



**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JULY 27, 2021**

REMOTE MEETING ON ZOOM

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

**AGENDA**

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PUBLIC COMMENT**
  - 3.A **(6:10 PM) Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk, 15 Minutes**  
[Instructions and Guidelines for Providing Public Comment at Remote Meetings.pdf](#)
4. **CONSENT AGENDA**

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

  - 4.A **(6:25 PM) Agenda Bill for Consent Agenda, 5 Minutes**
  - 4.B **Approve Payroll and Accounts Payable,**  
[Council Report PR 7-20-21.pdf](#)  
[AP Report to Council of Cash Disbursements 07-27-21.pdf](#)
  - 4.C **Approve City Council Meeting Minutes,**  
[July 6, 2021 Study Session Minutes.pdf](#)  
[July 13, 2021 Regular City Council Meeting Minutes.pdf](#)
  - 4.D **Consider Ford F450 Crew Cab Flatbed Truck Procurement (\$83,631.04) - Public Works,**  
[Enterprise Services Purchase Request.pdf](#)

PMI Truck Bodies Quote.pdf

- 4.E Consider Concrete Sidewalk Replacement Project Budget Adjustment and Contract Award (\$79,000.00) and Associated Street Fund Budget Amendment (\$19,000.00) – Public Works, 5 Minutes**

Concrete Sidewalk Replacement Bid Form.docx

Concrete Sidewalk Replacement Contract.docx

Sidewalk Map.pdf

- 4.F Approve Confirmation of Recommended Appointments to the Environmental Technical Advisory Committee - Council, 5 Minutes**

Frazer - ETAC (Redacted).pdf

Gander - ETAC (Redacted).pdf

Harmon - ETAC (Redacted).pdf

Kossik - ETAC (Redacted).pdf

Kratzer - ETAC (Redacted).pdf

- 4.G Accept 2017-2020 Bainbridge Island Housing Biennial Report and Addendum 5 Minutes**

20210727 CC Staff Memo.docx

Addendum to Housing Report.pdf

2017-2020 Biennial Housing Report Final.pdf

Appendix A 2017 2020 Bremerton-Silverdale MSA HUD Median Income Limit

Appendix B

Housing Element.pdf

- 4.H Consider Increase to Municipal Court Staffing by 0.15 FTE and Budget Increase of \$5,000 5 Minutes**

court\_org\_charts.pdf

- 4.I Accept Status Report on Green Building Task Force 5 Minutes**

Staff Memo

Attachment 1 GBTF - History Log

Attachment 2 GBTF Road Map Recommendation (Sept 2020)

Attachment 3 - GBTF First Steps Recommendation (Sept 2020)

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

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

**7. FUTURE COUNCIL AGENDAS**

- 7.A (6:45 PM) Future Council Agendas, 10 Minutes**

Council Agenda Topics for Upcoming Meetings.pdf

**8. UNFINISHED BUSINESS**

- 8.A (6:55 PM) Discuss Criteria for 2022 Lodging Tax Award Cycle and Authorize Issuance of RFP with Total Award Amount of \$350,000 - Executive 15 Minutes**

LTAC\_Presentation\_for\_CC\_07272021

2021\_LTAC\_RFP\_for\_2022 for CC 07272021



LTAC Award Summary 2019-2021  
MRSC - Lodging Tax (Hotel-Motel Tax) Accessed 05212021

**8.B (7:10 PM) Consider Adoption of Resolution No. 2021-13 Relating to Working with the Fire Department Regarding Wildfire Mitigation, 10 Minutes**

Resolution No. 2021-13 Relating to Working with Fire Department for Wildfire Mitigation  
Exhibit A - What is the Home Ignition Zone?

Staff Memo re Planning Commission Recommendation.pdf

Planning Commission Recorded Motion December 17 2020

**9. NEW BUSINESS**

**9.A (7:20 PM) Consider Ordinance No. 2021-20, Complete Streets Ordinance - Public Works, 5 Minutes**  
Ordinance No. 2021-20 Relating to Complete Streets.docx

**9.B (7:25 PM) Consider Recommended Appointments to the Lodging Tax Advisory Committee, Council 5 Minutes**

Corbin - LTAC (Redacted).pdf

Donnelly - LTAC (Redacted).pdf

Dumouchel - LTAC (Redacted).pdf

Mackin - LTAC (Redacted).pdf

Raffa - LTAC (Redacted).pdf

**9.C (7:30 PM) Consider Confirmation of Recommended Appointment to the Utility Advisory Committee - Council, 5 Minutes**

Brandt-Erichsen - UAC (Redacted).pdf

**10. COUNCIL DISCUSSION**

**10.A (7:35 PM) Discuss SR305 Adas Will/Port Madison Roundabout Project - Public Works, 15 Minutes**  
SR305 Roundabout Plans.pdf

**11. COMMUNICATIONS - 7:50 PM**

**12. COMMITTEE REPORTS - 8:00 PM**

**13. ADJOURNMENT - 8:05 PM**

**GUIDING PRINCIPLES**

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

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

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

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

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

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

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

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



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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (6:10 PM) Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,

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

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

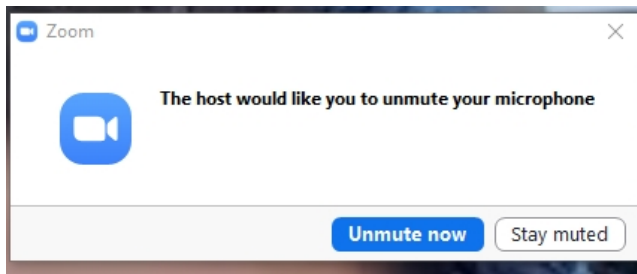


## CITY CLERK'S OFFICE

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

### INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

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



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

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

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

## **Excerpt from the Governance Manual regarding public comment:**

### **5.6 Respect and Decorum**

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

Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

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

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

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.
- (e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.

- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered “fighting words” under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

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

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:25 PM) Agenda Bill for Consent Agenda,

**SUMMARY:** Consider approval of the following Consent Agenda items:

- B. Approve Accounts Payable and Payroll;
- C. Approve City Council Meeting Minutes;
- D. Consider Ford F450 Crew Cab Flatbed Truck Procurement;
- E. Consider Concrete Sidewalk Replacement Project Budget Adjustment and Contract Award (\$79,000.00) and Associated Street Fund Budget Amendment (\$19,000.00);
- F. Approve Confirmation of Recommended Appointments to the Environmental Technical Advisory Committee
- G. Accept 2017-2020 Bainbridge Island Housing Biennial Report and Addendum
- H. Consider Increase to Municipal Court Staffing by 0.15 FTE and Budget Increase of \$5,000
- I. Accept status report on Green Building Task Force

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

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

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:**

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

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

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve payroll and accounts payable.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Council Report PR 7-20-21.pdf](#)

[AP Report to Council of Cash Disbursements 07-27-21.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## PAYROLL

### PAYROLL CHECK RUN: 7 - 20 - 2021

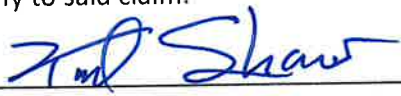
| Run Type | Run Date  | Check # Sequence | Comments                         | Amount            |
|----------|-----------|------------------|----------------------------------|-------------------|
| Misc     | 7/9/2021  | 51505            | Misc check run (Direct Dep)      | 574.56            |
| Misc     | 7/9/2021  | 109648 - 109649  | Vendor check run (Paper Checks)  | 113.96            |
| EFTPS    | 7/9/2021  | N/A              | Federal Tax Electronic Transfer  | 102.25            |
| Normal   | 7/20/2021 | 51506 - 51635    | Regular check run (Direct Dep)   | 341,155.83        |
| Normal   | 7/20/2021 | 109650           | Regular check run (Paper Checks) | 2,402.78          |
| Vendor   | 7/20/2021 | 109651 -109657   | Vendor check run (Paper Checks)  | 118,463.48        |
| EFTPS    | 7/20/2021 | N/A              | Federal Tax Electronic Transfer  | 127,183.86        |
|          |           |                  |                                  |                   |
|          |           |                  | <b>TOTAL:</b>                    | <b>589,996.72</b> |

Prepared and Reviewed by:

  
Brenda Landolt, Payroll Specialist

Date 7-19-21

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 Shaw, Accounting Manager

Date 7-20-2021

# ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: July 12, 2021 - July 26, 2021

CITY COUNCIL: July 13, 2021 - July 27, 2021

Last check from previous run: 356824 dated 07/14/2021 issued to Toshiba Financial for \$458.65.

| Payment Type | Check Date | Check Number | Department/Vendor/Description                             | Amount    |
|--------------|------------|--------------|-----------------------------------------------------------|-----------|
| ACH          | 7/14/21    | 446          | ENG/Unconfined Solutions/GWMP development                 | 8,559.00  |
| Manual       | 7/14/21    | 356825       | US Bank/Credit card purchases - June 2021                 | 24,447.09 |
| Manual       | 7/14/21    | 356826       | CenturyLink/Citywide telemetry - July 2021                | 1,626.81  |
| Manual       | 7/14/21    | 356827       | Puget Sound Energy/Citywide electricity - June 2021       | 31,471.95 |
| Manual       | 7/14/21    | 356828       | Verizon/Citywide wireless charges - July 2021             | 6,103.18  |
| Manual       | 7/14/21    | 356829       | WA State L&I/Volunteer hours - Q2 2021                    | 488.44    |
| Manual       | 7/19/21    | 356830       | PW/Bainbridge Disposal/Decant & Commons disposal services | 905.91    |
| Manual       | 7/19/21    | 356831       | Brenda Hall/Senior Center damage deposit refund           | 150.00    |
| Manual       | 7/19/21    | 356832       | Puget Sound Energy/Rockaway Intertie PRV                  | 11.61     |

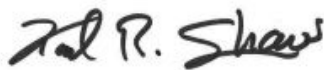
|                                                         |                  |
|---------------------------------------------------------|------------------|
| <b>Total Manual Checks and Electronic Disbursements</b> | <b>73,763.99</b> |
|---------------------------------------------------------|------------------|

|                            |         |               |                                |                   |
|----------------------------|---------|---------------|--------------------------------|-------------------|
| Regular Run                | 7/28/21 | 356833-356919 | <b>Total Regular Check Run</b> | <b>491,400.14</b> |
| <b>Total Disbursements</b> |         |               |                                | <b>565,164.13</b> |

|                   |         |     |                                                         |           |
|-------------------|---------|-----|---------------------------------------------------------|-----------|
| Retainage Release | 7/13/21 | 198 | Granite Construction/2020 Asphalt Repair                | 25,091.60 |
| Retainage Release | 7/13/21 | 199 | WA State DOR(Ridgeback Excavating)/2019 Annual Drainage | 4,653.39  |
| 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.



7/23/2021

Karl R. Shaw, Accounting Manager

Date

ACH  
7/13/2021



07/13/2021 15:16  
cfreitas

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

| CASH ACCOUNT: 635 |            |      | 111100                  | CASH     |                 |   |                                |                     |            |  |          |
|-------------------|------------|------|-------------------------|----------|-----------------|---|--------------------------------|---------------------|------------|--|----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME             | VOUCHER  | INVOICE         |   | INV DATE                       | PO                  | CHECK RUN  |  | NET      |
| INVOICE DTL DESC  |            |      |                         |          |                 |   |                                |                     |            |  |          |
| 446               | 07/14/2021 | EFT  | 9694 MAUREEN SUE WHALEN | 249444   | 070521          |   | 07/05/2021                     |                     | ACH0713    |  | 8,559.00 |
| Invoice: 070521   |            |      |                         |          |                 |   | DEVELOPMENT OF GRDWTR MGMT PLA |                     |            |  |          |
|                   |            |      |                         | 8,559.00 | 72011494 541100 |   | GWMP-PROF SVCS                 |                     |            |  |          |
|                   |            |      |                         |          |                 |   |                                | CHECK               | 446 TOTAL: |  | 8,559.00 |
| NUMBER OF CHECKS  |            |      |                         |          |                 | 1 | *** CASH ACCOUNT TOTAL ***     |                     |            |  | 8,559.00 |
|                   |            |      |                         |          |                 |   | COUNT                          | AMOUNT              |            |  |          |
| TOTAL EFT'S       |            |      |                         |          |                 |   | 1                              | 8,559.00            |            |  |          |
|                   |            |      |                         |          |                 |   |                                | *** GRAND TOTAL *** |            |  | 8,559.00 |

07/13/2021 15:16  
cfreitas

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CLERK: cfreitas

JOURNAL ENTRIES TO BE CREATED

| YEAR PER JNL                   | SRC ACCOUNT    | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC                                   | T 0B | DEBIT     | CREDIT    |
|--------------------------------|----------------|------------|----------|--------|-------|-------|-------------------------------------------------------------|------|-----------|-----------|
| 2021 7 78                      | APP 001-213000 | 07/14/2021 | ACH0713  | ACH714 |       |       | GENERAL - ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL |      | 8,559.00  |           |
| APP 635-111100                 | 07/14/2021     | ACH0713    | ACH714   |        |       |       | CASH<br>AP CASH DISBURSEMENTS JOURNAL                       |      |           | 8,559.00  |
| GENERAL LEDGER TOTAL           |                |            |          |        |       |       |                                                             |      | 8,559.00  | 8,559.00  |
| APP 631-130000                 | 07/14/2021     | ACH0713    | ACH714   |        |       |       | DUE TO/FROM CLEARING                                        |      | 8,559.00  |           |
| APP 001-130000                 | 07/14/2021     | ACH0713    | ACH714   |        |       |       | GENERAL - DUE TO/FROM CLEARING                              |      |           | 8,559.00  |
| SYSTEM GENERATED ENTRIES TOTAL |                |            |          |        |       |       |                                                             |      | 8,559.00  | 8,559.00  |
| JOURNAL 2021/07/78 TOTAL       |                |            |          |        |       |       |                                                             |      | 17,118.00 | 17,118.00 |

07/13/2021 15:16  
cfreitas

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                               | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT    | CREDIT   |
|-----------------------------------------------|----------|-----|------------|--------------------------------------------------------------|----------|----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000  | 2021 7   | 78  | 07/14/2021 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 8,559.00 | 8,559.00 |
|                                               |          |     |            | FUND TOTAL                                                   | 8,559.00 | 8,559.00 |
| 631 CLEARING FUND<br>631-130000<br>635-111100 | 2021 7   | 78  | 07/14/2021 | DUE TO/FROM CLEARING<br>CASH                                 | 8,559.00 | 8,559.00 |
|                                               |          |     |            | FUND TOTAL                                                   | 8,559.00 | 8,559.00 |

07/13/2021 15:16  
cfreitas

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND  |               | DUE TO   | DUE FROM |
|-------|---------------|----------|----------|
| 001   | GENERAL FUND  |          | 8,559.00 |
| 631   | CLEARING FUND | 8,559.00 |          |
| TOTAL |               | 8,559.00 | 8,559.00 |

\*\* END OF REPORT - Generated by Carrie L. Freitas \*\*

US BANK - JUNE PURCHASES  
7/14/2021



07/14/2021 09:41 CITY OF BAINBRIDGE ISLAND  
cfreitas A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

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

| VOUCHER                             | INVOICE                     | INV DATE                            | PO | CHECK RUN | NET    |
|-------------------------------------|-----------------------------|-------------------------------------|----|-----------|--------|
| INVOICE DTL DESC                    |                             |                                     |    |           |        |
| 356825 07/14/2021 PRTD 7314 US BANK | 249306 06/04/21-JB          | 06/25/2021                          |    | USB0621   | 821.17 |
| Invoice: 06/04/21-JB                | 821.17 54025212 532000      | POL/BROWNSVILLE MARINA/M8 FUEL      |    |           |        |
|                                     |                             | MARINE - FUEL                       |    |           |        |
| Invoice: 06/09/21-ZB                | 249307 06/09/21-ZB          | 06/25/2021                          |    | USB0621   | 64.36  |
|                                     | 64.36 53011212 53110000962  | POL/CHEWY/K9 FOOD                   |    |           |        |
|                                     |                             | TRACKING CANINE-SUPPLIES            |    |           |        |
| Invoice: 06/22/21-ZB                | 249308 06/22/21-ZB          | 06/25/2021                          |    | USB0621   | 348.40 |
|                                     | 348.40 53011212 44341000962 | POL/DELTA/AIRFARE                   |    |           |        |
|                                     |                             | TRACKING CANINE-TRAINING            |    |           |        |
| Invoice: 06/23/21-ZB                | 249309 06/23/21-ZB          | 06/25/2021                          |    | USB0621   | 117.00 |
|                                     | 117.00 53011212 44341000962 | POL/PRICELINE/TRAVEL PROTECTION     |    |           |        |
|                                     |                             | TRACKING CANINE-TRAINING            |    |           |        |
| Invoice: 05/26/21-BB                | 249310 05/26/21-BB          | 06/25/2021                          |    | USB0621   | 13.97  |
|                                     | 13.97 51011211 531100       | POL/AMAZON/WALL PLATE               |    |           |        |
|                                     |                             | PD-C/E-ADM-SUPPLIES                 |    |           |        |
| Invoice: 05/31/21-BB                | 249311 05/31/21-BB          | 06/25/2021                          |    | USB0621   | 40.00  |
|                                     | 10.00 73011189 543100       | POL/GOOD2GO/TRANSPONDER ACCT REPLEN |    |           |        |
|                                     | 30.00 53011212 543100       | O&M-FAC-TRAVEL/MEALS/LODGING        |    |           |        |
|                                     |                             | PATROL-TRAVEL/MEALS/LODGING         |    |           |        |
| Invoice: 06/02/21-BB                | 249312 06/02/21-BB          | 06/25/2021                          |    | USB0621   | 342.00 |
|                                     | 342.00 53011212 545000      | POL/RELIABLE STORAGE/UNIT RENT      |    |           |        |
|                                     |                             | POLICE - C/E PATROL RENTS           |    |           |        |
| Invoice: 06/03/21-BB                | 249313 06/03/21-BB          | 06/25/2021                          |    | USB0621   | 252.35 |
|                                     | 218.35 53011212 531100      | POL/AMAZON/JUMP STARTERS, HEATER    |    |           |        |
|                                     | 34.00 51011211 531100       | PD-C/E-PATROL SUPPLIES              |    |           |        |
|                                     |                             | PD-C/E-ADM-SUPPLIES                 |    |           |        |
| Invoice: 06/03/21-BB-A              | 249314 06/03/21-BB-A        | 06/25/2021                          |    | USB0621   | 375.00 |
|                                     | 375.00 53011212 443410      | POL/AXON/TASER RECERT: MCCARTY      |    |           |        |
|                                     |                             | POLICE - C/E PATROL TRAINING        |    |           |        |
| Invoice: 06/03/21-BB-B              | 249315 06/03/21-BB-B        | 06/25/2021                          |    | USB0621   | 6.27   |
|                                     | 6.27 51011211 53110000589   | POL/SAFEWAY/NATL DONUT DAY-DONUTS   |    |           |        |
|                                     |                             | PD-COMM OUTREACH-SUPPLIES           |    |           |        |
| Invoice: 06/05/21-BB                | 249316 06/05/21-BB          | 06/25/2021                          |    | USB0621   | 65.00  |
|                                     | 65.00 51011217 443410       | POL/OLYMPIC COLLEGE/FLAGGER CLASS   |    |           |        |
|                                     |                             | PD-C/E-PARKING ENF-TRAINING         |    |           |        |
| Invoice: 06/07/21-BB                | 249317 06/07/21-BB          | 06/25/2021                          |    | USB0621   | 166.85 |
|                                     | 166.85 91011215 542500      | POL/USPS/POSTAGE STAMPS             |    |           |        |
|                                     |                             | GG-C/E-PD-POSTAGE                   |    |           |        |
| Invoice: 05/26/21-JC                | 249318 05/26/21-JC          | 06/25/2021                          |    | USB0621   | 20.88  |
|                                     |                             | POL/SPRINGHILL SUITES/MEAL          |    |           |        |



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CASH ACCOUNT: 635  
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TYPE VENDOR NAME

|                        |  | VOUCHER          | INVOICE              | INV DATE                                                      | PO | CHECK RUN | NET      |
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|                        |  | 20.88            | 51011214 443410      | PD-C/E-ADMIN-TRAINING                                         |    |           |          |
| Invoice: 05/28/21-JC   |  | 249319           | 05/28/21-JC          | 06/25/2021                                                    |    | USB0621   | 47.53    |
|                        |  | 47.53            | 51011214 443410      | POL/CHEVRON/FUEL PD-C/E-ADMIN-TRAINING                        |    |           |          |
| Invoice: 05/27/21-JC   |  | 249320           | 05/27/21-JC          | 06/25/2021                                                    |    | USB0621   | 437.01   |
|                        |  | 437.01           | 51011214 443410      | POL/SPRINGHILL SUITES/LODGING PD-C/E-ADMIN-TRAINING           |    |           |          |
| Invoice: 05/28/21-MD   |  | 249321           | 05/28/21-MD          | 06/25/2021                                                    |    | USB0621   | 34.87    |
|                        |  | 34.87            | 81011881 535500      | IT/AMAZON/MOUSE IT - C/E COMPUTER PARTS & EQ                  |    |           |          |
| Invoice: 05/28/21-MD-A |  | 249322           | 05/28/21-MD-A        | 06/25/2021                                                    |    | USB0621   | 32.69    |
|                        |  | 32.69            | 81011881 535100      | IT/ADOBE/CREATIVE CLOUD IT - C/E COMPUTER SOFTWARE            |    |           |          |
| Invoice: 05/31/21-MD   |  | 249323           | 05/31/21-MD          | 06/25/2021                                                    |    | USB0621   | 168.95   |
|                        |  | 168.95           | 81011881 535500      | IT/AMAZON/MONITOR IT - C/E COMPUTER PARTS & EQ                |    |           |          |
| Invoice: 05/31/21-MD-A |  | 249324           | 05/31/21-MD-A        | 06/25/2021                                                    |    | USB0621   | 1,520.55 |
|                        |  | 1,520.55         | 81011881 535500      | IT/AMAZON/MONITORS (9) IT - C/E COMPUTER PARTS & EQ           |    |           |          |
| Invoice: 06/03/21-MD   |  | 249325           | 06/03/21-MD          | 06/25/2021                                                    |    | USB0621   | -54.49   |
|                        |  | -54.49           | 81011881 531100      | IT/AMAZON/REFUND IT - C/E SUPPLIES                            |    |           |          |
| Invoice: 06/03/21-MD-A |  | 249326           | 06/03/21-MD-A        | 06/25/2021                                                    |    | USB0621   | 1,874.40 |
|                        |  | 1,874.40         | 81011252 53510001069 | IT/ZOOM/VIDEOCONFERENCING COVID19-SOFTWARE                    |    |           |          |
| Invoice: 06/03/21-MD-B |  | 249327           | 06/03/21-MD-B        | 06/25/2021                                                    |    | USB0621   | 22.87    |
|                        |  | 22.87            | 81031881 53550000567 | IT/AMAZON/BRACKETS PEG CAP FUNDING-NON CAP ITEMS              |    |           |          |
| Invoice: 06/08/21-MD   |  | 249328           | 06/08/21-MD          | 06/25/2021                                                    |    | USB0621   | 1,035.50 |
|                        |  | 1,035.50         | 81011881 535100      | IT/LANSWEEPER/SOFTWARE IT - C/E COMPUTER SOFTWARE             |    |           |          |
| Invoice: 06/09/21-MD   |  | 249329           | 06/09/21-MD          | 06/25/2021                                                    |    | USB0621   | 129.83   |
|                        |  | 129.83           | 81011881 535500      | IT/AMAZON/CPU PERIPHERALS IT - C/E COMPUTER PARTS & EQ        |    |           |          |
| Invoice: 06/11/21-MD   |  | 249330           | 06/11/21-MD          | 06/25/2021                                                    |    | USB0621   | 32.65    |
|                        |  | 32.65            | 81011881 535100      | IT/CLEVERBRIDGE/CC CLEANER UTILITY IT - C/E COMPUTER SOFTWARE |    |           |          |
| Invoice: 06/16/21-MD   |  | 249331           | 06/16/21-MD          | 06/25/2021                                                    |    | USB0621   | 356.54   |
|                        |  |                  |                      | IT/AMAZON/SCANNER, CABLE, KB TRAY                             |    |           |          |

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| CASH ACCOUNT: 635      |          | 111100 | CASH        |         |                 |                                     |    |           |        |
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| CHECK NO               | CHK DATE | TYPE   | VENDOR NAME | VOUCHER | INVOICE         | INV DATE                            | PO | CHECK RUN | NET    |
| INVOICE DTL DESC       |          |        |             |         |                 |                                     |    |           |        |
|                        |          |        |             | 356.54  | 81011881 535100 | IT - C/E COMPUTER SOFTWARE          |    |           |        |
| Invoice: 06/16/21-MD-A |          |        |             | 249332  | 06/16/21-MD-A   | 06/25/2021                          |    | USB0621   | 190.74 |
|                        |          |        |             | 190.74  | 81011881 535500 | IT/AMAZON/CONF ROOM WEBCAMS         |    |           |        |
|                        |          |        |             |         |                 | IT - C/E COMPUTER PARTS & EQ        |    |           |        |
| Invoice: 06/16/21-MD-B |          |        |             | 249333  | 06/16/21-MD-B   | 06/25/2021                          |    | USB0621   | 396.14 |
|                        |          |        |             | 396.14  | 81011881 535500 | IT/AMAZON/CONF ROOM WEBCAMS         |    |           |        |
|                        |          |        |             |         |                 | IT - C/E COMPUTER PARTS & EQ        |    |           |        |
| Invoice: 06/17/21-MD   |          |        |             | 249334  | 06/17/21-MD     | 06/25/2021                          |    | USB0621   | 252.80 |
|                        |          |        |             | 252.80  | 81011881 535500 | IT/AMAZON/KEYBOARD, MOUSE (X8)      |    |           |        |
|                        |          |        |             |         |                 | IT - C/E COMPUTER PARTS & EQ        |    |           |        |
| Invoice: 06/17/21-MD-A |          |        |             | 249335  | 06/17/21-MD-A   | 06/25/2021                          |    | USB0621   | 108.98 |
|                        |          |        |             | 108.98  | 81011881 535500 | IT/AMAZON/MIC FOR CONF ROOM         |    |           |        |
|                        |          |        |             |         |                 | IT - C/E COMPUTER PARTS & EQ        |    |           |        |
| Invoice: 06/17/21-MD-B |          |        |             | 249336  | 06/17/21-MD-B   | 06/25/2021                          |    | USB0621   | 226.75 |
|                        |          |        |             | 226.75  | 81011881 535500 | IT/AMAZON/MIC FOR CONF ROOMS(2)     |    |           |        |
|                        |          |        |             |         |                 | IT - C/E COMPUTER PARTS & EQ        |    |           |        |
| Invoice: 06/17/21-MD-C |          |        |             | 249337  | 06/17/21-MD-C   | 06/25/2021                          |    | USB0621   | 190.74 |
|                        |          |        |             | 190.74  | 81011881 535500 | IT/AMAZON/CONF ROOM WEBCAM          |    |           |        |
|                        |          |        |             |         |                 | IT - C/E COMPUTER PARTS & EQ        |    |           |        |
| Invoice: 06/18/21-MD   |          |        |             | 249338  | 06/18/21-MD     | 06/25/2021                          |    | USB0621   | 108.98 |
|                        |          |        |             | 108.98  | 81011881 535500 | IT/AMAZON/MIC FOR CONF ROOM         |    |           |        |
|                        |          |        |             |         |                 | IT - C/E COMPUTER PARTS & EQ        |    |           |        |
| Invoice: 06/21/21-MD   |          |        |             | 249339  | 06/21/21-MD     | 06/25/2021                          |    | USB0621   | 35.94  |
|                        |          |        |             | 35.94   | 81011881 535500 | IT/AMAZON/WIRELESS MICE (3)         |    |           |        |
|                        |          |        |             |         |                 | IT - C/E COMPUTER PARTS & EQ        |    |           |        |
| Invoice: 07/08/21-KD   |          |        |             | 249340  | 07/08/21-KD     | 06/25/2021                          |    | USB0621   | 76.30  |
|                        |          |        |             | 76.30   | 31011572 549100 | EX/CONSTANT CONTACT/CMR SUBX        |    |           |        |
|                        |          |        |             |         |                 | OUTREACH DUES, SUBS& MEMBER         |    |           |        |
| Invoice: 06/23/21-KD   |          |        |             | 249341  | 06/23/21-KD     | 06/25/2021                          |    | USB0621   | 23.98  |
|                        |          |        |             | 23.98   | 31011572 549100 | EX/AP/STYLEBOOK ONLINE SUBX         |    |           |        |
|                        |          |        |             |         |                 | OUTREACH DUES, SUBS& MEMBER         |    |           |        |
| Invoice: 06/24/21-KD   |          |        |             | 249342  | 06/24/21-KD     | 06/25/2021                          |    | USB0621   | 1.00   |
|                        |          |        |             | 1.00    | 31011572 531100 | EX/CANVA/GRAPHIC                    |    |           |        |
|                        |          |        |             |         |                 | EX-GF-OUTREACH-SUPPLIES             |    |           |        |
| Invoice: 06/07/21-DH   |          |        |             | 249343  | 06/07/21-DH     | 06/25/2021                          |    | USB0621   | 349.10 |
|                        |          |        |             | 349.10  | 91029179 531100 | WELLNESS/PROMO DIRECT/WATER BOTTLES |    |           |        |
|                        |          |        |             |         |                 | GG-SELF INS-WELLNESS-SUPPLIES       |    |           |        |
| Invoice: 06/09/21-EH   |          |        |             | 249344  | 06/09/21-EH     | 06/25/2021                          |    | USB0621   | 85.01  |
|                        |          |        |             |         |                 | POL/GOLD MTN/PERSONAL-REIMBURSED    |    |           |        |

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CASH ACCOUNT: 635 111100 CASH  
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|                        |  | VOUCHER          | INVOICE              | INV DATE                                                     | PO | CHECK RUN | NET      |
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|                        |  | 85.01            | 53011212 443410      | POLICE - C/E PATROL TRAINING                                 |    |           |          |
| Invoice: 06/01/21-BK   |  | 249345           | 06/01/21-BK          | 06/25/2021                                                   |    | USB0621   | 315.00   |
|                        |  | 315.00           | 31011131 549100      | EX/MRSC/ANNUAL MEMBERSHIP<br>EX-GF-DUES/SUBCR/MEMBERSH       |    |           |          |
| Invoice: 06/16/21-BK   |  | 249346           | 06/16/21-BK          | 06/25/2021                                                   |    | USB0621   | 325.00   |
|                        |  | 325.00           | 31011131 443410      | EX/WCMA/2021 ANNUAL CONF<br>NOT! - USE 31011134 443410       |    |           |          |
| Invoice: 05/27/21-RL   |  | 249347           | 05/27/21-RL          | 06/25/2021                                                   |    | USB0621   | -63.56   |
|                        |  | -63.56           | 31011131 531100      | EX/AMAZON/FRAME RETURN<br>EX-GF-SUPPLIES                     |    |           |          |
| Invoice: 06/03/21-RL   |  | 249348           | 06/03/21-RL          | 06/25/2021                                                   |    | USB0621   | 34.35    |
|                        |  | 34.35            | 31011131 531100      | EX/AMAZON/SHREDDER BAGS<br>EX-GF-SUPPLIES                    |    |           |          |
| Invoice: 06/07/21-RL   |  | 249349           | 06/07/21-RL          | 06/25/2021                                                   |    | USB0621   | 603.46   |
|                        |  | 603.46           | 32011152 549100      | LEGAL/THOMSON WEST/LEGAL SUBX<br>LGL-GF-DUES & SUBSCRIPTIONS |    |           |          |
| Invoice: 06/07/21-AL   |  | 249350           | 06/07/21-AL          | 06/25/2021                                                   |    | USB0621   | 111.00   |
|                        |  | 111.00           | 31011283 54110001069 | EX/NCSI/NG CHECKS<br>COVID19-IMMUNIZATION-PROF SVCS          |    |           |          |
| Invoice: 06/18/21-AL   |  | 249351           | 06/18/21-AL          | 06/25/2021                                                   |    | USB0621   | -75.67   |
|                        |  | -75.67           | 31011252 53110001069 | EX/PROJECT N95/MASK REFUND<br>COVID19-SUPPLIES               |    |           |          |
| Invoice: 06/22/21-AL   |  | 249352           | 06/22/21-AL          | 06/25/2021                                                   |    | USB0621   | 25.00    |
|                        |  | 25.00            | 33011161 531100      | HR/EAGLE HARBOR BOOKS/REOPENING PRIZES<br>HR-C/E-SUPPLIES    |    |           |          |
| Invoice: 06/22/21-AL-A |  | 249353           | 06/22/21-AL-A        | 06/25/2021                                                   |    | USB0621   | 25.00    |
|                        |  | 25.00            | 33011161 531100      | HR/T&C/REOPENING PRIZE<br>HR-C/E-SUPPLIES                    |    |           |          |
| Invoice: 06/22/21-AL-B |  | 249354           | 06/22/21-AL-B        | 06/25/2021                                                   |    | USB0621   | 73.98    |
|                        |  | 73.98            | 33011161 531100      | HR/WILDERNEST/BOOKS, DRY BAG FOR R/O<br>HR-C/E-SUPPLIES      |    |           |          |
| Invoice: 06/22/21-AL-C |  | 249355           | 06/22/21-AL-C        | 06/25/2021                                                   |    | USB0621   | 20.00    |
|                        |  | 20.00            | 33011161 531100      | HR/COQUETTE/REOPENING PRIZE<br>HR-C/E-SUPPLIES               |    |           |          |
| Invoice: 06/22/21-AL-D |  | 249356           | 06/22/21-AL-D        | 06/25/2021                                                   |    | USB0621   | 20.00    |
|                        |  | 20.00            | 33011161 531100      | HR/BLACKBIRD/REOPENING PRIZE<br>HR-C/E-SUPPLIES              |    |           |          |
| Invoice: 06/23/21-AL   |  | 249357           | 06/23/21-AL          | 06/25/2021                                                   |    | USB0621   | 1,269.95 |
|                        |  |                  |                      | EX/HORIZON MED/N95 FOR BISD, MRC, EMPG 20-S                  |    |           |          |

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CASH ACCOUNT: 635  
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|                        |  | VOUCHER          | INVOICE              | INV DATE                                                    | PO | CHECK RUN | NET    |
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|                        |  | 1,269.95         | 31011252 53110001069 | COVID19-SUPPLIES                                            |    |           |        |
| Invoice: 06/23/21-AL-A |  | 249358           | 06/23/21-AL-A        | 06/25/2021                                                  |    | USB0621   | 20.00  |
|                        |  | 20.00            | 33011161 531100      | HR/MORA/REOPENING PRIZE<br>HR-C/E-SUPPLIES                  |    |           |        |
| Invoice: 06/23/21-AL-B |  | 249359           | 06/23/21-AL-B        | 06/25/2021                                                  |    | USB0621   | 15.00  |
|                        |  | 15.00            | 33011161 531100      | HR/DOLLAR TREE/REOPENING SUPPLIES<br>HR-C/E-SUPPLIES        |    |           |        |
| Invoice: 06/23/21-AL-C |  | 249360           | 06/23/21-AL-C        | 06/25/2021                                                  |    | USB0621   | 14.12  |
|                        |  | 14.12            | 33011161 531100      | HR/DANA'S/MUG FOR R/O EVENT<br>HR-C/E-SUPPLIES              |    |           |        |
| Invoice: 06/25/21-AL   |  | 249361           | 06/25/21-AL          | 06/25/2021                                                  |    | USB0621   | 97.78  |
|                        |  | 97.78            | 33011161 531100      | HR/AMAZON/VACCINATED BUTTONS<br>HR-C/E-SUPPLIES             |    |           |        |
| Invoice: 06/25/21-AL-A |  | 249362           | 06/25/21-AL-A        | 06/25/2021                                                  |    | USB0621   | 25.00  |
|                        |  | 25.00            | 33011161 531100      | EX/CARLY'S/REOPENING PRIZE<br>HR-C/E-SUPPLIES               |    |           |        |
| Invoice: 06/25/21-AL-B |  | 249363           | 06/25/21-AL-B        | 06/25/2021                                                  |    | USB0621   | 222.29 |
|                        |  | 222.29           | 33011161 531100      | HR/AMAZON/BUTTONS, GAMES<br>HR-C/E-SUPPLIES                 |    |           |        |
| Invoice: 05/27/21-CL   |  | 249364           | 05/27/21-CL          | 06/25/2021                                                  |    | USB0621   | 35.37  |
|                        |  | 35.37            | 63470586 544000      | PCD/CLICK2MAIL/LEGAL NOTICE POSTCARDS<br>CUR-DEV-ZONING-ADV |    |           |        |
| Invoice: 06/11/21-CL   |  | 249365           | 06/11/21-CL          | 06/25/2021                                                  |    | USB0621   | 27.51  |
|                        |  | 27.51            | 63470586 544000      | PCD/CLICK2MAIL/LEGAL NOTICE POSTCARDS<br>CUR-DEV-ZONING-ADV |    |           |        |
| Invoice: 05/26/21-DM   |  | 249366           | 05/26/21-DM          | 06/25/2021                                                  |    | USB0621   | 202.43 |
|                        |  | 202.43           | 73011252 53110001069 | PW/INDUSTRIAL SAFETY/PPE<br>COVID19-SUPPLIES                |    |           |        |
| Invoice: 05/28/21-DMM  |  | 249367           | 05/28/21-DMM         | 06/25/2021                                                  |    | USB0621   | 274.68 |
|                        |  | 274.68           | 73011757 531100      | PW/AMAZON/FUSE<br>O&M-C/E-MARINA-SUPPLIES                   |    |           |        |
| Invoice: 06/02/21-DM   |  | 249368           | 06/02/21-DM          | 06/25/2021                                                  |    | USB0621   | 1.74   |
|                        |  | 1.74             | 73411345 443410      | PW/WA DOH/EXAM FEE: NP<br>O&M-WTR MAINT-TRAINING EXP        |    |           |        |
| Invoice: 06/02/21-DM-A |  | 249369           | 06/02/21-DM-A        | 06/25/2021                                                  |    | USB0621   | 87.00  |
|                        |  | 87.00            | 73411345 443410      | PW/WA DOH/EXAM FEE: NP<br>O&M-WTR MAINT-TRAINING EXP        |    |           |        |
| Invoice: 06/02/21-DM-B |  | 249370           | 06/02/21-DM-B        | 06/25/2021                                                  |    | USB0621   | 414.48 |
|                        |  |                  |                      | PW/AMAZON/TREE WATERING BAGS                                |    |           |        |

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CASH ACCOUNT: 635 111100 CASH  
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|                        |  | VOUCHER          | INVOICE         | INV DATE                                                   | PO      | CHECK RUN | NET    |
|------------------------|--|------------------|-----------------|------------------------------------------------------------|---------|-----------|--------|
|                        |  | INVOICE DTL DESC |                 |                                                            |         |           |        |
|                        |  | 414.48           | 73111427 531100 | OFFICE SUPPLIES                                            |         |           |        |
| Invoice: 06/03/21-DM   |  | 249371           | 06/03/21-DM     | 06/25/2021                                                 | USB0621 |           | 1.74   |
|                        |  | 1.74             | 73411345 443410 | PW/WA DOH/EXAM FEE: KY<br>O&M-WTR MAINT-TRAINING EXP       |         |           |        |
| Invoice: 06/03/21-DM-A |  | 249372           | 06/03/21-DM-A   | 06/25/2021                                                 | USB0621 |           | 87.00  |
|                        |  | 87.00            | 73411345 443410 | PW/WA DOH/EXAM FEE: KY<br>O&M-WTR MAINT-TRAINING EXP       |         |           |        |
| Invoice: 06/04/21-DM   |  | 249373           | 06/04/21-DM     | 06/25/2021                                                 | USB0621 |           | 135.14 |
|                        |  | 135.14           | 73111427 531100 | PW/AMAZON/TREE WATERING BAGS<br>OFFICE SUPPLIES            |         |           |        |
| Invoice: 05/25/21-CM   |  | 249374           | 05/25/21-CM     | 06/25/2021                                                 | USB0621 |           | 13.78  |
|                        |  | 13.78            | 53011212 443410 | POL/3 LAKES GRILL/MEAL<br>POLICE - C/E PATROL TRAINING     |         |           |        |
| Invoice: 05/25/21-CM-A |  | 249375           | 05/25/21-CM-A   | 06/25/2021                                                 | USB0621 |           | 16.50  |
|                        |  | 16.50            | 53011212 443410 | POL/BOB'S CLASSIC/MEAL<br>POLICE - C/E PATROL TRAINING     |         |           |        |
| Invoice: 05/23/21-CM-A |  | 249376           | 05/23/21-CM-A   | 06/25/2021                                                 | USB0621 |           | 43.35  |
|                        |  | 43.35            | 53011212 443410 | POL/CIRCLE K/FUEL<br>POLICE - C/E PATROL TRAINING          |         |           |        |
| Invoice: 05/24/21-CM-B |  | 249377           | 05/24/21-CM-B   | 06/25/2021                                                 | USB0621 |           | 7.15   |
|                        |  | 7.15             | 53011212 443410 | POL/STARBUCKS/SNACK<br>POLICE - C/E PATROL TRAINING        |         |           |        |
| Invoice: 05/26/21-CM   |  | 249378           | 05/26/21-CM     | 06/25/2021                                                 | USB0621 |           | 19.40  |
|                        |  | 19.40            | 53011212 443410 | POL/BOB'S CLASSIC/MEAL<br>POLICE - C/E PATROL TRAINING     |         |           |        |
| Invoice: 05/25/21-CM-B |  | 249379           | 05/25/21-CM-B   | 06/25/2021                                                 | USB0621 |           | 7.47   |
|                        |  | 7.47             | 53011212 443410 | POL/STARBUCKS/SNACK<br>POLICE - C/E PATROL TRAINING        |         |           |        |
| Invoice: 05/26/21-CM-A |  | 249380           | 05/26/21-CM-A   | 06/25/2021                                                 | USB0621 |           | 7.15   |
|                        |  | 7.15             | 53011212 443410 | POL/STARBUCKS/SNACK<br>POLICE - C/E PATROL TRAINING        |         |           |        |
| Invoice: 05/28/21-CM   |  | 249381           | 05/28/21-CM     | 06/25/2021                                                 | USB0621 |           | 30.00  |
|                        |  | 30.00            | 53011212 443410 | POL/SEDGEWICK EXPRESS/FUEL<br>POLICE - C/E PATROL TRAINING |         |           |        |
| Invoice: 05/28/21-CM-A |  | 249382           | 05/28/21-CM-A   | 06/25/2021                                                 | USB0621 |           | 438.08 |
|                        |  | 438.08           | 53011212 443410 | POL/MARRIOTT/LODGING<br>POLICE - C/E PATROL TRAINING       |         |           |        |
| Invoice: 05/27/21-CM   |  | 249383           | 05/27/21-CM     | 06/25/2021                                                 | USB0621 |           | 9.96   |
|                        |  |                  |                 | POL/STARBUCKS/SNACK                                        |         |           |        |

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CASH ACCOUNT: 635 111100 CASH  
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|                        |  | VOUCHER          | INVOICE              | INV DATE                                           | PO | CHECK RUN | NET    |
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|                        |  | 9.96             | 53011212 443410      | POLICE - C/E PATROL TRAINING                       |    |           |        |
| Invoice: 06/19/21-CM   |  | 249384           | 06/19/21-CM          | 06/25/2021                                         |    | USB0621   | 444.25 |
|                        |  | 444.25           | 54025212 532000      | POL/BROWNSVILLE MARINA/M8 FUEL<br>MARINE - FUEL    |    |           |        |
| Invoice: 06/02/21-SM   |  | 249385           | 06/02/21-SM          | 06/25/2021                                         |    | USB0621   | 326.79 |
|                        |  | 326.79           | 21011252 53510001069 | CRT/ZOOM/SUBX<br>COVID19-SOFTWARE                  |    |           |        |
| Invoice: 05/24/21-bn   |  | 249386           | 05/24/21-bn          | 06/25/2021                                         |    | USB0621   | 19.20  |
|                        |  | 19.20            | 54025212 443410      | POL/CROW'S NEST/MEAL<br>MARINE - TRAINING          |    |           |        |
| Invoice: 05/24/21-BN-A |  | 249387           | 05/24/21-BN-A        | 06/25/2021                                         |    | USB0621   | 22.38  |
|                        |  | 22.38            | 54025212 443410      | POL/CROW'S NEST/MEAL<br>MARINE - TRAINING          |    |           |        |
| Invoice: 05/25/211-BN  |  | 249388           | 05/25/211-BN         | 06/25/2021                                         |    | USB0621   | 26.63  |
|                        |  | 26.63            | 54025212 443410      | POL/CROW'S NEST/MEAL<br>MARINE - TRAINING          |    |           |        |
| Invoice: 05/25/21-BN-A |  | 249389           | 05/25/21-BN-A        | 06/25/2021                                         |    | USB0621   | 13.12  |
|                        |  | 13.12            | 54025212 443410      | POL/DAIRY QUEEN/MEAL<br>MARINE - TRAINING          |    |           |        |
| Invoice: 05/26/21-BN   |  | 249390           | 05/26/21-BN          | 06/25/2021                                         |    | USB0621   | 21.38  |
|                        |  | 21.38            | 54025212 443410      | POL/CROW'S NEST/MEAL<br>MARINE - TRAINING          |    |           |        |
| Invoice: 05/26/21-BN-A |  | 249391           | 05/26/21-BN-A        | 06/25/2021                                         |    | USB0621   | 29.08  |
|                        |  | 29.08            | 54025212 443410      | POL/CROW'S NEST/MEAL<br>MARINE - TRAINING          |    |           |        |
| Invoice: 05/27/21-BN   |  | 249392           | 05/27/21-BN          | 06/25/2021                                         |    | USB0621   | 25.91  |
|                        |  | 25.91            | 54025212 443410      | POL/CROW'S NEST/MEAL<br>MARINE - TRAINING          |    |           |        |
| Invoice: 05/29/21-BN   |  | 249393           | 05/29/21-BN          | 06/25/2021                                         |    | USB0621   | 595.65 |
|                        |  | 595.65           | 54025212 443410      | POL/CLOVER ISLAND INN/LODGING<br>MARINE - TRAINING |    |           |        |
| Invoice: 05/28/21-BN   |  | 249394           | 05/28/21-BN          | 06/25/2021                                         |    | USB0621   | 40.21  |
|                        |  | 40.21            | 54025212 443410      | POL/AMERISTAR/FUEL<br>MARINE - TRAINING            |    |           |        |
| Invoice: 05/29/21-BN-A |  | 249395           | 05/29/21-BN-A        | 06/25/2021                                         |    | USB0621   | 17.59  |
|                        |  | 17.59            | 54025212 443410      | POL/ICE HARBOR BREWING/MEAL<br>MARINE - TRAINING   |    |           |        |
| Invoice: 05/28/21-BN-A |  | 249396           | 05/28/21-BN-A        | 06/25/2021                                         |    | USB0621   | 48.23  |
|                        |  |                  |                      | POL/METRO MART/FUEL                                |    |           |        |

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| CASH ACCOUNT: 635      |          | 111100 | CASH        |         |                 | INV DATE                          | PO | CHECK RUN | NET    |
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| CHECK NO               | CHK DATE | TYPE   | VENDOR NAME | VOUCHER | INVOICE         | INVOICE DTL DESC                  |    |           |        |
| Invoice: 05/24/21-EP-C |          |        |             | 48.23   | 54025212 443410 | MARINE - TRAINING                 |    |           |        |
|                        |          |        |             | 249397  | 05/24/21-EP-C   | 06/25/2021                        |    | USB0621   | 23.63  |
|                        |          |        |             | 23.63   | 54025212 443410 | POL/CROW'S NEST/MEAL              |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 05/26/21-EP   |          |        |             | 249398  | 05/26/21-EP     | 06/25/2021                        |    | USB0621   | 17.12  |
|                        |          |        |             | 17.12   | 54025212 443410 | POL/AZTECA/MEAL                   |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 05/25/21-EP   |          |        |             | 249399  | 05/25/21-EP     | 06/25/2021                        |    | USB0621   | 18.45  |
|                        |          |        |             | 18.45   | 54025212 443410 | POL/TACO BELL/MEAL                |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 05/27/21-EP   |          |        |             | 249400  | 05/27/21-EP     | 06/25/2021                        |    | USB0621   | 18.48  |
|                        |          |        |             | 18.48   | 54025212 443410 | POL/ICE HARBOR BREWING/MEAL       |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 05/26/21-EP-A |          |        |             | 249401  | 05/26/21-EP-A   | 06/25/2021                        |    | USB0621   | 16.03  |
|                        |          |        |             | 16.03   | 54025212 443410 | POL/EL CHAPALA/MEAL               |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 05/27/21-EP-A |          |        |             | 249402  | 05/27/21-EP-A   | 06/25/2021                        |    | USB0621   | 17.12  |
|                        |          |        |             | 17.12   | 54025212 443410 | POL/EL CHAPALA/MEAL               |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 05/29/21-EP   |          |        |             | 249403  | 05/29/21-EP     | 06/25/2021                        |    | USB0621   | 562.45 |
|                        |          |        |             | 562.45  | 54025212 443410 | POL/CLOVER ISLAND INN/LODGING     |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 05/28/21-EP   |          |        |             | 249404  | 05/28/21-EP     | 06/25/2021                        |    | USB0621   | 39.24  |
|                        |          |        |             | 39.24   | 54025212 443410 | POL/SAFEWAY/FUEL                  |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 05/28/21-EP-A |          |        |             | 249405  | 05/28/21-EP-A   | 06/25/2021                        |    | USB0621   | 43.63  |
|                        |          |        |             | 43.63   | 54025212 443410 | POL/TEXACO/FUEL                   |    |           |        |
|                        |          |        |             |         |                 | MARINE - TRAINING                 |    |           |        |
| Invoice: 06/22/21-EP   |          |        |             | 249406  | 06/22/21-EP     | 06/25/2021                        |    | USB0621   | 9.05   |
|                        |          |        |             | 9.05    | 52011212 543100 | POL/WSDOT/FERRY                   |    |           |        |
|                        |          |        |             |         |                 | PD-INV-TRAVEL/MEALS/LODGING       |    |           |        |
| Invoice: 06/24/21-DP   |          |        |             | 249407  | 06/24/21-DP     | 06/25/2021                        |    | USB0621   | 35.00  |
|                        |          |        |             | 35.00   | 41011144 443410 | FIN/MRSC/ARPA GRANT REPORTING     |    |           |        |
|                        |          |        |             |         |                 | FIN - C/E TRAINING                |    |           |        |
| Invoice: 06/01/21-JR   |          |        |             | 249408  | 06/01/21-JR     | 06/25/2021                        |    | USB0621   | 900.00 |
|                        |          |        |             | 900.00  | 61470581 545000 | PCD/STORAGE98110/ARCHIVE RENT     |    |           |        |
|                        |          |        |             |         |                 | PCD - DEV ADMIN RENTS & LEASES    |    |           |        |
| Invoice: 05/26/21-MS   |          |        |             | 249409  | 05/26/21-MS     | 06/25/2021                        |    | USB0621   | 157.00 |
|                        |          |        |             |         |                 | PCD/LMI NOTARY SVC/NOTARY RENEWAL |    |           |        |



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

|                        |  | VOUCHER          | INVOICE              | INV DATE                                                      | PO | CHECK RUN | NET      |
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|                        |  | INVOICE DTL DESC |                      |                                                               |    |           |          |
|                        |  | 157.00           | 61470581 549100      | PCD - DEV ADMIN DUES/SUBSCR                                   |    |           |          |
| Invoice: 06/07/21-MS   |  | 249410           | 06/07/21-MS          | 06/25/2021                                                    |    | USB0621   | 41.71    |
|                        |  | 41.71            | 61011581 531100      | PCD/AMAZON/EAR BUDS, PENS<br>PCD - C/E ADMIN SUPPLIES         |    |           |          |
| Invoice: 06/16/21-MS   |  | 249411           | 06/16/21-MS          | 06/25/2021                                                    |    | USB0621   | 144.94   |
|                        |  | 144.94           | 61011252 53110001069 | PCD/AMAZON/WFH SUPPLIES<br>COVID19-SUPPLIES                   |    |           |          |
| Invoice: 06/15/21-BS   |  | 249412           | 06/15/21-BS          | 06/25/2021                                                    |    | USB0621   | 97.85    |
|                        |  | 97.85            | 54025212 443410      | POL/WA DOL/CDL ISSUANCE FEE<br>MARINE - TRAINING              |    |           |          |
| Invoice: 06/16/21-BS   |  | 249413           | 06/16/21-BS          | 06/25/2021                                                    |    | USB0621   | 21.22    |
|                        |  | 21.22            | 54025212 531100      | POL/ACE/M8 SPARK PLUGS<br>MARINE - SUPPLIES                   |    |           |          |
| Invoice: 06/16/21-CW   |  | 249414           | 06/16/21-CW          | 06/25/2021                                                    |    | USB0621   | 174.00   |
|                        |  | 174.00           | 71011321 549100      | PW/WA DOL/PE LICENSE RENEWAL<br>PWADM-C/E-DUES/SUBSCR/MEMBRSH |    |           |          |
| Invoice: 06/01/21-CW   |  | 249415           | 06/01/21-CW          | 06/25/2021                                                    |    | USB0621   | 1,198.60 |
|                        |  | 1,198.60         | 73011252 53110001069 | PW/AMAZON/CH AIR FILTERS<br>COVID19-SUPPLIES                  |    |           |          |
| Invoice: 05/26/21-KB   |  | 249416           | 05/26/21-KB          | 06/25/2021                                                    |    | USB0621   | 539.00   |
|                        |  | 539.00           | 33011161 544000      | HR/LINKEDIN/JOB ADS: CLIMATE OFF, CCO<br>HR-C/E-ADVERTISING   |    |           |          |
| Invoice: 05/28/21-KB   |  | 249417           | 05/28/21-KB          | 06/25/2021                                                    |    | USB0621   | 40.00    |
|                        |  | 40.00            | 33011161 544000      | HR/LINKEDIN/JOB ADS: CLIM OFFCR, CCO<br>HR-C/E-ADVERTISING    |    |           |          |
| Invoice: 06/04/21-KB   |  | 249418           | 06/04/21-KB          | 06/25/2021                                                    |    | USB0621   | 256.00   |
|                        |  | 256.00           | 31011572 44341001064 | EX/ICMA/CONF REG: RETF<br>RETF-TRAINING                       |    |           |          |
| Invoice: 06/07/21-KB   |  | 249419           | 06/07/21-KB          | 06/25/2021                                                    |    | USB0621   | 384.00   |
|                        |  | 384.00           | 31011572 44341001064 | EX/ICMA/CONF REG: RETF<br>RETF-TRAINING                       |    |           |          |
| Invoice: 06/09/21-KB   |  | 249420           | 06/09/21-KB          | 06/25/2021                                                    |    | USB0621   | 350.00   |
|                        |  | 350.00           | 33011161 544000      | HR/AWC/JOB ADS: 10-PACK<br>HR-C/E-ADVERTISING                 |    |           |          |
| Invoice: 06/09/21-KB-A |  | 249421           | 06/09/21-KB-A        | 06/25/2021                                                    |    | USB0621   | 90.00    |
|                        |  | 90.00            | 33011161 544000      | HR/CRAIGSLIST/JOB AD: SR ACCT TECH<br>HR-C/E-ADVERTISING      |    |           |          |
| Invoice: 06/10/21-KB   |  | 249422           | 06/10/21-KB          | 06/25/2021                                                    |    | USB0621   | 150.00   |
|                        |  |                  |                      | EX/ICMA/CONF REG: RETF                                        |    |           |          |



