in determining the cost of service. If the City already keeps track of the time spent on the various types of services/permits provided by a department or program, we will review the current data with the appropriate City staff and confirm how well such data represents the time and effort needed to provide specific services. The time data should also identify how each staff member spends all of their time at work. If time records are not available or reliable, a time estimation form will be used to collect each staff member's time data and profile.

Our methodology analyzes the cost of service at the overall program level and at the individual fee level. The time estimation form allows us to collect data on how each employee spends the available time working in indirect and direct service categories. These categories can include indirect activities such as administration and training or can include broad direct service program areas such as building permits, current planning, or code enforcement. In addition, this detailed review also allows us to determine an employee's fully loaded hourly rate.

Based on the time data and/or estimates, we can calculate the time and costs of the overall fee and non-fee services that directly serve the public as well as those services that do not generate revenue, such as comprehensive long-range planning or code enforcement. This analysis includes an allocation of non-labor costs associated with fee and non-fee services. As part of the methodology, we identify and summarize support and indirect costs – salary and non-salary – to produce separate support cost layers associated with the staff providing direct services. Administrative costs can be quantified as indirect support costs unless the support can be specifically identified as part of a service provided. Other indirect support costs include time and costs for employee training, public information, customer service, general departmental administration, and departmental management tasks.

We also determine the management and overhead costs associated with Citywide services from a city's full cost allocation plan and allocate these to the fee and non-fee activities and services in an appropriate manner. Department administration and if applicable, division administration is also identified and allocated. Other associated costs can include the credit card fees. We combine the results to calculate the full cost of fee and non-fee services.

The full cost layers will include some or all of the following types of costs:

- Citywide overhead (e.g. from the City's full cost allocation plan)
- Departmental/divisional overhead
- Direct services
- Indirect support activities that are allocated between fee-generating and non-fee-generating activities for training, public information, etc.
- Associated non-labor costs including credit card fees

We also use the indirect and overhead cost layers to calculate additional hourly costs that are added to each employee's salary and benefit rate.

Based on the time forms and allocated costs, we are able to develop the different cost layers for a particular permit category as shown in **Exhibit 1.**

Exhibit 1. Cost Layer

Building's Components of the Cost of Service		Full Cost of Service		
		Labor	Non-Labor	Total
Direct Fee Services	Total Direct Services	$ 2,181,226	$ 351,650	$ 2,532,876
	Contract Services	$ 575,468	$ -	$ 575,468
Indirect Activities	Training & Certification	31,348	4,463	35,811
	Other	5,278	784	6,062
	General Admin (Breaks)	113,280	17,522	130,801
		-	-	-
Overhead Services	Department Administration OH - Fee Related	1,134,541	368,650	1,503,191
	Division OH - Fee Related	225,486	-	225,486
	Citywide OH - Fee Related		400,308	400,308
Subtotal-Direct Fee Services		**$ 4,266,627**	**$ 1,143,376**	**$ 5,410,003**
Other Non-Fee Direct Services	PDS Code Compliance Support - Building	$ -	-	$ -
	PDS Interdepartmental Project Support - Building	10,228	1,531	11,759
	PDS Community Service Inspections - Building	1,229	204	1,433
	PDS Emergency Response Services - Building	-	-	-
	Other Building Services (non-permit related)	128,180	17,369	145,549
	Long Range Planning (B)	6,805	1,038	7,843
	Code Enforcement - Building	166,118	27,464	193,582
	PDS Code Development - Building	917	146	1,063
	PDS Public Disclosure Requests - Building	8,329	1,230	9,559
	PDS General Inquiries - Building	54,993	8,923	63,916
	Training & Certification	5,162	735	5,897
	General Admin (Breaks)	18,653	2,885	21,539
	Department Administration OH - Non-Fee Related	186,821	60,704	247,526
	Division OH - Non-Fee Related	37,130	-	37,130
	Citywide OH - Non-Fee Related		65,918	65,918
Subtotal - Other Direct Services		**$ 624,566**	**$ 188,147**	**$ 812,713**
Building Total		**$ 4,891,193**	**$ 1,331,523**	**$ 6,222,716**

To calculate the cost of service for individual fees and services, we use staff focus groups. If the staff do not track their time by individual fee service, we will work with them using group meetings to help them estimate the amount of time spent providing each individual service. For each program (e.g. building, planning, fire, public works) we expect that we will need to meet with each program staff group at least two to three times for at least two hours per meeting depending on what their staff roles are, the number of individual permits developed as part of Task 2, and the number of staff involved.

In addition, if there are large variations in the amount of time spent on a particular permit, we will identify these fee categories, and if changes are needed, we will work with the staff to identify what the best fee structure is for determining the charges. On the following page, **Exhibit 2** shows the type of time information that might be gathered during these meetings with the program staff. Any time spent associated with the Technical Review Committee would also be included as part of the processing time for each permit.

Exhibit 2.
Example of Staff Processing Times for Individual Fees

	Building	Building	Planning	Planning	
	Senior Permit Technician	Plans Examiner	Planning Official	Planner II	
Total Loaded Hourly Rate	$80.78	$86.75	$89.12	$72.42	Total Hours
*Pre Application or Pre Submission (Per Meeting)	1.00	2.00	0.00	2.00	5.00
Accessory Dwelling Unit	0.50	0.00	0.00	13.50	14.00
Building Site Plan	0.50	0.00	1.00	18.50	20.00
Boundary Line Adjustment	0.50	0.00	0.00	7.00	7.50
Comp. Plan Amendment (Text)	0.50	0.00	7.00	28.50	36.00
Comp. Plan Amendment (Map)	0.50	0.00	7.00	28.50	36.00
Large Lot	0.50	0.00	0.50	18.50	19.50
Long Plat	0.50	0.00	3.50	45.50	49.50
Parcel Combination	0.50	0.00	0.00	5.00	5.50
Cluster Plat - 5 or more lots	0.50	0.00	3.50	45.50	49.50
Cluster Plat – 4 or less lots	0.50	0.00	1.50	21.50	23.50
Plat Extension	0.50	0.00	0.00	5.00	5.50
Short Plat	0.50	0.00	1.50	21.50	23.50
*Preliminary Plat	0.50	0.00	3.50	41.50	45.50
*Final Plat	0.50	0.00	1.00	8.00	9.50

Once the cost of services is calculated, we will develop a summary list that shows the cost of service for various types of permits and services. The list can be used to make comparisons with the fee or revenue generated by the activity or service as needed in the following cost recovery task.

For valuation-based fees, the cost of service analysis will depend on the time data available and the level of detail desired. If time records are available to make distinctions among the various types of valuation schedules used, we can use that data to determine the cost of service.

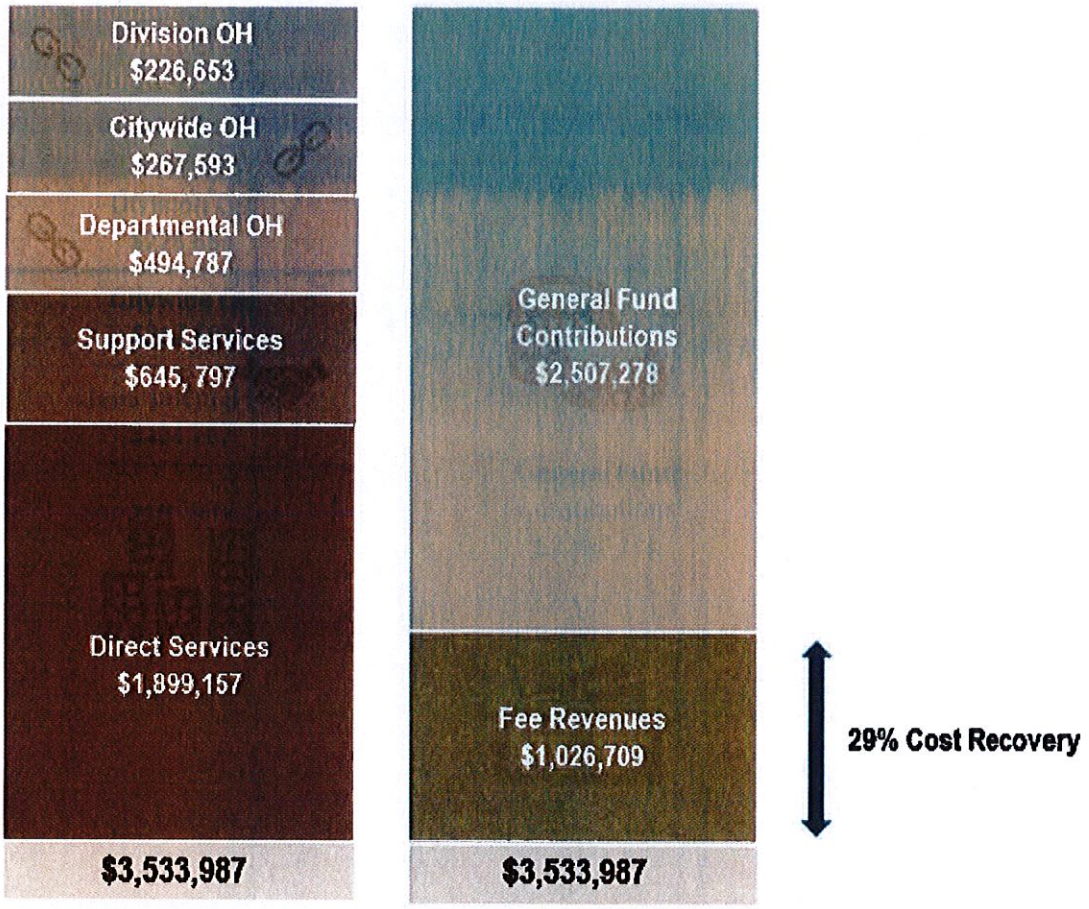
If such data is not available, time estimates for such categories can be included on the time estimation form and can also be discussed as part of the group meetings to review the hours and costs associated with each valuation fee level when there is a limited number of fee levels.

Task 4: Conduct Cost Recovery Analyses

Once the cost of service analyses is completed, we will conduct a cost recovery analysis for the participating departments and programs. Our cost recovery analysis involves two different analyses. The first analysis shows the overall cost recovery for a program/functions (i.e., Building, Planning, Fire, and Public Works), and the second analysis shows the cost recovery for each individual fixed fee.

To illustrate the components of costs and revenues in a variety of ways, we first provide the overall, high level summary of costs and revenues, usually by permit type or program unit (e.g. Building, Planning, Fire, and Public Works). **Exhibit 3** illustrates a commonly used graph that we provide to illustrate in a summary fashion the major categories of costs which are then compared with the revenues to recover those costs.

Exhibit 3. Example of Cost Recovery Chart



This type of graph helps policy makers and elected officials understand what costs are involved in providing services and how those costs compare to the revenues generated by these types of services. We have found that cost recovery discussions then focus on what costs should be recovered, and our cost recovery analysis can then be adjusted based on the appropriate cost recovery policies. Based on the types of costs or the level of cost recovery that the City wants, we can then calculate a cost recovery level and establish the corresponding fee for an activity or service at that level. If we have the detail on the number of permits, we can also forecast the potential revenue change based on the desired cost recovery level.

We will also develop a matrix that shows the cost of service for the various types of permits and services and the fee/revenues generated by the permit or service. Depending on the level of information available, we will show the data at the appropriate detailed level, wherever possible, but for some services we might only make the comparison at a very high level, such as by program or organizational unit. In the previous task we will have calculated hourly rates for the staff and gathered information about the time necessary to process individual permits. With that data we can calculate the cost of an individual permit. **Exhibit 4** offers an example of the matrix that shows an individual fee's cost of service and cost recovery level.

Exhibit 4. Example of Cost Recovery Matrix by Individual Fee

Fee Services for Planning	Cost of Service	Current Fee	Cost Recovery (%)
*Pre Application or Pre Submission (Per Meeting)	$399	New Fee	0%
Accessory Dwelling Unit	$1,018	$1,000	98%
Building Site Plan	$1,469	$720	49%
Boundary Line Adjustment	$547	$225	41%
Comp. Plan Amendment (Text)	$2,728	$2,000	99%
Comp. Plan Amendment (Map)	$2,728	$2,000	99%
Large Lot	$1,425	$720	51%
Long Plat	$3,647	$3,335	91%
Parcel Combination	$402	$50	12%
Cluster Plat - 5 or more lots	$3,647	$3,335	91%
Cluster Plat – 4 or less lots	$1,731	$3,335	193%
Plat Extension	$402	$255	63%
Short Plat	$1,731	$720	42%
*Preliminary Plat	$3,358	New Fee	0%
*Final Plat	$709	New Fee	0%

Task 5: Review and Identify Changes to Existing Fee Structures

As previously noted, when we interview the key stakeholders and meet with each department's staff group, we will identify any potential changes to specific fee structures that might simplify the fee structure or make it more related to the cost of service. For each change we will work with the staff to identify the reasons for any change and potential impacts of the change.

Task 6: Review Results with City Staff

Once the cost of service, cost recovery, enterprise fund, and fee survey analyses are completed, we will review them with the participating departments and other City staff. We will discuss the results, answer any questions about the methodology, and discuss the appropriate cost recovery level that the City should strive for if such a policy has not already been determined.

We will review the existing cost recovery policies previously established. If for some reason no policies are in place for a particular program, we will work collaboratively with the City staff as needed to develop recommendations for the Mayor and City Council.

We anticipate up to three separate meetings to review study results with City staff:

- Presentation to City project team
- Presentation to City leadership team
- Presentation to departmental stakeholders.

Task 7: Draft / Final Reports

After working with the City staff on the cost of service analysis and cost recovery levels, we will prepare a draft report that discusses the methodologies used, the cost of service and cost recovery analyses and results, the fee survey, the impacts of a separate fund, and any recommendations.

Once we have prepared our draft study report, we will submit it to City staff for review, and after obtaining staff comments; we will review the comments with the City staff, make appropriate adjustments, and produce a final report that can be submitted to City management, the Mayor, and the City Council. Per the City's RFP, we will provide five bound copies of the final report, one unbound camera-ready copy, and one electronic copy to the City.

Task 8: Make Presentations

We will make presentations to the City's Leadership Team and City Council. Because of our methodology and our policy experience, our presentations are designed to facilitate an understanding of the study results and the policy implications for the City. As part of our preparation for the presentation, we will work with the appropriate City management to ensure the presentation addresses any City Council issues and concerns about cost of recovery and development fees.

As specified in the City's RFP, our presentations will include:

- Presentation of draft study results during one (1) Council study session;
- Presentation of final study results during a second Council study session;

Task 9: Project Administration

This task also includes the various administrative efforts that will take place during the study such as the administrative support and the development of monthly progress reports and billings.

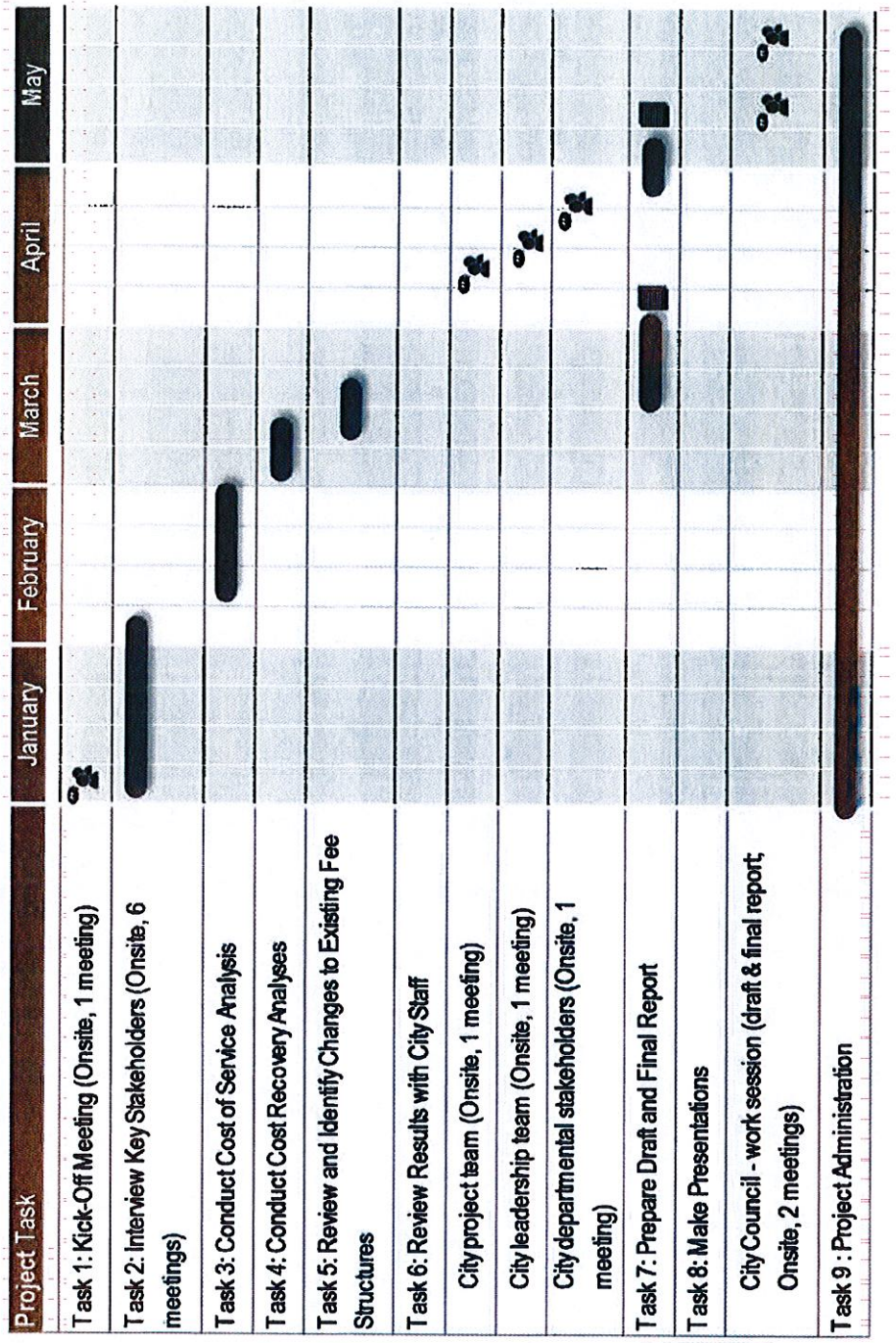
Other project administration costs are also associated with the following:

- Conducting project review meetings as necessary to assess work in progress, obtain feedback on critical issues, highlight potential challenges and determine next steps,
- Providing monthly progress reports to allow for regular tracking of project deliverables to budget allowing for budget issues to be identified and resolved early,
- Providing summaries or e-mails outlining follow up items, assigned tasks, and next schedule milestones,
- Preparing a monthly invoice with a progress report on the activities performed during the billing period,
- Being available by phone, e-mail, and if necessary, in person to discuss any issues that surface during the project,
- Scheduling and participating, if necessary, in progress meetings such as bi-weekly project status calls.

The following table outlines the budget, as amended and, as agreed to.

Tasks	Consultant Hours						Total Labor Hours	Expenses (for mileage and ferry tolls)	Budget
	Principal In Charge Ghilarducci	Project Manager Chaw	Project Consultant Quinn	Technical Advisor Hobson	Technical Advisor Moy	Admin. Support			
Effective Hourly Billing Rates:	*$260*	*$185*	*$160*	*$175*	*$220*	*$85*			
Task 1: Kick-Off Meeting (Onsite, 1 meeting @5 hours incl travel)	5	5	0	0	0	0	10	$50	$2,275
Task 2: Interview Key Stakeholders (Onsite, 3 meetings @ 8 hours/ea incl travel)	0	24	0	24	0	0	48	$150	$8,790
Task 3: Conduct Cost of Service Analysis	1	8	20	6	4	0	39	$0	$6,870
Task 4: Conduct Cost Recovery Analyses	1	8	8	6	1	0	24	$0	$4,290
Task 5: Review and Identify Changes to Existing Fee Structures	1	5	7	2	0	0	15	$0	$2,655
Task 6: Review Results with City Staff									
City project team (Onsite, 1 meeting @5 hours incl travel)	0	5	0	5	0	0	10	$50	$1,850
City leadership team (Onsite, 1 meeting @5 hours incl travel)	0	5	0	5	0	0	10	$50	$1,850
City Department stakeholders (Onsite, 1 meeting @5 hours incl travel)	0	5	0	5	0	0	10	$50	$1,850
Task Subtotal	0	15	0	15	0	0	30	$150	$5,550
Task 7: Prepare Draft and Final Report	2	10	30	4	2	0	48	$0	$8,310
Task 8: Make Presentations									
City Council - work session (draft report; Onsite, 1 meeting @5 hours incl travel)	5	5	4	1	0	0	15	$50	$3,090
City Council - 2nd work session (final report; Onsite, 1 meeting @5 hours incl travel)	5	5	4	1	0	0	15	$50	$3,090
Task Subtotal	10	10	8	2	0	0	30	$100	$6,180
Task 9: Project Administration	2	6	4	4	0	7	23	$0	$3,565
Project Budget	22	91	77	63	7	7	267	$450	$48,485

The following chart illustrates the schedule, as amended and, as agreed to.



FCS GROUP
Solutions-Oriented Consulting

| Memorandum

To: Heather Wright, Planning Department Director Date: October 2, 2020

From: Martin Chaw, Project Manager

CC: John Ghilarducci, Principal

RE City of Bainbridge Island Cost Recovery Fee Study – Budget Amendment #1

The purpose of this memorandum is to request an adjustment to the budget for the subject study. The following table summarizes our current budget, tasks that were completed outside of the original scope of work, and our requested budget adjustment.

A. Task 3: Cost of service analysis

1. Description: Establish the cost of service for each fee based upon detailed fee-time estimates by staff.
2. Status: Technical analysis completed; reviewed results with the City project team.
3. Additional Task Outside of Original Work as Scoped: To establish a detailed fee-time estimate by staff, we worked closely with the City project team to derive detailed time estimates by staff by fee service. This effort took longer than expected due to additional reviews with the City project team and data revisions as a result.

B. Task 3: Cost of service analysis & Task 4: Cost recovery analysis

1. Description: Establish the cost of service and level of cost recovery for each fee based upon estimated revenues under existing fees.
2. Status: Technical analysis completed; reviewed results with the City project team.
3. Additional Task Outside of Original Work as Scoped: .To establish a cost of service and cost recovery analysis, a detailed review and comparison to revenue information is required. This effort took longer than expected due to multiple data extracts from the City's permit and financial systems. We were able to complete this analysis, but the level of effort was more extensive than anticipated.

Our estimated additional budget request to address the above and to complete the project as budgeted bring the project through to Council presentations and report writing is $14,000.

	Budget
Current project budget	$48,485
Requested budget adjustment for Item A	$7,000
Requested budget adjustment for Item B	$7,000
Estimated project budget to complete all scoped tasks	$62,485

Thank you for considering our budget request. We look forward to continuing our work on this important project for the City.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Resolution No. 2020-17, Old Mill Road Speed Limit Change - Public Works,

SUMMARY: A resolution to lower the speed limit on Old Mill Road from 30 mph to 25 mph.

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

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: Between June 17th and June 22nd of 2020, the Department of Public Works received correspondence from 20 residents along Old Mill Road referencing a request to lower the speed limit from 30 mph to 25 mph. Of those 20 residents, 18 were in favor of the change, and 2 were not in favor of the change. The Department responded that the corridor speed limit would be evaluated, and a recommendation would be developed.

Per the guidance outlined in the Manual for Uniform Traffic Devices Section 2B.13, speed limits should be posted within 5 mph of the 85th percentile speed and should not be used for traffic calming purposes. However, speed zones should also take into account roadside parking practices and pedestrian activity.

Given that approximately 1/3 of the Old Mill Road corridor is already posted at 25mph; the 85th percentile speed is within 5 mph of the requested speed limit revision; and, there are no existing shoulders to accommodate non-motorized users (the amount of which has increased during the COVID-19 pandemic), a speed limit revision to 25 mph along the entire corridor is warranted per the notation on the attached map.

ATTACHMENTS:

Old Mill Road Speed Limit Recommendation 102720.pdf

Resolution No 2020-17 Old Mill Road Speed Limit Change.docx

FISCAL DETAILS: The cost of this speed limit change is budgeted, and is estimated to be $1500 in labor and materials.

Fund Name(s): Streets Fund

Coding: N/A

Old Mill Road Speed Limit Revision - October 27, 2020

Background:
Between June 17th and June 22nd the Department of Public Works received correspondence from 20 residents along Old Mill Road referencing a request to lower the speed limit from 30 mph to 25 mph. Of those 20 residents, 18 were in favor of the change, and 2 were not in favor of the change. The Department responded that the corridor speed limit would be evaluated, and a recommendation would be developed.

Existing Conditions:
There are currently five (5) speed limit signs along the Old Mill Road corridor:

- Southbound 30 MPH near the intersection with Blakely
- Southbound 25 MPH FOR 1 MILE, approx. ¼ mile from Blakely
- Northbound 30MPH near Heyday Farm
- Northbound 30MPH near McDonald Ave.
- Northbound 25 MPH FOR 1 MILE north of McDonald Ave.

The City's 2019 speed study captured one data point (85th percentile speed) along the corridor: 29.4 mph just south of the intersection with Blakely Ave.

Evaluation and Recommendation:
Per the guidance outlined in the MUTCD Section 2B.13, speed limits should be posted within 5 mph of the 85th percentile speed and should not be used for traffic calming purposes. However, speed zones should also take into account roadside parking practices and pedestrian activity.

Given that approximately 1/3 of the Old Mill Road corridor is already posted at 25mph; the 85th percentile speed is within 5 mph of the requested speed limit revision; and, there are no existing shoulders to accommodate non-motorized users (the amount of which has increased during the COVID-19 pandemic), a speed limit revision to 25 mph along the entire corridor is warranted per the notation on the attached map.

RESOLUTION NO. 2020-17

A RESOLUTION of the City of Bainbridge Island, Washington, lowering the speed limit on a portion of Old Mill Road from 30 mph to 25 mph.

WHEREAS, the City Council and City staff receive numerous requests each year to evaluate speed limits on Bainbridge Island roads; and

WHEREAS, the City Council has the authority to set speed limits on Bainbridge Island roads; and

WHEREAS, in 2016, the Non-Motorized Transportation Advisory Committee proposed that the City adopt maximum speed limits island-wide on Bainbridge Island to enhance safety for non-motorized transportation modes; and

WHEREAS, Resolution No. 2016-08 was adopted by the City Council at its March 8, 2016 meeting, resulting in speed limits of 25 mph in densely-zoned and developed areas and designated residential roads, and speed limits of 35 mph in less-densely zoned areas and roads designated as collectors and arterials; and

WHEREAS, Old Mill Road is classified as a collector road in accordance with the City's adopted Island-Wide Transportation Plan; and

WHEREAS, Approximately one-third of Old Mill Road is currently posted at 25 mph; and

WHEREAS, The Manual on Uniform Traffic Devices recommends that speed limits be posted within 5 mph of the 85th percentile speed on Old Mill Road, and said speed was measured at 29.4 mph during the November 2019 city-wide speed study; and

WHERAS, There are no existing bicycle or pedestrian shoulders or other facilities along the majority of Old Mill Road; and

WHEREAS, the City Council is the Local Agency with authority to establish maximum speed limits in accordance with Chapter 308-330 WAC and Chapter 46.61 RCW.

NOW, THERFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. In accordance with the Washington Model Traffic Ordinance, Chapter 308-330 WAC adopted by BIMC 10.04.010, and the Manual on Uniform Traffic Control Devices ("MUTCD"), the City Council establishes that the speed limit be lowered on Old Mill Road from 30 mph to 25 mph.

Section 2. This resolution shall take effect immediately after its passage.

PASSED by the City Council this _____ day of _____, 2020.

APPROVED by the Mayor this _____ day of _____, 2020

_____
Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2020-17

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: City Hall Solar System Acquisition - Public Works,

SUMMARY: This item is for the City Council to consider acquisition of the solar system that exists currently on City Hall. That system is currently owned by an ownership group and the City and that group entered into a lease agreement in 2011 related to the system. Included with this agenda item is a draft Solar System Purchase and Sale Agreement between the City and Community Solar Solutions, Inc., and "Tenant," as that term is described in the Community Solar Project Site Lease and Solar Services Agreement dated December 23, 2011 ("Hosting Agreement"). (The Hosting Agreement is attached as Exhibit A to the Purchase and Sale Agreement.) The Hosting Agreement sets forth a process by which the City has the option to purchase the solar system, including the solar panels and related equipment. The purchase agreement reflects the application of the purchase provisions of the Hosting Agreement. The purchase price is $26,015.62

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

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: In 2011, the City and Community Solar Solutions ("CSS") entered into the "Community Solar Project Site Lease and Solar Services Agreement" ("Hosting Agreement") related to the solar system that exists on City Hall. CSS serves as the "Administrator" of the Hosting Agreement. The system is owned under a tenants-in-common structure by twenty-four participants, including CSS. The lease expires in 2020 and the City has the option of purchasing the system at fair market value ("FMV"). Given the reasonable price that is being offered ($26,015.62), and the City's interest in solar power, the City is pursuing the option to purchase the system.

Included with this agenda item is the draft purchase and sale agreement for the City Council's consideration. The City retained outside counsel to negotiate the transaction on behalf of the City and to prepare the purchase and sale agreement and associated documents. Also included with this item is a memo from that attorney to

the Council and City Manager related to the transaction, including as pertains to the FMV third-party appraisal that was done pursuant to the lease agreement. Included as well is a memo from the City's Public Works Director related to his conclusion that the FMV appraisal is thorough and was conducted in compliance with the lease agreement.

Another aspect of this transaction that is important to note and disclose is that Joe Deets, who is a current Councilmember, has an interest in the lease that preexists his election to the City Council in 2017. Mr. Deets is the President of CSS and, as such, he serves as the Administrator of the Community Solar Project that is described in the lease. Based on information from CSS, the 71.28 Kilowatt (kW) system has been operating on the roof of City Hall since August 2012.

Because Mr. Deets has an interest in the lease, he is not involved, directly or indirectly, in the Council's consideration of the lease nor the purchase of the solar system. In his role as Councilmember, he is recusing himself from the Council's consideration of this matter, and he is disclosing his interest on the record so that it is fully and publicly disclosed.

As above described, the system is owned via a tenants-in-common structure by twenty-four participants, which includes CSS as a tenant. As such, one of the system's owners is Mr. Deets and his spouse. To address this situation, Mr. Deets, as above described, is recusing himself from any and all consideration and decisions of the Council related to this matter. Additionally, as stated in the purchase and sale agreement that the Council is considering, Mr. Deets is waiving and disavowing any right he or his spouse would otherwise have to receive payment related to this transaction, and any allocable portion that he and his spouse would have otherwise received will remain with the City for the benefit of the community. The purchase price of approximately $26,016 reflects the adjusted price based on the waiver as above described.

In terms of additional background materials, also included with this agenda item, for comparison purposes, is a 2019 estimate by Sunergy Systems that reflects the estimated cost of an entirely new solar system for City Hall. That estimate is $191,666.

Also included is a "City Hall Layout" document that includes photos and diagrams of the solar system that is the subject of the purchase and sale agreement being considered by the Council.

Attached to this agenda item are:

(1) The purchase and sale agreement;

(2) The Fair Market Value Appraisal;

(3) A memo from outside counsel Adam Snyder who negotiated the purchase;

(4) A memo from Public Works Director Chris Wierzbicki related to the appraisal;

(5) An estimate from Sunergy Systems related to the value to purchase an entirely new solar system for City Hall; and

(6) A "City Hall Layout" document that includes photos and diagrams of the system.

ATTACHMENTS:

Solar Purchase Agreement Draft - Bainbridge Island - 10-23-20.PDF

COBI Solar FMV Analysis from UMC.pdf

Memo from A. Snyder to City of Bainbridge Island - 10-23-20.pdf

Memo from Public Works Director regarding City Hall Solar System FMV Analysis 102320.pdf

2019 Bainbridge City Hall Estimate from Sunergy Systems for New Solar System.pdf

Bainbridge City Hall Solar System Layout - 297 modules.pdf

FISCAL DETAILS: See City Hall Solar Facility Budget Adjustment item included as a separate item on the agenda for this Council meeting.

Fund Name(s):

Coding:

SOLAR SYSTEM PURCHASE AND SALE AGREEMENT

THIS SOLAR SYSTEM PURCHASE AND SALE AGREEMENT (this **"Agreement"**) is entered into between the City of Bainbridge Island, a Washington municipal corporation of the state of Washington (the **"City"**), and Community Solar Solutions Inc., a Washington corporation (the **"Administrator"**), on behalf of itself and on behalf of the "Tenant," as that term is defined in that certain Community Solar Project Site Lease and Solar Services Agreement (the **"Hosting Agreement"**), dated effective as of December 23, 2011, and attached as **Exhibit A**. The City, Administrator, and Tenant may each be referred to herein as a "**Party**" and collectively, as the "**Parties**."

RECITALS

A. WHEREAS, the City and the Administrator are parties to the Hosting Agreement, whereunder the Administrator is authorized to act on behalf of the Tenant in order to carry out the terms of this Agreement;

B. WHEREAS, the Administrator and the Tenant are parties to that certain Joint Ownership Agreement, effective May 22, 2012, whereunder each Owner severally and irrevocably guaranteed for the benefit of the City the obligations of, among other things, those described in the Hosting Agreement;

C. WHEREAS, the Hosting Agreement provides for the development of a solar energy system capable of producing not less than 25kW of electricity and otherwise comprising those items of photovoltaic solar electric power generation equipment and other related equipment as described on **Exhibit B** and located on the Site (the **"System"**);

D. WHEREAS, the City and Administrator met and proceeded to apply the Purchase Option provisions of the Hosting Agreement whereby the City would purchase the System pursuant to the Purchase Option provisions;

E. WHEREAS, the City desires to purchase, and the Administrator and Tenant desire to sell, the System to the City pursuant to the Purchase Option provisions of the Hosting Agreement; and

F. WHEREAS, except as otherwise expressly provided herein to the contrary, all capitalized terms used in this Amendment shall have the same meaning given to such terms in the Hosting Agreement. In the event of disagreement between the terms of this Agreement and the Hosting Agreement, the terms of this Agreement shall control.

NOW, THEREFORE, IN CONSIDERATION OF and subject to the terms and conditions set forth below, the Parties hereby agree as follows:

1. Background and Purpose. Having exercised the Purchase Option, the Tenant wishes to sell to the City, and the City desires to purchase from the Tenant, all right, title, and interest in and to the System and all improvements placed by the Tenant on the Site with respect to the System.

2. Sale and Purchase. Subject to the terms and conditions set forth in this Agreement, the Tenant sells, conveys, and transfers to the City and the City purchases from the Tenant all right, title, and interest in and to the System, and all improvements placed by the Tenant on the Site with respect to the System. The Tenant hereby assigns and transfers to the City any and all rights, title, and interest of the Tenant in any other assets, agreements, and transferable warranties related to the System and agrees to reasonably cooperate and execute such further instruments and agreements as are required to carry out the terms of this Agreement.

3. Purchase Price and Payment. The Purchase Price for the System is $26,015.62, which is equal to the Fair Market Value of the System, less the portion of the Purchase Price otherwise allocable and payable to the Administrator because the Administrator is waiving and disavowing any right the Administrator would otherwise have to receive a payment and prefers that the Administrator's allocable portion of the Purchase Price remain with the City for the benefit of the community. The City shall pay the Purchase Price to the Tenant within thirty (30) days of the Effective Date of this Agreement or such other date agreed to by the Parties (the **"Closing Date"**), pursuant to payment instructions from the Administrator to the City. In addition, the City shall pay to the Administrator, and the Administrator shall remit, any applicable sales tax related to the sale of the System to the City.

4. Closing; Conditions Precedent.

4.1. Possession of and title to the System and all improvements placed by the Tenant on the Site with respect to the System shall be transferred to the City on the Closing Date, or such other date as agreed to by the Parties.

4.2. The Tenant shall have delivered to the City, and the City shall have delivered to the Administrator, those items required to be delivered under Section 5.

5. Deliveries Required on the Closing Date. On the Closing Date:

5.1 The Tenant shall deliver to the City all documents and instruments reasonably necessary to carry out the terms and provisions of this Agreement and to effectuate the purpose of the transaction.

5.2 The Administrator shall deliver to the City a Bill of Sale regarding the purchase and sale of the System and transferable warranties in substantially the form as attached hereto as **Exhibit C** ("**Bill of Sale**").

5.3 The City shall deliver to the Tenant the Purchase Price, pursuant to the Administrator's instructions, and all documents and instruments reasonably necessary to carry out the terms and provisions of this Agreement and to effectuate the purpose of the transaction.

6. Representations and Warranties by Administrator and Tenant. The Administrator and the Tenant represent, agree, and warrant that:

6.1 The Administrator and the Tenant have all requisite power and authority to enter into and perform and carry out this Agreement;

6.2 The execution, delivery, and performance of this Agreement by the Administrator and the Tenant has been duly and validly authorized by the Administrator and the Tenant;

6.3 The Tenant owns and holds all right, title, and interest in and to the System and has not sold, assigned, encumbered, compromised, waived, released, or otherwise transferred any right or interest therein, and the System is free and clear of any liens or encumbrances of any kind;

6.4 No consent, approval, waiver, or authorization is required to be obtained by the Administrator or the Tenant from any person or entity (including any governmental authority) in connection with the execution, delivery, and performance by the Tenant of this Agreement and the consummation of the transactions contemplated hereby; and

6.5 The Administrator, and its owners, parents, subsidiaries, agents and affiliates are receiving no benefit, directly or indirectly, from this Agreement.