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CASH ACCOUNT: 635 111100 CASH  
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|                        |  | VOUCHER | INVOICE              | INV DATE                                    | PO | CHECK RUN | NET    |
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|                        |  | 150.00  | 31011572 44341001064 | RETF-TRAINING                               |    |           |        |
| Invoice: 06/10/21-KB-A |  | 249423  | 06/10/21-KB-A        | 06/25/2021                                  |    | USB0621   | 150.00 |
|                        |  |         |                      | EX/ICMA/CONF REG: RETF                      |    |           |        |
|                        |  | 150.00  | 31011572 44341001064 | RETF-TRAINING                               |    |           |        |
| Invoice: 06/14/21-KB   |  | 249424  | 06/14/21-KB          | 06/25/2021                                  |    | USB0621   | 200.00 |
|                        |  |         |                      | HE/CLIMATEBASE/JON AD: CLIMATE OFFCR        |    |           |        |
|                        |  | 200.00  | 33011161 544000      | HR-C/E-ADVERTISING                          |    |           |        |
| Invoice: 06/15/21-KB   |  | 249425  | 06/15/21-KB          | 06/25/2021                                  |    | USB0621   | 65.00  |
|                        |  |         |                      | HR/T&C/SNACKS FOR RET FOR LEADERSHIP        |    |           |        |
|                        |  | 65.00   | 33011161 531100      | HR-C/E-SUPPLIES                             |    |           |        |
| Invoice: 06/15/21-KB-A |  | 249426  | 06/15/21-KB-A        | 06/25/2021                                  |    | USB0621   | 295.00 |
|                        |  |         |                      | HR/ASCE/JOB AD: ENG MGR                     |    |           |        |
|                        |  | 295.00  | 33011161 544000      | HR-C/E-ADVERTISING                          |    |           |        |
| Invoice: 06/15/21-KB-B |  | 249427  | 06/15/21-KB-B        | 06/25/2021                                  |    | USB0621   | 97.92  |
|                        |  |         |                      | HR/AMAZON/ID BADGE HOLDERS                  |    |           |        |
|                        |  | 97.92   | 33011161 531100      | HR-C/E-SUPPLIES                             |    |           |        |
| Invoice: 06/16/21-KB   |  | 249428  | 06/16/21-KB          | 06/25/2021                                  |    | USB0621   | 90.00  |
|                        |  |         |                      | HR/CRAIGSLIST/JOB AD: ENG MGR               |    |           |        |
|                        |  | 90.00   | 33011161 544000      | HR-C/E-ADVERTISING                          |    |           |        |
| Invoice: 06/22/21-KB   |  | 249429  | 06/22/21-KB          | 06/25/2021                                  |    | USB0621   | 130.00 |
|                        |  |         |                      | HR/NEOGOV/JOB AD: ENG MGR                   |    |           |        |
|                        |  | 130.00  | 33011161 544000      | HR-C/E-ADVERTISING                          |    |           |        |
| Invoice: 06/02/21-KS   |  | 249430  | 06/02/21-KS          | 06/25/2021                                  |    | USB0621   | 15.00  |
|                        |  |         |                      | FIN/PSFOA/ECON UPDATE                       |    |           |        |
|                        |  | 15.00   | 41011144 443410      | FIN - C/E TRAINING                          |    |           |        |
| Invoice: 06/24/21-KS   |  | 249431  | 06/24/21-KS          | 06/25/2021                                  |    | USB0621   | 35.00  |
|                        |  |         |                      | FIN/MRSC/ARPA GRANT REPORTING               |    |           |        |
|                        |  | 35.00   | 41011144 443410      | FIN - C/E TRAINING                          |    |           |        |
| Invoice: 06/06/21-KG   |  | 249432  | 06/06/21-KG          | 06/25/2021                                  |    | USB0621   | -21.35 |
|                        |  |         |                      | ENG/AMAZON/RETURN IPAD CASE                 |    |           |        |
|                        |  | -21.35  | 72011321 531100      | ENG - C/E ADMIN SUPPLIES                    |    |           |        |
| Invoice: 06/15/21-KG   |  | 249433  | 06/15/21-KG          | 06/25/2021                                  |    | USB0621   | 142.50 |
|                        |  |         |                      | ENG/ENVIROCERT INTL/CESSWI INSP RENEWAL: SC |    |           |        |
|                        |  | 142.50  | 72431831 549100      | ENG - SSWM ADM MISCELLANEOUS                |    |           |        |
| Invoice: 06/01/21-CK   |  | 249434  | 06/01/21-CK          | 06/25/2021                                  |    | USB0621   | 300.00 |
|                        |  |         |                      | PW/PUBLIC STORAGE/RENT                      |    |           |        |
|                        |  | 300.00  | 73011189 545000      | O&M - C/E FACIL RENTS & LEASES              |    |           |        |
| Invoice: 06/07/21-CK   |  | 249435  | 06/07/21-CK          | 06/25/2021                                  |    | USB0621   | 16.34  |
|                        |  |         |                      | PW/ADOBE/PRO SUBX                           |    |           |        |

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

| VOUCHER                | INVOICE                | INV DATE                    | PO        | CHECK RUN                  | NET       |
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| 16.34                  | 73411345 549100        | DUES/SUBSCRIPTIONS          |           |                            |           |
| Invoice: 06/14/21-CK   | 249436 06/14/21-CK     | 06/25/2021                  |           | USB0621                    | 16.34     |
|                        | 16.34 73411345 549100  | PW/ADOBE/PRO SUBX           |           |                            |           |
|                        |                        | DUES/SUBSCRIPTIONS          |           |                            |           |
| Invoice: 06/16/21-CK   | 249437 06/16/21-CK     | 06/25/2021                  |           | USB0621                    | 29.00     |
|                        | 29.00 73638935 531100  | PW/AMAZON/GENERATOR FILTER  |           |                            |           |
|                        |                        | O&M-STD ALLOCATION-SUPPLIES |           |                            |           |
| Invoice: 06/18/21-CK   | 249438 06/18/21-CK     | 06/25/2021                  |           | USB0621                    | 605.87    |
|                        | 605.87 73637891 531100 | PW/COSTCO/WATER             |           |                            |           |
|                        |                        | OFFICE SUPPLIES             |           |                            |           |
| Invoice: 06/18/21-CK-A | 249439 06/18/21-CK-A   | 06/25/2021                  |           | USB0621                    | 49.29     |
|                        | 49.29 73638935 531100  | PW/AMAZON/GENERATOR FILTER  |           |                            |           |
|                        |                        | O&M-STD ALLOCATION-SUPPLIES |           |                            |           |
|                        |                        |                             |           | CHECK 356825 TOTAL:        | 24,447.09 |
| NUMBER OF CHECKS 1     |                        |                             |           | *** CASH ACCOUNT TOTAL *** | 24,447.09 |
|                        |                        | COUNT                       | AMOUNT    |                            |           |
| TOTAL PRINTED CHECKS   |                        | 1                           | 24,447.09 |                            |           |
|                        |                        |                             |           | *** GRAND TOTAL ***        | 24,447.09 |

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JOURNAL ENTRIES TO BE CREATED

| YEAR PER<br>SRC ACCOUNT        | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT     | CREDIT    |
|--------------------------------|-----------------|----------|--------|-------|-------|--------------------------------|------|-----------|-----------|
| 2021 7 81                      |                 |          |        |       |       |                                |      |           |           |
| APP 001-213000                 | 07/14/2021      | USB0621  | USB CC |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 21,740.77 |           |
| APP 635-111100                 | 07/14/2021      | USB0621  | USB CC |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 407-213000                 | 07/14/2021      | USB0621  | USB CC |       |       | CASH                           |      |           | 24,447.09 |
| APP 401-213000                 | 07/14/2021      | USB0621  | USB CC |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 101-213000                 | 07/14/2021      | USB0621  | USB CC |       |       | ACCOUNTS PAYABLE               |      | 1,119.88  |           |
| APP 403-213000                 | 07/14/2021      | USB0621  | USB CC |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 631-213000                 | 07/14/2021      | USB0621  | USB CC |       |       | ACCOUNTS PAYABLE               |      | 210.16    |           |
| APP 101-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 403-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | STREETS - ACCOUNTS PAYABLE     |      | 549.62    |           |
| APP 631-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 101-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | ACCOUNTS PAYABLE               |      | 142.50    |           |
| APP 403-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 631-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | ACCOUNTS PAYABLE               |      | 684.16    |           |
| APP 631-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| GENERAL LEDGER TOTAL           |                 |          |        |       |       |                                |      | 24,447.09 | 24,447.09 |
| APP 631-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | DUE TO/FROM CLEARING           |      | 23,762.93 |           |
| APP 001-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | GENERAL - DUE TO/FROM CLEARING |      |           | 21,740.77 |
| APP 407-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | DUE TO/FROM CLEARING           |      |           | 1,119.88  |
| APP 401-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | DUE TO/FROM CLEARING           |      |           | 210.16    |
| APP 101-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | STREETS - DUE TO/FROM CLEARING |      |           | 549.62    |
| APP 403-130000                 | 07/14/2021      | USB0621  | USB CC |       |       | DUE TO/FROM CLEARING           |      |           | 142.50    |
| SYSTEM GENERATED ENTRIES TOTAL |                 |          |        |       |       |                                |      | 23,762.93 | 23,762.93 |
| JOURNAL 2021/07/81 TOTAL       |                 |          |        |       |       |                                |      | 48,210.02 | 48,210.02 |

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                             | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT               | CREDIT    |
|-------------------------------------------------------------|----------|-----|------------|--------------------------------------------------------------|---------------------|-----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000                | 2021 7   | 81  | 07/14/2021 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 21,740.77           | 21,740.77 |
|                                                             |          |     |            | FUND TOTAL                                                   | 21,740.77           | 21,740.77 |
| 101 STREET FUND<br>101-130000<br>101-213000                 | 2021 7   | 81  | 07/14/2021 | STREETS - DUE TO/FROM CLEARING<br>STREETS - ACCOUNTS PAYABLE | 549.62              | 549.62    |
|                                                             |          |     |            | FUND TOTAL                                                   | 549.62              | 549.62    |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000        | 2021 7   | 81  | 07/14/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 210.16              | 210.16    |
|                                                             |          |     |            | FUND TOTAL                                                   | 210.16              | 210.16    |
| 403 STORM & SURFACE WATER FUND<br>403-130000<br>403-213000  | 2021 7   | 81  | 07/14/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 142.50              | 142.50    |
|                                                             |          |     |            | FUND TOTAL                                                   | 142.50              | 142.50    |
| 407 BUILDING & DEVELOPMENT FUND<br>407-130000<br>407-213000 | 2021 7   | 81  | 07/14/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 1,119.88            | 1,119.88  |
|                                                             |          |     |            | FUND TOTAL                                                   | 1,119.88            | 1,119.88  |
| 631 CLEARING FUND<br>631-130000<br>631-213000<br>635-111100 | 2021 7   | 81  | 07/14/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE<br>CASH             | 23,762.93<br>684.16 | 24,447.09 |
|                                                             |          |     |            | FUND TOTAL                                                   | 24,447.09           | 24,447.09 |

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JOURNAL ENTRIES TO BE CREATED

| FUND |                             | DUE TO    | DUE FROM  |
|------|-----------------------------|-----------|-----------|
| 001  | GENERAL FUND                |           | 21,740.77 |
| 101  | STREET FUND                 |           | 549.62    |
| 401  | WATER OPERATING FUND        |           | 210.16    |
| 403  | STORM & SURFACE WATER FUND  |           | 142.50    |
| 407  | BUILDING & DEVELOPMENT FUND |           | 1,119.88  |
| 631  | CLEARING FUND               |           |           |
|      |                             | 23,762.93 |           |
|      | TOTAL                       | 23,762.93 | 23,762.93 |

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| CASH ACCOUNT: 635 |                    | 111100 | CASH            |         |                 | INV DATE                  | PO | CHECK RUN | NET    |
|-------------------|--------------------|--------|-----------------|---------|-----------------|---------------------------|----|-----------|--------|
| CHECK NO          | CHK DATE           | TYPE   | VENDOR NAME     | VOUCHER | INVOICE         | INVOICE DTL DESC          |    |           |        |
| 356826            | 07/14/2021         | PRTD   | 551 CENTURYLINK | 249445  | 0225JUL21       | 07/02/2021                |    | M071421   | 129.07 |
|                   | Invoice: 0225JUL21 |        |                 | 129.07  | 91011897 542100 | O&M FIRE ALARM MONIT      |    |           |        |
|                   |                    |        |                 |         |                 | GG-C/E-O&M YARD FAC-PHONE |    |           |        |
|                   | Invoice: 0456JUL21 |        |                 | 249446  | 0456JUL21       | 07/02/2021                |    | M071421   | 84.99  |
|                   |                    |        |                 | 84.99   | 91421891 542100 | VILLAGE SEWER PUMP        |    |           |        |
|                   |                    |        |                 |         |                 | GG-SWR-FAC-PHONE          |    |           |        |
|                   | Invoice: 0754JUL21 |        |                 | 249447  | 0754JUL21       | 07/02/2021                |    | M071421   | 65.94  |
|                   |                    |        |                 | 65.94   | 91411891 542100 | FLETCHER BAY WELL TELEM   |    |           |        |
|                   |                    |        |                 |         |                 | GG-WTR-FAC-PHONE          |    |           |        |
|                   | Invoice: 1745JUL21 |        |                 | 249449  | 1745JUL21       | 07/02/2021                |    | M071421   | 60.84  |
|                   |                    |        |                 | 60.84   | 91011189 542100 | CH ELEVATOR SVC LINE      |    |           |        |
|                   |                    |        |                 |         |                 | GG-C/E-CITY HALL-PHONE    |    |           |        |
|                   | Invoice: 3736JUL21 |        |                 | 249450  | 3736JUL21       | 07/02/2021                |    | M071421   | 129.07 |
|                   |                    |        |                 | 129.07  | 91011189 542100 | CH FIRE ALARM MONIT       |    |           |        |
|                   |                    |        |                 |         |                 | GG-C/E-CITY HALL-PHONE    |    |           |        |
|                   | Invoice: 5211JUL21 |        |                 | 249451  | 5211JUL21       | 07/02/2021                |    | M071421   | 219.81 |
|                   |                    |        |                 | 219.81  | 91011215 542100 | POL PHN SVCS              |    |           |        |
|                   |                    |        |                 |         |                 | GG-C/E-PD-PHONE           |    |           |        |
|                   | Invoice: 8731JUL21 |        |                 | 249452  | 8731JUL21       | 07/02/2021                |    | M071421   | 67.88  |
|                   |                    |        |                 | 67.88   | 91011755 542100 | COMMONS FIRE ALARM MONIT  |    |           |        |
|                   |                    |        |                 |         |                 | GG-C/E-COMMONS-PHONE      |    |           |        |
|                   | Invoice: 8834JUL21 |        |                 | 249453  | 8834JUL21       | 07/04/2021                |    | M071421   | 74.99  |
|                   |                    |        |                 | 74.99   | 91411891 542100 | 259 FERNCLIFF PRV TELEM   |    |           |        |
|                   |                    |        |                 |         |                 | GG-WTR-FAC-PHONE          |    |           |        |
|                   | Invoice: 9136JUL21 |        |                 | 249454  | 9136JUL21       | 07/02/2021                |    | M071421   | 167.18 |
|                   |                    |        |                 | 167.18  | 91011189 542100 | CH SECURITY ALARM MONIT   |    |           |        |
|                   |                    |        |                 |         |                 | GG-C/E-CITY HALL-PHONE    |    |           |        |
|                   | Invoice: 9791JUL21 |        |                 | 249455  | 9791JUL21       | 07/02/2021                |    | M071421   | 137.80 |
|                   |                    |        |                 | 137.80  | 91011215 542100 | POL TI MANDUS             |    |           |        |
|                   |                    |        |                 |         |                 | GG-C/E-PD-PHONE           |    |           |        |
|                   | Invoice: 9840JUL21 |        |                 | 249456  | 9840JUL21       | 07/02/2021                |    | M071421   | 65.94  |
|                   |                    |        |                 | 65.94   | 91411891 542100 | HEAD OF BAY WELL TELEM    |    |           |        |
|                   |                    |        |                 |         |                 | GG-WTR-FAC-PHONE          |    |           |        |
|                   | Invoice: 9858JUL21 |        |                 | 249457  | 9858JUL21       | 07/02/2021                |    | M071421   | 50.35  |
|                   |                    |        |                 | 50.35   | 91411891 542100 | SANDS AVE WELL TELEM      |    |           |        |
|                   |                    |        |                 |         |                 | GG-WTR-FAC-PHONE          |    |           |        |
|                   | Invoice: 4953JUL21 |        |                 | 249536  | 4953JUL21       | 07/07/2021                |    | M071421   | 74.99  |
|                   |                    |        |                 | 74.99   | 91421891 542100 | 310 MADISON AVE SLS TELEM |    |           |        |
|                   |                    |        |                 |         |                 | GG-SWR-FAC-PHONE          |    |           |        |

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| CASH ACCOUNT: 635   |            | 111100 | CASH                    |          |                      | INV DATE                                                    | PO | CHECK RUN | NET      |
|---------------------|------------|--------|-------------------------|----------|----------------------|-------------------------------------------------------------|----|-----------|----------|
| CHECK NO            | CHK DATE   | TYPE   | VENDOR NAME             | VOUCHER  | INVOICE              | INVOICE DTL DESC                                            |    |           |          |
| Invoice: 5127JUL21  |            |        |                         | 249537   | 5127JUL21            | 07/07/2021                                                  |    | M071421   | 201.00   |
|                     |            |        |                         | 201.00   | 71011183 54210000724 | 8804 MADISON AVE<br>PD/COURT BLDG NON CAP-PHONE             |    |           |          |
| Invoice: 5996JUL21  |            |        |                         | 249538   | 5996JUL21            | 07/07/2021                                                  |    | M071421   | 96.96    |
|                     |            |        |                         | 96.96    | 91011757 542100      | E-PHONE @ WFP DOCK<br>GG-GF-WFP DOCK-PHONE                  |    |           |          |
| CHECK 356826 TOTAL: |            |        |                         |          |                      |                                                             |    |           | 1,626.81 |
| 356827              | 07/14/2021 | PRTD   | 1205 PUGET SOUND ENERGY | 249461   | 828JUN21             | 07/02/2021                                                  |    | M071421   | 341.87   |
| Invoice: 828JUN21   |            |        |                         | 341.87   | 91415345 547100      | TAYLOR WELLS LID17 PH1<br>GG-ROCKAWAY BCH-UTILITIES         |    |           |          |
| Invoice: IL3JUN21   |            |        |                         | 249463   | IL3JUN21             | 07/02/2021                                                  |    | M071421   | 24.67    |
|                     |            |        |                         | 24.67    | 91111263 547100      | ROUNDAABOUT HS/MADISON IMPR<br>GG-STRT-STREET LIGHTING-UTIL |    |           |          |
| Invoice: 647JUN21   |            |        |                         | 249464   | 647JUN21             | 07/02/2021                                                  |    | M071421   | 49.30    |
|                     |            |        |                         | 49.30    | 91111263 547100      | ST LTS/TRAFFIC CONTR<br>GG-STRT-STREET LIGHTING-UTIL        |    |           |          |
| Invoice: IL9JUN21   |            |        |                         | 249465   | IL9JUN21             | 07/02/2021                                                  |    | M071421   | 76.75    |
|                     |            |        |                         | 76.75    | 91111263 547100      | MADISON AVE S<br>GG-STRT-STREET LIGHTING-UTIL               |    |           |          |
| Invoice: 285JUN21   |            |        |                         | 249466   | 285JUN21             | 07/02/2021                                                  |    | M071421   | 287.68   |
|                     |            |        |                         | 287.68   | 91421355 547100      | SPS NORTH TOWN/SPORTSMAN<br>GG-SWR-ELECTRIC                 |    |           |          |
| Invoice: 735JUN21   |            |        |                         | 249467   | 735JUN21             | 07/02/2021                                                  |    | M071421   | 54.26    |
|                     |            |        |                         | 54.26    | 91011768 547100      | SHANNON DR/WFP DOCK<br>GG-C/E-PARKS-ELECTRIC                |    |           |          |
| Invoice: 182JUN21   |            |        |                         | 249468   | 182JUN21             | 07/02/2021                                                  |    | M071421   | 62.21    |
|                     |            |        |                         | 62.21    | 91011255 547100      | MUNI COURT METER E6<br>GG-C/E-COURT BLDG-ELECTRIC           |    |           |          |
| Invoice: 058JUN21   |            |        |                         | 249469   | 058JUN21             | 07/02/2021                                                  |    | M071421   | 35.33    |
|                     |            |        |                         | 35.33    | 91011897 547100      | NE HIDDEN COVE SHOP<br>GG-C/E-O&M YARD FAC-ELECTRIC         |    |           |          |
| Invoice: 973JUN21   |            |        |                         | 249470   | 973JUN21             | 07/02/2021                                                  |    | M071421   | 12.79    |
|                     |            |        |                         | 12.79    | 91415345 547100      | OC RESERVOIR LID17 PH2<br>GG-ROCKAWAY BCH-UTILITIES         |    |           |          |
| Invoice: 558JUN21   |            |        |                         | 249471   | 558JUN21             | 07/02/2021                                                  |    | M071421   | 2,288.29 |
|                     |            |        |                         | 2,288.29 | 91011897 547100      | 7315 NE HIDDEN COVE RD<br>GG-C/E-O&M YARD FAC-ELECTRIC      |    |           |          |
|                     |            |        |                         | 249472   | 336JUN21             | 07/02/2021                                                  |    | M071421   | 116.57   |

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| CASH ACCOUNT: 635     |          | 111100 | CASH        |          |                 |                                                          |    |           |          |
|-----------------------|----------|--------|-------------|----------|-----------------|----------------------------------------------------------|----|-----------|----------|
| CHECK NO              | CHK DATE | TYPE   | VENDOR NAME | VOUCHER  | INVOICE         | INV DATE                                                 | PO | CHECK RUN | NET      |
|                       |          |        |             |          |                 | INVOICE DTL DESC                                         |    |           |          |
| Invoice: 336JUN21     |          |        |             | 116.57   | 91421355 547100 | SLS-9 ISLAND TERRACE<br>GG-SWR-ELECTRIC                  |    |           |          |
| Invoice: IL11JUN21    |          |        |             | 249473   | IL11JUN21       | 07/02/2021                                               |    | M071421   | 21.27    |
|                       |          |        |             | 21.27    | 91111263 547100 | ST LTS WW MAD TO 305<br>GG-STRT-STREET LIGHTING-UTIL     |    |           |          |
| Invoice: 520-330JUN21 |          |        |             | 249474   | 520-330JUN21    | 07/02/2021                                               |    | M071421   | 108.68   |
|                       |          |        |             | 108.68   | 91011768 547100 | 210 WINSLOW WAY E IRRIGATION<br>GG-C/E-PARKS-ELECTRIC    |    |           |          |
| Invoice: 682-B-JUN21  |          |        |             | 249475   | 682-B-JUN21     | 07/02/2021                                               |    | M071421   | 31.14    |
|                       |          |        |             | 31.14    | 91111263 547100 | MUNI PARKING LOT-MAD/MAD<br>GG-STRT-STREET LIGHTING-UTIL |    |           |          |
| Invoice: 736JUN21     |          |        |             | 249476   | 736JUN21        | 07/02/2021                                               |    | M071421   | 80.06    |
|                       |          |        |             | 80.06    | 91011768 547100 | WFP RESTROOM<br>GG-C/E-PARKS-ELECTRIC                    |    |           |          |
| Invoice: 040-581JUN21 |          |        |             | 249477   | 040-581JUN21    | 07/02/2021                                               |    | M071421   | 151.51   |
|                       |          |        |             | 151.51   | 91421355 547100 | 3900 HALLS HILL RD PUMP<br>GG-SWR-ELECTRIC               |    |           |          |
| Invoice: 884JUN21     |          |        |             | 249478   | 884JUN21        | 07/02/2021                                               |    | M071421   | 124.74   |
|                       |          |        |             | 124.74   | 91421355 547100 | SLS FERRY TERMINAL<br>GG-SWR-ELECTRIC                    |    |           |          |
| Invoice: 111JUN21     |          |        |             | 249479   | 111JUN21        | 07/02/2021                                               |    | M071421   | 386.88   |
|                       |          |        |             | 386.88   | 91011215 547100 | POL STATION METER 2<br>GG-C/E-PD-ELECTRIC                |    |           |          |
| Invoice: 717JUN21     |          |        |             | 249480   | 717JUN21        | 07/02/2021                                               |    | M071421   | 216.38   |
|                       |          |        |             | 216.38   | 91011215 547100 | POL STATION METER 1<br>GG-C/E-PD-ELECTRIC                |    |           |          |
| Invoice: 520-374JUN21 |          |        |             | 249481   | 520-374JUN21    | 07/02/2021                                               |    | M071421   | 59.68    |
|                       |          |        |             | 59.68    | 91111264 547100 | SIGNAL @ 108 OLY DR<br>GG-STREET-TRAF CONTROL-UTILITY    |    |           |          |
| Invoice: 520-136JUN21 |          |        |             | 249482   | 520-136JUN21    | 07/02/2021                                               |    | M071421   | 2,829.77 |
|                       |          |        |             | 2,829.77 | 91411345 547100 | HOB BOOSTER PUMP/WELL<br>GG-WTR-ELECTRIC                 |    |           |          |
| Invoice: IL5JUN21     |          |        |             | 249483   | IL5JUN21        | 07/02/2021                                               |    | M071421   | 108.74   |
|                       |          |        |             | 108.74   | 91111263 547100 | COMMODORE OFF HS @ OLY<br>GG-STRT-STREET LIGHTING-UTIL   |    |           |          |
| Invoice: 291JUN21     |          |        |             | 249484   | 291JUN21        | 07/02/2021                                               |    | M071421   | 15.57    |
|                       |          |        |             | 15.57    | 91411345 547100 | HEAD OF BAY WELL FIELD<br>GG-WTR-ELECTRIC                |    |           |          |
|                       |          |        |             | 249485   | 031JUN21        | 07/02/2021                                               |    | M071421   | 145.86   |



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| CASH ACCOUNT: 635     |          | 111100 | CASH        |         |                 | INV DATE                                                  | PO | CHECK RUN | NET    |
|-----------------------|----------|--------|-------------|---------|-----------------|-----------------------------------------------------------|----|-----------|--------|
| CHECK NO              | CHK DATE | TYPE   | VENDOR NAME | VOUCHER | INVOICE         | INVOICE DTL DESC                                          |    |           |        |
| Invoice: 031JUN21     |          |        |             | 145.86  | 91421355 547100 | SLS-6 LOVELL LOWER<br>GG-SWR-ELECTRIC                     |    |           |        |
| Invoice: IL12JUN21    |          |        |             | 249486  | IL12JUN21       | 07/02/2021                                                |    | M071421   | 54.71  |
|                       |          |        |             | 54.71   | 91111263 547100 | ST LTS WW 305-FERNCLIFF<br>GG-STRT-STREET LIGHTING-UTIL   |    |           |        |
| Invoice: 573JUN21     |          |        |             | 249487  | 573JUN21        | 07/02/2021                                                |    | M071421   | 13.34  |
|                       |          |        |             | 13.34   | 91411345 547100 | COMMODORE/HS RESERVOIR<br>GG-WTR-ELECTRIC                 |    |           |        |
| Invoice: 040-714JUN21 |          |        |             | 249488  | 040-714JUN21    | 07/02/2021                                                |    | M071421   | 12.97  |
|                       |          |        |             | 12.97   | 91021182 547100 | 7095 NE TWIN PONDS RD<br>GG-OS-PROP MNGT-ELECTRIC         |    |           |        |
| Invoice: 206JUN21     |          |        |             | 249489  | 206JUN21        | 07/02/2021                                                |    | M071421   | 430.81 |
|                       |          |        |             | 430.81  | 91421355 547100 | 4586 PT WHITE DR NE<br>GG-SWR-ELECTRIC                    |    |           |        |
| Invoice: 256JUN21     |          |        |             | 249490  | 256JUN21        | 07/02/2021                                                |    | M071421   | 380.64 |
|                       |          |        |             | 380.64  | 91421355 547100 | SLS-8 HWY 305/HARBORVIEW<br>GG-SWR-ELECTRIC               |    |           |        |
| Invoice: 636JUN21     |          |        |             | 249491  | 636JUN21        | 07/02/2021                                                |    | M071421   | 81.20  |
|                       |          |        |             | 81.20   | 91421355 547100 | SLS-7 WING PT WAY<br>GG-SWR-ELECTRIC                      |    |           |        |
| Invoice: 888JUN21     |          |        |             | 249492  | 888JUN21        | 07/02/2021                                                |    | M071421   | 165.45 |
|                       |          |        |             | 165.45  | 91411345 547100 | NE HS RD PUMP<br>GG-WTR-ELECTRIC                          |    |           |        |
| Invoice: 658JUN21     |          |        |             | 249493  | 658JUN21        | 07/02/2021                                                |    | M071421   | 95.14  |
|                       |          |        |             | 95.14   | 91421355 547100 | SLS-4 IRENE/LOWER HAWLEY<br>GG-SWR-ELECTRIC               |    |           |        |
| Invoice: 640JUN21     |          |        |             | 249494  | 640JUN21        | 07/02/2021                                                |    | M071421   | 14.21  |
|                       |          |        |             | 14.21   | 91011768 547100 | BRIEN DR S/BOOTH EL PANEL<br>GG-C/E-PARKS-ELECTRIC        |    |           |        |
| Invoice: 983JUN21     |          |        |             | 249495  | 983JUN21        | 07/02/2021                                                |    | M071421   | 12.27  |
|                       |          |        |             | 12.27   | 91111264 547100 | MILLER RD NE BEACON<br>GG-STREET-TRAF CONTROL-UTILITY     |    |           |        |
| Invoice: 067JUN21     |          |        |             | 249496  | 067JUN21        | 07/02/2021                                                |    | M071421   | 11.05  |
|                       |          |        |             | 11.05   | 91111263 547100 | MADISON PARKING LOT<br>GG-STRT-STREET LIGHTING-UTIL       |    |           |        |
| Invoice: IL7JUN21     |          |        |             | 249497  | IL7JUN21        | 07/02/2021                                                |    | M071421   | 66.15  |
|                       |          |        |             | 66.15   | 91111263 547100 | MADISON PRJ TO WINSLOW II<br>GG-STRT-STREET LIGHTING-UTIL |    |           |        |
|                       |          |        |             | 249498  | 466JUN21        | 07/02/2021                                                |    | M071421   | 11.49  |

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| CASH ACCOUNT: 635     |          | 111100 | CASH        |          |                 | INV DATE                                                  | PO | CHECK RUN | NET      |
|-----------------------|----------|--------|-------------|----------|-----------------|-----------------------------------------------------------|----|-----------|----------|
| CHECK NO              | CHK DATE | TYPE   | VENDOR NAME | VOUCHER  | INVOICE         | INVOICE DTL DESC                                          |    |           |          |
| Invoice: 466JUN21     |          |        |             | 11.49    | 91111264 547100 | MADISON/HS RAINBRINGER<br>GG-STREET-TRAF CONTROL-UTILITY  |    |           |          |
| Invoice: 093JUN21     |          |        |             | 249499   | 093JUN21        | 07/02/2021                                                |    | M071421   | 3,321.64 |
|                       |          |        |             | 3,321.64 | 91411345 547100 | FLETCHER BAY WELL FIELD<br>GG-WTR-ELECTRIC                |    |           |          |
| Invoice: 444JUN21     |          |        |             | 249500   | 444JUN21        | 07/02/2021                                                |    | M071421   | 254.86   |
|                       |          |        |             | 254.86   | 91011755 547100 | BI COMMONS<br>GG-C/E-COMMONS-ELECTRIC                     |    |           |          |
| Invoice: 461JUN21     |          |        |             | 249501   | 461JUN21        | 07/02/2021                                                |    | M071421   | 6,749.34 |
|                       |          |        |             | 6,749.34 | 91425358 547100 | WWTP<br>GG-WWTP-ELECTRIC                                  |    |           |          |
| Invoice: WW&305JUN21  |          |        |             | 249502   | WW&305JUN21     | 07/02/2021                                                |    | M071421   | 337.19   |
|                       |          |        |             | 337.19   | 91111264 547100 | WINSLOW WAY & 305<br>GG-STREET-TRAF CONTROL-UTILITY       |    |           |          |
| Invoice: 831JUN21     |          |        |             | 249503   | 831JUN21        | 07/02/2021                                                |    | M071421   | 4,109.61 |
|                       |          |        |             | 4,109.61 | 91411345 547100 | SANDS AVE NE WELL FIELD<br>GG-WTR-ELECTRIC                |    |           |          |
| Invoice: 797JUN21     |          |        |             | 249504   | 797JUN21        | 07/02/2021                                                |    | M071421   | 115.98   |
|                       |          |        |             | 115.98   | 91011255 547100 | MUNI COURT METER E3<br>GG-C/E-COURT BLDG-ELECTRIC         |    |           |          |
| Invoice: 247JUN21     |          |        |             | 249505   | 247JUN21        | 07/02/2021                                                |    | M071421   | 13.12    |
|                       |          |        |             | 13.12    | 91435838 547100 | SSWM/DECANT FACILITY<br>GG-DECANT-ELECTRIC                |    |           |          |
| Invoice: 143JUN21     |          |        |             | 249506   | 143JUN21        | 07/02/2021                                                |    | M071421   | 11.05    |
|                       |          |        |             | 11.05    | 91111264 547100 | REITAN RD/WELCOME TO BI<br>GG-STREET-TRAF CONTROL-UTILITY |    |           |          |
| Invoice: IL1JUN21     |          |        |             | 249507   | IL1JUN21        | 07/02/2021                                                |    | M071421   | 164.38   |
|                       |          |        |             | 164.38   | 91111263 547100 | ERCKSN/MDSN/WNSLW/KNTCHL<br>GG-STRT-STREET LIGHTING-UTIL  |    |           |          |
| Invoice: 710JUN21     |          |        |             | 249508   | 710JUN21        | 07/02/2021                                                |    | M071421   | 234.56   |
|                       |          |        |             | 234.56   | 91421355 547100 | SLS-2 VILLAGE CENTER<br>GG-SWR-ELECTRIC                   |    |           |          |
| Invoice: 893JUN21     |          |        |             | 249509   | 893JUN21        | 07/02/2021                                                |    | M071421   | 746.25   |
|                       |          |        |             | 746.25   | 91111263 547100 | MUNI ST LIGHTING<br>GG-STRT-STREET LIGHTING-UTIL          |    |           |          |
| Invoice: 040-751JUN21 |          |        |             | 249510   | 040-751JUN21    | 07/02/2021                                                |    | M071421   | 11.60    |
|                       |          |        |             | 11.60    | 91411345 547100 | 520 ERICKSEN AVE PRV<br>GG-WTR-ELECTRIC                   |    |           |          |
|                       |          |        |             | 249511   | SPRINGJUN21     | 07/02/2021                                                |    | M071421   | 36.94    |

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| CASH ACCOUNT: 635         |          | 111100 | CASH        |          |                  |                                                                    |    |           |          |
|---------------------------|----------|--------|-------------|----------|------------------|--------------------------------------------------------------------|----|-----------|----------|
| CHECK NO                  | CHK DATE | TYPE   | VENDOR NAME | VOUCHER  | INVOICE          | INV DATE                                                           | PO | CHECK RUN | NET      |
| INVOICE DTL DESC          |          |        |             |          |                  |                                                                    |    |           |          |
| Invoice: SPRINGJUN21      |          |        |             | 36.94    | 91111263 547100  | SPRINGRIDGE RD/HANSEN HILL<br>GG-STRT-STREET LIGHTING-UTIL         |    |           |          |
| Invoice: LYNCTRJUN21      |          |        |             | 249512   | LYNCTRJUN21      | 07/02/2021                                                         |    | M071421   | 57.73    |
|                           |          |        |             | 57.73    | 91111263 547100  | CLOSSOM HILL<br>GG-STRT-STREET LIGHTING-UTIL                       |    |           |          |
| Invoice: BKLYN&MADJUN21   |          |        |             | 249513   | BKLYN&MADJUN21   | 07/02/2021                                                         |    | M071421   | 14.85    |
|                           |          |        |             | 14.85    | 91111263 547100  | NEW BROOKLYN & MAD AVE ST LT<br>GG-STRT-STREET LIGHTING-UTIL       |    |           |          |
| Invoice: 2360-MADJUN21    |          |        |             | 249514   | 2360-MADJUN21    | 07/02/2021                                                         |    | M071421   | 14.85    |
|                           |          |        |             | 14.85    | 91111263 547100  | 2360 MAD AVE N - E ENTRANCE ST LIT<br>GG-STRT-STREET LIGHTING-UTIL |    |           |          |
| Invoice: MAD&ORDJUN21     |          |        |             | 249515   | MAD&ORDJUN21     | 07/02/2021                                                         |    | M071421   | 14.85    |
|                           |          |        |             | 14.85    | 91111263 547100  | MAD AVE N, ORDDWAY CROSS ST LT<br>GG-STRT-STREET LIGHTING-UTIL     |    |           |          |
| Invoice: NKLYN&NTOWNJUN21 |          |        |             | 249516   | NKLYN&NTOWNJUN21 | 07/02/2021                                                         |    | M071421   | 14.85    |
|                           |          |        |             | 14.85    | 91111263 547100  | NEW BROOKLYN & N.TOWN ST LT<br>GG-STRT-STREET LIGHTING-UTIL        |    |           |          |
| Invoice: WING&AZALEAJUN21 |          |        |             | 249517   | WING&AZALEAJUN21 | 07/02/2021                                                         |    | M071421   | 12.29    |
|                           |          |        |             | 12.29    | 91111263 547100  | WING PT & AZALEA AVE NE ST LT<br>GG-STRT-STREET LIGHTING-UTIL      |    |           |          |
| Invoice: W.OFMAD-PH1JUN21 |          |        |             | 249518   | W.OFMAD-PH1JUN21 | 07/02/2021                                                         |    | M071421   | 992.38   |
|                           |          |        |             | 992.38   | 91111263 547100  | W. OF MADISON BAINBRIDGE CO PH1<br>GG-STRT-STREET LIGHTING-UTIL    |    |           |          |
| Invoice: E.OFMAD-PH2JUN21 |          |        |             | 249519   | E.OFMAD-PH2JUN21 | 07/02/2021                                                         |    | M071421   | 1,970.16 |
|                           |          |        |             | 1,970.16 | 91111263 547100  | E. OF MADISON-BAINBRIDGE CO PH2<br>GG-STRT-STREET LIGHTING-UTIL    |    |           |          |
| Invoice: MAD&H.S. JUN21   |          |        |             | 249520   | MAD&H.S. JUN21   | 07/02/2021                                                         |    | M071421   | 45.30    |
|                           |          |        |             | 45.30    | 91111263 547100  | MADISON AVE/HS ST LT<br>GG-STRT-STREET LIGHTING-UTIL               |    |           |          |
| Invoice: 2665JUN21        |          |        |             | 249521   | 2665JUN21        | 07/02/2021                                                         |    | M071421   | 401.44   |
|                           |          |        |             | 401.44   | 91011768 547100  | 301 SHANNON DR SE - WFP<br>GG-C/E-PARKS-ELECTRIC                   |    |           |          |
| Invoice: 2681JUN21        |          |        |             | 249522   | 2681JUN21        | 07/02/2021                                                         |    | M071421   | 11.05    |
|                           |          |        |             | 11.05    | 91011768 547100  | WFP BOOTH EL PANEL #4<br>GG-C/E-PARKS-ELECTRIC                     |    |           |          |
| Invoice: 2996JUN21        |          |        |             | 249523   | 2996JUN21        | 07/02/2021                                                         |    | M071421   | 15.95    |
|                           |          |        |             | 15.95    | 91411345 547100  | 965 WEAVER RD NW<br>GG-WTR-ELECTRIC                                |    |           |          |
|                           |          |        |             | 249524   | 3010JUN21        | 07/02/2021                                                         |    | M071421   | 11.05    |

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

| VOUCHER               | INVOICE                                       | INV DATE                                                                           | PO | CHECK RUN     | NET       |
|-----------------------|-----------------------------------------------|------------------------------------------------------------------------------------|----|---------------|-----------|
| INVOICE DTL DESC      |                                               |                                                                                    |    |               |           |
| Invoice: 3010JUN21    | 11.05 91011768 547100                         | WFP BOOTH EL PANEL #3<br>GG-C/E-PARKS-ELECTRIC                                     |    |               |           |
| Invoice: 3028JUN21    | 249525 3028JUN21<br>12.58 91011768 547100     | 07/02/2021<br>WFP BOOTH EL PANEL #2<br>GG-C/E-PARKS-ELECTRIC                       |    | M071421       | 12.58     |
| Invoice: 3044JUN21    | 249526 3044JUN21<br>11.05 91011739 547100     | 07/02/2021<br>278 WINSLOW WAY E #KIOSK<br>COMM EVENTS-ELECTRICITY                  |    | M071421       | 11.05     |
| Invoice: 3051JUN21    | 249527 3051JUN21<br>11.05 91011768 547100     | 07/02/2021<br>WFP BOOTH EL PANEL #1<br>GG-C/E-PARKS-ELECTRIC                       |    | M071421       | 11.05     |
| Invoice: 5760JUN21    | 249528 5760JUN21<br>77.06 91421355 547100     | 07/02/2021<br>TREATMENT PLANT LS #3<br>GG-SWR-ELECTRIC                             |    | M071421       | 77.06     |
| Invoice: 0909JUN21    | 249529 0909JUN21<br>772.56 71011183 547100    | 07/02/2021<br>8804 N MADISON<br>PD/COURT BLDG NON CAP-ELECTRIC                     |    | M071421       | 772.56    |
| Invoice: 0120JUN21    | 249530 0120JUN21<br>17.01 91111263 547100     | 07/02/2021<br>220 OLY DR SE ST LTS<br>GG-STRT-STREET LIGHTING-UTIL                 |    | M071421       | 17.01     |
| Invoice: 9485JUN21    | 249531 9485JUN21<br>1,565.89 91011189 547100  | 07/02/2021<br>280 MADISON AVE N<br>GG-C/E-CITY HALL-ELECTRIC                       |    | M071421       | 1,565.89  |
| Invoice: 8808JUN21    | 249532 8808JUN21<br>25.14 91011557 547100     | 07/02/2021<br>9229 NE DAY RD - FOF<br>FARMS-ELECTRIC                               |    | M071421       | 25.14     |
| Invoice: 1182JUN21    | 249533 1182JUN21<br>25.59 73416345 547100     | 07/02/2021<br>CASEY ST WATER-8815 FERNCLIFF AVE NE<br>CASEY STREET WTR-ELECTRICITY |    | M071421       | 25.59     |
| Invoice: 1977JUN21    | 249534 1977JUN21<br>15.29 91411345 547100     | 07/02/2021<br>LOVELL AVE NE PRV<br>GG-WTR-ELECTRIC                                 |    | M071421       | 15.29     |
| Invoice: 520-298JUN21 | 249535 520-298JUN21<br>276.03 91421355 547100 | 07/02/2021<br>SLS-5 WW/SUNDAY COVE<br>GG-SWR-ELECTRIC                              |    | M071421       | 276.03    |
| CHECK                 |                                               |                                                                                    |    | 356827 TOTAL: | 31,471.95 |

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|                                                         |            |        |                         |          |                      |                               |           |           |       |               |          |
|---------------------------------------------------------|------------|--------|-------------------------|----------|----------------------|-------------------------------|-----------|-----------|-------|---------------|----------|
| CASH ACCOUNT: 635                                       |            | 111100 | CASH                    |          |                      |                               |           |           |       |               |          |
| CHECK NO                                                | CHK DATE   | TYPE   | VENDOR NAME             | VOUCHER  | INVOICE              | INV DATE                      | PO        | CHECK RUN |       | NET           |          |
| INVOICE DTL DESC                                        |            |        |                         |          |                      |                               |           |           |       |               |          |
| 356828                                                  | 07/14/2021 | PRTD   | 1485 VERIZON WIRELESS   | 249458   | 9883192110           | 07/01/2021                    |           | M071421   |       | 6,024.27      |          |
| Invoice: 9883192110                                     |            |        |                         |          |                      | CITYWIDE WIRELESS SVCS        |           |           |       |               |          |
|                                                         |            |        |                         | 1,363.54 | 91011189 54210001069 | COVID19-ADD'L CELL PHONES     |           |           |       |               |          |
|                                                         |            |        |                         | 120.03   | 73411345 542100      | O&M-WTR MAINT-PHONE/POSTAGE   |           |           |       |               |          |
|                                                         |            |        |                         | 106.01   | 72637319 54210000809 | WATER QUAL FLOW MONIT-MODEM   |           |           |       |               |          |
|                                                         |            |        |                         | 4,434.69 | 91011189 542100      | GG-C/E-CITY HALL-PHONE        |           |           |       |               |          |
|                                                         |            |        |                         | 249459   | 9883192111           | 07/01/2021                    |           | M071421   |       | 78.91         |          |
| Invoice: 9883192111                                     |            |        |                         |          |                      | ENG/MODEM LINES: C.BERG PRJ   |           |           |       |               |          |
|                                                         |            |        |                         | 78.91    | 72637319 54210000809 | WATER QUAL FLOW MONIT-MODEM   |           |           |       |               |          |
|                                                         |            |        |                         |          |                      |                               |           |           | CHECK | 356828 TOTAL: | 6,103.18 |
| 356829                                                  | 07/14/2021 | PRTD   | 176 WA ST DEPT OF LABOR | 249460   | 2021-Q2              | 06/30/2021                    |           | M071421   |       | 488.44        |          |
| Invoice: 2021-Q2                                        |            |        |                         |          |                      | Q2 2021 VOLUNTEER HOURS       |           |           |       |               |          |
|                                                         |            |        |                         | 470.25   | 31011256 520000      | EX-GF-EMERG PREP-BEN          |           |           |       |               |          |
|                                                         |            |        |                         | .80      | 72011494 52000000996 | 2019-20 GW MNGT-BEN           |           |           |       |               |          |
|                                                         |            |        |                         | 16.85    | 55011757 520000      | PD-HARBORMASTER-BENEFITS      |           |           |       |               |          |
|                                                         |            |        |                         | .54      | 91011176 520000      | GG-C/E-WORKERS COMP SVC-ADMIN |           |           |       |               |          |
|                                                         |            |        |                         |          |                      |                               |           |           | CHECK | 356829 TOTAL: | 488.44   |
| NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 39,690.38 |            |        |                         |          |                      |                               |           |           |       |               |          |
|                                                         |            |        |                         |          |                      | COUNT                         | AMOUNT    |           |       |               |          |
| TOTAL PRINTED CHECKS                                    |            |        |                         |          |                      | 4                             | 39,690.38 |           |       |               |          |
| *** GRAND TOTAL *** 39,690.38                           |            |        |                         |          |                      |                               |           |           |       |               |          |

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JOURNAL ENTRIES TO BE CREATED

| YEAR PER<br>SRC ACCOUNT        | JNL<br>ACCOUNT | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT     | CREDIT    |
|--------------------------------|----------------|------------|----------|--------|-------|-------|--------------------------------|------|-----------|-----------|
| 2021 7 82                      |                |            |          |        |       |       |                                |      |           |           |
| APP 001-213000                 |                | 07/14/2021 | M071421  | 071421 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 13,948.20 |           |
| APP 635-111100                 |                | 07/14/2021 | M071421  | 071421 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 402-213000                 |                | 07/14/2021 | M071421  | 071421 |       |       | CASH                           |      |           | 39,690.38 |
| APP 401-213000                 |                | 07/14/2021 | M071421  | 071421 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 101-213000                 |                | 07/14/2021 | M071421  | 071421 |       |       | ACCOUNTS PAYABLE               |      | 9,311.12  |           |
| APP 403-213000                 |                | 07/14/2021 | M071421  | 071421 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 631-213000                 |                | 07/14/2021 | M071421  | 071421 |       |       | ACCOUNTS PAYABLE               |      | 11,255.72 |           |
|                                |                | 07/14/2021 | M071421  | 071421 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
|                                |                | 07/14/2021 | M071421  | 071421 |       |       | STREETS - ACCOUNTS PAYABLE     |      | 4,977.30  |           |
|                                |                | 07/14/2021 | M071421  | 071421 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
|                                |                | 07/14/2021 | M071421  | 071421 |       |       | ACCOUNTS PAYABLE               |      | 13.12     |           |
|                                |                | 07/14/2021 | M071421  | 071421 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
|                                |                | 07/14/2021 | M071421  | 071421 |       |       | ACCOUNTS PAYABLE               |      | 184.92    |           |
|                                |                | 07/14/2021 | M071421  | 071421 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| GENERAL LEDGER TOTAL           |                |            |          |        |       |       |                                |      | 39,690.38 | 39,690.38 |
| APP 631-130000                 |                | 07/14/2021 | M071421  | 071421 |       |       | DUE TO/FROM CLEARING           |      | 39,505.46 |           |
| APP 001-130000                 |                | 07/14/2021 | M071421  | 071421 |       |       | GENERAL - DUE TO/FROM CLEARING |      |           | 13,948.20 |
| APP 402-130000                 |                | 07/14/2021 | M071421  | 071421 |       |       | DUE TO/FROM CLEARING           |      |           | 9,311.12  |
| APP 401-130000                 |                | 07/14/2021 | M071421  | 071421 |       |       | DUE TO/FROM CLEARING           |      |           | 11,255.72 |
| APP 101-130000                 |                | 07/14/2021 | M071421  | 071421 |       |       | STREETS - DUE TO/FROM CLEARING |      |           | 4,977.30  |
| APP 403-130000                 |                | 07/14/2021 | M071421  | 071421 |       |       | DUE TO/FROM CLEARING           |      |           | 13.12     |
| SYSTEM GENERATED ENTRIES TOTAL |                |            |          |        |       |       |                                |      | 39,505.46 | 39,505.46 |
| JOURNAL 2021/07/82 TOTAL       |                |            |          |        |       |       |                                |      | 79,195.84 | 79,195.84 |

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                             | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT               | CREDIT    |
|-------------------------------------------------------------|----------|-----|------------|--------------------------------------------------------------|---------------------|-----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000                | 2021 7   | 82  | 07/14/2021 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 13,948.20           | 13,948.20 |
|                                                             |          |     |            | FUND TOTAL                                                   | 13,948.20           | 13,948.20 |
| 101 STREET FUND<br>101-130000<br>101-213000                 | 2021 7   | 82  | 07/14/2021 | STREETS - DUE TO/FROM CLEARING<br>STREETS - ACCOUNTS PAYABLE | 4,977.30            | 4,977.30  |
|                                                             |          |     |            | FUND TOTAL                                                   | 4,977.30            | 4,977.30  |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000        | 2021 7   | 82  | 07/14/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 11,255.72           | 11,255.72 |
|                                                             |          |     |            | FUND TOTAL                                                   | 11,255.72           | 11,255.72 |
| 402 SEWER OPERATING FUND<br>402-130000<br>402-213000        | 2021 7   | 82  | 07/14/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 9,311.12            | 9,311.12  |
|                                                             |          |     |            | FUND TOTAL                                                   | 9,311.12            | 9,311.12  |
| 403 STORM & SURFACE WATER FUND<br>403-130000<br>403-213000  | 2021 7   | 82  | 07/14/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 13.12               | 13.12     |
|                                                             |          |     |            | FUND TOTAL                                                   | 13.12               | 13.12     |
| 631 CLEARING FUND<br>631-130000<br>631-213000<br>635-111100 | 2021 7   | 82  | 07/14/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE<br>CASH             | 39,505.46<br>184.92 | 39,690.38 |
|                                                             |          |     |            | FUND TOTAL                                                   | 39,690.38           | 39,690.38 |

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JOURNAL ENTRIES TO BE CREATED

| FUND  |                            | DUE TO    | DUE FROM  |
|-------|----------------------------|-----------|-----------|
| 001   | GENERAL FUND               |           | 13,948.20 |
| 101   | STREET FUND                |           | 4,977.30  |
| 401   | WATER OPERATING FUND       |           | 11,255.72 |
| 402   | SEWER OPERATING FUND       |           | 9,311.12  |
| 403   | STORM & SURFACE WATER FUND |           | 13.12     |
| 631   | CLEARING FUND              |           |           |
|       |                            | 39,505.46 |           |
| TOTAL |                            | 39,505.46 | 39,505.46 |

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| CASH ACCOUNT: 635 |                     | 111100 | CASH                    |        | VOUCHER    | INVOICE | INV DATE                       | PO     | CHECK RUN                  | NET      |
|-------------------|---------------------|--------|-------------------------|--------|------------|---------|--------------------------------|--------|----------------------------|----------|
| CHECK NO          | CHK DATE            | TYPE   | VENDOR NAME             |        |            |         |                                |        |                            |          |
| INVOICE DTL DESC  |                     |        |                         |        |            |         |                                |        |                            |          |
| 356830            | 07/19/2021          | PRTD   | 47 BAINBRIDGE DISPOSAL  | 249605 | 0001101863 |         | 06/30/2021                     |        | M071921                    | 735.02   |
|                   | Invoice: 0001101863 |        |                         | 735.02 | 91011755   | 547900  | PW/DECANT FACILITY DISPOSAL    |        |                            |          |
|                   |                     |        |                         |        |            |         | GG-C/E-COMMONS-GARBAGE         |        |                            |          |
|                   |                     |        |                         | 249606 | 0001101663 |         | 06/30/2021                     |        | M071921                    | 170.89   |
|                   | Invoice: 0001101663 |        |                         | 170.89 | 91011755   | 547900  | PW/COMMONS DISP SVCS           |        |                            |          |
|                   |                     |        |                         |        |            |         | GG-C/E-COMMONS-GARBAGE         |        |                            |          |
|                   |                     |        |                         |        |            |         | CHECK                          | 356830 | TOTAL:                     | 905.91   |
| 356831            | 07/19/2021          | PRTD   | 9780 BRENDA HALL        | 249607 | 06182021   |         | 06/18/2021                     |        | M071921                    | 150.00   |
|                   | Invoice: 06182021   |        |                         | 150.00 | 41625860   | 586000  | SAMAGE DEPOSIT REFUND          |        |                            |          |
|                   |                     |        |                         |        |            |         | SC/COMMONS ROOM DEP-DISBURSEME |        |                            |          |
|                   |                     |        |                         |        |            |         | CHECK                          | 356831 | TOTAL:                     | 150.00   |
| 356832            | 07/19/2021          | PRTD   | 1205 PUGET SOUND ENERGY | 249608 | 1716JUN21  |         | 07/09/2021                     |        | M071921                    | 11.61    |
|                   | Invoice: 1716JUN21  |        |                         | 11.61  | 91415345   | 547100  | ROCKAWAY INTERTIE PRV          |        |                            |          |
|                   |                     |        |                         |        |            |         | GG-ROCKAWAY BCH-UTILITIES      |        |                            |          |
|                   |                     |        |                         |        |            |         | CHECK                          | 356832 | TOTAL:                     | 11.61    |
|                   |                     |        |                         |        |            |         | NUMBER OF CHECKS               | 3      | *** CASH ACCOUNT TOTAL *** | 1,067.52 |
|                   |                     |        |                         |        |            |         | COUNT                          |        | AMOUNT                     |          |
|                   |                     |        |                         |        |            |         | TOTAL PRINTED CHECKS           | 3      | 1,067.52                   |          |
|                   |                     |        |                         |        |            |         |                                |        | *** GRAND TOTAL ***        | 1,067.52 |

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JOURNAL ENTRIES TO BE CREATED

| YEAR PER JNL<br>SRC ACCOUNT    | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T 0B | DEBIT    | CREDIT   |
|--------------------------------|------------|----------|--------|-------|-------|--------------------------------|------|----------|----------|
| 2021 7 124                     |            |          |        |       |       |                                |      |          |          |
| APP 001-213000                 | 07/19/2021 | M071921  | 071921 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 905.91   |          |
| APP 635-111100                 | 07/19/2021 | M071921  | 071921 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 622-213000                 | 07/19/2021 | M071921  | 071921 |       |       | CASH                           |      |          | 1,067.52 |
| APP 401-213000                 | 07/19/2021 | M071921  | 071921 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
|                                |            |          |        |       |       | ACCOUNTS PAYABLE               |      | 150.00   |          |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
|                                |            |          |        |       |       | ACCOUNTS PAYABLE               |      | 11.61    |          |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| GENERAL LEDGER TOTAL           |            |          |        |       |       |                                |      | 1,067.52 | 1,067.52 |
| APP 631-130000                 | 07/19/2021 | M071921  | 071921 |       |       | DUE TO/FROM CLEARING           |      | 1,067.52 |          |
| APP 001-130000                 | 07/19/2021 | M071921  | 071921 |       |       | GENERAL - DUE TO/FROM CLEARING |      |          | 905.91   |
| APP 622-130000                 | 07/19/2021 | M071921  | 071921 |       |       | DUE TO/FROM CLEARING           |      |          | 150.00   |
| APP 401-130000                 | 07/19/2021 | M071921  | 071921 |       |       | DUE TO/FROM CLEARING           |      |          | 11.61    |
| SYSTEM GENERATED ENTRIES TOTAL |            |          |        |       |       |                                |      | 1,067.52 | 1,067.52 |
| JOURNAL 2021/07/124 TOTAL      |            |          |        |       |       |                                |      | 2,135.04 | 2,135.04 |

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                       | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT    | CREDIT   |
|-------------------------------------------------------|----------|-----|------------|--------------------------------------------------------------|----------|----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000          | 2021 7   | 124 | 07/19/2021 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 905.91   | 905.91   |
|                                                       |          |     |            | FUND TOTAL                                                   | 905.91   | 905.91   |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000  | 2021 7   | 124 | 07/19/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 11.61    | 11.61    |
|                                                       |          |     |            | FUND TOTAL                                                   | 11.61    | 11.61    |
| 622 EXPENDABLE TRUST FUND<br>622-130000<br>622-213000 | 2021 7   | 124 | 07/19/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 150.00   | 150.00   |
|                                                       |          |     |            | FUND TOTAL                                                   | 150.00   | 150.00   |
| 631 CLEARING FUND<br>631-130000<br>635-111100         | 2021 7   | 124 | 07/19/2021 | DUE TO/FROM CLEARING<br>CASH                                 | 1,067.52 | 1,067.52 |
|                                                       |          |     |            | FUND TOTAL                                                   | 1,067.52 | 1,067.52 |

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JOURNAL ENTRIES TO BE CREATED

| FUND                      |       | DUE TO   | DUE FROM |
|---------------------------|-------|----------|----------|
| 001 GENERAL FUND          |       |          | 905.91   |
| 401 WATER OPERATING FUND  |       |          | 11.61    |
| 622 EXPENDABLE TRUST FUND |       |          | 150.00   |
| 631 CLEARING FUND         |       | 1,067.52 |          |
|                           | TOTAL | 1,067.52 | 1,067.52 |

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| CASH ACCOUNT: 635      |            | 111100 | CASH                      |          |                 |                               |        |           |  |          |
|------------------------|------------|--------|---------------------------|----------|-----------------|-------------------------------|--------|-----------|--|----------|
| CHECK NO               | CHK DATE   | TYPE   | VENDOR NAME               | VOUCHER  | INVOICE         | INV DATE                      | PO     | CHECK RUN |  | NET      |
|                        |            |        |                           |          |                 | INVOICE DTL                   | DESC   |           |  |          |
| 356833                 | 07/28/2021 | PRTD   | 5 ACE HARDWARE            | 249539   | 48957/1         | 06/22/2021                    |        | 07/25/21  |  | 19.60    |
| Invoice: 48957/1       |            |        |                           | 19.60    | 73411345 531100 | PW/MURIATIC ACID              |        |           |  |          |
|                        |            |        |                           |          |                 | OFFICE SUPPLIES               |        |           |  |          |
|                        |            |        |                           | 249540   | 49036/1         | 07/06/2021                    |        | 07/25/21  |  | 16.33    |
| Invoice: 49036/1       |            |        |                           | 16.33    | 73411345 531100 | PW/STRAINERS                  |        |           |  |          |
|                        |            |        |                           |          |                 | OFFICE SUPPLIES               |        |           |  |          |
|                        |            |        |                           | 249541   | 49054/1         | 07/09/2021                    |        | 07/25/21  |  | 38.12    |
| Invoice: 49054/1       |            |        |                           | 38.12    | 73421355 531100 | PW/TRASH BAGS, TOTE, TOWELS   |        |           |  |          |
|                        |            |        |                           |          |                 | WIN COLL-SUPPLIES             |        |           |  |          |
|                        |            |        |                           | 249542   | 49055/1         | 07/09/2021                    |        | 07/25/21  |  | 14.27    |
| Invoice: 49055/1       |            |        |                           | 14.27    | 73421355 531100 | PW/KEYS                       |        |           |  |          |
|                        |            |        |                           |          |                 | WIN COLL-SUPPLIES             |        |           |  |          |
|                        |            |        |                           |          |                 | CHECK                         | 356833 | TOTAL:    |  | 88.32    |
| 356834                 | 07/28/2021 | PRTD   | 1990 JEANETTE ALEXANDER   | 249626   | 5815            | 07/19/2021                    |        | 07/25/21  |  | 162.00   |
| Invoice: 5815          |            |        |                           | 162.00   | 51011211 541100 | POL/GRAPHICS DESIGN WORK      |        |           |  |          |
|                        |            |        |                           |          |                 | PD-C/E-ADM-PROF SVCS          |        |           |  |          |
|                        |            |        |                           |          |                 | CHECK                         | 356834 | TOTAL:    |  | 162.00   |
| 356835                 | 07/28/2021 | PRTD   | 5079 ALLCOUNTY OPERATIONS | 249543   | 29621           | 07/09/2021                    |        | 07/25/21  |  | 235.00   |
| Invoice: 29621         |            |        |                           | 235.00   | 73011897 548100 | PW/SEPTIC INSPECTION          |        |           |  |          |
|                        |            |        |                           |          |                 | O&M-C/E-PWYD FAC-REPAIRS      |        |           |  |          |
|                        |            |        |                           |          |                 | CHECK                         | 356835 | TOTAL:    |  | 235.00   |
| 356836                 | 07/28/2021 | PRTD   | 9790 ALPHA FACILITIES SOL | 249544   | 21202           | 07/09/2021                    |        | 07/25/21  |  | 1,756.26 |
| Invoice: 21202         |            |        |                           | 1,756.26 | 51011215 548500 | POL/TRAINING: SOFTWARE MX     |        |           |  |          |
|                        |            |        |                           |          |                 | POLICE - C/E FACIL COMP MAINT |        |           |  |          |
|                        |            |        |                           |          |                 | CHECK                         | 356836 | TOTAL:    |  | 1,756.26 |
| 356837                 | 07/28/2021 | PRTD   | 7166 AMERICAN MESSAGING   | 249545   | W4104492VG      | 07/01/2021                    |        | 07/25/21  |  | 94.68    |
| Invoice: W4104492VG    |            |        |                           | 94.68    | 73637891 542100 | PW/MESSAGING SVCS             |        |           |  |          |
|                        |            |        |                           |          |                 | O&M - ALLOC FACIL TELEPHONE   |        |           |  |          |
|                        |            |        |                           |          |                 | CHECK                         | 356837 | TOTAL:    |  | 94.68    |
| 356838                 | 07/28/2021 | PRTD   | 4260 AMERICAN PLANNING AS | 249664   | 341741-210704   | 07/19/2021                    |        | 07/25/21  |  | 420.00   |
| Invoice: 341741-210704 |            |        |                           | 420.00   | 63470588 549100 | PCD/MEMBERSHIP: HILLIER       |        |           |  |          |
|                        |            |        |                           |          |                 | CUR-DEV PLAN-DUES/SUBSCR      |        |           |  |          |

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| CASH ACCOUNT: 635            |            | 111100 |                           | CASH     |                      |                                |    |           |  |  |  |  |  |  |          |  |  |
|------------------------------|------------|--------|---------------------------|----------|----------------------|--------------------------------|----|-----------|--|--|--|--|--|--|----------|--|--|
| CHECK NO                     | CHK DATE   | TYPE   | VENDOR NAME               | VOUCHER  | INVOICE              | INV DATE                       | PO | CHECK RUN |  |  |  |  |  |  |          |  |  |
| INVOICE DTL DESC             |            |        |                           |          |                      |                                |    |           |  |  |  |  |  |  |          |  |  |
| CHECK 356838 TOTAL: 420.00   |            |        |                           |          |                      |                                |    |           |  |  |  |  |  |  |          |  |  |
| 356839                       | 07/28/2021 | PRTD   | 4710 ASSOCIATED PETROLEU  | 249546   | 0354432-IN           | 07/01/2021                     |    | 07/25/21  |  |  |  |  |  |  | 137.68   |  |  |
| Invoice: 0354432-IN          |            |        |                           | 137.68   | 73638893 532000      | PW/19.4 GAL DIESEL             |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           | 249547   | 0354433-IN           | 07/01/2021                     |    | 07/25/21  |  |  |  |  |  |  | 1,144.25 |  |  |
| Invoice: 0354433-IN          |            |        |                           | 1,144.25 | 73638932 532000      | PW/355.3 GAL UNLEADED          |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           | 249548   | 0356683-IN           | 07/08/2021                     |    | 07/25/21  |  |  |  |  |  |  | 294.64   |  |  |
| Invoice: 0356683-IN          |            |        |                           | 294.64   | 73638893 532000      | PW/75 GAL DIESEL               |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           | 249549   | 0356684-IN           | 07/08/2021                     |    | 07/25/21  |  |  |  |  |  |  | 1,235.01 |  |  |
| Invoice: 0356684-IN          |            |        |                           | 1,235.01 | 73638932 532000      | PW/400 GAL UNLEADED            |    |           |  |  |  |  |  |  |          |  |  |
| CHECK 356839 TOTAL: 2,811.58 |            |        |                           |          |                      |                                |    |           |  |  |  |  |  |  |          |  |  |
| 356840                       | 07/28/2021 | PRTD   | 7821 ARAMARK              | 249550   | 512000089871         | 07/01/2021                     |    | 07/25/21  |  |  |  |  |  |  | 63.41    |  |  |
| Invoice: 512000089871        |            |        |                           | 63.41    | 73638893 589310      | PW/LAUNDRY SERVICE             |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           |          |                      | LAUNDRY SERVICES               |    |           |  |  |  |  |  |  |          |  |  |
| CHECK 356840 TOTAL: 63.41    |            |        |                           |          |                      |                                |    |           |  |  |  |  |  |  |          |  |  |
| 356841                       | 07/28/2021 | PRTD   | 2138 ASPECT CONSULTING LL | 249552   | 41823                | 07/09/2021                     |    | 07/25/21  |  |  |  |  |  |  | 2,700.75 |  |  |
| Invoice: 41823               |            |        |                           | 2,700.75 | 73011317 54110000812 | SUYEMATSU SOIL & GROUNDWATER I |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           |          |                      | SUYEMATSU FUEL RMV - PROF SVC  |    |           |  |  |  |  |  |  |          |  |  |
| CHECK 356841 TOTAL: 2,700.75 |            |        |                           |          |                      |                                |    |           |  |  |  |  |  |  |          |  |  |
| 356842                       | 07/28/2021 | PRTD   | 6420 AT&T MOBILITY        | 249678   | 287287004732X071921  | 07/11/2021                     |    | 07/25/21  |  |  |  |  |  |  | 1,572.03 |  |  |
| Invoice: 287287004732X071921 |            |        |                           | 1,464.04 | 91011215 542100      | POL,EOC/WIRELESS CHARGES       |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           | 107.99   | 31011256 542100      | GG-C/E-PD-PHONE                |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           |          |                      | EX-GF-EMERG PREP-PHONE         |    |           |  |  |  |  |  |  |          |  |  |
| CHECK 356842 TOTAL: 1,572.03 |            |        |                           |          |                      |                                |    |           |  |  |  |  |  |  |          |  |  |
| 356843                       | 07/28/2021 | PRTD   | 1235 AT&T ONENET SERVICE  | 249553   | 1273956159           | 07/01/2021                     |    | 07/25/21  |  |  |  |  |  |  | 16.50    |  |  |
| Invoice: 1273956159          |            |        |                           | 16.50    | 91011189 542100      | FIN/FAX LONG DIST              |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           | 249554   | 1273964257           | 07/01/2021                     |    | 07/25/21  |  |  |  |  |  |  | .70      |  |  |
| Invoice: 1273964257          |            |        |                           | .70      | 91011189 542100      | PCD/FAX LONG DIST              |    |           |  |  |  |  |  |  |          |  |  |
|                              |            |        |                           |          |                      | GG-C/E-CITY HALL-PHONE         |    |           |  |  |  |  |  |  |          |  |  |

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| CASH ACCOUNT: 635    |            | 111100 | CASH                      |         |                      |                                |        |           |        |  |
|----------------------|------------|--------|---------------------------|---------|----------------------|--------------------------------|--------|-----------|--------|--|
| CHECK NO             | CHK DATE   | TYPE   | VENDOR NAME               | VOUCHER | INVOICE              | INV DATE                       | PO     | CHECK RUN | NET    |  |
| INVOICE DTL DESC     |            |        |                           |         |                      |                                |        |           |        |  |
|                      |            |        |                           |         |                      | CHECK                          | 356843 | TOTAL:    | 17.20  |  |
| 356844               | 07/28/2021 | PRTD   | 4365 AUTOMATIC FUNDS TRAN | 249555  | BAIN2106983          | 06/30/2021                     |        | 07/25/21  | 369.00 |  |
| Invoice: BAIN2106983 |            |        |                           | 184.50  | 43411341 541100      | FIN/PHONE & WEB PMTS JUN 2021  |        |           |        |  |
|                      |            |        |                           | 184.50  | 43421351 541100      | FIN - WATER ADMIN PROF SERVICE |        |           |        |  |
|                      |            |        |                           |         |                      | FIN - SEWER ADMIN PROF SERVICE |        |           |        |  |
| Invoice: BAIN2106028 |            |        |                           | 249609  | BAIN2106028          | 06/30/2021                     |        | 07/25/21  | 186.80 |  |
|                      |            |        |                           | 183.40  | 41011141 541100      | FIN/B&O JUN 2021               |        |           |        |  |
|                      |            |        |                           | 3.40    | 41011141 542500      | FIN - C/E ADMIN PROF SERVICES  |        |           |        |  |
|                      |            |        |                           |         |                      | FIN-C/E-ADM-POSTAGE/SHIPPING   |        |           |        |  |
|                      |            |        |                           |         |                      | CHECK                          | 356844 | TOTAL:    | 555.80 |  |
| 356845               | 07/28/2021 | PRTD   | 54 BAINBRIDGE RENTAL IN   | 249556  | CON#76581            | 07/01/2021                     |        | 07/25/21  | 21.79  |  |
| Invoice: CON#76581   |            |        |                           | 21.79   | 73011189 531100      | PW/TRIMMER LINE                |        |           |        |  |
|                      |            |        |                           |         |                      | O&M - C/E FACIL OFC SUPPLIES   |        |           |        |  |
| Invoice: CON#76646   |            |        |                           | 249557  | CON#76646            | 07/02/2021                     |        | 07/25/21  | 18.52  |  |
|                      |            |        |                           | 18.52   | 73011189 531100      | PW/SERVICE KIT                 |        |           |        |  |
|                      |            |        |                           |         |                      | O&M - C/E FACIL OFC SUPPLIES   |        |           |        |  |
|                      |            |        |                           |         |                      | CHECK                          | 356845 | TOTAL:    | 40.31  |  |
| 356846               | 07/28/2021 | PRTD   | 55 SOUND PUBLISHING, IN   | 249558  | 8030666              | 06/30/2021                     |        | 07/25/21  | 125.00 |  |
| Invoice: 8030666     |            |        |                           | 125.00  | 91011211 544000      | CS/AD:COMM VOLUNTEERS          |        |           |        |  |
|                      |            |        |                           |         |                      | GG-C/E-CIVIL SVC-ADV           |        |           |        |  |
|                      |            |        |                           |         |                      | CHECK                          | 356846 | TOTAL:    | 125.00 |  |
| 356847               | 07/28/2021 | PRTD   | 55 SOUND PUBLISHING, IN   | 249559  | BIR931312            | 07/02/2021                     |        | 07/25/21  | 81.46  |  |
| Invoice: BIR931312   |            |        |                           | 81.46   | 63470586 544000      | PCD/NOA: PLN51760 SPR CUP      |        |           |        |  |
|                      |            |        |                           |         |                      | CUR-DEV-ZONING-ADV             |        |           |        |  |
| Invoice: BIR931953   |            |        |                           | 249560  | BIR931953            | 07/09/2021                     |        | 07/25/21  | 130.33 |  |
|                      |            |        |                           | 130.33  | 63470586 544000      | PCD/PUB HEARING NOTICE: NOISE  |        |           |        |  |
|                      |            |        |                           |         |                      | CUR-DEV-ZONING-ADV             |        |           |        |  |
|                      |            |        |                           |         |                      | CHECK                          | 356847 | TOTAL:    | 211.79 |  |
| 356848               | 07/28/2021 | PRTD   | 7769 BERK & ASSOCIATES, I | 249562  | 10580-06-21          | 06/30/2021                     |        | 07/25/21  | 315.00 |  |
| Invoice: 10580-06-21 |            |        |                           | 315.00  | 72011593 54245001160 | PSE FRANCHISE AGREEMENT - PW   |        |           |        |  |
|                      |            |        |                           |         |                      | PSE FRANCHISE-OUTREACH         |        |           |        |  |
|                      |            |        |                           |         |                      | CHECK                          | 356848 | TOTAL:    | 315.00 |  |

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| CASH ACCOUNT: 635    |            | 111100 | CASH                      |           |                      |                                |        |           |           |  |
|----------------------|------------|--------|---------------------------|-----------|----------------------|--------------------------------|--------|-----------|-----------|--|
| CHECK NO             | CHK DATE   | TYPE   | VENDOR NAME               | VOUCHER   | INVOICE              | INV DATE                       | PO     | CHECK RUN | NET       |  |
| INVOICE DTL DESC     |            |        |                           |           |                      |                                |        |           |           |  |
| 356849               | 07/28/2021 | PRTD   | 7178 BAINBRIDGE ISL CHILD | 249566    | Q2 2021              | 06/30/2021                     |        | 07/25/21  | 2,500.00  |  |
| Invoice: Q2 2021     |            |        |                           |           |                      | 2021 COMMUNITY SERVICES CONTRA |        |           |           |  |
|                      |            |        |                           | 2,500.00  | 31017670 54110000297 | EX-BI CHILD CARE/B&G CLUB      |        |           |           |  |
|                      |            |        |                           |           |                      | CHECK                          | 356849 | TOTAL:    | 2,500.00  |  |
| 356850               | 07/28/2021 | PRTD   | 2476 BISSC                | 249567    | Q2-2021 HSF          | 07/12/2021                     |        | 07/25/21  | 11,250.00 |  |
| Invoice: Q2-2021 HSF |            |        |                           |           |                      | 2021 COMMUNITY SERVICES CONTRA |        |           |           |  |
|                      |            |        |                           | 11,250.00 | 31017690 54110000297 | SEN CENTER-OPER SUPPORT        |        |           |           |  |
|                      |            |        |                           | 249568    | Q2-2021              | 07/12/2021                     |        | 07/25/21  | 1,250.00  |  |
| Invoice: Q2-2021     |            |        |                           |           |                      | 2020-21 CULTURAL FUNDING: SENI |        |           |           |  |
|                      |            |        |                           | 1,250.00  | 31011732 54110000297 | EX-GF-CULTURAL ARTS & SCIENCES |        |           |           |  |
|                      |            |        |                           |           |                      | CHECK                          | 356850 | TOTAL:    | 12,500.00 |  |
| 356851               | 07/28/2021 | PRTD   | 7183 BI SPECIAL NEEDS FOU | 249627    | 2772                 | 07/18/2021                     |        | 07/25/21  | 3,750.00  |  |
| Invoice: 2772        |            |        |                           |           |                      | 2021 COMMUNITY SERVICES CONTRA |        |           |           |  |
|                      |            |        |                           | 3,750.00  | 31017686 54110000297 | HOPE HS/BI SP NEEDS/ISLANDTIME |        |           |           |  |
|                      |            |        |                           |           |                      | CHECK                          | 356851 | TOTAL:    | 3,750.00  |  |
| 356852               | 07/28/2021 | PRTD   | 5016 BAINBRIDGE ISLAND B0 | 249665    | Q22021               | 07/15/2021                     |        | 07/25/21  | 8,750.00  |  |
| Invoice: Q22021      |            |        |                           |           |                      | 2021 COMMUNITY SERVICES FUNDIN |        |           |           |  |
|                      |            |        |                           | 8,750.00  | 31017670 54110000297 | EX-BI CHILD CARE/B&G CLUB      |        |           |           |  |
|                      |            |        |                           |           |                      | CHECK                          | 356852 | TOTAL:    | 8,750.00  |  |
| 356853               | 07/28/2021 | PRTD   | 8595 BRUCE TITUS FORD, IN | 249569    | 67111475             | 06/29/2021                     |        | 07/25/21  | 2,512.65  |  |
| Invoice: 67111475    |            |        |                           |           |                      | PW/VEH INSPECTION & MX         |        |           |           |  |
|                      |            |        |                           | 2,512.65  | 73011189 548100      | O&M - C/E FACIL REPAIRS        |        |           |           |  |
|                      |            |        |                           |           |                      | CHECK                          | 356853 | TOTAL:    | 2,512.65  |  |
| 356854               | 07/28/2021 | PRTD   | 9449 CASCADE COLUMBIA DIS | 249570    | 811215               | 06/28/2021                     |        | 07/25/21  | 954.98    |  |
| Invoice: 811215      |            |        |                           |           |                      | PW/SODIUM FLOURIDE             |        |           |           |  |
|                      |            |        |                           | 954.98    | 73411345 531100      | OFFICE SUPPLIES                |        |           |           |  |
|                      |            |        |                           |           |                      | CHECK                          | 356854 | TOTAL:    | 954.98    |  |
| 356855               | 07/28/2021 | PRTD   | 104 CITY OF BREMERTON     | 249571    | BKAT000614           | 07/01/2021                     |        | 07/25/21  | 2,932.34  |  |
| Invoice: BKAT000614  |            |        |                           |           |                      | IT/CITY MEETING BROADCAST      |        |           |           |  |
|                      |            |        |                           | 2,932.34  | 81011881 542420      | IT-C/E-TELEVISTED COUNCIL MEET |        |           |           |  |



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| CASH ACCOUNT: 635    |            | 111100 | CASH                      |         |                               |                                  |                              |           |          |  |
|----------------------|------------|--------|---------------------------|---------|-------------------------------|----------------------------------|------------------------------|-----------|----------|--|
| CHECK NO             | CHK DATE   | TYPE   | VENDOR NAME               | VOUCHER | INVOICE                       | INV DATE                         | PO                           | CHECK RUN | NET      |  |
| INVOICE DTL DESC     |            |        |                           |         |                               |                                  |                              |           |          |  |
|                      |            |        |                           |         |                               | CHECK                            | 356855                       | TOTAL:    | 2,932.34 |  |
| 356856               | 07/28/2021 | PRTD   | 8564 WILLIAM E COOPER     | 249572  | Q1-Q2 2021                    | 06/30/2021                       |                              | 07/25/21  | 867.60   |  |
| Invoice: Q1-Q2 2021  |            |        |                           |         | 867.60 91029211 521500        | Q1-Q2 LEOFF1 REIMB               |                              |           |          |  |
|                      |            |        |                           |         |                               | POLICE - INS ADD MEDICAL COSTS   |                              |           |          |  |
|                      |            |        |                           |         |                               | CHECK                            | 356856                       | TOTAL:    | 867.60   |  |
| 356857               | 07/28/2021 | PRTD   | 4950 CORRECT EQUIPMENT IN | 249667  | 44477                         | 07/09/2021                       |                              | 07/25/21  | 1,739.64 |  |
| Invoice: 44477       |            |        |                           |         | 1,739.64 73426355 54810000562 | PW/GRINER PUMP MX PLEASANT BEACH |                              |           |          |  |
|                      |            |        |                           |         |                               | GRINDER PUMP MAINT CONTRACT      |                              |           |          |  |
|                      |            |        |                           |         |                               | CHECK                            | 356857                       | TOTAL:    | 1,739.64 |  |
| 356858               | 07/28/2021 | PRTD   | 3333 COSTCO MEMBERSHIP    | 249610  | 536529249                     | 07/19/2021                       |                              | 07/25/21  | 120.00   |  |
| Invoice: 536529249   |            |        |                           |         | 120.00 41011141 549100        | FIN/MEMBERSHIP DUES 2021         |                              |           |          |  |
|                      |            |        |                           |         |                               | FIN-C/E-DUES, SUBS, MEMBERSHIPS  |                              |           |          |  |
|                      |            |        |                           |         |                               | CHECK                            | 356858                       | TOTAL:    | 120.00   |  |
| 356859               | 07/28/2021 | PRTD   | 9793 CRESSY DOOR COMPANY, | 249573  | 159200                        | 05/17/2021                       |                              | 07/25/21  | 1,252.41 |  |
| Invoice: 159200      |            |        |                           |         | 1,252.41 73011183 548100      | PW/CH DOOR REPAIR                |                              |           |          |  |
|                      |            |        |                           |         |                               | O&M-C/E-CH FAC-REPAIRS           |                              |           |          |  |
|                      |            |        |                           |         |                               | CHECK                            | 356859                       | TOTAL:    | 1,252.41 |  |
| 356860               | 07/28/2021 | PRTD   | 9274 DOUGLAS CRIST        | 249574  | 21-005                        | 07/02/2021                       |                              | 07/25/21  | 50.00    |  |
| Invoice: 21-005      |            |        |                           |         | 50.00 31011572 541100         | EX/CH REOPENING PHOTOS           |                              |           |          |  |
|                      |            |        |                           |         |                               | EX-GF-OUTREACH-PROF SVCS         |                              |           |          |  |
| Invoice: 21-006      |            |        |                           |         | 249575 21-006                 | 07/09/2021                       |                              | 07/25/21  | 150.00   |  |
|                      |            |        |                           |         |                               | EX/PHOTO SVCS: BI RIDE           |                              |           |          |  |
|                      |            |        |                           |         |                               | 150.00 31171572 54110001176      | BI RIDE ENGAGEMENT-PROF SVCS |           |          |  |
|                      |            |        |                           |         |                               | CHECK                            | 356860                       | TOTAL:    | 200.00   |  |
| 356861               | 07/28/2021 | PRTD   | 6363 LN CURTIS & SONS     | 249576  | INV503940                     | 06/30/2021                       |                              | 07/25/21  | 546.66   |  |
| Invoice: INV503940   |            |        |                           |         | 546.66 51011211 520000        | POL/UNIFORMS: WEISS              |                              |           |          |  |
|                      |            |        |                           |         |                               | PD-C/E ADMIN-BENEFITS            |                              |           |          |  |
|                      |            |        |                           |         |                               | CHECK                            | 356861                       | TOTAL:    | 546.66   |  |
| 356862               | 07/28/2021 | PRTD   | 7357 THE DOCTORS CLINIC   | 249577  | OMF6- JUN21                   | 07/15/2021                       |                              | 07/25/21  | 128.00   |  |
| Invoice: OMF6- JUN21 |            |        |                           |         | 53.00 53011212 541100         | POL, PW/OCC HEALTH SVCS          |                              |           |          |  |
|                      |            |        |                           |         |                               | POLICE - C/E PATROL PROF SVCS    |                              |           |          |  |

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| CASH ACCOUNT: 635 |                      | 111100 | CASH                      |         |                      |                                                              |        |           |        |  |
|-------------------|----------------------|--------|---------------------------|---------|----------------------|--------------------------------------------------------------|--------|-----------|--------|--|
| CHECK NO          | CHK DATE             | TYPE   | VENDOR NAME               | VOUCHER | INVOICE              | INV DATE                                                     | PO     | CHECK RUN | NET    |  |
| INVOICE DTL DESC  |                      |        |                           |         |                      |                                                              |        |           |        |  |
|                   |                      |        |                           | 75.00   | 73637891 541100      | PROFESSIONAL SERVICES                                        |        |           |        |  |
|                   |                      |        |                           |         |                      | CHECK                                                        | 356862 | TOTAL:    | 128.00 |  |
| 356863            | 07/28/2021           | PRTD   | 5781 EXTERMINATION SERVIC | 249578  | 38744                | 07/14/2021                                                   |        | 07/25/21  | 697.00 |  |
|                   | Invoice: 38744       |        |                           | 697.00  | 73425358 548100      | PW/WWTP EXTERM SVCS<br>O&M-WWTP-REPAIRS                      |        |           |        |  |
|                   |                      |        |                           |         |                      | CHECK                                                        | 356863 | TOTAL:    | 697.00 |  |
| 356864            | 07/28/2021           | PRTD   | 212 FABRICARE 02 - PLANT  | 249628  | 07-01-2021           | 07/01/2021                                                   |        | 07/25/21  | 379.45 |  |
|                   | Invoice: 07-01-2021  |        |                           | 138.39  | 51011211 520000      | POL/LAUNDRY SERVICE                                          |        |           |        |  |
|                   |                      |        |                           | 74.96   | 52011212 520000      | PD-C/E ADMIN-BENEFITS                                        |        |           |        |  |
|                   |                      |        |                           | 166.10  | 53011212 520000      | POLICE - C/E INVEST BENEFITS<br>POLICE - C/E PATROL BENEFITS |        |           |        |  |
|                   |                      |        |                           |         |                      | CHECK                                                        | 356864 | TOTAL:    | 379.45 |  |
| 356865            | 07/28/2021           | PRTD   | 216 FEDERAL EXPRESS CORP  | 249579  | 7-430-37158          | 07/09/2021                                                   |        | 07/25/21  | 160.53 |  |
|                   | Invoice: 7-430-37158 |        |                           | 160.53  | 72637319 53110000809 | ENG/SHIPPING<br>WATER QUAL FLOW MONIT-SUPPLIES               |        |           |        |  |
|                   |                      |        |                           |         |                      | CHECK                                                        | 356865 | TOTAL:    | 160.53 |  |
| 356866            | 07/28/2021           | PRTD   | 1953 FERGUSON ENTERPRISES | 249580  | 0998563              | 07/06/2021                                                   |        | 07/25/21  | 531.17 |  |
|                   | Invoice: 0998563     |        |                           | 531.17  | 73426355 531100      | PW/SIS COLLECTION SUPPLIES<br>O&M-SIS-SUPPLIES               |        |           |        |  |
|                   | Invoice: 1003785     |        |                           | 249581  | 1003785              | 07/06/2021                                                   |        | 07/25/21  | 184.37 |  |
|                   |                      |        |                           | 184.37  | 73411345 531100      | PW/WELL SITE MX SUPPLIES<br>OFFICE SUPPLIES                  |        |           |        |  |
|                   | Invoice: 1007098     |        |                           | 249582  | 1007098              | 07/08/2021                                                   |        | 07/25/21  | 81.90  |  |
|                   |                      |        |                           | 81.90   | 73411345 531100      | PW/WELL SITE MX SUPPLIES<br>OFFICE SUPPLIES                  |        |           |        |  |
|                   |                      |        |                           |         |                      | CHECK                                                        | 356866 | TOTAL:    | 797.44 |  |
| 356867            | 07/28/2021           | PRTD   | 9509 FIREWALLS.COM INC    | 249583  | 2021-126898          | 07/01/2021                                                   |        | 07/25/21  | 200.00 |  |
|                   | Invoice: 2021-126898 |        |                           | 200.00  | 81011881 541100      | IT/MONTHLY FIREWALL MGMT<br>IT - C/E PROF SERVICES           |        |           |        |  |
|                   |                      |        |                           |         |                      | CHECK                                                        | 356867 | TOTAL:    | 200.00 |  |

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| CASH ACCOUNT: 635   |            | 111100 | CASH                      |           |                      |                                                               |    |           |           |  |
|---------------------|------------|--------|---------------------------|-----------|----------------------|---------------------------------------------------------------|----|-----------|-----------|--|
| CHECK NO            | CHK DATE   | TYPE   | VENDOR NAME               | VOUCHER   | INVOICE              | INV DATE                                                      | PO | CHECK RUN | NET       |  |
| INVOICE DTL DESC    |            |        |                           |           |                      |                                                               |    |           |           |  |
| 356868              | 07/28/2021 | PRTD   | 253 HACH COMPANY          | 249584    | 12470521             | 05/26/2021                                                    |    | 07/25/21  | 100.61    |  |
| Invoice: 12470521   |            |        |                           | 100.61    | 72637319 53110000809 | PW/SODIUM CHLORIDE<br>WATER QUAL FLOW MONIT-SUPPLIES          |    |           |           |  |
|                     |            |        |                           | 249668    | 12544981             | 07/14/2021                                                    |    | 07/25/21  | 9,135.89  |  |
| Invoice: 12544981   |            |        |                           | 9,135.89  | 73425358 531100      | PW/PROBE ASSY<br>O&M-WWTP-SUPPLIES                            |    |           |           |  |
| CHECK 356868 TOTAL: |            |        |                           |           |                      |                                                               |    | 9,236.50  |           |  |
| 356869              | 07/28/2021 | PRTD   | 7180 HELPLINE HOUSE       | 249585    | Q2 2021              | 07/06/2021                                                    |    | 07/25/21  | 13,396.97 |  |
| Invoice: Q2 2021    |            |        |                           | 13,396.97 | 31017640 54110000297 | 2021 COMMUNITY SERVICES CONTRA<br>MENTAL HEALTH SVCS-HELPLINE |    |           |           |  |
| CHECK 356869 TOTAL: |            |        |                           |           |                      |                                                               |    | 13,396.97 |           |  |
| 356870              | 07/28/2021 | PRTD   | 4850 HOME DEPOT CREDIT SE | 249586    | 9050233              | 06/22/2021                                                    |    | 07/25/21  | 289.05    |  |
| Invoice: 9050233    |            |        |                           | 289.05    | 73425358 531100      | PW/WWTP MX SUPPLIES<br>O&M-WWTP-SUPPLIES                      |    |           |           |  |
| CHECK 356870 TOTAL: |            |        |                           |           |                      |                                                               |    | 289.05    |           |  |
| 356871              | 07/28/2021 | PRTD   | 7184 ISLAND VOLUNTEER CAR | 249587    | 1013                 | 07/08/2021                                                    |    | 07/25/21  | 6,250.00  |  |
| Invoice: 1013       |            |        |                           | 6,250.00  | 31017690 54110200297 | 2021 COMMUNITY SERVICES CONTRA<br>ISLAND VOLUNTEER CAREGIVERS |    |           |           |  |
| CHECK 356871 TOTAL: |            |        |                           |           |                      |                                                               |    | 6,250.00  |           |  |
| 356872              | 07/28/2021 | PRTD   | 1505 KITSAP COUNTY TREASU | 249611    | JUN21                | 06/30/2021                                                    |    | 07/25/21  | 57.18     |  |
| Invoice: JUN21      |            |        |                           | 43.18     | 41612860 586000      | JUN 2021 OUT COURT REMIT                                      |    |           |           |  |
|                     |            |        |                           | 14.00     | 41613860 586000      | CRIME VICTIMS-OUT<br>COUNTY LAW LIB - DISB OUT                |    |           |           |  |
| CHECK 356872 TOTAL: |            |        |                           |           |                      |                                                               |    | 57.18     |           |  |
| 356873              | 07/28/2021 | PRTD   | 1971 KELLEY CONNECT       | 249588    | IN865982             | 07/06/2021                                                    |    | 07/25/21  | 414.20    |  |
| Invoice: IN865982   |            |        |                           | 414.20    | 61470581 549500      | PCD/BASE CHARGE<br>PCDADM-DEV-COPIES/PRINTING                 |    |           |           |  |
| CHECK 356873 TOTAL: |            |        |                           |           |                      |                                                               |    | 414.20    |           |  |
| 356874              | 07/28/2021 | PRTD   | 1971 KELLEY CONNECT       | 249669    | 29687898             | 07/12/2021                                                    |    | 07/25/21  | 316.10    |  |
| Invoice: 29687898   |            |        |                           | 316.10    | 61470581 545000      | PCD/COPIER LEASE<br>PCD - DEV ADMIN RENTS & LEASES            |    |           |           |  |

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| CASH ACCOUNT: 635      |          | 111100 | CASH                      |          |                      |                                |        |           |           |  |
|------------------------|----------|--------|---------------------------|----------|----------------------|--------------------------------|--------|-----------|-----------|--|
| CHECK NO               | CHK DATE | TYPE   | VENDOR NAME               | VOUCHER  | INVOICE              | INV DATE                       | PO     | CHECK RUN | NET       |  |
| INVOICE DTL DESC       |          |        |                           |          |                      |                                |        |           |           |  |
| Invoice: 29687900      |          |        |                           | 249670   | 29687900             | 07/12/2021                     |        | 07/25/21  | 360.80    |  |
|                        |          |        |                           | 360.80   | 61470581 545000      | PCD/COPIER LEASE               |        |           |           |  |
|                        |          |        |                           |          |                      | PCD - DEV ADMIN RENTS & LEASES |        |           |           |  |
| Invoice: 29687899      |          |        |                           | 249671   | 29687899             | 07/12/2021                     |        | 07/25/21  | 318.28    |  |
|                        |          |        |                           | 318.28   | 72011321 545000      | ENG/COPIER LEASE               |        |           |           |  |
|                        |          |        |                           |          |                      | ENG - C/E ADMIN RENTS & LEASES |        |           |           |  |
|                        |          |        |                           |          |                      | CHECK                          | 356874 | TOTAL:    | 995.18    |  |
| 356875 07/28/2021 PRTD |          |        | 6531 SURE SERVICES, INC.  | 249589   | 8392                 | 07/01/2021                     |        | 07/25/21  | 240.00    |  |
| Invoice: 8392          |          |        |                           | 240.00   | 73425358 541100      | PW/WATER SAMPLE PICKUP         |        |           |           |  |
|                        |          |        |                           |          |                      | O&M-WWTP-PROF SVCS             |        |           |           |  |
|                        |          |        |                           |          |                      | CHECK                          | 356875 | TOTAL:    | 240.00    |  |
| 356876 07/28/2021 PRTD |          |        | 8546 KITSAP 911 PUBLIC AU | 249629   | BIPD2021-08          | 07/15/2021                     |        | 07/25/21  | 11,656.17 |  |
| Invoice: BIPD2021-08   |          |        |                           | 8,159.32 | 53011286 551000      | POL/CALL CTR SVCS              |        |           |           |  |
|                        |          |        |                           | 3,496.85 | 52011286 551000      | POLICE - C/E PATROL CENCOM     |        |           |           |  |
|                        |          |        |                           |          |                      | POLICE - C/E - INVEST CENCOM   |        |           |           |  |
|                        |          |        |                           |          |                      | CHECK                          | 356876 | TOTAL:    | 11,656.17 |  |
| 356877 07/28/2021 PRTD |          |        | 8398 KITSAP COMMUNITY RES | 249590   | Q2-2021              | 07/06/2021                     |        | 07/25/21  | 465.39    |  |
| Invoice: Q2-2021       |          |        |                           | 465.39   | 31017654 54110000297 | 2021 COMMUNITY SERVICES CONTRA |        |           |           |  |
|                        |          |        |                           |          |                      | KITSAP COMM RESOURCES-HOMELESS |        |           |           |  |
|                        |          |        |                           |          |                      | CHECK                          | 356877 | TOTAL:    | 465.39    |  |
| 356878 07/28/2021 PRTD |          |        | 9692 DENISE D SMITH       | 249591   | 15914                | 06/28/2021                     |        | 07/25/21  | 424.01    |  |
| Invoice: 15914         |          |        |                           | 424.01   | 73637891 541100      | PW/BLACK BAG                   |        |           |           |  |
|                        |          |        |                           |          |                      | PROFESSIONAL SERVICES          |        |           |           |  |
|                        |          |        |                           |          |                      | CHECK                          | 356878 | TOTAL:    | 424.01    |  |
| 356879 07/28/2021 PRTD |          |        | 579 KITSAP SUN            | 249593   | 0003934543           | 06/30/2021                     |        | 07/25/21  | 277.32    |  |
| Invoice: 0003934543    |          |        |                           | 277.32   | 72111421 54400001173 | ENG/AD: 2021 ROADS PROGRAM     |        |           |           |  |
|                        |          |        |                           |          |                      | 2021 ANNUAL ROADS PRGM-ADV     |        |           |           |  |
|                        |          |        |                           |          |                      | CHECK                          | 356879 | TOTAL:    | 277.32    |  |
| 356880 07/28/2021 PRTD |          |        | 579 KITSAP SUN            | 249592   | 0003934501           | 06/30/2021                     |        | 07/25/21  | 253.10    |  |
| Invoice: 0003934501    |          |        |                           | 253.10   | 91011211 544000      | CS/CS VOLUNTEER ADS            |        |           |           |  |
|                        |          |        |                           |          |                      | GG-C/E-CIVIL SVC-ADV           |        |           |           |  |

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| CASH ACCOUNT: 635 |                           | 111100 | CASH                      |           |                      |                                |        |           |           |  |
|-------------------|---------------------------|--------|---------------------------|-----------|----------------------|--------------------------------|--------|-----------|-----------|--|
| CHECK NO          | CHK DATE                  | TYPE   | VENDOR NAME               | VOUCHER   | INVOICE              | INV DATE                       | PO     | CHECK RUN | NET       |  |
| INVOICE DTL DESC  |                           |        |                           |           |                      |                                |        |           |           |  |
|                   |                           |        |                           |           |                      | CHECK                          | 356880 | TOTAL:    | 253.10    |  |
| 356881            | 07/28/2021                | PRTD   | 1851 KRAZAN & ASSOCIATES  | 249677    | J602584-5873         | 06/30/2021                     |        | 07/25/21  | 9,814.17  |  |
|                   | Invoice: J602584-5873     |        |                           |           |                      | ONCALL SERVICES CONTRACT FOR T |        |           |           |  |
|                   |                           |        |                           | 9,814.17  | 72111421 54110001166 | YEOMALT DR SLIDE INVEST- P SVC |        |           |           |  |
|                   |                           |        |                           |           |                      | CHECK                          | 356881 | TOTAL:    | 9,814.17  |  |
| 356882            | 07/28/2021                | PRTD   | 7849 LAW OFFICE OF THOMAS | 249594    | JUL21                | 07/08/2021                     |        | 07/25/21  | 4,484.38  |  |
|                   | Invoice: JUL21            |        |                           |           |                      | LEGAL/PUB DEF JULY 2021        |        |           |           |  |
|                   |                           |        |                           | 4,484.38  | 32011281 541113      | LGL-PUBLIC DEFENDER            |        |           |           |  |
|                   |                           |        |                           |           |                      | CHECK                          | 356882 | TOTAL:    | 4,484.38  |  |
| 356883            | 07/28/2021                | PRTD   | 7015 LEXIPOL LLC          | 249595    | INVPR4451            | 07/12/2021                     |        | 07/25/21  | 750.00    |  |
|                   | Invoice: INVPR4451        |        |                           |           |                      | POL/INVENTORY MODULE           |        |           |           |  |
|                   |                           |        |                           | 750.00    | 53011212 548500      | PD-C/E-PATROL-COMP SPT MAINT   |        |           |           |  |
|                   |                           |        |                           |           |                      | CHECK                          | 356883 | TOTAL:    | 750.00    |  |
| 356884            | 07/28/2021                | PRTD   | 5011 LEXISNEXIS RISK SOLU | 249596    | 1272084-20210630     | 06/30/2021                     |        | 07/25/21  | 163.50    |  |
|                   | Invoice: 1272084-20210630 |        |                           |           |                      | POL/MONTHLY SUBX               |        |           |           |  |
|                   |                           |        |                           | 163.50    | 52011212 549100      | PD-C/E-INV-DUES/SUBSCR/MEMBRSH |        |           |           |  |
|                   |                           |        |                           |           |                      | CHECK                          | 356884 | TOTAL:    | 163.50    |  |
| 356885            | 07/28/2021                | PRTD   | 6279 MENG ANALYSIS        | 249597    | 19902-115            | 06/30/2021                     |        | 07/25/21  | 5,850.00  |  |
|                   | Invoice: 19902-115        |        |                           |           |                      | CITY HALL SIDING ANALYSIS      |        |           |           |  |
|                   |                           |        |                           | 5,850.00  | 73011183 54110000911 | CH REPAIRS-PROF SVCS           |        |           |           |  |
|                   |                           |        |                           |           |                      | CHECK                          | 356885 | TOTAL:    | 5,850.00  |  |
| 356886            | 07/28/2021                | PRTD   | 9323 MURRAYSMITH, INC.    | 249672    | 19-2682.00-21        | 07/20/2021                     |        | 07/25/21  | 6,665.84  |  |
|                   | Invoice: 19-2682.00-21    |        |                           |           |                      | WWTP UPGRADES STUDY            |        |           |           |  |
|                   |                           |        |                           | 6,665.84  | 72425352 54110001009 | WWTP TERTIARY STUDY-PROF SVCS  |        |           |           |  |
|                   |                           |        |                           |           |                      | CHECK                          | 356886 | TOTAL:    | 6,665.84  |  |
| 356887            | 07/28/2021                | PRTD   | 9254 NELSON NYGAARD CONSU | 249599    | 79167                | 02/24/2021                     |        | 07/25/21  | 58,906.50 |  |
|                   | Invoice: 79167            |        |                           |           |                      | SUSTAINABLE TRANSPORTATION PLA |        |           |           |  |
|                   |                           |        |                           | 58,906.50 | 72111444 54110001018 | SUSTAINABLE TRANS-PROF SVC     |        |           |           |  |
|                   |                           |        |                           | 249600    | 79903                | 06/28/2021                     |        | 07/25/21  | 9,687.25  |  |
|                   | Invoice: 79903            |        |                           |           |                      | SUSTAINABLE TRANSPORTATION PLA |        |           |           |  |
|                   |                           |        |                           | 9,687.25  | 72111444 54110001018 | SUSTAINABLE TRANS-PROF SVC     |        |           |           |  |

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| CASH ACCOUNT: 635  |            | 111100 | CASH                      |          |                      |                             |    |                                |          |               |           |
|--------------------|------------|--------|---------------------------|----------|----------------------|-----------------------------|----|--------------------------------|----------|---------------|-----------|
| CHECK NO           | CHK DATE   | TYPE   | VENDOR NAME               | VOUCHER  | INVOICE              | INV DATE                    | PO | CHECK RUN                      | NET      |               |           |
| INVOICE DTL DESC   |            |        |                           |          |                      |                             |    |                                |          |               |           |
|                    |            |        |                           |          |                      |                             |    |                                | CHECK    | 356887 TOTAL: | 68,593.75 |
| 356888             | 07/28/2021 | PRTD   | 8286 SUPERINTENDENT OF P  | 249601   | 16686                | 07/01/2021                  |    | 07/25/21                       | 181.00   |               |           |
| Invoice: 16686     |            |        |                           | 181.00   | 41654861 586110      | POL/FINGERPRINTING          |    | FINGERPRINT DISB TO SPI        |          |               |           |
| Invoice: 16709     |            |        |                           | 249602   | 16709                | 07/08/2021                  |    | 07/25/21                       | 181.00   |               |           |
|                    |            |        |                           | 181.00   | 41654861 586110      | POL/FINGERPRINTING          |    | FINGERPRINT DISB TO SPI        |          |               |           |
|                    |            |        |                           |          |                      |                             |    |                                | CHECK    | 356888 TOTAL: | 362.00    |
| 356889             | 07/28/2021 | PRTD   | 8895 OVATION! PERFORMING  | 249603   | COBI.#12             | 07/09/2021                  |    | 07/25/21                       | 3,000.00 |               |           |
| Invoice: COBI.#12  |            |        |                           | 3,000.00 | 31011732 54110000297 | CULTURALL FUNDING           |    | EX-GF-CULTURAL ARTS & SCIENCES |          |               |           |
|                    |            |        |                           |          |                      |                             |    |                                | CHECK    | 356889 TOTAL: | 3,000.00  |
| 356890             | 07/28/2021 | PRTD   | 2203 PUBLIC SAFETY TESTIN | 249630   | 2021-268             | 07/12/2021                  |    | 07/25/21                       | 279.00   |               |           |
| Invoice: 2021-268  |            |        |                           | 279.00   | 91011211 549100      | CS/Q2 SUBX FEES             |    | GG-C/E-CIVIL SVC-DUES/SUBS     |          |               |           |
|                    |            |        |                           |          |                      |                             |    |                                | CHECK    | 356890 TOTAL: | 279.00    |
| 356891             | 07/28/2021 | PRTD   | 9440 QBSI-XEROX           | 249604   | IN2628610            | 06/28/2021                  |    | 07/25/21                       | 56.00    |               |           |
| Invoice: IN2628610 |            |        |                           | 56.00    | 21011125 545000      | CRT/COPIER LEASE            |    | COURT - RENTS & LEASES - OPER  |          |               |           |
|                    |            |        |                           |          |                      |                             |    |                                | CHECK    | 356891 TOTAL: | 56.00     |
| 356892             | 07/28/2021 | PRTD   | 9787 BROOKS M RAYMOND     | 249612   | 21-211               | 07/09/2021                  |    | 07/25/21                       | 300.00   |               |           |
| Invoice: 21-211    |            |        |                           | 300.00   | 52011212 541100      | POL/POLYGRAPH SVCS          |    | POLICE - C/E INVEST PROF SVCS  |          |               |           |
|                    |            |        |                           |          |                      |                             |    |                                | CHECK    | 356892 TOTAL: | 300.00    |
| 356893             | 07/28/2021 | PRTD   | 5612 RH2 ENGINEERING INC  | 249614   | 82705                | 07/13/2021                  |    | 07/25/21                       | 453.31   |               |           |
| Invoice: 82705     |            |        |                           | 453.31   | 73414434 64110000987 | CHLORINE GENERATOR UPGRADES |    | CHLORINE GEN UPGRADE-PROF SVCS |          |               |           |
|                    |            |        |                           |          |                      |                             |    |                                | CHECK    | 356893 TOTAL: | 453.31    |

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| CASH ACCOUNT: 635 |  | 111100 | CASH |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | </ |
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|-------------------|--|--------|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----|

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| 356901 07/28/2021 PRTD<br>Invoice: 85055    | 601 SOUND REPROGRAPHICS   | 249620 85055                  | 07/07/2021                                                      | 07/25/21      | 206.41   |
|                                             |                           | 206.41 63470588 549500        | PCD/PLANNING COMM COPIES<br>CUR-DEV PLAN-COPIES/PRINTING        |               |          |
|                                             |                           |                               | CHECK                                                           | 356901 TOTAL: | 206.41   |
| 356902 07/28/2021 PRTD<br>Invoice: 2021-027 | 9065 SOUNDWEST ENGINEERIN | 249622 2021-027               | 07/12/2021                                                      | 07/25/21      | 5,036.25 |
|                                             |                           | 5,036.25 72321955 64110001116 | COUNTRY CLUB BULKHEAD SPOT REP<br>CC BULKHEAD SPOT RPR-PRF SVCS |               |          |
|                                             |                           |                               | CHECK                                                           | 356902 TOTAL: | 5,036.25 |
| 356903 07/28/2021 PRTD<br>Invoice: 21-04921 | 8132 SPECTRA LABORATORIES | 249623 21-04921               | 07/08/2021                                                      | 07/25/21      | 1,170.00 |
|                                             |                           | 1,170.00 73111427 54110000391 | PW/PLEASANT BEACH TESTING<br>LAB SVCS-ROADSIDE SPOILS TESTS     |               |          |
| Invoice: 21-04922                           |                           | 249624 21-04922               | 07/08/2021                                                      | 07/25/21      | 114.00   |
|                                             |                           | 114.00 73425358 54110000391   | PW/BOD TESTING<br>LAB & TESTING SVCS-WWTP                       |               |          |
| Invoice: 21-04931                           |                           | 249625 21-04931               | 07/08/2021                                                      | 07/25/21      | 114.00   |
|                                             |                           | 114.00 73425358 54110000391   | PW/BOD TESTING<br>LAB & TESTING SVCS-WWTP                       |               |          |
| Invoice: 21-04982                           |                           | 249631 21-04982               | 07/09/2021                                                      | 07/25/21      | 114.00   |
|                                             |                           | 114.00 73425358 54110000391   | PW/BOD TESTING<br>LAB & TESTING SVCS-WWTP                       |               |          |
| Invoice: 21-05030                           |                           | 249632 21-05030               | 07/09/2021                                                      | 07/25/21      | 21.16    |
|                                             |                           | 21.16 73415345 54110000391    | PW/ROCKAWAY ECOLI TESTING<br>LAB SVCS-WATER ROCKAWAY            |               |          |
| Invoice: 21-05031                           |                           | 249633 21-05031               | 07/09/2021                                                      | 07/25/21      | 21.16    |
|                                             |                           | 21.16 73011897 54110000391    | PW/PW KITCHIN ECOLI TESTING<br>LAB SVCS-PWY FAC                 |               |          |
| Invoice: 21-05032                           |                           | 249634 21-05032               | 07/09/2021                                                      | 07/25/21      | 211.60   |
|                                             |                           | 211.60 73411345 54110000391   | PW/ECOLI TESTING<br>LAB SVCS-WATER                              |               |          |
| Invoice: 21-05111                           |                           | 249635 21-05111               | 07/14/2021                                                      | 07/25/21      | 175.00   |
|                                             |                           | 175.00 73425358 54110000391   | PW/EFFLUENT TESTING<br>LAB & TESTING SVCS-WWTP                  |               |          |
|                                             |                           |                               | CHECK                                                           | 356903 TOTAL: | 1,940.92 |