7. Representations and Warranties by the City. The City represents and warrants that (i) the City has all requisite power and authority to enter into and perform and carry out this Agreement, and (ii) the execution, delivery, and performance of this Agreement by the City has been duly and validly authorized by all requisite action on the part of the City.

8. Indemnification. The City shall indemnify the Tenant for the City's operation, use, and ownership of the System following the transfer of the System by the Tenant to the City.

9. Miscellaneous.

9.1 Entire Agreement. This document and its exhibits constitute the entire agreement between the parties, all oral agreements being merged in this Agreement, and supersede all prior representations and the Hosting Agreement. There are no representations, agreements, arrangements, or understandings, oral or written, between or among the parties relating to the subject matter of this Agreement that are not fully expressed in this Agreement. The Hosting Agreement is terminated as of the effective date of this Agreement.

9.2 Amendment. The provisions of this Agreement may be modified at any time by agreement of the parties. Any such agreement shall be ineffective to modify this Agreement in any respect unless in writing and signed by the parties.

9.3 Waiver. Any of the terms or conditions of this Agreement may be waived at any time by the party entitled to the benefit thereof, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction either of that term or condition as it applies on a subsequent occasion or of any other term or condition.

9.4 Succession. Subject to the provisions otherwise contained in this Agreement, this Agreement shall inure to the benefit of and be binding on the successors and permitted assigns of the respective parties.

9.5 Notices. Any notice under this Agreement shall be in writing, and any written notice or other document shall be deemed to have been duly given (i) on the date of personal service on the parties, (ii) on the third business day after mailing, if the document is mailed by registered or certified mail, (iii) one day after being sent by professional or overnight courier or messenger service guaranteeing one-day delivery, with receipt confirmed by the courier, or (iv) on the date of transmission if sent by telegram, telex, telecopy, or other means of electronic transmission resulting in written copies, with receipt confirmed.

9.6 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement which can be given effect without the invalid provision shall continue in full force and effect and shall in no way be impaired or invalidated.

9.7 Exhibits. All exhibits to which reference is made are deemed incorporated in this Agreement whether or not actually attached.

9.8 Governing Law. This Agreement and all acts and transactions pursuant hereto and the rights and obligations of the parties hereto shall be governed, construed, and interpreted in accordance with the laws of the State of Washington, without giving effect to principles of conflicts of law. All parties consent to the exclusive jurisdiction and venue in Kitsap County Superior Court.

9.9 Further Assurances. From and after the Closing Date, each party agrees to execute and deliver such other assurances, deeds, instructions, instruments of transfer, and other documents as may be reasonably requested by the other party to carry out the purpose and intent of this Agreement.

9.10 This Agreement may be executed in one or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties hereto and delivered to the other parties hereto, it being understood that all parties hereto need not sign the same counterpart.

EXECUTED AND EFFECTIVE as of the last date of signature set forth below.

COMMUNITY SOLAR SOLUTIONS, INC.

By:_____
Joe Deets

Its:_____

Date:_____

TENANT

By_____
Joe Deets

Its: Authorized Representative

CITY OF BAINBRIDGE ISLAND

By:_____

Name:_____

Title:_____

Date:_____

EXHIBIT A

(Hosting Agreement)

COMMUNITY SOLAR PROJECT
SITE LEASE AND SOLAR SERVICES AGREEMENT

This COMMUNITY SOLAR PROJECT SITE LEASE AND SOLAR SERVICES AGREEMENT (this "**Agreement**") is entered into as of the Effective Date (as defined below) by and between the City of Bainbridge Island, a municipal corporation of the state of Washington (the "**City**"), and the Administrator (as defined below). Each of the City and the Administrator may be referred to herein as a "**Party**" and collectively as the "**Parties**." The Tenant (as defined below) is an express third party beneficiary of the rights of the Administrator and the obligations of the City set forth herein. All capitalized terms in this Agreement have the meanings set forth in Section 1, "**Definitions**," unless otherwise specifically defined in this Agreement.

RECITALS

WHEREAS, the City owns the Property and desires to lease a portion of the Property at a rate that allows community solar projects to be financially viable while covering the costs of the City's involvement in such community solar projects; and

WHEREAS, the Tenant, through the Administrator, desires to install, maintain and operate on the Site an up to 75kW photovoltaic community solar project (and no smaller than 25kW photovoltaic community solar project) owned by the Tenant, and the Tenant desires to lease from the City, and the City is willing to lease to the Tenant, the Site in connection therewith;

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is hereby acknowledged, and in consideration of the terms, conditions, covenants and performances contained herein, it is mutually agreed as follows.

TERMS OF AGREEMENT

1. Definitions

"**Access Plan**" has the meaning ascribed to such term in Section 4.

"**Access Property**" has the meaning ascribed to such term in Section 4.

"**Administrator**" means Community Solar Solutions Inc., a Washington corporation ("**CSS**"), a subsidiary of Community Energy Solutions, a Washington public benefit nonprofit corporation, or any subsidiary of CSS. The Tenant has appointed the Administrator to act as its agent in all respects in connection with the installation, operation and maintenance of the System, including the negotiation and execution of this Agreement, and may designate a new entity as "Administrator" from time to time. For purposes of clarity, the term "Administrator" includes any sub-contractor or other agent hired by the Administrator in connection with the transactions contemplated by this Agreement.

"**Affiliate**" means, with respect to the City, any individual or entity that directly, or indirectly through one or more intermediaries, controls or is controlled by or is under common control with the City. For these purposes, "control" means the possession, directly or indirectly, of the power to direct or cause the direction of the management or policies of the City, whether through the ownership of voting securities, by contract or otherwise, and "controlled" has a correlative meaning.

"**City**" has the meaning ascribed to such term in the introductory paragraph.

SCANNED

"**City Contact Person**" has the meaning ascribed to such term in Section 22.A.4.

"**City's Operating Period**" has the meaning ascribed to such term in Section 6.B.

"**Code**" means the Internal Revenue Code of 1986, as amended.

"**Effective Date**" means the date on which this Agreement is fully executed by the Administrator and the City.

"**Energy Output**" means the total quantity of all actual electrical energy generated by the System (measured in kWh) in any given period of time, as measured by the on-site, photovoltaic production meter.

"**Energy Output Value**" means the cash value payable by Utility to the City pursuant to the Net Metering Agreement between the City and Utility with respect to the System as measured by a production meter.

"**Environmental Attributes**" means the characteristics of electric power generation of the System that have intrinsic value, separate and apart from the Energy Output, arising from the perceived environmental benefits from the System or the Energy Output, including but not limited to (i) all environmental and other attributes that differentiate the System or the Energy Output from energy generated by fossil-fuel based generation units, fuels or resources, (ii) characteristics of the System that may result in the avoidance of environmental impacts on air, soil or water, such as the absence of emission of any oxides of nitrogen, sulfur or carbon or of mercury, or other gas or chemical, soot, particulate matter or other substances attributable to the System, (iii) the compliance of the System or the Energy Output with the law, rules, standards or objectives of the United Nations Framework Convention on Climate Change (the "**UNFCCC**") or the Kyoto Protocol to the UNFCCC or the crediting of "early action" with respect thereto, or (iv) laws or regulations involving or administered by the Clean Air Markets Division of the Environmental Protection Agency or successor administrator or any state or federal entity given jurisdiction over a program involving transferability of these attributes and Reporting Rights.

"**Environmental Incentives**" means all rights, credits (including tax credits), rebates, benefits, reductions, offsets, and allowances and entitlements of any kind, howsoever entitled or named (including carbon credits and allowances), whether arising under federal, state or local law, international treaty, trade association membership or the like arising from the Environmental Attributes of the System or the Energy Output or otherwise from the development or installation of the System or the production, sale, purchase, consumption or use of the Energy Output. Without limiting the foregoing, "**Environmental Incentives**" includes green tags, renewable energy credits, tradable renewable certificates, Treasury Grants, any voluntary programs relating to emission reductions or other environmental attributes, the right to apply for (and entitlement to receive) incentives under Washington's cost recovery incentive program for community solar projects pursuant to RCW 82.16.120, as may be amended following the Effective Date, or other incentive programs offered by the State of Washington, and the right to claim federal income tax credits under Sections 45 and/or 48 of the Code.

"**Event of Default**" has the meaning ascribed to such term in Section 23.

"**Exercise Notice**" has the meaning ascribed to such term in Section 6.A.

"**Force Majeure Event**" means (i) acts of God, (ii) sabotage, riots or civil disturbances, (iii) acts of the public enemy, (iv) terrorist acts affecting the Site, (v) volcanic eruptions, earthquake, hurricane, flood, ice

storms, explosion, fire, lightning, landslide or similarly cataclysmic occurrence, (vi) requirement by Utility that the System discontinue operation for any reason, or (vii) any other action by any governmental authority other than the City which prevents or prohibits the Parties from carrying out their respective obligations under this Agreement (including, without limitation, an unstayed order of a court or administrative agency having the effect of subjecting the Energy Output to federal or state regulation of prices and/or services, or elimination or alteration of the Production Incentive Payments or other change in law that results in a material adverse economic impact on the Tenant); *provided, however*, "Force Majeure Event" does not mean (i) the economic hardship of either Party, (ii) an Outage, except if caused directly by an event or circumstance that otherwise meets the requirements set forth above, or (iii) insufficiency, unavailability, failure or diminishment of solar resource, except as the result of an event that would otherwise constitute a Force Majeure Event.

"**Interruption**" has the meaning ascribed to such term in Section 16.C.

"**kWh**" means kilowatt-hour.

"**Local Government Entity**" has the meaning ascribed to such term in WAC-458-20-273.

"**Net Metering Agreement**" means the agreement by and between the City and Utility providing for the installation of net metering equipment and the monitoring and delivery of the Energy Output to Utility on the terms set forth therein substantially in the form attached hereto as Exhibit A.

"**New Agreement**" has the meaning ascribed to such term in Section 23.E.

"**Normal Business Hours**" means Monday through Friday, 8:00 am to 5:00 pm, excepting nationally recognized holidays.

"**Operation**" means an event that is deemed to occur when the System is (i) mechanically complete and operating as intended and (ii) energy is being delivered through the meter connected to the System and to the Property's electrical system under the Net Metering Agreement.

"**Operational Date**" means the date on which the System achieves Operation.

"**Outage**" means a cessation or interruption of the Energy Output.

"**Penalty Payment**" has the meaning ascribed to such term in Section 23.D.2.

"**Permits**" has the meaning ascribed to such term in Section 8.B.

"**Premises**" means, together, the Site and the Access Property.

"**Primary Use**" means the City's primary use of the Property as of the Effective Date.

"**Production Incentive Payments**" means the cost recovery incentive payments for community solar projects pursuant to RCW 82.16.120, as amended from time to time.

"**Production Incentive Termination Date**" means the termination date of the Production Incentive Payments.

"**Property**" means the improved real property owned by the City, a legal description of which is set forth in Exhibit B attached hereto under the heading "Legal Description of Property."

"**Purchase Option**" has the meaning ascribed to such term in Section 6.

"**Purchase Price**" has the meaning ascribed to such term in Section 6.

"**Rent**" has the meaning ascribed to such term in Section 7.

"**Reporting Rights**" means the right of the Tenant to report to any federal, state, or local agency, authority or other party, including without limitation under Section 1605(b) of the Energy Policy Act of 1992 and provisions of the Energy Policy Act of 2005, or under any present or future domestic, international or foreign emissions trading program, that the Tenant owns the Environmental Attributes and the Environmental Incentives associated with the Energy Output.

"**Site**" means that portion of the Property, including interconnection facilities and other ancillary devices, as described in Exhibit B hereto under the heading "Site."

"**System**" means a solar energy system capable of producing not less than 25kW of electricity and otherwise comprising those items of photovoltaic solar electric power generation equipment and other related equipment as described on Exhibit B and installed by the Tenant on the Site in accordance with this Agreement, which description may be modified by written agreement of the Tenant and the City.

"**System Meter**" has the meaning ascribed to such term in Section 11.

"**System Owner**" means each of the parties that owns an undivided interest in the items of personal property that comprise the System as a tenant-in-common (collectively referred to herein as the "**System Owners**").

"**System Revenue**" means all revenue generated by, or otherwise payable to the System Owners in exchange for, as a result of, or in connection with, the Energy Output.

"**System Specifications**" has the meaning ascribed to such term in Section 8.C.

"**Tenant**" means the System Owners in their collective capacity as lessees under this Agreement and holders of the leasehold interest granted hereby.

"**Tenant Contact Person**" has the meaning ascribed to such term in Section 22.B.3.

"**Term**" has the meaning ascribed to such term in Section 5.

"**Transfer**" has the meaning ascribed to such term in Section 12.B.

"**Treasury Grant**" means a cash grant in lieu of the federal business energy investment tax credit in accordance with the renewable energy grant program administered by the U.S. Department of Treasury pursuant to the *American Recovery and Reinvestment Act of 2009* (H.R. 1).

"**Utility**" means Puget Sound Energy, the Washington public utility responsible for electric energy transmission and distribution service at the Property.

2. Representations and Warranties of the City

The City hereby represents and warrants to the Tenant as follows:

A. It owns in fee simple, and is in exclusive possession of, the Property (including the Site) and all

appurtenances thereto. Any and all leasehold interests the City has conveyed with respect the Property or appurtenances thereto are set forth on Exhibit B under the heading "Previous Leases Granted by City;"

B. It is a Local Government Entity that is not in the light and power business as defined in WAC 458-20-273, as may be amended following the Effective Date;

C. There are no liens or encumbrances on the Property that would unreasonably interfere with the operation of the System;

D. The Site is suitable for operation of the System at full capacity and without interruption throughout the duration of the Term;

E. The Special Conditions are the only conditions or limitations to which the operation of the System will be subject, other than those set forth in this Agreement;

F. The individual executing this Agreement on behalf of the City is duly authorized to bind the City to the provisions hereof, and the City has full power and authority to enter into and execute this Agreement and to perform its obligations hereunder;

G. The Bainbridge Island City Council has reviewed and approved the City's entry into and performance of its obligations under this Agreement; and

H. It currently maintains property insurance sufficient to insure it against complete loss or destruction of the Property, including the Site, and all personal property of the Tenant located on the Property, including the System, except as set forth in Section 21 below.

3. Representations of the Administrator

The Administrator hereby represents and warrants to the City as follows:

A. It is a corporation duly organized, validly existing and in good standing under the laws of the State of Washington. It has the requisite corporate power and authority to own and operate its properties and assets and to carry on its business as presently conducted;

B. It is duly authorized to execute this Agreement on behalf of the Tenant and bind the Tenant to the provisions hereof, and the Tenant has full power and authority to enter into this Agreement and perform its obligations thereunder, which power and authority the Tenant has properly delegated to the Administrator;

C. It is not in the light and power business as defined in WAC 458-20-273, as may be amended following the Effective Date.

4. Lease of Premises

The City hereby leases the Site to the Tenant pursuant to the terms and conditions of this Agreement, together with non-exclusive access rights to and from the Site through the Property sufficient for the Administrator's use of the Site for installation, maintenance, operation and/or repair of the System at the locations indicated on the Access Plan, as set forth on Exhibit C (the "**Access Property**"), which rights may be modified by mutual agreement of the City and the Administrator to provide an alternative access method or methods.

5. Term

A. Initial Term. The term of the lease of the Site will commence as of the Operational Date and will continue until the later of (i) June 30, 2020 and (ii) the Production Incentive Termination Date, unless terminated earlier pursuant to this Agreement (the "**Initial Term**"), except that in no event will the term extend beyond the twentieth anniversary of the Effective Date (the "**Outside Date**"). Upon the expiration of the Initial Term, the City may exercise the Purchase Option in accordance with the terms set forth in Section 6 below.

B. Renewal Term. If for any reason the City does not timely exercise the Purchase Option at the end of the Initial Term pursuant to Section 6.A or provides written notice to the Administrator of its determination not to exercise the Purchase Option, then the Administrator may renew this Agreement for a period extending until the Outside Date (the "**Renewal Term**" and together with the Initial Term, the "**Term**") for payment of rent at a rate not to exceed 100% of the retail value of the rooftop electrical production based on the production meter. The Parties hereby acknowledge that the anticipated useful life of the System is twenty years from installation, excluding inverters, which have an anticipated useful life of fifteen years from installation.

6. Purchase Option

A. Purchase Option. So long as no default of the City has occurred and is continuing, the City will have the option (the "**Purchase Option**") to purchase the System upon expiration of the Initial Term and again upon the expiration of the Renewal Term (if any) in each case at a purchase price equal to the Fair Market Value (as defined below) of the System (the "**Purchase Price**"). Not less than 90 days prior to the expiration of the Initial Term, the City will provide written notice to the Tenant of its determination with respect to the Purchase Option (the "**Exercise Notice**"). If the City timely elects to exercise the Purchase Option, then, promptly following its receipt of the Exercise Notice, the Administrator and the City will meet to determine the Fair Market Value of the System in accordance with Section 6.B below. Within 30 days following the determination of the Fair Market Value of the System in accordance with Section 6.B below, the City will pay the Tenant an amount in cash (by check or wire transfer) equal to the Purchase Price, and all other amounts then owing by the City to the Tenant, and the Tenant will transfer the System to the City in accordance with the terms of this Section 6.A. The Parties will execute all documents necessary to cause title to the System to pass to the City on an "as-is," "where-is" basis, and the Administrator, on behalf of the Tenant, will transfer to the City all right, title and interest in the System and all improvements placed by the Tenant on the Site with respect to the System. To the extent transferable, the remaining period, if any, on all warranties for the System will be transferred from the Tenant to the City at the City's sole expense, and the City will indemnify the Tenant for its operation, use and ownership of the System following the transfer of the System by the Tenant pursuant to this Section 6.

B. Fair Market Value. The "**Fair Market Value**" of the System will be the value determined by an independent third party appraiser based on the net present value (assuming an appropriate discount rate and a twenty-year useful life of the System) of: (i) the future retail value of electricity expected to be produced by the System (assuming electricity retail rate increases per annum comparable to the average annual rate increase during the prior ten-year period); (ii) projected future costs for property and liability insurance, maintenance expenses and capital expenses relating to the System including, for example, costs related to the replacement of inverters at the end of their useful life); (iii) the estimated amount of contractual monetary payments (if any) that are likely to be received from third parties based on Environmental Attributes of the System; and (iv) the cost of the ultimate removal of the System at the end of its

useful life. The determination of the appraiser will be binding on the Parties, and all costs of such appraisal will be shared equally by the Parties.

7. Rent

Commencing on the Operational Date, and on or before the first day of each calendar month during the Term thereafter, the City will be entitled to a portion of the Energy Output Value each month as set forth in Section 11 below (the "**Rent**"), plus any applicable Washington Leasehold Excise Tax on the entire amount of the Rent.

8. Installation and Operation of the System

A. Installation. The City consents, subject to the provisions of this Agreement, to the installation of the System on the Site, including, without limitation, solar panels, mounting substrates or supports, wiring and connections, power inverters, service equipment, net-metering equipment and Utility interconnections; *provided, however,* that, except with the City's express written consent, the System's installation shall be accomplished with clamps on the standing seam metal roof in order to avoid roof penetration by the mounting system.

B. Permitting. Prior to performing any installation or construction work on the Site, the Administrator will secure all necessary federal, state and local licenses, proof of agency and permits for the construction and operation of the community solar equipment and associated equipment (collectively, the "**Permits**") at its sole expense. The City hereby authorizes the Administrator as the City's agent to make any and all applications and/or submissions necessary to obtain all Permits from all applicable governmental and/or regulatory entities required for construction or operation of the System on the Site. To the extent authorized by law, the City will cooperate with the Administrator in the submission and/or processing any such applications, and will execute any documents applications, or other submissions required therefor. To the extent authorized by law, the City will take no action that would or would reasonably be expected to inhibit, impede or delay the Administrator's ability to obtain the Permits.

C. Review of System Specifications. Thirty days prior to performing the installation of the System at the Site, the Administrator will submit to the City the design, plan, specifications and work plans relevant for the System (the "**System Specifications**") for the City's review and comment. The Administrator will use commercially reasonable efforts to implement those comments provided by the City if submitted in writing to the Administrator not later than fifteen days following the date the System Specifications were submitted to the City. Thereafter, the City will retain the right to further review the System throughout the City's applicable permitting processes until such time as the System has been "placed in service" as defined in accordance with the Treasury Grant and certified by the Washington Department of Revenue (the "**DOR**") pursuant to RCW 82.16.120.

D. Structural and Wind Assessment Study. The Administrator will perform all necessary tests, including, but not limited to, structural load and wind stress calculations to determine the suitability of the Site for the installation and operation of the System in accordance with this Agreement.

E. Equipment Modification. If at any time during the term of this Agreement, the City and the Administrator agree that technology related to any component of the System has changed such that modifications to, or replacement of, all or a portion of the System would result in improved energy production or less physically or aesthetically obtrusive equipment, in either case so long

as such modifications or replacement increase the economic efficiency of the System, taking into account the costs of such modifications or replacement, as measured over the remaining Term taken as a whole, then the Parties will make commercially reasonable efforts to implement such modifications or replacement.

F. System Operation and Maintenance.

1. The Administrator will be solely responsible for the operation, repair and maintenance of the System, *provided* that the City will permit the Administrator access to the Site as provided in Section 4 above.

2. Neither the City nor any Affiliate thereof will have the right or be deemed to: (i) operate the System as contemplated by Section 7701(e)(4)(A)(i) of the Code; (ii) control the System as contemplated by Section 7701(e)(1)(B) of the Code; or (iii) physically possess the System as contemplated by Section 7701(e)(1)(A) of the Code.

9. Access and Security

Unless the Special Conditions provide otherwise:

A. If requested in writing, the Administrator will provide the City's designated staff with two keys for emergency access, at no cost to the City.

B. The City will give reasonable advance notice to the Administrator before entering the Site to perform normal or regular maintenance of the Property on the Site; *provided* that the City may access the Site at any time, and without giving notice, in the event of an emergency that affects the Property as a whole, as reasonably determined by the City.

10. Non-Interference

A. The Administrator will not use the Property, adjacent right of way, or access areas, excluding the Site, in any way that materially interferes with the Primary Use; *provided* that the Tenant's operation and maintenance of the System in the ordinary course will not be deemed to interfere with the Primary Use.

B. The City will not use, nor will the City permit its other tenants, occupants, employees or agents to use any portion of the Property in any way that materially interferes with the activities of the Administrator authorized by this Agreement.

11. Net Metering

A. The Administrator will install, or cause to be installed, and maintain, or cause to be maintained, standard, utility-grade, net-metering equipment for the System (the "**System Meter**") pursuant to the terms and conditions of the Net Metering Agreement. The City may install and maintain at the City's sole expense an independent metering or monitoring system. The System Meter will be tested and maintained pursuant to the Net Metering Agreement.

B. Promptly following the end of each month during the term, or such other period as may be agreed by the City and the Administrator, the City will remit payment to the Administrator on behalf of the Tenant in an amount equal to 50% of the amount credited during such period to the City's account with Utility from the generation of Energy Output pursuant to the terms of Exhibit A and

the Net Metering Agreement; *provided* that, if the Term is extended beyond June 30, 2020, then, beginning as of such date, the City shall no longer be required to remit any payment to the Administrator on behalf of the Tenant with respect to the generation of Energy Output pursuant to the terms of the Net Metering Agreement.

12. Ownership of the System; Transfer of Property

A. Ownership. Except as contemplated by Section 6, the System Owners or their assigns will retain title to and be the legal and beneficial owners of the System at all times during the Term, and the System will remain the personal property of the System Owners or their assigns; *provided* that the System will be operated and maintained exclusively by the Administrator on behalf of the System Owners. In no event will the terms of this Agreement be deemed a transfer to the City of any interest in or to the System. The System and any other improvements made by the Administrator to the Site will not attach to or be deemed a part of or fixture of the Property, notwithstanding any contrary provision of statutory or common law. The Administrator will at all times keep the Property free and clear of all material liens and encumbrances relating to the System. The City will at all times keep the System free and clear of all material liens and encumbrances relating to or arising from the Property.

B. Transfer of Property. The City will not sell, lease, assign, mortgage, pledge or otherwise alienate or encumber (each, a "**Transfer**") the System together with a Transfer of the City's fee interest in the Property. If the City elects to effect or permit a Transfer of the Property to any person other than a Local Government Entity during the Term, then the City will pay to the Tenant: (i) any lost aggregate Production Incentive Payments for the remainder of the Term; plus (ii) 50% of the anticipated Net Metering Value for the remainder of the Initial Term (if such Transfer occurs during the Initial Term).

13. Environmental Attributes; Environmental Incentives

A. The System Owners will own, and may assign or sell in their sole discretion, all interests associated with or resulting from the development and installation of the System or the production, sale, purchase or use of the Energy Output including, without limitation:

1. All Environmental Attributes and Environmental Incentives associated with the System; and

2. The Reporting Rights and the exclusive rights to claim that: (i) the Energy Output was generated by the System; (ii) the System Owners are responsible for the delivery of the Energy Output in accordance with the Net Metering Agreement; (iii) the System Owners are responsible for the reductions in emissions of pollution and greenhouse gases resulting from the generation of the Energy Output and the delivery thereof; and (iv) the System Owners are entitled to all Solar Renewable Energy Credits, certificates, registrations and other credits evidencing or representing any of the foregoing.

B. The City will take all reasonable actions necessary to enable the System Owners to apply for and obtain all Environmental Incentives.

14. Goodwill and Publicity

A. Press Releases. The Parties acknowledge that they share a common desire to promote the generation of renewable energy through community solar projects similar to the System. Each of

the Parties may, from time-to-time, issue press releases regarding the System and will cooperate with each other in connection with the issuance of such releases, including without limitation review and approval (which will not be unreasonably withheld) of press releases proposed to be issued by the other Party by no later than four business days after submission by the Party proposing to make the release. The City will have the right (i) to publicize that it is serving as a "site host" for the System but is not the owner of the System and (ii) to display photographs of the System in its advertising and promotional materials, *provided* that any such materials will also identify the Administrator as the developer and operator of the System.

B. Educational Materials. During the Term the Administrator will use commercially reasonable efforts to implement educational activities related to the System, including development of an interactive website to provide electricity output data and other on-line monitoring features with respect to the System and other educational content relating to community solar projects generally.

C. Promotion of Solar Energy. The City and the Administrator, and their respective guests (when accompanied by the City or the Administrator, as applicable), will have the right to access the Site from time to time during normal business hours and at other reasonable times upon reasonable prior notice for the purpose demonstrating the System, and promoting the generation of renewable energy through community solar projects.

15. Taxes, Assessments & Utilities

The Administrator will pay to the City any applicable leasehold excise tax, in addition to Rent, for each month that the Administrator makes lease payments to the City and does not report the lease as operating property to the DOR. The Administrator will be responsible for providing the City with evidence from the DOR of any applicable current or future exemption from leasehold excise tax, which evidence will then be attached to this Agreement as Exhibit D. If the City collects from the Administrator and pays to the DOR any leasehold excise tax that is subsequently determined to be a duplicate payment or over-payment of such tax by the Administrator, then the City will reimburse the Administrator in the amount of such duplicate payment or over-payment, upon written request by the Administrator.

16. Utilities and Services

Unless the Special Conditions provide otherwise:

A. Upon 24 hours' prior written notice to the City, the Administrator or its surveyor or contractor may, at the Tenant's sole expense, enter upon and survey the Site and the City's abutting and surrounding property to take measurements, make calculations, review any and all existing easements, property restrictions, if any, and note all other information relevant to the Administrator's assessment of the suitability of the Site for its purposes pursuant to this Agreement. Such access will be granted during Normal Business Hours.

B. The City will furnish the Administrator with electrical service to the Site for purposes of installation, operation and maintenance of the System, or as identified in the Special Conditions.

C. Neither Party will be liable for any damages to the System, nor will either Party be relieved from any of its obligations under this Agreement, as a direct or indirect result of a temporary interruption in the electrical power supplied to the Site lasting for less than six hours per occurrence and not more than 20 hours in the aggregate during any 45-day period, so long as such interruption is caused by a Force Majeure Event (an "**Interruption**"). Under no circumstances

will either Party be liable for indirect, special, incidental or consequential damages resulting from an Interruption.

D. The City will provide the Administrator with any information relating to encumbrances on the Property, including, but not limited to set-backs, utilities or easements of any nature, to the extent such encumbrances affect the Access Property or the Tenant's access rights to the Site set forth in Section 9, in which case any such existing encumbrances are set forth on Exhibit B hereto and any such encumbrances incurred by the City following the date this Agreement will be set forth in reasonable detail in a written addendum to Exhibit B delivered to the Administrator by the City.

17. Compliance with Laws; Hazardous Materials

A. The Administrator will not knowingly: (i) use the Site for any illegal purposes; (ii) violate any applicable law; (iii) cause or permit any nuisance or trespass to the Property.

B. The Administrator is authorized to use and store equipment and materials at the Site as specified in Exhibit B under the heading "Equipment," which will be in compliance with any applicable environmental, health or safety law, regulation, ruling, order or ordinance. The Administrator will not cause or permit any Hazardous Materials to be brought upon, stored, used, released or disposed of on the Property that would cause the Property to be in violation of any applicable environmental laws or which would require remediation or correction to the Property.

"**Hazardous Materials**" means any dangerous, toxic or harmful substance, material or waste that is or becomes regulated by any local government authority, the State of Washington, or the United States government due to its potential harm to the health, safety or welfare of humans or the environment. As between the City and the Administrator, the Administrator will be responsible for all spills or other releases of any Hazardous Materials that may occur on the Property arising out of the Tenant's activities or caused by the Administrator, its employees, contractors, subcontractors or invitees and will promptly conduct any investigation and remediation as required by any applicable environmental laws, at the Administrator's cost.

C. Notwithstanding the indemnification provisions in Section 20, the Tenant will indemnify, defend and hold harmless the City from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses, including without limitation, diminution in the value of the Property, damages for loss or restriction of use of the Property and sums paid in settlement of claims, reasonable attorneys' fees, consultant and expert fees, investigation, clean-up, remediation or other costs incurred or suffered by the City, to the extent caused by any use, storage, release or disposal of Hazardous Materials by the Tenant, its employees, contractors, subcontractors or invitees.

18. Site Maintenance and Stewardship

Unless the Special Conditions provide otherwise, the City will have no obligation to maintain or safeguard the Site beyond the safeguards it employs with respect to the Property as a whole, except that the City may permit access to the Site to any third party upon receiving the prior approval of the Administrator; *provided* that the City will indemnify and hold harmless the Tenant Indemnified Parties (as defined below) with respect to any damage to the System caused directly or indirectly by such third party, regardless of fault, unless such third party is an agent of the Tenant, in which case the City will have no liability pursuant to this Section 18 for damage caused by such third party.

19. Repairs by the City

Except as set forth in this Section 19, the City will have no duty to the Tenant to make any repairs or improvements to the Site except those repairs necessary for the safety of the Tenant or its employees, contractors or agents, including the Administrator, or those repairs that concern the Property as a whole and are not the result of the Administrator's use of the Site. The City or its representatives will be provided access to the Site for such repairs under this Section 19 upon no less than 24 hours notice to the Administrator. Notwithstanding the foregoing, any portion of the Site that requires repair or maintenance as of the Effective Date and is set forth on Exhibit B hereto under the heading "Required Maintenance" will be repaired or replaced at the City's sole expense prior to installation of the System at the Site, subject to the Administrator's reasonable approval.

20. Indemnification

A. By the Tenant. The Tenant will indemnify, defend and hold harmless the City, its permitted successors and/or assigns and their respective directors, officers, members, shareholders and employees (the "**City Indemnified Parties**") from and against any and all liabilities, damages, claims, demands, judgments, losses, costs, expenses, suits, actions or proceedings, and all reasonable attorneys' fees incurred by the City Indemnified Parties in connection therewith, arising from or out of any acts, omissions or other conduct of the Tenant, or any of its officers, agents or employees in connection with property damage or personal injury at the Premises to the extent arising out of the Tenant's gross negligence or willful misconduct in connection with the Tenant's use of the Site or operation and maintenance of the System. The Tenant will not, however, be required to reimburse or indemnify any the City Indemnified Party for any loss or claim to the extent such loss or claim is due to the negligence or willful misconduct of any City Indemnified Party, including any loss or claim related to the repairs conducted by the City pursuant to Section 19 and set forth on Exhibit B under the heading "Required Maintenance."

B. By the City. The City will indemnify and hold harmless the Tenant, its permitted successors and/or assigns and its respective directors, officers, members, shareholders and employees, including the Administrator (the "**Tenant Indemnified Parties**") from and against any and all liabilities, damages, claims, demands, judgments, losses, costs, expenses, suits, actions or proceedings, and all reasonable attorneys' fees incurred by the Tenant Indemnified Parties in connection therewith, arising from or out of any acts, omissions or other conduct of the City, or any of its officers, agents or employees in connection with property damage or personal injury at the Premises to the extent arising out of the City's gross negligence or willful misconduct in connection with the City's ownership, use, operation or maintenance of the Property. The City will not, however, be required to reimburse or indemnify any the Tenant Indemnified Party for any loss or claim to the extent such loss or claim is due to the negligence or willful misconduct of any Tenant Indemnified Party.

C. Survival. The provisions of this Section 20 will survive the termination or expiration of this Agreement to the full extent of the applicable statute of limitations period.

21. Insurance

A. The Tenant will maintain and/or will cause the Administrator, or any of its other contractors or agents, to maintain, as applicable, throughout the Term, insurance coverage of the kinds and in the amounts set forth on Exhibit E attached hereto and incorporated herein.

B. Except as set forth on Exhibit E, all insurance coverage in respect of the Property will be the

responsibility of the City, and the City will maintain during the Term insurance coverage sufficient to insure it against complete loss or destruction of the Property, including loss or destruction of the System, regardless of the cause. To the extent necessary to comply with the terms of this Section 21.B, the City will amend the coverage of its property and casualty insurance in effect as of the date hereof to include coverage of (in addition to the Property and assets currently covered by such insurance) the System up to an amount and on the terms reasonably acceptable to both the City and the Administrator, and the Administrator will reimburse the City on a semi-annual basis in an amount equal to the incremental cost of including the System in the City's property and casualty insurance policies. The Tenant will be responsible for incurring any "deductible" related to any claim made with respect to the System under the City's insurance policies.

C. Each Party agrees to provide the other Party with copies of insurance certificates or other evidence of insurance acceptable to such receiving party certifying that insurance coverages are in compliance with the specifications set forth in this Agreement. All evidences of insurance will: (i) name the other Party as an additional insured; (ii) provide that the other Party will receive 30 days' prior written notice of non-renewal, cancellation of, or significant modification to any of the corresponding policies (except that such notice shall be ten days for non-payment of premiums); (iii) provide a waiver of any rights of subrogation against the other Party, its affiliates and their officers, directors, agents, subcontractors, and employees; and (iv) indicate that such policy has been endorsed as described above.

D. Each Party waives any rights of recovery against the other Party for injury or loss due to hazards covered by insurance obtained under this Agreement.

E. Any insurance maintained by either Party is for the exclusive benefit of such Party and will not in any manner inure to the benefit of the other Party, except to the extent that any payments are made for claims made by the Tenant Indemnified Persons or the City Indemnified Persons, respectively, pursuant to Section 20.

22. Covenants

A. Covenants of the City.

1. The City will take all actions necessary to ensure that the Tenant will have quiet enjoyment and peaceful possession of the Premises throughout the Term. The City will not initiate or conduct activities that it knows or reasonably should know may damage, impair or otherwise adversely affect the System or its function (including activities that may adversely affect the System's exposure to sunlight), without the Administrator's prior written consent.

2. The City will not directly or indirectly cause, create, incur, assume or suffer to exist any mortgage, pledge, lien (including mechanics', labor or materialman's lien), charge, security interest, encumbrance or claim on or with respect to the System or any interest therein. The City also will pay promptly before a fine or penalty may attach to the System any taxes, charges, or fees of whatever type of any relevant governmental authority for which the City is responsible. If the City breaches its obligations under this Section 22.A.2, it will immediately notify the Administrator in writing, will promptly cause such liens to be discharged and released of record without cost to the Administrator, and will indemnify the Tenant Indemnified Parties against all costs and expenses (including reasonable attorneys' fees and court costs at trial and on appeal)

incurred in discharging and releasing such liens.

3. The City will not cause or permit any interference with the System's access to sunlight as such solar access exists as of the Effective Date. Following the Effective Date, the City will use commercially reasonable efforts to secure any solar access easement that the Tenant determines necessary to prevent overshadowing of the System by other structures or flora and reduction in the System's access to sunlight resulting in decreased Energy Output. The Tenant will provide commercially reasonable assistance to the City in securing such solar access easement. Any overshadowing or shading resulting from actions outside of the control of the City will not be a breach of the covenant under this Section 22.A.3.

4. The City will designate an individual to serve as the Administrator's point of contact for purposes of this Agreement (the "**City Contact Person**"), who initially will be the Public Works Director. If during the Term such individual ceases to function, or becomes unable to function, in such capacity, then the City will designate a replacement City Contact Person within 15 business days and will promptly provide written notice of such to the Tenant.

B. Covenants of the Tenant and Administrator.

1. The Administrator, on behalf of the Tenant, will comply with all civil rights and anti-discrimination requirements of federal, state or local laws applicable to the Property, including, without limitation, RCW 49.60.