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| CASH ACCOUNT: 635 |                     | 111100 | CASH                      |         |            |                                |             |                             |           |  |
|-------------------|---------------------|--------|---------------------------|---------|------------|--------------------------------|-------------|-----------------------------|-----------|--|
| CHECK NO          | CHK DATE            | TYPE   | VENDOR NAME               | VOUCHER | INVOICE    | INV DATE                       | PO          | CHECK RUN                   | NET       |  |
| INVOICE DTL DESC  |                     |        |                           |         |            |                                |             |                             |           |  |
|                   |                     |        |                           |         |            | CHECK                          | 356908      | TOTAL:                      | 7.37      |  |
| 356909            | 07/28/2021          | PRTD   | 9769 TRANSP GROUP USA, I  | 249647  | 26543      | 07/06/2021                     |             | 07/25/21                    | 4,673.75  |  |
|                   | Invoice: 26543      |        |                           |         |            | TRAFFIC CALMING PROJECT INCLUD |             |                             |           |  |
|                   |                     |        |                           |         | 878.75     | 72321953                       | 64110001087 | FINCH ROAD IMPR-PROF SVCS   |           |  |
|                   |                     |        |                           |         | 3,795.00   | 72111426                       | 54110001164 | TRAFFIC CALMING HANDBOOK-PS |           |  |
|                   |                     |        |                           |         |            | CHECK                          | 356909      | TOTAL:                      | 4,673.75  |  |
| 356910            | 07/28/2021          | PRTD   | 4929 TYLER TECHNOLOGIES I | 249648  | 045-344563 | 07/01/2021                     |             | 07/25/21                    | 15,465.87 |  |
|                   | Invoice: 045-344563 |        |                           |         |            | IT/QTRLY MAINT                 |             |                             |           |  |
|                   |                     |        |                           |         | 15,465.87  | 81011881                       | 548500      | IT - C/E COMPUTER SUPPORT   |           |  |
|                   |                     |        |                           |         | 249649     | 045-344564                     |             | 07/01/2021                  | 16,409.31 |  |
|                   | Invoice: 045-344564 |        |                           |         |            | IT/SYSTEM ADMIN & UPGRADES     |             |                             |           |  |
|                   |                     |        |                           |         | 16,409.31  | 81011881                       | 548500      | IT - C/E COMPUTER SUPPORT   |           |  |
|                   |                     |        |                           |         |            | CHECK                          | 356910      | TOTAL:                      | 31,875.18 |  |
| 356911            | 07/28/2021          | PRTD   | 553 UTILITIES UNDERGROUN  | 249650  | 1060120    | 06/30/2021                     |             | 07/25/21                    | 201.24    |  |
|                   | Invoice: 1060120    |        |                           |         |            | PW/EXCAVATION NOTICES          |             |                             |           |  |
|                   |                     |        |                           |         | 201.24     | 73637893                       | 54110000393 | O&M ALLOC-LOCATING SVCS     |           |  |
|                   |                     |        |                           |         |            | CHECK                          | 356911      | TOTAL:                      | 201.24    |  |
| 356912            | 07/28/2021          | PRTD   | 9373 VISIT BAINBRIDGE     | 249651  | 110        | 06/30/2021                     |             | 07/25/21                    | 14,028.56 |  |
|                   | Invoice: 110        |        |                           |         |            | MULTI-MEDIA DESTINATION MARKET |             |                             |           |  |
|                   |                     |        |                           |         | 14,028.56  | 91140573                       | 541100      | GG-TOUR-PROF SERVICES       |           |  |
|                   |                     |        |                           |         |            | CHECK                          | 356912      | TOTAL:                      | 14,028.56 |  |
| 356913            | 07/28/2021          | PRTD   | 605 WA ST AUDITOR'S OFFI  | 249652  | L143207    | 07/13/2021                     |             | 07/25/21                    | 25,617.15 |  |
|                   | Invoice: L143207    |        |                           |         |            | 2020 FINANCIAL AUDIT           |             |                             |           |  |
|                   |                     |        |                           |         | 17,158.23  | 91011423                       | 541100      | FIN-C/E STATE AUDITOR       |           |  |
|                   |                     |        |                           |         | 1,809.42   | 91111433                       | 541100      | FIN-STREET-STATE AUDITOR    |           |  |
|                   |                     |        |                           |         | 1,191.13   | 91411341                       | 541100      | GG-WTR-ADM-PROF SVCS        |           |  |
|                   |                     |        |                           |         | 2,710.91   | 91421351                       | 541100      | GG-SWR-ADM-PROF SVCS        |           |  |
|                   |                     |        |                           |         | 974.35     | 91431383                       | 541100      | GG-SSWM-ADM-PROF SVCS       |           |  |
|                   |                     |        |                           |         | 886.56     | 91470148                       | 541100      | FIN-DEV-STATE AUDITOR       |           |  |
|                   |                     |        |                           |         | 886.55     | 91471148                       | 541100      | FIN-BLDG-STATE AUDITOR      |           |  |
|                   |                     |        |                           |         |            | CHECK                          | 356913      | TOTAL:                      | 25,617.15 |  |

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| CASH ACCOUNT: 635       |            | 111100 | CASH                      |                              |                      |                                |    |           |          |
|-------------------------|------------|--------|---------------------------|------------------------------|----------------------|--------------------------------|----|-----------|----------|
| CHECK NO                | CHK DATE   | TYPE   | VENDOR NAME               | VOUCHER                      | INVOICE              | INV DATE                       | PO | CHECK RUN | NET      |
| INVOICE DTL DESC        |            |        |                           |                              |                      |                                |    |           |          |
| 356914                  | 07/28/2021 | PRTD   | 4104 WA ST FERRIES        | 249653                       | RK374038             | 05/31/2021                     |    | 07/25/21  | 459.40   |
| Invoice: RK374038       |            |        |                           | 81.60                        | 53011212 543100      | MAY21 WAVE2GO CHARGES          |    |           |          |
|                         |            |        |                           | 377.80                       | 73011189 543100      | PATROL-TRAVEL/MEALS/LODGING    |    |           |          |
|                         |            |        |                           | O&M-FAC-TRAVEL/MEALS/LODGING |                      |                                |    |           |          |
| Invoice: RK375554       |            |        |                           | 249654                       | RK375554             | 06/30/2021                     |    | 07/25/21  | 99.70    |
|                         |            |        |                           | 40.80                        | 53011212 543100      | JUN21 WAVE2GO FERRY CHARGES    |    |           |          |
|                         |            |        |                           | 40.80                        | 72011321 543100      | PATROL-TRAVEL/MEALS/LODGING    |    |           |          |
|                         |            |        |                           | 18.10                        | 73011189 543100      | ENG - C/E ADMIN TRAVEL EXPENSE |    |           |          |
|                         |            |        |                           | O&M-FAC-TRAVEL/MEALS/LODGING |                      |                                |    |           |          |
| CHECK 356914 TOTAL:     |            |        |                           |                              |                      |                                |    |           | 559.10   |
| 356915                  | 07/28/2021 | PRTD   | 952 WASHINGTON STATE PAT  | 249655                       | I21006263            | 07/08/2021                     |    | 07/25/21  | 119.25   |
| Invoice: I21006263      |            |        |                           | 119.25                       | 41654861 586100      | FIN/BACKGROUND CHECKS          |    |           |          |
|                         |            |        |                           | AGENCY DISBURSEMENTS         |                      |                                |    |           |          |
| CHECK 356915 TOTAL:     |            |        |                           |                              |                      |                                |    |           | 119.25   |
| 356916                  | 07/28/2021 | PRTD   | 2251 WA ST TREASURER      | 249656                       | JUN21 SBCC           | 06/30/2021                     |    | 07/25/21  | 256.00   |
| Invoice: JUN21 SBCC     |            |        |                           | 256.00                       | 41652860 586000      | JUN21 OUT COURT REMIT SBCC     |    |           |          |
|                         |            |        |                           | SBCC BLDG.-OUT               |                      |                                |    |           |          |
| Invoice: JUN21          |            |        |                           | 249657                       | JUN21                | 06/30/2021                     |    | 07/25/21  | 2,459.15 |
|                         |            |        |                           | 1,051.65                     | 41611860 586000      | JUN21 OUT COURT REMIT          |    |           |          |
|                         |            |        |                           | 354.76                       | 41610860 586000      | PSEA 60% OUT                   |    |           |          |
|                         |            |        |                           | 27.40                        | 41619860 586000      | PSEA 30% OUT                   |    |           |          |
|                         |            |        |                           | 108.76                       | 41616860 586000      | PSEA 3 - STATE DISB OUT        |    |           |          |
|                         |            |        |                           | 45.63                        | 41616860 586000      | THEFT PRV&TR BRAIN INJ-OUT     |    |           |          |
|                         |            |        |                           | 280.35                       | 41614860 586000      | THEFT PRV&TR BRAIN INJ-OUT     |    |           |          |
|                         |            |        |                           | .18                          | 41615860 586000      | JUDICIAL INFO SYST.-OUT        |    |           |          |
|                         |            |        |                           | 1.04                         | 41615860 586000      | BREATH TEST-CUSTODIAL          |    |           |          |
|                         |            |        |                           | 54.28                        | 41618860 586000      | BREATH TEST-CUSTODIAL          |    |           |          |
|                         |            |        |                           | 10.03                        | 41612860 586311      | TRAUMA CARE-OUT                |    |           |          |
|                         |            |        |                           | 191.00                       | 41618860 586000      | DOM VIOLENCE PROT ORD VIOLATIO |    |           |          |
|                         |            |        |                           | 44.46                        | 41618860 586000      | TRAUMA CARE-OUT                |    |           |          |
|                         |            |        |                           | 252.31                       | 41618860 586000      | TRAUMA CARE-OUT                |    |           |          |
|                         |            |        |                           | 37.30                        | 41615860 586961      | STATE CRIME LAB                |    |           |          |
| CHECK 356916 TOTAL:     |            |        |                           |                              |                      |                                |    |           | 2,715.15 |
| 356917                  | 07/28/2021 | PRTD   | 4513 WM CORPORATE SERVICE | 249676                       | 0038856-1048.9       | 07/01/2021                     |    | 07/25/21  | 2,757.10 |
| Invoice: 0038856-1048.9 |            |        |                           | 2,757.10                     | 73425358 54790100551 | PW/SOLID WASTE DISPOSAL        |    |           |          |
|                         |            |        |                           | BIOSOLIDS WASTE DISPOSAL     |                      |                                |    |           |          |

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 356917 TOTAL: 2,757.10

356918 07/28/2021 PRTD  
Invoice: 645448

499 WESTBAY AUTO PARTS I

249658 645448  
14.16 73638935 531100

07/02/2021 07/25/21  
PW/RADIATOR & OIL CAPS  
O&M-STD ALLOCATION-SUPPLIES

14.16

Invoice: 646854

249659 646854  
81.68 990 141100

07/08/2021 07/25/21  
PW/BUE DEF  
MERCHANDISE

81.68

Invoice: 647119

249660 647119  
5.06 990 141100

07/09/2021 07/25/21  
PW/OIL FILTER  
MERCHANDISE

5.06

CHECK 356918 TOTAL: 100.90

356919 07/28/2021 PRTD  
Invoice: 68419718

2607 ZEE MEDICAL SERVICE

249661 68419718  
31.21 91011183 531100

07/07/2021 07/25/21  
CITY HALL FIRST AID RESTOCK  
GG-C/E-CH CLEANING-SUPPLIES

31.21

Invoice: 68419720

249662 68419720  
10.44 51011215 531100

07/07/2021 07/25/21  
PW/FIRST AID RESTOCK  
POLICE - C/E FACIL SUPPLIES

10.44

Invoice: 68419726

249663 68419726  
292.92 73637891 531100

07/12/2021 07/25/21  
PW/FIRST AID RESTOCK  
OFFICE SUPPLIES

292.92

CHECK 356919 TOTAL: 334.57

NUMBER OF CHECKS 87 \*\*\* CASH ACCOUNT TOTAL \*\*\* 491,400.14

|                      | COUNT | AMOUNT     |
|----------------------|-------|------------|
| TOTAL PRINTED CHECKS | 87    | 491,400.14 |

\*\*\* GRAND TOTAL \*\*\* 491,400.14

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JOURNAL ENTRIES TO BE CREATED

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| YEAR PER<br>SRC ACCOUNT | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT      | CREDIT     |
|-------------------------|-----------------|----------|--------|-------|-------|--------------------------------|------|------------|------------|
| 2021 7 166              |                 |          |        |       |       |                                |      |            |            |
| APP 401-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | ACCOUNTS PAYABLE               |      | 3,326.25   |            |
| APP 635-111100          | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 402-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | CASH                           |      |            | 491,400.14 |
| APP 001-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 631-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | ACCOUNTS PAYABLE               |      | 29,008.49  |            |
| APP 407-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 171-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 146,521.80 |            |
| APP 650-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 101-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | ACCOUNTS PAYABLE               |      | 4,372.21   |            |
| APP 301-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 104-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | ACCOUNTS PAYABLE               |      | 6,629.91   |            |
| APP 403-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 901-213000          | 07/28/2021      | 07/25/21 | 072821 |       |       | TBF-A/P                        |      | 150.00     |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | ACCOUNTS PAYABLE               |      | 3,253.58   |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | STREETS - ACCOUNTS PAYABLE     |      | 88,581.05  |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | ACCOUNTS PAYABLE               |      | 194,467.20 |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | CIVIC IMPR - ACCOUNTS PAYABLE  |      | 14,028.56  |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | ACCOUNTS PAYABLE               |      | 974.35     |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | ACCOUNTS PAYABLE               |      | 86.74      |            |
|                         | 07/28/2021      | 07/25/21 | 072821 |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| GENERAL LEDGER TOTAL    |                 |          |        |       |       |                                |      | 491,400.14 | 491,400.14 |
| APP 631-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | DUE TO/FROM CLEARING           |      | 487,027.93 |            |
| APP 401-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | DUE TO/FROM CLEARING           |      |            | 3,326.25   |
| APP 402-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | DUE TO/FROM CLEARING           |      |            | 29,008.49  |
| APP 001-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | GENERAL - DUE TO/FROM CLEARING |      |            | 146,521.80 |
| APP 407-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | DUE TO/FROM CLEARING           |      |            | 6,629.91   |
| APP 171-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | TBF-DUE TO/FROM CLEARING       |      |            | 150.00     |
| APP 650-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | DUE TO/FROM CLEARING           |      |            | 3,253.58   |
| APP 101-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | STREETS - DUE TO/FROM CLEARING |      |            | 88,581.05  |
| APP 301-130000          | 07/28/2021      | 07/25/21 | 072821 |       |       | DUE TO/FROM CLEARING           |      |            | 194,467.20 |

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JOURNAL ENTRIES TO BE CREATED

| YEAR PER<br>SRC ACCOUNT        | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT      | CREDIT     |
|--------------------------------|-----------------|----------|--------|-------|-------|--------------------------------|------|------------|------------|
| APP 104-130000                 | 07/28/2021      | 07/25/21 | 072821 |       |       | CIVIC IMPR DUE TO/FROM CLEAR'G |      |            | 14,028.56  |
| APP 403-130000                 | 07/28/2021      | 07/25/21 | 072821 |       |       | DUE TO/FROM CLEARING           |      |            | 974.35     |
| APP 901-130000                 | 07/28/2021      | 07/25/21 | 072821 |       |       | DUE TO/FROM CLEARING           |      |            | 86.74      |
|                                | 07/28/2021      | 07/25/21 | 072821 |       |       |                                |      |            |            |
| SYSTEM GENERATED ENTRIES TOTAL |                 |          |        |       |       |                                |      | 487,027.93 | 487,027.93 |
| JOURNAL 2021/07/166 TOTAL      |                 |          |        |       |       |                                |      | 978,428.07 | 978,428.07 |

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                            | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                             | DEBIT      | CREDIT     |
|------------------------------------------------------------|----------|-----|------------|-----------------------------------------------------------------|------------|------------|
| 001 GENERAL FUND<br>001-130000<br>001-213000               | 2021 7   | 166 | 07/28/2021 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE    | 146,521.80 | 146,521.80 |
|                                                            |          |     |            | FUND TOTAL                                                      | 146,521.80 | 146,521.80 |
| 101 STREET FUND<br>101-130000<br>101-213000                | 2021 7   | 166 | 07/28/2021 | STREETS - DUE TO/FROM CLEARING<br>STREETS - ACCOUNTS PAYABLE    | 88,581.05  | 88,581.05  |
|                                                            |          |     |            | FUND TOTAL                                                      | 88,581.05  | 88,581.05  |
| 104 CIVIC IMPROVEMENT FUND<br>104-130000<br>104-213000     | 2021 7   | 166 | 07/28/2021 | CIVIC IMPR DUE TO/FROM CLEAR'G<br>CIVIC IMPR - ACCOUNTS PAYABLE | 14,028.56  | 14,028.56  |
|                                                            |          |     |            | FUND TOTAL                                                      | 14,028.56  | 14,028.56  |
| 171 TRANSP BEN FUND<br>171-130000<br>171-213000            | 2021 7   | 166 | 07/28/2021 | TBF-DUE TO/FROM CLEARING<br>TBF-A/P                             | 150.00     | 150.00     |
|                                                            |          |     |            | FUND TOTAL                                                      | 150.00     | 150.00     |
| 301 CAPITAL CONSTRUCTION FUND<br>301-130000<br>301-213000  | 2021 7   | 166 | 07/28/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 194,467.20 | 194,467.20 |
|                                                            |          |     |            | FUND TOTAL                                                      | 194,467.20 | 194,467.20 |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000       | 2021 7   | 166 | 07/28/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 3,326.25   | 3,326.25   |
|                                                            |          |     |            | FUND TOTAL                                                      | 3,326.25   | 3,326.25   |
| 402 SEWER OPERATING FUND<br>402-130000<br>402-213000       | 2021 7   | 166 | 07/28/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 29,008.49  | 29,008.49  |
|                                                            |          |     |            | FUND TOTAL                                                      | 29,008.49  | 29,008.49  |
| 403 STORM & SURFACE WATER FUND<br>403-130000<br>403-213000 | 2021 7   | 166 | 07/28/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 974.35     | 974.35     |
|                                                            |          |     |            | FUND TOTAL                                                      | 974.35     | 974.35     |
| 407 BUILDING & DEVELOPMENT FUND                            | 2021 7   | 166 | 07/28/2021 |                                                                 |            |            |

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                             | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                              | DEBIT                  | CREDIT     |
|-------------------------------------------------------------|----------|-----|------------|--------------------------------------------------|------------------------|------------|
| 407-130000<br>407-213000                                    |          |     |            | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE         | 6,629.91               | 6,629.91   |
|                                                             |          |     |            | FUND TOTAL                                       | 6,629.91               | 6,629.91   |
| 631 CLEARING FUND<br>631-130000<br>631-213000<br>635-111100 | 2021 7   | 166 | 07/28/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE<br>CASH | 487,027.93<br>4,372.21 | 491,400.14 |
|                                                             |          |     |            | FUND TOTAL                                       | 491,400.14             | 491,400.14 |
| 650 AGENCY FUND<br>650-130000<br>650-213000                 | 2021 7   | 166 | 07/28/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE         | 3,253.58               | 3,253.58   |
|                                                             |          |     |            | FUND TOTAL                                       | 3,253.58               | 3,253.58   |
| 901 CITY-WIDE REPORTING FUND<br>901-130000<br>901-213000    | 2021 7   | 166 | 07/28/2021 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE         | 86.74                  | 86.74      |
|                                                             |          |     |            | FUND TOTAL                                       | 86.74                  | 86.74      |



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JOURNAL ENTRIES TO BE CREATED

| FUND |                             | DUE TO     | DUE FROM   |
|------|-----------------------------|------------|------------|
| 001  | GENERAL FUND                |            | 146,521.80 |
| 101  | STREET FUND                 |            | 88,581.05  |
| 104  | CIVIC IMPROVEMENT FUND      |            | 14,028.56  |
| 171  | TRANSP BEN FUND             |            | 150.00     |
| 301  | CAPITAL CONSTRUCTION FUND   |            | 194,467.20 |
| 401  | WATER OPERATING FUND        |            | 3,326.25   |
| 402  | SEWER OPERATING FUND        |            | 29,008.49  |
| 403  | STORM & SURFACE WATER FUND  |            | 974.35     |
| 407  | BUILDING & DEVELOPMENT FUND |            | 6,629.91   |
| 631  | CLEARING FUND               | 487,027.93 |            |
| 650  | AGENCY FUND                 |            | 3,253.58   |
| 901  | CITY-WIDE REPORTING FUND    |            | 86.74      |
|      | TOTAL                       | 487,027.93 | 487,027.93 |

\*\* END OF REPORT - Generated by Carrie L. Freitas \*\*

## RETAINAGE RELEASE

7/13/2021


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A/P CASH DISBURSEMENTS JOURNALP 1  
apcshdsb

|                              |            |        |                           |                  |                     |                                      |                   |     |           |           |
|------------------------------|------------|--------|---------------------------|------------------|---------------------|--------------------------------------|-------------------|-----|-----------|-----------|
| CASH ACCOUNT: 628            |            | 111100 | CASH-RETAINAGE            |                  | VOUCHER             | INVOICE                              | INV DATE          | PO  | CHECK RUN | NET       |
| CHECK NO                     | CHK DATE   | TYPE   | VENDOR NAME               |                  |                     |                                      | INVOICE DTL DESC  |     |           |           |
| 198                          | 07/13/2021 | PRTD   | 7570 GRANITE CONSTRUCTION | 249441           | RETREL-1074         | 07/02/2021                           |                   |     | RT071321  | 25,091.60 |
| Invoice: RETREL-1074         |            |        |                           |                  |                     | 2020 ASPHALT REPAIR: RET & INTEREST  |                   |     |           |           |
|                              |            |        |                           | 25,091.60        | 41628860            | 586000                               | RETAINAGE RELEASE |     |           |           |
|                              |            |        |                           |                  |                     |                                      | CHECK             | 198 | TOTAL:    | 25,091.60 |
| 199                          | 07/13/2021 | PRTD   | 124 WA ST DEPT OF REVENUE | 249442           | RETREL-799/851/1028 | 07/06/2021                           |                   |     | RT071321  | 4,653.39  |
| Invoice: RETREL-799/851/1028 |            |        |                           |                  |                     | 2190060/2019 ANNUAL DRAINAGE RET+INT |                   |     |           |           |
|                              |            |        |                           | 4,653.39         | 41628860            | 586000                               | RETAINAGE RELEASE |     |           |           |
|                              |            |        |                           |                  |                     |                                      | CHECK             | 199 | TOTAL:    | 4,653.39  |
|                              |            |        |                           | NUMBER OF CHECKS | 2                   | *** CASH ACCOUNT TOTAL ***           |                   |     |           | 29,744.99 |
|                              |            |        |                           |                  |                     | COUNT                                | AMOUNT            |     |           |           |
| TOTAL PRINTED CHECKS         |            |        |                           |                  |                     | 2                                    | 29,744.99         |     |           |           |
| *** GRAND TOTAL ***          |            |        |                           |                  |                     |                                      |                   |     |           | 29,744.99 |

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CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

| YEAR PER<br>SRC ACCOUNT     | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC                         | T OB | DEBIT     | CREDIT    |
|-----------------------------|-----------------|----------|--------|-------|-------|---------------------------------------------------|------|-----------|-----------|
| 2021 7 71<br>APP 622-213000 | 07/13/2021      | RT071321 | RETREL |       |       | ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL |      | 29,744.99 |           |
| APP 628-111100              | 07/13/2021      | RT071321 | RETREL |       |       | CASH-RETAINAGE<br>AP CASH DISBURSEMENTS JOURNAL   |      |           | 29,744.99 |
| JOURNAL 2021/07/71 TOTAL    |                 |          |        |       |       |                                                   |      | 29,744.99 | 29,744.99 |

07/13/2021 11:27  
cfreitas

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND       | ACCOUNT               | YEAR | PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION | DEBIT     | CREDIT    |
|------------|-----------------------|------|-----|-----|------------|---------------------|-----------|-----------|
| 622        | EXPENDABLE TRUST FUND | 2021 | 7   | 71  | 07/13/2021 |                     |           |           |
|            | 622-213000            |      |     |     |            | ACCOUNTS PAYABLE    | 29,744.99 |           |
|            | 628-111100            |      |     |     |            | CASH-RETAINAGE      |           | 29,744.99 |
| FUND TOTAL |                       |      |     |     |            |                     | 29,744.99 | 29,744.99 |

\*\* END OF REPORT - Generated by Carrie L. Freitas \*\*



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Approve City Council Meeting Minutes,

**SUMMARY:** Council will consider approval of meeting minutes.

**AGENDA CATEGORY:** Minutes

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve meeting minutes.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[July 6, 2021 Study Session Minutes.pdf](#)

[July 13, 2021 Regular City Council Meeting Minutes.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY COUNCIL STUDY SESSION  
TUESDAY, JULY 6, 2021

MEETING MINUTES

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

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

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

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

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

3) [FUTURE COUNCIL AGENDAS](#)

**3.A [Future Council Agendas](#)**

[Cover Page](#)

[Council Agenda Topics for Upcoming Meetings.pdf](#)

City Manager King reviewed future Council agendas.

4) [PRESENTATIONS](#)

**4.A [Receive 2017-2020 Status of Bainbridge Island Housing Biennial Report in accordance with Comprehensive Plan Housing Element Goals 1 & 2 - Planning](#)**

[Cover Page](#)

[2017-2020 Biennial Housing Report](#)

[Appendix A 2017 2020 Bremerton-Silverdale MSA HUD Median Income Limit](#)

[Appendix B](#)

[July 6 Council Presentation.pptx](#)

[Housing Element.pdf](#)

Planning Director Wright introduced the agenda item. Senior Planner Sutton provided a presentation, and Council discussed the topic.

Planning Director Wright will bring back a revised report and additional information.

5) COUNCIL DISCUSSION

**5.A Discuss Transfer of Development Rights (TDR) Program**

[Cover Page](#)

[ECONorthwest Professional Services Agreement 2018](#)

[ECONorthwest Amendments 1 and 2.pdf](#)

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

There was consensus to resume the work program for the development and implementation of the TDR program and to move forward with ECONorthwest to determine the economic value of TDR right.

**5.B Consider Proposal to Amend the Climate Change Advisory Committee Workplan to Stimulate Community Ideas and Forward Recommendations to Council**

[Cover Page](#)

[CCAC 2020 Progress Report and 2021 Workplan January 21st 2021.docx](#)

City Manager King introduced the agenda item. Councilmember Schneider provided additional information on the topic.

**MOTION:** I move to add to the CCAC work plan the general authority and discretion to analyze proposals from the community in furtherance of the Climate Action Plan.

**Schneider/Nassar:** The motion carried unanimously, 7-0.

6) FOR THE GOOD OF THE ORDER

Mayor Nassar mentioned an opportunity to sign a letter on climate initiatives.

Councilmember Carr asked if a Councilmember could attend the July 8, 2021 Planning Commission meeting as liaison in her place. Councilmember Fantroy-Johnson will attend.

7) ADJOURNMENT

Deputy Mayor Pollock adjourned the meeting at 8:02 p.m.

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Rasham Nassar, Mayor

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Christine Brown, CMC, City Clerk



REGULAR CITY COUNCIL BUSINESS MEETING  
TUESDAY, JULY 13, 2021

MEETING MINUTES

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

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

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

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

Councilmember Fantroy-Johnson moved and Deputy Mayor Pollock seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) [PUBLIC COMMENT](#)

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

[Cover Page](#)

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

Bob Scales spoke about a tax title property.

Tyler Hannon spoke about a tax title property.

Sal DeRosalia spoke about a conflict of interest on Council.

Dan Mallove spoke on behalf of Tyler Hannon and a tax title property.

Walt Hannon spoke about a tax title property [comment provided later in the meeting due to technical difficulties].

4) [CITY MANAGER'S REPORT](#)

**4.A City Manager's Report**

[Cover Page](#)

[City Manager's Report - July 13, 2021, Business Meeting.docx](#)

[Admin Policy\\_Traffic Ops Committee\\_Final.pdf](#)

[Telecommuting Policy.pdf](#)

[Telecommuting Eligibility Checklist.pdf](#)



City Manager King provided information on the Traffic Operations Committee and the telecommuting policy.

5) CONSENT AGENDA

**5.A Agenda Bill for Consent Agenda**

[Cover Page](#)

**5.B Approve Accounts Payable and Payroll**

[Cover Page](#)

[PR Council Report 7-6-21.pdf](#)

[AP Report to Council of Cash Disbursements 07-14-21.pdf](#)

**5.C Approve City Council Meeting Minutes**

[Cover Page](#)

[City Council Study Session Minutes, June 15, 2021.pdf](#)

[City Council Regular Business Meeting Minutes, June 22, 2021.pdf](#)

**5.D Award Annual Roads Program Contract (\$425,634.40) - Public Works [Removed from the Consent Agenda]**

[Cover Page](#)

[2021 Roads Project Contract.docx](#)

[2021 Annual Roads\\_Bid Form.docx](#)

[2021 Annual Roads Map.jpg](#)

**5.E Consider Approval of COVID Cleaning Professional Services Agreement Amendment No. 4 and Budget Amendment; \$24,624 - Public Works**

[Cover Page](#)

[Amendment No. 4 Emergency COVID Cleaning Contract.docx](#)

[Janitorial COVID Original Agreement.pdf](#)

[Janitorial COVID PSA Amend No. 1.pdf](#)

[Janitorial COVID PSA Amend No. 2.pdf](#)

[COVID CLEANING AMEND 3\\_Executed.pdf](#)

[Resolution\\_No.\\_2020-06\\_COVID-19 Emerg Proclamation\\_031020.pdf](#)

**5.F Consider Approval of City Hall Repairs Project Change Order No. 3 - Public Works**

[Cover Page](#)

[City Hall Repairs CO#3.xlsx](#)

[Meng Analysis CH Repair CO# 3 explanation.pdf](#)

[City Hall Repairs Orig & CO 1&2.pdf](#)

**5.G Approve Resolution No. 2021-11, Affirming the Proclamation Issued by the City Manager Terminating the March 9, 2020, Proclamation of Emergency Related to the COVID-19 Pandemic - Executive**

[Cover Page](#)

[Resolution No. 2021-11 Terminating the COVID-19 Emergency Proclamation.docx](#)

[Proclamation of Emergency - COVID-19 - Executed 3-9-2020.pdf](#)

[Proclamation Terminating Emergency Proclamation.pdf](#)

- 5.H Approve the Registered Sex Offender Address and Residency Verification Grant Memorandum of Understanding with the Kitsap County Sheriff's Office (\$1,000) - Police**  
[Cover Page](#)  
[2021-22 WASPC KCSO Registered Sex Offender Grant MOU.pdf](#)
- 5.I Authorize Salmon Recovery Funding Board Grant Sponsorship - Springbrook Creek Fish Passage Project (\$85,000 Grant; \$50,000 City Match) - Public Works**  
[Cover Page](#)  
[WA RCO Authorization.pdf](#)  
[WSPER 2021 Habitat Project List Proposed 6.2.2021.pdf](#)
- 5.J Amend (Increase) Springbrook Creek Fish Passage Project Budget (\$85,000 Grant; \$50,000 City Match) and Authorize \$185,000 Budget Amendment - Public Works**  
[Cover Page](#)  
[WA RCO Authorization.pdf](#)  
[WSPER 2021 Habitat Project List Proposed 6.2.2021.pdf](#)  
[Transportation CIP 2021-26.pdf](#)  
[Stormwater CIP 2021-26.pdf](#)
- 5.K Increase City Manager's Change Order Authority for the Eagle Harbor Drive Phase II Non-Motorized Improvement Project (\$230,000.00) [Removed from the Consent Agenda]**  
[Cover Page](#)  
[CIP Project 1077 EH PH II.pdf](#)  
[EH PH II X-Section Rev 202100708.pdf](#)
- 5.L Consider Canceling August 3, 2021, City Council Study Session for Council Recess**  
[Cover Page](#)

Mayor Nassar pulled item 5.K from the Consent Agenda. Councilmember Carr pulled item 5.D from the Consent Agenda.

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

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

- 5.K Increase City Manager's Change Order Authority for the Eagle Harbor Drive Phase II Non-Motorized Improvement Project (\$230,000.00) [Removed from the Consent Agenda]**  
[Cover Page](#)  
[CIP Project 1077 EH PH II.pdf](#)  
[EH PH II X-Section Rev 202100708.pdf](#)

Public Works Director Wierzbicki introduced the agenda item, and Council discussed the project.

**MOTION:** I am going to state the recommended motion to increase the City Manager's change order authority for the Eagle Harbor Drive Phase II Non-Motorized Improvement project up to \$250,000.00 to support the construction of separated bicycle facilities on both sides of the project alignment.

**Schneider/Deets:** The motion carried 6 – 1.

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

**5.D Award Annual Roads Program Contract (\$425,634.40) - Public Works [Removed from the Consent Agenda]**

[Cover Page](#)

[2021 Roads Project Contract.docx](#)

[2021 Annual Roads\\_Bid Form.docx](#)

[2021 Annual Roads Map.jpg](#)

Public Works Director Wierzbicki introduced the agenda item. Councilmember Carr expressed concerns related to road maintenance, and Council discussed non-motorized facilities.

**MOTION:** I make the motion to award the 2021 Annual Roads Program contract to Central Paving LLC in the amount of \$425,634.40.

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

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

6) FUTURE COUNCIL AGENDAS

**6.A Future Council Agendas**

[Cover Page](#)

[Council Agenda Topics for Upcoming Meetings.pdf](#)

City Manager King reviewed future Council agendas.

Councilmember Carr asked to add the Planning Commission recommendations on Ordinance 2021-12 and Resolution No. 2021-07 and an addition to BMC 18.16 relating to wildfire mitigation to the next business meeting. Council supported adding the two items to the July 27, 2021 business meeting.

Councilmember Fantroy-Johnson asked to add a presentation on the Wintergreen project to a future agenda. Mayor Nassar will follow-up with the City Manager, staff, and interested parties to determine the primary regulatory request and will return it to Council.

Councilmember Hytopoulos asked for a discussion on a state statute to provide additional housing density for religious organizations to build affordable housing on their property, and Council concurred.

Councilmember Hytopoulos asked for a report on fireworks regulations and enforceability. City Manager King will bring back a report under a future City Manager's Report.

7) UNFINISHED BUSINESS

**7.A Approve Ordinance No. 2021-21 Relating to Repealing Ordinance No. 2021-13 and Thereby Terminating Requirements Relating to Hazard Pay for Grocery Workers - Executive**

[Cover Page](#)

[Ordinance No. 2021-21 Relating to Repealing Ordinance No. 2021-13 Regarding Hazard Pay for Grocery Workers](#)

[\[For Background\] Ordinance No. 2021-13 Relating to Hazard Pay for Grocery Workers](#)

City Attorney Levan introduced the agenda item.

**MOTION:** I move to approve Ordinance No. 2021-21.

**Deets/Carr:** The motion carried 5 – 2.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Michael Pollock, Christy Carr

NOES: Kirsten Hytopoulos, Brenda Fantroy-Johnson

ABSENT: None

ABSTAIN: None

**7.B Approve Plastics and Waste Reduction Task Force Form and Appoint Councilmembers - Councilmember Deets**

[Cover Page](#)

[Plastic and Waste Reduction Task Force.pdf](#)

Councilmember Deets introduced the agenda item.

**MOTION:** I move to approve the Plastics and Waste Reduction Task Force form.

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

**MOTION:** I move to appoint Councilmember Deets, Councilmember Hytopoulos, and Councilmember Schneider to the Plastics and Waste Reduction Task Force.

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

8) NEW BUSINESS

**8.A Consider Approval of Bond Delegation Ordinance No. 2021-19 Relating to the Refunding of \$2.95 Million of 2011 Limited Tax General Obligation Bonds - Finance**

[Cover Page](#)

[Slides\\_for\\_CC\\_07132021.pptx](#)

[Ordinance 2021-19 Bond Ordinance City of Bainbridge Island LTGO Ref Bond, 2021.docx](#)

[REF2011B\(BAINCITY\) Refund 2011 LTGO \(Bank Placement\) 5.17.21.pdf](#)

[SOE City of Bainbridge Island 2021 LTGO Refunding.pdf](#)

Finance Director Pitts provided a presentation on the agenda item.

**MOTION:** I move to approve Ordinance No. 2021-19 which authorizes the Finance Director, or the Deputy City Manager or City Manager in the absence of the Finance Director, as the City's designated representative and authorizes the designated representative to conduct the sale of bonds when the terms are deemed the most advantageous to the City.

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

#### **8.B Consider Process for Addressing Kitsap County-owned Tax Title Properties - Public Works**

[Cover Page](#)

[Tax Title Properties PW Staff Memo.docx](#)

Public Works Director Wierzbicki introduced the agenda item, and Council discussed the topic.

**MOTION:** I move to direct the City Manager to develop a policy for the purchase of tax title properties in general.

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

**MOTION:** I move to direct the City Manager to move forward with the purchase of the subject Kitsap County tax title land.

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

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Michael Pollock, Christy Carr, Brenda Fantroy-Johnson

NOES: Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

Councilmember Schneider moved to amend the motion to require the parties to meet to find a solution prior to the City purchasing the parcel. The motion failed for lack of a second.

#### **8.C Consider Proposal to Purchase "Reflections" Artwork for \$11,500 and Authorize the Associated Expenditure from the Public Art Subfund - Public Art Committee**

[Cover Page](#)

[Reflection Purchase Proposal Revised for CC 07132021](#)

[Public Art Subfund Update as of June 30, 2021 \(preliminary\)](#)

Mayor Nassar introduced agenda item. Denise Stoughton, Public Art Committee, provided a presentation on the proposed purchase.

**MOTION:** I move to authorize the City Manager to negotiate and execute an agreement for the purchase of the artwork "Reflections" and to authorize expenditure of \$11,500 from the Public Art Subfund.

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

#### **8.D Consider Confirmation of Recommended Appointments to the Environmental Technical Advisory Committee - Council**

[Cover Page](#)

[Frazer - ETAC \(Redacted\).pdf](#)

[Gander - ETAC \(Redacted\).pdf](#)

[Harmon - ETAC \(Redacted\).pdf](#)

[Kossik - ETAC \(Redacted\).pdf](#)

[Kratzer - ETAC \(Redacted\).pdf](#)

Mayor Nassar introduced the agenda item.

**MOTION:** I move to forward for approval with the July 27, 2021, Consent Agenda confirmation of the recommended reappointment to the Environmental Technical Advisory Committee of Charlie Kratzer to Position 3 through June 2024.

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

**MOTION:** I move to forward for approval with the July 27, 2021, Consent Agenda confirmation of the recommended appointment to the Environmental Technical Advisory Committee of Malcolm Gander to Position 4 through June 2024.

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

**MOTION:** I move to forward for approval with the July 27, 2021, Consent Agenda confirmation of the recommended reappointment to the Environmental Technical Advisory Committee of Dylan Frazer to Position 7 through June 2023.

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

**MOTION:** I move to forward for approval with the July 27, 2021, Consent Agenda confirmation of the recommended appointment to the Environmental Technical Advisory Committee of Brian Harmon to Position 9 through June 2024.

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

## 9) COUNCIL DISCUSSION

### 9.A Consider Removal of Councilmember Message from COBI Connects Cover Page

Mayor Nassar introduced the agenda item.

**MOTION:** I move to direct the City Manager to remove the Councilmember message from COBI Connects.

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

## 10) COMMITTEE REPORTS

Councilmember Deets provided an update on Kitsap Transit, Kitsap Emergency Management Council, and Kitsap Regional Coordinating Council.

## 11) FOR THE GOOD OF THE ORDER

Councilmember Deets mentioned his experience with the PINGO ride-sharing app.

## 12) ADJOURNMENT

Mayor Nassar adjourned the meeting at 8:50 p.m.

---

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Consider Ford F450 Crew Cab Flatbed Truck Procurement (\$83,631.04) - Public Works,

**SUMMARY:** Public Works staff is requesting authorization to purchase a Ford F450 Crew Cab Flatbed Truck for maintaining the City's utilities.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Approve purchase of a Ford F450 Crew Cab Flatbed Truck in the amount of \$83,631.04 for maintaining the City's utilities.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

|                                    |             |
|------------------------------------|-------------|
| <b>Amount:</b>                     | \$83,631.04 |
| <b>Ongoing Cost:</b>               |             |
| <b>One-Time Cost:</b>              | \$83,631.04 |
| <b>Included in Current Budget?</b> | Yes         |

**BACKGROUND:** Public Works has a need for a Ford F450 Crew Cab Flatbed Truck for the maintenance of City utilities.

Public Works vehicles typically follows a ten-year replacement schedule or 100,000 miles, depending on the amount of service and type of use. This proposed purchase replaces equipment #32 and is listed on the 2021 CIP for replacement.

The Public Works Department utilizes the State of Washington State bid program to purchase new vehicles whenever possible, making use of volume pricing discounts.

Public Works staff has worked with Bud Clary Ford using the Washington State Department of Enterprise Services for the purchase of a Ford F450 Crew Cab Flatbed Truck in the amount of \$79,416.01 including sales tax and also associated plow, spreader equipment, etc. from PMI Truck Bodies Inc in the amount of \$4,215.03



totaling \$83,631.04. Additional funds will also be needed for equipment upfitting once the vehicles are purchased.

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

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

**ATTACHMENTS:**

[Enterprise Services Purchase Request.pdf](#)

[PMI Truck Bodies Quote.pdf](#)

**FISCAL DETAILS:** There is \$120,000 in the Equipment, Rental and Revolving Fund for this purchase. The remaining budget will be used for additional upfit.

Funds: Water and SSWM 50/50 split

**Fund Name(s):** Water Fund

**Coding:**

Organization Purchase Request Details

Organization Information

Contract #: 05916 - Motor Vehicles

Status: Submitted To Dealer

Organization: 21804 - BAINBRIDGE ISLAND, CITY OF - 21804

Order Contact: Joel Goodwin

Contact Phone: 206 730 5164

Contact Email: jgoodwin@bainbridgewa.gov

Dealer: Bud Clary Ford Hyundai (formerly Columbia Ford) - W403

Dealer Address: 700 7th Avenue / PO Box 127  
Longview WA 98632

Internal Notes:

Comments To Dealer:

Dealer Reference #: 21-0482 N895

Dealer Comments: Please send a copy of your PO. 05/11/21 Revised to delete #2431 Trailer Hitch \$862.00, included in body. 03/29/21 Revised to add #0002, #0003, #0010 - info only, delete #0046 Extra Heavy Service Front Suspension Package (Increases 500-1,000 lbs.)(67X) \$120.00, delete #0048 Snow Plow Prep Package (473) \$549.00, add #20025 Dual Alternators (67B) \$110.00

Quote #: 2021-3-604

Submit Date: 03-25-2021

Order Date:

Expected Delivery Date:

Delivery Date:

Cancel Date:

Organization Reference #: City of Bainbridge Island

Organization PO #:

Dealer Contact: Marie Tellinghuisen

Dealer Phone: (360) 423-4321 Ext: 7187

Dealer Email: ford.orders@budclary.com

Color Options

| Color Name        | Quantity |
|-------------------|----------|
| Oxford White (Z1) | 1        |
| Tax Exempt: N     |          |

Vehicle Options

| Order Code     | Order Code Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Qty | Unit Price  | Ext. Price  |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|-------------|
| 2021-0913-0001 | 2021 Ford F450 4WD Cab and Chassis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1   | \$36,558.00 | \$36,558.00 |
| 2021-0913-0002 | INFORMATION ONLY: Columbia Ford offers a \$300 Prompt Payment Discount if payment is received within 20 days of vehicle delivery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1   | \$0.00      | \$0.00      |
| 2021-0913-0003 | INFORMATION ONLY: Columbia Ford CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. \$500 cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. \$750 cancellation fee if vehicle has been delivered to customer and must be picked up by dealer and re-stocked into inventory. Absolutely NO cancellation if customer has licensed/registered vehicle. Upfits/Equipment ordered for vans, trucks, chassis cabs and police/fire vehicles will have a 10-30% re-stocking fee; custom bodies cannot be cancelled. | 1   | \$0.00      | \$0.00      |
| 2021-0913-0010 | 2021 Ford F450 4WD Cab and Chassis, Regular Cab, 145WB, 60CA, DRW, 16,000# GVWR, 7.3L 2V DECVT NA PFI V8 Gas, 10-Speed Automatic w/ Selectable Drive Modes, 225/70Rx19.5G BSW A/P Tires (Set/6), 4.88 RAR (F4H/650A/145WB/99N/44G/TGJ/X48/68L) -- THIS IS THE BASE VEHICLE, please review Vehicle Standard Specifications for complete description.                                                                                                                                                                                                                                                                                            | 1   | \$0.00      | \$0.00      |
| 2021-0913-0015 | Alternative Wheelbase, Extended Cab, 192WB, 84CA (X4H/192WB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1   | \$2,906.00  | \$2,906.00  |
| 2021-0913-0018 | 16,500# GVWR Upgrade (Available with all wheelbases and engines) (D68L) (No charge)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1   | \$0.00      | \$0.00      |
| 2021-0913-0019 | Alternative Engine, 6.7L 4-Valve OHV PowerStroke V8 Turbo Diesel B20 with manual push-button Engine-Exhaust Braking/TorqShift 10-Speed Automatic w/ Selectable Drive Modes and Transmission Power Take-Off Provision (PTO) (Includes 4.10 RAR, Dual 750CCA Batteries, 220-AMP Alternator, Intelligent Oil Life Monitor) (99T/44G/62R/X41)                                                                                                                                                                                                                                                                                                      | 1   | \$8,910.00  | \$8,910.00  |
| 2021-0913-0039 | Operator Commanded Regeneration with Active Regeneration Inhibit (OCR) (Only Available with diesel)(98R)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1   | \$240.00    | \$240.00    |
| 2021-0913-0041 | High-Capacity Trailer Tow Package (includes 4.30 RAR Limited Slip Rear Axle and upgraded rear axle)(Increases GCW from 31,000 Lbs to 35,000 Lbs.) (Includes Trailer Brake Wiring Kit #531 unless Trailer Brake Controller #52B is ordered)(Only available with Diesel) (535/X4L)                                                                                                                                                                                                                                                                                                                                                               | 1   | \$898.00    | \$898.00    |
| 2021-0913-0042 | Trailer Brake Controller (verified to be compatible with electronic actuated drum brakes only, includes Smart Trailer Tow Connector) (N/A with Trailer Brake Wiring Kit #531)(52B)                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1   | \$259.00    | \$259.00    |
| 2021-0913-0044 | Limited Slip Rear Axle (4.88 RAR w/ gas, 4.10 RAR w/ diesel) (4.30 RAR w/ diesel if also ordering Extra HD Front Suspension #67P) (X8L/X4N/X4L)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1   | \$345.00    | \$345.00    |
| 2021-0913-0047 | Snow Plow Prep Package (if ordered w/ 6.7L Diesel Engine, includes 332-AMP Dual Alternators #67A) (if desired, 397-Amp Dual Alternators #67B may also be ordered) (Not compatible w/ other front suspension packages #67H, 67X or 67P) (473)                                                                                                                                                                                                                                                                                                                                                                                                   | 1   | \$240.00    | \$240.00    |
| 2021-0913-0063 | Skid Plate, Transfer Case (4x4 Only) (Not available with Regular Cab) (41P)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1   | \$96.00     | \$96.00     |
| 2021-0913-0064 | XL Only - Power Equipment Group (Regular/Extended Cab) [Includes manual-folding, manually-telescoping trailer tow mirrors with power heated glass, power windows, power door locks, remote keyless entry] (Includes (4) RKE Fobs w/ Integrated Key) (deletes passenger door lock cylinder) (90L/546)                                                                                                                                                                                                                                                                                                                                           | 1   | \$1,110.00  | \$1,110.00  |
| 2021-0913-0206 | Floor Mats, HD Rubber Molded, Front (Weather Tech)(DLR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1   | \$120.00    | \$120.00    |
| 2021-0913-0207 | Floor Mats, HD Rubber Molded, Rear (Weather Tech) (DLR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1   | \$100.00    | \$100.00    |
| 2021-0913-0208 | Flare Kit, 3-piece triangle with storage box, for roadside emergency use (DLR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1   | \$54.00     | \$54.00     |
| 2021-0913-0209 | Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1   | \$40.00     | \$40.00     |
| 2021-0913-0210 | Undercoating (wheel wells) (DLR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1   | \$125.00    | \$125.00    |
| 2021-0913-0211 | Service Manual, CD (DLR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1   | \$221.00    | \$221.00    |
| 2021-0913-0212 | Service Wiring Diagram, Paper (DLR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1   | \$87.00     | \$87.00     |
| 2021-0913-2102 | Lighting - Whelen Model: MC16PA 16in Century Mini Lightbar, quantity (1), (includes mounting on cab guard or headboard, not compatible with mounting on vehicle roof) (With body order only) (PM2102)                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1   | \$590.00    | \$590.00    |
| 2021-0913-2105 | Lighting - (1 pair) Whelen ION surface mount - Installed in front grill (With body order only) (PM2105)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1   | \$724.00    | \$724.00    |
| 2021-0913-2106 | Lighting - (1 pair) Whelen ION surface mount - Installed on rear of body (With body order only) (PM2106)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1   | \$724.00    | \$724.00    |
| 2021-0913-2411 | RUGBY 9-Foot Dump Body with 12in tall FOLD DOWN SIDES (Includes Dump and Hydraulics Installed) (FDS-9-3 2/3 YD Capacity) (60inCA DRW): Fold Down Sides, Rugby SR4016 Hoist, 10ga Construction, Cab Guard, Powder Coated Black, LED clearance lights, OEM tail lights, PMI Class V Dump Receiver, 7-Pin Flat plug, semi-automatic pull tarp, Installed. Installation of customer supplied OEM backup camera included. (PM2411)                                                                                                                                                                                                                  | 1   | \$12,846.00 | \$12,846.00 |
| 2021-0913-2417 | Dump Body Option: (3ea) Coal chute, installed left / center / right in tailgate (Must also order Rugby dump body) (PM2417)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1   | \$1,224.00  | \$1,224.00  |
| 2021-0913-2418 | Dump Body Option: (4ea) 2000lb weld on D ring, installed 1 per corner on wall (Must also order Rugby dump body) (PM2418)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1   | \$249.00    | \$249.00    |
| 2021-0913-2419 | Dump Body Option: (1 pair) Tailgate bumpers (Must also order Rugby dump body) (PM2419)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1   | \$457.00    | \$457.00    |
| 2021-0913-2498 | Option - Buyers Steel 24in wide tapered back pack with (4) doors (With body order only) (Requires 24in between body and cab) (PM2498)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1   | \$4,139.00  | \$4,139.00  |

Request Totals

|                  |             |
|------------------|-------------|
| Total Vehicles:  | 1           |
| Sub Total:       | \$73,262.00 |
| 8.4 % Sales Tax: | \$6,154.01  |
| Request Total:   | \$79,416.01 |

PMI Truck Bodies, Inc. (WA)  
 2219 112th Street E.  
 Tacoma, WA 98445-3731  
 253-539-3339 / 253-539-3335 fax

# QUOTE

| DATE      | WORK ORDER # |
|-----------|--------------|
| 4/27/2021 | 21064        |

| NAME / ADDRESS                                                                  |
|---------------------------------------------------------------------------------|
| City of Bainbridge Island<br>7305 Hidden Cove Rd.<br>Bainbridge Island WA 98110 |

| Ship To                                                                         |
|---------------------------------------------------------------------------------|
| City of Bainbridge Island<br>7305 Hidden Cove Rd.<br>Bainbridge Island WA 98110 |

| PO NUMBER | TERMS  | REP | SHIP VIA |
|-----------|--------|-----|----------|
| Joel G.   | Net 30 | JEM | PMI      |

| DESCRIPTION                                                                     | QTY | COST     | Total     |
|---------------------------------------------------------------------------------|-----|----------|-----------|
| NOTE: CHANGE ORDER TO QUOTE 21063                                               |     |          |           |
| SNOWDOGG CONTROLS:<br>- INCLUDES FULL TRUCK SIDE HARNESS FOR EX SERIES PLOWS    | 1   | 1,605.00 | 1,605.00T |
| SNOWDOGG PLOW MOUNT:<br>- FOR EX SERIES PLOWS                                   | 1   | 1,142.00 | 1,142.00T |
| SALDOGG CONTROLS:<br>- INCLUDES FULL TRUCK SIDE HARNESS FOR SHPE3000CH SPREADER | 1   | 1,120.00 | 1,120.00T |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------|
| DISCLAIMERS:<br>- SIGNED QUOTE NOT VALID WITHOUT CHASSIS BUILD SHEET (ASK SALES FOR REQUIREMENTS)<br>- LEAD TIMES ARE APPROXIMATE AND SUBJECT TO PRODUCT AVAILABILITY<br>- REVISIONS AFTER APPROVAL DATE ARE SUBJECT TO ADDITIONAL CHARGES<br>- PRICES SUBJECT TO CHANGE W/O NOTICE.<br>- NO RETURNS OR CANCELLATIONS ON CUSTOM ORDERS, NON CUSTOM ORDERS SUBJECT TO 35% RESTOCKING FEE<br>- CREDIT CARDS NOT ACCEPTED<br>- HAND WRITTEN NOTES NOT ACCEPTED | <b>Subtotal</b>         | \$3,867.00 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Sales Tax (9.0%)</b> | \$348.03   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Total</b>            | \$4,215.03 |

Signature: \_\_\_\_\_

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



## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Consider Concrete Sidewalk Replacement Project Budget Adjustment and Contract Award (\$79,000.00) and Associated Street Fund Budget Amendment (\$19,000.00) – Public Works,

**SUMMARY:** The Concrete Sidewalk Replacement Contract is for the removal and replacement of deteriorated city-owned sidewalks.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Approve Concrete Sidewalk Replacement budget adjustment and contract award.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

|                                    |             |
|------------------------------------|-------------|
| <b>Amount:</b>                     | \$79,000.00 |
| <b>Ongoing Cost:</b>               |             |
| <b>One-Time Cost:</b>              | \$79,000.00 |
| <b>Included in Current Budget?</b> | No          |

**BACKGROUND:** This work includes the removal and replacement of approximately 3000 square feet of deteriorated sidewalk (see attached map.)

Bids were solicited through the MRSC Small Works Roster process, and the City received two bids. See attached bid form.

City staff reviewed the bid results and the contractor's qualifications and recommends that City Council award the Concrete Sidewalk Replacement Contract to Asphalt Patch Systems Inc. in the amount of \$79,000.00.

A budget amendment of \$19,000 from the Streets fund will be needed to support the Concrete Sidewalk Replacement project. Upon Council approval, the proposed budget amendment will be included in the third quarter budget adjustment reporting for 2021.

**ATTACHMENTS:**

[Concrete Sidewalk Replacement Bid Form.docx](#)

[Concrete Sidewalk Replacement Contract.docx](#)

[Sidewalk Map.pdf](#)

**FISCAL DETAILS:** There is \$79,000 in the streets fund for this project. This contract award will require a \$19,000 budget increase which will be included in the second quarter budget adjustment process.

**Fund Name(s):** Streets Fund

**Coding:**



City of Bainbridge Island  
Public Works Department – Operations & Maintenance

Concrete Sidewalk Replacement Project

Bid Opening Date: June 2, 2021

Bids Open @ 10:00 a.m.

|                                                                                                                                                                                                                         |                                              |                                  |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------|--|--|--|
| Note: Bids Are Opened in Order Received.<br>Bids Solicited by:<br><input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Small Works Roster<br>The Engineers Estimate is: \$45,000.00 - \$60,000.00 | Shoreline<br>General<br>Construction,<br>LLC | Asphalt<br>Patch<br>Systems, Inc |  |  |  |
| Proposal                                                                                                                                                                                                                | ✓                                            | ✓                                |  |  |  |
| Signature Page – Addenda Acknowledged if applicable                                                                                                                                                                     | ✓                                            | ✓                                |  |  |  |
| Non-Collusion Declaration                                                                                                                                                                                               | ✓                                            | ✓                                |  |  |  |
| Proposal Bond (5%)                                                                                                                                                                                                      | N/A                                          | N/A                              |  |  |  |
| Statement of Bidders Qualifications                                                                                                                                                                                     | ✓                                            | ✓                                |  |  |  |
| Statement of Proposed Subcontractors                                                                                                                                                                                    | N/A                                          | N/A                              |  |  |  |
| TOTAL BASE BID AMOUNT                                                                                                                                                                                                   | \$104,010.00                                 | \$79,000.00                      |  |  |  |

A total of two bids were received for the Concrete Sidewalk Replacement project. Project Manager Joel Goodwin has reviewed all bids and recommends that the City Council award this contract to the apparent low bidder, ASPHALT PATCH SYSTEMS, INC, in the amount of \$79,000.00.

## **CITY OF BAINBRIDGE ISLAND SMALL WORKS ROSTER CONTRACT**

**THIS SMALL WORKS ROSTER CONTRACT** (“Contract”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Asphalt Patch Systems Inc., a Washington State corporation (“Contractor”). In consideration of the terms and conditions set forth in this Contract, the City and the Contractor (the “Parties”) agree as follows:

1. **Contractor Services.** The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as the Concrete Sidewalk Replacements Project (“Project”). The Project is detailed in the following documents, which are attached hereto and incorporated herein by reference:

- Scope of Work, City Hall Existing Drawings, and Standard Detail (Attachment A)
- Declaration of Retainage
- Payment and Performance Bonds
- Schedule of Prevailing Wages (see <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>)
- Guarantee Form
- Certification of Compliance with Wage Payment Statutes

2. **Notice to Proceed; Time of Completion.** The Contractor shall commence work within seven (7) days after the City issues a written Notice to Proceed and shall complete the work within twenty-one (21) calendar days from the City’s issuance of the Notice to Proceed. The time of beginning, rate of progress, and time of completion are essential conditions of this Contract.

3. **Payment.**

**3.1 Payment amount and procedures.** The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed Seventy-Nine Thousand Dollars and 00/100 (\$79,000.00), which amount includes all applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City’s payment shall not constitute a waiver of the City’s right to final inspection and acceptance of the work.

**3.2 Defective or Unauthorized Work.** If, during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

**3.3 Final Payment; Waiver of Claim.** Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

**3.4 Retainage.** The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

**4. Prevailing Wage.** The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors.



In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

**5. Indemnification and Hold Harmless.**

**5.1 Defense, Indemnification, and Hold Harmless.** The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

**5.2 Liability for Damages Caused by Concurrent Negligence.** Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

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

**5.4 No Third Party Right of Indemnification.** Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

**6. Nondiscrimination and Compliance with Laws.**

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

**6.2 Compliance with Laws.** The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

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

**7. Job Safety.**

**7.1 Work Site Safety.** The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

**7.2 Trench Safety.** All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

**8. Utility Location.** The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an “excavator” for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCW including utilization of the “one call” locator system, before commencing any excavation activities.

**9. Warranty and Guarantee.** The Contractor shall warrant and guarantee the materials and work to be free of defects for a period of two (2) years after the City’s final acceptance of the entire Project. The Contractor shall be liable for any costs, losses, expenses, or damages, including consequential damages, suffered by the City resulting from defects in the Contractor’s work including, but not limited to, the cost of materials and labor expended by the City in making emergency repairs and the cost of engineering, inspection, and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

**10. Correction of Defects.** The Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City’s mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

## **11. Change Order/Contract Modification.**

**11.1 Amendments.** This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.

**11.2 Change Orders.** The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

**11.3 Procedure and Protest by Contractor.** If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

**11.4 Failure to Protest or Follow Procedures Constitutes Waiver.** By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

**11.5 Contractor's Duty to Complete Protested Work.** Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

**11.6 Contractor's Acceptance of Changes.** The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the

Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

**12. Claims.** The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

**13. Contractor's Risk of Loss.** It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

**14. Insurance.** The Contractor shall maintain insurance as follows:

- ☒ Commercial General Liability as described in Attachment B.
- ☒ Automobile Liability as described in Attachment B.
- ☒ Workers' Compensation as described in Attachment B.
- ☐ Builders Risk as described in Attachment B.
- ☐ Contractors Pollution Liability as described in Attachment B.

**15. Payment and Performance Bonds.** The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.

**16. Termination.** This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. The City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days' written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

**17. Attorney's Fees and Costs.** If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

**18. General Administration.** The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

**19. Ownership of Documents.** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

**20. Subletting or Assigning of Contracts.** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.

**21. Relationship of Parties.** The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor's agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.

**22. Nonwaiver of Breach.** The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

**23. Written Notice.** All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

**24. Term.** This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

**IN WITNESS WHEREOF,** the Parties have executed this Contract as of the later of the signature dates included below.

ASPHALT PATCH SYSTEMS INC.

CITY OF BAINBRIDGE ISLAND

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

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

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

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

Name \_\_\_\_\_

Blair King, City Manager

Title \_\_\_\_\_

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

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

**CITY CONTACT:**

Joel Goodwin

City of Bainbridge Island

280 Madison Ave N

Bainbridge Island, WA 98110

Phone: 206.780.3583

Fax: 206.780.5104

**CONTRACTOR CONTACT:**

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

(If this is a new contractor or if the Contractor has never conducted work with the City, a W-9 form must be attached to this Contract.)

**ATTACHMENT A**  
**PROJECT – SCOPE OF WORK**  
**CONCRETE SIDEWALK REPLACEMENT’S PROJECT**

---

The City is in need of a licensed contractor in Washington State that has experience in the removal and installation of concrete sidewalks. The City has approximately 2500 square feet of sidewalk that has deteriorated and cracked and it needs to be replaced. Approximately 2000 square feet of the concrete sidewalk is 5/8” exposed aggregate which will transitioned to 3/8” exposed aggregate. And 500 square feet of standard broom finish sidewalk. The Contractor shall be responsible for completing all necessary work to remove and reinstall the sidewalks including all dirt work, removal, and disposal of existing concrete, forming new sidewalks, pouring new sidewalks and restoration of all disturbed landscaping. The Contractor shall also obtain all necessary permits (if necessary) to complete the project.

Concrete shall meet Washington State Departments of Transportations Standards and Specifications as outlined in WSDOT 9-01.2.

The replacements shall be coordinated through the city’s Project Manager and the contractor will need to work closely with the Project Manager to ensure organization is maintained throughout the project.

**Bid Item 1: Mobilization & Demobilization**

Mobilization and demobilization consist of preconstruction expenses and the costs of preparatory work and travel to and from the jobsite.

**Deliverable:** All preconstruction expenses, preparatory work, and travel costs.

**Payment:** “Mobilization & Demobilization” Lump Sum.

**Bid Item 2: Remove and Dispose of Concrete Sidewalk**

This bid item consists of removing and disposing of approximately 2500 square feet of concrete sidewalk. The contractor will be required to provide all equipment and labor for the removal of the sidewalks. This item also includes the use of appropriate BMP’s to contain all dust and slurry onsite.

**Deliverable:** Remove and dispose of approximately 2500 square feet of concrete sidewalk.

**Payment:** “Remove and Dispose of Concrete Sidewalk” Lump Sum.

**Bid Item 3: Install 3/8” Exposed Aggregate Concrete Sidewalk**

This bid item consists of installing approximately 2000 square feet of 3/8” exposed aggregate concrete. The sidewalks shall be poured to 4” thickness and all approaches shall be poured to 6”



thickness. The contractor shall match existing profiles of abutting sidewalks. The contractor is responsible for providing all materials and labor including concrete forms and stakes to complete this project.

**Deliverable:** Install approximately 2000 square feet of 3/8" exposed aggregate sidewalk.

**Payment:** "Install 3/8" Exposed Aggregate Concrete Sidewalk" Lump Sum.

**Bid Item : Install Standard Concrete Sidewalk**

This bid item consists of installing approximately 500 square feet of standard broom finished concrete. The sidewalks shall be poured to 4" thickness and all approaches shall be poured to 6" thickness. The contractor shall match existing profiles of abutting sidewalks. The contractor is responsible for providing all materials and labor including concrete forms and stakes to complete this project.

**Deliverable:** Install approximately 500 square feet of standard broom finished sidewalk.

**Payment:** "Install Standard Concrete Sidewalk" Lump Sum.

## **ATTACHMENT B INSURANCE REQUIREMENTS**

### **A. Insurance Term**

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein.

### **B. No Limitation**

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

### **C. Minimum Scope of Insurance**

The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

#### **D. Minimum Amounts of Insurance**

The Contractor shall maintain the following insurance limits:

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

#### **E. City Full Availability of Contractor Limits**

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

#### **F. Other Insurance Provision**

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

#### **G. Contractor's Insurance for Other Losses**

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers, contractors or subcontractors as well as to any temporary structures, scaffolding, and protective fences.

#### **H. Waiver of Subrogation**

The Contractor and the City waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents, and employees, each of the other, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

**I. Acceptability of Insurers**

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

**J. Verification of Coverage**

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

**K. Subcontractors' Insurance**

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

**L. Notice of Cancellation**

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

**M. Failure to Maintain Insurance**

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

***Declaration of Option for Management of Statutory Retained Percentage Under  
Chapter 60.28 RCW***

The Contractor shall declare an option for management of the statutory retained percentage for this Contract by affixing the Contractor's signature and date to one of the following three options in accordance with RCW 60.28.011(4) and subject to the conditions of the Measurement and Payment Section. The Contractor may also have some or all of the retained percentage released by tendering a retainage bond acceptable to the Owner (City of Bainbridge Island) in accordance with RCW 60.28.011(6).

☐ I hereby elect to have the retained percentage of this Contract **HELD IN A FUND** by the City of Bainbridge Island ("City") in accordance with RCW 60.28.011(4)(a).

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

☐ I hereby elect to have the City deposit the retained percentage of this Contract in an **INTEREST BEARING ACCOUNT** in accordance with RCW 60.28.011(4)(b).

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

☐ I hereby elect to have the City **PLACE IN ESCROW** the retained percentage of this Contract in accordance with RCW 60.28.011(4)(c). If this option is chosen, the Contractor must designate a repository acceptable to Owner as follows:

I hereby designate \_\_\_\_\_ as the repository for the escrow of said funds. The terms of which are specified by a separate escrow agreement. The cost of the investment program and the risk thereof is to be borne entirely by the Contractor. All investments selected are subject to City approval. Prior to the City placing any monies in an escrow account, the Contractor shall provide an original signed escrow agreement from the repository with a letter stating their acceptance of the account, the account number, the nature of the investments to be made, and a statement that they will not release any funds until authorized in writing by the City. When the monies reserved are to be placed in escrow, the City will issue a check representing the sum of the monies reserved payable to the bank or trust company and the Contractor jointly. Such check shall be converted into bonds and securities chosen by the Contractor and approved by the City and the bonds and securities held in escrow.

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

☐ I hereby elect to tender a retainage bond for some or all of the retained percentage in accordance with RCW 60.28.011(6). Such bond shall be issued by a surety accepted for business in this state by the Washington Insurance Commissioner and with an A.M. Best rating of at least B plus and otherwise acceptable by the Owner (City).

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

Guarantee Form

CITY OF BAINBRIDGE ISLAND  
280 Madison Avenue N  
Bainbridge Island, Washington 98110

Subject: Concrete Sidewalk Replacements

To Whom It May Concern:

The undersigned Contractor hereby guarantees and warrants the complete construction and installation of all work, systems, and apparatus done and performed in connection with the above-referenced Project to be free from defects in materials and workmanship for a period of **two (2) years** from the date of final acceptance of the entire Project. The undersigned agrees to remedy and correct at its own expense any such defects appearing during that period of time due to unsatisfactory materials or workmanship, and will pay for any and all damage which may occur to other aspects of the work or the Project which may result from the occurrence of such defects or the correction of the same. It is understood that partial or entire use of the Project by the City of Bainbridge Island ("City") shall not constitute final acceptance of the Project.

This Guarantee and its acceptance by the City shall in no way be deemed a waiver by the City of any rights or remedies (or time limits in which to enforce said rights or remedies) it may have against the undersigned for defective workmanship or defective materials under the laws of the State of Washington pertaining to acts of negligence.

This Guarantee shall not be interpreted as holding the undersigned responsible for any deterioration of the work related to the Project due to normal use or abuse of the work by the City.

---

Contractor Signature

---

Date

---

Print – Company Name – Title

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is the person who appeared before me, and said person acknowledged that he/she signed this  
instrument, on oath stated that he/she was authorized to execute the instrument, and  
acknowledged it as the \_\_\_\_\_ of \_\_\_\_\_  
to be the free and voluntary act of such entity for the uses and purposes mentioned in the  
instrument.

DATED: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Print Name)

Notary Public in and for the State of Washington  
Commission Expires: \_\_\_\_\_

## ***Certification of Compliance with Wage Payment Statutes***

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date for the Concrete Sidewalk Replacements Project, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

---

Bidder’s Business Name

---

Signature of Authorized Official\*

---

Printed Name

---

Title

---

Date

---

City

---

State

*Check One:*

Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Corporation ☐

State of Incorporation, or if not a corporation, State where business entity was formed:

---

If a co-partnership, give firm name under which business is transacted:

---

*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*



## Payment Bond

**KNOW ALL PEOPLE BY THESE PRESENTS:**

**BOND NO.:** \_\_\_\_\_

That we, \_\_\_\_\_, the CONTRACTOR, herein referred to as PRINCIPAL, and \_\_\_\_\_, as SURETY, are held and firmly bound unto THE CITY OF BAINBRIDGE ISLAND (hereinafter the "OWNER") in the full sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, and administrators, successors, and assigns, jointly and severally, firmly by these presents.

**THE CONDITIONS** of this obligation are such that, whereas, the PRINCIPAL has entered into an agreement in writing with the OWNER, dated \_\_\_\_\_, 20\_\_, for the construction of the **City of Bainbridge Island's Concrete Sidewalk Replacements Project**, according to the terms, conditions, and covenants specified in the Contract including all of the Contract Documents therein referred to, which are hereby referred to and made a part hereof as fully and completely as though set forth in detail herein, and

**WHEREAS**, it is understood and made a part of the consideration for this obligation that the OWNER shall have the right to sue on this bond in its own name to recover for any loss, injury, damage, or liability whatsoever sustained or incurred by it by reason of the PRINCIPAL's failure to pay all laborers, mechanics, and subcontractors and material men, and all persons who shall supply such person or persons and such PRINCIPAL or subcontractors with provisions and supplies for the carrying on of such Work as defined and required by chapter 39.08 RCW, any breach of the contract documents, or of any provision in this bond, in the same manner and to the same extent as though this obligation ran directly to the OWNER.

**NOW, THEREFORE**, if the PRINCIPAL shall well, truly, and faithfully perform all of the provisions and fulfill all of the undertakings, covenants, terms, conditions, and agreements for payment of all persons laborers, mechanics, and subcontractors and material men, and all persons who shall supply such person or persons and such PRINCIPAL or subcontractors with provisions and supplies for the carrying on of such Work as required by chapter 39.08 RCW and shall indemnify and save harmless OWNER from all cost and damage by reason of the PRINCIPAL's default or failure to do so, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect and SURETY will be obligated to pay such person or persons as required by chapter 39.08 RCW.

**IT IS FURTHER DECLARED AND AGREED** that the SURETY hereby further stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Agreement, the Work to be performed thereunder, or the Project Specifications shall in any way affect its obligation on this Bond, and the SURETY hereby waives notice of any change, extension of time, alteration, or addition to the terms of the Contract, the Work, or the Project Specifications. SURETY hereby attaches an original Power of Attorney verifying the authority of the person(s) executing this Bond on behalf of the SURETY.

Sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PRINCIPAL:

By: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

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

SURETY:

By: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

Attachments: Original Surety Power of Attorney

## Performance Bond

**KNOW ALL PEOPLE BY THESE PRESENTS:**

**BOND NO.:** \_\_\_\_\_

That we, \_\_\_\_\_, the CONTRACTOR, herein referred to as PRINCIPAL, and \_\_\_\_\_, as SURETY, are held and firmly bound unto THE CITY OF BAINBRIDGE ISLAND (hereinafter the "OWNER") in the full sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, and administrators, successors, and assigns, jointly and severally, firmly by these presents.

**THE CONDITIONS** of this obligation are such that, whereas, the PRINCIPAL has entered into an agreement in writing with the OWNER, dated \_\_\_\_\_, 20\_\_\_\_, for the construction of the **City of Bainbridge Island, Concrete Sidewalk Replacements Project**, according to the terms, conditions and covenants specified in the Contract including all of the Contract Documents therein referred to, which are hereby referred to and made a part hereof as fully and completely as though set forth in detail herein, and

**WHEREAS**, it is understood and made a part of the consideration for this obligation that the OWNER shall have the right to sue on this bond in its own name to compel performance by the SURETY and to recover for any loss, injury, damage, or liability whatsoever sustained or incurred by it by reason of the PRINCIPAL's failure to perform all requirements and obligations under the Contract as defined by the Contract Documents in the same manner and to the same extent as though this obligation ran directly to the OWNER.

**NOW, THEREFORE**, if the PRINCIPAL shall well, truly, and faithfully perform all of the provisions and fulfill all of the undertakings, covenants, terms, conditions, and agreements under the Contract and the Contract Documents and save harmless OWNER from all cost and damage by reason of the PRINCIPAL's default or other failure to do so, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect and SURETY will be obligated to perform or pay to have performed any and all such obligations not performed by the PRINCIPAL in accord with the Contract Documents in the same manner and to the same extent as the PRINCIPAL.

**IT IS FURTHER DECLARED AND AGREED** that the SURETY hereby further stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract, the Work to be performed thereunder, or other Contract Documents shall in any way affect its obligation on this Bond, and the SURETY hereby waives notice of any change, extension of time, alteration, or addition to the terms of the Contract, the Work, or other Contract Documents. SURETY hereby attaches an original Power of Attorney verifying the authority of the person(s) executing this Bond on behalf of the SURETY.

Sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PRINCIPAL:

By: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

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

SURETY:

By: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

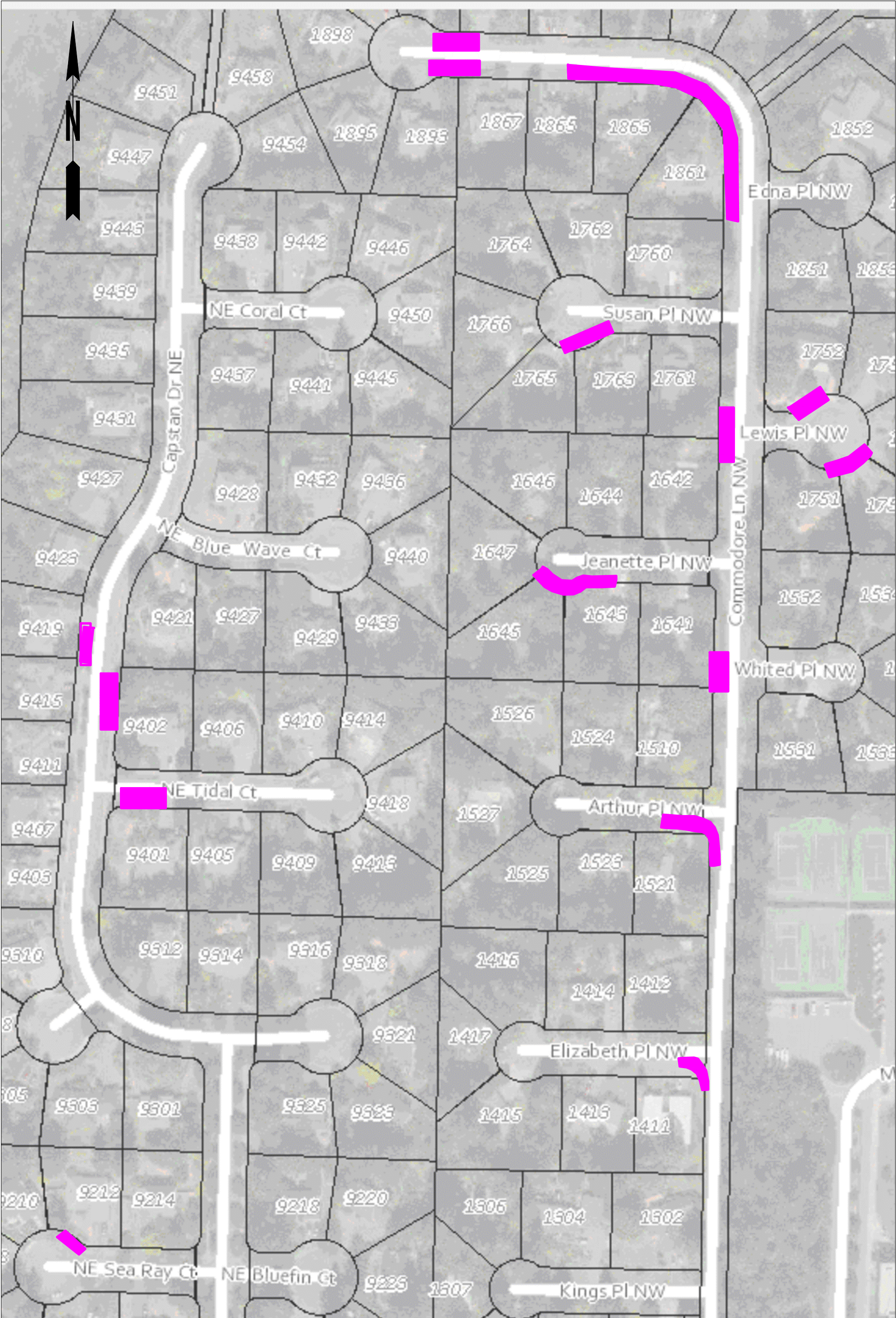
Title: \_\_\_\_\_

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

\_\_\_\_\_

Attachments: Original Surety Power of Attorney





CONCRETE SIDEWALK REPLACEMENTS AT COMMODORE & CAPSTAN

= LOCATION OF REPLACEMENTS





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Approve Confirmation of Recommended Appointments to the Environmental Technical Advisory Committee - Council,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Environmental Technical Advisory Committee (ETAC). The selection panel consisted of Councilmember/Liaison Carr, Councilmember Fantroy-Johnson, and ETAC member Rovalo. The selection panel recommends forwarding to the July 27, 2021 Consent Agenda confirmation of the appointments as shown in the suggested motions.

Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes).

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Approve confirmation of the recommended reappointment to the Environmental Technical Advisory Committee of Charlie Kratzer to Position 3 through June 2024.

Approve confirmation of the recommended appointment to the Environmental Technical Advisory Committee of Malcolm Gander to Position 4 through June 2024.

Approve confirmation of the recommended reappointment to the Environmental Technical Advisory Committee of Dylan Frazer to Position 7 through June 2023.

Approve confirmation of the recommended appointment to the Environmental Technical Advisory Committee of Brian Harmon to Position 9 through June 2024.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Frazer - ETAC \(Redacted\).pdf](#)

[Gander - ETAC \(Redacted\).pdf](#)

[Harmon - ETAC \(Redacted\).pdf](#)

[Kossik - ETAC \(Redacted\).pdf](#)

[Kratzer - ETAC \(Redacted\).pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**From:** noreply@civicplus.com  
**Sent:** Monday, May 3, 2021 9:49 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Environmental Technical Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

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

## Environmental Technical Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

### Step 1

---

#### Environmental Technical Advisory Committee Volunteer Application

Members should have expertise in wildlife management, fisheries management, geology, wetlands management, hydrology, forestry and aquatic or terrestrial ecology. The committee provides technical recommendations on habitat management plans and environmental management standards for the Shoreline Master Program and critical areas.

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

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

---

#### Applicant Information

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Name Dylan Frazer

---

Email

---

Daytime Phone

---

Address

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City Bainbridge Island

---

State WA

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|                                                                                                         |                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zip                                                                                                     | 98110                                                                                                                                                                             |
| Current Employer                                                                                        | Landau Associates                                                                                                                                                                 |
| Current Position                                                                                        | Associate                                                                                                                                                                         |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                   |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                               |
| If yes, please indicate which group(s).                                                                 | ETAC                                                                                                                                                                              |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | 11 years environmental remediation consulting experience.<br>2 years geotechnical engineering consulting experience.<br>BA in Geology and State of Washington Licensed Geologist. |
| Please share your community interests (groups, committees, organizations) if any:                       | Current ETAC member, BI Little League assistant coach.                                                                                                                            |
| Do you have potential conflicts of interest? If so, please explain:                                     | no.                                                                                                                                                                               |
| Feel free to attach a cover letter, resume', or other materials, if you wish (optional):                | <i>Field not completed.</i>                                                                                                                                                       |
| Type the Year                                                                                           | 2021                                                                                                                                                                              |

**From:** noreply@civicplus.com  
**Sent:** Wednesday, April 21, 2021 3:46 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Environmental Technical Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

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

## Environmental Technical Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

### Step 1

---

#### Environmental Technical Advisory Committee Volunteer Application

Members should have expertise in wildlife management, fisheries management, geology, wetlands management, hydrology, forestry and aquatic or terrestrial ecology. The committee provides technical recommendations on habitat management plans and environmental management standards for the Shoreline Master Program and critical areas.

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

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

---

#### Applicant Information

---

Name Malcolm Gander

---

Email

---

Daytime Phone

---

Address

---

City Bainbridge Island

---

State WA

---

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                                                                                                                         |
| Current Employer                                                                                        | US Navy/Dept. of Defense                                                                                                                                                                                                                                                                                                                                                                                      |
| Current Position                                                                                        | Remedial Project Manager                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                               |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | No                                                                                                                                                                                                                                                                                                                                                                                                            |
| If yes, please indicate which group(s).                                                                 | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                   |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | I am a practicing hydrogeologist in charge of the environmental cleanup of the Naval Base Kitsap-Bangor (Silverdale, WA) Superfund Site. I am a Washington Registered Geologist and Registered Hydrogeologist, and a California Registered Geologist. I have managed multi-million dollar projects involving aquifer restoration and human health and ecological risk assessments, and community involvement. |
| Please share your community interests (groups, committees, organizations) if any:                       | Interested in aquifer protection on Bainbridge Island; public education and explaining water supply fundamentals to a broad non-technical audience.                                                                                                                                                                                                                                                           |
| Do you have potential conflicts of interest? If so, please explain:                                     | No.<br>I am a civilian employee of the US Government and this activity is allowed.                                                                                                                                                                                                                                                                                                                            |
| Feel free to attach a cover letter, resume', or other materials, if you wish (optional):                |                                                                                                                                                                                                                                                                                                                                                                                                               |
| Type the Year                                                                                           | 2021                                                                                                                                                                                                                                                                                                                                                                                                          |

**Malcolm Gander, Ph.D., L.G., L.Hg.**  
**Environmental Manager & Earth Scientist**

**Recent Experience**

Remedial Project Manager, Department of Navy, Naval Base Kitsap – Bangor, Silverdale, WA

2016 – Present: Environmental Manager in charge of the cleanup, per various Records of Decision with U.S. Environmental Protection Agency (EPA) Region 10, of all Operable Units of this Superfund site. Works closely with the EPA and the Washington Department of Ecology site managers in guiding the implementation of soil and groundwater remediation systems that address fuels, solvents, metals, per- and polyfluoroalkyl substances (PFAS), and ordnance compound contamination. Manages multi-million dollar contracts with various subcontracted engineering firms, and develops and administers overall Superfund site budgets and strategies on behalf of the Navy.

**Summary of Technical Experience**

Environmental Site Assessments.

Over the past thirty years, conducted many real estate due diligence assessments, regulatory compliance audits, and subsurface investigations at computer manufacturers, aerospace contractors, and heavy and light industrial facilities.

Assessed environmental liabilities associated with the merger and acquisition of industrial facilities and natural resource companies on behalf of equity investment firms or international corporations; individual transaction values range from \$50M to \$1B.

Managed and served as the technical lead on large federal (CERCLA - Comprehensive Environmental Response Compensation & Liability Act) and various state contamination investigations and remedial investigation/feasibility studies (RI/FS) projects on behalf of the Department of Navy and Department of Energy (DOE) in Washington, Nevada and Alaska; U.S. EPA Region 10 in Idaho; the Port of Seattle; and many private clients at sites throughout the U.S.

Acted as field supervisor of large remediation projects and is current with HAZWOPER 40-hour health & safety training. Gained valuable supervisory experience, including an overriding attention to safety and loss control, during the management of large multi-year projects in remote locations.

## Staff & Project Management, Environmental Document Preparation.

Management experience includes mentoring staff and delivering formal training modules on topics including environmental regulations and multi-media sampling protocols.

Thirty years of professional experience as a scientist, technical writer, permit writer, reviewer and administrator, office manager with profit and loss responsibility, line manager, and project manager, with a focus in environmental and hazardous waste services. Experienced in writing and reviewing the following documents: hydrogeologic assessments, sampling & analysis plans with field sampling plans, cleanup action plans, remedial investigation/feasibility studies (RI/FS), proposed plans, records of decision (ROD), five-year review reports, environmental impact studies (EIS).

## Environmental Policy.

Develops environmental strategies, guides policy, and ensures compliance with legal and regulatory environmental requirements on behalf of Fortune 500 companies (e.g., Amazon Web Services, Yellow Freight, Hertz, Union Pacific Railroad, Arkema Chemical); Defense (U.S. Navy); and public entities (Department of Energy, Port of Seattle, Federal Emergency Management Agency [FEMA]), among others.

Assists attorneys on legal issues associated with contaminated sites, and the long-term compliance issues associated with the management of sites following remediation. Provided expert witness testimony on behalf of both defendant and plaintiff before hearing examiners and judges; assisted in cost allocation projects; and negotiates with regulatory agencies on behalf of private and public sector clients. Negotiations have been conducted with the Washington Department of Ecology, Alaska Department of Environmental Conservation, California Regional Water Quality Control Board, Bay Area Air Quality Management District, Idaho Department of Environmental Quality, Nevada Department of Environmental Protection, Virginia Department of Environmental Quality, and the U.S. Environmental Protection Agency (EPA) – Region 10.

## Volunteer Activities.

In the field of groundwater supply and management, in Summer 2009 served as co-author on a petition to the U.S. EPA Region 10 for the Sole Source Aquifer (SSA) Designation for Bainbridge Island, Washington. This volunteer work included a detailed compilation of historic and current island-wide water supply and water quality conditions. The SSA designation is assigned to those areas where groundwater supplies at least 50 percent of the total drinking water. The EPA codified the document in the Federal Register in March 2013.

International Water Resources Association (IWRA) Water Quality Task Force Panelist, 2018.

IWRA Chairman, Water Pollution Working Group, Climate Change Task Force, 2020-Present.

## Credentials

Washington Registered Professional Geologist and Hydrogeologist #2032, 2002.

California Registered Geologist #4655, 1989

## **Education**

Ph.D., Environmental & Natural Resource Sciences, Washington State University, May 2013;  
Dissertation: *International Water Law and Supporting Water Management Principles in the Development of a Model Transboundary Agreement Between Riparians in International River Basins*.

M.S., Geology, Colorado State University, 1982

B.A., Geology and Journalism, Double Major, George Washington University, 1979

## **Amazon Web Services, Environmental Manager, Global Environmental Affairs**

2011-2015: Served as the first Environmental Manager for Amazon Web Services (AWS). Effectively managed all global environmental regulatory compliance activities concerning data center siting, operations, and expansions between Fall 2011 and Spring 2015. Worked as a sole practitioner for two years, then hired three additional staff. Developed strong working relationships with various USA state regulatory agencies and EPA Ireland. Through successful negotiations concerning a misapplication of Virginia air quality regulations, saved AWS > \$1M. Developed an aggressive and expanding revenue-generating program for the recycling of hard drives in the USA and European Union.

### **Other duties:**

Management of environmental regulatory compliance for various regions on behalf of the Data Center Engineering group in Amazon's corporate headquarters in Seattle. Management of air permitting of emergency diesel generators, and a variety of facility environmental/hazardous waste permits.

Utilization of detailed knowledge of environmental regulations in North & South America, European Union countries, and Asia. Coordination with senior management, engineering design and construction, real estate, and legal department in corporate offices and facility managers concerning hazardous waste management and staff training, spill prevention and related environmental compliance.

Corporate representative in meetings with state, federal and overseas regulatory agencies. Management of stable of consultants capable of providing global environmental services; reviews and revises master services agreements in cooperation with corporate legal staff and outside counsel. Negotiation of contractual terms and conditions and compensation with large vendors. Development of processes and procedures to more efficiently manage the storage, accessibility and manipulation of regulatory permits and documents by management and facility personnel.

Subject Matter Expert regarding: a) water management issues; b) environmental and geotechnical assessment and clearance of sites prior to acquisition and development; and c) hard drive recycling.

**CH2M Hill, Environmental Project Manager, July 2009 to September 2011.**

Technical lead for completion of CERCLA compliance/closure documents for the 200-UW-1 Operable Unit at the Hanford Nuclear Reservation. Managed budgets in excess of \$7 million dollars on behalf of the Department of Energy; directed teams of professionals conducting field studies and soil/groundwater two-dimensional numerical modeling. Provided presentations to and negotiated with the Washington Department of Ecology and U.S. EPA.

**ENVIRON International Corporation, Senior Manager, 2007 – June 2009**

Served as the Principal Hydrogeologist for the Pacific Northwest operations.

**Nevada Copper Corporation, Exploration Geologist, August 2006 – February 2007**

Interpreted voluminous historic geologic and hydrogeologic data and generated drill targets designed to expand reserves in planned open-pit and underground orebodies at the Pumpkin Hollow Cu-Fe-Au skarn, Yerington, Nevada. Evaluated existing water supply information and active and abandoned water wells. Evaluated the distribution of Au, Ag, Cu, Fe, and Mo throughout the skarn system and managed a historic core resampling effort that addressed the previously-undefined extent of Au mineralization in each orebody. Supervised core and reverse circulation drilling subcontractors, and conducted geologic, hydrogeologic and geotechnical logging.

**Environmental Project Manager, Various Environmental Engineering Firms, 1987-2006**

**Exploration Geologist, Various Firms Western United States: 1982-1987.**

**From:** noreply@civicplus.com  
**Sent:** Thursday, May 13, 2021 4:14 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Environmental Technical Advisory Committee Volunteer Application (Due: 5/14 at 4pm)

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

## Environmental Technical Advisory Committee Volunteer Application (Due: 5/14 at 4pm)

### Step 1

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#### Environmental Technical Advisory Committee Volunteer Application

Members should have expertise in wildlife management, fisheries management, geology, wetlands management, hydrology, forestry and aquatic or terrestrial ecology. The committee provides technical recommendations on habitat management plans and environmental management standards for the Shoreline Master Program and critical areas.

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

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

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#### Applicant Information

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Name Brian Harmon

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Email

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Daytime Phone

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Address

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City Bainbridge Island

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State Washington

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|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Current Employer                                                                                        | Verdis Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Current Position                                                                                        | Associate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| If yes, please indicate which group(s).                                                                 | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | I worked as a fishery biologist in PNW headwater stream systems for several entities including West Fork Environmental, NOAA Fisheries, and the University of Washington. I hold a M.S. in Natural Resource Sciences and a B.S. in Aquatic and Fisheries Sciences. My experience includes conducting riparian habitat surveys, conducting fish presence/absence surveys in small headwater streams, collection and identification of aquatic invertebrates, and collecting biological samples from stream systems. |
| Please share your community interests (groups, committees, organizations) if any:                       | None. New to Bainbridge Island and looking to contribute my expertise.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Do you have potential conflicts of interest? If so, please explain:                                     | No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Feel free to attach a cover letter, resume', or other materials, if you wish (optional):                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Type the Year                                                                                           | 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| How did you hear about the volunteer opportunity?                                                       | City website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Other                                                                                                   | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

# Brian S. Harmon

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## Skills

- Small stream ecology
- Statistical modeling
- Data analysis
- Project management
- GIS
- Program R
- Advanced Excel user

## Education

**University of Nebraska** | M.S. Natural Resource Sciences | 2017

**University of Washington** | B.S. with Honors Aquatic and Fishery Sciences | 2012

- Focus: Aquatic Ecology
- Minor: Quantitative Science

## Professional Experience

**Verdis Group** | *Associate* | 2018 – present

- Analyze GHG sources and sinks including:
  - Provided expertise throughout City of Salem OR's ongoing Climate Action Plan including performing a consumption-based inventory, forecasting GHG emissions and the impact of 10 target source reductions, and refining and prioritizing strategies
  - Analyzed carbon sinks for City of Lincoln's net 80% emissions reduction goal
  - Produced inventory covering 3 years of Scope 1, 2, and select 3 emissions for First National Bank
  - Identified and fixed errors in Seattle Aquarium's greenhouse gas inventory, leading to net-positive carbon outcome
  - Produced inventory of per-pound product emissions for Crowd Cow, a meat subscription service
  - Created internal data dashboard to calculate travel-related greenhouse gas emissions built on program R
- As Project Manager, successfully own process and outcomes for a variety of clients, highlights include:
  - First National Bank of Omaha adopting recommendations for CSR environmental initiatives
  - Developing a strategic partnership with Arbor Day Foundation to streamline carbon accounting and offsetting process
  - Relaunching a sustainability master planning process with Seattle Aquarium to adapt to circumstances due to COVID19
  - Produced detailed waste stream data and recommendations for First National Bank of Omaha, University of Nebraska Medical Center, and Omaha's Henry Doorly Zoo and Aquarium.
- Provide technical assistance to enhance team functionality and profitability including:

- Provide assistance in statistics and data management to other project teams
- Launched company's first Git repository
- Launched internal website for Shiny tools hosted on Digital Ocean server

**Nebraska Department of Natural Resources** | *Water Planner* | 2017 – 2018

- Developed methods for the retention of 28 years of Excel, Python, and R scripts
- Collaborated with 42 stakeholders and 5 agencies to create a [25-year water conservation plan](#)
- Improved and managed documentation and expenditure of over \$65,000,000 of funding

**Cascadia Consulting Group** | *Project Analyst* | 2017

- Produced detailed IPCC-compliant greenhouse gas analyses for [King County](#) and the [Puget Sound Clean Air Agency](#), covering 4 million people.
- Reconstructed online reporting system for Tucson Water used by more than 100 organizations
- Processed and cleaned large and messy datasets with program R

**University of Nebraska** | *Research Assistant* | 2014 – 2017

- Analyzed stated and realized spatial preferences of over 5,000 people using program R including
  - Experimental design
  - Ensemble modeling, time-series analysis, and machine learning
  - Repeated use of SQL to query data from large databases
- Use of ArcGIS, QGIS, program R, Shiny, and markdown
- Presented at 10 conferences and produced [3 publications](#) with responsibilities including
  - Produced a novel method for population estimation
  - Implemented experimental design including power analysis
  - Represented data for technical and non-technical audiences

**NOAA Fisheries Northwest Fisheries Science Center** | *Fishery Biologist* | 2014

Intern | 2010 – 2013

- Trained and mentored staff of 3 interns to conduct 1-2 week sampling expeditions
- Managed data QA/QC and processing of a collection of over 10,000 biological samples
- Processed stable isotope and chlorophyll samples in a laboratory

**West Fork Environmental** | *Crew Lead* | 2013

- Conducted presence/absence fish surveys of headwater streams on private timberland in Washington State

**From:** noreply@civicplus.com  
**Sent:** Thursday, March 25, 2021 2:16 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Environmental Technical Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

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

## Environmental Technical Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

### Step 1

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#### Environmental Technical Advisory Committee Volunteer Application

Members should have expertise in wildlife management, fisheries management, geology, wetlands management, hydrology, forestry and aquatic or terrestrial ecology. The committee provides technical recommendations on habitat management plans and environmental management standards for the Shoreline Master Program and critical areas.

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

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

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#### Applicant Information

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Name Richard Kossik

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Email

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Daytime Phone

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Address

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City Bainbridge Island

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State Washington

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|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zip                                                                                                     | 98110-2073                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Current Employer                                                                                        | GoldSim Technology Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Current Position                                                                                        | President                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| If yes, please indicate which group(s).                                                                 | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | I have a BS in Atmospheric and Oceanic Science from the University of Michigan and an MS in Civil Engineering (specializing in Water Resources and Hydrodynamics) from MIT. I have 35 years of experience as an environmental consultant. I have specialized in the development and application of numerical modeling techniques for surface water and groundwater flow and transport problems (such as the remediation of hazardous waste sites and the evaluation and protection of water supply aquifers). For the last 17 years, I have led a small software company. Our software is used worldwide to carry out risk analysis for environmental engineering and water resource applications. In addition to my technical background, I served on the Board of Directors of a large environmental consulting firm for three years. LinkedIn profile: <a href="https://www.linkedin.com/in/rick-kossik/">https://www.linkedin.com/in/rick-kossik/</a> |
| Please share your community interests (groups, committees, organizations) if any:                       | Moved to the island just two years ago (lived on eastside for 30 years). Interested in getting more involved in the community. I am an avid kayaker and hiker.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Do you have potential conflicts of interest? If so, please explain:                                     | No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Feel free to attach a cover letter, resume', or other materials, if you wish (optional):                | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Type the Year                                                                                           | 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

# Rick Kossik

## Summary

I am the President and co-founder of the GoldSim Technology Group. I have a wide variety of experience in the fields of probabilistic risk analysis and environmental simulation. I've spent most of my career developing and applying probabilistic simulation techniques to complex environmental systems. I am a co-developer of GoldSim, a powerful dynamic, probabilistic simulation program that is being used by public and private organizations throughout the world to support decision-making and risk analysis, primarily for complex environmental systems.

I have applied GoldSim to evaluate complex engineering and business applications worldwide, including the evaluation and design of options to support the closure and remediation of hazardous waste disposal facilities, evaluation of water resources management alternatives, and long-term strategic planning for complex projects. I've delivered over a hundred workshops and seminars describing simulation techniques and the use of the GoldSim software tool in North America, Europe, Australia and Asia.

Prior to co-founding GoldSim Technology Group in 2004, I was a Principal with Golder Associates, a large international engineering consulting firm. In addition to serving as a senior staff member, I served on the Board of Directors of Golder's US company for 3 years.

## Experience

### President

GoldSim Technology Group LLC

Feb 2004 - Present (17 years 2 months +)

My company produces GoldSim, a Monte Carlo simulation software solution for dynamically modeling complex systems in engineering, science and business. Although primarily used for environmental engineering and water resource applications, the software is also used in a wide variety of other arenas, ranging from aerospace mission risk analysis to strategic planning.

### Principal

Golder

Nov 1987 - Jan 2004 (16 years 3 months)

As a senior engineer, most of my effort was associated with developing and applying probabilistic performance assessment and risk analysis techniques to the evaluation of existing hazardous waste sites and proposed radioactive waste disposal facilities worldwide. I was involved in carrying out performance assessments of both the Yucca Mountain and WIPP facilities in the U.S. for the US Department of Energy, as well as facilities in Canada, the United Kingdom, Spain, Japan, Germany and Hungary.

Earlier in my career I also acted as field manager for several site investigations, installed and sampled groundwater monitoring wells, carried out chemical analysis of soils and groundwater, designed and analyzed pump tests for determining aquifer properties, and designed and analyzed in-situ permeability tests of fractured rock.

In addition to serving as a senior staff member, I served on the Board of Directors of Golder's US company for 3 years.



## **Water Resources Engineer**

CDM Smith

Jun 1986 - Oct 1987 (1 year 5 months)

At CDM, I specialized in the development and application of numerical modeling techniques to surface water and groundwater flow and transport problems. This included applying three-dimensional groundwater models to problems involving the remediation of hazardous waste sites and the protection of water supply aquifers, and applying hydrodynamic circulation and transport models (which I helped develop at MIT) to site an ocean sewage outfall in Boston Harbor.

## **Education**



### **Massachusetts Institute of Technology**

MS, Civil Engineering

1984 - 1986

Worked in the Parsons Laboratory for Water Resources and Hydrodynamics under Phil Gschwend and Eric Adams. Thesis: Tracing and Modeling Pollutant Transport in Boston Harbor



### **University of Michigan**

BS, Atmospheric and Oceanic Science

1980 - 1984

## **Skills**

Risk Analysis • Water Resources • Water Quality • Numerical Simulation

**From:** noreply@civicplus.com  
**Sent:** Friday, April 9, 2021 8:49 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Environmental Technical Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

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

## Environmental Technical Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

### Step 1

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#### Environmental Technical Advisory Committee Volunteer Application

Members should have expertise in wildlife management, fisheries management, geology, wetlands management, hydrology, forestry and aquatic or terrestrial ecology. The committee provides technical recommendations on habitat management plans and environmental management standards for the Shoreline Master Program and critical areas.

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

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

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#### Applicant Information

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Name Charlie Kratzer

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Email

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Daytime Phone

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Address

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City Bainbridge Island

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State WA

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|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                 |
| Current Employer                                                                                        | Retired                                                                                                                                                                                                                                               |
| Current Position                                                                                        | Retired                                                                                                                                                                                                                                               |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                       |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                                                                                   |
| If yes, please indicate which group(s).                                                                 | ETAC                                                                                                                                                                                                                                                  |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | I have been on ETAC for 6 years. I worked as a hydrologist and water quality specialist for over 30 years (see resume). I also have a broad educational background in many areas of the environmental sciences.                                       |
| Please share your community interests (groups, committees, organizations) if any:                       | My main interest is in ETAC. I am also interested in the Bainbridge Island Land Trust, Eagle Harbor Congregational Church, Weed Warriors, and other civic and environmental organizations on the local, statewide, national, and international scale. |
| Do you have potential conflicts of interest? If so, please explain:                                     | Not that I know of.                                                                                                                                                                                                                                   |
| Feel free to attach a cover letter, resume', or other materials, if you wish (optional):                |                                                                                                                                                                                                                                                       |
| Type the Year                                                                                           | 2021                                                                                                                                                                                                                                                  |

## **CHARLES R. KRATZER**

### **EDUCATION**

University of California, Los Angeles  
Environmental Science and Engineering Program  
Doctor of Environmental Science and Engineering

University of Florida  
Environmental Engineering Sciences Dept.  
Master of Engineering

University of California, Davis  
Civil Engineering Dept.  
Bachelor of Science

### **EXPERIENCE**

MEMBER AND CHAIR, ENVIRONMENTAL TECHNICAL ADVISORY COMMITTEE  
City of Bainbridge Island  
July 1, 2015 – June 30, 2018; July 1, 2018 -- Present

The committee is appointed by the City Council to advise the City Council, City Manager, and City staff on environmental management issues. As Chair, analyzed and synthesized groundwater reports and models, climate change scenarios, and water budget analyses. Prepared 32-page report to City Council recommending development of a groundwater management plan for Bainbridge Island. Presented the plan and proposed budget to the Council in November 2018, and at the annual Association of Bainbridge Communities Environmental Conference in March 2019. Presented an overview of Bainbridge Island groundwater to the Bainbridge Island Women's Club in January 2020, and to the Bainbridge Island Senior center in October 2020.

PROPOSAL REVIEWER  
Water Quality, Supply and Infrastructure Improvement Act (CA Proposition 1, Nov. 2014)  
Delta Water Quality and Ecosystem Restoration Grant Program  
September, 2015 – November, 2015  
(Allen Barnes, UC Davis, 530-754-8408)

Reviewed proposals on water quality and ecosystem restoration for the California Department of Fish and Wildlife. The reviewed proposals totalled about \$5 million in requested funding.

CHAIR, PANEL REVIEW  
Ecosystem Restoration Program Independent Review Panel  
San Joaquin River Stockton Ship Channel Dissolved Oxygen TMDL – WARMF and Link-Node Models  
September, 2013 – March, 2014  
(Allen Barnes, UC Davis, 530-754-8408)

Led a panel to evaluate the proposed use of two models by the state regulatory agency to manage a TMDL control program. The issue deals with the effects of the hyper-eutrophic San Joaquin River on the dissolved oxygen levels in the downstream estuary. After reviewing many documents and a two-day meeting with the project team, wrote and assembled a final report from the panel to the state.

SENIOR ENGINEER, WATER RESOURCES  
Department of Water Resources  
Division of Integrated Regional Water Management  
Sacramento, CA 10/09 to 8/12  
(Supervisor: Mike Floyd, 916-651-9208)

Designed monitoring requirements and protocols for statewide groundwater level reporting program. Led committee on protocols and chaired group that developed guidance document for prospective monitoring entities (see document at: <https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Groundwater-Management/CASGEM/Files/CASGEM-DWR-GW-Guidelines-Final-121510.pdf>). Work team lead for regional forums (12 regions statewide) to elicit regional input to the California Water Plan (CWP), a document produced every 5 years to guide management of California's water resources. Chairperson for statewide conference (270 attendees) on integrated regional water management. Member of CWP work teams on climate change, tribal involvement, and groundwater.

SUPERVISORY HYDROLOGIST  
U.S. Geological Survey  
Sacramento, CA 10/00 to 10/09  
(Supervisor: Neil Dubrovsky, 916-278-3078)

Study unit chief for the San Joaquin-Tulare Basins study unit of the National Water Quality Assessment (NAWQA) program. Responsible for all aspects of this \$1- to 2-million per year program. Supervised staff of 6 to 10 hydrologists, biologists, field personnel, and a GIS/database manager. Worked closely with the GIS staff person to design the NAWQA website, using ArcGIS and Adobe Illustrator. Principal investigator and contract manager for two multi-year, million-dollar spinoff projects: (1) evaluation of pesticide sources (atmospheric and land-based), occurrence, transport, and fate and bioassessments of selected waterbodies in the San Joaquin Valley; and (2) evaluation of groundwater nitrate inputs to the lower San Joaquin River and the sources of the nitrate. Both projects were conducted to provide technical support to the state regulatory agency for the development of TMDLs. Supervised two graduate students in the Geology Department at California State University, Sacramento and served on their graduate committees.

Served on a technical committee to work with the San Francisco Estuary Partnership on designing a Delta Regional Monitoring Program. This partnership is part of the National Estuary Program as is Puget Sound Partnership. As NAWQA chief, I reviewed products and consulted with USGS personnel in Washington State on Puget Sound NAWQA studies.

HYDROLOGIST  
U.S. Geological Survey  
Sacramento, CA 10/91 to 9/00  
(Supervisor: Neil Dubrovsky, 916-278-3078)

Surface water specialist for San Joaquin-Tulare Basins study unit of the NAWQA program. Designed and supervised several surface-water sampling projects to evaluate transport and fate of pesticides from agricultural and urban sources, during storm and non-storm flows. Coordinated these sampling efforts with time-of-travel dye studies to put resulting data into a lagrangian context for interpretation. Also, designed a monitoring, assessment, and research program for water quality in the San Joaquin River Basin for the CALFED program.

Project chief for several water resources/water quality spinoff projects, including: (1) assessment of water quality in Abbots Lagoon at Point Reyes National Seashore (funded by National Park Service); (2) determination of selenium transport in Panoche Creek (funded by U.S. Bureau of Reclamation); (3) evaluation of surface water/ground water interactions and transport of water quality constituents in Santa Clara River in LA County (funded by LACSD); (4) determination of storm-driven transport of

diazinon and chlorpyrifos in the San Joaquin River Basin (funded by CA Dept. of Pesticide Regulation); (5) evaluation of historical nutrient loads and trends in tributaries to Lake Tahoe (co-project chief; funded by Lahontan RWQCB); and (6) evaluation of nutrients and oxygen-consuming substances in the San Joaquin River Basin that contribute to low dissolved oxygen in the Stockton Deep Water Ship Channel (funded by CALFED and CA Dept. of Water Resources). Projects 4 and 6 were conducted to provide technical support to the state regulatory agency for the development of TMDLs. As project chief and contract manager, I was responsible for all aspects of the projects from data collection to monitoring the budget to writing the final report.

## **EARLIER WORK EXPERIENCE**

- o State Water Resources Control Board – Technical expert on San Joaquin Valley water resources, modeling of San Joaquin River including a groundwater component; technical evaluations, compliance inspections, and sampling related to agricultural and point-source regulations.
- o UCLA – Modeling salinity and water levels in Salton Sea, estimating heat dissipation from cooling water, and evaluating physical criteria for wind energy development.
- o South Florida Water Management District – Managed Lake Okeechobee water quality studies, including collecting, analyzing, and writing up water chemistry data.
- o University of Florida – Used computer models and statistics to analyze existing data on nutrient loading and trophic conditions in Florida lakes.

## **OVERSEAS EXPERIENCE**

### **VOLUNTEERS IN OVERSEAS COOPERATIVE ASSISTANCE (VOCA)**

Strezevo Water Quality Project (EM084)  
Republic of Macedonia  
May 1-25, 1995

Evaluated water quality of Strezevo Reservoir and recommended a monitoring program, changes in the laboratory, and use of a eutrophication model.