2. The Administrator, on behalf of the Tenant, covenants and agrees that during the Term: (i) no person, on the grounds of race, color, sex, or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of the Site; (ii) that, in the installation of the System, no person on the grounds of race, color, sex or national origin will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and (iii) that the Administrator will use the Site in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally assisted programs of the U.S. Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, as may be amended from time to time.

3. The Administrator will designate an individual to serve as the Tenant's point of contact for purposes of this Agreement (the "**Tenant Contact Person**"), who initially will be Joe Deets. If during the Term such individual ceases to function, or becomes unable to function, in such capacity, then the Administrator will designate a replacement Tenant Contact Person within 15 business days and will promptly provide written notice of such to the City.

4. Pursuant to the terms of a joint ownership agreement among the System Owners and the Administrator, the System Owners will provide a limited recourse guarantee of the obligations of the Administrator and the Tenant under this Agreement in the form of their respective ownership interests in the System and the City will be an express third party beneficiary of such guarantee and provided with a copy of the same.

23. Default and Termination

A. Default by the Tenant. The following occurrences will each be deemed a "**Tenant Event of Default**":

1. Material Breach. The Tenant or the Administrator breaches any material term or provision of this Agreement and such breach remains uncured for a period of 30 days following the date of the City's written notice to the Administrator of such breach, specifying the nature of the breach in reasonable detail.

2. Insolvency. A receiver is appointed to take possession of the Tenant's assets, the Tenant makes a general assignment for the benefit of creditors, or the Tenant suffers action under the bankruptcy laws, or any other applicable debtor's relief laws, of the United States.

B. Default by the City. The following occurrences will each be deemed a "**City Event of Default**":

1. Material Breach. The City breaches any material term or provision of this Agreement and such breach remains uncured for a period of 30 days following the date of the Administrator's written notice to the City of such breach, specifying the nature of the breach in reasonable detail.

2. Insolvency. A receiver is appointed to take possession of the City's assets, the City makes a general assignment for the benefit of creditors, or the City suffers action under the bankruptcy laws, or any other applicable debtor's relief laws, of the United States.

C. Remedies Upon An Event of Default.

1. Termination by the City. Upon any Tenant Event of Default, the City may terminate the Tenant's interest under this Agreement, by providing written notice of termination to the Administrator. Upon such termination of this Agreement, the Tenant will remain liable to the City for damages in an amount equal to the Rent and other sums that would have been owing by the Tenant under this Agreement for the balance of the Initial Term or Renewal Term (as then in effect), less the City's net proceeds, if any, of re-letting the Site after termination of this Agreement. The foregoing remedy will not exclude any other right or remedy allowed by law.

2. Termination by the Tenant. Upon any City Event of Default, the Tenant may terminate this Agreement by providing written notice of termination to the City. If the Tenant terminates this Agreement upon a City Event of Default before June 30, 2020, the City will pay the Tenant an amount equal to the sum of: (i) the Administrator's reasonable costs associated with securing a replacement hosting site and arrangement (on terms no less favorable than those set forth in this Agreement) and removing and transporting the System to such new site; (ii) any lost aggregate Production Incentive Payments; and (iii) 50% of the anticipated Net Metering Value for the remainder of the Initial Term (if any). The foregoing remedy will not exclude any other right or remedy allowed by law.

D. Termination by the Tenant Other than for City's Breach. In addition to the Tenant's termination right in connection with a City Event of Default, the Administrator, on behalf of the Tenant, may terminate this Agreement without further liability if:

1. the approval or consent of any governmental authority necessary for the construction and/or operation of the System is withheld, revoked or terminated, or the Tenant determines, in its sole discretion, that the cost of obtaining or retaining such approval is unreasonably prohibitive; or

2. the Tenant at any time following the installation of the System determines in its sole discretion that it desires to discontinue use of the Site for any reason whatsoever; *provided, however*, that if the Tenant terminates this Agreement pursuant to the foregoing, then, at the City's sole discretion, either: (a) the Tenant will pay the City a sum in cash equal to the value to the City of six months' Rent (calculated based on the prior six months' Energy Output Value) as the City's sole remedy for such termination (the "**Penalty Payment**") and remove the System at the Tenant's sole expense; or (b) the City shall have the right to purchase the System for an amount equal to (A) at any time prior to and including the date three years prior to the expiration of the Initial Term, the greater of (i) the Fair Market Value of the System and (ii) the amount that the Tenant has, as of such time, paid for the System, including all costs of design and installation and (B) at any time following the date three years prior to the expiration of the Initial Term, the Fair Market Value of the System.

E. Termination by Either Party without Default of the Other Party. Either Party may terminate this Agreement upon written notice to the other Party in the event that:

1. the System is not in Operation as of the twelve month anniversary of the Effective Date.

2. the Property, including the Site, or any structure on the Property is destroyed or damaged so as to render the Property and/or Site unfit for continued operation of the System, and the City reasonably determines within 10 days of such event that the damage cannot be repaired within 90 days following the date of such event; *provided* that, if the Site is not rendered wholly unfit for the Tenant's continued use of the System by such event, the Administrator may elect promptly to repair such damage and this Agreement shall continue in effect.

Neither Party will owe any further obligation to the other Party following a termination of this Agreement pursuant to Section 23.E.1. If this Agreement is terminated pursuant to Section 23.E.2, then neither Party will owe any further obligation to the other Party, except that: (i) the City shall pay the Administrator any unpaid portion of System Revenue due as of the date of such termination plus all expenses associated with the removal of the System from the Site; and (ii) each Party shall negotiate in good faith to enter into a new Site Lease and Solar Service Agreement that will govern the installation, operation and maintenance of the System at a new site that will allow the Tenant to continue to operate the System at full capacity (the "**New Agreement**"). If a New Agreement is executed and delivered by the Parties, the Tenant and the City will share equally the costs associated with removing and transporting the System to, and installation of the System at, such new site, which will thereafter be governed by the terms of the New Agreement.

F. System Removal by Tenant. The Tenant shall be responsible for removing the System upon the termination of this Agreement by the City pursuant to Section 23.C.1 and at the expiration of the Term if the City has not exercised the Purchase Option. The Tenant's obligation to remove the System shall not include an obligation to remove any below grade or internal structures, such as foundations and conduits.

24. Vacation of Leased Premises

Upon expiration of the Term or termination of this Agreement pursuant to Section 23 above, the Tenant will cease its operations on and/or use of the Site. If the Tenant fails to vacate the Site within 90 days of the expiration of the Term or earlier date of termination pursuant to this Agreement, then the Tenant will be liable for reasonable costs to the City directly caused by the Tenant's failure to vacate. The Site will be returned to its original condition except for ordinary wear and tear. The City will provide the Tenant with reasonable access to perform any removal activities in accordance with Section 23.F above. The Parties' responsibilities under Section 23.F will remain in effect until the date of actual removal of the System.

25. Force Majeure

If either Party is delayed in or prevented from performing or carrying out its obligations under this Agreement by reason of any Force Majeure Event (as defined below), then such circumstance will not constitute a default under this Agreement, and such Party will be excused from performance hereunder and will not be liable to the other Party for or on account of any loss, damage, injury or expense resulting from, or arising out of, such delay or prevention; *provided, however*, that the Party encountering such delay or prevention will use commercially reasonable efforts to remove the causes thereof (with failure to use such efforts constituting an event of default pursuant to the terms of Section 23). The settlement of strikes and labor disturbances will be deemed to be wholly within the control of the Party experiencing that difficulty.

26. Condemnation

If all or any portion of the Property or the Site is needed, taken or condemned for any public purpose such that the Tenant cannot use the System on the Site (a "**Taking**"), either Party may terminate this Agreement. All proceeds from any Taking will belong and be paid to the City. The Tenant will have all rights to the System and any other personal property located on the Site, which will not be included in any Taking; *provided, however*, that if any Taking should include the System as a fixture to the Property, then the City will reimburse the System Owners for the proportional value of the System relative to the total value of the Property from the proceeds of such Taking. Nothing in this Section restricts or limits the Tenant from asserting a separate claim for damages related the interruption of the Tenant's business, the amount of Tenant's moving expenses or the value of Tenant's trade fixtures and equipment as long as such separate award does not reduce the Tenant's award.

27. Broker's Fee

If either Party is represented by a real estate broker or other agency in this transaction, such Party will be fully responsible for any fee due such broker and will hold the other Party and each of its employees and agents, harmless from any claims for a commission by such broker or agency.

28. Confidentiality

A. All non-public information provided by either Party to the other or which is identified by the disclosing Party in writing as confidential or proprietary information will be treated in a confidential manner, will not be disclosed to any third party, and will not be used for any purpose other than performance of the transactions contemplated by this Agreement, without the prior written consent of the non-disclosing Party, which consent will not be unreasonably withheld. Notwithstanding the preceding, this Section and the restrictions herein contained will not apply to any data or documentation which:

1. Is required to be disclosed pursuant to state or federal law, an order or requirements of a regulatory body or a court, after five business days written notice (which notice shall include the identity of any third-party requesting access to the information of the disclosing Party) of such intended disclosure is given by the disclosing Party to the non-disclosing Party or if five business days notice is not practical, then such shorter notice as is practical;

2. Is disclosed by a Party to an affiliate of such Party or in connection with an assignment permitted by Sections 29 and 30; or

3. As of the time of disclosure, (i) is publicly known and made generally available in the public domain prior to the time the disclosing Party disclosed the information to the receiving Party, (ii) became publicly known and made generally available, after disclosure to the receiving Party by the disclosing Party, through no wrongful action or inaction by the receiving Party or by others who were under confidentiality obligations, (iii) was in the receiving Party's possession, without confidentiality restrictions, at the time of disclosure by the disclosing Party, as shown by the receiving Party's files and records, (iv) is obtained by the receiving Party from a third party without a breach of the third party's obligations of confidentiality, or (v) is independently developed by the receiving Party without use of or reference to the information disclosed by the disclosing Party, as shown by documents and other competent evidence in the receiving Party's possession.

B. The Tenant expressly acknowledges that the City is subject to the Washington Public Records Act (RCW, Chapter 42.56), which contains broad requirements for release of documents and short time periods in which to respond.

29. Sub-leasing & Assignment by the Tenant

A. Sub-Leasing. The Tenant will not sub-lease or co-locate any solar energy equipment other than the System on the Site, without express written consent from the City, which consent will not be unreasonably withheld, conditioned or delayed.

B. Assignment. Neither this Agreement, nor any rights created by it, may be assigned, or transferred by the Tenant without express written consent from the City, which consent will not be unreasonably withheld, conditioned or delayed. Any such assignment will be in writing on a form approved by the City and will include an assumption of the Tenant's obligations under this Agreement by the assignee. The City's consent to one assignment will not waive the requirement of obtaining the City's consent to any subsequent assignment.

C. Transfer of Ownership Interest. Any transfer of all or any portion of the ownership of the System by one or more of the System Owners will not constitute an assignment for purposes of this Section 29, provided that such transfer does not prohibit or impede any other System Owner's eligibility to receive Production Incentive Payments with respect to the System during the remainder of the Term.

30. Sub-leasing & Assignment by the City

A. Other Lease, Subleases or Conveyances. The City retains the right to sublease or enter into any

type of agreement for any portion of the Property other than the Site for any reason, subject to the restrictions relating to a Transfer pursuant to Section 12.B so long as such sublease or agreement does not unreasonably interfere with the installation, repair, maintenance or operation of the System and the Tenant's use of the Site in accordance with the terms of this Agreement. Should the City sell, lease, transfer or otherwise convey all or any part of the Property that is the subject of this Agreement to any transferee other than the Tenant, such transfer will be subject to this Agreement. The City retains the right to enter into other leases with other community solar companies to co-locate within the Property so long as such actions will not interfere with the Tenant's use of the Site.

B. Assignment. The City may transfer and assign its rights and obligations under this Agreement and no further liability or obligation will thereafter accrue against the City hereunder; *provided* that the assignee or transferee assumes, in writing, all of the City's obligations under this Agreement, which will remain in full force and effect.

31. Cooperation

Upon the receipt of a written request from the other Party, each Party will execute such additional documents (e.g., an interconnection agreement with Utility), instruments and assurances and take such additional actions as are reasonably necessary and desirable to carry out the terms and intent of this Agreement. Neither Party will unreasonably withhold, condition or delay its compliance with any reasonable request made pursuant to this Section. Without limiting the foregoing, the Parties acknowledge that they are entering into a long-term arrangement in which the cooperation of both Parties will be required. From time to time, upon written request by the Tenant (or its lenders, if any), the City will provide within seven days thereafter an estoppel certificate attesting, to the knowledge of the City, of the Tenant's compliance with the terms of this Agreement or detailing any known issues of noncompliance.

32. Headings

The titles to paragraphs or sections of this Agreement are for convenience only, and will have no effect on the construction or interpretation of any provision of this Agreement.

33. Notices

Except as otherwise designated in this Agreement, all notices hereunder must be writing and will be deemed valid if sent by certified mail, return receipt requested, or overnight delivery, addressed as follows (or any other addresses as designated by like notice):

If to the City: The City of Bainbridge Island
280 Madison Avenue
Bainbridge Island, WA 98110
Attention: The City Manager

And

If to the Tenant: Community Solar Solutions Inc.
221 Winslow Way West, #301

Bainbridge Island, WA 98110
Attn: Joe Deets

With a copy to: Michael W. Moyer, Esq.
Dorsey & Whitney LLP
701 Fifth Ave., Suite 6100
Seattle, WA 98104

34. Complete Agreement

This Agreement and any attached schedules and exhibits constitute the entire agreement among the Parties and supersedes all prior, contemporaneous or subsequent agreements or representations relating to the subject matter hereof, whether written or oral, except that any the City policies and procedures for lease agreements and final permits applicable to this Agreement that are adopted after the Effective Date will be binding on the Parties to the extent not inconsistent with the terms of this Agreement.

35. Amendments; Modifications

Except as may otherwise be provided herein, this Agreement will not be amended or modified except by written instrument signed by both Parties.

36. Waiver

No failure on the part of either Party to enforce any covenant or provision herein contained, nor any waiver of any right hereunder, unless in writing signed by the waiving Party, will discharge or invalidate such covenant or provision or affect the right of either Party to enforce the same in the event of any subsequent breach or default.

37. Severability

If any term, covenant or condition in this Agreement will, to any extent, be invalid or unenforceable in any respect under the laws governing this Agreement, the remainder of this Agreement will not be affected thereby, and each term, covenant or condition of this Agreement will be valid and enforceable to the fullest extent permitted by applicable law and, if appropriate, such invalid or unenforceable provision will be modified or replaced to give effect to the underlying intent of the Parties and to the intended economic benefits of the Parties.

38. Counterparts

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute but one instrument.

39. Performance Standards

For the purpose of this Agreement, the normal and customary standards of performance within the solar photovoltaic power generation industry in Washington State will be the measure of whether a Party's performance is commercially reasonable and timely. Unless otherwise provided, words having well-known technical or trade meanings will be so construed.

40. Governing Law

This Agreement will be governed by the laws of the State of Washington.

41. Resolution by the Parties

Any dispute, claim or controversy arising out of or relating to this Agreement, or the breach, interpretation, termination or validity thereof (a "**Dispute**") will, at the request of any Party, be referred to a senior representative of each of the City and the Tenant for resolution on an informal basis as promptly as practicable. If the senior representatives are unable to resolve the Dispute within 15 business days, then the matter may be submitted to mediation on such terms and conditions as the Parties may agree.

42. Venue

The Parties agree that, subject to the requirements of the foregoing Section 41, the venue of any action or suit concerning this Agreement will be in the Kitsap County Superior Court, and all actions or suits thereon will be brought therein.

43. Specific Performance

Either Party will be entitled to seek specific performance by the other Party of such Party's obligations under this Agreement.

44. Binding on Successors

This Agreement will be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the Parties, subject to the conditions set forth in Sections 29 and 30 herein.

45. Failure to Insist upon Strict Performance

The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement will not constitute a waiver thereof.

46. Time of Essence

Time is of the essence of this Agreement and each of its provisions, and failure to comply with this Section will be a material breach of this Agreement.

47. No Partnership

This Agreement is not intended, and will not be construed, to create any association, joint venture, agency relationship or partnership between the Parties or to impose any such obligation or liability upon either Party. Except as otherwise expressly provided by this Agreement, neither Party will have any right, power or authority to enter into any agreement or undertaking for, or act as or be an agent or representative of, or otherwise bind, the other Party.

48. Memorandum of Agreement

The Parties may enter into a short form memorandum of this Agreement, in a form suitable for recording under the laws of the State of Washington, referencing this Agreement, and all options herein, which the Tenant may, at its expense, file in Kitsap County, Washington. The City consents to and hereby appoints

the Tenant and/or the Administrator as its attorney-in-fact for the purpose of recording a memorandum of this Agreement in the land registry or title records of the county where the Premises are located or other applicable government office.

(*Signature Page Follows*)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the respective dates below indicated.

THE CITY OF BAINBRIDGE ISLAND

By: Ellen Jay Schroer

Name: Ellen Schroer

Title: Acting City Manager

Date: Dec. 23, 2011

COMMUNITY SOLAR SOLUTIONS INC., as Administrator

By: _____
Joe Deets, President

Date: Dec. 22, 2011

Exhibits List

Exhibit A – Form of Net Metering Agreement

Exhibit B – Property; Site; Site Equipment Description

Exhibit C – Non-Exclusive Access Rights Description

Exhibit D – Leasehold Excise Tax Exemption

Exhibit E – Insurance

Exhibit A

Form of Net Metering Agreement

Calculation of City's remittance payment to Administrator:
The City will remit payment to the Administrator on behalf of the Tenant in an amount equal to 50% of the amount credited during such period to the City's account with the Utility from the generation of Energy Output. The amount of payment will be determined from the relevant period's electric bill between the City and the Utility, by taking the total kWh of electricity produced by the System before being used by the City, as recorded by the Production Metering (Rate 998E-RPI), multiplied at the highest Energy Charge rate, and then multiplied by .5.

Attached Puget Sound Energy Schedule 150, Application and Agreement for Interconnection, Net Metering and/or Production Metering.

PUGET SOUND ENERGY

SCHEDULE 150
CUSTOMER GENERATOR OWNED FUEL CELL, SOLAR, WIND, BIOGAS, COMBINED HEAT AND POWER OR HYDROPOWER ELECTRIC GENERATING FACILITIES OF 100 KILOWATTS OR LESS

Application and Agreement for Interconnection, Net Metering and/or Production Metering

This Application and Agreement for Interconnection, Net Metering and/or Production Metering (the "Application and Agreement") is considered complete when it provides all applicable and correct information required below. Additional information to evaluate the Application and Agreement may be required. Certain terms in this Application and Agreement are defined in Schedules 80, 150 and 151 of the Company's Electric Tariff G and have the same meaning when used in this Application and Agreement unless the usage clearly indicates otherwise.

A non-refundable application fee must accompany this Application and Agreement:

Generating Facilities of 0 kW to 25 kW	$100.00
Generating Facilities of greater than 25 kW	$500.00
Inverter-based Generating Facilities of 0 kW to 100 kW	$ 0.00

Additional fees may apply.

Date: _____

I. INTERCONNECTION CUSTOMER / OWNER DATA

Please provide information on the PSE Account where the Interconnection will occur:

PSE Account Holder Name: _____ (Should match with PSE statements)

Alternate Contact: _____ (If different from the account holder e.g. business point of contact or spouse/partner)

PSE Account #: ___ ___ __ - ___ ___ ___ - ___ ___ ___

PSE Meter #: _____ (e.g. U123456789) where Interconnection will occur

Interconnection Service Address:

_____

_____

City: _____

State: Washington

Zip: _____

Mailing Address: (❑ Same as Service Address)

_____

_____

City: _____

State: _____

Zip: _____

E-mail Address: _____

Best Telephone Number: (____) _____

Additional Telephone Number: (____) _____

PUGET SOUND ENERGY

Fax Number: (____) _____

❑ Community Solar Project ❑ This is an LLC

Project Name: _____

Name of Administrator: _____

Telephone Number: (____) _____

Mailing Address: _____

Administrator must provide the name and address of each owner or member prior to receiving Incentive Payment. If required by PSE, the Administrator must also provide the PSE account numbers for each owner or member.

II. PROJECT BACKGROUND

Installation Application	Building Type	Do you own the property?
❑ Existing Building ❑ New Construction	❑ Residence ❑ Commercial Structure	❑ Yes ❑ No

The electrical permit number, issuing jurisdiction, and estimated date of complete Generating Facility inspection must be provided prior to meter installation.

Is the Generating Facility owner-installed? Yes_____ No _____

Please provide installer/designer information (if applicable):

Company Name: _____

Contact:_____E-mail Address: _____

Mailing Address: _____

Office Telephone Number: (____) _____Contact Cell Phone Number: (____) _____

The Interconnection Customer must notify the Company that the Generating Facility has been installed and inspected in compliance with local building and electrical codes. A Certificate of Completion will be accomplished by electronic mail and include the following text:

"I certify that the Generating Facility located at _____ has been installed and inspected in compliance with local building and/or electrical codes. I have obtained electrical permit number _____ from the following electrical authority, _____ and passed electrical inspection on _____."

The Company must review and approve the installation prior to Interconnection. Approval of the Certificate of Completion will be accomplished by electronic mail.

PUGET SOUND ENERGY

II. SYSTEM INFORMATION

SOLAR PV

Solar Panel / Module	Manufacturer: _____ Model: _____ Number of modules: _____ Wattage per module (W): _____ Total array wattage (kW)*: _____ Using a UL 1703 listed module? ❑ Yes
Inverter	Using a UL 1741 listed inverter? ❑ Yes ❑ No (If No, complete questions below re: non-synchronous inverter on Page 4.) Manufacturer: _____ Model Number: _____ Maximum Rated Output*: _____ Please check the appropriate inverter output voltage: ❑ 120V 1φ (120 volt single phase) ❑ 240V 1φ ❑ 120/208V 1φ ❑ 120/208V 3φ ❑ 277/480V 3φ ❑ Other _____
Back-up Generator	❑ Yes (If Yes, show generator in system schematic.) ❑ No
Battery Back-Up	❑ Yes (If Yes, show battery in system schematic.) ❑ No

Estimated total cost of solar installation. (optional) $ _____

***For generating systems larger than 5 kW or if connecting to an electrical service larger than a 200 amp service**: An external locking visible break disconnect that meets PSE's requirements is required.

For systems larger than 25 kW: The transformer needs to be appropriately sized to handle all back-feed. For more information, please refer to the latest revision of the PSE Standard, PSE-ET-160.50, Interconnection Standards. A dedicated service transformer and interconnection protection devices are required except in a system utilizing an inverter meeting UL Standard 1741 where they *may* be required by the Company.

PUGET SOUND ENERGY

For solar PV installations using UL listed modules and inverters, please skip to: "IV. PROJECT AGREEMENTS" on page 6.

WIND TURBINE, MICRO-HYDRO, FUEL CELL, BIO-GAS, OTHER (circle one)

Micro-Hydro Turbine	Manufacturer: _____ Model: _____ Nameplate Data: _____
Wind Turbine Blades	The wind turbine blades were manufactured in Washington? ❑ Yes ❑ No (If Yes, please provide make and model.) Manufacturer: _____ Model: _____
Generator (Micro-Hydro, Wind, Fuel Cell, Bio-Gas, CHP-Combined Heat and Power, Other)	Manufacturer: _____ Model: _____ Nameplate Data: _____ Voltage: _____ Frequency: (if applicable) _____ Maximum Output: Watts: _____ or kW: _____ Operating Power Factor (if applicable) _____ Regulator: _____ I am planning to conduct an engineering report on the wind turbine? ❑ Yes ❑ No
Inverter	Using a UL 1741 listed inverter? ❑ Yes ❑ No (If No, complete questions below re: non-synchronous inverter on page 5.) Manufacturer: _____ Model Number: _____ Maximum Rated Output*: _____ Please check the appropriate inverter output voltage: ❑ 120V 1φ (120 volt single phase) ❑ 240V 1φ ❑ 120/208V 1φ ❑ 120/208V 3φ ❑ 277/480V 3φ ❑ Other _____
Back-up Generator	❑ No ❑ Yes (If Yes, show generator in system schematic.)
Battery Back-up	❑ No ❑ Yes (If Yes, show battery in system schematic.)

PUGET SOUND ENERGY

For systems larger than 5 kW or any system connecting to an electrical service larger than a 200 amp service: An external locking visible break disconnect that meets PSE's requirements is required. This disconnect should be wired between the inverter and production meter base.

For systems larger than 25kW: The PSE transformer needs to be appropriately sized to handle all back-feed. For more information, please reference the latest revision of the PSE Standard, PSE-ET-160.50, Interconnection Standards. A dedicated service transformer and interconnection protection devices are required except in a system utilizing a UL 1741 inverter where they *may* be required by the Company.

If you will not be using a UL 1741 listed synchronous inverter, complete the following table and questions and attach appropriate documentation:

A. Protection Equipment: List (or attach) relay manufacturer, type and trip setting used to monitor each of the following to protect against back-feeding into a de-energized PSE power system*:

	Relay Manufacturer	Model	Trip Setting
Overcurrent			
Frequency			
Voltage			

B. Protection Against Back-feeding:

o Attach or describe the protection against back-feeding into a de-energized PSE power system:

_____

_____

_____

_____

o Include manufacturer, type and trip setting of relays: _____

_____

_____

_____

* Upon review of this information, PSE may require further information to ensure power quality and safety concerning interconnection to the distribution grid.

IV. PROJECT AGREEMENTS

❑ I have provided a system schematic for this facility, including the following:
- Solar modules (or generator)
- Inverter(s) (or power quality and protection devices)
- External locking visible break disconnect switch (if applicable)
- Production meter (if applicable) – showing the correct polarity line and load and distance from service meter
- Connection to the structure's electrical service panel
- Service/Net Meter
- Batteries and back-up generation (if applicable)

❑ I agree to the terms and conditions of Schedule 80 regarding Interconnection (including those of Attachment E – Net Energy Metering Interconnection Agreement) http://www.pse.com/insidePSE/ratereginformation/pages/RatesElecTariffsRules.aspx?tab=4&chapter=1

❑ I agree to the terms and conditions of Schedule 150 regarding Net Metering (continued service under this Application and Agreement is contingent upon the availability of and eligibility for Schedule 150) http://www.pse.com/insidePSE/ratereginformation/pages/RatesElecTariffsRules.aspx?tab=2&chapter=1

❑ I agree to the terms and conditions of Schedule 151 regarding Production Metering (continued service under this Application and Agreement is contingent upon the availability of and eligibility for Schedule 151) http://www.pse.com/insidePSE/ratereginformation/pages/RatesElecTariffsRules.aspx?tab=2&chapter=1

I agree to pay the following applicable production meter installation charge(s)*:
- ❑ 2S uni-directional meter = $83 (additional meter = $60 each)
- ❑ 2S bi-directional meter = $363 (additional meter = $330 each)
- ❑ 12S uni-directional meter = $129 (additional meter = $106 each)
- ❑ 12S bi-directional meter = $404 (additional meter = $371 each)
- ❑ 16S uni-directional meter = $268 (additional meter = $244 each)
- ❑ 1S uni-directional meter = $107 (additional meter = $85 each)

*The production meter charge is a one-time charge that appears on the Customer's bill following meter installation. Most Customers will see a one-time charge of $83 on their bill for a production meter. Commercial Customers with three phase service, Customers with battery back-up, or Customers with back-up generators, may see higher charges for advanced (bi-directional) meters or multiple meters depending on their installation.

❑ I agree to allow the disclosure of personal information by PSE relative to the Renewable Energy Production Incentive Payment Program to the Department of Revenue, as required for the processing of the Incentive Payment.

❑ I agree to allow the disclosure of personal information by PSE relative to Interconnection with PSE to my system installer, as may be required to assist in the safe, reliable and adequate operation of my Generating System.

PUGET SOUND ENERGY

V. TERMS

Capitalized terms in this Application and Agreement shall have the meanings specified in Schedules 80, 150 and 151 of the Company's tariff. Each of the Customer Generator and the Company is sometimes in this Application and Agreement as a "Party"; both the Customer Generator and the Company are sometimes referred to in this Application and Agreement as the "Parties".

A. This Application and Agreement shall be in effect when complete, signed and delivered by the Customer Generator or Administrator to PSE and signed by the Company. The Company will acknowledge delivery by delivery of a copy of the Application and Agreement that has been signed by the Company. Such delivery may take place by (i) personal delivery, (ii) by United States postal service, (iii) by recognized courier service, (iv) by UPS, FedEx or similar service, (v) by facsimile transmission, or (vi) by electronic mail in Adobe Portable Document Format (PDF). It is advised that the sender have delivery made with delivery confirmation requested from the delivery service. The Application and Agreement shall remain in effect following the Company's signature unless terminated by either Party on thirty (30) days' prior written notice. This Application and Agreement shall terminate on the date that the Customer Generator or Administrator is not eligible for service under Schedules 150 or 151, as applicable, or no longer eligible under Schedule 80.

B. This Application and Agreement shall not apply to any of Customer Generator's electrical service location(s) other than that served by the Generating Facility except if the Customer Generator chooses to aggregate the Generated Energy with an Aggregated Meter(s).

C. This Application and Agreement is subject to the General Rules and Provisions as set forth in the Company's Electrical Tariff G, Schedule 80, and to Schedules 150, 151 and other schedules that may apply. Such schedules may be revised from time to time upon approval of the Washington Utilities and Transportation Commission. Any conflict between this Application and Agreement and any provisions of the Company's approved tariffs and rate schedules shall be resolved in favor of such tariff and schedule provisions. Terms defined in Schedules 80, 150 and 151 of the Company's Electric Tariff G have the same meaning when used in this Application and Agreement unless the usage clearly indicates otherwise.

D. This Application and Agreement shall in all respects be interpreted, construed and enforced in accordance with the laws of the State of Washington (without regard to any conflict of law rules) or federal law, as appropriate, as if executed and to be performed wholly within the State of Washington. Venue of any action arising hereunder or related to this Application and Agreement shall lie in King County, Washington.

E. All obligations of the Parties arising pursuant to this Application and Agreement which may reasonably be construed as surviving the completion, termination, or cancellation, shall survive the completion, termination or cancellation of this Application and Agreement and shall be and remain fully enforceable in accordance with the terms and conditions of this Application and Agreement.

F. Except as otherwise provided herein, this Application and Agreement, including all exhibits hereto and Schedules 80, 150 and 151 of the Company's tariff and attachments to the Company's tariff, sets forth the entire agreement between the Parties. This Application and Agreement may not be modified or amended except by written amendment, signed by both Parties hereto. The failure of any Party at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce the same. No waiver by any Party of the breach of any term or covenant contained in this Application and Agreement, whether by conduct or otherwise, shall be deemed to be a further or continuing waiver of the same or any similar breach.

G. The Parties hereto are independent contractors and shall not be deemed to be partners, joint venturers, employees, franchisees or franchisers, servants or agents of each other for any purpose whatsoever under or in connection with this Application and Agreement.

H. This Application and Agreement and all of the terms and provisions of this Application and Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the Parties; provided, that Customer-Generator shall not assign all or any part of this Application and Agreement (or assign any of its rights under this Application and Agreement or delegate performance of any of its obligations under this Application and Agreement) without the prior written consent of the Company, which consent the Company may withhold in its sole discretion.

I. Nothing in this Application and Agreement shall be construed to create any duty, obligation or liability to, or any standard of care with reference to any person or entity, other than the Parties (and their respective successors and assigns, subject to this section).

VI. NOTICES AND OTHER COMMUNICATIONS

All notices, requests, demands and other communications required or permitted to be given under this Application and Agreement shall refer to the Service Address and be given in writing (i) by personal delivery, (ii) by recognized overnight air courier service, (iii) by United States postal service, postage prepaid, registered or certified mail, return receipt requested, (iv) by facsimile transmission, using facsimile equipment providing written confirmation of successful completed transmission to the receiving facsimile number, or (v) by electronic mail, including documents scanned in Adobe Portable Document format with a read receipt requested. All notices to either Party shall be made to the address set forth below. Any notice shall be deemed to have been given on the date delivered, if delivered personally, by overnight air courier service or by facsimile transmission; or, if mailed, shall be deemed to have been given on the date shown on the return receipt as the date of delivery; or if by facsimile as of the date following documented completion of transmission; or if by electronic mail as of the date of the read receipt.

Addresses for Notification: If to Company: Addresses for Notification below. If to Customer: Generator or Administrator shall be the applicable name and address as contained in this Application and Agreement.

Puget Sound Energy, Inc.
P.O. Box 97034 (EST-10E)
Bellevue, WA 98009-9734
Attn: Net Metering
Tel. (425) 456-2419
FAX (425) 462-2706
E-mail: jennifer.montgomery@pse.com

PUGET SOUND ENERGY

Interconnection Customer Signature

Customer Generator, by signing below certifies that, to the best of my knowledge, the information provided in this Application and Agreement is true and correct. By signing below, the Customer Generator agrees to abide by the General Rules And Provisions for interconnecting a Generating Facility no Larger than 100 kW.

IN WITNESS WHEREOF, the Parties have caused this Application and Agreement to be executed by their duly authorized representatives as of the date below.

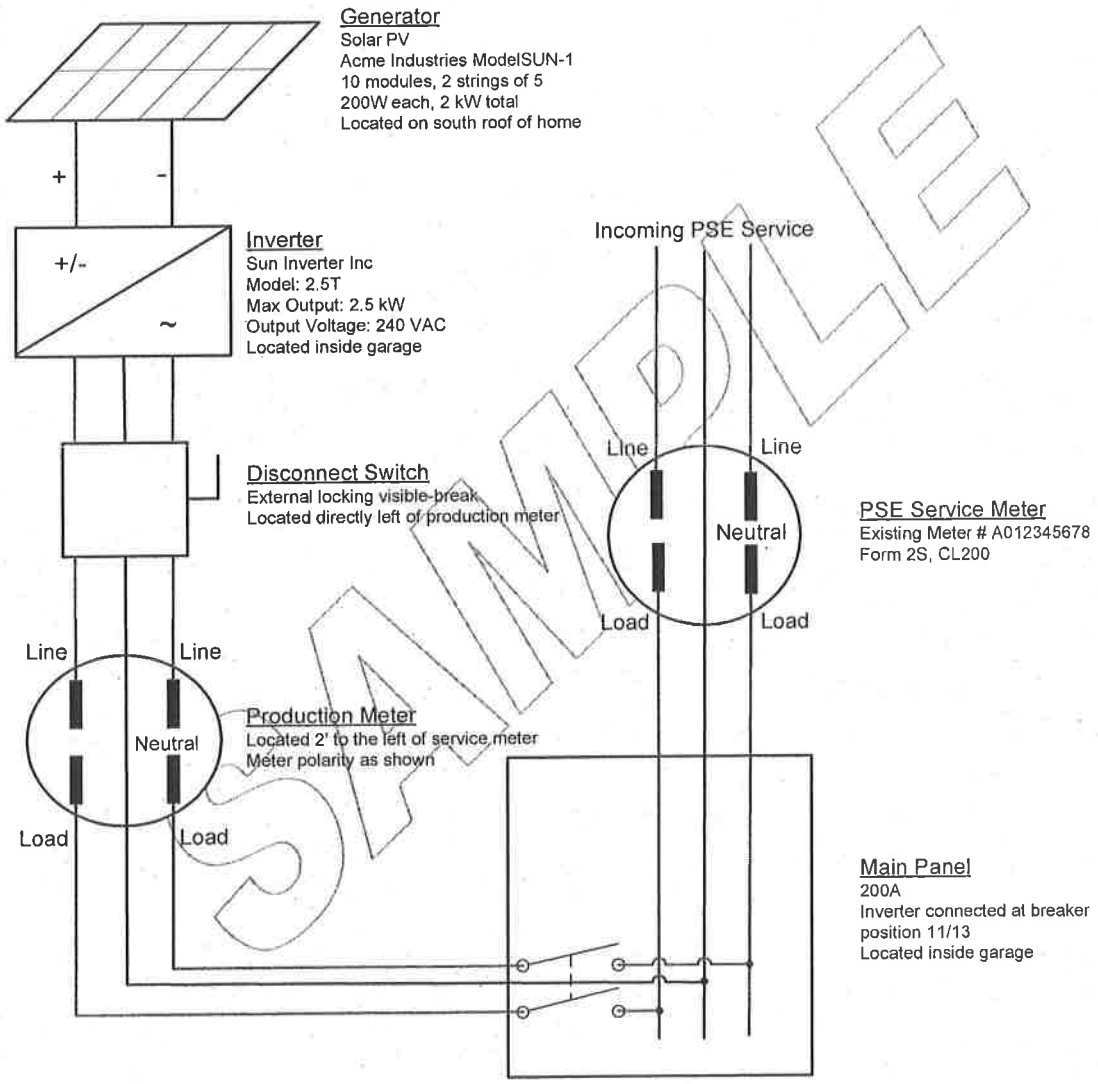
This final Application and Agreement is effective as of the last date set forth below.

CUSTOMER GENERATOR: (matches PSE account holder name)	PUGET SOUND ENERGY, INC.:
Signature:	Signature:
Print name:	Print name:
Title:	Title:
Date Signed:	Date Signed:

PUGET SOUND ENERGY

Attach one-line schematic:

System Diagram Guide:



SAMPLE

Exhibit B

Property; Site; System Description

Property Address: 280 Madison Avenue, Bainbridge Island, WA 98110

Description of the Lease Site: South facing middle roof of the City Hall building.