## **MEMBERSHIPS**

American Water Resources Association  
American Geophysical Union  
Professional Engineer, State of California, Reg. No. C038369  
Professional Engineer, State of Washington, License No. 51489

## **SELECTED PUBLICATIONS**

Zamora, C., Dahlgren, R.A., Kratzer, C.R., Downing, B.D., Russell, A.D., Dileanis, P.D., Bergamaschi, B.A., and Phillips, S.P., 2013, Groundwater contributions of flow, nitrate, and dissolved organic carbon to the lower San Joaquin River, California, 2006—2008: USGS Scientific Investigations Report 2013-5151, 105 p. (<https://pubs.er.usgs.gov/publication/sir2013551>)

Kratzer, C.R., Kent, R.H., Saleh, D.K., Knifong, D.L., Dileanis, P.D., and Orlando, J.L., 2011, Trends in nutrient concentrations, loads, and yields in streams in the Sacramento, San Joaquin, and Santa Ana Basins, California, 1975—2004: USGS Scientific Investigations Report 2010-5228, 112 p. (<https://pubs.er.usgs.gov/publication/sir20105228>)

Kratzer, C.R., Saleh, D.K., and Zamora, C., 2006, Assessment of hydrologic and water quality data collected in Abbotts Lagoon watershed, Point Reyes National Seashore, California, during water years 1999 and 2000: U.S. Geological Survey Scientific Investigations Report 2005-5261, 35 p.

Majewski, M.S., Zamora, C., Foreman, W.T., and Kratzer, C.R., 2006, Contribution of atmospheric deposition to pesticide loads in surface water runoff: USGS Open-File Report 2005-1307

Kratzer, C.R., Dileanis, P.D., Zamora, C., Silva, S.R., Kendall, C., Bergamaschi, B.A., and Dahlgren, R.A., 2004, Sources and transport of nutrients, organic carbon, and chlorophyll-a in the San Joaquin River upstream of Vernalis, California, during summer and fall, 2000 and 2001: USGS Water-Resources Investigations Report 03-4127, 113 p.

Kratzer, C.R., Saleh, D.K., and Zamora, C., 2002, Selenium and sediment loads in storm runoff in Panoche Creek, California, February 1998: USGS Water-Resources Investigations Report 02-4286, 38 p.

Kratzer, C.R., 1999, Transport of sediment-bound organochlorine pesticides to the San Joaquin River, California: Journal of American Water Resources Association, 35:957-981.

Kratzer, C.R., 1999, Transport of diazinon in the San Joaquin River Basin, California: Journal of American Water Resources Association, 35:379-395.

Dubrovsky, N.M., Kratzer, C.R., Brown, L.R., Gronberg, J.M., and Burow, K.R., 1998, Water quality in the San Joaquin-Tulare basins, California, 1992-95: USGS Circular 1159, 38 p.

Kratzer, C.R. and Shelton, J.L., 1998, Water-quality assessment of the San Joaquin-Tulare Basins, California: analysis of available data on nutrients and suspended sediment in surface water, 1972-90: USGS Professional Paper 1587, 92 p. (<https://pubs.er.usgs.gov/publication/pp1587>)

Kratzer, C.R., 1998, Pesticides in storm runoff from agricultural and urban areas in the Tuolumne River Basin in the vicinity of Modesto, California: U.S. Geological Survey Water-Resources Investigations Report 98-4017, 17 p.

Grober, L.F., Kavvas, M.L., Rashmawi, E.A., Grismer, M.E., and Kratzer, C.R., 1992, Stochastic water quality modeling and numerical groundwater simulation for the lower San Joaquin River Basin: Report to the California State Water Resources Control Board from the University of California, Davis, 128 p.

Kratzer, C.R., 1985, Agricultural drainage problems in the San Joaquin Valley: Doctoral Dissertation, University of California, Los Angeles, 193 p.

Kratzer, C.R., 1979, Application of input-output models to Florida lakes: M.E. Thesis, University of Florida, 169 p.

## **SELECTED PRESENTATIONS**

Kratzer, C.R., and Bannister, P., 2019, Groundwater 101: observations, simulations, and plans, Association of Bainbridge Communities, 16<sup>th</sup> Bainbridge Environmental Conference, March 10, 2019, Bainbridge Island, WA. (INVITED)

Kratzer, C.R., Dahlgren, R.A., Zamora, C., and Dileanis, P.D., 2009, Salinity inputs to the San Joaquin River from groundwater: 27<sup>th</sup> Biennial Groundwater Conference and 18<sup>th</sup> Annual Meeting of the Groundwater Resources Association of California, October 6-7, 2009, Sacramento, CA. (INVITED)

Kratzer, C.R., Bergamaschi, B.A., Dahlgren, R.A., Dileanis, P.D., Kendall, C., Phillips, S.P., Russell, A., Schmidt, C., and Young, M., 2007, Nitrate and dissolved organic carbon concentrations in riparian-

zone ground water of the lower San Joaquin River, California: AGU Fall Meeting, December 10-14, 2007, San Francisco, CA.

Kratzer, C.R., and Saleh, D.K., 2007, Trends in nitrate and other nutrients in the San Joaquin River, California: ASA-CSSA-SSSA 2007 International Annual Meetings, November 4-8, 2007, New Orleans, LA. (INVITED)

Kratzer, C.R., Zamora, C., and Domagalski, J.L., 2004, Monitoring diazinon and chlorpyrifos for TMDL development: Soc of Environ Tox and Chem, 25<sup>th</sup> Annual Meeting, November 14-18, 2004, Portland, OR. (INVITED)

Kratzer, C.R., Domagalski, J.L., Phillips, S.P., Dileanis, P.D., Zamora, C., and Majewski, M.S., 2004, Monitoring all hydrologic compartments in a small agricultural watershed in central California: National Monitoring Conference of National Water-Quality Monitoring Council, May 17-20, 2004, Chattanooga, TN.

Kratzer, C.R., and Dileanis, P.D., 2004, Water quality monitoring design issues for Central Valley, California streams: Salmonid Restoration Fed, 14<sup>th</sup> Intl Salmon Enhancement Workshop, March 17-18, 2004, Davis, CA. (INVITED)

## **SELECTED TRAINING COURSES**

USGS Training Courses (one to two-week courses presented by the USGS National Training Center, Denver, CO.):

“Leadership Intensive”; “SPARROW Surface-Water Quality Modeling”; “Statistical Techniques for Trend and Load Estimation”; “Ground Water/Surface Water Relationships”; “Quality Control Sample Design and Interpretation”; “Environmental Behavior of Organic Chemicals”; “Probability and Statistics for Data Analysis”; “Ground Water Concepts and Modeling”.

Other USGS Training:

USGS Western Region Managers Development Program (graduated from 4-year program); and USGS Western Region Supervisory Training (completed two, 2-day training courses).

Other Training Courses:

“Facilitation Training”, Center for Collaborative Policy, Sacramento, CA.

“Nondetects and Data Analysis” Training course presented by Practical Stats (Dr. Dennis Helsel), Seattle, WA.

USDA Graduate School training courses, “Introduction to Supervision” (SUPV 7001); “Supervision and Group Performance” (SUPV 8001).

“ArcGIS Desktop I: Introduction to GIS (ArcGIS 10.1)”, King County GIS Center, Seattle, WA.

## **VOLUNTEER ACTIVITIES**

City of Bainbridge Island, Department of Public Works: Flow measurements and water-quality sampling of Bainbridge Island creeks, October 2014 to Present.

Sakai Intermediate School: Volunteer for “Read Naturally” and “Math Olympiad” programs.

Soccer coach, Bainbridge Island FC.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Accept 2017-2020 Bainbridge Island Housing Biennial Report and Addendum

**SUMMARY:** Staff presented the 2017-2020 Housing Report to the City Council at the July 6, 2021 City Council meeting. The Council had the opportunity to ask questions and discuss the report. The Council requested additional information be added to the report. See attached memo and report addendum.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** I move to accept the Bainbridge Island Housing Biennial Report and its addendum.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

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

**BACKGROUND:** The Comprehensive Plan update was approved in February 2017, and for a 20-year planning horizon, out to 2036. To ensure that the City makes progress toward housing goals, Housing Element Goal HO-2 requires biennial reports on the status of housing on Bainbridge Island. This report combines 2 biennial reports and includes data from 2017-2018 and 2019-2020. The report also describes the progress toward achieving the targets set forth in Policies HO 1.1 through HO 1.7.

**ATTACHMENTS:**

[20210727 CC Staff Memo.docx](#)

[Addendum to Housing Report.pdf](#)

[2017-2020 Biennial Housing Report Final.pdf](#)

[Appendix A 2017 2020 Bremerton-Silverdale MSA HUD Median Income Limit](#)

[Appendix B](#)

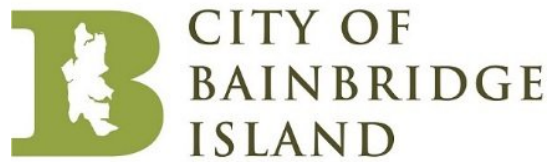
[Housing Element.pdf](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:**





## Department of Planning and Community Development

### Memorandum

Date: July 27, 2021  
To: City Council  
From: Jennifer Sutton, AICP  
Senior Planner  
Subject: Addendum to Bainbridge Island 2017-2020 Housing Report

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The City's Comprehensive Plan and its Housing Element set forth progressive goals aiming to create more types of housing, with a focus on smaller units, rental housing, and designated affordable housing. ensure that the City makes progress toward housing goals, Housing Element Goal HO-2 requires biennial reports on the status of housing on Bainbridge Island.

This report combines 2 biennial reports and includes data from 2017-2018 and 2019-2020 to show the progress made on the 20 year policy goals. The Report also provides an update on how the City is meeting Goal HO-1, "Make steady progress toward the following aspirational targets for increasing the diversity of housing types and the supply of affordable housing." This goal sets out a series of seven policies the City is to address pursuant to Goal HO-2: 13.

Staff presented the 2017-2020 Housing Report to the City Council on July 6, 2021. The City Council had the opportunity to ask questions and discuss the report. The City Council requested additional information be added to the report. This additional information is being added in an *Addendum* to the report.

One of the initiatives the City Council suggested for addition to the Biennial Housing Report was *Updating the Housing Needs Assessment and Inventory*. Staff is not adding *Updating the Housing Needs Assessment and Inventory* to the list of initiatives in the Housing Report because this action was begun in 2021, and the timeframe for the Housing Report is 2017-2020. However, this initiative and any progress made will be added to the 2021-2022 biennial report.

The City Council also requested information about what kind of jobs are located on the Island to add to the progress discussion for Policy HO 1.7 (page 18 of Housing Report). The *Addendum* to the report includes 2020 (end-of-year) employment information. To provide the City Council more current information, on July 16, 2021 the Finance Department ran a report on number of employees from the City's business license data. See table on the following page.

| Business Sector Description                                              | Employee Count |
|--------------------------------------------------------------------------|----------------|
| Government and Other Educational Services                                | 1213           |
| Retail                                                                   | 838            |
| Health Care and Social Assistance                                        | 795            |
| Accommodation and Food Services                                          | 747            |
| Manufacturing                                                            | 475            |
| Professional, Scientific, Technical and Information Services             | 441            |
| Arts, Entertainment, and Recreation                                      | 384            |
| Other                                                                    | 359            |
| Construction and Utilities                                               | 349            |
| Finance, Insurance, Real Estate, and Mgmt. of Companies                  | 259            |
| Administrative and Support and Waste Management and Remediation Services | 182            |
| Wholesaling                                                              | 114            |
| Agriculture, Forestry, Fishing and Hunting, Mining                       | 51             |
| TOTAL                                                                    | 6207           |

Source: COBI Business License Database, July 16, 2021. Note: Does not include home-based businesses.

# **Status of Bainbridge Island Housing**

## ***Addendum to Biennial Report***

**2017-2018, 2019- 2020**

**July 27, 2021**

Staff presented the 2017-2020 Housing Report to the City Council on July 6, 2021. The City Council had the opportunity to ask questions and discuss the report. The City Council requested additional information be added to the report. This additional information is being added in an *Addendum* to the report.

1. Add a reference to the [Helpline House](#) emergency rental assistance program to the discussion of Policy HO 2.1-10 (pages 12-14).

**Policy HO 2.1 – 10, A description of the various initiatives supporting affordable housing including activities of community non-profit organizations and local and regional entities.**

[HELPLINE HOUSE](#) is a nonprofit organization on Bainbridge Island that provides a network of critical social services through several different programs. The [Housing & Utility Assistance Program](#) provides eligible community members with rent/mortgage and utility assistance for residents experiencing housing instability.

2. Add information about what kind of jobs are located on the Island to add to the progress discussion for Policy HO 1.7 (page 18).

**Policy HO 1.7: Achieve a jobs-housing balance of 0.8 (up from 0.59).**

The City Finance Department submitted the following table, Table 16 Principal Employer Table, in the City 2020 (EOY) Comprehensive Annual Financial Report to the State Auditor's office. It shows the City's largest employers and total City employment. With 640 employees, the Bainbridge Island School District is the largest employer on Bainbridge Island. The effects of the COVID-19 pandemic can also be seen in the zeroing out of employees at Island Fitness and the Bainbridge Athletic Club.

Table 16: Principal Employers  
Current Year and Ten Years Ago

| Employer                                   | 2020                   |      |                                           | 2011         |      |                                           |
|--------------------------------------------|------------------------|------|-------------------------------------------|--------------|------|-------------------------------------------|
|                                            | Employees <sup>1</sup> | Rank | Percentage of<br>Total City<br>Employment | Employees*   | Rank | Percentage of<br>Total City<br>Employment |
| Bainbridge Island School District          | 640                    | 1    | 7.9%                                      | 382          | 1    | 6.8%                                      |
| Sage /Redington/Fairbanks                  | 100                    | 7    | 1.2%                                      | 154          | 2    | 2.7%                                      |
| Safeway                                    | 123                    | 6    | 1.5%                                      | 136          | 3    | 2.4%                                      |
| Avalara                                    |                        |      |                                           | 126          | 4    | 2.2%                                      |
| Washington State Ferry System <sup>2</sup> | 166                    | 3    | 2.0%                                      | 122          | 5    | 2.2%                                      |
| Town and Country Markets, Inc.             | 140                    | 4    | 1.7%                                      | 117          | 6    | 2.1%                                      |
| City of Bainbridge Island                  | 130                    | 5    | 1.6%                                      | 115          | 7    | 2.0%                                      |
| Soundcare Inc dba Messenger House          | 68                     | 9    | 0.8%                                      | 96           | 8    | 1.7%                                      |
| Bainbridge Athletic Club                   |                        |      | 0.0%                                      | 77           | 9    | 1.4%                                      |
| Island Fitness                             |                        |      | 0.0%                                      | 70           | 10   | 1.2%                                      |
| Islandwood                                 | 60                     | 10   | 0.7%                                      |              |      | 0.0%                                      |
| Storyville Coffee Company                  | 90                     | 8    | 1.1%                                      |              |      |                                           |
| Far Bank Enterprises                       | 201                    | 2    |                                           |              |      |                                           |
| Subtotal of ten largest employers          | 1,718                  |      | 18.7%                                     | 1,395        |      | 24.7%                                     |
| All other employers                        | 6,413                  |      | 81.3%                                     | 4,254        |      | 75.3%                                     |
| Total City of Bainbridge Island employment | <u>8,131</u>           |      | <u>100.0%</u>                             | <u>5,649</u> |      | <u>100.0%</u>                             |

Sources: Washington State Employment Security Department, Kitsap Economic Development Alliance, Washington State Department of Revenue - Business Licensing Service

<sup>1</sup> Includes part-time employees, where applicable

<sup>2</sup> WSF home ported a ferry, the Sealath, at Bainbridge Island in 2020. The ferry's assigned workforce is added to the total terminal and yard employees.

# **Status of Bainbridge Island Housing**

## **Biennial Report**

**2017-2018, 2019- 2020**

**June 22, 2021**

## Background and Overview:

The City's Comprehensive Plan and its [Housing Element](#) set forth progressive goals aiming to create more types of housing, with a focus on smaller units, rental housing and designated affordable housing. This focus was created to counter the predominant form of new housing on Bainbridge Island, larger single-family homes, which are often out-of-reach for even middle-income households. To ensure that the City makes progress towards housing goals, [Housing Element Goal HO-2](#) (see below) requires biennial reports on the status of housing on Bainbridge Island.

Before providing an overview of the Housing Goals, below is a snapshot of the variety of unit types on the Island, the average median income and home sale prices.

### *Housing Snapshot on Bainbridge Island: 2020*

| Housing Unit/Building Type            | Number of Units | % of units |
|---------------------------------------|-----------------|------------|
| Single-family, detached housing units | 9,068           | 79%        |
| Duplexes                              | 180             | 1.5%       |
| 3+ Unit Buildings                     | 1,850           | 16%        |
| Mobile and Manufactured Homes         | 368             | 3.2%       |
| Special Housing Units                 | 15              | .1%        |
| <b>Total</b>                          | <b>11,481</b>   |            |

Source: Washington State Office of Financial Management, City Permit Database

Not included in the residential unit totals above are *Group Quarter Residences* such as assisted living facilities and the Islandwood graduate student dormitories. The number of people living in these facilities fluctuates slightly year to year, but on April 1, 2020 had the following populations:

| Group Quarter Facility              | # Residents 4/1/2020 |
|-------------------------------------|----------------------|
| Island Health and Rehabilitation    | 43                   |
| Madrona House Assisted Living       | 62                   |
| Wyatt House                         | 33                   |
| Islandwood Graduate Student Housing | 17                   |
| <b>Total:</b>                       | <b>155</b>           |

Bainbridge Island income and home sales price data also inform the picture of housing on Bainbridge Island.

|                                              |             |
|----------------------------------------------|-------------|
| <b>2019 Median household income</b>          | \$117,990   |
| <b>2019 Mean household income</b>            | \$144,868   |
| <b>December 2020 Median Home Sales Price</b> | \$1,007,500 |

Source: Income information- 2019 American Community Survey; Home Sales Information – [www.realtor.com](http://www.realtor.com)

This report combines 2 biennial reports and includes data from 2017-2018 and 2019-2020. The Comprehensive Plan update was approved in February 2017, but this biennial report was not previously completed for the 2017-2018 time frame, and therefore has been combined with the 2019-2020 report to provide a representative update of progress made since the Comprehensive Plan was adopted and to

reflect the progress we are making on our 20 year goals.

The report also provides an update on how the city is meeting Goal HO-1, “Make steady progress toward the following aspirational targets for increasing the diversity of housing types and the supply of affordable housing”. This goal sets out a series of seven policies the city is to address pursuant to Policy HO-2.1: 13.

The report concludes with the findings that of the seven (7) policies of Housing Goal HO-1, the City is on track for four (4) policies, not on track for two (2) policies and one (1) policy requires additional analysis. A summary table and findings are provided below, and the data and discussion for Housing Goal HO-2 is included in the body of the report.

The following table provides a snapshot of the findings on how the City is meeting Comprehensive Plan Housing Element Goals HO-1 & 2. The table at the end of this report provides suggestions on how the City could get back on track to meet and/or continue to meet these policies.

| On Track                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy HO 1.1:</b> Decrease to 20% or less the number of cost burdened families living in rental housing (down from 40%). | To be on track, the number of cost burdened renter households would decrease by 1% year. The number of cost burdened renter households is lower- 36% of total renter households . However, the majority of those renter households (29%) are severely cost burdened.                                                                                                                                                                                                                                                                                                                                                 |
| <b>Policy HO 1.2:</b> Decrease to 18% or less the number of cost burdened families owning homes (down from 34%).             | To be on track, the number of cost burdened ownership households would decrease the amount by 0.8% per year, we should be down from 34% to 30%. The number of cost burdened ownership households is lower- 25%, a 9% reduction.                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Policy HO 1.3:</b> Increase rental housing units to at least 11% of total housing units (up from 7%).                     | On track. 2019 ACS data indicates that households that rental households made up 19% of Bainbridge Island households, or 1945 households, exceeding the goal by 8%, 15 years ahead of schedule. This includes those renting single-family homes, not just multifamily housing such as apartments or condominiums. However, when reviewing types of units completed/built between 2017-2020, only 116 multifamily rental units and 48 accessory dwelling units were constructed out of a total of 607 total units, meaning that homeownership units are still the majority of units constructed on Bainbridge Island. |



|                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy HO 1.4:</b> Increase the Island's percentage of multifamily homes to 18% or more of all homes (up from 16%).                 | On track. The percentage of multifamily homes has increased to 17.6%.                                                                                                                                                                                                                                                                                                                                         |
| <b>Not on Track</b>                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Policy HO 1.5:</b> Increase the number of senior housing units to 600 or more (up from 344).                                        | Zero new senior housing units have been constructed. In order to be on track, 12.8 units should be added each year, or 64 new units added to be on track to meet this goal.                                                                                                                                                                                                                                   |
| <b>Policy HO 1.6:</b> Change today's 89/11% housing split between the Mixed Use Town Center and Neighborhood Centers to 80/20% by 2036 | This goal promotes adding units in Neighborhood Centers (NC) at a faster rate than in the Mixed Use Town Center (MUTC) area. Between 2017-2020, more units were completed/finaled in the MUTC area than in the Lynwood Center NC area (see Appendix B). No units were added in the Island Center or Rolling Bay NC areas during this time.                                                                    |
| <b>Ongoing Analysis</b>                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Policy HO 1.7:</b> Achieve a jobs-housing balance of .8 (up from 0.59)                                                              | This goal promotes adding additional commercial space (jobs) to improve the jobs/housing balance to 0.8 jobs per dwelling unit. This analysis of added commercial development is currently being analyzed through the Kitsap County Residential and Commercial/Industrial Land Capacity Analysis. The City is coordinating with Kitsap County and other cities on this work, which will be completed in 2021. |

## 2016 Comprehensive Plan, Housing Element, Goal HO-2

The Bainbridge Island 2036 Housing Vision is that the Island provide a broad diversity of housing. The broadest variety of housing types include rental homes, exist within the compact, walkable, transit-served, mixed-use designated centers. The following goal is one of 9 goals in the housing element and specifically requires this report and an analysis of Housing Goal HO-1 is summarized in the table above and at the end of this report.

### GOAL HO-2

**Beginning in 2019, prepare biennial reports on the status of housing on Bainbridge Island. The report shall describe progress toward achieving the targets set forth in Policies HO 1.1 through HO 1.7.**

#### Policy HO 2.1

The Housing report shall address the following aspects of housing:

1. Housing trends in general both regionally and on Bainbridge Island.

2. The number and location of housing types constructed or active applications in the permit process in the preceding two years.
3. An evaluation of the effectiveness of the City's measures and identification of additional or revised measures or targets.
4. The vacancy rate for rental apartments.
5. The number of cost burdened and extremely cost burdened households.
6. The status of efforts to address housing needs at the regional level.
7. The housing availability for special needs or difficult to serve populations.
8. The condition of the local housing market and the number of new housing units publicly and privately funded.
9. The use of density bonuses and the number of for-purchase affordable housing units provided in new developments.
10. A description of the various initiatives supporting affordable housing including activities of community non-profit organizations and local and regional entities.
11. Programs of housing repair and renovation that improve accessibility.
12. An analysis of how property taxes impact housing affordability.
13. If insufficient progress is made toward meeting the targets in Policies HO 1.1 through HO 1.7, determine what actions are not working and make adjustments.

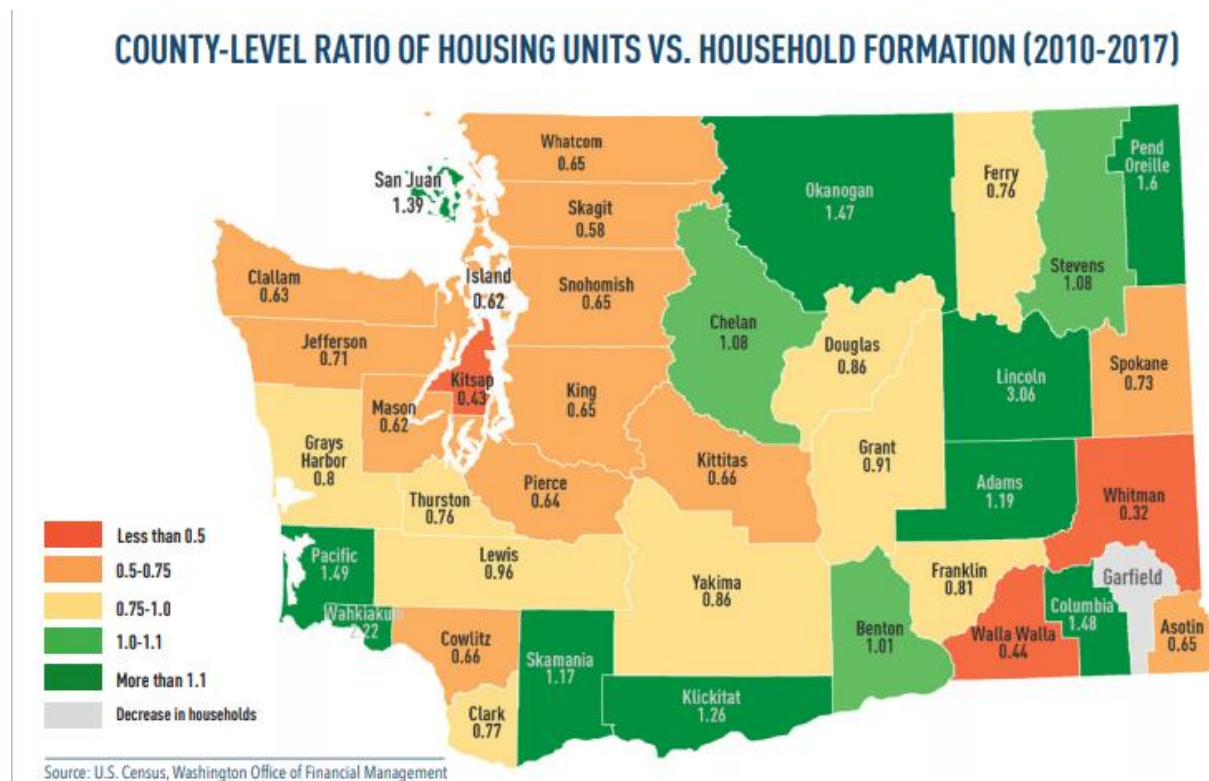
The report responds to each aspect of housing described and listed numerically (1-13) in Policy HO 2.1 and combines those topics that have similar information. Therefore, the numbers below correspond to the numbered topics in Policy HO 2.1 but are not in numerical order.

### **Policies HO 2.1- 1 & 8; 1) Housing trends in general both regionally and on Bainbridge Island and 8) The condition of the local housing market and the number of new housing units publicly and privately funded.**

Housing Trends: Housing prices on Bainbridge Island have continued to climb, and affordability has worsened since the end of the Great Recession in 2009. At the same time, the inventory of homes for sale is historically low on Bainbridge Island, and housing construction has not returned to pre-recession levels. This limited supply on Bainbridge Island is well below demand in a way that increases housing costs and creates an affordability crisis, minimizing housing opportunity for those of moderate or low incomes. Single family residences account for most of Bainbridge Island's housing units, in a very low density land use pattern that occupies almost 91% of the island's land use area.

The only significant new rental multifamily housing created during the 2017-2020 time-period was a 107 unit apartment building in the BLIS development near the ferry terminal. The underproduction of housing units compared to household formation increases overall housing costs by adding demand without supply and is a problem throughout Washington state. The map below from the sustainable

development nonprofit [Up For Growth](#) shows that Kitsap County has built even less housing given household formation than most other counties.

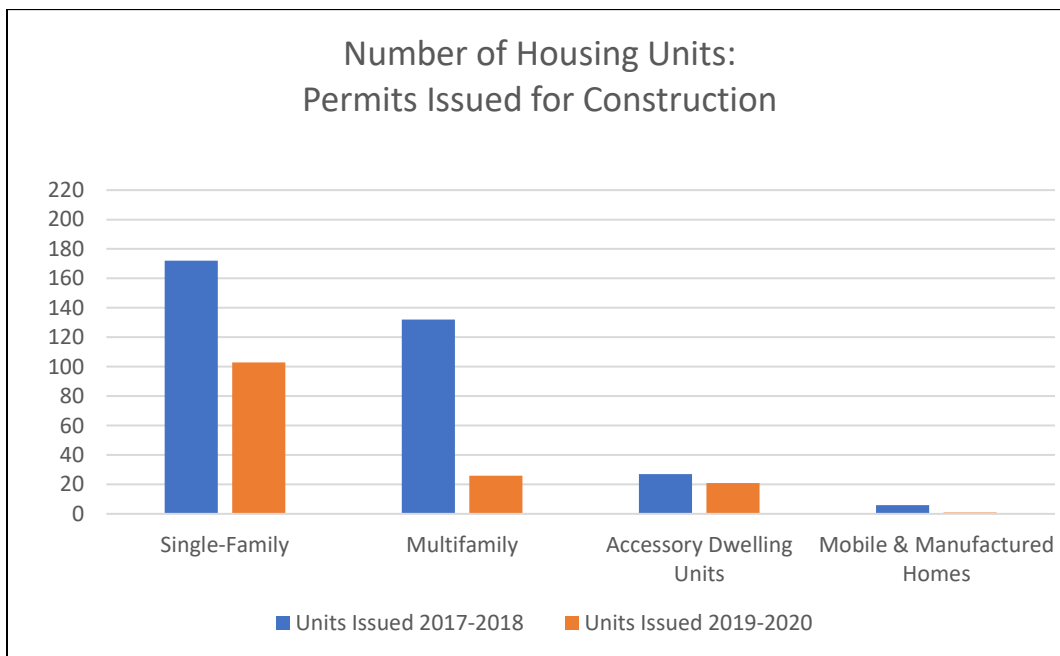
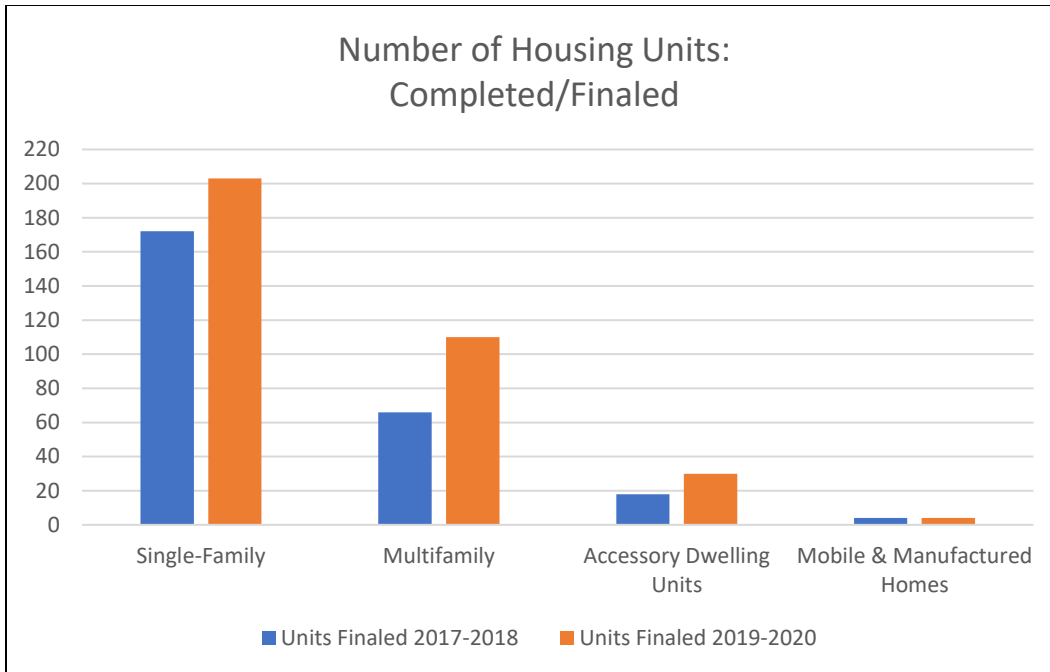


For additional description of the Bainbridge Island Housing Market and Trends See the February 2019 ECONorthwest final report commissioned by the City: [City of Bainbridge Island Transfer of Development Rights and Inclusionary Zoning Assessment Appendix A – Real Estate Market Analysis](#) and [Kitsap-Bremerton Affordable Housing Inventory and Market Analysis – Appendix B: Housing Inventory](#).

Housing Condition: In 2017-2020, all new housing units that were issued and finalized (see Section 2 below) were privately funded. At the end of 2020, no publicly funded units are being planned.

## Policy HO 2.1-2, The number and location of *housing types* constructed or active applications in the permit process in the preceding two years.

The charts below show the number of single-family and multi-family residences, accessory dwelling units and manufactured/mobile homes constructed (meaning units have received final inspection) and active applications (meaning a permit has been issued). Most of the single-family and manufactured/mobile homes are completely new, and therefore represent an increase in total housing units. However, some permitted units are replacing existing homes, and consequently, do not increase total housing units. Maps showing the location of these housing units can be seen in Appendix B.



**Policies HO 2.1- 3 & 9; 3) An evaluation of the effectiveness of the City's measures and identification of additional or revised measures or targets and**

**9) The use of density bonuses and the number of for-purchase affordable housing units provided in new developments.**

The section is a response to [Housing Element Policy HO 2.1 #s 3 and 9](#) since current City affordable housing measures include the use of density bonuses. The City currently has two affordable housing programs in the Bainbridge Island Municipal Code.

**Voluntary Inclusionary Zoning Program**

The City's inclusionary zoning program was revised in 2005. Since then, the City has had a *voluntary inclusionary zoning program* which grants bonus density in exchange for providing affordable housing units.

- In the Mixed Use Town Center (MUTC) and High School Road districts, where floor area ratio (FAR) is used instead of units per acre for development potential, the affordable housing incentive provisions are outlined in [BIMC 18.12.030.E.1](#).
- In the Neighborhood Center (NC) zone, the affordable housing provisions are outlined in [BIMC 18.12.030.D](#).
- In the less-dense residential zones, the affordable housing provisions are outlined in [BIMC Chapter 18.21](#).

This voluntary inclusionary zoning program has not been used or produced any affordable housing units in the MUTC/ High School Road or Neighborhood Center zones. In the less dense residential zones, there have been 2 single-family lots created through the bonus density provisions of [BIMC 18.21.030](#). The Bristle Ridge Plat was approved in 2008 and created 2 additional bonus lots through that code section. Homes have not yet been constructed on the lots.

The voluntary inclusionary zoning program has not been used since the 2008 Bristle Ridge Plat. At the end of 2020, there is a project in the High School Road 1 zone that is in the early conceptual phase of development, which may utilize the affordable housing bonus density provisions of [BIMC 18.12.030.E.1](#). Since the [Interim Zoning Control](#) was approved in March 2020, this voluntary inclusionary zoning is one of the only bonus density provisions available in the municipal code. The current recommendation is to make permanent the interim changes that reduce bonus FAR options.

**Housing Design Demonstration Projects**

In 2009 the City approved the *Housing Design Demonstration Project (HDDP) program*, [BIMC 2.16.020.S](#). The program applies in the greater Winslow area and incentivizes green building and building smaller units and a mix of housing types, including affordable housing, by granting flexibility in development standards and bonus density. It was originally a tiered incentive program, with more incentives available for projects with higher levels of green building and housing diversity, including affordable housing. The program was approved as a 3-year demonstration project and has been extended several times. At the end of 2019, [Ordinance 2019-32](#) extended until December 31, 2021, and scaled back to only be available for projects where 50% or more of their housing units will be designated as affordable housing.

The City had been planning its own affordable housing project in partnership with Housing Resources Bainbridge on the City-owned Suzuki Property, at the southeast intersection of New Brooklyn and Sportsman Club Roads. The project was being planned as a HDDP project that would have utilized the bonus density provisions of the program. However, in 2020, the City suspended work on the Suzuki Property affordable housing project.

Since its inception, the *HDDP program* has planned 47 designated affordable housing units, and at the end of 2020, 45 of those affordable housing units have been constructed, and 2 units have a building permit submitted to the City for review (see table below).

| HDDP Projects with Affordable Housing |                                         |                                                 |                    |
|---------------------------------------|-----------------------------------------|-------------------------------------------------|--------------------|
|                                       | Ferncliff Village (HRB)                 | The Walk                                        | Wallace Cottages   |
| Zone                                  | R-3.5                                   | MUTC/ Core                                      | R-4.3              |
| Max. Base Density                     | 20                                      | 0.4 Base/ 1.0 Max. Residential FAR              | 10                 |
| Total # and Type of Dwelling Units    | 40: Single-family (SF) & Townhomes (TH) | 52 SF TH & ADUs                                 | 19 SF              |
| # of Bonus Units                      | 20                                      | 0                                               | 9                  |
| # of Affordable Units                 | 40<br>Ownership                         | 5 SF TH:<br>4 Units Rentals<br>1 Unit Ownership | 2<br>Ownership     |
| Status                                | Completed 2016                          | Completed                                       | Under Construction |

As summarized in the table below, the *HDDP program*, which ends at the end of 2021 has been more successful than the current *voluntary inclusionary zoning program* at planning and building designated affordable housing.

| Affordable Housing Program            | # of Affordable Housing Units/Lots |                                                                             |
|---------------------------------------|------------------------------------|-----------------------------------------------------------------------------|
|                                       | 2005-2016                          | 2017-2020                                                                   |
| Voluntary Inclusionary Zoning         | 2 lots (unbuilt)                   | 0                                                                           |
| Housing Design Demonstration Projects | 40 ownership units built           | 5 units built (4 rental, 1 ownership)<br>2 ownership units in permit review |

### Effectiveness of City Affordable Housing Measures

As the data above demonstrates, the City's current affordable housing programs have only resulted in 7 affordable housing units since 2017, and a total of 47 units since 2005. The *HDDP program* has been more successful than the *voluntary inclusionary zoning program*. The *HDDP program* has a higher level of bonus density available through the program, while the affordable housing requirement applies to dwelling units affordable to households earning up to 120% Area Median Income (AMI), the maximum income range of defined as affordable housing in the City municipal code, BIMC Sections [18.21.020.A](#)

and [18.36.030](#). The current *voluntary inclusionary zoning program* grants lower levels of bonus density provision and requires higher levels of affordability. Entering the 2016 Comprehensive Plan update process, the evidence showed that the affordable housing programs were not working and needed to be evaluated and abandoned or revised. Consequently, housing targets were integrated in [Housing Element, Goal HO-1](#) and monitoring/reporting integrated into [Housing Element, Goal HO-2](#). Additional specific targets on the type and variety of affordable housing the City may want to provide could be learned from a Housing Needs Assessment.

#### **Policy HO 2.1 - 4, The vacancy rate for rental apartments.**

In 2018, the City hired the firm ECONorthwest to provide economic analysis and feasibility study regarding a new Inclusionary Zoning and Transfer of Development Rights programs and adoption of a Multifamily Tax Exemption (MFTE). On [February 19, 2019](#) ECONorthwest presented a [final report](#) to City Council. The report's *Appendix A Real Estate Market Analysis* describes the apartment market,

“The market fundamentals for apartments indicate a tightening market as vacancies have declined and average rents have increased. In 2009, the vacancy rates for multifamily housing units in Bainbridge Island and Kitsap County were over five percent and six percent, respectively, but both decreased to **4.2 percent in 2018**.” *Source: CoStar, 2018*

In between Census years, the 5-year American Community Survey (ACS) estimates housing and demographic data for communities such as Bainbridge Island. The most recent ACS 2015-2019 Five-Year Estimate for Bainbridge Island shows a rental **vacancy rate 0% in 2019**, with a margin of error +/- 2%.

#### **Policy HO 2.1 - 5, The number of cost burdened and extremely cost burdened households.**

**Cost burdened** is defined as paying more than 30 percent of income for housing. **Severely cost burdened** is defined as paying more than 50 percent of income for housing.

|                            | # of Occupied Households | # of Cost Burdened Households | % Cost Burdened Households | # of Severely Cost Burdened Households | % Severely Cost Burdened Households |
|----------------------------|--------------------------|-------------------------------|----------------------------|----------------------------------------|-------------------------------------|
| <b>Homeowners</b>          | 8036                     | 1178                          | 15%                        | 820                                    | 10%                                 |
| <b>Renters paying rent</b> | 1945                     | *139                          | 7%                         | *558                                   | 29%                                 |
| <b>Total</b>               | 9981                     | 1317                          | 13%                        | 1378                                   | 14%                                 |

Source: U.S. Census Bureau, 2015–2019 ACS 5-Year Estimate; \*In this table, based upon available ACS information for occupied rental housing where rent is paid, cost burdened households mean those paying between 30-34.9% of household income toward rent, and severe cost burdened households mean those paying more than 35% of household income toward rent, instead of 50% or more of household income toward rent..

The number of cost burdened households on Bainbridge Island is a data point that is informed by other data points: high median household income, a higher ratio of owner-occupied to renter occupied units compared to other Kitsap communities and commuting patterns. As described in [Kitsap-Bremerton Affordable Housing Inventory and Market Analysis – Appendix C: Housing Needs Analysis](#), a majority of employees commute to Bainbridge Island to work, and do not live on the Island. The lack of affordable housing options on Bainbridge Island means that most service workers must commute to Bainbridge Island.

There is a longer discussion comparing cost burdened on pages 32-36 of [Kitsap-Bremerton Affordable Housing Inventory and Market Analysis – Appendix B: Housing Inventory](#).

## **Policy HO 2.1 - 6, The status of efforts to address housing needs at the regional level.**

### **Kitsap Regional Coordinating Council**

The [Kitsap Regional Coordinating Council](#) (KRCC) convened an Ad-Hoc Affordable Housing Taskforce in January 2019. The purpose of the KRCC Taskforce was to determine what strategic action steps KRCC could pursue with regard to the lack of affordable housing in the Kitsap County as a whole. The Committee met 5 times between January and September 2019, and received a variety of affordable housing background information, both in writing, and through presentations by affordable housing providers at their meetings. On July 18, 2019, the Taskforce recommended to the KRCC Executive Board that:

- Each jurisdiction should take action to support affordable housing for their communities.
- That the KRCC Board pass a resolution for each jurisdiction to independently implement new Washington State law HB 1406.

The KRCC Board passed resolutions supporting both recommendations at their [September 3, 2019 meeting](#).

At the September 19, 2019 meeting, the Taskforce recommended integrating affordable housing as a topic within future KRCC Planning Policy (PlanPOL) Committee meetings and not continuing with a Taskforce in 2020.

The KRCC Executive Board is currently reviewing and updating the Countywide Planning Policies. Support for affordable housing is expanded in the updated draft Countywide Planning Policies. Examples of new affordable housing (AH) policies include;

AH-2.a, Where possible, expand areas zoned for moderate density (“missing middle”) housing to bridge the gap between single-family and more intensive multifamily development.

AH-2.b, Incentive a range of housing types including transitional housing and supportive housing.

AH-5.a, Protect existing low-income housing.



### **Community Development Block Grant (CDBG) and Home Investment Partnership (HOME)**

As an urban county, Kitsap County receives Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). The cities of Poulsbo, Port Orchard, and Bainbridge Island participate in the consortium through interlocal agreements for CDBG and HOME with Kitsap County. [Kitsap County Department of Human Services](#) is the lead agency for managing the use of federal CDBG funds throughout Kitsap County, including grant applications. In 2020, the department updated the required [5-year Consolidated Plan](#).

### **Policy HO 2.1 – 7, The housing availability for special needs or difficult to serve populations.**

Madrona House was completed in 2014 and is the most recent addition to facilities serving special populations.

| Housing on Bainbridge Island for Special Populations     |                                 |       |
|----------------------------------------------------------|---------------------------------|-------|
|                                                          | Type                            | Units |
| Madison House                                            | Assisted Living                 | 53    |
| Wyatt House                                              | Assisted Living                 | 42    |
| Madrona House                                            | Assisted Living and Memory Care | 81    |
| Winslow Manor                                            | Independent Senior Living       | 39    |
| *Finch Place Apartments                                  | Senior/Disabled                 | 29    |
| *Virginia Villa                                          | Senior/Disabled                 | 40    |
| *Winslow Arms                                            | Senior/Disabled                 | 60    |
| *Includes units that serve low-income populations. Total |                                 | 344   |

### **Policy HO 2.1 – 10, A description of the various initiatives supporting affordable housing including activities of community non-profit organizations and local and regional entities.**

#### **CITY OF BAINBRIDGE ISLAND INITIATIVES**

##### ***Completed: Affordable Housing Task Force***

Pursuant to [Housing Element Goal Action #5](#) the City Council appointed a short-term Affordable Housing Task Force (AHTF) that met 2017 – 2018. The AHTF created small work groups to consider individual comprehensive plan goals and policies. The AHTF gave an Interim Report to Council on [March 6, 2018](#) and completed a [final report](#) with recommendations to City Council in July 2018. The recommendations were organized into 3 categories: *Priority*, *Quick Wins* and *Additional Strategies to Explore*. Later in 2018, the City Council endorsed moving forward with work on the recommendations.

##### ***Completed: Affordable and Supportive Housing Sales and Use Tax Credit***

In the 2019 legislative session, the Washington State Legislature adopted Substitute House Bill 1406, which created a local revenue sharing program for affordable housing in the form of a tax credit against the state sales tax. As recommended by the [Kitsap Regional Coordinating Council](#) in September 2019

(see Section 6 above), the City approved Ordinance 2019-37 in November 2019, creating new Chapter 3.61 BIMC to take advantage of this tax credit to provide revenue to support affordable and supportive housing as allowed under RCW [82.14.540](#).

#### ***Ongoing: Improvements to the Inclusionary Zoning Program***

As summarized in Section 3 above, the City currently has a voluntary inclusionary zoning program that has been in place since 2005. However, that program has not produced any affordable housing units to date. On November 1, 2017, the AHTF voted unanimously to recommend to City Council that the City pursue an improved inclusionary zoning program. That recommendation is also Priority Recommendation 1.A from the [AHTF Final Report](#). In 2018, the City hired firm ECONorthwest to provide economic analysis and feasibility study regarding a new Inclusionary Zoning program and adoption of a Multifamily Tax Exemption (MFTE). Council discussed these issues on [June 19](#), and [December 4](#), 2018. On [February 19, 2019](#) ECONorthwest presented a [final report](#) to City Council. The report indicated that creating a successful inclusionary zoning program in the downtown Winslow and Neighborhood Center districts would require updating the following development standards: increase density/FAR in exchange for affordable units, increasing building heights, and reducing parking requirements. Modifying these standards would create additional opportunity for development to happen.

The Council decided to continue consideration of adoption of an MFTE and/or an inclusionary zoning program that focused on the Mixed Use Town Center/High School Road zoning districts, and continued to make progress on these complex issues at their [September 17, 2019](#) and [February 4, 2020](#) meetings. In March 2020, the Covid-19 pandemic interrupted regular City operations and City Council meetings, and this topic has been on hold at the City Council since early 2020. Affordable housing issues and inclusionary zoning specifically were discussed at a special joint City Council/Planning Commission meeting on June 22, 2020. The result was the formation of a Joint City Council/Planning Commission land use subcommittee that would work to prioritize updates to the land use code, including affordable housing action items. The subcommittee met in the Summer and Fall of 2020 and presented a list of recommended priority code changes to the Council on October 13, 2020. This subcommittee did not discuss Inclusionary Zoning as a priority during its first phase of work in 2020.

In early 2021, the City Council reformed a joint City Council/Planning Commission Land Use subcommittee and formed a separate Council Affordable Housing Ad Hoc Committee. This Ad Hoc Committee presented initial recommendations for an affordable housing work plan during the April 20, 2021 City Council meeting. The recommendations included pursuing a Housing Action Plan, as described by the Washington State Department of Commerce. Additional recommendations included continuing to work on a City MFTE program, ending the Bonus FAR Interim Control, pursue a program to facilitate affordable housing on religious properties (see Bethany Lutheran discussion below) and consider a short-term vacation rental ordinance.

#### ***Ongoing: Multifamily Property Tax Exemption Program***

Washington State provides for local governments to adopt a MFTE program as described in Revised Code of Washington [RCW 84.14](#). The purpose of this program is to encourage the development and redevelopment of multifamily and affordable housing by granting a temporary property tax exemption for qualifying projects. Adopting a City MFTE program is supported by the [Comprehensive Plan Housing Element Policy HO 4.4](#) and was a priority recommendation in the [2018 Affordable Housing Task Force Final Report, Recommendation 1.C](#).

The Joint City Council/Planning Commission land use subcommittee met in the Summer and Fall of 2020 and presented a list of recommended priority code changes to the Council on October 13, 2020 that included adopting a 12-year MFTE Program. The Council approved the list and recommended it be forwarded to the Planning Commission for immediate legislative work.

***Ongoing:*** [Annual Human Service Funding](#)

On an annual basis, the City of Bainbridge Island provides significant financial support to local nonprofit organizations to support human services programs in the community. The City utilizes a two-year funding cycle to solicit proposals from local non-profits seeking City funding for human services activities that serve the residents of Bainbridge Island. Housing Resources Bainbridge was a recipient of this type of City funding in 2019 and 2020, supporting its Homeownership and Independent Living programs.

***Suspended:*** ***City Suzuki Property Affordable Housing Project***

The City had been planning a its own affordable housing project in partnership with Housing Resources Bainbridge on the City-owned Suzuki Property, which is located at the southeast intersection of New Brooklyn and Sportsman Club Roads. The project was being planned as a HDDP project that would have utilized the bonus density provisions of the program. The conceptual project was being planned for 80-100 dwelling units, mostly affordable units with some market rate residences integrated. However, in 2020, the City suspended work on the Suzuki Property affordable housing project.

## **HOUSING RESOURCES BAINBRIDGE**

[Housing Resources Bainbridge \(HRB\)](#) is a nonprofit organization that provides affordable housing on Bainbridge Island. Through a range of programs that serve more than 600 people annually, HRB builds and maintain properties, helps people find affordable housing, and make it possible for seniors and people with disabilities to remain in their homes. The HRB portfolio currently includes 103 affordable rental units and 42 affordable homes for homeownership (primarily in Ferncliff Village). Because HRB is also a Community Land Trust, many of HRB residences are permanently protected as affordable.

HRB also works to partner on other affordable housing opportunities, such as the collaboration with the City on the Suzuki property and with a private developer the 550 Madison Avenue project (conceptual phase).

## **BETHANY LUTHERAN CHURCH**

The members and board at Bethany Lutheran Church have been discussing [building affordable housing on the church property](#) for several years. Such a project is supported by [Comprehensive Plan Housing Element Policy HO 3.4](#) specifically. In 2019, the church reached out to the City to discuss options for such as an affordable housing project. Also in 2019, the Washington State Legislature approved Substitute House Bill (SSB) 1377 which would facilitate affordable housing projects on religious properties. Although current City affordable housing provisions would allow a certain amount of affordable housing on the church property, the City may pursue separate regulations to further application of SSB 1377. The City Council may add this work to the City's work plan.

## **Policy HO 2.1 - 11, Program of housing repair and renovation that improve accessibility.**

[HRB's Independent Living Program](#) facilitates home modifications and repairs to promote safety and autonomy for income-qualified older adults and people with disabilities. The program provides funding for necessary improvements and hire licensed contractors to complete projects. The program also promotes awareness in the community on universal design principles and community inclusion for people with diverse accessibility needs.

[Housing Kitsap's Home Rehabilitation Program](#) is an assistance program available through Housing Kitsap that allows homeowners the opportunity to repair roof leaks, wiring, address health and safety concerns and weatherize affordably.

## **Policy HO 2.1 - 12 An analysis of how property taxes impact housing affordability.**

The high total property values on Bainbridge Island result in higher total property taxes compared to nearby Kitsap County and other Kitsap cities, where property values are lower. Additionally, Bainbridge Island voters generally approve levies and bonds put forward by the other Island taxing agencies such as the Bainbridge Island School District and the Bainbridge Island Metropolitan Park and Recreation District, which increases total property taxes owed.

This is not a new situation on Bainbridge Island, and over time, it may cause some residents, especially those with lower incomes, to move off-Island. Low-vacancy rates and low real-estate inventory means that there are practically zero affordable or even mid-range homes to buy or rent on Bainbridge Island. There are no opportunities to “downsize” that would allow someone that could not afford high property taxes to stay living on Bainbridge Island. [Housing Resources Bainbridge](#) has had a waiting list for its rental and home-ownership opportunities for many years. Washington state provides for lower-income residents, primarily seniors and those with disabilities, to exempt or defer property taxes. Information can be found on the [Kitsap County Assessor's website](#).

There has not been any surveying done on this topic. Conclusions in this section combine anecdotal information with income and real estate data.

**Policy HO 2:13, If insufficient progress is made toward meeting the targets in Policies HO 1.1 through HO 1.7, determine what actions are not working and make adjustments.**

Progress has been made to meet the targets in Housing Element Goal 1. Since the Comprehensive Plan was adopted in February 2017, the City has convened a short-term Affordable Housing Task Force that made recommendations to the City Council in a [final report](#) in July 2018 (HO Action #5). Shortly thereafter, the City Council began work on two priority recommendations from to study: how to create a successful Inclusionary Zoning program and consider adopting a MFTE program (HO 4.4). However, the City Council has not taken action on many of the recommendations in the Affordable Housing Task Force final report. See discussion in Section 10 above about ongoing Council discussion of affordable housing tools.

**Comprehensive Plan, Housing Element, Goal HO-1**

The first goal of the Housing Element of the 2016 Comprehensive Plan is “Make steady progress toward the following aspirational targets for increasing the diversity of housing types and the supply of affordable housing.” There are a total of seven (7) aspirational targets. A summary of the target status was provided at the beginning of the report and the following table provides more detail and suggestions for Council to consider to meet the policy goals.

| Policy                                                                                                                       | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy HO 1.1:</b> Decrease to 20% or less the number of cost burdened families living in rental housing (down from 40%). | On track. See Section 5 above. In 2019, there were 697 cost burdened and severely cost burdened rental households, 36% of total rental households. The majority of these households are severely cost burdened (29%). Therefore, although there is a reduction from 40% of rental households, or 798 households , the number of severely cost burdened households makes up a high percentage of the total cost burdened. Cost burdened families could have moved off Island where there are more rental options than on Bainbridge Island. City could take steps to increase the production of new rental housing through adoption of a MFTE (in progress) or improving the City’s inclusionary zoning program. The City could also promote the creation of new accessory dwelling units for rental housing or the use of existing ADUs as rentals. An opportunity to increase ADU construction could be for the City to educate the community on the exemption from property tax for three assessment years after the improvements are completed to the extent that the improvement represents 30% or less of the value of the original structure (RCW 84.36.400). The City could also continue work on HO action Policy 3.6: Develop standards to encourage development of small to mid-size single family housing units. These provisions may include a framework to permit small-unit housing development such as tiny houses, micro units and cottage housing. Some efforts were put into tiny homes in late 2019 and early 2020 that could be picked up again to further this Policy. |

|                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Policy HO 1.2:</b> Decrease to 18% or less the number of cost burdened families owning homes (down from 34%).</p>                        | <p>On track. See Section 5 above. In 2019, there were 1998 of cost burdened and severely cost burdened households owner occupied households, 25% of total owner occupied households. There is a reduction from 34% of rental households, or 3,170 households, the number of severely cost burdened households is concerning. Cost burdened families could have moved off Island where housing prices are lower. The City could continue work on HO action Policy 3.6: Develop standards to encourage development of small to mid-size single family housing units. These provisions may include a framework to permit small-unit housing development such as tiny houses, micro units and cottage housing. Some efforts were put into tiny home regulations in late 2019 and early 2020 that could be picked up again to further this Policy.</p> |
| <p><b>Policy HO 1.3:</b> Increase rental housing units to at least 11% of total housing units (up from 7%).</p>                                | <p>On track. See Section 5 above. 2019 ACS data indicates that households that rental households made up 19% of Bainbridge Island households, or 1945 households. This includes those renting single-family homes, not just multifamily housing such as apartments or condominiums. However, when reviewing types of units completed between 2017-2020, only 116 multifamily rental units and 48 accessory dwelling units were constructed out of a total of 607 total units, meaning that homeownership units are still the majority of units constructed on Bainbridge Island. The City is considering adopting a Multifamily Property Tax Exemption program, which would serve to promote the construction of rental housing. It is important to note that there are two pipeline projects that could enable the City to meet this goal.</p>   |
| <p><b>Policy HO 1.4:</b> Increase the Island's percentage of multifamily homes to 18% or more of all homes (up from 16%).</p>                  | <p>On track. As of 2020, the percentage of multifamily homes has increased to 17.6% (2,030 units) of 11,481 total housing units. Between 2017-2020, there were 176 multifamily units completed/ finished compared to 375 single-family homes completed or finished. See Section 2 above. Between 2017-2020 most of the multifamily residences issued and/or finished were in the Grow Community development (homeownership/condominiums) and a 107 unit apartment building in the BLIS development. Improving inclusionary zoning and adopting a MFTE program could promote multifamily development. There are also two pipeline projects that could enable the City to meet and possibly exceed this goal.</p>                                                                                                                                   |
| <p><b>Policy HO 1.5:</b> Increase the number of senior housing units to 600 or more (up from 344.)</p>                                         | <p>Not on track. There has been no increase in housing units constructed or planned for seniors since 2017. Policy HO 4.8 suggests that the City should "evaluate the efficacy of existing regulations in facilitating the provision of assisted and independent living senior housing and take action to amend development regulations as needed". Regulations that promote the development of senior housing units could be considered together with an improved City Inclusionary Zoning program or other housing incentive programs.</p>                                                                                                                                                                                                                                                                                                      |
| <p><b>Policy HO 1.6:</b> Change today's 89/11% housing split between the Mixed Use Town Center and Neighborhood Centers to 80/20% by 2036.</p> | <p>Not on track. Lynwood Center continues to be slowly built out, (see permit construction maps in Appendix B) however is still much less new development than in the MUTC zoning districts. The Island Center Subarea planning process is underway and is slated to complete in 2021. A future</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                            | Island Center Subarea Plan may result in additional housing in the Island Center neighborhood center.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Policy HO 1.7:</b> Achieve a jobs-housing balance of .8 (up from 0.59). | Ongoing Analysis. In 2021, the City will work to complete the 2013-2019 Buildable Lands Report and Land Capacity Analysis, in coordination with Kitsap County and other Kitsap cities. That project will calculate the amount of total and new commercial space and estimate corresponding jobs. The 2020 Census data will also be available in 2021 to measure the jobs-housing balance. Information to respond to this Policy Goal should be available by Q4 2021 and will be incorporated in the next biennial report. |

### **Bainbridge Island Affordable Housing Income Tables 2017-2020**

Income levels used for City of Bainbridge Island affordable housing programs.





# CITY OF BAINBRIDGE ISLAND

## 2017 MEDIAN INCOME LIMITS BY HOUSEHOLD SIZE

### BREMERTON-SILVERDALE MSA (HUD)

| Maximum Income Limits<br>by Category (BIMC<br>18.21.020)              | Household Size |          |          |          |          |           |           |           |
|-----------------------------------------------------------------------|----------------|----------|----------|----------|----------|-----------|-----------|-----------|
|                                                                       | 1              | 2        | 3        | 4        | 5        | 6         | 7         | 8         |
| <b>Extremely Low Income:<br/>≤ 30% of Median<br/>Household Income</b> | \$16,250       | \$18,550 | \$20,850 | \$24,600 | \$28,780 | \$32,960  | \$37,140  | \$41,320  |
| <b>Very Low Income: 31% -<br/>50% of Median<br/>Household Income</b>  | \$27,000       | \$30,850 | \$34,700 | \$38,550 | \$41,650 | \$44,750  | \$47,850  | \$50,900  |
| <b>Low Income: 51% - 80%<br/>of Median Household<br/>Income</b>       | \$43,200       | \$49,400 | \$55,550 | \$61,700 | \$66,650 | \$71,600  | \$76,550  | \$81,450  |
| <b>Moderate Income: 81% -<br/>95% of Median<br/>Household Income</b>  | \$51,272       | \$58,596 | \$65,921 | \$73,245 | \$79,105 | \$84,964  | \$90,824  | \$96,683  |
| <b>Middle Income: 96%% -<br/>120% of Median<br/>Household Income</b>  | \$64,764       | \$74,016 | \$83,268 | \$92,520 | \$99,922 | \$107,323 | \$114,725 | \$122,126 |
| <b>100% of Median<br/>Household Income</b>                            | \$53,970       | \$61,680 | \$69,390 | \$77,100 | \$83,268 | \$89,436  | \$95,604  | \$101,772 |



# CITY OF BAINBRIDGE ISLAND

## 2018 MEDIAN INCOME LIMITS BY HOUSEHOLD SIZE

### BREMERTON-SILVERDALE MSA (HUD)

| Maximum Income Limits<br>by Category (BIMC<br>18.21.020)              | Household Size |          |          |          |           |           |           |           |
|-----------------------------------------------------------------------|----------------|----------|----------|----------|-----------|-----------|-----------|-----------|
|                                                                       | 1              | 2        | 3        | 4        | 5         | 6         | 7         | 8         |
| <b>Extremely Low Income:<br/>≤ 30% of Median<br/>Household Income</b> | \$17,400       | \$19,850 | \$22,350 | \$24,800 | \$26,800  | \$30,800  | \$32,750  | \$32,750  |
| <b>Very Low Income: 31% -<br/>50% of Median<br/>Household Income</b>  | \$28,950       | \$33,050 | \$37,200 | \$41,300 | \$44,650  | \$47,950  | \$51,250  | \$54,550  |
| <b>Low Income: 51% - 80%<br/>of Median Household<br/>Income</b>       | \$46,300       | \$52,900 | \$59,500 | \$66,100 | \$71,400  | \$76,700  | \$82,000  | \$87,300  |
| <b>Moderate Income: 81% -<br/>95% of Median<br/>Household Income</b>  | \$54,929       | \$62,776 | \$70,623 | \$78,470 | \$84,748  | \$91,025  | \$97,303  | \$103,580 |
| <b>Middle Income: 96%% -<br/>120% of Median<br/>Household Income</b>  | \$69,384       | \$79,296 | \$89,208 | \$99,120 | \$107,050 | \$114,979 | \$122,909 | \$130,838 |
| <b>100% of Median<br/>Household Income</b>                            | \$57,820       | \$66,080 | \$74,340 | \$82,600 | \$89,208  | \$95,816  | \$102,424 | \$109,032 |



# CITY OF BAINBRIDGE ISLAND

## 2019 MEDIAN INCOME LIMITS BY HOUSEHOLD SIZE

### BREMERTON-SILVERDALE MSA (HUD)

| Maximum Income Limits<br>by Category (BIMC<br>18.21.020)      | Household Size |          |          |           |           |           |           |           |
|---------------------------------------------------------------|----------------|----------|----------|-----------|-----------|-----------|-----------|-----------|
|                                                               | 1              | 2        | 3        | 4         | 5         | 6         | 7         | 8         |
| <b>100% of Median Household Income</b>                        | \$59,875       | \$68,438 | \$77,000 | \$85,500  | \$94,063  | \$102,606 | \$111,150 | \$119,694 |
| <b>Extremely Low Income: ≤ 30% of Median Household Income</b> | \$18,000       | \$20,550 | \$23,100 | \$25,650  | \$27,750  | \$29,800  | \$31,850  | \$33,900  |
| <b>Very Low Income: 31% - 50% of Median Household Income</b>  | \$29,950       | \$34,200 | \$38,500 | \$42,750  | \$46,200  | \$49,600  | \$53,050  | \$56,450  |
| <b>Low Income: 51% - 80% of Median Household Income</b>       | \$47,900       | \$54,750 | \$61,600 | \$68,400  | \$73,900  | \$79,350  | \$84,850  | \$90,300  |
| <b>Moderate Income: 81% - 95% of Median Household Income</b>  | \$56,881       | \$65,016 | \$73,150 | \$81,225  | \$89,359  | \$97,476  | \$105,592 | \$113,709 |
| <b>Middle Income: 96% - 120% of Median Household Income</b>   | \$71,850       | \$82,126 | \$92,400 | \$102,600 | \$112,876 | \$123,127 | \$133,380 | \$143,633 |



# CITY OF BAINBRIDGE ISLAND

## 2020 MEDIAN INCOME LIMITS BY HOUSEHOLD SIZE

### BREMERTON-SILVERDALE MSA (HUD)

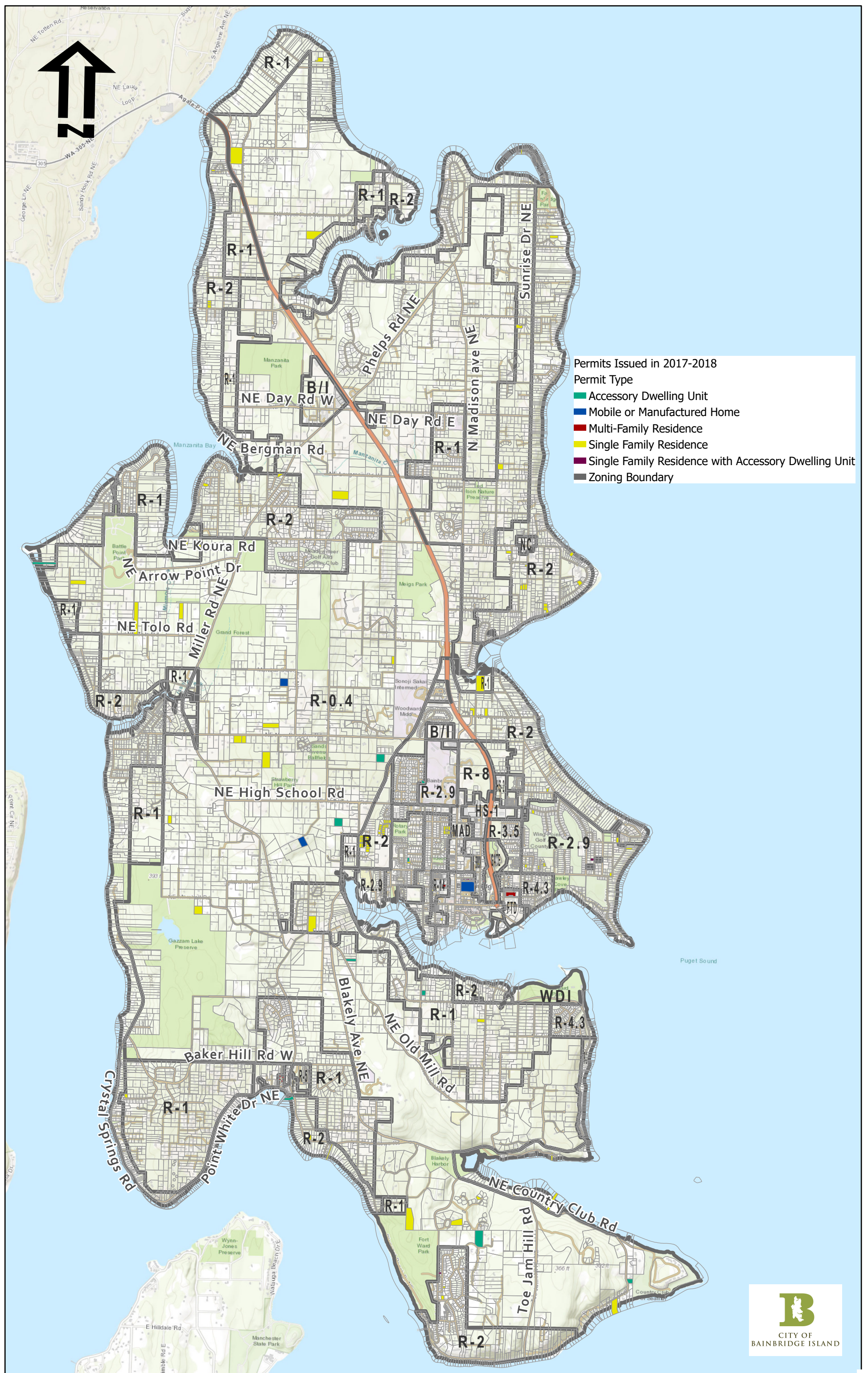
| Maximum Income Limits<br>by Category (BIMC<br>18.21.020)      | Household Size |          |          |           |           |           |           |           |
|---------------------------------------------------------------|----------------|----------|----------|-----------|-----------|-----------|-----------|-----------|
|                                                               | 1              | 2        | 3        | 4         | 5         | 6         | 7         | 8         |
| <b>100% of Median Household Income</b>                        | \$64,190       | \$73,360 | \$82,530 | \$91,700  | \$99,036  | \$106,372 | \$113,708 | \$121,044 |
| <b>Extremely Low Income: ≤ 30% of Median Household Income</b> | \$19,250       | \$22,000 | \$24,750 | \$27,500  | \$29,700  | \$31,900  | \$34,100  | \$36,300  |
| <b>Very Low Income: 31% - 50% of Median Household Income</b>  | \$32,100       | \$36,700 | \$41,300 | \$45,850  | \$49,550  | \$53,200  | \$56,900  | \$60,550  |
| <b>Low Income: 51% - 80% of Median Household Income</b>       | \$51,350       | \$58,700 | \$66,050 | \$73,350  | \$79,250  | \$85,100  | \$91,000  | \$96,850  |
| <b>Moderate Income: 81% - 95% of Median Household Income</b>  | \$60,981       | \$69,692 | \$78,404 | \$87,115  | \$94,084  | \$101,053 | \$108,023 | \$114,992 |
| <b>Middle Income: 96% - 120% of Median Household Income</b>   | \$77,028       | \$88,032 | \$99,036 | \$110,040 | \$118,843 | \$127,646 | \$136,450 | \$145,253 |

### **Maps Showing Residential Permits Issued and Finaled in 2017-2018 and 2019-2020**

- Citywide
- Mixed Use Town Center (MUTC) and High School Road Zones
- Lynwood Center Area

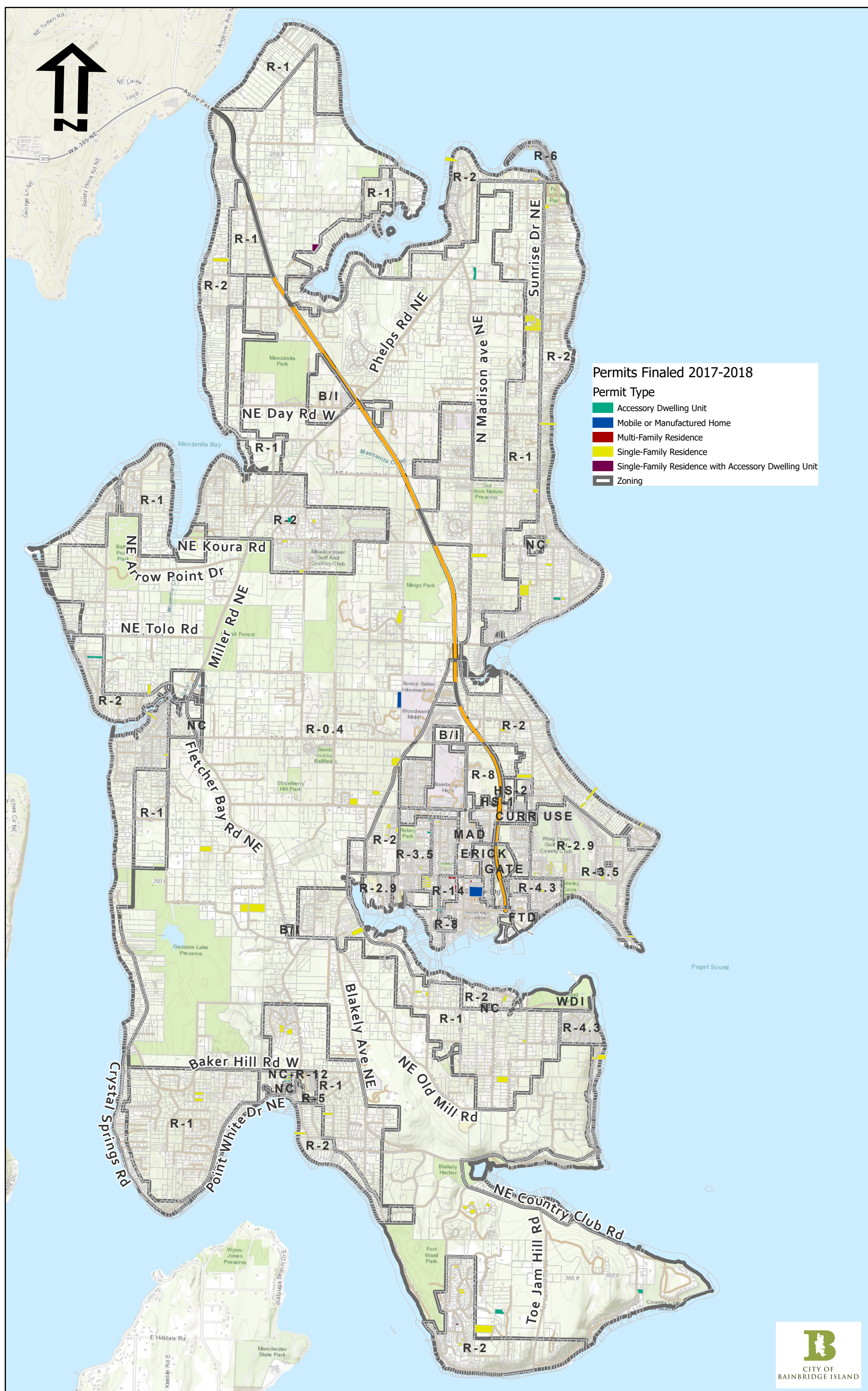


## Residential Permits Issued in 2017-2018



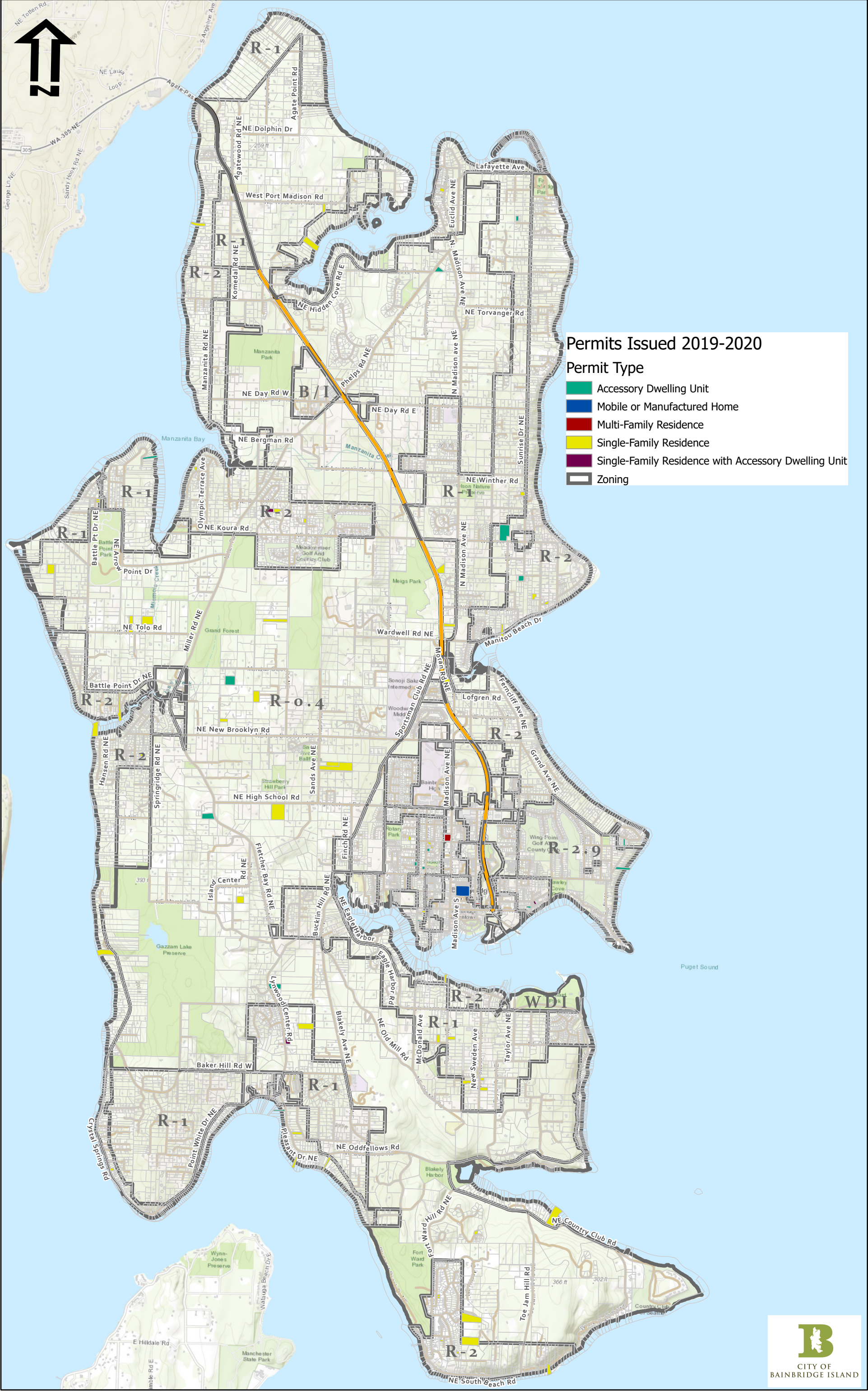


# Residential Permits Finaled 2017-2018



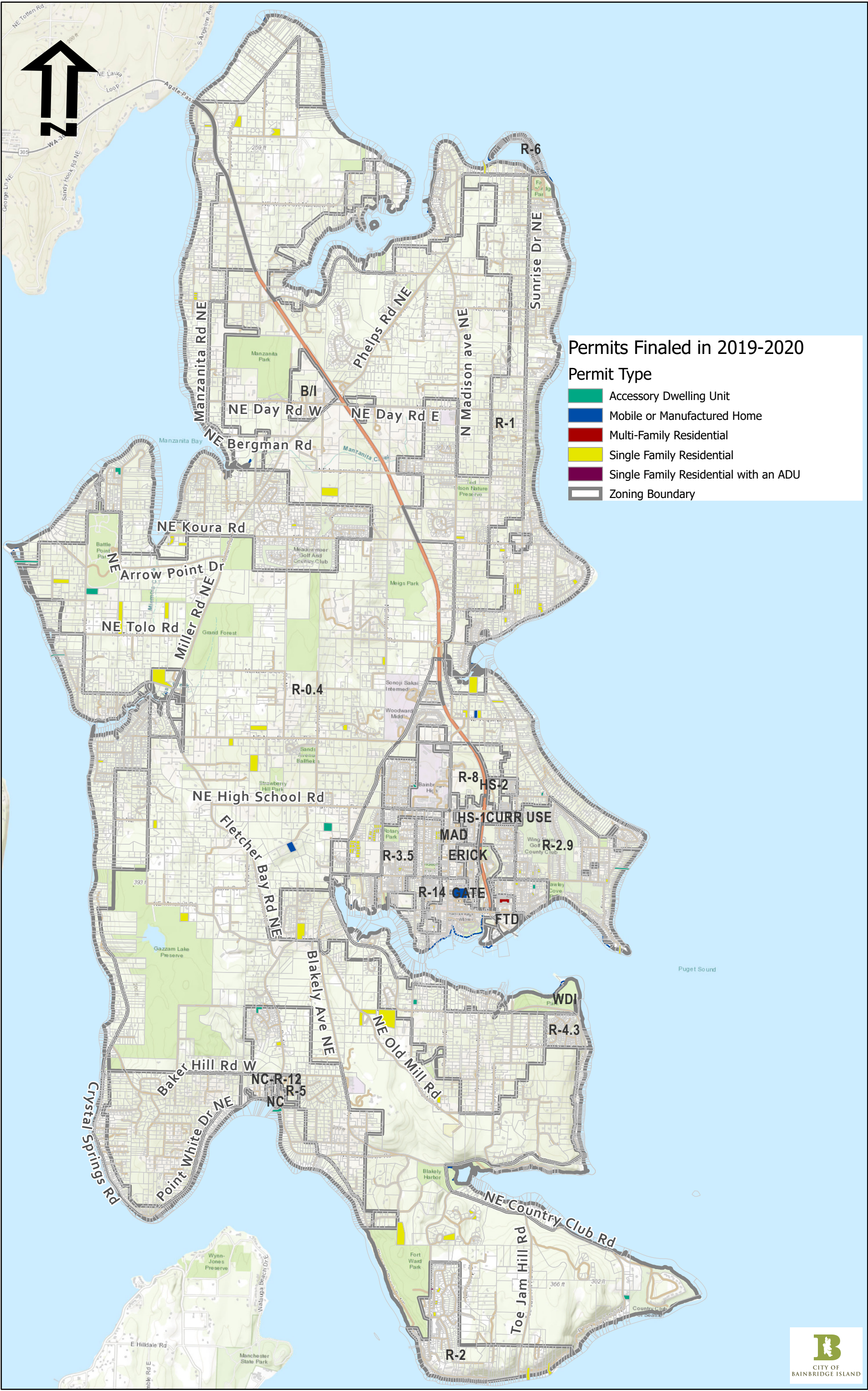


# Residential Permits Issued 2019-2020





# Residential Permits Finaled in 2019-2020



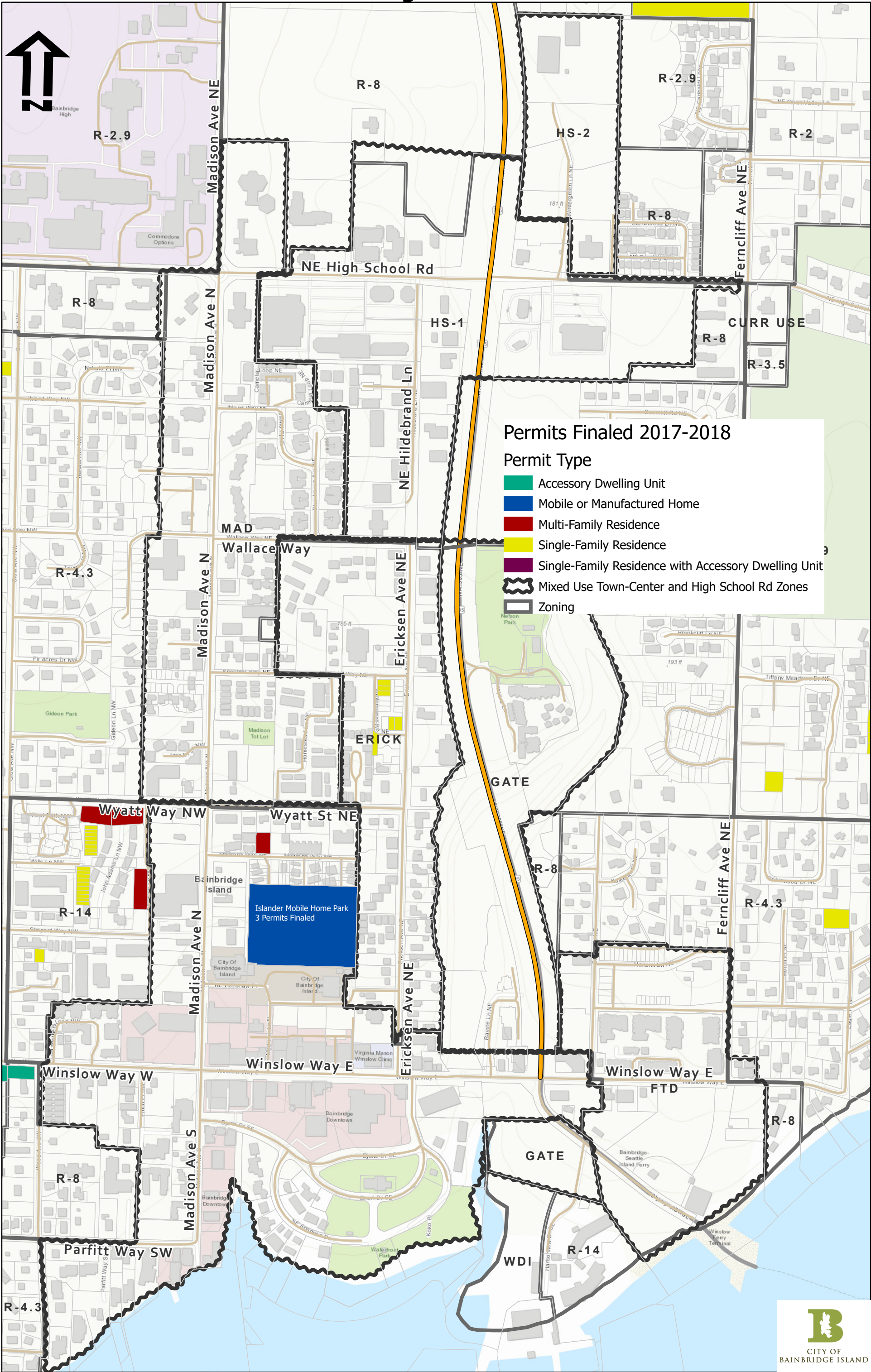


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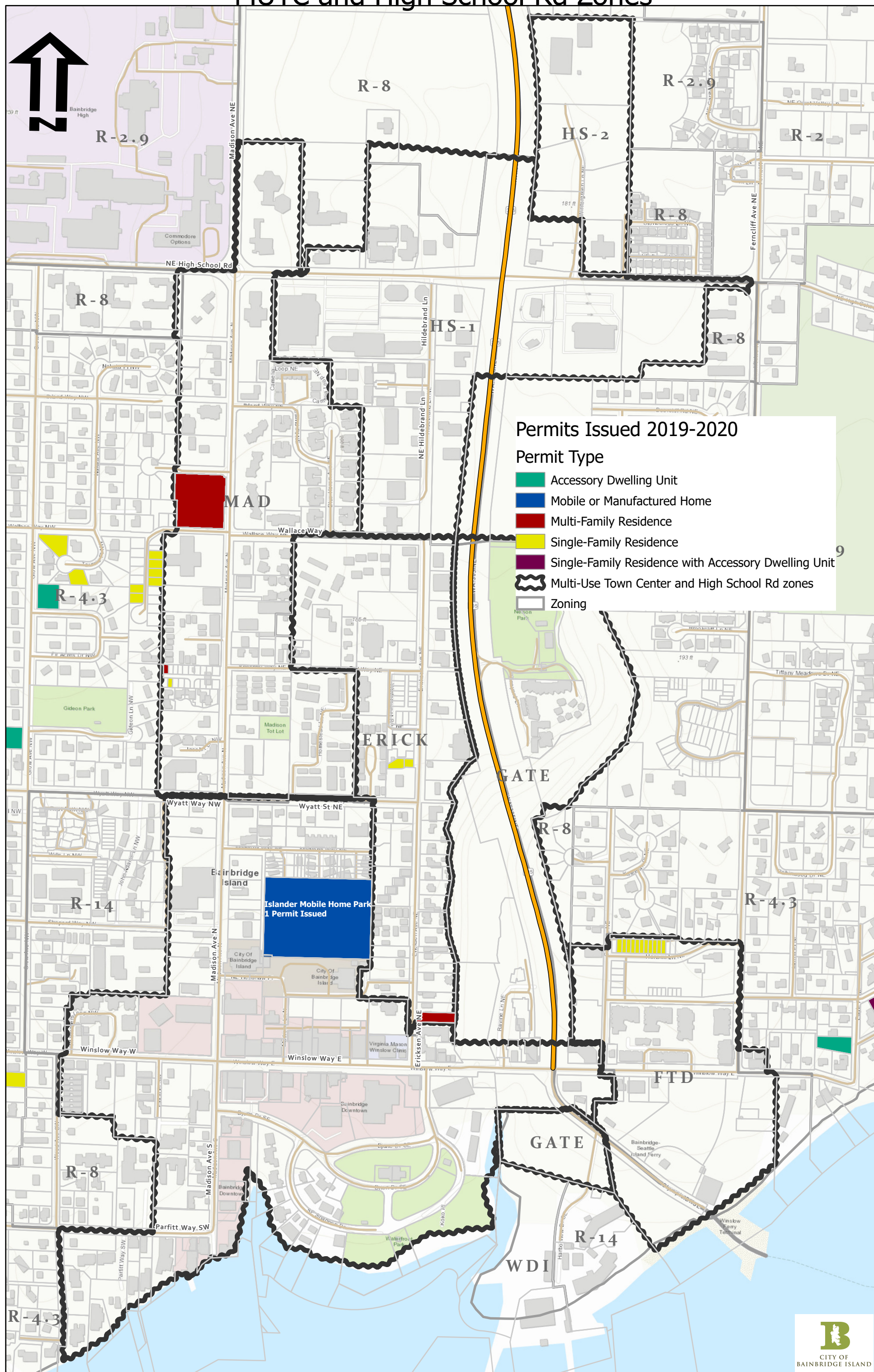
# Residential Permit Finaled 2017-2018

## MUTC and High School Road Zones





## Residential Permits Issued in 2019-2020 MUTC and High School Rd Zones





**Permits Finaled in 2019-2020**

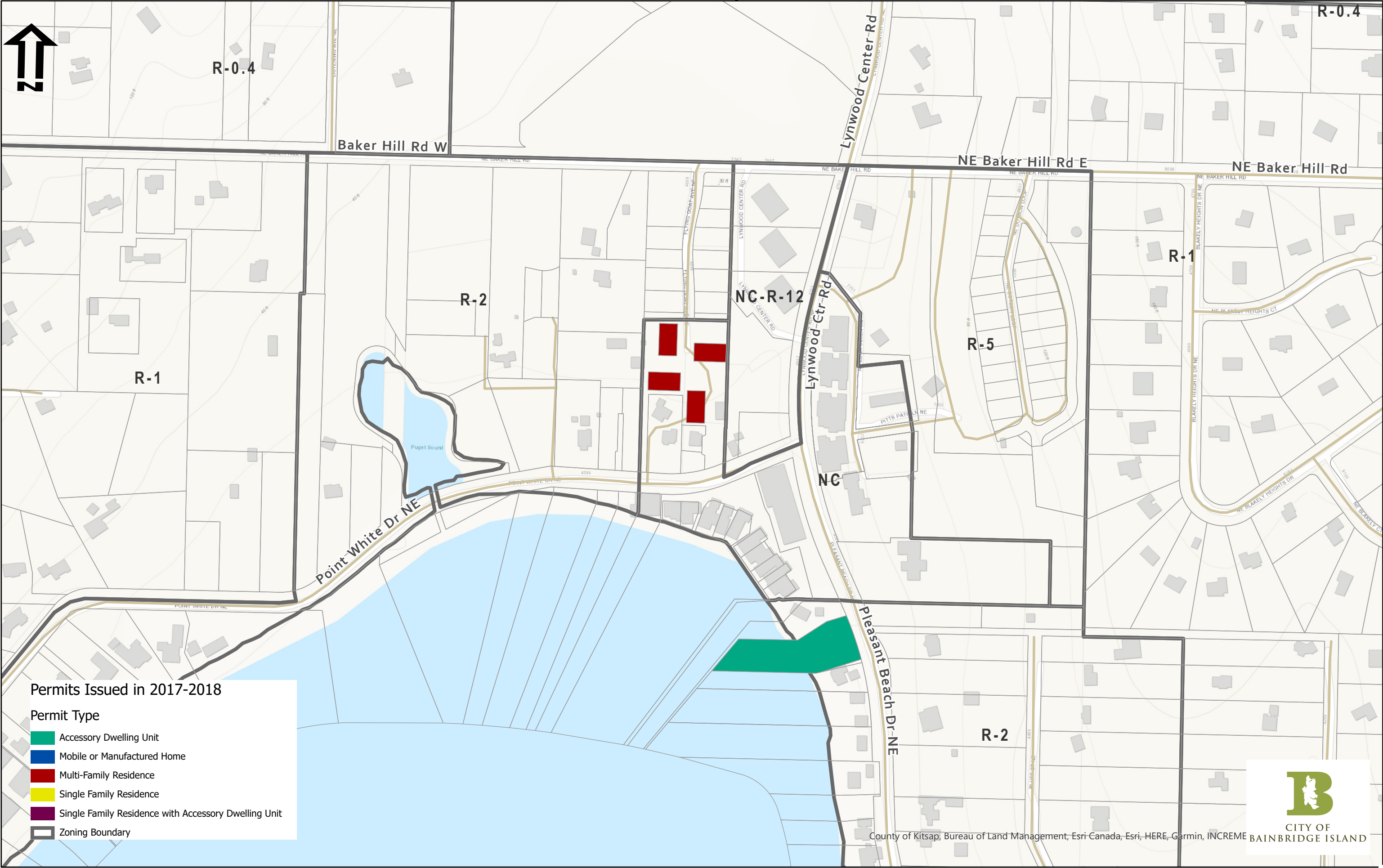
**Permit Type**

- Accessory Dwelling Unit
- Mobile or Manufactured Home
- Multi-Family Residential
- Single Family Residential
- Single Family Residential with an ADU
- Zoning Boundary
- Multi-use Town Center and High Rd zones

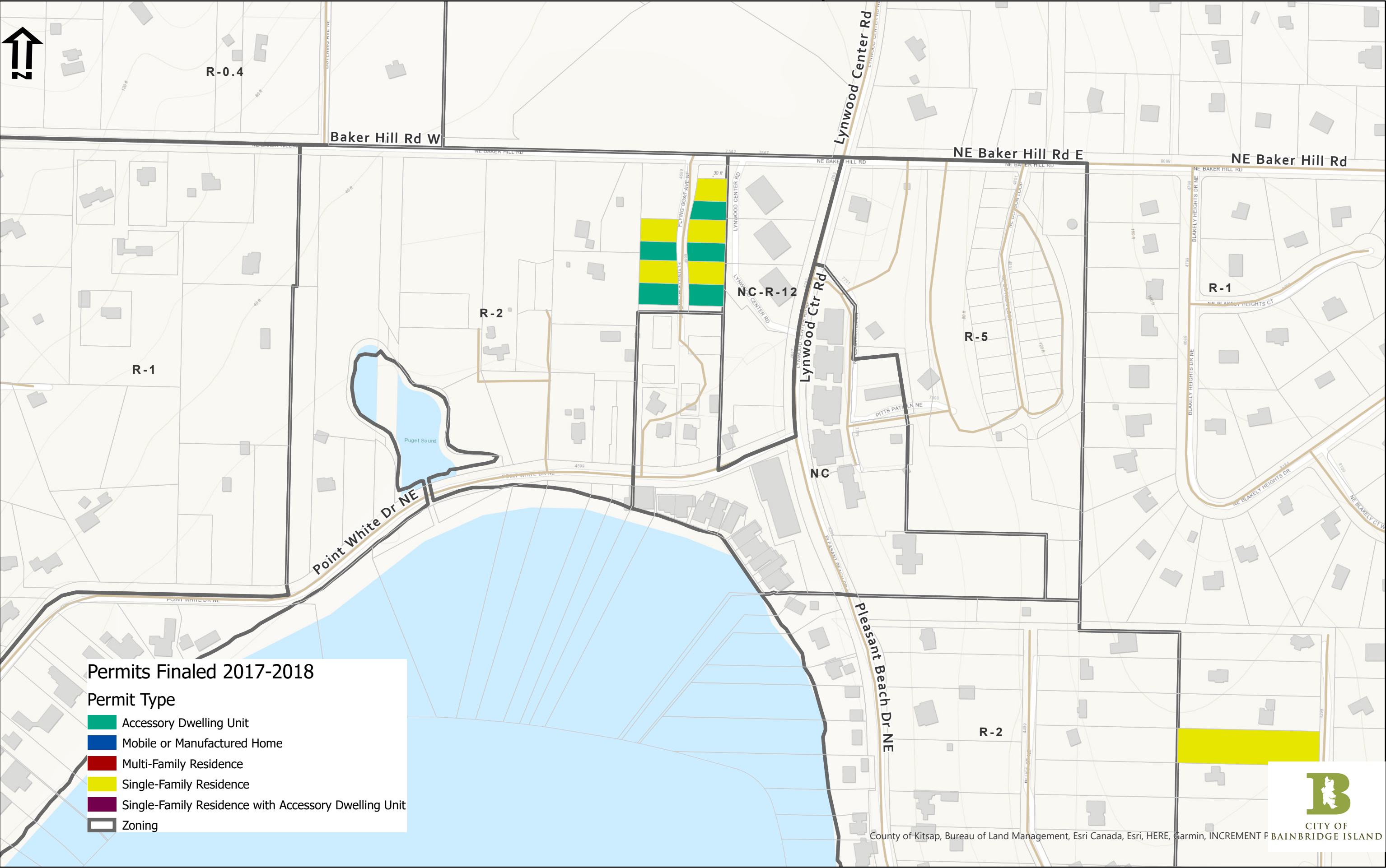
**Islander Mobile Home Park 2 Permits Finaled**



# Residential Permits Issued Lynwood Center



# Residential Permits Finaled 2017-2018 Lynwood Center

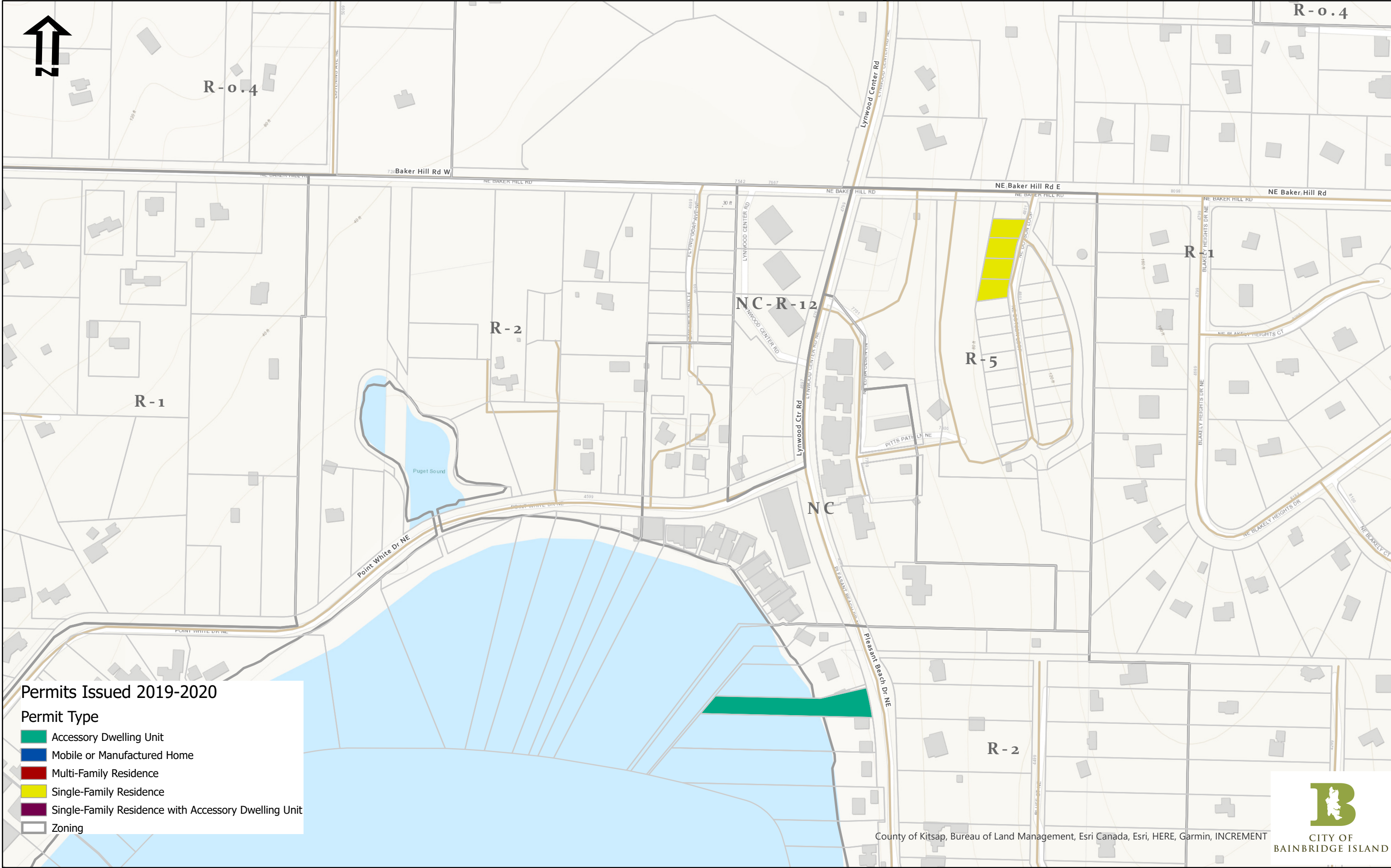


CITY OF  
BAINBRIDGE ISLAND

County of Kitsap, Bureau of Land Management, Esri Canada, Esri, HERE, Garmin, INCREMENT P

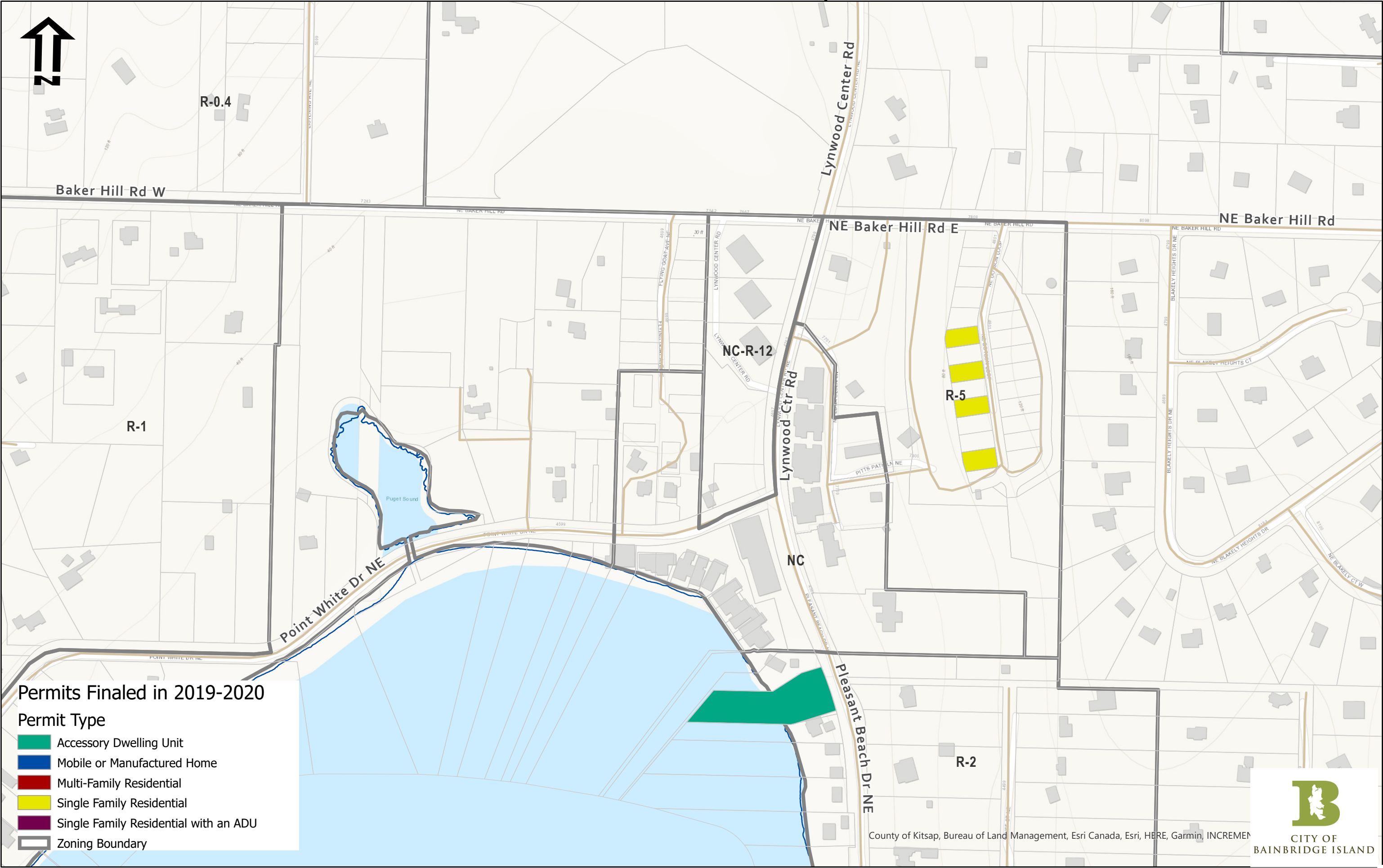


# Residential Permits Issued 2019-2020 Lynwood Center





# Residential Permits Finaled 2019-2020 Lynwood Center



## HOUSING ELEMENT

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## HOUSING ELEMENT INTRODUCTION

Decent and safe housing is a basic human need increasingly unavailable to many Americans, including many Bainbridge Island residents and workers. The Washington State *Growth Management Act (GMA)* provides direction for cities to address these needs in the Housing Element of the Comprehensive Plan. Many of the Plan's Guiding Principles and Policies carry this direction forward to be addressed in various Elements, including Housing.

The City's Housing Needs Assessment (HNA) documents current housing conditions on the Island and identifies trends and specific needs. The HNA is Appendix B to this Plan and adopted as a part of this Element. Many of the statistics below are excerpted from the HNA or the City's Economic Profile (Appendix A).

### BAINBRIDGE ISLAND SNAPSHOT: PEOPLE AND HOUSING

Bainbridge Island's 2015 population of 23,390 is predominantly white (91%), well-educated and relatively affluent. The median household income (\$92,558) is 1.5 times the Kitsap County average. Almost 60% of residents have occupations with relatively high incomes. For example, the median wage for financial analysts, lawyers and marketing managers ranges between \$100,457 and \$122,618. Another third of Island residents work in the service sector, such as retail clerks, waiters and bank tellers have median wages between \$27,703 and \$30,972.

Over the past decade the population has experienced shifts in the age cohorts. Between 2000 and 2010 the Island's senior population (60+ years old) increased from 17% to 26%. The "young adult" cohort (between 18 and 34 years old) has declined from 15% of the Island's population in 1990 to less than 10% in 2016.

Bainbridge Island's housing stock is predominantly detached single-family homes (80% of all units) in a very low-density land use pattern that occupies about 90% of the Island's land area. The average single-family home price is just under \$700,000.

Multi-family units that constitute 16% of the housing stock are now concentrated in Winslow and Lynwood Center. While the *designated centers* total about 10% of the Island's land area, a significant portion of that area is occupied by commercial uses with no residential component. Rental apartments make up less than 7% of total housing units on the Island. Very few rental units have been built on the Island in the last decade which partly accounts for a vacancy rate of 1.5%, well below the 5% rate typical of well-functioning rental markets

### GMA GOAL AND REQUIREMENTS FOR HOUSING

The GMA recognizes the importance of planning for adequate housing by requiring it as an element in Comprehensive Plans. Housing is addressed in one of the 14 major goals:

"Housing. Encourage the availability of *affordable housing* to all economic segments of the population of this state, promote a variety of densities and *housing types*, and encourage preservation of existing housing stock."

RCW 36.70A.020(4)

The requirements for a housing element mandated by the GMA include:

“A housing element recognizing the vitality and character of established *neighborhoods* that: a) includes an inventory and analysis of existing and projected housing needs; b) includes a statement of goals, policies, and objectives for the preservation, improvement, and development of housing; c) identifies sufficient land for housing, and group homes and foster care facilities; and d) makes adequate provisions for existing and projected needs of all economic segments of the community.”

RCW 36.70A.070(2)

## HOUSING NEEDS

The Housing Needs Assessment for Bainbridge Island includes an inventory of the amount, location and condition of the Island's housing stock and demographic and economic information about its population. It also includes an in-depth analysis of *affordable housing* needs on Bainbridge Island.



Almost 34% of individuals and families at all income levels who live in owner-occupied housing units are cost burdened meaning they spend over 30% of their income on housing. Almost 40% of individuals and families at all income levels who live in renter-occupied housing units are cost burdened. The majority (around 28%) of these residents have an annual income between zero and \$34,999.

This means that as of 2012, 569 renters on the Island that have an income of \$34,999 or less are housing cost burdened. This is concerning as lower income cost burdened households are more likely to have to choose between housing costs and other necessities.

The HNA analysis of Workforce Housing Affordability indicates that there is a gap in housing affordable for the Island's workforce in service professions (e.g., restaurant workers, bank tellers, retail clerks, school bus drivers). Many of these workers are obliged therefore to commute from less-expensive off-Island housing, which increases their transportation costs, congestion on SR 305 and greenhouse gas emissions.

Bainbridge Island's jobs/housing balance is 0.59 jobs for every housing unit, making it a "bedroom community." The Puget Sound Regional Council suggests that housing-rich neighborhoods add employment in order to increase economic opportunities for current residents.

Market forces alone will not address the urgent housing needs facing Bainbridge Island. In the face of daunting circumstances, the City aspires to an ambitious Vision of its future and commits to an innovative, aggressive and multi-faceted housing strategy. The City's success in achieving the housing Vision will also depend upon achieving the policy objectives identified in the Land Use, Transportation, Economic and Environmental Elements of this Plan.

## HOUSING VISION 2036

Bainbridge Island in the year 2036 provides a broad diversity of housing. The broadest variety of *housing types* including rental homes, exists within the compact, walkable, transit-served, mixed-use *designated centers*. These include small detached homes on small lots, attached and detached *accessory dwelling units*, *cottage housing*, common-wall duplexes, triplexes and row houses, and stacked units on the upper floors of mixed-use, mid-rise buildings.

The residential *land use* pattern outside of *designated centers* remains at much lower densities and constitutes almost 90% of the Island's area. Houses built in the previous twenty years in the vicinity of designated centers and elsewhere in the Open Space Residential zones are compact, energy-efficient and well-integrated in their landscape. Typical *housing types* in these areas include detached houses on lots of various sizes, attached and detached *accessory dwelling units* and *conservation villages*.