Attached Bainbridge Island City Hall 74.2 Photovoltaic System Middle Roof PV Racking Layout Drawing by Howard Lamb MSEE, Sunergy Systems.

Attached COBI City Hall Structural Report, parts 1, 2 and 3, by Steven R. Sandhorst, P.E., S.E. of AHBL.

Leases granted by the City:

Equipment: Shall consist up to a maximum quantity of 31 Itek Energy XLGT-1800 (1800W) inverters for a total name plate AC system rating of 55.8kW. The array racking system shall be comprised of Unirac Solar Mount rails, module clamps, and L-feet and S-5 compression clamps shall be used to affix the rails to the metal roof's standing seams.

Solar Panels: Shall consist up to a maximum quantity of 309 Itek Energy IT240 (240W) photovoltaic modules for a total name plate STC system rating of 74.2kW.

Cabinet: Shall be comprised of an additional National Electrical Code (NEC) compliant electrical panel that will combine all inverters into a derived 3 phase AC system of which this inverter electric panel output will be interconnected to the building electrical service in-between the main electric panel and the building electric meter via a "lineside tap".

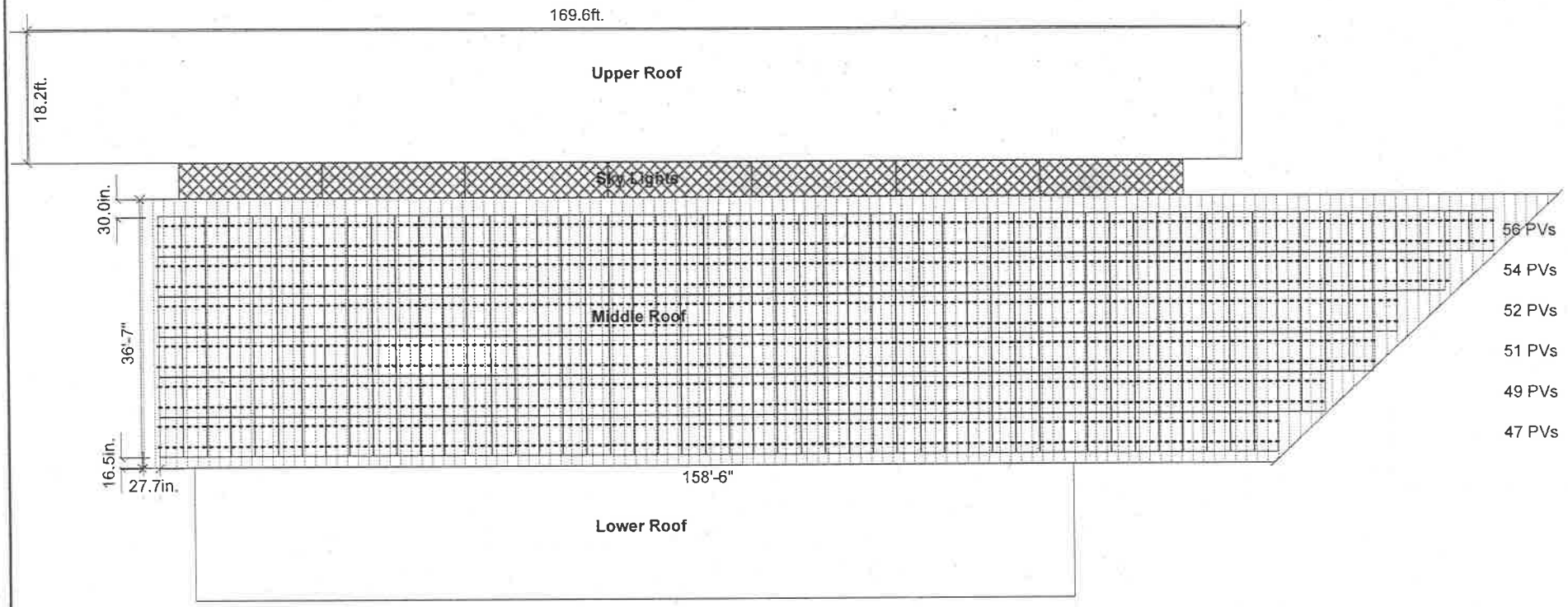
Cabling: All cabling, conduit, and fittings shall meet or exceed NEC 690 code for photovoltaic systems, system grounding shall adhere to NEC 690 code.

Site Plan: Shall be provided that details exact location and layout of photovoltaic modules and associated racking system. Electrical one-line diagram shall be provided. Minimal clearance for walking pathways has been provided at the east, west, and north sections of the array for any potential maintenance. The southern section can easily be accessed from the lower roof. OSHA rooftop safety requirements must be adhered for array cleaning or maintenance.

Note: System site plan is subject to change, and system size is driven by market demand, and thus may be less than 74.2kW.

Required Maintenance: Maintenance of the System is the sole responsibility of the Administrator. OSHA rooftop safety requirements will be adhered to.

Bainbridge Island City Hall 74.2kW Photovoltaic System



1) Itek Energy IT240 240W PV module dim: 39.10" x 64.80" 42lb

2) Middle Roof shall consist of 309 PV modules

3) UniRac Solar Mount racking rails shall be used and affixed to roof via S-5 compression clamps which shall be clamped onto each standing seam of the roof within the perimeter of the array

4) South to North roof measurements displayed are actual distances from eave to ridge

Utility District: PSE	CONFIDENTIAL, PROPERTY OF SUNERGY SYSTEMS	**Sunergy Systems** 4546 Leary Way NW Seattle, WA 98107
	Customer: Bainbridge Island City Hall	
	Project: Itek Energy Photovoltaic system	
Drawn By: Howard Lamb, MSEE	Site Address: 280 Madison Ave N Bainbridge Island, WA 98110	Title/Part/Description: Middle Roof - PV RACKING LAYOUT DRAWING
Electrical Engineer Approval: Howard Lamb, MSEE		
Date: 12/01/2011 Rev 1a		
Signatures: Engineer:		

Bainbridge Island City Hall

Roof-Top Solar Panel Supports

Project # 211531.20

Project Engineer Steven R Sandhorst, P.E., S.E.

December 13, 2011

Description:

This analysis is in accordance with the 2009 edition of the International Building Code (IBC). An existing roof structure is analyzed to verify its capacity to carry the additional weight of new, photovoltaic solar panels, and the attachment of the panels to the existing roof is verified to withstand the uplift due to wind loading.

TACOMA:	*2215 N. 30th St., Suite 300*	*Tacoma, WA 98403*	*(253) 383-2422*	*Fax (253) 383-2572*
SEATTLE:	*1200 6th Ave., Suite 1620*	*Seattle, WA 98101*	*(206) 267-2425*	*Fax (206) 267-2429*
SPOKANE:	*505 W. Riverside Ave., Suite 500*	*Spokane, WA 99201*	*(509) 252-5019*	*Fax (509) 459-0396*
TRI-CITIES:	*2715 St. Andrews Loop, Suite F*	*Pasco, WA 99301*	*(509) 380-5883*	*Fax (509) 380-5885*

TABLE OF CONTENTS

ITEM		PAGE(S)
1.0	Summary	1
2.0	Design Criteria	2
3.0	Analysis: Existing Roof Framing	3 - 6
4.0	Wind Uplift Analysis	7
5.0	Analysis: Panel Support Rail Attachment	8
Appendix:		
	Sunergy Systems Panel Layout	A1
	UniRac Technical Data Sheets	A2 – A5
	Satellite Photo: Bellevue City Hall	A6
	Structural As-Built Drawing Sheets S1.1, S2.1, S2.2, S2.3, S2.4	A7 – A11
	S-5 Seam Clamp Data and Load Tests	A12 – A16

Summary:

The existing roof structure has been analyzed for its capacity to support the additional weight of the new roof-top mounted solar panel system as proposed by Sunergy Systems. The existin structure has the capacity to support the additional 2.5 psf loading due to the new panels.

The array of solar panels will be supported on aluminum support beams by UniRac. The support beams will run perpendicular to the existing standing seam roof panels are located under the upper and lower edges of each panel. The beams are attached to each of the roof panel standing seams they cross with clamping devices by S-5. Technical data sheets and load tests for this hardware are provided in the Appendix. Analysis indicates this attachment is adequate for the design uplift wind loading. The factors of safety against exceeding the load test values are 5.2 for allowable loading and 10.4 for ultimate loading.

Project	Bainbridge Island City Hall	Project No.	211531.20
Subject	Solar Panel Support	Phone	
With/To		Fax #	
Address		# Faxed Pages	
Date	December 2011	By	SS

☐ Page 2 of ____
☒ Calculations
☐ Fax
☐ Memorandum
☐ Meeting Minutes
☐ Telephone Memo

AHBL
Office Location:

Civil Engineers
Structural Engineers
Landscape Architects
Community Planners
Natural Resource Ecologists
Land Surveyors
Neighbors

Roof-top Mounted Solar Panels - Design Criteria

Panels 39.10" x 64.80", 42 lbs → ~2.5 psf Dead Load

Snow Load = 25 psf

Wind Load: Existing building designed under the 1994 UBC for Wind Exposure B, V = 80 MPH. The specification section for the standing seam metal roofing specifies a wind speed of 80 MPH, exposure C.
Solar Panels will be reviewed in accordance to the 2009 International Building Code (IBC) for a Basic Wind Speed of 90 MPH, exposure B, which is roughly equivalent to the original design criteria.

Avg. h = 20' $q_h = 0.00256\, K_z K_{zt} K_d V^2 I$
$= 0.0025\,(0.70)(1.0)(.85)(90)^2(1.0)$
$= 12.34$ psf

$p = q_h (GC_p - GC_{pi})$ $\quad GC_{pi} = \pm 0.18$ (Enclosed)

Roof Slope, 2.5:12 or 11.8° → GC_p: Zone 1, +0.3 or -1.1
Zone 2, +0.3 or -1.2
Zone 3, +0.3 or -2.0

-Wind Uplift: Zone 1 $p = 12.34(-1.1 + 0.18) = -11.35$ psf
Zone 2 $p = 12.34(-1.2 + 0.18) = -12.59$ psf
Zone 3 $p = 12.34(-2.0 + 0.18) = -22.46$ psf

Project	Bainbridge Island City Hall	Project No.	211531.20
Subject	Solar Panel Support	Phone	
With/To		Fax #	
Address		# Faxed Pages	
Date		By	SS

☐ Page 3 of ____
☒ Calculations
☐ Fax
☐ Memorandum
☐ Meeting Minutes
☐ Telephone Memo

AHBL
Office Location:

Civil Engineers
Structural Engineers
Landscape Architects
Community Planners
Natural Resource Ecologists
Land Surveyors
Neighbors

Check (E) roof for added weight of Solar Panels.

(E) Dead Loads:

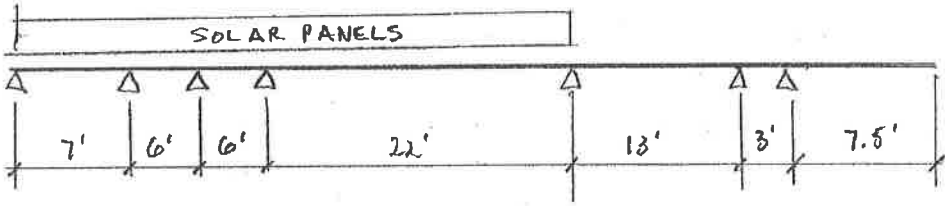
Metal Roofing	1.5 psf
Rigid Insulation	1.5
½" Plywood	1.5
2x6 T&G	4.5
Misc.	3.0
	12.0 psf

Beam Self-weight calculated by program

Check 3⅛ x 13½ GLB @ 4'-0" o.c. spanning 20' - 20F-V3
Added Solar Panel DL = 2.5 psf
Snow = 25 psf

(E) 3⅛ x 13½ O.K.
See Enercalc Analysis

Check 6¾ x 15 cont. span, 20F-V7
Add Solar Panel DL = 2.5 psf + 3⅛ x 13½ @ 4'-0" DL = 2.5 psf



6¾ x 15 OK
See Enercalc Analysis

AHBL, Inc.
1200 6TH Ave, Suite 1620
Seattle, WA 98101

Title : Bainbridge Island City Hall
Engineer:
Project Desc.: Solar Panel Support
Project Notes :

Job # 211531.20

4

Wood Beam

File: \\ahbl.com\data\Projects\2011\211531\20_STR\NON_CAD\CALCs\211531.20.ec6
ENERCALC, INC. 1983-2011, Build:6.11.12.11, Ver:6.11.12.11
Lic. # : KW-06001735 Licensee : AHBL, INC SEA

Description : Typical Roof Beam 4'-0" oc

Material Properties

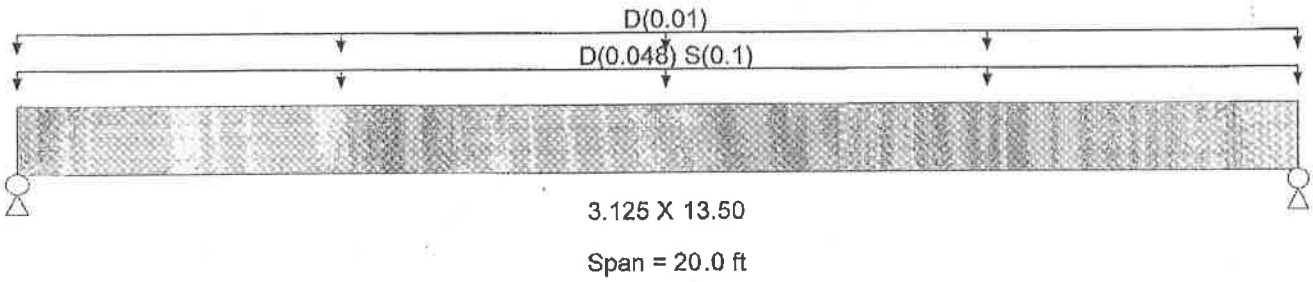
Calculations per NDS 2005, IBC 2009, CBC 2010, ASE 7-05

Analysis Method : Allowable Stress Design
Load Combination 2006 IBC & ASCE 7-05

Wood Species : DF/DF
Wood Grade : 20F - V3

Beam Bracing : Beam is Fully Braced against lateral-torsion buckling

Fb - Tension	2,000.0 psi	*E : Modulus of Elasticity*	
Fb - Compr	1,450.0 psi	Ebend- xx	1,600.0 ksi
Fc - Prll	1,550.0 psi	Eminbend - xx	830.0 ksi
Fc - Perp	650.0 psi	Ebend- yy	1,500.0 ksi
Fv	265.0 psi	Eminbend - yy	780.0 ksi
Ft	975.0 psi	Density	32.210 pcf



Applied Loads

Service loads entered. Load Factors will be applied for calculations.

Beam self weight calculated and added to loads
Uniform Load : D = 0.0120, S = 0.0250 ksf, Tributary Width = 4.0 ft, (Exist. Load)
Uniform Load : D = 0.00250 ksf, Tributary Width = 4.0 ft, (Solar Panels)

DESIGN SUMMARY

Design OK

Maximum Bending Stress Ratio	=	0.460 : 1	Maximum Shear Stress Ratio	=	0.174 : 1
Section used for this span		3.125 X 13.50	Section used for this span		3.125 X 13.50
fb : Actual	=	1,058.36 psi	fv : Actual	=	52.98 psi
FB : Allowable	=	2,300.00 psi	Fv : Allowable	=	304.75 psi
Load Combination		+D+S+H	Load Combination		+D+S+H
Location of maximum on span	=	10.000 ft	Location of maximum on span	=	0.000 ft
Span # where maximum occurs	=	Span # 1	Span # where maximum occurs	=	Span # 1

Maximum Deflection

Max Downward L+Lr+S Deflection	0.354 in	Ratio =	678
Max Upward L+Lr+S Deflection	0.000 in	Ratio =	0 <360
Max Downward Total Deflection	0.593 in	Ratio =	404
Max Upward Total Deflection	0.000 in	Ratio =	0 <180

Overall Maximum Deflections - Unfactored Loads

Load Combination	Span	Max. "-" Defl	Location in Span	Load Combination	Max. "+" Defl	Location in Span
D+S	1	0.5927	10.100		0.0000	0.000

Vertical Reactions - Unfactored

Support notation : Far left is #1 Values in KIPS

Load Combination	Support 1	Support 2
Overall MAXimum	1.674	1.674
D Only	0.674	0.674
S Only	1.000	1.000
D+S	1.674	1.674

AHBL, Inc.
1200 6TH Ave, Suite 1620
Seattle, WA 98101

Title :
Engineer:
Project Desc.:
Project Notes :

Job # 5

Wood Beam

File: \\ahbl.com\data\Projects\2011\211531\20 STR\NON_CAD\CALCs\211531.20.ec6
ENERCALC, INC. 1983-2011, Build:6.11.12.11, Ver:6.11.12.11
Lic. # : KW-06001735 Licensee : AHBL, INC - SEA

Description : Typical Continuous Span Roof Beam

Material Properties

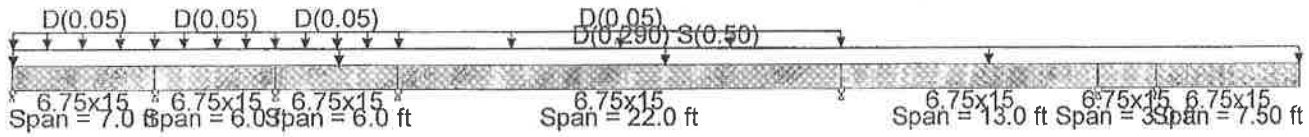
Calculations per NDS 2005, IBC 2009, CBC 2010, ASCE 7-05

Analysis Method : Allowable Stress Design
Load Combination 2006 IBC & ASCE 7-05

Wood Species : DF/DF
Wood Grade : 20F - V7

Fb - Tension	2,000.0 psi	*E : Modulus of Elasticity*	
Fb - Compr	2,000.0 psi	Ebend- xx	1,600.0 ksi
Fc - Prll	1,600.0 psi	Eminbend - xx	830.0 ksi
Fc - Perp	650.0 psi	Ebend- yy	1,600.0 ksi
Fv	265.0 psi	Eminbend - yy	830.0 ksi
Ft	1,000.0 psi	Density	32.210 pcf

Beam Bracing : Beam is Fully Braced against lateral-torsion buckling



Applied Loads

Service loads entered. Load Factors will be applied for calculations.

Beam self weight calculated and added to loads
Loads on all spans...
Uniform Load on ALL spans : D = 0.01450, S = 0.0250 ksf, Tributary Width = 20.0 ft
Load for Span Number 1
Uniform Load : D = 0.050 , Tributary Width = 1.0 ft, (Solar Panels)
Load for Span Number 2
Uniform Load : D = 0.050 , Tributary Width = 1.0 ft, (Solar Panels)
Load for Span Number 3
Uniform Load : D = 0.050 , Tributary Width = 1.0 ft, (Solar Panels)
Load for Span Number 4
Uniform Load : D = 0.050 , Tributary Width = 1.0 ft, (Solar Panels)

DESIGN SUMMARY

Design OK

Maximum Bending Stress Ratio	=	0.671 : 1	Maximum Shear Stress Ratio	=	0.427 : 1
Section used for this span		6.75x15	Section used for this span		6.75x15
fb : Actual	=	1,460.93 psi	fv : Actual	=	129.99 psi
FB : Allowable	=	2,177.99 psi	Fv : Allowable	=	304.75 psi
Load Combination		+D+S+H	Load Combination		+D+S+H
Location of maximum on span	=	0.000 ft	Location of maximum on span	=	6.000 ft
Span # where maximum occurs	=	Span # 4	Span # where maximum occurs	=	Span # 3

Maximum Deflection

Max Downward L+Lr+S Deflection	0.268 in	Ratio =	985
Max Upward L+Lr+S Deflection	-0.016 in	Ratio =	4622
Max Downward Total Deflection	0.465 in	Ratio =	567
Max Upward Total Deflection	-0.027 in	Ratio =	2666

Overall Maximum Deflections - Unfactored Loads

Load Combination	Span	Max. "-" Defl	Location in Span	Load Combination	Max. "+" Defl	Location in Span
D+S	1	0.0057	2.857		0.0000	0.000
D+S	2	0.0081	3.673		0.0000	0.000
	3	0.0000	3.673	D+S	-0.0270	3.796
D+S	4	0.4655	11.224		0.0000	3.796
D+S	5	0.0078	10.082	D+S	-0.0381	2.653
	6	0.0000	10.082	D+S	-0.0072	1.776
D+S	7	0.2740	7.500		0.0000	1.776

AHBL, Inc.
1200 6TH Ave, Suite 1620
Seattle, WA 98101

Title :
Engineer:
Project Desc.:
Project Notes :

Job # 6

Wood Beam

File: \\ahbl.com\data\Projects\2011\211531\20_STR\NON_CAD\CALCs\211531.20.ec6
ENERCALC, INC. 1983-2011, Build:6.11.12.11, Ver:6.11.12.11
Lic. # : KW-06001735
Licensee : AHBL, INC SEA

Description : Typical Continuous Span Roof Beam

Vertical Reactions - Unfactored

Support notation : Far left is #1 Values in KIPS

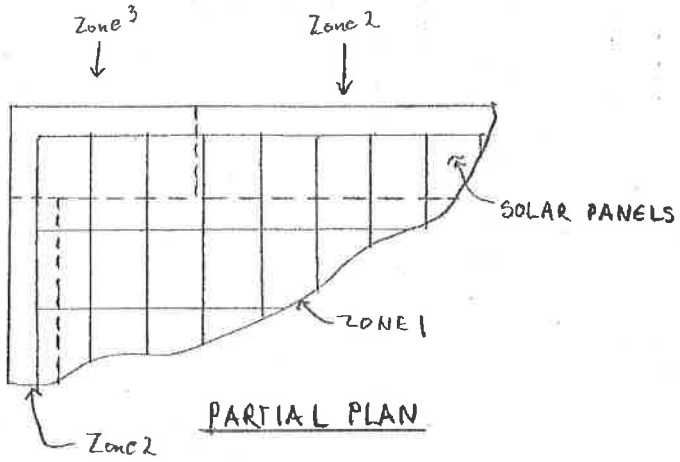
Load Combination	Support 1	Support 2	Support 3	Support 4	Support 5	Support 6	Support 7	Support 8
Overall MAXimum	2.183	8.301	-2.698	18.154	16.981	-3.389	14.935	
D Only	0.917	3.494	-1.154	7.659	6.951	-1.515	5.863	
S Only	1.266	4.807	-1.544	10.495	10.030	-1.874	9.072	
D+S	2.183	8.301	-2.698	18.154	16.981	-3.389	14.935	

Project Bainbridge Island City Hall | Project No. 211531.20 | ☐ Page 7 of ___
Subject Solar Panel Support | Phone ___ | ☐ Calculations
With/To ___ | Fax # ___ | ☐ Fax
Address ___ | # Faxed Pages ___ | ☐ Memorandum
Date ___ | By SS | ☐ Meeting Minutes | ☐ Telephone Memo

AHBL
Office Location:

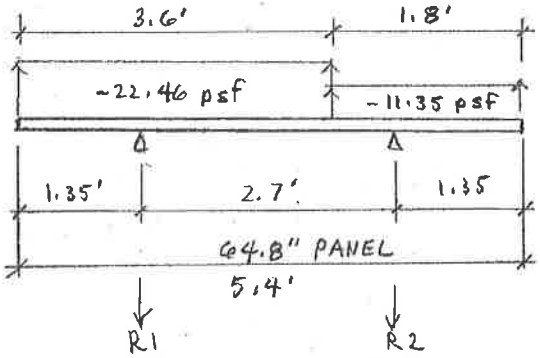
Civil Engineers
Structural Engineers
Landscape Architects
Community Planners
Natural Resource Ecologists
Land Surveyors
Neighbors

Check Uplift Worst Case Zone 3 at upper Corners of roof; area 7.6' wide x 15.2' long. 'a' strip is 3.8' wide.



PARTIAL PLAN

Approx. Upper $\frac{2}{3}$ of panel in Zone 3, lower $\frac{1}{3}$ in Zone 1



Total Uplift = $(-22.6)(3.6) + (-11.35)(1.8)$
= $-81.36 - 20.43$
= -101.79 plf

$$R1 = \frac{1}{2.7}\left[(81.36)\left(4.05 - \frac{3.6}{2}\right) + (11.35)\frac{(1.8-1.35)^2}{2} - 11.35\left(\frac{1.35^2}{2}\right)\right]$$
$= 64.40$ plf

$R2 = 101.79 - R1 = 37.39$ plf

Max. Uplift on Panel Support Rail = 64.4 plf

Project	Bainbridge Island City Hall	Project No.	211531.20
Subject	Solar Panel Support	Phone	
With/To		Fax #	
Address		# Faxed Pages	
Date		By	SS

☐ Page 8 of ____
☒ Calculations
☐ Fax
☐ Memorandum
☐ Meeting Minutes
☐ Telephone Memo

AHBL
Office Location:

Civil Engineers
Structural Engineers
Landscape Architects
Community Planners
Natural Resource Ecologists
Land Surveyors
Neighbors

Check Support Attachment to standing seam roof panels

per IBC load combination eq. 16-14, Net Uplift = 0.6D + W

Dead Load to support Rail = $\frac{42 \text{ lbs/Panel}}{(2)(39.1/12)} = 6.45$ plf

Net Uplift = $0.6(6.45) + (-64.4) = -60.5$ plf

Support Rails run perpendicular to standing seams and are clamped to each seam they cross. Roof Panels are AEP Span Design Span HP, 24 gage. Assume maximum standing seam spacing of 18", Max. Uplift on Clamp = $(-60.5)(1.5)$
$= 90.75$ lbs

Refer to Appendix for S-5 Beam Clamp Load Test data.

Max. Allowable Load on Clamp = 473 lbs. >> 90.75 lb.

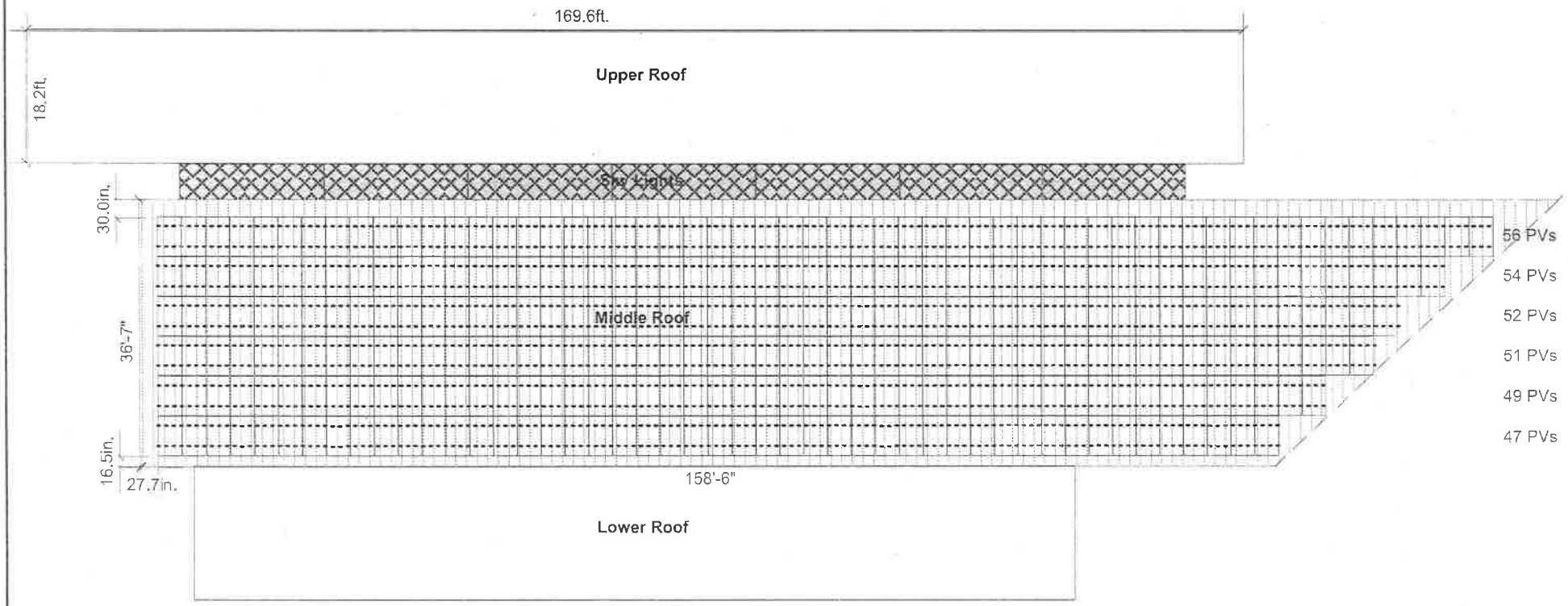
Allowable Load Factor of Safety = $\frac{473}{90.75} = 5.2$

Ultimate Load Factor of Safety = $\frac{946}{90.75} = 10.4$

∴ Clamping Solar Panel support rails to each standing seam is acceptable and safe.

APPENDIX

Bainbridge Island City Hall 74.2kW Photovoltaic System



South
↓

1) Itek Energy IT240 240W PV module dim: 39.10" x 64.80" 42lb

2) Middle Roof shall consist of 309 PV modules

3) UniRac Solar Mount racking rails shall be used and affixed to roof via S-5 compression clamps which shall be clamped onto each standing seam of the roof within the perimeter of the array

4) South to North roof measurements displayed are actual distances from eave to ridge

Utility District: PSE	CONFIDENTIAL, PROPERTY OF SUNERGY SYSTEMS	**Sunergy Systems** 4546 Leary Way NW Seattle, WA 98107
	Customer: Bainbridge Island City Hall	
	Project: Itek Energy Photovoltaic system	
Drawn By: Howard Lamb, MSEE	Site Address: 280 Madison Ave N Bainbridge Island, WA 98110	Title/Part/Description: Middle Roof - PV RACKING LAYOUT DRAWING
Electrical Engineer Approval: Howard Lamb, MSEE		
Date: 12/01/2011 Rev 1a		
Signatures: Engineer:		

SolarMount Technical Datasheet

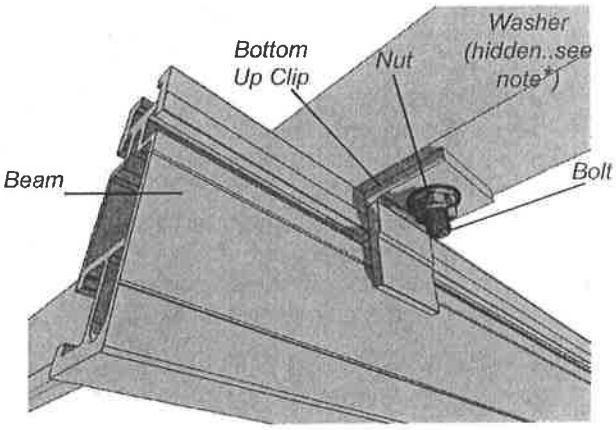
Pub 100602-1td V1.0 June 2010

SolarMount Module Connection Hardware 1
Bottom Up Module Clip 1
Mid Clamp 2
End Clamp 2
SolarMount Beam Connection Hardware 3
L-Foot 3
SolarMount Beams 4

SolarMount Module Connection Hardware

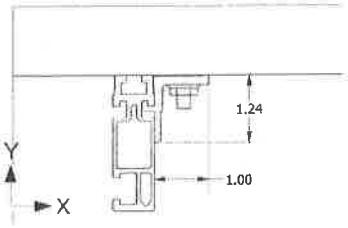
SolarMount Bottom Up Module Clip

Part No. 321001, 321002



- **Bottom Up Clip material:** One of the following extruded aluminum alloys: 6005-T5, 6105-T5, 6061-T6
- **Ultimate tensile:** 38ksi, Yield: 35 ksi
- **Finish:** Clear Anodized
- **Bottom Up Clip weight:** ~0.031 lbs (14g)
- Allowable and design loads are valid when components are assembled with SolarMount series beams according to authorized UNIRAC documents
- Assemble with one ¼"-20 ASTM F593 bolt, one ¼"-20 ASTM F594 serrated flange nut, and one ¼" flat washer
- Use anti-seize and tighten to 10 ft-lbs of torque
- Resistance factors and safety factors are determined according to part 1 section 9 of the 2005 Aluminum Design Manual and third-party test results from an IAS accredited laboratory
- Module edge must be fully supported by the beam

* **NOTE ON WASHER:** Install washer on bolt head side of assembly. **DO NOT** install washer under serrated flange nut

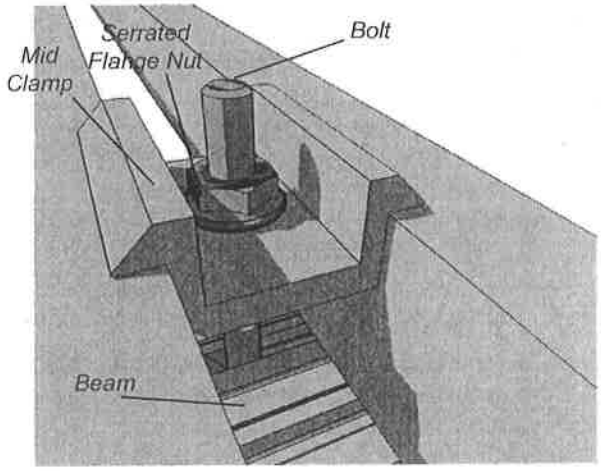


Applied Load Direction	Average Ultimate lbs (N)	Allowable Load lbs (N)	Safety Factor, FS	Design Load lbs (N)	Resistance Factor, Φ
Tension, Y+	1566 (6967)	686 (3052)	2.28	1038 (4615)	0.662
Transverse, X±	1128 (5019)	329 (1463)	3.43	497 (2213)	0.441
Sliding, Z±	66 (292)	27 (119)	2.44	41 (181)	0.619

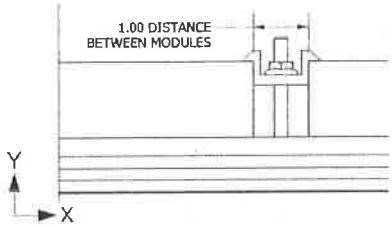
Dimensions specified in inches unless noted

SolarMount Mid Clamp

Part No. 320008, 320009, 320019, 320020, 320021, 320084, 320085, 320086, 320087, 320120, 320122



- **Mid clamp material:** One of the following extruded aluminum alloys: 6005-T5, 6105-T5, 6061-T6
- **Ultimate tensile:** 38ksi, Yield: 35 ksi
- **Finish:** Clear or Dark Anodized
- **Mid clamp weight:** 0.050 lbs (23g)
- Allowable and design loads are valid when components are assembled according to authorized UNIRAC documents
- Values represent the allowable and design load capacity of a single mid clamp assembly when used with a SolarMount series beam to retain a module in the direction indicated
- Assemble mid clamp with one Unirac ¼"-20 T-bolt and one ¼"-20 ASTM F594 serrated flange nut
- Use anti-seize and tighten to 10 ft-lbs of torque
- Resistance factors and safety factors are determined according to part 1 section 9 of the 2005 Aluminum Design Manual and third-party test results from an IAS accredited laboratory

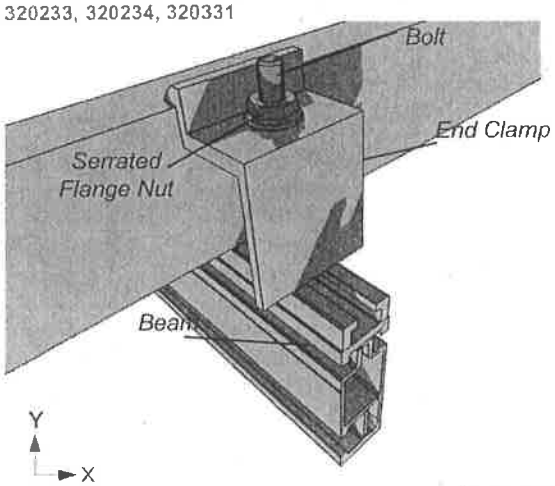


Dimensions specified in inches unless noted

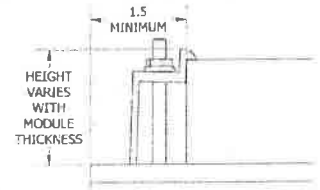
Applied Load Direction	Average Ultimate lbs (N)	Allowable Load lbs (N)	Safety Factor, FS	Design Load lbs (N)	Resistance Factor, Φ
Tension, Y+	2020 (8987)	891 (3963)	2.27	1348 (5994)	0.667
Transverse, Z±	520 (2313)	229 (1017)	2.27	346 (1539)	0.665
Sliding, X±	1194 (5312)	490 (2179)	2.44	741 (3295)	0.620

SolarMount End Clamp

Part No. 320002, 320003, 320004, 320005, 320006, 320012, 320013, 320014, 320015, 320016, 320017, 320079, 320080, 320081, 320082, 320083, 320117, 320118, 320123, 320124, 320173, 320185, 320220, 320233, 320234, 320331



- **End clamp material:** One of the following extruded aluminum alloys: 6005-T5, 6105-T5, 6061-T6
- **Ultimate tensile:** 38ksi, Yield: 35 ksi
- **Finish:** Clear or Dark Anodized
- **End clamp weight:** varies based on height: ~0.058 lbs (26g)
- Allowable and design loads are valid when components are assembled according to authorized UNIRAC documents
- Values represent the allowable and design load capacity of a single end clamp assembly when used with a SolarMount series beam to retain a module in the direction indicated
- Assemble with one Unirac ¼"-20 T-bolt and one ¼"-20 ASTM F594 serrated flange nut
- Use anti-seize and tighten to 10 ft-lbs of torque
- Resistance factors and safety factors are determined according to part 1 section 9 of the 2005 Aluminum Design Manual and third-party test results from an IAS accredited laboratory
- Modules must be installed at least 1.5 in from either end of a beam

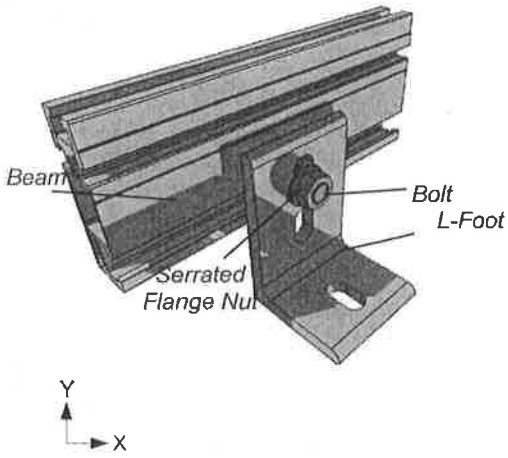


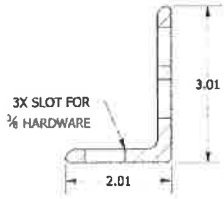
Dimensions specified in inches unless noted

Applied Load Direction	Average Ultimate lbs (N)	Allowable Load lbs (N)	Safety Factor, FS	Design Loads lbs (N)	Resistance Factor, Φ
Tension, Y+	1321 (5876)	529 (2352)	2.50	800 (3557)	0.605
Transverse, Z±	63 (279)	14 (61)	4.58	21 (92)	0.330
Sliding, X±	142 (630)	52 (231)	2.72	79 (349)	0.555

SolarMount Beam Connection Hardware

SolarMount L-Foot
Part No. 310065, 310066, 310067, 310068





Dimensions specified in inches unless noted

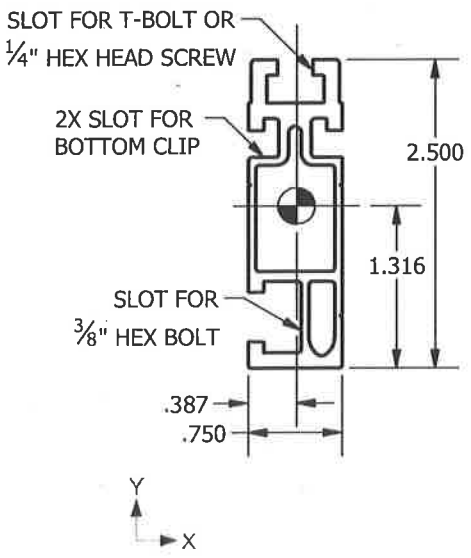
- **L-Foot material:** One of the following extruded aluminum alloys: 6005-T5, 6105-T5, 6061-T6
- **Ultimate tensile:** 38ksi, Yield: 35 ksi
- **Finish:** Clear or Dark Anodized
- **L-Foot weight:** varies based on height: ~0.215 lbs (98g)
- Allowable and design loads are valid when components are assembled with SolarMount series beams according to authorized UNIRAC documents
- **For the beam to L-Foot connection:**
  - Assemble with one ASTM F593 ⅜"-16 hex head screw and one ASTM F594 ⅜"serrated flange nut
  - Use anti-seize and tighten to 30 ft-lbs of torque
- Resistance factors and safety factors are determined according to part 1 section 9 of the 2005 Aluminum Design Manual and third-party test results from an IAS accredited laboratory

NOTE: Loads are given for the L-Foot to beam connection only; be sure to check load limits for standoff, lag screw, or other attachment method

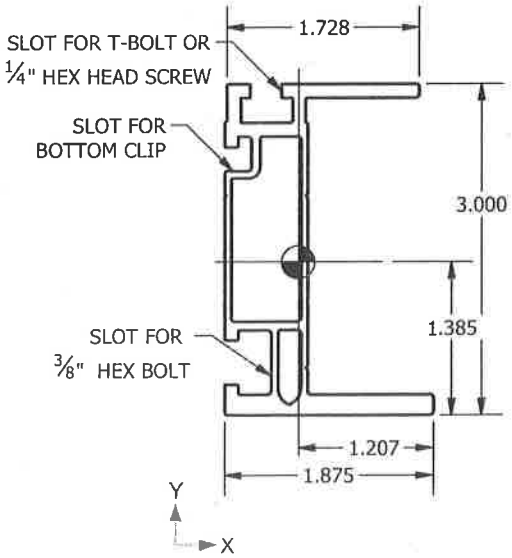
Applied Load Direction	Average Ultimate lbs (N)	Allowable Load lbs (N)	Safety Factor, FS	Design Load lbs (N)	Resistance Factor, Φ
Sliding, Z±	1766 (7856)	755 (3356)	2.34	1141 (5077)	0.646
Tension, Y+	1859 (8269)	707 (3144)	2.63	1069 (4755)	0.575
Compression, Y-	3258 (14492)	1325 (5893)	2.46	2004 (8913)	0.615
Traverse, X±	486 (2162)	213 (949)	2.28	323 (1436)	0.664

SolarMount Beams

Properties	Units	SolarMount	SolarMount HD
Beam Height	in	2.5	3.0
Approximate Weight (per linear ft)	plf	0.811	1.271
Total Cross Sectional Area	in^2	0.676	1.059
Section Modulus (X-Axis)	in^3	0.353	0.898
Section Modulus (Y-Axis)	in^3	0.113	0.221
Moment of Inertia (X-Axis)	in^4	0.464	1.450
Moment of Inertia (Y-Axis)	in^4	0.044	0.267
Radius of Gyration (X-Axis)	in	0.289	1.170
Radius of Gyration (Y-Axis)	in	0.254	0.502



SolarMount Beam



SolarMount HD Beam

Dimensions specified in inches unless noted

NE Hershew Pl

STRUCTURAL NOTES

CODE (RECOMMENDED): All design and construction shall conform to the requirements of the Uniform Building Code, 1994 Edition, as amended by the City of Bainbridge Island.

FLOOR LOADS: In addition to the dead loads, the following loads were used for design:

Roof	25 psf L.L.
Floors	
Offices	60 psf L.L. + 20 psf partition load
Corridors, stairs	100 psf L.L.
Light storage	125 psf L.L.
Mechanical	125 psf L.L.
Foundation	
Allowable soil bearing pressure	3000 psf
Retaining walls	35 pcf (equivalent fluid pressure) unrestrained
	55 pcf (equivalent fluid pressure) restrained

Earthquake and wind forces are resisted by shear walls.

SEISMIC LOADS

Earthquake design is based on the following:

Building: $V = \frac{ZIC}{R_W} \times W$ = Base Shear

Where: Z = 0.20, Zone 3
I = 1.25
C = 2.75
R_W = 8
S = 1.2
W = total dead load

Note: The 33% stress increase allowed by code for seismic loads was not used for the design of shear walls, diaphragms, chords, collectors and related connections, including hold-downs and strap ties. The increase was taken for the design of the foundations.

Elements of the structure and nonstructural components: $F_p = ZIC_pW_p$

Where: Z = 0.20, Zone 3
I = 1.25
C_p = Zone UBC Table 16O
W_p = Weight of portion of structure or component

WIND LOADS

Wind design is based on the following:

1994 UBC: Exposure B, 80 mph — $P = CeC_qQsI$

Where: C_e = Zone UBC Table 16G
C_q = Zone UBC Table 16H
Qs = 16.4 psf
I = 1.15

SUBMITTALS: Shop drawings shall be submitted to the Architect prior to any fabrication or construction for all structural items including the following: concrete reinforcement, embedded steel items, structural steel, and glued-laminated members.

It the shop drawings differ from or add to the design of the structural drawings, they shall bear the seal and signature of the Washington State Registered Professional Engineer who is responsible for the design.

Design drawings and calculations or shop drawings, for the design and fabrication of items that are designed by others, such as prefabricated wood trusses and joists, and skylight framing, shall bear the seal and signature of the Washington State Registered Professional Engineer who is responsible for the design and shall be submitted to the Architect for review prior to fabrication. Submitted calculations are for information only and will not be checked or returned.

INSPECTION: Special inspection, per UBC Sections 1701 and 1704, shall be performed by an approved testing lab for reinforcement placement, concrete placement, steel fabrication and erection, grouting, bolts installed in concrete, welding, shear wall nailing, floor and roof sheathing nailing, installation procedures, field splices, shop steel connections, and fabrication of manufactured trusses. All prepared soil-bearing surfaces shall be inspected by the Soils Engineer prior to placement of reinforcing steel. Soils compaction shall be supervised by an approved testing lab or Soils Engineer.

SITE CONDITIONS: Contractor shall verify all levels, dimensions and existing conditions in the field before proceeding. Contractor shall notify the Architect of any discrepancies or field changes prior to installation or fabrication. In cases of discrepancies between the existing conditions and the drawings, the Contractor shall obtain direction from the Architect before proceeding. Dimensions noted as plus or minus (±) indicate unverified dimensions and are approximate. Notify Architect immediately of conflicts or conclusive variations from indicated dimensions. Noted dimensions take precedence over scaled dimensions — do not scale drawings.

Contractor shall verify all existing conditions before commencing any demolition. Contractor shall provide adequate shoring and bracing of all structural members, existing construction and site excavations, as required, and in a manner suitable to the work sequence. Temporary shoring and bracing shall not be removed until all final connections have been completed in accordance with the drawings and materials have achieved design strength.

Contractor shall be responsible for all safety precautions and the methods, techniques, sequences or procedures required to perform the work.

NOTE: See the Soils Report by Myers Engineering, dated April 14, 1995, for more complete information. Earthwork material, backfill and compaction shall be in accordance with the recommendations of the Soils Report. Backfill behind walls shall not be placed before the wall is properly supported by the slab or temporary bracing. All topsoil organics and loose surface soil shall be removed from beneath all supporting concrete slabs or paving.

CONCRETE: Concrete work shall conform to all requirements of Chapter 19 of the Uniform Building Code. Concrete strengths shall be verified by standard 28-day cylinder tests, unless approved otherwise. Concrete mixes shall conform to the following:

f'c (psi)	Test Age (days)	Max. W/C Ratio	Use
3000	28	.60	Slab-on-grade, foundations
4,000	28	.50	Walls, concrete not noted otherwise

CONCRETE: The Contractor shall submit concrete mix for approval two weeks prior to placing any concrete. The mix design shall be in conformance with UBC 1908. The submittal shall indicate where each concrete mix is to be used on the project, as well as the maximum aggregate size of each mix. Maximum aggregate size shall conform to the specifications.

ADMIXTURES: Water-reducing admixtures may be incorporated in concrete mix designs, but shall conform to ASTM C-494, and be used in strict accordance with the manufacturer's recommendations. CaCl$_2$ or other water-soluble chloride admixtures shall not be used.

WATER/CEMENT RATIO: Water/cement ratio shall be measured by weight and shall be based on the total cementitious material. Water/cement ratio shall be determined by the supplier based on strength requirements and shall not exceed the maximum water/cement ratio if shown above.

SLUMP: Field measured slump shall conform to the submitted concrete mix design. Tolerance of slump shall conform to ASTM C-94.

AIR CONTENT: An air-entraining agent conforming to ASTM C-260 shall be used in all concrete placed to work which is exposed to weather. The amount of entrained air shall be 5% ± 1 (2% by volume). The amount of entrained air shall be measured in the field at the discharge end of the placing hose.

CURING: If the air temperature will exceed 75 degrees F, within 48 hours of placing concrete, a moist cure shall be applied to the concrete for a period of 28 hours after finishing concrete surfaces. Refer to the project specifications for curing requirements.

REINFORCING STEEL MATERIALS:

Deformed Bars	– ASTM A-615, Grade 40
Smooth Welded Wire Fabric (WWF)	– ASTM A-185 (fy = 65,000 psi)
Deformed Welded Wire Fabric (DWF)	– ASTM A-497 (fy = 70,000 psi)
Deformed Bar Anchors (DBA)	– ASTM A-496

REINFORCING STEEL: Reinforcing shall be supported as specified by the project specifications and the CRSI Manual of Standard Practice, MSP-1. Reinforcing steel shall be detailed in accordance with "ACI Manual of Standard Practice for Detailing Reinforced Concrete Structures," ACI 315.

Lap all reinforcing bars as noted on the drawings. Where splice length is not shown, use Type (1) splice per development and splice length schedule. Mechanical or welded butt splices shall be used subject to Architect's approval. Mechanical splices called out on the plans shall develop 125% of the specified yield strength of the spliced bars in both tension and compression.

Reinforcing steel shall have protection as follows, unless noted otherwise:

Use	Cover
Wall Bars: Interior faces	3/4"
Exposed to earth or weather	1 1/2" (#5 and smaller)
	2" (#6 and larger)
Footing, Bottom Bars	3" (cast against earth)
Footing, Top Bars	1 1/2"
Footing, Side Bars	2"

CONCRETE WALL REINFORCING (Unless otherwise noted)

Wall Thickness	Horizontal Bars	Vertical Bars	Location
6"	#4 @ 12" o.c.	#4 @ 12" o.c.	Vert. @ CL of Wall
8"	#5 @ 12" o.c.	#5 @ 12" o.c.	Vert. @ CL of Wall
12"	#4 @ 12" o.c.	#4 @ 12" o.c.	Each Face
12"	#5 @ 12" o.c.	#5 @ 12" o.c.	Each Face

STEEL REFERENCE SPECIFICATIONS:

Structural Steel	– AISC – Specification for Structural Steel for Buildings – 9th Edition
High Strength Bolts	– Specification for Joints using ASTM A-325 or A-490 Bolts, 1988 Edition
Welding	– AWS D1.1 AWS prequalified joint details
Welder Certification	– American Welding Society (AWS)
	– Washington Association of Building Officials (WABO)

STEEL MATERIALS:

Structural Steel	– ASTM A-572, Grade 50
Connection material, reinforcing plates, channels, angles, base plates, and misc. steel	– ASTM A-36
Structural Tubes	– ASTM A-500, Grade B
Steel Pipe	– ASTM A-53, Grade B
Structural Bolts	– ASTM A-325-N
Weld Connection Plate	– ASTM A-307
Anchor Bolts	– ASTM A-307
Threaded Rods	– ASTM A-36
Welding Electrodes	– E70XX

STRUCTURAL STEEL: Structural steel design, fabrication and erection shall conform to the requirements of Chapter 22 of the Uniform Building Code.

Bolted connections are to be of high strength ASTM A-325 bolts as shown. A minimum of two bolts is required for all beam connections. The minimum weld size shall be 3/16 inch, unless noted otherwise. Alternative connections to those shown on these drawings will require prior approval of the Architect.

Structural steel and connections exposed to weather shall be hot-dipped galvanized after fabrication in compliance with ASTM A-123. All field welds exposed to weather shall be coated with brush applied zinc-rich paint complying with ASTM A-780 (Galvanox or equivalent).

WELDING: All welding shall be in conformance with AISC and AWS Standards and shall be performed by AWS WABO certified welders using E7XXX electrodes. Only prequalified welds, as defined by AWS, shall be used. Shop drawings shall show welds with AWS ASA symbols. Welds shown on the drawings are minimum sizes. Increase weld size to AWS minimum sizes based on plate thickness. Minimum welding shall be 3/16-inch. The welds shown are for the final connections. Field weld access are shown any where a field weld is required by the structural design. The Contractor is responsible for determining if a weld should be shop- or field-welded in order to facilitate the structure shop erection.

CAST-IN CONCRETE ANCHORS: Called concrete anchors, including expansion bolts, adhesive anchors, and anchored anchors shall be as specified below or as otherwise shown on the drawings. Use of added concrete anchors where not specified in the documents shall be subject to approval by the Architect.

EXPANSION BOLTS: Expansion bolts shall be ICBO approved and installed per the manufacturer's recommendations. Bolt spacing and embedments shall be as designated on the drawings. Where the required embedment is omitted, the bolt shall have sufficient length to provide at least the embedment shown in the following schedule. Unless otherwise specified, bolts shall be washer head and may be installed without special inspection. A current ICBO Report shall be submitted for all expansion bolts to be used.

Expansion bolts in concrete or solid grouted masonry shall be wedge-type anchors of the following types or a pre-approved equal, unless noted otherwise — Kwik Bolt II, Powers Nail — Power Stud, and Ramset/Red Head — Trubolt.

Minimum Embedment in Concrete or Solid Grouted Masonry (psi)

Bolt Size	Min. Embedment	Min. Concrete Thickness	Allowable Unimproved Capacities in f'c = 4000 psi Concrete: Tension	Shear
1/2"	3"	4"	1,000 lbs	1,850 lbs
5/8"	3 1/2"	5 1/4"	1,270 lbs	2,450 lbs
3/4"	4"	6 1/2"	1,580 lbs	4,280 lbs
7/8"	5 1/2"	7 3/4"	2,208 lbs	6,240 lbs
1"	6"	8"	3,185 lbs	7,170 lbs

ADHESIVE ANCHORS: Epoxy or adhesive-type anchors shall be installed per the manufacturer's recommendations. Unless otherwise noted, the embedment depth shall be as noted below. Special inspection is required for all adhesive anchors. Acceptable adhesives are HIT-HY 150 by HILTI Systems, Primary Bond—Power Fast or Chem Stud Systems, Adhesives Technology, Inc. — Anchor-Fix HS-200. ICBO report shall be submitted for all adhesive anchors.

Minimum Embedment for Threaded Rods or Rebar in Concrete with f'c = 4000 psi

Anchor Type	Min. Embedment	Allowable / Ultimate: Tension	Shear
#3 rebar or 3/8" dia. threaded rod	3 1/2"	1,000 lbs	1,110 lbs
#4 rebar or 1/2" dia. threaded rod	4 1/2"	1,670 lbs	1,850 lbs
#5 rebar or 5/8 dia. threaded rod	6"	2,620 lbs	2,310 lbs
#6 rebar or 3/4" dia. threaded rod	7"	3,660 lbs	3,330 lbs
#8 rebar or 1" dia. threaded rod	8"	6,600 lbs	5,185 lbs
#9 rebar or 1" dia. threaded rod	9"	8,640 lbs	7,000 lbs

SMOOTH STEEL ROD & ACCESSORIES: High strength smooth steel rods shall be fabricated by the Williams Corp. PTF series, and in conformance with ASTM A-36. Grade 5-1/2 end of the rods shown on the drawings. Provide heavy hex nuts, beveled washers, and ball chip-type couplers as indicated.

FRONT LOADED: Beam lumber shall conform to "Grading and Drawing Rules," West Coast Lumber Inspection Bureau INCLUDE, latest edition. All wood members in contact with concrete shall be pressure treated. Lumber shall be the species and grade noted below:

Use	Grade	Allowed Species and
Roof Block & Plates 2" to 4" thick, 2" and wider	Douglas-Fir No. 2	625
Joists & Rafters 2" to 4" thick, 2" and wider	Douglas Fir-Larch No. 2	625
Beams/Stringers	Douglas Fir-Larch No. 1	1000
Posts	Douglas Fir-Larch No. 1	1000
T and G Decking 2 x 6 solid timber	Douglas Fir-Larch – Select	1250

Framing accessories and structural fasteners shall be as manufactured by Simpson Company (or approved equal), and of the size and type shown on the drawings. All other framing nails shall be common nails and shall be of the size and number indicated on the drawings. Nailing not shown shall be as indicated on Table 23-I-Q of the UBC.

PLYWOOD: Plywood panels shall conform to the requirements of the latest edition of "US Product Standard PS-1 for Construction and Industrial Plywood." Each panel shall bear the APA grade trademark of the American Plywood Association. Plywood sheathing only will be used. No Oriented Strand Board (OSB) will be permitted.

Roof Sheathing
3/4" 48/24 C-D INT APA with Exterior Glue (CCX)

Subfloor Sheathing
3/4" 48/24 T & G C-D INT APA with Exterior Glue (CCX)

Shear Wall Sheathing
1/2" 32/16 C-D INT APA with Exterior Glue (CDX)

All roof sheathing and subflooring shall be installed face grain perpendicular to supports or as indicated on the drawings. Roof and subflooring sheathing shall be staggered or as indicated on drawings. Shear wall sheathing shall be placed with 8- or 3-in bearing at all panel edges, as noted in shear wall schedule. Nailing not shown shall be as indicated on Table 23-I-Q of the UBC. All nails shall be common.

SHEAR WALL & DIAPHRAGM NAILING: Nails shall be driven flush, but shall NOT fracture the surface of the sheathing. All nails having to meet this requirement will be rejected. Where nail spacing prohibits satisfactory replacement of unacceptable nails, the entire panel shall be replaced in accord with the requirements herein. The use of pneumatic nailing is permitted provided that it can demonstrated to continuously meet the requirements stated above.

HOLDDOWN ANCHORS, SILL PLATE ANCHORS, DIAPHRAGM STRUTS AND TIES: All anchors, straps and ties shall be installed in accordance with the manufacturers recommendations. All elements not properly installed shall be replaced, including the attached elements when sufficiently damaged to be unable to accomplish the required connection. Split notes for all such elements shall be inspected to be no more than 1/16 inch (maximum). Where holes are found to be unsatisfactory, the attached elements shall be replaced and the proper installation provided. Prior to enclosing all shear walls, all hold-downs and proper bolt tightening shall be inspected and approved.

GLUED LAMINATED MEMBERS: Glued laminated members shall be fabricated in conformance with U.S. Product Standard PS 56-73, "Structural Glued Laminated Timber" and American Institute of Timber Construction (AITC) AITC 10, "Manufacturing." Each member shall bear an AITC identification mark and be accompanied by an AITC certificate of conformance. Where glulam members are exposed identification mark shall occur where it will not be visible in its final installed condition. One coat of end sealer shall be applied immediately after trimming to either stock or field. Members shall be visually graded Western Species architectural grade and strength indicated as follows:

	Combination Designation	Species	Stress	Uses
Beams	20F – V3	DF/DF	2400 psi Depth	Simple span
	20F – V7 *	DF/DF	2400 psi Depth	Continuous or cantilever span
	24F – V4	DF/DF	2400 psi Depth	Simple span
	24F – V8 *	DF/DF	2400 psi Depth	Continuous or cantilever span
Columns	2 – L2	DF	All	All
Trusses	2 – L2 *	DF	All	All

MEDIUM-TEXTURED WOOD TRUSSES: Shall be of the size and profile shown on the drawings. The trusses shall be compatible with the load, dimensional and fire rating requirements of the project. Trusses shall be designed in accordance with the UBC and loads described herein by a Professional Engineer, licensed in the State of Washington, who is regularly engaged in the design of plate connected wood trusses. In addition, the roof shall be analyzed for snow drifting requirements per WDS "Snow Load Analysis for Washington" published by Structural Engineers of Washington and "Wind Loads" as described in the Structural Notes on this drawing. Trusses using press plates shall be fabricated by a manufacturer who is a member of the Truss Plate Institute.

Trusses shall be supplied with the proper end connections, bearing to provide lateral stability of all chords and truss members, and tie-down connections from trusses to wall tops and bearing. Trusses shall be supplied with tapered bandered strapping so that every chord bears on the full width of every support, without notching for truss members. Hangers shall be provided by the truss supplier where support conditions require it. Provide hangers shall be provided where hangers interface with steel members.

MEDIUM-FACTORED WOOD JOISTS: Shall be manufactured by the Trus Joist MacMillan Corporation or approved equal. Trademarked wood joists shall be of the size and profile shown on the drawings. The joists shall be compatible with the load, dimensional and fire rating requirements of the project. Joists shall be designed in accordance with the UBC and loads described herein by a Professional Engineer, licensed in the State of Washington, who is regularly engaged in the design of wood joists.

Joists shall be supplied with the proper end connections, bearing to provide lateral stability of all joists, and tie-down connections from joists to wall tops and beams. Joists shall be supplied with tapered bandered strapping so that every chord bears on the full width of every support, without notching for joist members. Hangers shall be provided by the joist supplier where support conditions require it. Provide hangers shall be provided where hangers interface with steel members.

STRUCTURAL DRAWING SYMBOLS

- SURFACE – STEPPED
- SURFACE – SLOPE UP
- SURFACE – SLOPE DOWN
- SURFACE – SLOPE TWO WAYS
- COMPACTED SOIL
- UNDISTURBED SOIL
- STANDARD SECTION CUTS
- BUILDING SECTION CUTS
- ELEVATION OF WALL OR FRAME
- ELEVATION POINT (TOP OF ELEMENT INDICATED)
- TOP OF CONCRETE EL.
- TOP OF MEMBER EL., STEEL OR WOOD
- FOOTING TYP. & TOP EL.
- WORKPOINT
- SLOPE INDICATOR
- STRUCTURAL ARROW (DIRECTION OF SPAN)
- COLUMN PASSING THRU THIS LEVEL
- COLUMN BELOW THIS LEVEL
- COLUMN STARTING AT THIS LEVEL
- PLATE SPLICE REQUIREMENT – SEE SCHEDULE
- SHEAR WALL SHEATHING/NAILING SEE SCHEDULE
- NO. OF BUNDLED STUDS – SEE SCHEDULE
- SIMPSON HARDWARE – SEE MANUF. CATALOG
- BEAM HINGE CONNECTION
- BUNDLED STUDS, WOOD POST
- GLULAM DESIGNED FOR TENSION LAMS TOP & BOT
- GLU-LAM SECTION
- SOLID WOOD SECTION
- SOLID WOOD PLOCKING SECTION
- PLYWOOD IN SECTION
- BEAM/GIRDER
- WALL IN SECTION W/HEADER
- WALL BELOW W/HEADER
- WALL IN SECTION
- WALL BELOW
- MASONRY WALL
- STEP IN CONTINUOUS FOOTING

STRUCTURAL DRAWING ABBREVIATION

AB	Anchor Bolt	INT	Interior
ADDL	Additional	JST	Joist
ADJ	Adjustable	JT	Joint
AGGR	Aggregate	K	Kip (1,000 lbs)
AFF	Above Finish Floor	KSF	Kips Per Sq Ft
ANCH	Anchor	LF	Linear Foot
ARCH	Architectural	LLH	Long Leg Horizontal
@	Bottom of	LLV	Long Leg Vertical
BLDG	Building	LVL	Laminated Veneer Lumber
BLK	Blocking	MAX	Maximum
BM	Beam	MECH	Mechanical
BN	Diaphragm Boundary Nailing	MIN	Minimum
BOT	Bottom	MISC	Miscellaneous
BRG	Bearing	MOM	Moment
BSMT	Basement	NIC	Not In Contract
BTWN	Between	NOM	Nominal
BUR	Built-Up Roofing	NTS	Not to Scale
C	Counter	NO	Number
CAP	Capacity	NS	Near Side, Nonshrink
CC	Center to Center	OC	On Center
CIP	Cast in Place	OD	Outside Diameter
CJ	Construction or Control Joint	OF	Outside Face
CL	Centerline	OPNG	Opening
CLG	Ceiling	OPP	Opposite
CMU	Concrete Masonry Unit	POP	Plan Dimension Point
COL	Column	P	Post
CONC	Concrete	PC	Piece
CONN	Connection	PEN	Penetration
CONST	Construction	PL	Plate
CONT	Continuous	PL WD	Property Line
CONTR	Contractor	PLYWD	Plywood
CPCMO	Countersunk	PNL	Panel
CP	Composite Penetration	PP	Partial Penetration
CTR	Center	PSF	Pounds Per Sq. In.
CY	Cubic Yard	PSF	Pounds Per Sq. Ft.
DB	Divider Beam	PT	Point
DBA	Deformed Bar Anchor	PWT	Pressuretreated Wood Tones
DBL	Double	R	Radius
DET	Detail	RD	Roof Drain
DF	Douglas Fir	REINF	Reinforcing
DIA	Diameter	REM	Remember
DIAGNL	Diagonal	REQ'D	Required
DNG	Decking	RO	Rough Opening
DTL	Detail	RWD	Redwood
DW	Drawer	RTN	Return
DWF	Deformed Wire Fabric	RW	Retaining Wall
DWG	Drawing	SCHED	Schedule
E	Drawer	SECT	Section
EA	Each	SHT	Sheet
EF	Each Face	SIM	Similar
EL	Elevation	SOG	Slab-on-Grade
ELEVT	Elevator	SP	Space
ELEV	Elevator	SPEC	Specification
EW	Shear wall Edge Nailing	SQ	Square
EQ	Equal	SS	Stainless Steel
EQUIP	Equipment	STD	Standard
EW	Each Way	STIFF	Stiffener
EX	Existing	STRUC	Structural
EXP	Expansion	SUSP	Support
EXT	Exterior	SYM	Symmetrical
FD	Floor Drain	T	Top of
FDN	Foundation	T&B	Top and Bottom
FIN	Finish	T&G	Tongue and Groove
FLG	Flange	THK	Thickness
FLR	Floor	THRU	Through
FO	Face Of	TRANS	Transverse
FTG	Footing	TS	Structural Tube
GA	Gauge	TYP	Typical
GALV	Galvanized	UBC	Uniform Building Code
GDN	Garage	UNO	Unless Noted Otherwise
GL	Glued Laminated Beam	VERT	Vertical
GOVT	Government	W	With
GR	Grade	WD	Wood
GWB	Gypsum Wall Board	WF	Wide Flange
HF	Hem-Fir	WP	Waterproof
HDR	Header	WWF	Welded Headed Stud
HGR	Hanger	WL	Water Line
HORIZ	Horizontal	W/O	Without
HP	High Point	WP	Work Point
HS	Inside Diameter	WT	Structural Tee
I	Invert Elevation	WWF	Welded Wire Fabric
ID	Inside Face		
IN	Inch		

STRUCTURAL DRAWING INDEX

S1	STRUCTURAL NOTES
S21	FOUNDATION PLAN
S22	SECOND FLOOR PLAN
S23	ROOF PLAN
S24	TRUSS ELEVATIONS
S31	TYPICAL CONCRETE DETAILS
S32	CONCRETE DETAILS
S41	TYPICAL WOOD DETAILS AND DETAILS
S42	TYPICAL WOOD SECTIONS AND DETAILS
S43	WOOD SECTIONS AND DETAILS
S44	WOOD SECTIONS AND DETAILS
S45	WOOD SECTIONS AND DETAILS
S46	WOOD SECTIONS AND DETAILS

Seattle, WA 98104 206 682-3992

Miller|Hull

BAINBRIDGE ISLAND CITY HALL

CITY OF BAINBRIDGE ISLAND

CONSULTANTS

LANDSCAPE
Cascade Design Collaborative
911 Western Avenue, Suite 203
Seattle, WA 98104

PROGRAMMING
Robert Wagner Design
1918 Pike Place, Suite 221
Seattle, WA 98101

INTERIORS
Miriam Hannah
911 Western Avenue, Suite 201
Seattle, WA 98104

STRUCTURAL
KPFF
1201 3rd Avenue, Suite 400
Seattle, WA 98101

MECHANICAL
Greenbrook Group
919 SE 71st Street
Seattle, WA 98115

ELECTRICAL
Sparling
720 Olive Way, Suite 1100
Seattle, WA 98101

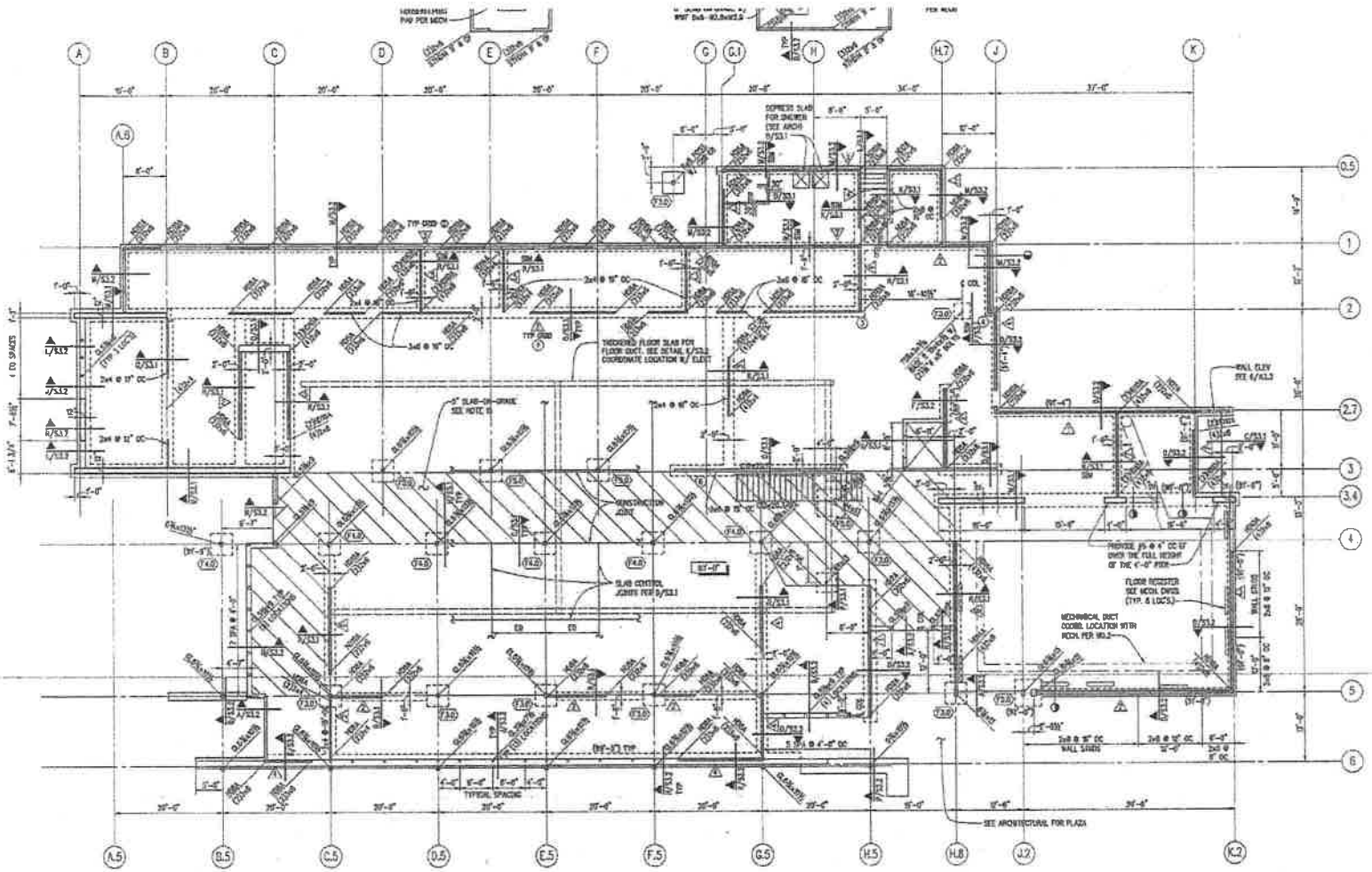
CIVIL
Swift Design Co.
1008 Western Avenue, Suite 301
Seattle, WA 98104

Revisions Date

BID DOCUMENTS

Date 11 SEPTEMBER 1995
Drawn RAK
Checked MA
Project # 9545
Cad File

S1.1



FOUNDATION PLAN

1/8"=1'-0"

FOUNDATION PLAN NOTES:

1. SEE DRAWING S1.1 FOR STRUCTURAL NOTES, ABBREVIATIONS LEGEND AND ABBREVIATIONS.
2. SLAB SHALL BE 4" SLAB-ON-GRADE WITH WWF 6x6 – W1.4 x W1.4. SEE PLAN FOR CONSTRUCTION JOINT LOCATIONS AND DETAIL D/S3.1 FOR UNDER SLAB AND CONTROL JOINT REQUIREMENTS. COORDINATE SLAB SLOPES W/ ARCHITECTURAL.
3. (F4.0) INDICATES FOOTING TYPE. SEE FOOTING DETAIL H/S3.1.
   (107'-0") INDICATES TOP OF FOOTING ELEVATION. TOP OF FOOTING ELEVATION SHALL BE 92'-0" TYPICAL UNLESS NOTED OTHERWISE. STEP CONTINUOUS FOOTINGS AS REQUIRED TO MAINTAIN 1'-0" BELOW FINISHED GRADE.
   107'-0" INDICATES TOP OF SLAB ELEVATION
4. SEE S3.1 FOR TYPICAL CONCRETE DETAILS.
5. CONTRACTOR SHALL VERIFY ELEVATOR PIT DIMENSIONS WITH MANUFACTURER PRIOR TO CONSTRUCTION.
6. FOOTINGS SHALL BE PLACED ON UNDISTURBED NATIVE SOIL, APPROVED STRUCTURAL FILL OR ON LEAN CONCRETE BACKFILL WHERE OVEREXCAVATION OCCURS. COORDINATE BEARING WITH SOILS REPORT.
7. SEE S4.1 AND S4.2 FOR TYPICAL WOOD DETAILS. SEE A/S4.3 FOR TYP WALL DETAILS.
8. SHADED WALLS INDICATE SHEAR WALLS ABOVE THIS LEVEL. SEE SCHEDULE ON S4.1 FOR ANCHOR BOLT SIZE AND SPACING.
9. WALLS SHOWN ARE LOAD BEARING WALLS OR SHEAR WALLS. COORDINATE LOCATIONS WITH ARCHITECTURAL DRAWINGS. SEE ARCHITECTURAL FOR ALL OTHER INTERIOR NON-LOAD BEARING WALLS.
10. ALL EXTERIOR WALLS SHALL BE 2x6 @ 16" OC UNO. ALL INTERIOR WALLS SHOWN SHALL BE 2x4 @ 16" OC UNO. PROVIDE ADDITIONAL CONTINUOUS WALL BLOCKING IN MECH. AND ELECTRICAL ROOMS FOR MOUNTING EQUIPMENT. COORDINATE WITH MECH. AND ELECTRICAL DRAWINGS.
11. ▷ INDICATES SHEAR WALL TYPE ABOVE LEVEL SHOWN. SEE SCHEDULE ON S4.1 AND DETAILS ON S4.2.
12. 2SW/12 OC INDICATES HOLDOWN ANCHOR AND NUMBER OF BUNDLED STUDS AT THIS LEVEL. NUMBER OF STUDS INDICATED FOR STUDS ABOVE THIS LEVEL.
13. (6) INDICATES NUMBER OF STUDS BUNDLED IN WALL TO SUPPORT HEADER. ALL BUNDLED STUDS SHALL MATCH WALL STUDS UNO. ALL BUNDLED STUDS SHALL HAVE SOLID BLOCKING BELOW. PROVIDE A MINIMUM OF 2 BUNDLED STUDS BELOW HEADER ENDS AND WHERE SHOWN UNDER ◻ OR PLAN.
14. ALL DIMENSIONS GIVEN TO FACE OF STUD OR FACE OF CONCRETE TYPICAL UNLESS NOTED OTHERWISE.
15. SHADED AREA SHALL BE 5" SLAB-ON GRADE W/#4 @ 18" OC EW CENTERED IN SLAB SEE ARCHITECTURAL FOR ARTIST WORK AND EXPANSION JOINTS TAKE SPECIAL CARE FOR CURING THIS AREA OF SLAB. SEE DRAWING A0.2.
16. PROVIDE No. 10 STANDARD MALLEABLE IRON WASHERS AT ALL EXPOSED PURLIN PLATE WOOD CONNECTIONS.
17. ALL EXTERIOR WALLS NOT SHOWN OR NOTED AS SHEARWALL SHALL HAVE ½" CDX PLYWOOD SHEATHING W/8d @ 6" OC AT ALL PANEL EDGES AND 8d @ 12" OC @ ALL INTERMEDIATE FRAMING MEMBERS.
18. SEE ARCHITECTURAL DRAWINGS FOR MISCELLANEOUS GLULAM BEAMS AND WINDOW HEADERS NOT SHOWN

Miller|Hull

BAINBRIDGE ISLAND CITY HALL
CITY OF BAINBRIDGE ISLAND

CONSULTANTS

LANDSCAPE
Cascade Design Collaborative
911 Western Avenue, Suite 303
Seattle, WA 98104

PROGRAMMING
Robert Harper Design
1916 Pike Place, Suite 721
Seattle, WA 98101

INTERIORS
Allen Russell
911 Western Avenue, Suite 201
Seattle, WA 98104

STRUCTURAL
AHBL
1201 3rd Avenue, Suite 600
Seattle, WA 98101

MECHANICAL
Groenbech Group
915 NE 71st Street
Seattle, WA 98115

ELECTRICAL
Sparling
730 Alloy Way, Suite 1100
Seattle, WA 98101

CIVIL
Soil Design Co.
1008 Western Avenue, Suite 201
Seattle, WA 98104

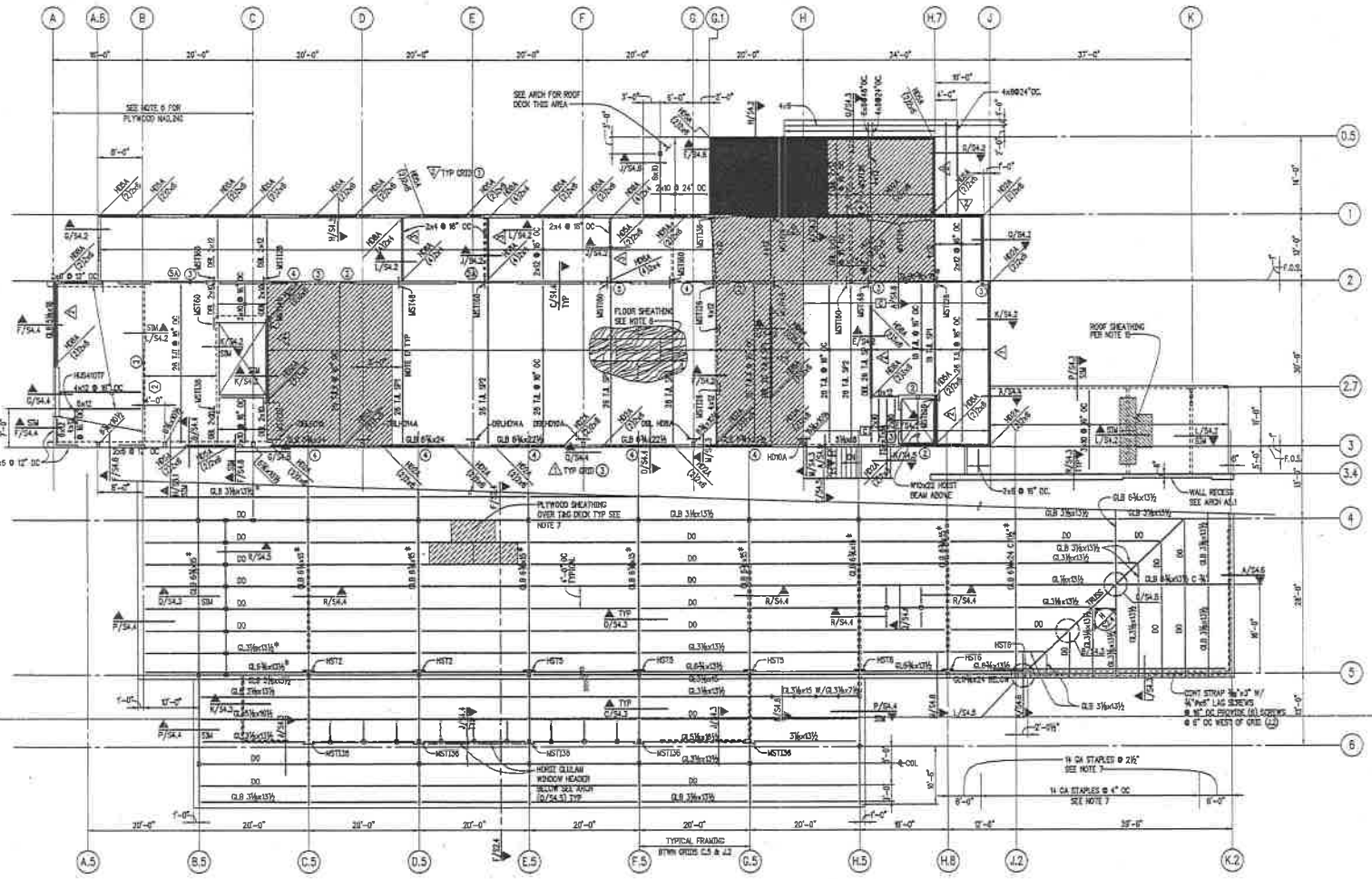
FOUNDATION PLAN

Revisions — Date

BID DOCUMENTS

Date 11 SEPTEMBER 1989
Drawn
Checked
Project #
Cad File

S2.1



SECOND FLOOR PLAN

FLOOR PLAN NOTES:

1. SEE DRAWINGS S1.1 FOR STRUCTURAL NOTES, DRAWING LEGEND & ABBREVIATIONS.
2. SEE S4.1 AND S4.2 FOR TYPICAL WOOD DETAILS.
3. _____ INDICATES BEARING WALL BELOW CONTINUING ABOVE.
   INDICATES BEARING WALL BELOW ONLY.
4. ALL EXTERIOR WALLS SHALL BE 2x6 @ 16" OC UNO. ALL INTERIOR WALLS SHOWN SHALL BE 2x6 @ 16"OC UNO. PROVIDE ADDITIONAL CONTINUOUS WALL BLOCKING IN MECHANICAL AND ELECTRICAL ROOMS FOR MOUNTING EQUIPMENT. COORD W/ ELECT & MECH DWGS.
5. FRAMING HARDWARE SHALL BE SIMPSON STRONG-TIE OR APPROVED EQUAL. ITEMS ON PLAN SHOW SIMPSON DESIGNATION.
6. FLOOR SHALL BE ¾" GYP-CRETE OVER ¾" T&G CDX RATED PLYWOOD SHEATHING PER S1.1 NAILING SHALL BE AS FOLLOWS:
   BETWEEN GRIDS A & C ALL PANEL EDGES SHALL BE BLOCKED.
   PLYWOOD NAILING SHALL BE AS FOLLOWS:
   A) AT CONTINUOUS PANEL EDGES: 8d AT 4" OC
   B) AT OTHER PANEL EDGES: 8d AT 8" OC
   C) AT INTERMEDIATE FRAMING: 8d AT 12" OC
   BETWEEN GRIDS C & L
   PLYWOOD NAILING SHALL BE AS FOLLOWS:
   A) AT CONTINUOUS PANEL EDGES: 8d AT 6" OC
   B) AT OTHER PANEL EDGES: 8d AT 6" OC
   C) AT INTERMEDIATE FRAMING: 8d AT 12" OC
7. ROOF SHALL BE 2x6 T&G ROOF DECK W/ ½" CDX PLYWOOD SHEATHING. ATTACH PLYWOOD TO T&G DECK W/ 16 GA x1½" STAPLES AS FOLLOWS:
   A) @ CONTINUOUS PANEL EDGES: 4" OC
   B) @ OTHER PANEL EDGES: 8" OC
   C) @ INTERMEDIATE FRAMING MEMBERS: 12" OC
   BETWEEN GRIDS H.8 & K.2 PLYWOOD FASTENING SHALL BE 16 GA x1½" STAPLES AS FOLLOWS:

	WITHIN 6 FT OF WALL	REMAINDER
A) @ CONTINUOUS PANEL EDGES:	2½"	4"
B) @ OTHER PANEL EDGES:	4"	8"
C) @ INTERMEDIATE FRAMING MEMBERS:	12"	12"

   NO PENETRATION OF BOTTOM OF T&G DECK WILL BE PERMITTED.
8. (1) INDICATES HEADER TYPE, SEE SCHEDULE ON S4.1 TYPICAL HEADER AT EXTERIOR WINDOW OPENING SHALL BE 6x8 UNO. TYPICAL HEADER AT INTERIOR DOOR OPENING SHALL BE 6x8 UNO.
9. (A) INDICATES NUMBER OF STUDS BUNDLED IN WALL BELOW TO SUPPORT HEADER. ALL BUNDLED STUDS SHALL MATCH WALL STUDS UNO, ALL BUNDLED STUDS SHALL HAVE SOLID BLOCKING BELOW. PROVIDE A MINIMUM OF 2 BUNDLED STUDS BELOW HEADER ENDS AND WHERE SHOWN THUS ▫ ON PLAN.
10. (A) INDICATES SHEAR WALL TYPE ABOVE LEVEL SHOWN, SEE SCHEDULE ON S4.1 AND DETAILS ON S4.2.
11. HDU4 INDICATES HOLDOWN ANCHOR AND NUMBER OF BUNDLED STUDS AT THIS LEVEL. NUMBER OF STUDS INDICATED FOR STUDS ABOVE THIS LEVEL.
12. ALL DIMENSIONS GIVEN TO FACE OF STUD OR FACE OF CONCRETE TYPICAL UNLESS NOTED OTHERWISE.
13. ALL EXTERIOR WALLS NOT SHOWN OR NOTED AS SHEAR WALLS SHALL HAVE ½" CDX PLYWOOD SHEATHING W/ 8d @ 6" OC AT ALL PANEL EDGES AND 8d @ 12" OC @ ALL INTERMEDIATE FRAMING MEMBERS.
14. ▨ INDICATES ZONES DESIGNED FOR LIGHT STORAGE LOAD 125 PSF.
    ■ INDICATES ZONE DESIGNED FOR STORAGE LOAD 175 PSF.
15. ROOF SHALL BE ¾" T&G CDX RATED PLYWOOD SHEATHING. ALL PANEL EDGES SHALL BE BLOCKED. NAILING SHALL BE AS FOLLOWS:

	WITHIN 6 FT OF WALL	REMAINDER
AT CONTINUOUS PANEL EDGES:	10d AT 2" OC	10d AT 4" OC
AT OTHER PANEL EDGES:	10d AT 3" OC	10d AT 8" OC
AT INTERMEDIATE FRAMING:	10d AT 12" OC	10d AT 12" OC

16. PROVIDE No. 10 STANDARD WESTERN PATTERN MALLEABLE IRON WASHERS AT ALL EXPOSED KNIFE PLATE WOOD CONNECTIONS.
17. FLOOR TRUSSES NOTED WITH "SP#" SHALL BE DESIGN FOR A TOP CHORD AXIAL LOAD DUE TO SEISMIC THAT INCREASES LINEARLY FROM GRID (3) TO (2) AS FOLLOWS:
    SP1 = 150 PLF (4500# MAX)
    SP2 = 280 PLF (7800# MAX)
    ATTACH FLOOR SHEATHING TO "SP" TRUSSES W/EDGE NAILING PER NOTE 8.
18. SEE ARCHITECTURAL DRAWINGS FOR MISCELANEOUS GLULAM BEAMS AND WINDOW HEADERS NOT SHOWN.

The Miller/Hull Partnership — Architecture and Planning
Merrihaw Building, 911 Western Avenue, Room 520, Seattle, WA 98104
Phone 206 682.6857
Fax 206 682.2982

Miller|Hull

BAINBRIDGE ISLAND CITY HALL
●
CITY OF BAINBRIDGE ISLAND

CONSULTANTS

LANDSCAPE
Cascade Design Collaborative
911 Western Avenue, Suite 203
Seattle, WA 98104

PROGRAMMING
Robert Wagner Design
1916 Pike Place, Suite 221
Seattle, WA 98101

INTERIORS
Aibee Roman
911 Western Avenue, Suite 201
Seattle, WA 98104

STRUCTURAL
KPFF
1201 3rd Avenue, Suite 900
Seattle, WA 98101

MECHANICAL
Greenbusch Group
918 NE 71st. Street
Seattle, WA 98115

ELECTRICAL
Sparling
720 Olive Way, Suite 1100
Seattle, WA 98101

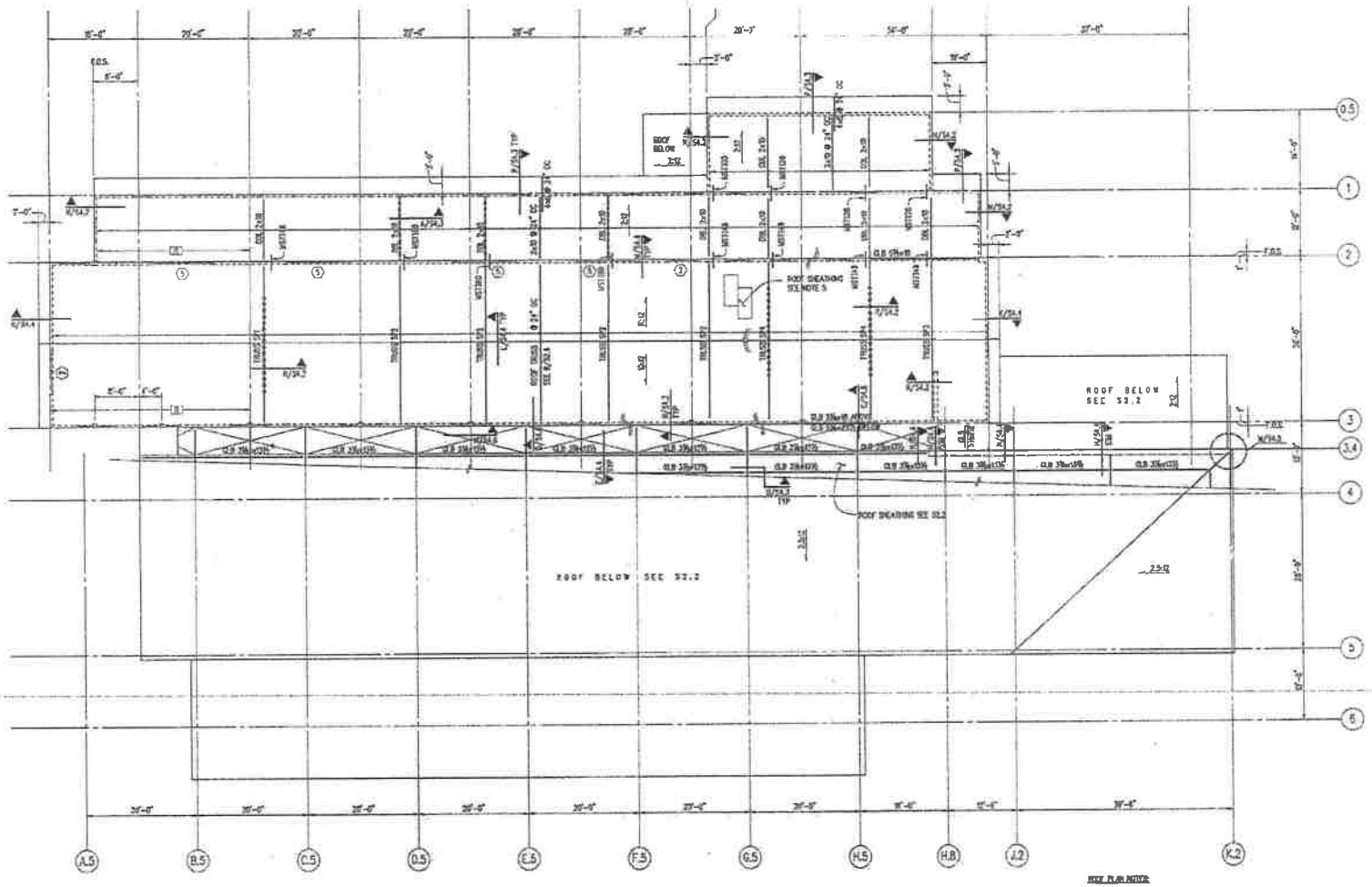
CIVIL
SvR Design Co.
1008 Western Avenue, Suite 301
Seattle, WA 98104

SECOND FLOOR PLAN

Revisions	Date
BID DOCUMENTS	

Date 11 SEPTEMBER 1998
Drawn RSP
Checked JPS
Project # 97245
Cad File

S2.2



ROOF FRAMING PLAN

ROOF PLAN NOTES:

1. SEE DRAWING S1.1 FOR STRUCTURAL NOTES, DRAWING LEGEND AND ABBREVIATIONS.
2. SEE S4.1 AND S4.2 FOR TYPICAL WOOD DETAILS.
3. WALLS SHOWN THUS LOWER WALLS BELOW:
   INDICATES BEARING WALL BELOW ONLY.
4. FRAMING HARDWARE SHALL BE SIMPSON STRONG-TIE OR APPROVED EQUAL. ITEMS ON PLAN SHOW SIMPSON DESIGNATION.
5. ROOF SHALL BE 7/16" TAG OSB RATED SHEATHING PER S3.1. NAILING SHALL BE AS FOLLOWS:

AT CONTINUOUS PANEL EDGES:	8d AT 6" OC
AT OTHER PANEL EDGES:	8d AT 6" OC
AT INTERMEDIATE FRAMING:	8d AT 12" OC

6. ALL DIMENSIONS GIVEN TO FACE OF STUD TYPICAL UNLESS NOTED OTHERWISE.
7. ROOF TRUSS BY TRUSS MANUFACTURER SHALL BE DESIGNED FOR LOADS AS SHOWN ON S2.4. TRUSSES DESIGNATED WITH "SR" SHALL BE DESIGNED FOR AXIAL LOADS DUE TO WIND AND SEISMIC AS NOTED ON S2.4.
8. (1) INDICATES HEADER TYPE, SEE SCHEDULE ON S4.1. TYPICAL HEADER AT EXTERIOR WINDOW OPENING SHALL BE 4x8 GRD. TYPICAL HEADER AT DOOR OPENING SHALL BE 6x8 U.N.O.
9. [6] INDICATES PLATE SIZE SEE SCHEDULE ON S4.1

Miller|Hull

BAINBRIDGE ISLAND CITY HALL

CITY OF BAINBRIDGE ISLAND

CONSULTANTS

LANDSCAPE
Cascade Design Collaborative
911 Western Avenue, Suite 303
Seattle, WA 98104

PROGRAMMING
Robert Wagner Design
1918 Pike Place, Suite 221
Seattle, WA 98101

INTERIORS
Allison Bernardo
911 Western Avenue, Suite 201
Seattle, WA 98104

STRUCTURAL
KPFF
1201 3rd Avenue, Suite 900
Seattle, WA 98101

MECHANICAL
Greenwatch Group
919 NE 71st Street
Seattle, WA 98115

ELECTRICAL
Sparling
720 Olive Way, Suite 1100
Seattle, WA 98101

CIVIL
Sall Design Co.
1008 Western Avenue, Suite 301
Seattle, WA 98104

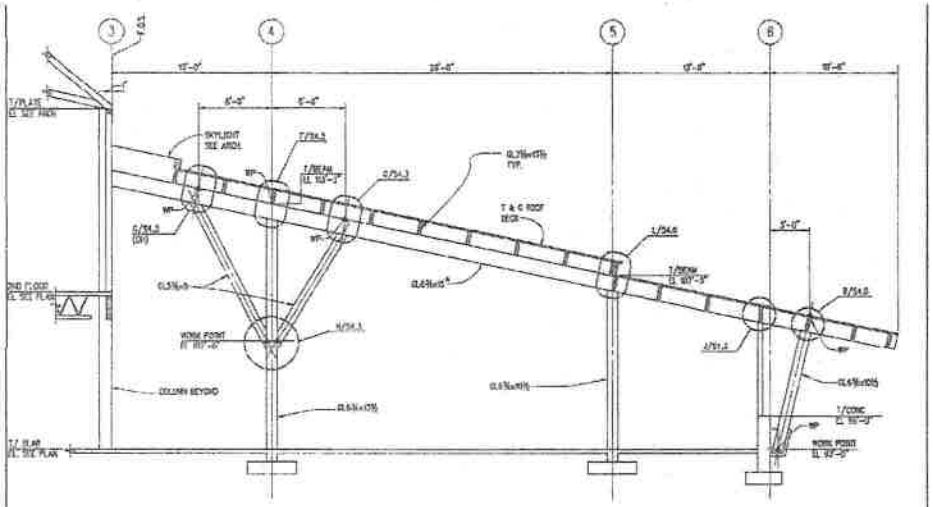
ROOF PLAN

Revisions Date

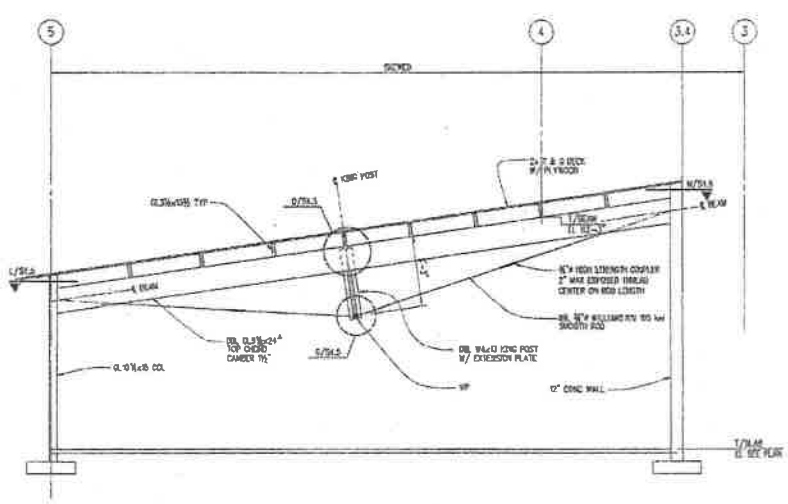
BID DOCUMENTS

Date 11 SEPTEMBER 1998
Drawn
Checked
Project # 97145
Cad File

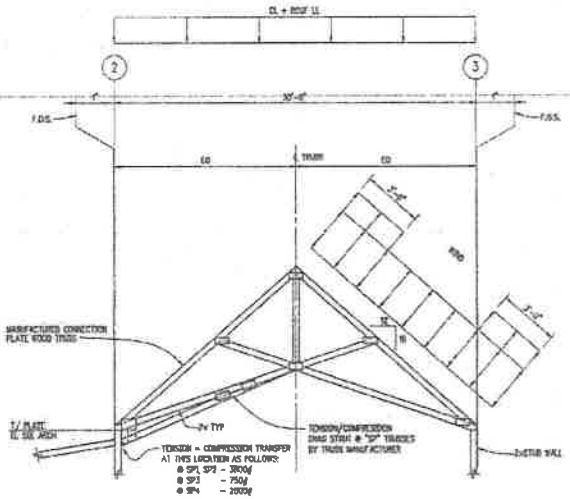
S2.3



SECTION 1/4"=1'-0" F



TRUSS ELEVATION 1/4"=1'-0" H



DETAIL NO SCALE R

NOTES:

1. TRUSS SHALL BE DESIGNED BY THE MANUFACTURER FOR THE FOLLOWING LOADS ACTING ON THE PROJECTED AREA IN ADDITION TO THE SELF WEIGHT OF TRUSS:

ADDITIONAL DEAD LOAD	16 PSF (8 PSF FROM BOT CHORD)
ROOF LIVE LOAD	25 PSF
WIND LOAD (INWARD OR OUTWARD)	21 PSF
(OUTWARD OVER 3 FT LENGTH @ ROOF EAVE & RIDGE)	25 PSF
SNOW LOAD	PER STRUCTURAL NOTES S1.1

WIND LOADS GIVEN ARE GROSS LOADS. NET LOADS SHALL EQUAL THE GROSS MINUS 60% OF THE DEAD LOAD=10 PSF ON ACTUAL AREA.

2. ROOF TRUSSES NOTED WITH "SP#" SHALL BE DESIGNED FOR AN ADDITIONAL AXIAL LOAD DUE TO SEISMIC AS FOLLOWS:

SP1 – 2660 POUNDS
SP2 – 120 plf, LINEARLY INCREASING FROM GRID 3 TO 3
SP3 – 750 POUNDS
SP4 – 2660 POUNDS

PROVIDE MINIMUM 3x TOP CHORD AT ALL "SP" TRUSSES.

3. ALTERNATIVE TRUSS PROFILE MAY BE PROPOSED BY THE MANUFACTURER. COORDINATE PROFILE WITH ARCHITECTURAL DRAWINGS.

Miller|Hull

BAINBRIDGE ISLAND CITY HALL

CITY OF BAINBRIDGE ISLAND

CONSULTANTS

LANDSCAPE
Cascade Design Collaborative
911 Western Avenue, Suite 203
Seattle, WA 98104

PROGRAMMING
Robert Wagner Design
1918 Pike Place, Suite 721
Seattle, WA 98101

INTERIORS
Allbee Rensink
911 Western Avenue, Suite 701
Seattle, WA 98104

STRUCTURAL
KPFF
1201 3rd Avenue, Suite 900
Seattle, WA 98101

RESTORATION
Groundswell Group
918 NE 71st Street
Seattle, WA 98115

ELECTRICAL
Sparling
720 Olive Way, Suite 1100
Seattle, WA 98101

CIVIL
SvR Design Co.
1008 Western Avenue, Suite 301
Seattle, WA 98104

TRUSS ELEVATIONS

BID DOCUMENTS

Revisions Date

Date 11 SEPTEMBER 1998
Drawn MA
Checked JPA
Project # 97125
Cad File 97-125.01

S2.4

metal roof innovations, ltd.
...where better ideas are an everyday thing!

S-5!™ product technology

ColorGard™
SnoRail™
SnoFence™
VersaBracket™
RamGard™

9655 Table Butte Rd.
Colorado Springs, CO
80908
USA
Fax 719.495.0045
Phone 719.495.0518
Toll 888.825.3432

S-5!'s suggestions for spacing of S-5 clamps for PV assemblies

The key to frequency and spacing of attachment points for PV is not to "point load" the metal standing seam panels in a manner that could result with a wind failure. Generally speaking, the attachment of a single S-5 clamp will be stronger than the attachment of the metal panels themselves to the building structure. Hence the "weak link" is not the S-5, but the attachment clips that hold the metal panels to the building structure. Overloading such a clip with a "point load" could precipitate a roof failure, so it is critical to use a uniformly distributed load approach.

The most conservative approach to the spacing/frequency of attachment using S-5 clamps is to find out the spacing/frequency of the standing seam panels' attachment to the building structure and then duplicate it. Standing seam panels' attachment will be along the seam area using concealed clips. The location of the clips can be determined by a) consultation with the roof system manufacturer or installer, b) checking from the underside or, c) close examination from the topside along the seam. There will usually be a slight, but detectable deformation of the seam at the clip location. Many standing seam roofing systems are installed on "pre-engineered steel" buildings. The attachment spacing in that industry is typically 5'-0" and is readily apparent by viewing the structural purlins to which the panels are attached from the roof underside (interior of the building).

If the panel clips are spaced 5' on center along the seam, then space the S-5 clamps also at 5', but *between* panel clip locations, if possible. Such an attachment scheme will evenly distribute wind loads into the building structure through the panels and their attachment, as was intended in the original roof construction assembly. To accomplish this, it is also necessary that each seam be involved in the finished assembly. It is not necessary that each clamp be contiguous to the next, however. For instance, in some cases it may be desirable to configure an assembly that "skips" seams.

Using the above example of 5'-0" panel clip spacing, and assuming the seams are 2-0"' on center, two rows of attachment could be made if desired on 2'-6" centers up and down the slope (dividing the 5'-0" dimension), but with S-5 clamps skipping every other seam in the other axis (across the slope). At the next row of attachment up or downslope, the skipped seams would now be clamped. The resulting assembly accomplishes the same result in terms of load distribution as the former example.

Please note these are only suggestions and S-5! strongly advocates each project to be reviewed by an engineer.

Thank you,

Dustin Haddock
Manager, Product and System Design

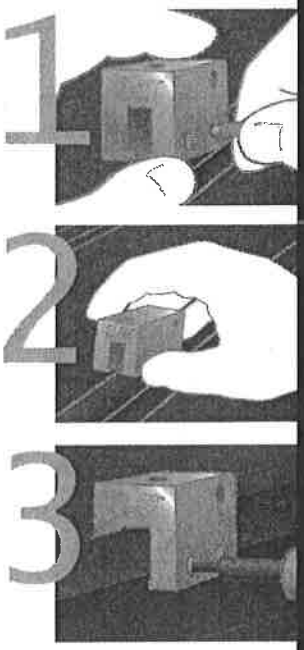
S-5!®

The Right Way!

The S-5-U Clamp

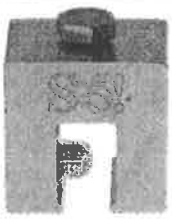
The S-5-U clamp is by far our most popular and most versatile clamp. It fits about 85% of the standing seam profiles manufactured in North America—including most structural and architectural profiles. It can be used on vertically oriented seams and, by rotating the clamp 90 degrees, it can also be used on most horizontal 2" seam profiles.

Thanks to our patented round-point setscrews, S-5! clamps do not pierce metal roof paneling, thereby protecting roof coatings and weather-tightness warranties.



Its simple design, generous dimensioning and multiple hole orientations are what make the S-5-U clamp so versatile for use with the S-5! snow retention products, such as ColorGard®, as well as with other heavy-duty applications.

Installation is as simple as setting the specially patented round-point setscrews into the clamp, placing the clamp on the seam, and tightening them to the specified tension. Then, affix ancillary items using the bolt provided with the product. Go to **www.S-5.com/tools** for information and tools available for properly attaching and tensioning S-5! clamps.



The S-5-U Mini

The S-5-U Mini is a medium-duty, non-penetrating seam clamp. A bit shorter than the S-5-U, the Mini has one setscrew rather than two. The Mini is the choice for attaching all kinds of rooftop accessories: signs, walkways, satellite dishes, antennas, rooftop lighting, lightning protection systems, solar arrays, exhaust stack bracing, conduit, condensate lines, mechanical equipment—just about anything!*

*S-5! Mini clamps can be used with RamGard™ unitized snow guards. They are not compatible with, and should not be used with, S-5! SnoRail™/SnoFence™ or ColorGard® snow retention systems.

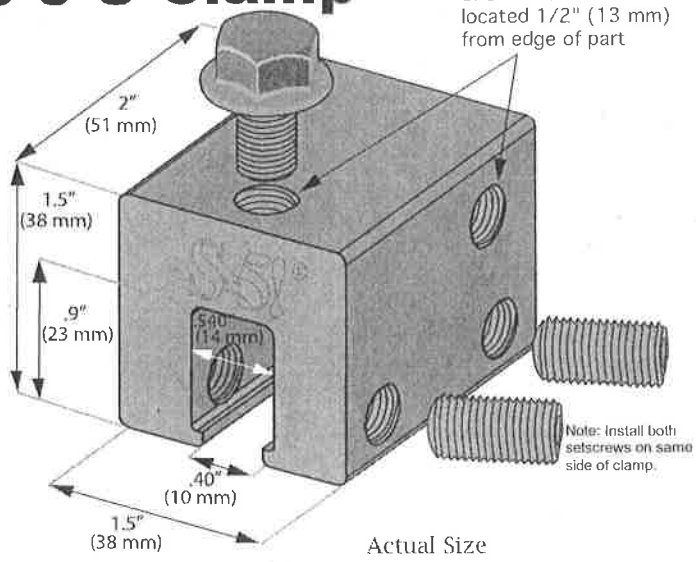
Attach almost anything to standing seam metal roofs without piercing the panel!

888-825-3432 **www.S-5.com**

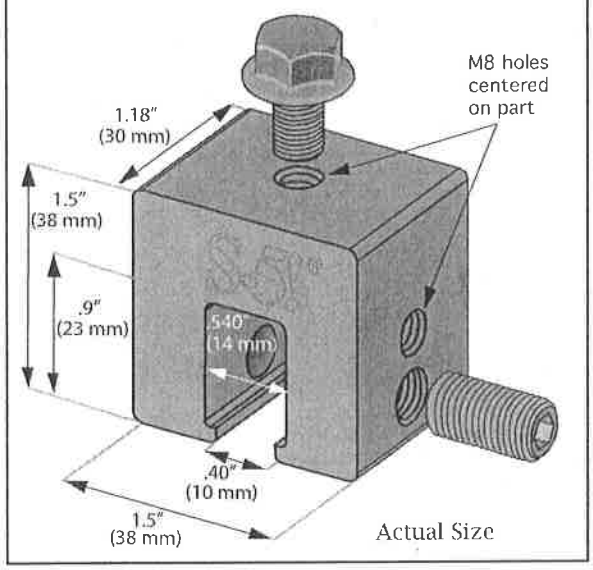
S-5!®

The Right Way!

S-5-U Clamp

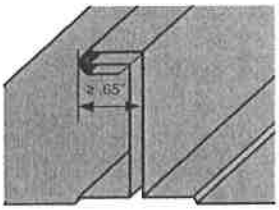


S-5-U Mini

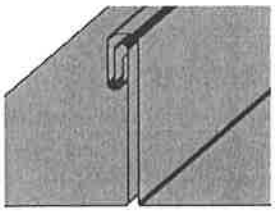


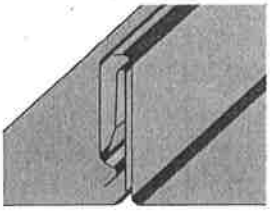
The S-5-U and S-5-U Mini clamps are each furnished with the hardware shown above. Each box also includes a bit tip for tightening setscrews using an electric screw gun. A structural aluminum attachment clamp, the S-5-U is compatible with most common metal roofing materials excluding copper. All included hardware is stainless steel. Please visit **www.S-5.com** for more information including CAD details, metallurgical compatibilities and specifications.

Example Profiles

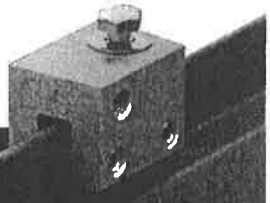


For horizontal seams under .65" do not use this clamp. Visit **www.S-5.com** for more detailed information and proper clamp to use.





The S-5-U clamp has been tested for load-to-failure results on most major brands and profiles of standing seam roofing. The independent lab test data found at **www.S-5.com** can be used for load-critical designs and applications. S-5! holding strength is unmatched in the industry.



The strength of the S-5-U clamp is in its simple design. The patented setscrews will slightly dimple the metal seam material but not pierce it—leaving roof warranties intact.

S-5! Warning! Please use this product responsibly!

Products are protected by multiple U.S. and foreign patents. Visit the website at www.S-5.com for complete information on patents and trademarks. For maximum holding strength, setscrews should be tensioned and re-tensioned as the seam material compresses. Clamp setscrew tension should be verified using a calibrated torque wrench between 160 and 180 inch pounds when used on 22ga steel and between 130 and 150 inch pounds for all other metals and thinner gauges of steel. Consult the S-5! website at www.S-5.com for published data regarding holding strength.

Copyright 2010, Metal Roof Innovations, Ltd. S-5! products are patented by Metal Roof Innovations, Ltd.

version 051410

Distributed by

Introduction
Applications/Uses
S-5!® Clamps
VersaBracket™
CorruBracket™
S-5-PV Kit
Load Test Results
Load Results Orientation
Parallel Load Test
Normal Load Results
Installation
FAQs

Design Your ColorGard® Project
See How Easy S-5! Is to Install!
How Strong Is S-5!? Load Test Results

Load Test Results (Parallel to Seam)

This page shows our current list of Load Test Results. Scroll down the page to review all the results. You can also filter test results by Manufacturer. Choose from the "Manufacturers" menu to display the desired load test results.

Panel Manufacturer	Product	Thickness	Clamp
AEP Span	Design Span hp	24 ga steel	S-5-S

Units: ◉ SAE ○ Metric | Safety Factor: 2 Reset Test Results

Model	Panel Manufacturer	Panel Name	Thickness Material	Screw Tension (inch-lbs)	Ultimate (lbs)	Failure Mode	Allowable (lbs)	Notes
S-5-S	AEP Span	Design Span hp	24 ga steel	115	728 lb	B	364 lb	

Notes

1. CAUTION: Note screw tension to avoid damage to this profile.
2. CAUTION: These are cap-seam type profiles. The cap of this profile should be mechanically fastened to the seam somewhere along its length with one lap tek.
3. SINGLE FOLD: These profiles are seamed to 90 degrees.
4. ATTENTION: The dimensioning on these seams is such that the clamp will not slip over the seam. Some hand crimping at the clamp location will resolve this problem.
5. ATTENTION: Two piece clamp utilizes two M8 bolts, not setscrews
6. ATTENTION: Two piece clamp utilizes one M8 bolt, not setscrews
7. SETSCREW TENSION: Please note the setscrew tension. Panel has been tested with increased setscrew tension.

This table represents tensile loads applied to the clamp in a direction parallel to the panel seam. Panels must be adequately attached to the structure at their point of fixity to resist these loads. Allowable loads are listed utilizing a default Factor of Safety (FS) = 2.0. Actual factor of safety is the responsibility of the designer and should be employed as appropriate. Enter desired Factor of Safety and reset/re-tabulate.

All tabled values are dependent upon setscrew tension. Load testing of S-5!® clamps is conducted with setscrews tensioned at 150 inch pounds (22 gauge steel profiles) or 115 inch pounds (24 gauge steel and all other metals). When relying upon published load values, setscrews should be tensioned and verified using a calibrated torque wrench between 160 and 180 inch pounds when used on 22ga steel and between 130 and 150 inch pounds for all other metals and thinner gauges of steel.

For a copy of a lab test report, contact Technical Support.

Terms of Use | View our Parallel to Seam Test Protocols | Read our Warning

COPYRIGHT © 2011 S-5!
site designed and developed by 30dps Advertising Agency

Terms of Use which are legally binding upon you govern your use of this site and any products manufactured by Metal Roof Innovations, Ltd., and provide rules that prohibit unlawful use or copying of any part of this site. By using this site, you agree to abide by the Terms of Use.

S-5!® The Right Way!

WHERE TO BUY S-5!®

Toll Free: 888-825-3432 - Distributor Log In

Search... Go

Advanced Search

Home | About | Clamps | Solar | Snow Retention | ColorGard® Calculator | Downloads | PR

- Introduction
- Applications/Uses
- S-5!® Clamps
- VersaBracket™
- CorruBracket™
- S-5-PV Kit
- **Load Test Results**
  - Load Results Orientation
  - Parallel Load Test
  - Normal Load Results
- Installation
- FAQs

Design Your ColorGard® Project

See How Easy S-5! Is to Install!

How Strong is S-5!? Load Test Results

Load Test Results (Normal to Seam)

This page shows our current list of Load Test Results. Scroll down the page to review all the results. You can also filter test results by Manufacturer. Choose from the "Manufacturers" menu to display the desired load test results.

Panel Manufacturer	Product	Thickness	Clamp
AEP Span	Design Span HP	24 ga steel	S-5-S Mini

Units: ● SAE ○ Metric | Safety Factor: 2 Reset Test Results

Model	Panel Manufacturer	Panel Name	Thickness Material	Screw Tension (inch-lbs)	Ultimate (lbs)	Failure Mode	Allowable (lbs)	Notes
S-5-S Mini	AEP Span	Design Span HP	24 ga steel	115	946 lb	A/C/D	473 lb	

Notes

1. CAUTION: Note screw tension to avoid damage to this profile.
2. CAUTION: These are cap-seam type profiles. The cap of this profile should be mechanically fastened to the seam somewhere along its length with one lap tek.
3. SINGLE FOLD: These profiles are seamed to 90 degrees.
4. ATTENTION: The dimensioning on these seams is such that the clamp will not slip over the seam. Some hand crimping at the clamp location will resolve this problem.
5. ATTENTION: Two piece clamp utilizes two M8 bolts, not setscrews
6. ATTENTION: Two piece clamp utilizes one M8 bolt, not setscrews
7. SETSCREW TENSION: Please note the setscrew tension. Panel has been tested with increased setscrew tension.

Load Testing Normal to Seam

This table represents ultimate and allowable tensile loads applied to the clamp in a negative load direction normal to the panel seam. Please note that this protocol isolates failure to the clamp-seam connection. It is possible that in an actual construction assembly some other mode of failure may occur at lower loads than those produced with this protocol. Loads imposed on the S-5!® clamps will be transferred to the panels and their attachment. Panel seams must have sufficient flexural strength to carry these loads when clamp is used mid-span. Panel attachment and building structure must also be sufficient to carry these loads. The makers of S-5!® clamps make no representations with respect to these variables. It is the responsibility of the user to verify this information, or seek assistance from a qualified design professional, if necessary.

Allowable loads are listed utilizing a default Factor of Safety (FS) = 3.0. Actual factor of safety is the responsibility of the designer and should be employed as appropriate. Enter desired Factor of Safety and reset/re-tabulate.

All tabled values are dependent upon setscrew tension. Load testing of S-5!® clamps is conducted with setscrews tensioned at 150 inch pounds (22 gauge steel profiles) or 115 inch pounds (24 gauge steel and all other metals). When relying upon published load values, setscrews should be tensioned and verified using a calibrated torque wrench between 160 and 180 inch pounds when used on 22 ga steel and between 130 and 150 inch pounds for all other metals and thinner gauges of steel.

For a copy of a lab test report, contact **Technical Support.**

Terms of Use | **View our Normal to Seam Test Protocols** | **Read our Warning**

S-5! Solutions | Snow Retention | Metal Roof Attachments | About Us | Distributor Info | WARNING!

COPYRIGHT © 2011 S-5!
site designed and developed by **30dps Advertising Agency**

Terms of Use which are legally binding upon you, govern your use of this site and any products manufactured by Metal Roof Innovations, Ltd., and provide rules that prohibit unlawful use or copying of any part of this site. By using this site, you agree to abide by the **Terms of Use**.

Exhibit C

Non-Exclusive Access Rights Description

During construction/installation, Sunergy Systems will need access to areas involved in the completion of the roof mounted PV solar system. This may include, but is not limited to the following areas: the electrical/mechanical room(s), the roof, such areas that allow the running of conduit to connect the roof system to the building and electrical systems, an appropriately safe staging area at ground level to place ladders and access the roof, ample room to park a 25' box truck, and a regular sized van as close as is practical to the staging area, unisex bathroom access. Installation activities shall be between normal business hours, unless planned and agreed upon by parties concerned. Final electrical tie-in will require power to be shut down and shall be scheduled ahead of time.

Special efforts will be taken to minimize impact on the work environment of the City Hall Employees, but a certain level of construction noise needs to be expected. We will be using impact drivers intermittently throughout the first 3-4 days of construction. This will constitute the highest noise level, but is typically tolerable to the interior occupants. If this becomes un-acceptable, manual techniques can be employed, but a change order for additional billable hours to the Administrator may become necessary.

Exhibit D

Leasehold Excise Tax Exemption

No exemption at time of execution.

Exhibit E

Insurance Requirements

Any agent or contractor of the Tenant providing services on the Site will for the duration of the Term procure, maintain, and bear the cost of insurance against claims for injuries to persons or damages to property which may arise from or in connection with its performance of the work hereunder on behalf of the Tenant. Such insurance will meet or exceed the following unless otherwise approved by the City: Liability insurance of $1 million per occurrence and $2 million in the aggregate with the City named as additional insured.

EXHIBIT B

(Solar System Equipment)

Listing of Solar System Equipment

1) 297 Itek Energy IT240 240W solar electric modules

2) 8 Delta Inverters, 7 M8 and 1MS

3) UniRac Solar Mount racking rails

4) S-5 compression clamps

5) All other property and equipment located at the Site and described as part of the System under the Hosting Agreement

EXHIBIT C

BILL OF SALE

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Tenant, as that term is defined in the Hosting Agreement, hereby executed and effective November ____, 2020, does hereby sell, transfer, convey, assign and deliver to the City of Bainbridge Island, all of Tenant's right, title and interest in those assets as more fully described in the Solar System Purchase and Sale Agreement, entered into effective November_____, 2020.

DATED this _____ day of November, 2020.

TENANT

By_____
Joe Deets
Authorized Representative of Tenant

Fair Market Value Assessment

Solar PV

City of Bainbridge Island

Date:
4/17/2020

UMC Job Number:
103237

Prepared for:
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110

Prepared by:
Sydney Armitage
(206) 245-5034
sarmitage@umci.com

Executive Summary

This Fair Market Value Analysis has been prepared for the following two parties: The City of Bainbridge Island, a municipal corporation of the state of Washington and the Administrator, Community Solar Solutions Inc, a Washington Corporation. This analysis provides the Fair Market Value for the Solar PV System located at 300 Madison Ave N, Banbridge Island, WA 98110.

System Description

This PV System includes 297 Itek Energy IT240 (71.3kW) STC Rates Solar Electric Modules and 8 Delta Inverters: 7 M8 and 1 MS.

Fair Market Value

Based on the information provided by The City of Bainbridge Island and other reputable sources, including National Renewable Energy Laboratory (NREL), Puget Sound Energy (PSE), and Sunergy Systems. UMC has concluded that the current Fair Market Value of the solar array is:

Solar PV System Fair Market Value (4/17/2020)

$28,148.05

Calculations

All information supporting UMC's findings is located in the Appendix.

The calculations in this analysis follow the guidelines presented in the Site Lease and Solar Services Agreement between The City of Bainbridge Island and Community Solar Solutions - Section 6B, *Fair Market Value*.

If you have any questions regarding this analysis I am available by phone or email. Thank you for choosing to work with UMC.

Sydney Armitage
Business Development Assistant
M (206) 245-5034 | E sarmitage@umci.com

UMC, Inc.
11611 49th Place West | Mukilteo, WA 98275
umci.com | umccf.org

umc

Appendix

Table of Contents

EXPECTED FUTURE ELECTRICITY GENERATION 4

PHOTOVOLTAIC DEGRADATION 4

Figure 1: NREL Photovoltaic Degradation Rates Graph 4

ESTIMATED YEARLY RATE/KWH VALUE 5

Table 1: PSE Rate Cases 2009 - 2019 5

ESTIMATED RETAIL VALUE OF EXPECTED FUTURE ELECTRICITY GENERATION 6

PROJECTED ANNUAL COSTS 7

ESTIMATED COST FOR INVERTER REPLACEMENT 8

ESTIMATED COST FOR MODULE REINSTALLATION/SHIPPING 9

COST OF REMOVAL & DISPOSAL 10

TOTAL PROJECTED FUTURE COSTS 11

ANNUAL CASHFLOWS 12

NET PRESENT VALUE 13

SUPPORTING DOCUMENTS 14

FAIR MARKET VALUE GUIDELINES 14

Figure 2: Section 6B of the Site Lease and Solar Services Agreement 14

ELECTRICITY BILL 15

Figure 3: Rate/kWh 9/7/19 - 10/7/19 15

PRODUCTION REPORT 16

Figure 4: Annual Production - 7/1/2018 - 6/30/2019 16

Expected Future Electricity Generation

According to NREL, the PV degradation rate is ~1% per year for PV Systems installed after the year 2000. The future estimated annual output over the system's remaining useful life was calculated by multiplying the equipment's electricity output by the annual 1% degradation rate.

7/1/18 - 6/30/19 Output: 69,490

Annual Degredation
1%

Year	Est. Output (kW)
2020	68,795
2021	68,107
2022	67,426
2023	66,752
2024	66,084
2025	65,423
2026	64,769
2027	64,122
2028	63,480
2029	62,846
2030	62,217
2031	61,595
2032	60,979
TOTAL:	**842,595**

Notes

1% degredation based on NREL, "Photovoltaic Degradation Rates — An Analytical Review" June 2012.

Photovoltaic Degradation

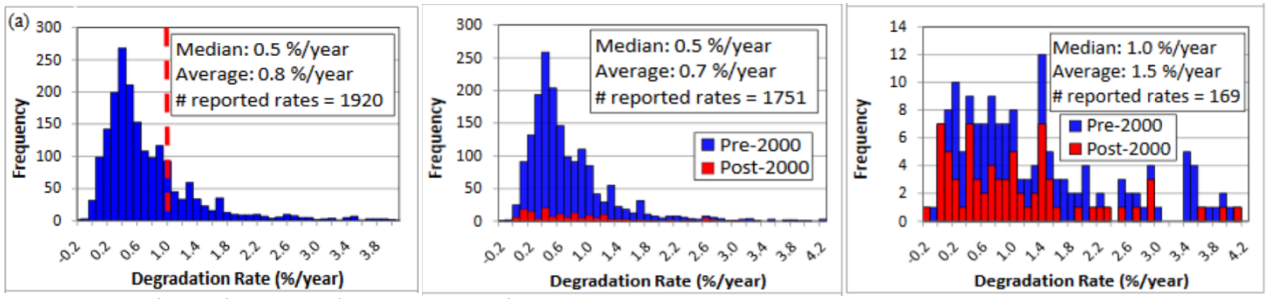


Figure 1: NREL Photovoltaic Degradation Rates Graph

This graph illustrates the average PV degradation before and after the year 2000.

Estimated Yearly Rate/kWh Value

Over the last ten years (2009 – 2019), PSE rates increased three times at an average rate of 2.33%. The Rate/kWh for 9/7/19 – 10/7/19 was ~$0.0879/kWh. This PSE bill was provided by Joe Deets on March 30,2020.

2019 Rate/kWh: $0.0879

Average Rate Increase
2.33%

Year	Est. Rate
2020	$ 0.0899
2021	$ 0.0920
2022	$ 0.0942
2023	$ 0.0964
2024	$ 0.0986
2025	$ 0.1009
2026	$ 0.1033
2027	$ 0.1057
2028	$ 0.1081
2029	$ 0.1107
2030	$ 0.1132
2031	$ 0.1159
2032	$ 0.1186

Notes

Only 3 rate increases from PSE over 2009-2019. This is used to predict future Average Rate Increase.

Table 1: PSE Rate Cases 2009 - 2019

Year	PSE Request	WUTC Order
2009	Electric: 7.4%	Electric: 2.8%
2011	Electric: 8.1%	Electric: 3.2%
2017	Electric: 4.1%	Electric: 1%
2019	Electric: 6.9% -	-

Estimated Retail Value of Expected Future Electricity Generation

These are the annual estimated retail values of the expected annual electricity production and the total estimated value at the end of the useful life.

Year		Est. Value
2020	$	6,187.99
2021	$	6,268.84
2022	$	6,350.76
2023	$	6,433.75
2024	$	6,517.82
2025	$	6,602.98
2026	$	6,689.26
2027	$	6,776.67
2028	$	6,865.22
2029	$	6,954.93
2030	$	7,045.81
2031	$	7,137.88
2032	$	7,231.15
TOTAL:	**$**	**87,063.07**

Projected Annual Costs

These costs are expected to occur on an annual basis.

Property Insurance Premium:	$	(500.00)
Cost of Cleaning:	$	(500.00)
Administration/Misc. Costs:	$	(1,000.00)
Total Annual Cost:	**$**	**(2,000.00)**
Years remaining:		13
Sum of Annual Costs:		**-$26,000.00**

Notes

Annual costs provided by City of Bainbridge Island on March 30, 2020.

Estimated Cost for Inverter Replacement

According to the President of Sunergy Systems, Jon Lange, the cost to replace one inverter per trip is $2,500.00. A conservative estimate is that one inverter will fail per year over the last 3 years on the equipment's useful life. In this calculation, it is assumed that all necessary replacements will be made to ensure that the equipment is able generate the future expected electricity.

Inverter warranty ends May 30, 2029

Cost to Replace 1 Inverter	$	(2,500.00)
Avg. Rate of Inflation		2%

Year	Estimated # of Inverters Replaced
2030	1
2031	1
2032	1

Year	Total # of Periods	Cumulative Inflation
2030	11	22.00%
2031	12	24.00%
2032	13	26.00%

Year	Cost + Inflation	
2030	$	(3,050.00)
2031	$	(3,100.00)
2032	$	(3,150.00)
Total	**$**	**(9,300.00)**

Notes

Cost of Inverter Replacement and Inverter Faulure Rate based on estimate from Sunergy Systems (Jon Lange, President) on April 2, 2020. All inverters replaced due to Recall May 30, 2019 which reset 10-year warranty.

Estimated Cost for Module Reinstallation/Shipping

According to NREL, the estimated failure rate of Solar Modules is 0.05% over the typical expected life. According to this failure rate, about 1/297 modules may fail before the end of the useful life. The cost of replacing the module a year after the manufacturer's warranty ends will be ~$540.00.

10 year manufacturer warranty
0.05% est. module failure rate - June 2012 – June 2022

297	Modules
0.05%	Failure Rate
0.1485	Qty. of Panels Estimated to Fail (Over Lifecycle)
1	Qty. Rounded Up to Whole Number
$ (500.00)	Cost of Replacement per Panel
1	Panel(s) Expected to Fail
8%	Inflation compounding over 4 years
$ (540.00)	Total Expected Cost of Replacement

Notes

Est. Module Failure Rate based on NREL panel failure rate. Cost of Replacement per Panel based on estimate from Ellensburg Solar phone call on April 2, 2020.

Cost of Removal & Disposal

The total estimated cost of removing, transporting, and disposing of the equipment that will occur at the end of the equipment's life.

Cost of Removal	$ (12,800.00)
Cost of Transportation & Disposal	$ (7,200.00)
Total	**$ (20,000.00)**

Notes

Cost of Removal based on estimate from Sunergy Systems (Jon Lange, President) on October 29, 2019. Cost of Transport and Disposal estimate provided by Joe Deets on March 30, 2020.

Total Projected Future Costs

The total annual costs that are to be expected over the remaining years of the Solar PV's expected life.

Year	Annual Costs	Inverter Replacement	Module Replacement	Cost of Removal & Disposal	Total Annual Exepnses
2020	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2021	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2022	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2023	$ (2,000.00)	$ -	$ (540.00)	$ -	$ (2,540.00)
2024	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2025	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2026	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2027	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2028	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2029	$ (2,000.00)	$ -	$ -	$ -	$ (2,000.00)
2030	$ (2,000.00)	$ (3,050.00)	$ -	$ -	$ (5,050.00)
2031	$ (2,000.00)	$ (3,100.00)	$ -	$ -	$ (5,100.00)
2032	$ (2,000.00)	$ (3,150.00)	$ -	$ (20,000.00)	$ (25,150.00)
				Total Expenses:	**$ (55,840.00)**

Annual Cashflows

This table illustrates the annual and total Net Cashflows as well as a description of what costs can be expected in each remining year of the equipment's expected life.

Year	Revenue	Costs	Net CF	Costs Description
2020	$ 6,187.99	$ (2,000.00)	$ 4,187.99	Annual Costs
2021	$ 6,268.84	$ (2,000.00)	$ 4,268.84	Annual Costs
2022	$ 6,350.76	$ (2,000.00)	$ 4,350.76	Annual Costs
2023	$ 6,433.75	$ (2,540.00)	$ 3,893.75	Annual Costs + Module Replacement
2024	$ 6,517.82	$ (2,000.00)	$ 4,517.82	Annual Costs
2025	$ 6,602.98	$ (2,000.00)	$ 4,602.98	Annual Costs
2026	$ 6,689.26	$ (2,000.00)	$ 4,689.26	Annual Costs
2027	$ 6,776.67	$ (2,000.00)	$ 4,776.67	Annual Costs
2028	$ 6,865.22	$ (2,000.00)	$ 4,865.22	Annual Costs
2029	$ 6,954.93	$ (2,000.00)	$ 4,954.93	Annual Costs
2030	$ 7,045.81	$ (5,050.00)	$ 1,995.81	Annual Costs + Inverter Replacement
2031	$ 7,137.88	$ (5,100.00)	$ 2,037.88	Annual Costs + Inverter Replacement
2032	$ 7,231.15	$ (25,150.00)	$ (17,918.85)	Annual Costs + Inverter Replacement + Cost of Removal/Disposal
TOTAL	**$ 87,063.07**	**$ (55,840.00)**	**$ 31,223.07**	

Net Present Value

There are thirteen more years expected for the Solar Photovoltaic System's remaining life. The sum of the Annual Present Values for each year's future expected Net Income produces the Net Present Value of the Solar Array System.

Net Present Value	**$28,148.05**
13 years	

Years	# of Periods	Annual Income	Annual Expenses	Discount Rate	Annual Present Value	NPV
2020	1	$ 6,187.99	$ (2,000.00)	4%	$ 4,026.91	$ 4,026.91
2021	2	$ 6,268.84	$ (2,000.00)	4%	$ 3,946.79	$ 7,973.70
2022	3	$ 6,350.76	$ (2,000.00)	4%	$ 3,867.81	$ 11,841.51
2023	4	$ 6,433.75	$ (2,540.00)	4%	$ 3,328.39	$ 15,169.90
2024	5	$ 6,517.82	$ (2,000.00)	4%	$ 3,713.31	$ 18,883.21
2025	6	$ 6,602.98	$ (2,000.00)	4%	$ 3,637.80	$ 22,521.02
2026	7	$ 6,689.26	$ (2,000.00)	4%	$ 3,563.46	$ 26,084.47
2027	8	$ 6,776.67	$ (2,000.00)	4%	$ 3,490.27	$ 29,574.74
2028	9	$ 6,865.22	$ (2,000.00)	4%	$ 3,418.24	$ 32,992.98
2029	10	$ 6,954.93	$ (2,000.00)	4%	$ 3,347.37	$ 36,340.36
2030	11	$ 7,045.81	$ (5,050.00)	4%	$ 1,296.44	$ 37,636.80
2031	12	$ 7,137.88	$ (5,100.00)	4%	$ 1,272.85	$ 38,909.65
2032	13	$ 7,231.15	$ (25,150.00)	4%	$ (10,761.60)	$ 28,148.05

Note

This 13 year period is based on the remaining useful life of the equipment specified within the Site Lease and Solar Services Agreement between the City of Bainbridge Island & Community Solar Solutions

Fair Market Value Guidelines

B. Fair Market Value. The "**Fair Market Value**" of the System will be the value determined by an independent third party appraiser based on the net present value (assuming an appropriate discount rate and a twenty-year useful life of the System) of: (i) the future retail value of electricity expected to be produced by the System (assuming electricity retail rate increases per annum comparable to the average annual rate increase during the prior ten-year period); (ii) projected future costs for property and liability insurance, maintenance expenses and capital expenses relating to the System including, for example, costs related to the replacement of inverters at the end of their useful life); (iii) the estimated amount of contractual monetary payments (if any) that are likely to be received from third parties based on Environmental Attributes of the System; and (iv) the cost of the ultimate removal of the System at the end of its useful life. The determination of the appraiser will be binding on the Parties, and all costs of such appraisal will be shared equally by the Parties

Figure 2: Section 6B of the Site Lease and Solar Services Agreement

Electricity Bill

Page 2 of

Your bill includes charges for electricity and/or natural gas, delivery services, general administration and overhead, metering, taxes, conservation expenses and other items.

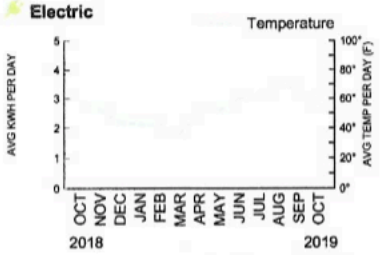
Electric Detail Information: 280 MADISON AVE N, Bainbridge Island

Rate Schedule	Meter #	Start Date Read	End Date Read	Multiplier	Kilowatt Hours (kWh)	Electric Demand (kW)	Reactive Power (kVAR)	Meter Read Type
Production	Z019957868	9/6 19369	10/7 19993	10	6,240	—	—	Actual Read

Your Electric Charge Details (31 days)	Rate x Unit		=	Charge
0 used for service 9/7/2019 - 10/7/2019				
Net Electricity				
Tier 1 (First 15484 kWh Used) (9/7/2019 - 9/30/2019)	0.083634	0 kWh	$	0.00
Tier 1 (First 4516 kWh Used) (10/1/2019 - 10/7/2019)	0.092161	0 kWh		0.00
Electric Demand Charge (First 50 KW Used)	0.000000	0 kW		0.00
Electric Demand Charge (First 50 KW Used)	0.000000	0 kW		0.00
Other Electric Charges & Credits				
Electric Cons. Program Charge	0.003179	0 kWh		0.00
Power Cost Adjustment	−0.000876	0 kWh		0.00
Merger Credit	0.000000	0 kWh		0.00
Federal Wind Power Credit	−0.001568	0 kWh		0.00
Renewable Energy Credit	−0.000060	0 kWh		0.00
Subtotal				0.00
Taxes				
State Utility Tax ($0.00 included in above charges)	3.873%			
Current Electric Charges			**$**	**0.00**

Your Usage Information

Electric



	Last Year	This Year
Average daily kWh	0.00	**0.00**
Average daily cost	—	—
Days in billing cycle	29	**31**
Average temperature	—	**57°F**

Electric Production Information

	Last Year	This Year
Production (9/7/2019 - 10/7/2019)	6,080	**6,240**
Total annual production		**26,202.5 kWh**

NOTE: Production energy is measured before load. Annual cycle is from July 1 through June 30. Production payments are made annually by PSE and are separate from the monthly net metering credit.

Total usage (9/7/2019 - 10/7/2019) **6,240 kWh**

NOTE: Total usage = total customer production + kWh delivered from PSE - kWh returned to PSE.

A rate change became effective during this billing period. The listed rate item(s) that changed shows the dates, prices and charges for each portion of the bill period when they were in effect. Copies of the rate schedules are available upon request.

Figure 3: Rate/kWh 9/7/19 - 10/7/19

Production Report

Community Solar Project

From: Net Metering -- mail --
Sent: Tuesday, September 10, 2019 9:18 AM
To: jwdeets@outlook.com
Subject: Your Annual COMMUNITY SOLAR Production Report- 2019

Community Solar Project Administrators-

PSE has recorded the following fiscal year 2019 production for your project:

Community Solar Project Administrator: COMMUNITY SOLAR SOLUTIONS
Site Address: 280 MADISON AVE N BAINBRIDGE ISLAND 98110
Kilowatt-hours produced between 7/1/2018 and 6/30/2019: 69,490

Figure 4: Annual Production - 7/1/2018 - 6/30/2019

OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2008

T 206.447.7000
F 206.447.0215

OMWLAW.COM

Adam G. Snyder
asnyder@omwlaw.com

MEMORANDUM

DATE: October 23, 2020

TO: City Council and City Manager, City of Bainbridge Island

CC: Joe Levan, City Attorney

FROM: Adam G. Snyder

RE: Purchase of Solar System and Additional Information

By way of background, I was asked by the City to assist with the lease that exists currently related to the solar system on City Hall. Pursuant to that lease, the City has the option to purchase the solar system and I have assisted the City in pursuing that option. In doing so, I negotiated with the owners of that system and I have prepared a purchase and sale agreement and associated documents for the consideration of the City Council and the City Manager.

Included with the Agenda Packet for the City Council's October 27, 2020 meeting agenda is a draft Solar System Purchase and Sale Agreement between the City of Bainbridge Island and Community Solar Solutions, Inc. ("CSS") and "Tenant," as that term is described in that certain Community Solar Project Site Lease and Solar Services Agreement dated December 23, 2011 (the "Hosting Agreement"). The Hosting Agreement contemplates a process by which the City may purchase the assets related to the Solar Project (the "System"). The purchase agreement reflects the application of the purchase provisions of the Hosting Agreement.

City Councilmember Joe Deets signed the Hosting Agreement in 2011 as President of CSS. While CSS is the Administrator of the Solar Project, it is also part of the Tenant group. As part of this proposed transaction, CSS is waiving its right to receive any part of the purchase price. Therefore, no benefit will flow, directly or indirectly, to Councilmember Deets, his spouse, or CSS. Additionally, in that the Hosting Agreement sets forth the process for allowing the City to purchase the solar system facility, and that process is being followed here, the purchase and sale agreement is implementing what is set forth in the Hosting Agreement.

In April of this year (2020), the parties discussed obtaining the Fair Market Value analysis described in the Hosting Agreement. Councilmember Deets (in his capacity as Administrator of

the solar system) sought an independent Fair Market Value analysis of the system in accordance with sections 6A and 6B of the Hosting Agreement.

The Fair Market Value analysis is consistent with the process described in the Hosting Agreement. Councilmember Deets contacted UMC Inc., a Mechanical Contracting firm, to serve as the independent third-party appraiser. He had no prior dealings with UMC. There are apparently very limited resources available in terms of obtaining the type of detailed review required by the Hosting Agreement. The method of determining Fair Market Value is narrowly described in the Hosting Agreement and UMC appears to have applied this methodology, as required. While Councilmember Deets had no prior dealings with UMC, there was likewise no room to direct UMC in terms of its review because UMC was simply required to apply the Hosting Agreement and they directly applied the requirements from the Hosting Agreement in order to come up with the Fair Market Value determination.

The requirements in this regard as stated in the Hosting Agreement, as applied by UMC, are as follows:

> The "Fair Market Value" of the System will be the value determined by an independent third party appraiser based on the net present value (assuming an appropriate discount rate and a twenty-year useful life of the System) of: (i) the future retail value of electricity expected to be produced by the system (assuming electricity retail rate increases per annum comparable to the average annual rate increase during the prior ten-year period); (ii) projected future costs for property and liability insurance, maintenance expenses and capital expenses relating to the System including, for example, costs related to the replacement of inverters at the end of their useful life); (iii) the estimated amount of contractual monetary payments (if any) that are likely to be received from third parties based on Environmental Attributes of the System; and (iv) the cost of the ultimate removal of the System at the end of its useful life. The determination of the appraiser will be binding on the parties, and all costs of such appraisal will be shared equally by the Parties.

Given the nature of the Fair Market review based on the specific, narrow language of the Hosting Agreement, the fact that there were no prior dealings between UMC and the parties, and the binding nature of the appraisal under the Hosting Agreement, I would not hesitate relying on the Fair Market Value analysis conducted by UMC and accepting it as the independent Fair Market Review as described in the Hosting Agreement.

CITY OF
BAINBRIDGE ISLAND

Department of Public Works Memorandum

Date: October 23, 2020

To: Bainbridge Island City Council

From: Christopher Wierzbicki, Public Works Director

Subject: Fair Market Value of City Hall Solar Panels

The purpose of this memo is to provide additional background information related to the fair market value (“”FMV”) analysis that was prepared related to the City’s proposed purchase of the solar facility that exists on City Hall. As described in Section 6 of the existing “Community Solar Project Site Lease and Solar Services Agreement,” the City is exercising its option to purchase the facility. As part of that process, the City and the Administrator (i.e., Community Solar Solutions) engaged an independent third-party appraiser, UMC, to determine the FMV of the system based on specific criteria as described in the lease.

I reviewed the appraisal thoroughly and it appears to me that the analysis by UMC is a comprehensive and independent appraisal of the solar facility. My reading of the document leads me to understand that the facility is worth about $28K. Under the purchase proposal that the Council is considering, the City would be purchasing the facility for about $26K. Given the revenue the City expects to receive over the next 13 years ($87K) from the facility based on energy generation, and the expenses the City anticipates ($56K), the City should expect a net gain of about $5K if we purchase and manage the facility.

Based on my review of the lease, and as part of the City’s due diligence for this proposed acquisition, in my opinion the FMV analysis was done according to the requirements of the lease, including that the appraisal was conducted by an independent third party appraiser. Additionally, given the relatively low risk associated with purchasing the facility, and my sense that the Council and community value the City’s continued support for solar power, to the extent the Council is considering whether another appraisal is necessary, I do not recommend expending further resources on a second appraisal because I do not think such an action is warranted.

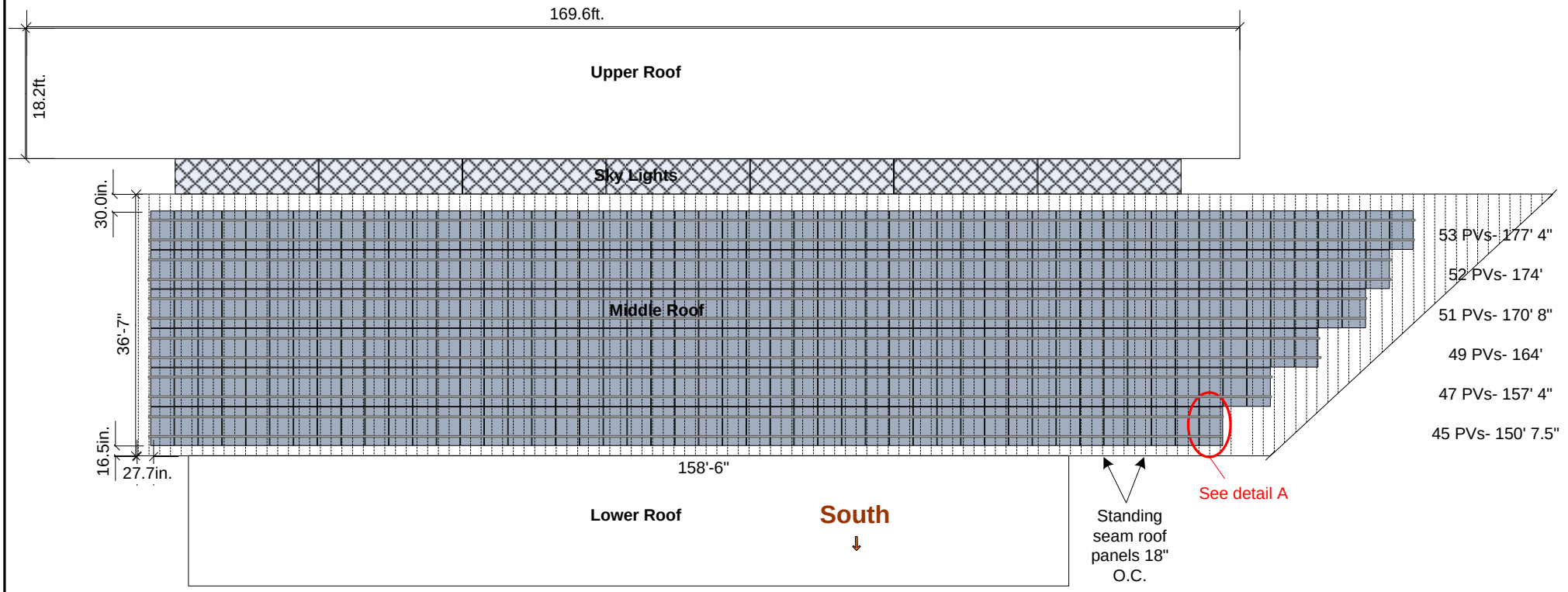
System Design and Performance Comparison

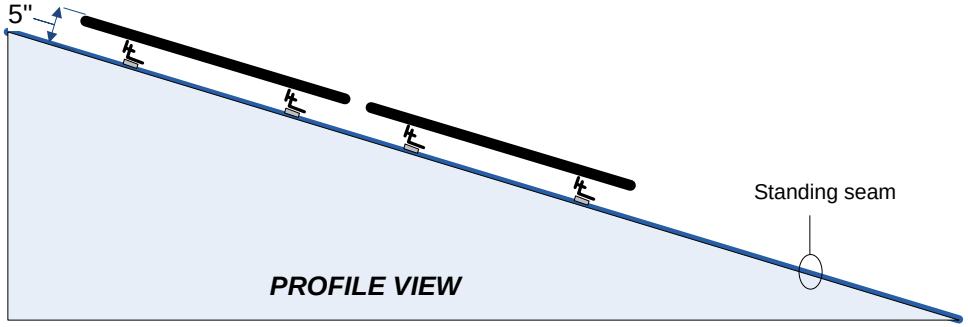
Solar Equipment	**71.4kW Silfab** (223) SLA-M-320W (4) SolarEdge SE14.4K-3p208V w/ individual panel optimization
SolarClad™ Warranty	• 10-Year Workmanship • 10-Year Equipment Labor • 110% Perf Guarantee • SolarWeb Peace-of-Mind
Manufacturer's Warranty	**MODULE** • 25-Year Product • Performance - 80.3% at Yr-30 **INVERTER** • 12 / 25-Year Product
1st Year Performance	1,015 kWh/kW 72,399 kWh

Total System Investment

Initial System Investment	($191,666)
Sales Tax	($0)
Final System Investment	**($191,666) $2.69/W**

Bainbridge Island City Hall 71.3kW Photovoltaic System-
297 Itek 240watt modules in Portrait





1) Itek Energy IT240 240W PV module dim: 39.10" x 64.80" 42lb

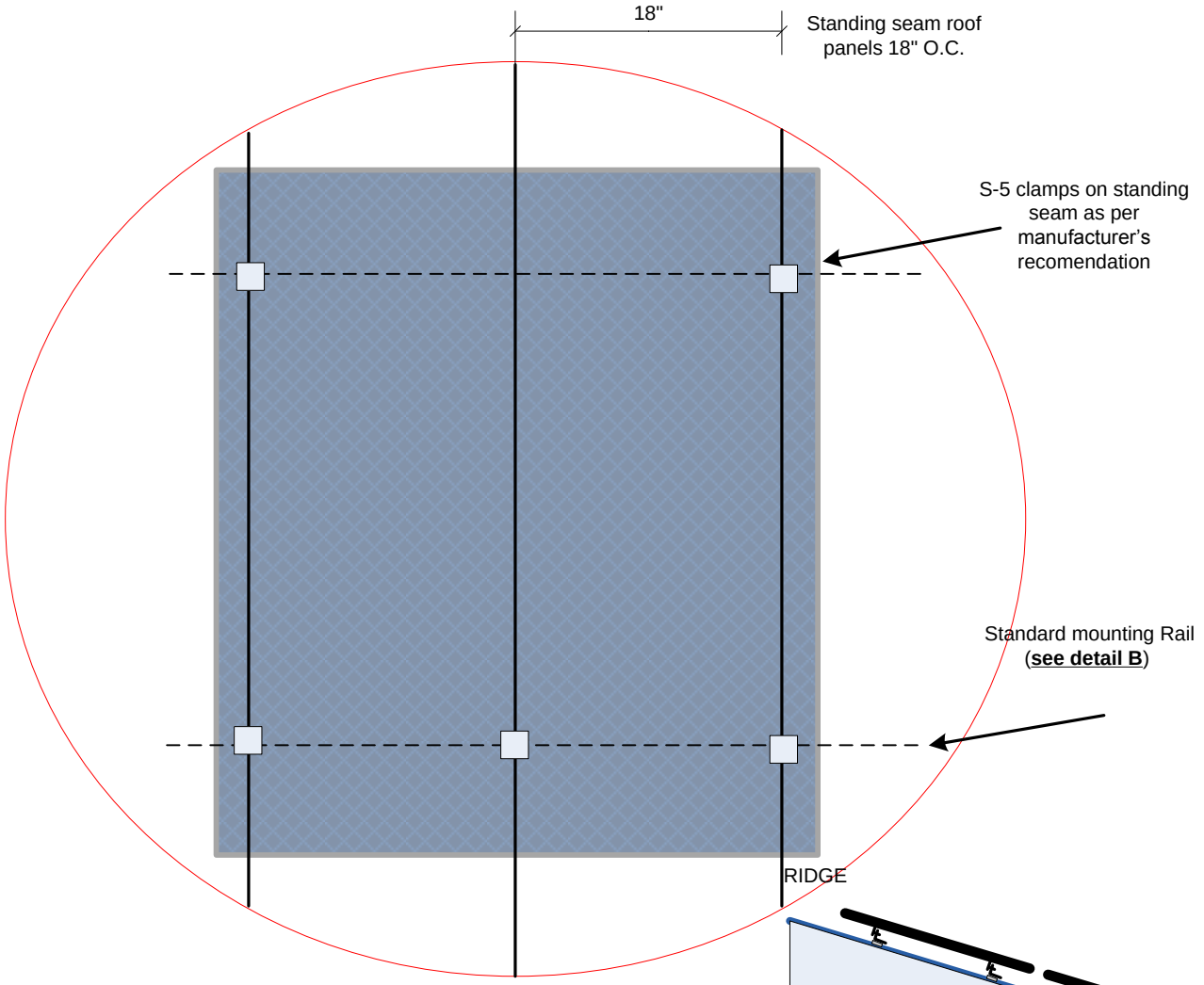
2) Middle Roof shall consist of 297 PV modules

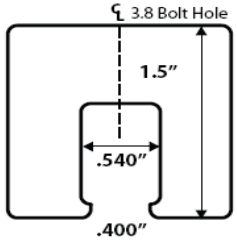
3) UniRac Solar Mount racking rails shall be used and affixed to roof via S-5 compression clamps which shall be clamped onto each standing seam of the roof within the perimeter of the array

4) South to North roof measurements displayed are actual distances from eave to ridge

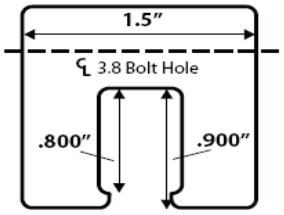
Utility District: PSE	CONFIDENTIAL, PROPERTY OF SUNERGY SYSTEMS	**Sunergy Systems** 4546 Leary Way NW Seattle, WA 98107
	Customer: Bainbridge Island City Hall	
	Project: 71.3kW Itek Energy Photovoltaic system	
Drawn By: Howard Lamb, MSEE	Site Address: 280 Madison Ave N Bainbridge Island, WA 98110	Title/Part/Description: Middle Roof - PV RACKING LAYOUT DRAWING
Electrical Engineer Approval: Howard Lamb, MSEE		
Date: 16/01/2012 Rev 2b		
Signatures: Engineer:		

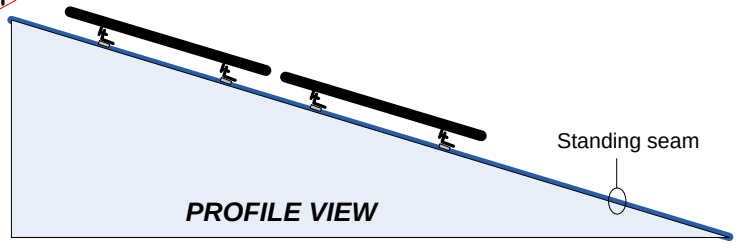
Detail A





S-5 Clamp detail





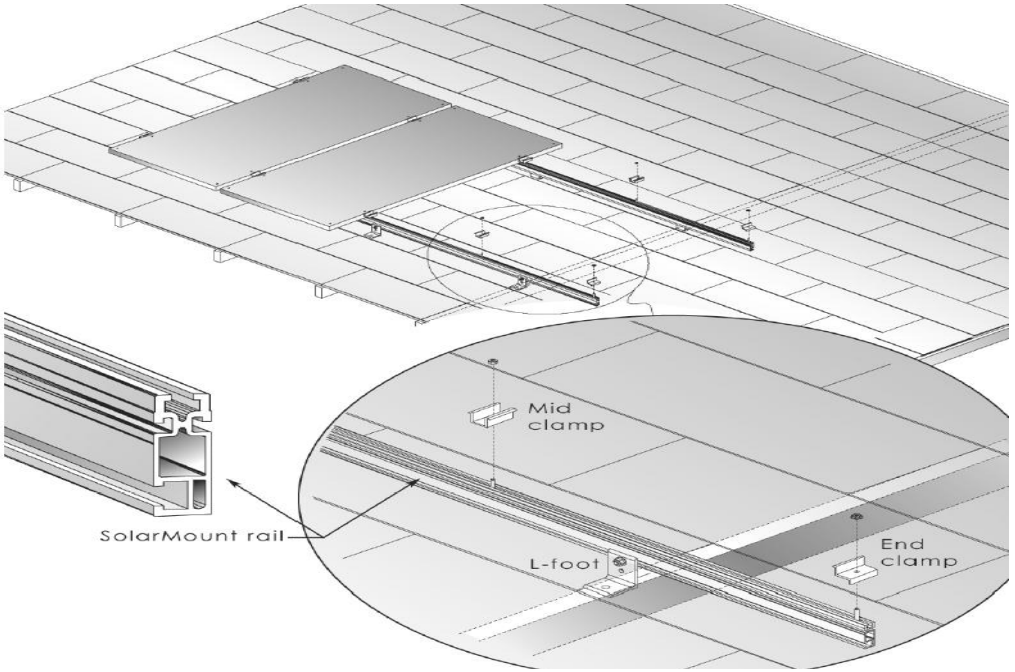
1) Itek Energy IT240 240W PV module dim: 39.10" x 64.80" 42lb

2) Middle Roof shall consist of 293 PV modules

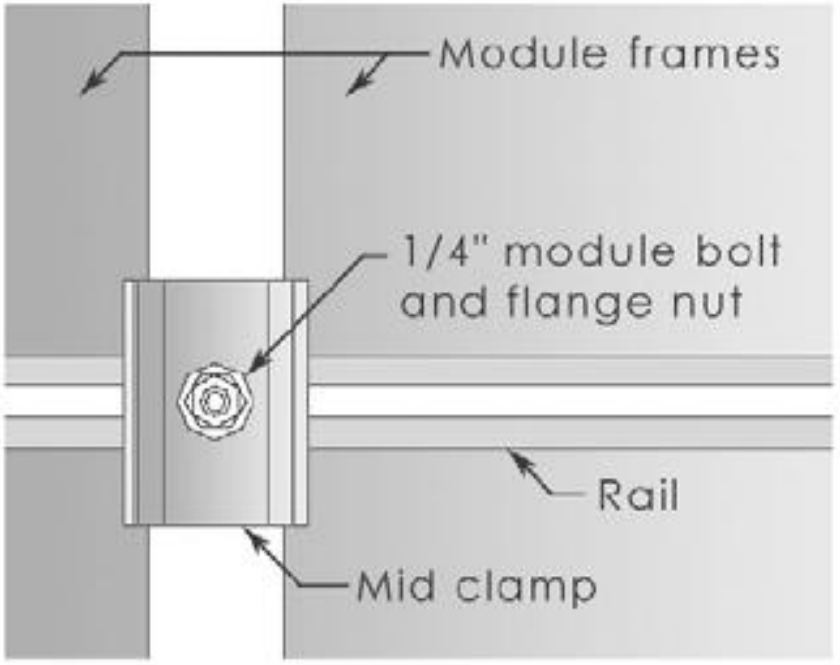
3) UniRac Solar Mount racking rails shall be used and affixed to roof via S-5 compression clamps which shall be clamped onto each standing seam of the roof within the perimeter of the array

4) South to North roof measurements displayed are actual distances from eave to ridge

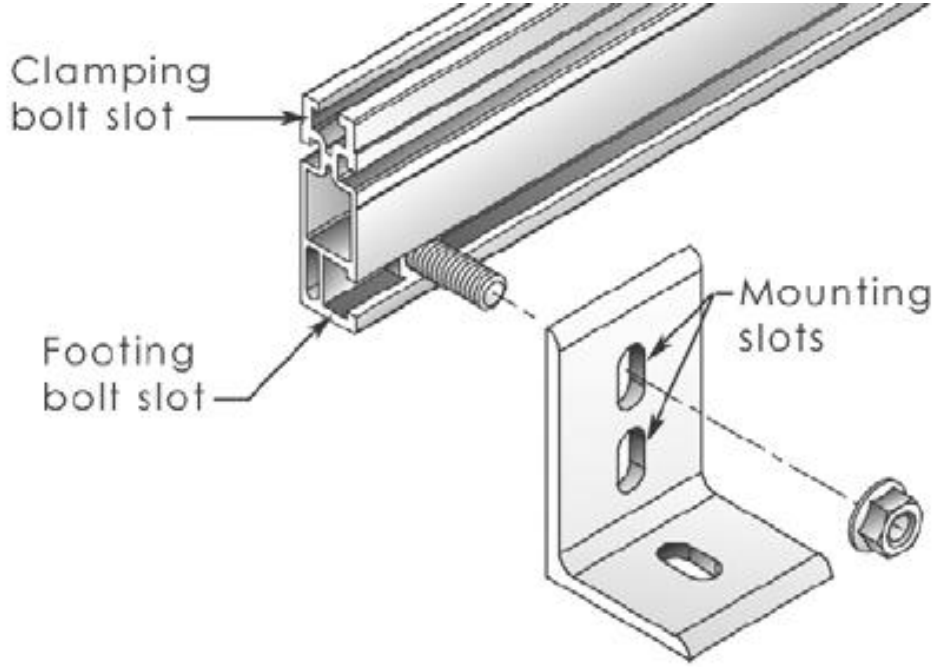
Utility District: PSE	CONFIDENTIAL, PROPERTY OF SUNERGY SYSTEMS	**Sunergy Systems** 4546 Leary Way NW Seattle, WA 98107
	Customer: Bainbridge Island City Hall	
	Project: Itek Energy Photovoltaic system	
Drawn By: Howard Lamb, MSEE	Site Address: 280 Madison Ave N Bainbridge Island, WA 98110	Title/Part/Descrition: Middle Roof - PV RACKING LAYOUT DRAWING
Electrical Engineer Approval: Howard Lamb, MSEE		
Date: 16/01/2012 Rev 2a		
Signatures: Engineer:		

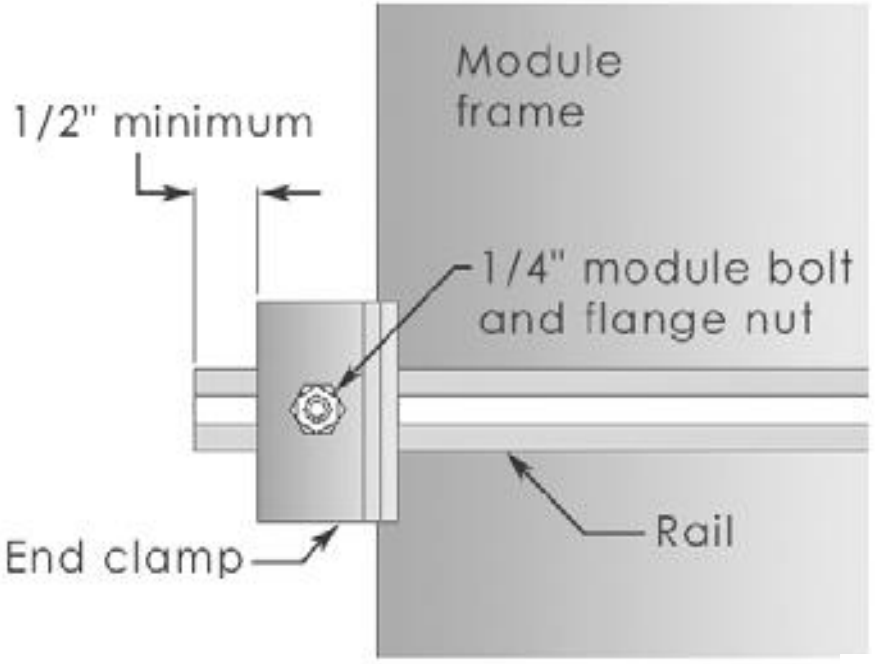


Detail showing Unirac rail attachment to L-foot. Our installation will have the L-foot installed on S-5 clamp.



Detail showing top-down module clamping method.





CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: City Hall Solar Facility Budget Adjustment - Public Works,

SUMMARY: This item is a proposed budget amendment that responds to the City's purchase and maintenance of the existing City Hall solar panels and related equipment.

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

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	$36,014.43
Ongoing Cost:	$2000.00 per year for 5 years for the initial annual maintenance period
One-Time Cost:	$26,015.62
Included in Current Budget?	

BACKGROUND: This item is a proposed budget amendment that responds to the City's purchase of the City Hall solar panels and related equipment. As identified in the purchase and sale agreement and the appraisal of the solar panels, the City expects to pay $26,015.62 for the solar panel facility. An additional $10,000 is included in this budget amendment to cover the anticipated cost of the initial period of annual maintenance, which will be authorized under separate contract. The total maintenance period is expected to extend through 2032, which is the expected life of the solar facility.

Please see the Solar Panel Acquisition agenda items for reference documents, which are included in a separate item on the agenda for this Council meeting.

ATTACHMENTS:

FISCAL DETAILS: This request will be in the 4th quarter Budget Adjustments for 2020.

Fund Name(s): General Fund

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 2020 Road Preservation Project Change Order No. 2 – Public Works,

SUMMARY: Staff is asking the Council to approve Change Order No. 2, consisting of pavement repairs to both Grotle Road and County Park Road which were not included in the original road preservation contract approved by the Council in June.

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

RECOMMENDED MOTION:
Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:	
Amount:	$37,032.00
Ongoing Cost:	
One-Time Cost:	$37,032.00
Included in Current Budget?	Yes

BACKGROUND: The 2020 Road Preservation project consisting of asphalt surfacing repairs was awarded to Granite Construction in the amount of $444,305.00 at the June 23, 2020 City Council meeting.

Following the completion of the work, the staff came to the conclusion that given the good quality of the work performed to date, and the expenditures coming in under the original estimates, it makes sense to have the contractor address two other project areas with a change order. No additional budget authority is necessary to complete this work.

The attached change order in the amount of $37,032 would address pavement repairs to both Grotle Road and County Park Road. This proposed change order brings the revised contract amount to $516,474, including Change Order No. 1, which was $35,137.

Under the City's Procurement Policy, 5.13.3, if a Public Works contracts cumulative change is more than 10%, City Council must authorize the City Manager to approve the revised contract.

ATTACHMENTS:

Change Order 2-rev(3).xlsx

FISCAL DETAILS: There is $550,000 in road preservation budget in the streets fund in 2020 with $480,125 spent leaving a balance of $69,875 for this work to be completed.

Fund Name(s): Other

Coding:

Change Order

2020 Asphalt Repair Project

City of Bainbridge Island - Public Works Department

280 Madison Ave. N
Bainbridge Island, WA 98110
206.842.2016 Fax. 206.780.3710
pwadmin@bainbridgewa.gov

Change Order No. 2
DATE October 8, 2020
Vendor ID 7570

Granite Construction
3200 113th Avenue SW
Olympia, WA 98512

Contract No. 2020054
PO /Pymt No. 20200028
PO / Ret No. 20200029

CHANGE ORDER DESCRIPTION: The contract is hereby revised as shown below and on any applicable attached detail, sheet, and sheet notes to this Change Order.

Item No.	Description	Unit	Unit Price	Bid Qty	Actual Qty	Final CO
4	Pavement Repair Excavation Incl. Haul	CY	$ 75.00	1363	955.25	(30,581.25)
5	Crushed Surfacing Base Course	TN	$ 25.00	1259	150.590	(27,710.25)
6	HMA for Pavement Repair CL. 1/2" PG 64-22	TN	$ 130.00	1307	1581.960	35,744.80
7	Paint Line	LF	$ 0.85	3708	0.000	(3,151.80)
9	Minor Change	DOL	$ 10,000.00	1	0.000	(10,000.00)
12	Pavement Repair Excavation Incl Haul	CY	$ 75.00	162	194.000	2,400.00
13	Crushed Surface Base Course	TN	$ 25.00	213	101.120	(2,797.00)
14	HMA for Pavement Repair CL. 1/2" PG 64	TN	$ 125.00	82	149.400	8,425.00
15	Paint Line	LF	$ 0.85	500	0.000	(425.00)
16	Minor Change	DOL	$ 500.00	1	0.000	(500.00)
	Grottle Road					
39	Grottle Pulverize/Grading	SY	$ 12.50		895.000	11,187.50
40	Grottle HMA 3"	TN	$ 158.00		104.000	16,432.00
	County Park Road					
41	Mobilization	LS	$ 14,500.00		1.000	14,500.00
42	Project Traffic Control	LS	$ 3,850.00		1.000	3,850.00
43	Pavement Repair Ex	CY	$ 135.00		58.000	7,830.00
44	CSBC	TN	$ 59.00		51.000	3,009.00
45	HMA for Pavement Repair	TN	$ 141.00		59.000	8,319.00
46	Minor Change	DOL	$ 500.00		1.000	500.00
						-
					Total C/O:	37,032.00

	Amount tax incl.	Sales Tax	Total w/ Tax
Original Contract Amount:	$ 444,305.00		444,305.00
Previous Change Orders:	$ 35,137.00		35,137.00
Current Contract Amount:	$ 479,442.00		479,442.00

Net Change This Change Order:	$	37,032.00		37,032.00
New Contract Amount:	$	516,474.00		516,474.00

Contractors Acceptance: _____

Contractor Signature Date

Prepared By: _____

Emily Cady, Project Manager Date

Approved By: _____

Morgan Smith - City Manager Date

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Agreement with Kitsap County Regarding Jury Panels for Municipal Court - Executive,

SUMMARY:
The City contracts with Kitsap County for jury management assistance for proceedings in the Bainbridge Island Municipal Court. The City's current ILA with Kitsap County expires on December 31, 2020. If adopted, the proposed ILA will remain in effect through December 31, 2023 at the same cost to the City as the expiring ILA.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Municipal Court

RECOMMENDED MOTION:
Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

In order for certain proceedings in Bainbridge Island Municipal Court to occur, a jury panel is required. A "jury panel" is a group of people chosen to be jurors. Where a defendant in a criminal proceeding in Bainbridge Island Municipal Court requests that a jury hear their case, the City must provide a jury panel for the proceeding.

ATTACHMENTS:

Kitsap County Clerk's Office (Agreement Regarding Jury Panels for Municipal Court).pdf

FISCAL DETAILS:

The City pays the County a $125.00 administrative fee, plus actual mileage and per diem costs incurred by the County, per jury panel that reports for duty or serves upon a City case. Per diem for each juror is

$10 per day. Mileage is charged at the rate established by the Director of Financial Management pursuant to RCW 2.36.150 and RCW 43.03.060.

Fund Name(s):

Coding:

Office of the
KITSAP COUNTY CLERK
Alison H. Sonntag, *Clerk*

614 Division Street, MS 34 – Port Orchard, WA 98366-4692
360-337-7164 FAX 360-337-4927
www.kitsapgov.com/clerk

FILED
JUL 24 2020
BAINBRIDGE ISLAND
MUNICIPAL COURT

July 20, 2020

Diane Hartman
Municipal Court Administrator
City of Bainbridge Island
PO Box 151
Rolling Bay, WA 98061-0151

RE: New Agreement Regarding Jury Panels for Municipal Court

Dear Diane:

Your existing Agreement Regarding Jury Panels for Municipal Court is due to expire on December 31, 2020. Enclosed for your approval is a new Agreement Regarding Jury Panels for Municipal Court with an expiration date of December 31, 2023.

Please note this Agreement is substantively the same as your existing Agreement except for the following:

- Agreement dates are updated.
- Signatories' names are updated as appropriate.

Please execute this Agreement by having the judge and/or other appropriate parties sign both originals provided on page 3 and return them to this office at your earliest convenience. We will, in turn, provide a fully signed and executed original of the document to you for your records.

Please feel free to contact me should you have any questions.

Sincerely,

Alison H. Sonntag
Kitsap County Clerk
Jury Commissioner
360-337-7001

Enclosures

AGREEMENT REGARDING JURY PANELS FOR MUNICIPAL COURT

This Agreement regarding Jury Panels for Municipal Court (hereinafter this Agreement) is entered into as of the date written below between the City of Bainbridge Island, a Washington municipal corporation (hereinafter City) and Kitsap County (hereinafter County).

WHEREAS

A. The City has a municipal court for which it needs, from time to time, panels of petit jurors; and

B. Municipal court jurors shall be selected in the same manner as superior court jurors pursuant to RCW 2.36.050; and

C. Jury management activities may be performed by the superior court on behalf of courts of limited jurisdiction pursuant to an agreement between the judges of each representative court pursuant to RCW 2.36.052; and

D. The County is capable of providing jury panels for City's court through the Kitsap County Superior Court Clerk (hereinafter Clerk); and

E. Superior court jurors are county employees for purposes of worker's compensation coverage under the Industrial Insurance Act, Title 51 RCW.

NOW THEREFORE, in consideration of the mutual covenants contained herein, it is hereby agreed as follows:

Section 1. Jury panels provided. Clerk shall provide to City, so often as City requests, a panel of up to twenty (20) potential jurors from which City may select persons to serve on its petit juries. Clerk shall follow the statutes and rules applicable to superior court petit juries in providing such potential jurors. To this end, Clerk's duties shall include, but are not necessarily limited to:

a. Electronic, random selection of prospective jurors;
b. Serving juror summonses;
c. Receiving requests for excuses from jury service;
d. Directing veniremen to the proper time and place for jury service;
e. Payment of mileage and per diem.

Section 2. Payment by City. City shall pay County a one hundred twenty-five ($125.00) administrative fee plus actual mileage and per diem costs incurred by County per jury panel that reports for duty or serves upon a City case. Clerk shall bill City monthly for services due under this Agreement. City shall pay such bills within thirty (30) days.

Section 3. Call for panel. City shall notify Clerk of the need for a jury panel no later than two o'clock p.m. on the day before the panel is needed.

Section 4. Call off. Once City has called Clerk to provide a jury panel, City shall notify Clerk no later than three o'clock p.m. on the day prior to jury service that the panel is no longer needed. In the event City fails to meet this deadline, it shall be charged the administrative fee plus any mileage or per diem costs for providing a panel of jurors.

Section 5. Payment to jurors. County shall pay, on behalf of City, the following fees to veniremen:

a. Per diem: ten ($10.00) dollars per day;

b. Mileage: at the rate established by the Director of Financial Management pursuant to RCW 2.36.150 and RCW 43.03.060.

County shall not be obliged to pay for meals, lodging, or parking. City shall provide parking opportunities at no cost to veniremen.

Section 6. Duties of City. City shall record the names, addresses and mileage of all veniremen reporting for duty. In addition, City shall record the names of all jurors serving more than one (1) day and the number of days served by each. City shall provide the foregoing information to the Clerk within five (5) working days.

Section 7. Risk of Non-reporting. City shall bear the risk and consequences of veniremen not reporting for service as directed by Clerk.

Section 8. Status of jurors. For purposes of this Agreement and the Industrial Insurance Act, any person summoned for City municipal court jury duty is an employee of the City while providing jury services for the municipal court.

Section 9. American with Disabilities Act. City shall comply with all provisions of the American with Disabilities Act (ADA) which are applicable, including but not limited to Title 2 of the ADA. The parties agree that compliance as it relates to the structural aspects of the County building is not the responsibility of the City as the building is owned by the County.

Section 10. Term. This Agreement shall become effective on January 1, 2021 and will expire December 31, 2023.

Section 11. Termination. Any party may terminate this Agreement by providing thirty (30) days written notice to the other.

Section 12. Modification. This Agreement may be modified only by written agreement of all parties.

Section 13. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

DATED this _____day of _____, 2020.

PRESIDING JUDGE OF THE SUPERIOR COURT OF THE COUNTY OF KITSAP

_____
Judge Kevin Hull

DATED this _____ day of _____, 2020.

_____
Alison H. Sonntag
Kitsap County Clerk & Jury Commissioner

DATED this _____ day of _____, 2020.

CITY OF BAINBRIDGE ISLAND

_____
Morgan Smith
City Manager

DATED this 24 day of July, 2020.

CITY OF BAINBRIDGE ISLAND

_____
Judge Sara L. McCulloch
Bainbridge Island Municipal Court

ATTEST:

_____
City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Agreement with Kitsap Humane Society for Animal Control Services for 2021-23 - Executive,

SUMMARY:
New three-year agreement with Kitsap Humane Society to continue to serve as the City's animal control authority, within the meaning of Title 6 BIMC.

AGENDA CATEGORY: Contract **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Approve with Consent Agenda.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

Amount:	$74,799.90 in 2021; $77,043.90 in 2022; and $79,355.21 in 2023
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

The Kitsap Humane Society has been providing animal control services to the City under a three-year contract set to expire on December 31, 2020. Under the existing contract, the City pays the Kitsap Humane Society $67,162 in 2018, $69,170 in 2019, and $71,238 in 2020 (a 3% increase each year).

This Agreement will engage Kitsap Humane Society's services for a new three-year term beginning January 1, 2021, and ending December 31, 2023. Under this contract, the City will pay the Kitsap Humane Society $74,799.90 in 2021, $77,043.90 in 2022, and $79,355.21 in 2023 (a 5% increase from 2020 for 2021 and then a 3% increase each year thereafter).

ATTACHMENTS:

2021-23 PSA with Kitsap Humane Society

FISCAL DETAILS: There is $76,450 for 2021 and $79,000 for 2022 in the Proposed Biennial Budget. for this expense.

Fund Name(s):

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation, ("City") and the Kitsap Humane Society, a Washington State nonprofit corporation, ("Society").

WHEREAS, the City desires to engage the Society to act as the Animal Control and Impounding Authority for the City; and

WHEREAS, the Society 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 Society as follows:

1. SERVICES BY SOCIETY

The Society 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 Society 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. Upon execution by both parties, this Agreement shall become effective on January 1, 2021, and shall continue in full force and effect until December 31, 2023, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Society pursuant to this Agreement shall be submitted to the City, and the Society 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 Society for services provided under this Agreement an annual total amount as follows:

2021: $74,799.90
2022: $77,043.90
2023: $79,355.21

B. The Society 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 Society 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 Society.

D. If the services rendered do not meet the requirements of this Agreement, the Society 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 Society 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 Society 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 Society 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 Society 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 Society and the City understand and expressly agree that the Society is an independent contractor in the performance of each and every part of this Agreement. The Society expressly represents, warrants, and agrees that the Society'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 Society, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Society shall make no claim of City employment nor shall the Society claim any related employment benefits, social security, and/or retirement benefits.

B. The Society 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 Society 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 Society performs hereunder.

D. The Society 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 Society 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 Society 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, upon the City's request, 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 Society 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 acts, errors, or omissions of the Society in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. 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 Society and the City, its officers, officials, employees, and volunteers, the Society's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Society's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Society'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 Society'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 Society 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 Society 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 Society 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 Society:	Kitsap County Humane Society 9167 Dickey Rd NW Silverdale, WA 98383 Attention: Executive Director

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.

KITSAP HUMANE SOCIETY	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Morgan Smith, City Manager
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

ATTACHMENT A
INSURANCE REQUIREMENTS

A. Insurance Term

The Society 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 Society, its agents, representatives, or employees.

B. No Limitation

The Society's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Society 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 Society 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 Society'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 Society's profession.

D. Minimum Amounts of Insurance

The Society 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 Society'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 Society'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 Society shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Society 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 Society 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 Society 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 Society 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 Society 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 Society from the City.

J. City Full Availability of Society Limits

If the Society 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 Society, irrespective of whether such limits maintained by the Society 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 Society.

ATTACHMENT B
SCOPE OF SERVICES

A. Overview of Services Provided

In addition to the services described in sections B–K of this Attachment A, the Society shall provide the following services to the City:

1. Complaint investigation of animal cruelty and violations of relevant state and local laws.
2. Deceased domestic animal pickup.
3. Veterinarian care for injured stray or surrendered animals.
4. A 24-hour lost and found pet information phone line (360-692-6977 X1).
5. Kenneling and care facilities for all county strays including inoculations and flea treatment.
6. A redemption system for impounded animals.
7. An adoption program that promotes responsible pet ownership as well as securing the spaying or neutering of the animals.
8. Administrative staff to oversee the programs as well as support staff to handle phones, dispatching, accounting, and all general office functions.
9. Outreach with local and out-of-state rescue groups to find homes for stray animals.
10. Low cost spay/neuter surgeries for low-income citizens of Bainbridge Island.
11. Animal food for low income citizens of Bainbridge Island.
12. A resource facility for court ordered community service.

B. Animal Control and Impounding Authority

The Society shall act as the Animal Control and Impounding Authority for the City, and shall provide impound services and facilities for all animals for which impounding is authorized as further described herein.

C. Enforcement of State and Local Laws

The Society shall faithfully enforce all ordinances and regulations of the City and statutes of the State of Washington now in effect relative to the care, treatment, control, impounding, and licensing of animals.

D. Quarantine of Certain Animals

The Society, under the authority and at the direction of the Health Officer of the Kitsap County Health District shall, pursuant to the direction of the Health Officer or in accordance with the request of the owner, quarantine all animals that shall have bitten a person so as to have broken the skin; provided, that the responsibility for the release of such animals from confinement shall be that of the Health Department. It is the responsibility of the Health Officer to monitor animals under confinement, and the Society shall cooperate with the Health Officer in the record keeping necessary to monitor the keeping of quarantined animals. Such records shall be maintained for five (5) years.

E. Emergency Services

The Society shall provide 24-hour, 7-day a week emergency services. “Emergency services” include all services and actions necessary to address the following:

a) Injured stray animals;
b) Animals injured in accidents;
c) Livestock found on public roadways;
d) Dogs declared potentially dangerous and dangerous dogs at large;
e) Same day dog bites (unprovoked); and
f) Police, fire, and other law enforcement assistance in circumstances where animals have been involved.

Nothing contained herein shall require the Society or its agents to respond after the Society’s normal business hours for routine animal complaints, pickups, or patrols.

F. Acceptance and Disposition of Unwanted Pets

The Society shall accept all dogs, cats, and other small pets brought to the shelter by their owners and/or authorized person; provided, such animals shall not have bitten any person within the last ten (10) days so as to have broken the skin; provided further, that disposition of said animals shall be at the discretion of the Society. A nominal fee is charged for this service. Nothing herein contained shall be construed to prevent the Society from charging for euthanasia and/or cremation where such services are requested of the Society or deemed necessary.

G. Courtroom Training

The Society shall provide its animal control officers the necessary courtroom training to present evidence and provide testimony in the prosecution of all violations of state or city laws pertaining to animals.

H. Prosecution of Violations of City Ordinances

The City, through the City Attorney’s Office, shall be responsible for prosecuting those cases deemed necessary to enforce City Ordinances relating to animal control. The City Attorney’s Office shall provide legal assistance to Society personnel in the interpretation and administration of said ordinances and laws.

I. Duties Pertaining to Wild Animals

The duties of the Society, as set forth herein, shall pertain to all domestic animals. The duties of the Society, as set forth herein, shall not pertain to wild animals or game birds.

J. Maintenance of Nonprofit Status

The Society, during the term of this Agreement, shall function as a nonprofit corporation; provided, that nothing herein contained shall be construed to prevent the Society from selling impounded animals, strays, or gift animals, nor from boarding a few animals under quarantine, at the request of the owners.

K. Animal Licensing

For all animals for which a license is required by City Ordinance, the Society shall be responsible for issuing licenses and collecting the fees for domestic animals adopted out of Kitsap Humane Society to Bainbridge Island residents. This service will be at no additional cost to the City. License fees will be remitted to the City on a monthly basis. The Society may impose a surcharge, for each license issued, to be retained by the Society to mitigate administrative costs

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 10, 2020 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Third Amendment to the Agreement for Incarceration of City Prisoners - Police,

SUMMARY:
Consider the approval of an amendment to an existing agreement with Kitsap County, which designates the County's jail as the place of confinement for the incarceration of prisoners lawfully committed to the City's custody.

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Police

RECOMMENDED MOTION:
Approve with Consent Agenda.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

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

BACKGROUND:

Kitsap County is authorized by law to operate a jail for misdemeanants and felons. The City of Bainbridge Island does not have or operate such a facility and wishes to renew an existing agreement with the County as its agent for this purpose. Notable changes in this third amendment to the existing ILA includes an updated base rate for inmates, and an amended duration period through 12/31/21.

ATTACHMENTS:

2021 Jail Amendment.docx

FISCAL DETAILS: The 2021 proposed budget anticipated the increase in cost. There is $100,000 set aside in the 2021 budget for this expense.

Fund Name(s):

Coding:

KC-233-17-C

THIRD AMENDMENT
KITSAP COUNTY AND CITY OF BAINBRIDGE ISLAND
AGREEMENT FOR INCARCERATION OF CITY PRISONERS

This Third Amendment to the Kitsap County and City of Bainbridge Island Agreement for Incarceration of City Prisoners ("Third Amendment") is made between Kitsap County, a Washington state municipal corporation ("County"), and the City of Bainbridge Island, a Washington state municipal corporation ("Contract Agency").

In consideration of the mutual benefits and covenants contained herein, the parties agree that Kitsap County Contract No. KC-233-17 ("Agreement"), shall be amended as follows:

1. Subsection 6 (a) (Base Rate for Housing) is amended to change the base rate to $157.05 for each inmate for a 24-hour period, or portion thereof.

2. Section 22 (Duration) is amended and replaced with the following:

   The Agreement shall be effective January 1, 2021 through December 31, 2021, unless terminated or extended by agreement of the parties. Nothing in this Agreement shall be construed to make it necessary for the Contract Agency to continuously house prisoners with the County.

3. Effective Date. The effective date of this Third Amendment is January 1, 2021.

4. Insurance. If this Third Amendment extends the expiration date of the Agreement, then the Contract Agency shall provide an updated certificate of insurance and endorsement evidencing that any required insurance coverages are in effect through the new contract expiration date. The Contract Agency shall submit the certificate of insurance to: Kitsap County Risk Management Division, 614 Division Street, MS-7, Port Orchard, Washington 98366.

5. Terms Unchanged. Except as expressly provided in this Third Amendment, all other terms and conditions of the Agreement, and any subsequent amendments, addenda, or modifications thereto remain in full force and effect.

6. Counterparts. This Third Amendment may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitution one and the same agreement.

7. Authorizations. The signatories to this Third Amendment represent that they have been appropriately authorized to enter into this Third Amendment on behalf of the Party for whom they sign, and that no further action or approvals are necessary before its execution.

DATED this ___ day of _____, 2020

CITY OF _____

_____
Morgan Smith, City Manager

DATED this ___ day of _____, 2020

KITSAP COUNTY SHERIFF'S OFFICE

_____
Gary Simpson, Sheriff

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

DATED this ___ day of _____, 2020

_____
CHARLOTTE GARRIDO, Chair

_____
ROBERT GELDER, Commissioner

_____
EDWARD E. WOLFE, Commissioner

ATTEST:

_____
Dana Daniels, Clerk of the Board