Some combination of appropriately zoned land, regulatory incentives, financial subsidies and innovative planning techniques will be necessary to make adequate provisions for the needs of all segments of the population, but particularly middle and lower income persons.

## GOALS & POLICIES

### GOAL HO-1

**Make steady progress toward the following aspirational targets for increasing the diversity of *housing types* and the supply of *affordable housing*.**

#### Policy HO 1.1

Decrease to 20% or less the number of cost burdened families living in rental housing (down from 40%).

#### Policy HO 1.2

Decrease to 18% or less the number of cost burdened families owning homes (down from 34%).

#### Policy HO 1.3

Increase rental housing units to at least 11% of total housing units (up from 7%).

#### Policy HO 1.4

Increase the Island's percentage of *multifamily* homes to 18% or more of all homes (up from 16%).

#### Policy HO 1.5

Increase the number of *senior housing units* to 600 or more (up from 344.)



### **Policy HO 1.6**

Change today's 89/11% housing split between the Mixed Use Town Center and Neighborhood Centers to 80/20% by 2036.

### **Policy HO 1.7**

Achieve a jobs-housing balance of .8 (up from 0.59).

## **GOAL HO-2**

**Beginning in 2019, prepare biennial reports on the status of housing on Bainbridge Island. The report shall describe progress toward achieving the targets set forth in Policies HO 1.1 through HO 1.7.**

### **Policy HO 2.1**

The Housing report shall address the following aspects of housing:

1. Housing trends in general both regionally and on Bainbridge Island.
2. The number and location of *housing types* constructed or active applications in the permit process in the preceding two years.
3. An evaluation of the effectiveness of the City's measures and identification of additional or revised measures or targets.
4. The vacancy rate for rental apartments.
5. The number of cost burdened and extremely cost burdened households.
6. The status of efforts to address housing needs at the regional level.
7. The housing availability for special needs or difficult to serve populations.
8. The condition of the local housing market and the number of new housing units publicly and privately funded.
9. The use of density bonuses and the number of for-purchase *affordable housing* units provided in new developments.
10. A description of the various initiatives supporting *affordable housing* including activities of community non-profit organizations and local and regional entities.
11. Programs of housing repair and renovation that improve accessibility.
12. An analysis of how property taxes impact housing affordability.
13. If insufficient progress is made toward meeting the targets in Policies HO 1.1 through HO 1.7, determine what actions are not working and make adjustments.

### **Policy HO 2.2**

Make the Biennial Housing Reports available to the public in various ways such as notice in the local newspaper, on the City's web page and on local media outlets. This Biennial Housing Report will be part of a comprehensive update of the Housing Needs Assessment in order to inform the next state-mandated update of the Comprehensive Plan in 2024.

## GOAL HO-3

Promote and maintain a variety of *housing types* to meet the needs of present and future Bainbridge Island residents at all economic segments in a way that is compatible with the character of the Island and encourages more socio-economic diversity. Partner with community non-profit organizations and local and regional private and public entities in carrying out the following policies.

### Policy HO 3.1

Encourage innovative zoning regulations that increase the variety of *housing types* and choices suitable to a range of household sizes and incomes in a way that is compatible with the character of existing neighborhoods. Examples of innovative approaches are *cottage housing* development, *conservation villages*, stacked or common-wall housing, *tiny houses* and *accessory dwelling units*.

*Housing types* are illustrated in: Figs. HO-1 through HO-3 (*detached housing*); Figs. HO-4 through HO-6 (*attached housing*); and Figs. HO-7 through HO-9 (*stacked housing*).



Fig. HO-1 Single-family Home



Fig. HO-2 Cottage Housing



Fig. HO-3 Tiny House/ADU



Fig. HO-4 Duplex



Fig. HO-5 Row House



Fig. HO-6 Zero Lot Line



Fig. HO-7 Garden Apartment



Fig. HO-8 Mixed-use, Mid-rise



Fig. HO-9 Micro Units





Fig. HO-10 Live-aboard Unit

### Policy HO 3.2

Recognize that the City shares a housing and employment market as well as a transportation network with the larger region. Therefore, the City should work with the *Kitsap Regional Coordinating Council* and other regional entities to develop an equitable and effective county-wide planning policies and other strategies to locate, finance and build *affordable housing*.

### Policy HO 3.3

Designate the appropriate staff or organizational entity to assist and advise the community, landowners and private and public entities about options for *affordable housing*, financing strategies and funding sources.

### Policy HO 3.4

Partner with non-profit housing organizations, churches, the development community, local lending institutions, elected officials and the community at large to assist in meeting *affordable housing goals* and implementing strategies.

### Policy HO 3.5

Support the efforts of community non-profit housing organizations and local and regional public and private entities in developing and managing *affordable housing* on Bainbridge Island.

### Policy HO 3.6

Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as *tiny houses*, *micro units* and *cottage housing*.

### Policy HO 3.7

Expand opportunities for infill in the residential neighborhoods of the Winslow Master Plan study area and the Neighborhood Centers. Allow the creation of small lots (e.g., in the 3,000 square foot range) as well as smaller footprint homes (e.g., under 1,200 square feet).

## GOAL HO-4

**Increase the supply of permanently affordable *multifamily* housing each year through the year 2036 with goals based on data provided by the Housing Needs Assessment and the City's housing reports.**

### Policy HO 4.1

Encourage new *multifamily* housing in a variety of sizes and forms in *designated centers*.

**Policy HO 4.2**

Increase the efficiency of the review process and revise development standards for the High School Road and Ferry Terminal districts and other portions of the Winslow Area Master Plan to encourage the transformation of these areas from auto-oriented, low-rise, homogeneous commercial land use districts into walkable, transit-served, mid-rise, mixed-use areas with *affordable housing*.

**Policy HO 4.3**

Partner with non-profit or for-profit housing sectors to create new *multifamily* housing in *designated centers* including a significant percentage of *affordable housing* through the joint or exclusive use of surplus publicly owned property or air space.

**Policy HO 4.4**

Partner with the for-profit sector to create *affordable housing* through the targeted use of the *multifamily* property tax exemptions in *designated centers*.

**Policy HO 4.5**

Remove barriers to the creation of new *multifamily* housing, particularly *affordable housing* through a variety of actions such as the adoption of regulations that “right-size” parking requirements, reduce certain *impact fees* and encourage the use of parking management programs to enable the more efficient use of parking.

**Policy HO 4.6**

Allow *accessory dwelling units* in all residential zones, except at Point Monroe, the Sandspit (R-6). Review and revise regulations as appropriate to create reasonable flexibility regarding development standards including lot coverage, setbacks, parking requirements and Health District requirements for water and sewage.

**Policy HO 4.7**

Encourage agencies whose mission is to develop *affordable housing* to create new subsidized *multifamily* rental housing by aggressively pursuing Kitsap County *Community Development Block Grant Funds*, state funds, donations from private individuals and organizations, public revenue sources and other available funding.

**Policy HO 4.8**

Evaluate the efficacy of existing regulations in facilitating the provision of assisted and independent living *senior housing* and take action to amend *development regulations* as needed.

**GOAL HO-5**

**Maintain the existing stock of affordable and rent-assisted housing, in partnership with community non-profit organizations and local and regional public and private entities.**

### **Policy HO 5.1**

Develop a continuing strategy to maintain the Rural Development Agency and HUD subsidies on existing rent-assisted housing. The primary strategy shall be to support Housing Kitsap and non-profit organizations such as Housing Resources Bainbridge to purchase the units through the provisions of the 1990 Housing Act.

### **Policy HO 5.2**

In the event of the potential loss of privately-owned subsidized housing, work with the appropriate public agencies and local non-profits to pursue the preservation of the subsidized units or relocation assistance for the residents.

### **Policy HO 5.3**

Support water-based (live-aboard) housing as a viable component of the present and future housing stock of Bainbridge Island, subject to applicable environmental protection, seaworthiness, sanitation and safety standards, and authorized moorage.

## **GOAL HO-6**

**Facilitate the provision of a diverse *affordable housing* stock in all geographic areas of the community.**

### **Policy HO 6.1**

Encourage housing created by agencies such as a community land trust.

### **Policy HO 6.2**

In order to provide for permanently *affordable housing* pursue effective strategies to reduce the land cost component of *affordable housing* which may include alternative land use zoning, *density bonuses* and other incentives.

### **Policy HO 6.3**

Maintain an innovative housing program and clarify or adopt new flexible permit processes in all *designated centers* to promote an increase in the supply, diversity and access to housing including *affordable housing*.

### **Policy HO 6.4**

Create a new *conservation villages* permit process to apply outside of *designated centers* to increase housing choices including *affordable housing* and requiring *green building* practices while better conserving *open space*.

### **Policy HO 6.5**

Develop regulations and provide incentives to construct *affordable housing* for farm workers on or near farmlands.

### **Policy HO 6.6**

Consider the merits of programs and regulations pioneered by other communities to discourage the land, energy and natural resource consumptive pattern of large single-family homes. Adopt amendments to City programs and *development regulations* as appropriate.

**Policy HO 6.7**

Support the development of *livable neighborhoods*.

**GOAL HO-7**

**Promote and facilitate the provision of rental and for-purchase housing that is affordable to *income-qualified* households with a variety of income levels.**

**Policy HO 7.1**

Exempt from City *impact fees* and other administrative development fees housing developments where all units are limited to residents in specified income groups.

**Policy HO 7.2**

All income-qualified rental housing units created as a result of the policies of this Housing Element shall remain affordable to *income-qualified households* for a period of not less than 50 years from the time of first occupancy.

**Policy HO 7.3**

Explore measures and the merits of source-of-income discrimination controls.

**GOAL HO-8**

**Facilitate the siting and development of housing opportunities for *special needs populations*.**

**Policy HO 8.1**

Support the services of community non-profit organizations and local and regional public or private entities in providing shelter for temporarily homeless singles and families with children, adolescents and victims of domestic violence on Bainbridge Island.

**Policy HO 8.2**

Support the development of programs to meet the housing needs of the developmentally, physically and emotionally disabled within the community.

**Policy HO 8.3**

Support programs that provide assistance to low-income, elderly and disabled persons to repair, rehabilitate or retrofit homes to be more accessible and safe.

**GOAL HO-9**

**Explore the use of the City's bonding capacity and pursue other resources to support the creation of *affordable housing*.**

### **Policy HO 9.1**

The City recognizes the need to provide financing assistance for *affordable housing*. Accordingly, the City will actively pursue public and private funds that may include but are not limited to, real estate excise tax, grants and other available resources.

### **Policy HO 9.2**

The City in partnership with local agencies producing *affordable housing*, may issue a General Obligation Bond to increase the production of housing affordable to *households* at or below 80% of median income for Kitsap County.

### **Policy HO 9.3**

Consider the issuance of Limited Tax General Obligation Bonds (also called councilmanic bonds or non-voted debt) to support the development of housing affordable to *households* at or below 80% of median income for Kitsap County.

### **Policy HO 9.4**

Increase City support of the Housing Trust Fund and explore new sources of funding for the development and preservation of *affordable housing*.

### **Policy HO 9.5**

Consider the options for making City-owned land or air-space available through long-term leases or other mechanisms for the purpose of creating income-qualified housing and support other public entities that wish to use publicly-owned land for this purpose. Take into consideration however, the full range of uses that City-owned properties may serve over the long-term.

## **HOUSING IMPLEMENTATION**

To implement the goals and policies in this Element, the City must take a number of actions, including adopting or amending regulations, creating partnerships and educational programs, and staffing or other budgetary decisions. Listed following each action are several of the plan's goals and policies that support that action.

### **HIGH PRIORITY ACTIONS**

**HO Action #1** Set targets for increasing the supply of moderately priced and *affordable housing*, measure progress, and if insufficient progress is being made toward meeting the housing targets, determine what actions are not working and make appropriate adjustments.

### **GOAL HO-1**

Make steady progress toward the following aspirational targets for increasing the diversity of *housing types* and the supply of *affordable housing*.

## **GOAL HO-2**

Beginning in 2019, prepare biennial reports on the status of housing on Bainbridge Island. The report shall describe progress toward achieving the targets set forth in Policies HO 1.1 through HO 1.7.

**HO Action #2** Amend the City's development code to facilitate an increase in the diversity of housing types and supply of affordable housing.

### **Policy HO 3.6**

Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as *tiny houses*, *micro units* and *cottage housing*.

### **Policy HO 4.2**

Increase the efficiency of the review process and revise development standards for the High School Road and Ferry Terminal districts and other portions of the Winslow Area Master Plan to encourage the transformation of these areas from auto-oriented, low-rise, homogeneous commercial land use districts into walkable, transit-served, mid-rise, mixed-use neighborhood with *affordable housing*.

### **Policy HO 6.3**

Maintain an innovative housing program and clarify or adopt new flexible permit processes in all *designated centers* to promote an increase in the supply, diversity, and access to housing, including *affordable housing*.

### **Policy HO 6.4**

Create a new *conservation villages* permit processes to apply outside of *designated centers* to increase housing choices, including *affordable housing* and requiring *green building* practices, while better conserving *open space*.

**HO Action #3** Partner with other jurisdictions, the development community, and non-profit organizations to increase the diversity of housing types and supply of affordable housing.

### **Policy HO 3.4**

Partner with non-profit housing organizations, churches, the development community, local lending institutions, elected officials and the community at large to assist in meeting *affordable housing goals* and implementing strategies.

### **Policy HO 4.3**

Partner with non-profit or for-profit housing sector to create new *multifamily* housing in *designated centers* including a percentage of *affordable housing*, through the joint or exclusive use of surplus publicly owned property or air space.

#### **Policy HO 4.4**

Partner with the for-profit sector to create *affordable housing* through the targeted use of the multifamily property tax exemptions in *designated centers*.

#### **Policy HO 9.5**

Consider the options for making City- owned land or air-space available through long-term leases or other mechanisms for the purpose of creating income-qualified housing and support other public entities that wish to use publicly-owned land for this purpose. Take into consideration however, the full range of uses that City-owned properties may serve over the long-term.

**HO Action #4** Consider actions that can be taken to reduce financial barriers that inhibit the desired increase in diverse and affordable housing.

#### **Policy HO 5.2**

In the event of the potential loss of privately-owned subsidized housing, work with the appropriate public agencies and local non-profits to pursue the preservation of the subsidized units or relocation assistance for the residents.

#### **Policy HO 7.1**

Exempt from City *impact fees* and other administrative development fees housing developments where all units are limited to residents in specified income groups.

#### **Policy HO 9.2**

The City in partnership with local agencies producing *affordable housing*, may issue a General Obligation Bond to increase the production of housing affordable to *households* at or below 80% of median income for Kitsap County.

#### **Policy HO 9.3**

Consider the issuance of Limited Tax General Obligation Bonds (also called councilmanic bonds or non-voted debt) to support the development of housing affordable to *households* at or below 80% of median income for Kitsap County.

**HO Action #5** Create a short-term (60-90 days) citizen *affordable housing* task force to consider the revised Housing Element and provide specific recommendation for near-term action.

#### **Policy HO 3.3**

Designate the appropriate staff or organizational entity to assist and advise the community, landowners and private and public entities about options for *affordable housing*, financing strategies and funding sources.

**HO Action #6** Review and revise City regulations related to permissible live-aboard capacity in City marinas.

#### **Policy HO 5.3**

Support Water-based (live-aboard) housing as a viable component of the present and future housing stock of Bainbridge Island, subject to applicable environmental protection, seaworthiness, sanitation and safety standards, and authorized moorage.



## MEDIUM PRIORITY ACTIONS

**HO Action #7** Focus additional city and other financial resources to help increase the supply of affordable housing.

### Policy HO 9.4

Increase City support of the Housing Trust Fund and explore new sources of funding for the development and preservation of *affordable housing*.

### Policy HO 7.1

Exempt from City *impact fees* and other administrative development fees housing developments where all units are limited to applicants of specified income groups.

**HO Action #8** Look for ways to reduce the cost of multifamily housing, particularly affordable housing.

### Policy HO 4.5

Remove barriers to the creation of new *multi-family housing*, particularly *affordable housing* through a variety of actions such as the adoption of regulations that “right-size” parking requirements, reduce certain impact fees, and the encourage the use of parking management programs to enable the more efficient use of parking.

## OTHER PRIORITY ACTIONS

**HO Action #9** Identify ways to achieve local results with and through regional actions.

### Policy HO 3.2

Recognize that the City shares a housing and employment market, as well as a transportation network, with the larger region. Therefore, the City should work with the Kitsap Regional Coordinating Council and other regional entities to develop equitable and effective county-wide planning policies and other strategies to locate, finance and build *affordable housing*.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Consider Increase to Municipal Court Staffing by 0.15 FTE and Budget Increase of \$5,000

**SUMMARY:** In order to prioritize customer service, the Municipal Court Judge has proposed a staffing change which includes a full-time equivalent (FTE) decrease for the Court Security Specialist position and an increase to full-time for two Judicial Specialist positions, with a net increase to the total staffing level of 0.15 FTE.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to increase the full-time equivalent staffing level by 0.15 in the Municipal Court and increase the 2021 budget by \$5,000.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

|                                    |    |
|------------------------------------|----|
| <b>Amount:</b>                     |    |
| <b>Ongoing Cost:</b>               |    |
| <b>One-Time Cost:</b>              |    |
| <b>Included in Current Budget?</b> | No |

**BACKGROUND:** With the recent retirement of the Court Security Officer, staffing needs in the Municipal Court were reviewed. The security officer position is currently budgeted at 0.75 FTE (30 hours per week). It is anticipated that an increase in remote (video) hearings will result in a reduction in the need for in-person security. Simultaneously, there is pent-up demand for some in-person services, such as passport applications, which are administered by the two Senior Judicial Specialists (currently budgeted at 0.8 FTE each). The proposal to reduce the Court Security Officer to 0.5 FTE (20 hours per week) and increase both Senior Judicial Specialist positions to 1.0 (40 hours per week) equals a net increase of 0.15 FTE. This modification reflects the actual time needed for security and monitoring duties, and allows the Court to offer more in-person services (like passport application appointments). This change will also result in more efficient scheduling and provide coverage for staff absences.

The attached organization charts illustrate the current and proposed staffing structures.

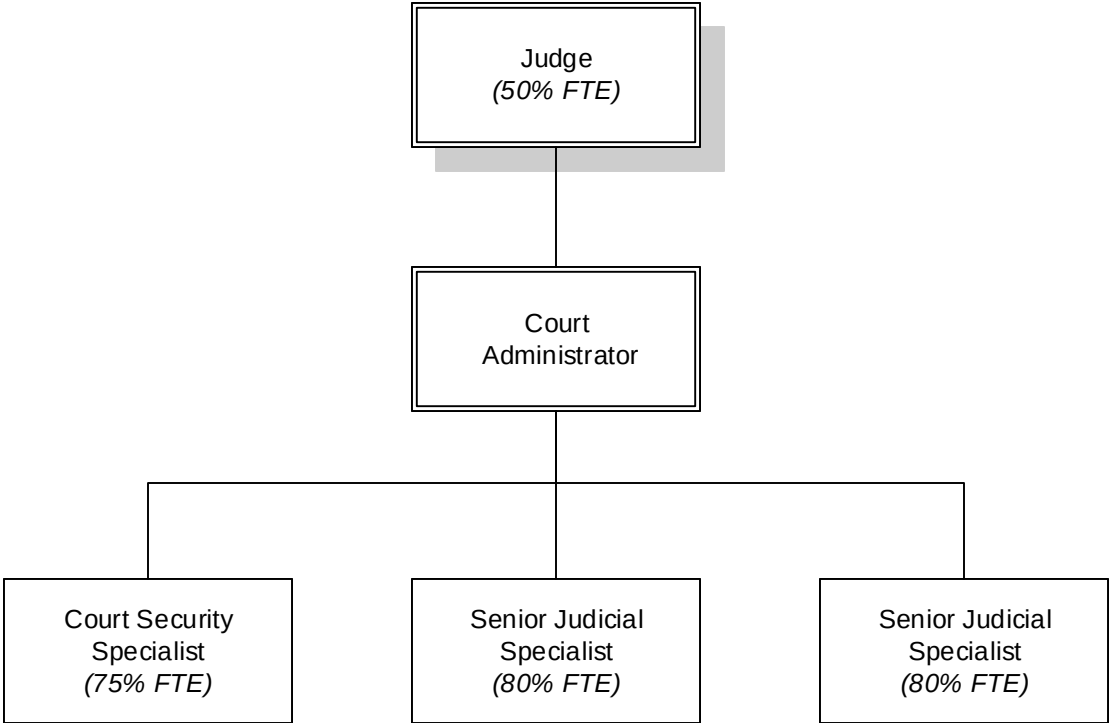
**ATTACHMENTS:**

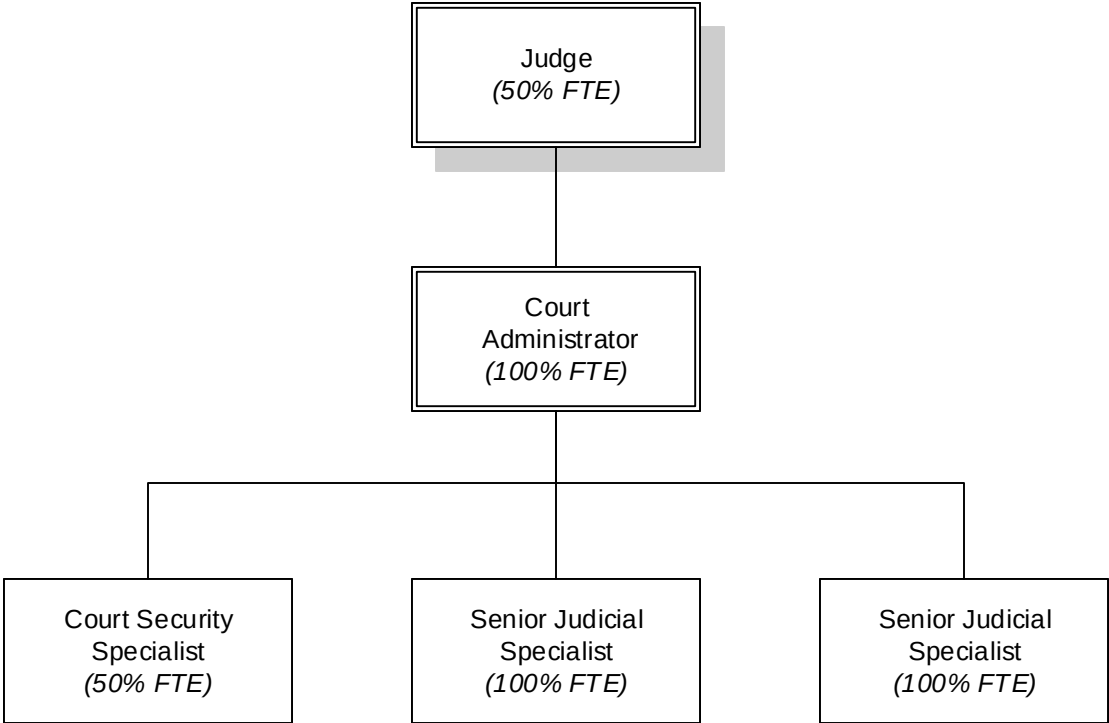
[court.org\\_charts.pdf](#)

**FISCAL DETAILS:**

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

**Coding:**







CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Accept Status Report on Green Building Task Force

**SUMMARY:** The Green Building Task Force (GBTF) last met in February 2021 and recommends that the City focus on energy efficiency upgrades to existing buildings and the promotion of other aspects of green buildings over moving forward with a local energy efficiency mandate separate from the new 2018 statewide standards. (see staff memo for examples).

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Accept status report on Green Building Task Force.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

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

**BACKGROUND:** The Green Building Task Force held their first meeting on July 7, 2020 to form their recommendation for a green building code based on the City Council's direction to "recommend an interim "off the shelf" green building program (or components of a program) to be implemented before the current development moratorium expires (expired on 4/4/2021) to help with the City's greenhouse gas (GHG) emission reduction goals while a full Bainbridge Island program is developed."

The GBTF presented their recommendations on a program to the City Council on September 1, 2020. The Council was later updated on November 17, 2020 that the recommendation specific to single family residences was preempted by state law. In February 2021, there was a bill in the legislature that may have provided the ability for the City to proceed with the GBTF's September recommendation, but unfortunately the bill (SHB 1084) died in the House Appropriations Committee.

The last meeting of the task force was on February 23, 2021. The recommendation from the Committee at that time was that the City should focus on areas dealing with energy efficiency upgrades to existing buildings and

other aspects of green building and not propose new local energy efficiency mandate separate from the new 2018 statewide standard.

**ATTACHMENTS:**

[Staff Memo](#)

[Attachment 1 GBTF - History Log](#)

[Attachment 2 GBTF Road Map Recommendation \(Sept 2020\)](#)

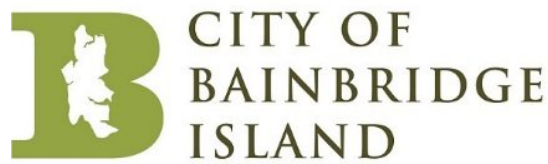
[Attachment 3 - GBTF First Steps Recommendation \(Sept 2020\)](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**





## Department of Planning and Community Development

### Memorandum

Date: July 13, 2021  
To: City Manager  
City Council  
From: Heather Wright, Planning Director  
Peter Best, Senior Planner  
Subject: Green Building Task Force Update

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#### I. BACKGROUND

On June 16<sup>th</sup>, the City Council directed the Green Building Task Force (GBTF, Attachment 2) to recommend an interim “off the shelf” green building program (or components of a program) to be implemented before the current development moratorium expires<sup>1</sup> to help with the City’s greenhouse gas (GHG) emission reduction goals while a full Bainbridge Island program is developed. The Council also stated this direction was made within the context of their recent declaration of a climate emergency ([Resolution 2020-05](#)) and reaffirmed their previous direction for the green building initiative to aggressively contribute to GHG emission reductions.

On September 1, 2020, the City Council directed staff to proceed with drafting an ordinance based on the GBTF recommendations and ongoing staff review and legal analysis.

On September 15, 2020, the City Council agreed to a brief delay in the project timeline in order for staff review and legal analysis to be completed. The Council also reiterated the importance of continuing to develop an ambitious local interim green building program and discussed the possibility of seeking legislative changes to state laws that limit local green building programs.

On November 17, 2020, the City Council was informed the GBTF recommendations conflicted with existing state law and that the GBTF would begin working to revise its recommendations. The City Council requested information regarding the existing barriers in state law experienced by the City and indicated the Council may decide to use that information to suggest changes to state law.

In February, following a staff briefing, the City Council directed the GBTF and the Climate Change Advisory Committee (CCAC) to “provide feedback ... on a suggested approach for legislative change in conjunction with other jurisdictions and using a professional lobbyist”. This was in regards to SHB 1084

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<sup>1</sup> The adopted motion specified October 20, 2020 as the implementation deadline for an interim green building program. However, at the time the motion was adopted, the development moratorium (Ordinance 2020-09) was set to expire on October 3, 2020. The moratorium expired on April 3, 2021 (Ord. 2020-24).

and related to state preemption and the GBTF recommendation. However, on February 22, 2021, the SHG died in the House of Appropriations.

## II. GBTF RECOMMENDATIONS

The GBTF original recommendations were provided in two deliverables that included a road map (Attachment 2) and first steps (Attachment 1). City staff (with legal, planning, and building expertise) reviewed the GBTF recommendations and found their implementation would certainly or likely be blocked by state laws. The City Council expressed an interest in lobbying the State Legislature to allow a jurisdiction to mandate an energy code that is more restrictive than the state energy code. If supported by Council, this could happen for the next legislative session.

Early 2021 discussions with the GBTF indicate a focus on energy efficiency upgrades to existing buildings and the promotion of other aspects of green building.

## III. NEXT STEPS

Staff plans to focus on the recommendations of the task force at the end of Q3 2021.

## IV. ATTACHMENTS

1. Green Building Initiative History Log
2. GBTF Road Map Recommendation (September 2020)
3. GBTF First Steps Recommendation (September 2020)

Green Building Initiative  
Project Log

| Date       | Description                                                                                                                                                                                                                                                                                                                                                                 |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7/17/2018  | CC study session on a green building incentive program                                                                                                                                                                                                                                                                                                                      |
| 11/5/2019  | CC study session on an approach to a green building code                                                                                                                                                                                                                                                                                                                    |
| 12/3/2019  | CC study session on the 2019 <a href="#">City of Bainbridge Island Greenhouse Gas Emissions Inventory Final Findings Report</a> which documented that 55% of the communities overall emissions came from building energy use.                                                                                                                                               |
| 12/10/2019 | CC study session on workplan for green building code options                                                                                                                                                                                                                                                                                                                |
| 1/7/2020   | CC provided direction on GBTF recruitment and for aggressive GHG reduction                                                                                                                                                                                                                                                                                                  |
| 1/16/2020  | CC adopted its top priorities for 2020 as well as the <a href="#">2020 Citywide Work Plan</a> which affirmed green building remains a top priority                                                                                                                                                                                                                          |
| 2/4/2020   | CC update on GBTF applications and selection process                                                                                                                                                                                                                                                                                                                        |
| 3/3/2020   | CC update on GBTF applications and appointment process                                                                                                                                                                                                                                                                                                                      |
| 3/10/2020  | CC advanced a slate of GBTF candidates for appointment on 3/24/2020                                                                                                                                                                                                                                                                                                         |
| 3/24/2020  | CC appointed GBTF members                                                                                                                                                                                                                                                                                                                                                   |
| 5/19/2020  | CC retained the green building initiative as a City workplan priority                                                                                                                                                                                                                                                                                                       |
| 5/26/2020  | CC adopted the <a href="#">goals and strategies for the Climate Action Plan presented by the City's Climate Change Advisory Committee</a> , which includes overarching GHG reduction goals as well as goals and strategies related to green building                                                                                                                        |
| 6/9/2020   | CC declared a climate emergency ( <a href="#">Resolution 2020-05</a> )                                                                                                                                                                                                                                                                                                      |
| 6/16/2020  | CC provided direction to the GBTF to recommend an interim “off the shelf” green building program (or components of a program) to be implemented before the current development moratorium expires (i.e.: Ordinance 2020-09 expires on 10/4/2020) to help with the City's greenhouse gas (GHG) emission reduction goals while a full Bainbridge Island program is developed. |
| 7/7/2020   | GBTF meeting #1                                                                                                                                                                                                                                                                                                                                                             |
| 7/7/2020   | CC update on GBTF schedule and startup                                                                                                                                                                                                                                                                                                                                      |
| 7/21/2020  | GBTF meeting #2                                                                                                                                                                                                                                                                                                                                                             |
| 8/4/2020   | GBTF meeting #3                                                                                                                                                                                                                                                                                                                                                             |
| 8/4/2020   | CC update on GBTF                                                                                                                                                                                                                                                                                                                                                           |
| 8/18/2020  | GBTF meeting #4 – complete recommendations for multi-phase “Road Map” and “First Steps” ordinance                                                                                                                                                                                                                                                                           |
| 8/27/2020  | GBTF meeting #5 – complete recommendations for multi-phase “Road Map” and “First Steps” ordinance                                                                                                                                                                                                                                                                           |
| 9/1/2020   | CC study session #1 on GBTF recommendations                                                                                                                                                                                                                                                                                                                                 |
| 9/15/2020  | CC study session #2 on GBTF recommendations <ul style="list-style-type: none"> <li>Briefly extended project timeline to complete staff review and legal analysis</li> </ul>                                                                                                                                                                                                 |
| 9/16/2020  | CCAC meeting – discuss alignment of Climate Action Plan and GBTF recommendations                                                                                                                                                                                                                                                                                            |
| 11/17/2020 | CC update on findings of staff review and legal analysis; next steps                                                                                                                                                                                                                                                                                                        |
| 12/1/2020  | GBTF meeting #6                                                                                                                                                                                                                                                                                                                                                             |
| 12/17/2020 | GBTF meeting #7                                                                                                                                                                                                                                                                                                                                                             |
| 2/2/2021   | CC update on legal barriers in state law                                                                                                                                                                                                                                                                                                                                    |

| Date      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <ul style="list-style-type: none"> <li>Directed GBTF and CCAC to “provide feedback ... on a suggested approach for legislative change in conjunction with other jurisdictions and using a professional lobbyist”</li> </ul>                                                                                                                                                                                                                           |
| 2/9/2021  | GBTF meeting (cancelled due to lack of quorum)                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2/17/2021 | CCAC meeting – discuss green building legislation                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2/22/2021 | Green building legislation related to state preemption and GBTF recommendation (SHB 1084) died in the House Appropriations Committee                                                                                                                                                                                                                                                                                                                  |
| 2/23/2021 | GBTF Meeting #8 <ul style="list-style-type: none"> <li>GBTF recommended the City should not move forward with a local energy efficiency mandate separate from the new 2018 statewide standard.</li> <li>Instead, the GBTF recommended the City should focus on areas that are not advancing as fast and where success would be more certain, such as energy efficiency upgrades to existing buildings and other aspects of green building.</li> </ul> |

#### Acronyms

CC = City Council

CCAC = Climate Change Advisory Committee

GBTF = Green Building Task Force

GHG = Greenhouse gas emissions

# “Road Map” for a Bainbridge Island Green Building Program

Principles

|                              |                                                                     |                                                                                                |
|------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Lead by example              | Equity/Justice                                                      | Future ready (e.g. solar, EV, internet-based system controls/smart grid, battery storage, etc) |
| Optimize materials/emissions | Wholistic approach/mutual benefits (people, environment, & economy) |                                                                                                |

Theme

Components

| Phase 1 (Interim by Oct)                                                                                                                                                                                                                                                                                                                                                    | Phase 2 (Oct - Feb)                                                                                                                                                                                                                                                                                                                                                                                        | Phase 3 (+1 year)                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Carbon Reduction                                                                                                                                                                                                                                                                                                                                                            | Carbon Neutral                                                                                                                                                                                                                                                                                                                                                                                             | Carbon Storage                                                                                                  |
| <ul style="list-style-type: none"> <li>Rely on prior public engagement and 1 public hearing</li> <li>Mandatory “baseline” green building programs for all building types</li> <li>Optional “stretch” green building programs</li> <li>Scaled to building size</li> <li>Mature programs &amp; market acceptance</li> <li>Few additional carbon reduction measures</li> </ul> | <ul style="list-style-type: none"> <li>Expanded engagement (community &amp; industry)</li> <li>Economic assessment, incentives, assistance programs (affordability &amp; health equity)</li> <li>Electric vehicle &amp; solar ready</li> <li>Embedded carbon reductions (concrete &amp; other materials)</li> <li>Carbon offsets</li> <li>Site requirements</li> <li>Program evaluation process</li> </ul> | <ul style="list-style-type: none"> <li>Adaptive Management (next steps based on program performance)</li> </ul> |

## Green Building Task Force - "First Steps" Interim Green Building Recommendation

The green building programs listed in Table 1 are adopted by the City of Bainbridge Island and organized into green building categories. The programs indicated with:

- "BR" are baseline required programs within that category (choose one if more than one is listed);
- "AR" are required programs within that category in addition to the BR program (choose one if more than one is listed); and
- "O" are optional programs that may be used in addition to a required program but shall not be used instead of a required program.

Table 1 Green Building Categories

| Organization                          | Green Building Program                            | Green Building Category |    |    | Existing Buildings on BI |
|---------------------------------------|---------------------------------------------------|-------------------------|----|----|--------------------------|
|                                       |                                                   | A                       | B  | C  |                          |
| International Living Future Institute | <a href="#">Core Green Building Certification</a> | O                       | O  | AR | Yes                      |
|                                       | <a href="#">Zero Carbon Certification</a>         | BR                      | BR | BR |                          |
| US Green Building Council             | <a href="#">LEED</a> Platinum Certification       | O                       | O  | AR | Yes                      |
| Other                                 | Other                                             | O                       | O  |    | Yes                      |

Table 2 Green Building Requirements

| Building Type                | Building Size      | Green Building Category                                                                    |   |   |
|------------------------------|--------------------|--------------------------------------------------------------------------------------------|---|---|
|                              |                    | A                                                                                          | B | C |
| Any Remodel and/or Addition  | Up to 500 SF       | N/A                                                                                        |   |   |
|                              | More than 500 SF   | Same category as below for building type and net building size (net = existing + addition) |   |   |
| Any Residential              | Any size           | X                                                                                          |   |   |
| Commercial and Institutional | Up to 5,000 SF     |                                                                                            | X |   |
|                              | More than 5,000 SF |                                                                                            |   | X |

Table 2 notes:

- For remodels and additions over 500 SF, only the remodel/addition area needs to meet the applicable requirements. The remaining area of the existing building does not need to meet the applicable requirements.
- State funded buildings subject to RCW 39.35D (high-performance public buildings) would be subject to this requirement.
- Affordable housing projects would be subject to this requirement unless they receive funding through the State Housing Trust Fund and are therefore required to meet state mandated green building standards per RCW 39.35D.080.

Other GBTF Recommendations

City Buildings – Lead by example (retroactive to police/court facility)

Possible Incentives (until Phase 2)

- Refund part of building permit fees at final certification (amount **TBD**)
- Education & outreach
- Puget Sound Energy – many of the existing rebates, grants, and design assistance will apply to green building projects

Additional Carbon Footprint Reduction Measures (pending legal review)

- Heat pumps used whenever possible for space & water heating
- Propane may be used as secondary backup heat, or where heat pumps are not capable of providing for the task (such as for tankless water heaters or high demand boiler systems)
- Do not allow electric resistance elements for space heating



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (6:45 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Council Agenda Topics for Upcoming Meetings.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## ITEMS TENTATIVELY SCHEDULED FOR FUTURE COUNCIL AGENDAS - **SUBJECT TO CHANGE**

Last updated 7/23/2021

### August 3, 2021 Study Session [Canceled for Council Recess]

### August 10, 2021 Business Meeting

| Agenda Section      | Item                                                                                                                                        | Staff Lead      |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Executive session   | Hold executive session to consider the selection of a site or the acquisition of real estate and discuss litigation or potential litigation | Levan           |
| Consent             | Authorize Participation in the Bainbridge Island Cooperative Weed Management Board                                                          | Levan           |
| Unfinished business | Bonus FAR Discussion: Consider Purchase of Mobile Home Park FAR                                                                             | Wright          |
| Unfinished business | Review Housing Action Plan Schedule of Activities                                                                                           | Wright          |
| Unfinished business | Confirm retreat direction on agenda setting, high priority items, and deferring certain projects                                            | King            |
| Unfinished business | Confirm suspension of Island Center Subarea Plan process                                                                                    | King            |
| New business        | Consider Ordinance No. 2021-23, Amendment to the Bonus FAR program                                                                          | Wright/Sutton   |
| New business        | Schedule Public Hearing on Ordinance No. 2021-22, Extension of the Interim Control for the Bonus FAR program                                | Wright/Sutton   |
| New business        | Consider Ordinance No. 2021-12, Phase 2 Triage Code Changes Related to the Pre-application Process                                          | Wright/Greetham |
| New business        | Consider Resolution No. 2021-07, Phase 2 Triage Code Changes Related to Public Participation Meeting                                        | Wright/Greetham |
| Council discussion  | Consider amendments to the Ethics Program                                                                                                   | Levan           |

### August 17, 2021 Study Session

| Agenda Section      | Item                                          | Staff Lead |
|---------------------|-----------------------------------------------|------------|
| Unfinished business | Discuss Madison Avenue Sidewalk Project Scope | Wierzbicki |
|                     |                                               |            |
|                     |                                               |            |
|                     |                                               |            |

### August 24, 2021 Business Meeting

| Agenda Section      | Item                                                                                                    | Staff Lead |
|---------------------|---------------------------------------------------------------------------------------------------------|------------|
| Executive session   | Hold executive session to discuss litigation or potential litigation                                    | Levan      |
| Presentation        | Approve proclamation declaring September 2021 as Childhood Cancer Awareness Month                       | Brown      |
| Public Hearing      | Hold Public Hearing on Ordinance No. 2021-22, Extension of the Interim Control of the Bonus FAR program | Wright     |
| Unfinished business | Discuss ARPA Project List                                                                               | King       |
| Unfinished business | Review Title 3, MFTE Code Adoption                                                                      | Wright     |

|              |                                                                                                                   |               |
|--------------|-------------------------------------------------------------------------------------------------------------------|---------------|
| New business | Discuss 2021 Mid-Year Report                                                                                      | Pitts         |
| New business | Consider Public Works LTAC Funding Proposal (\$20,000)                                                            | Wierzbicki    |
| New business | Consider Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary                               | Tayara/Wright |
| New business | Consider response to Puget Sound Energy's proposed transmission line project                                      | Wierzbicki    |
| New business | Discuss Ferncliff Avenue Water Line Extension Rate Structure Recommendation and Code Revision                     | Wierzbicki    |
| Consent      | Approve Ordinance No. 2021-24 Relating to 2021 2nd Quarter Budget and Updated Capital Improvement Plan Amendments | Dunscombe     |
| Consent      | Adopt Ordinance No. 2021-23, Amendment to the Bonus FAR program                                                   | Wright        |
| Consent      | Consider High School Road Safety Improvements Contract Award                                                      | Wierzbicki    |
| Consent      | Consider Country Club Bulkhead Spot Repairs Contract Award                                                        | Wierzbicki    |

### September 7, 2021 Study Session

| Agenda Section      | Item                                                                                                            | Staff Lead |
|---------------------|-----------------------------------------------------------------------------------------------------------------|------------|
| Unfinished business | Discuss Traffic Calming and Safety Project Part 1                                                               | Wierzbicki |
| New business        | Introduce Building and Development Study and Authorize Public Review of Building and Community Development Fees | Wright     |
|                     |                                                                                                                 |            |
|                     |                                                                                                                 |            |

### September 14, 2021 Business Meeting

| Agenda Section | Item                                                                          | Staff Lead |
|----------------|-------------------------------------------------------------------------------|------------|
| Presentations  | Present Proclamation declaring September 2021 as Community Preparedness Month | LeSage     |
| Consent        | Consider Sportsman Club New Brooklyn Intersection Improvements Contract Award | Wierzbicki |
|                |                                                                               |            |
|                |                                                                               |            |

### September 21, 2021 Study Session

| Agenda Section      | Item                                                | Staff Lead |
|---------------------|-----------------------------------------------------|------------|
| Presentations       | Receive Presentation from Suquamish Tribal Chairman | King       |
| New business        | Discuss Groundwater Management Plan Kickoff         | Wierzbicki |
| Unfinished business | Discuss Traffic Calming and Safety Project Part 1   | Wierzbicki |

### September 28, 2021 Business Meeting

| Agenda Section | Item                                                                           | Staff Lead |
|----------------|--------------------------------------------------------------------------------|------------|
| Presentations  | Present Proclamation declaring October 2021 as Filipino American History Month | Brown      |

## UNSCHEDULED AT THIS TIME

### City Council Initiated Items

| Agenda Section      | Item                                                                                                                            | Staff Lead      |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------|
| New business        | Review Affordable Housing Work Plan Components                                                                                  | Wright, Schroer |
| New business        | Review Approach and Recommendations for Police/Court Facility Project                                                           | King            |
| New business        | Review Puget Sound Regional Council Growth Allocation                                                                           | Wright          |
| Presentation        | Receive Update from Kitsap Public Facilities District Representative                                                            | Schroer         |
| Presentation        | Receive report from Joint REAC/CCAC Subcommittee                                                                                | Schroer         |
| Presentation        | Receive Quarterly Public Safety Presentation                                                                                    | Clark           |
| New business        | Consider Resolution on Proclamation/Recognition Policy                                                                          | Levan           |
| Unfinished business | Receive Update from Public Farmland Ad Hoc Committee                                                                            | Schroer         |
| Unfinished business | Consider Suquamish Welcome Pole                                                                                                 | Wierzbicki      |
| Unfinished business | Consider resolution to update the Governance Manual related to Council complaints                                               | Levan           |
| New business        | Consider policy for co-sponsorship of City events                                                                               | Schroer         |
| New Business        | Protection of Landmark Trees Ordinance, Sunset Landmark Tree Ordinance                                                          | Snyder, Wright  |
| New Business        | Receive recommendation from joint subcommittee regarding anonymous complaints to the Ethics Board                               | King            |
| New business        | Discuss statute to provide additional housing density for religious organizations to build affordable housing on their property | Wright          |
| Unfinished business | Consider further regulations relating to single use plastics                                                                    | Levan           |

### All Other Items

| Agenda Section      | Item                                                                 | Staff Lead               |
|---------------------|----------------------------------------------------------------------|--------------------------|
| Unfinished business | Update on Eagle Harbor Phase I Project Options                       | Wierzbicki               |
| New business        | Consider Settlement with Sewer District 7                            | Pitts, Wierzbicki, Levan |
| New business        | Consider Ordinance adopting Small Wireless Facility Design Standards | Wright, Levan            |
| New business        | Receive 2020 financial report                                        | Pitts                    |
| New Business        | Receive and File Annual Audit                                        | Pitts                    |
| Unfinished business | Consider revisions to sign code                                      | Wright                   |
| New Business        | Consider redistricting process                                       | King, Levan              |



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (6:55 PM) Discuss Criteria for 2022 Lodging Tax Award Cycle and Authorize Issuance of RFP with Total Award Amount of \$350,000 - Executive

**SUMMARY:** The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the Council with recommendations on project funding. The Request for Proposals includes certain criteria established by the Council, which will be reviewed and approved at this meeting.

The Council will also review recent financial performance of this revenue and decide on the amount to be awarded for 2022.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to authorize the City Manager to issue the Request for Proposals for the 2022 LTAC award cycle.

**STRATEGIC PRIORITY:** Vibrant Economy

**FISCAL IMPACT:**

|                                    |           |
|------------------------------------|-----------|
| <b>Amount:</b>                     | \$350,000 |
| <b>Ongoing Cost:</b>               |           |
| <b>One-Time Cost:</b>              | \$350,000 |
| <b>Included in Current Budget?</b> | No        |

**BACKGROUND:** The City of Bainbridge Island will issue a Request for Proposals (RFP) for projects to receive funding in 2022 under the Civic Improvement Fund (also known as LTAC). Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities, or capital expenses for an eligible tourism-related facility.

Staff will issue the RFP in mid-August; proposals are due by Thursday, September 30, 2021. A committee of two individuals representing businesses that generate the lodging tax, two individuals representing organizations that can receive awards, and one voting councilmember will review the proposals, hear presentations, and arrive at an award recommendation for Council in the fourth quarter.

The City proposes to award a total of \$350,000 in 2022, with awards ranging from \$2,000 to \$175,000. In a typical year, roughly a dozen organizations receive an award.

**ATTACHMENTS:**

[LTAC Presentation for CC 07272021](#)

[2021 LTAC RFP for 2022 for CC 07272021](#)

[LTAC Award Summary 2019-2021](#)

[MRSC - Lodging Tax \(Hotel-Motel Tax\) Accessed 05212021](#)

**FISCAL DETAILS:** The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges. The State of Washington provides guidance for eligible uses of these funds, as well as for how the funds are awarded. Additional information is provided in the attached explanatory material from the Municipal Research and Services Center of Washington (MRSC).

Over time, the amount of revenue received by the City of Bainbridge Island from this revenue source has increased, with the highest annual revenue in 2019 at \$345,000. From 2017-2020, the average amount of revenue received was \$267,000. Over that same period of time, the average award was \$252,000. The current estimated ending fund balance for 2021 is at or above \$400,000.

The recommended award for 2022 is \$350,000. This amount can be fully supported by the estimated fund balance available at the beginning of 2022.

The recommended award total is supported by the City's estimated fund balance estimates. For several years, it has been the City's practice to award an amount of total funding that is fully supported by the prior year's fund balance. This provides certainty to the recipient organizations that funding will be available, and allows a lead time to adjust in the event of any significant downturns in this revenue stream. This year's award recommendation is estimated to provide for relatively stable amounts for the coming years. The decision about the amount to be awarded is made annually.

**Fund Name(s):** Other

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

# 2022 LTAC Award Cycle

July 27, 2021

Ellen Schroer, Deputy City Manager

Kirsten Hytopoulos, Council Chair

Joe Deets, Council Co-Chair

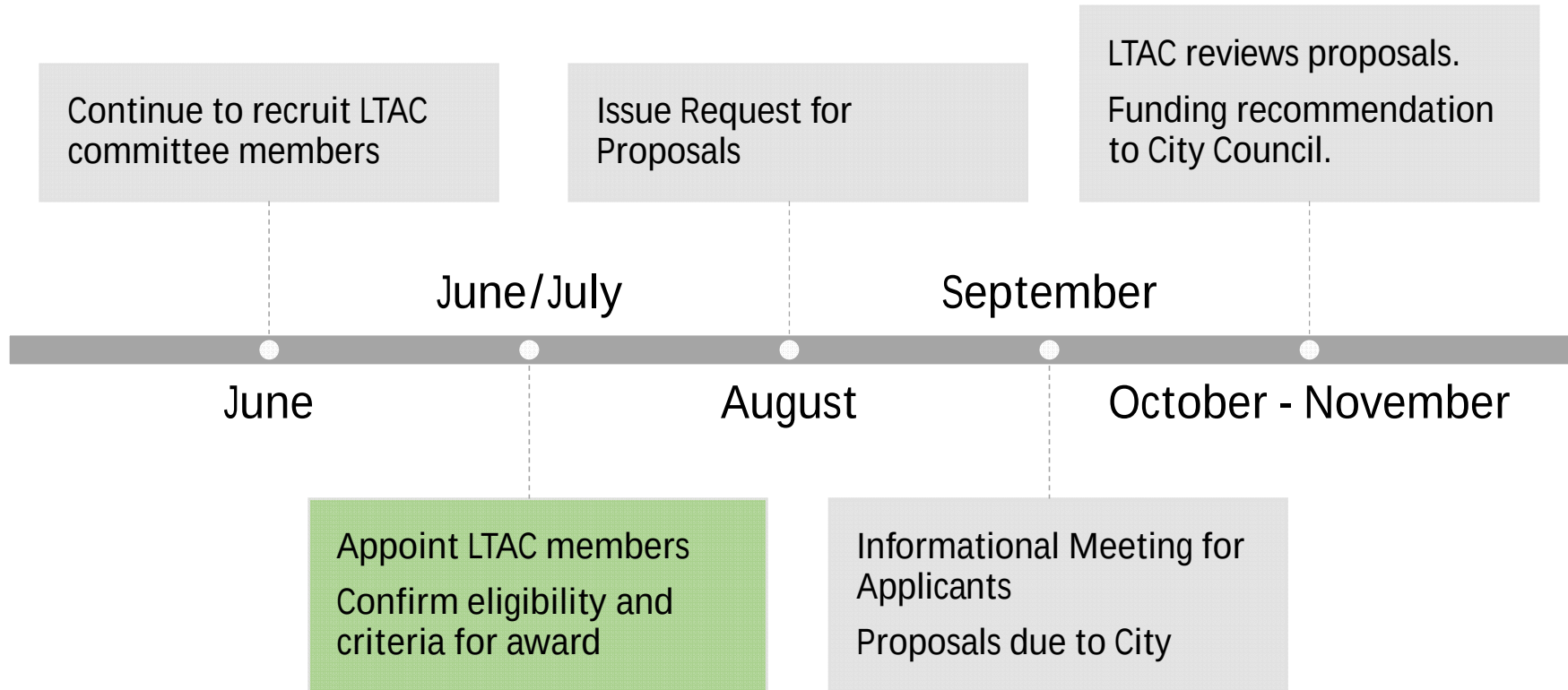
# 2022 LTAC Awards

## Tonight's Topics

- Review award cycle schedule
- Review estimated amount to award for 2022
- Confirm selection criteria and eligibility



# General Timeline

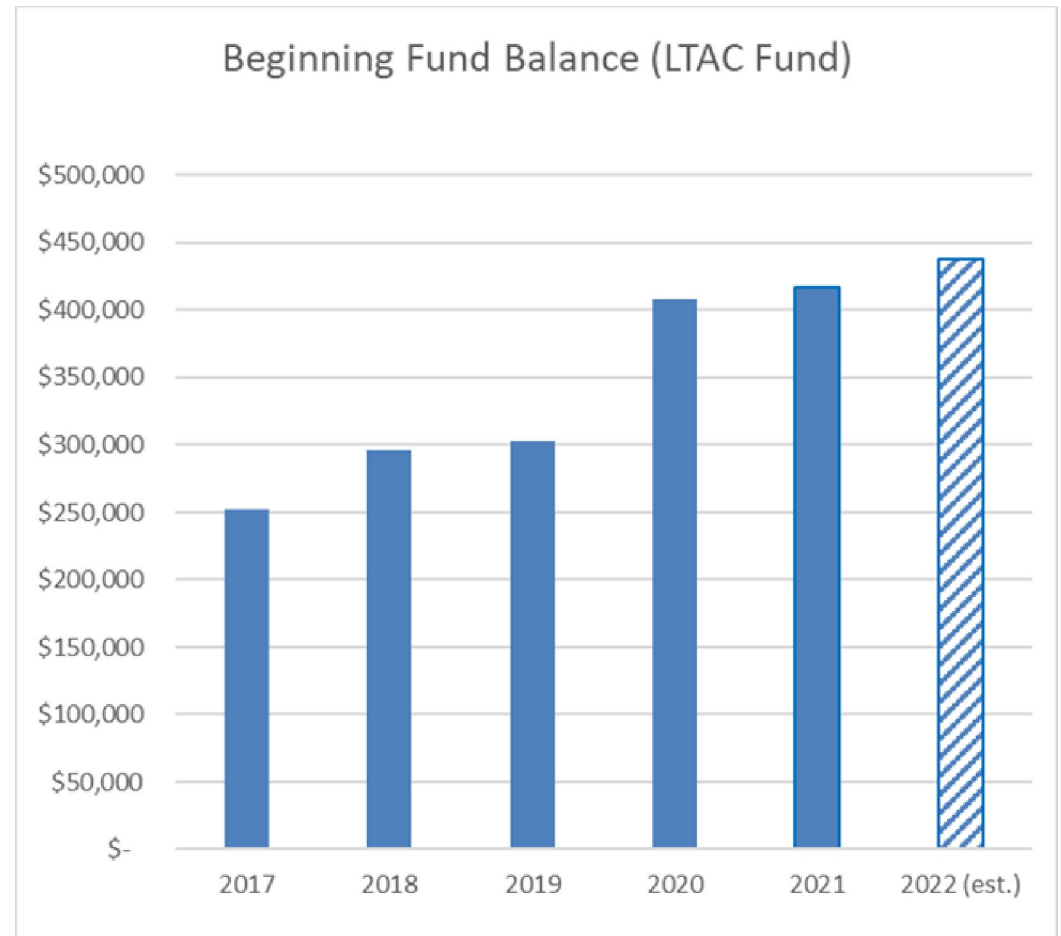


# 2022 Award Amount

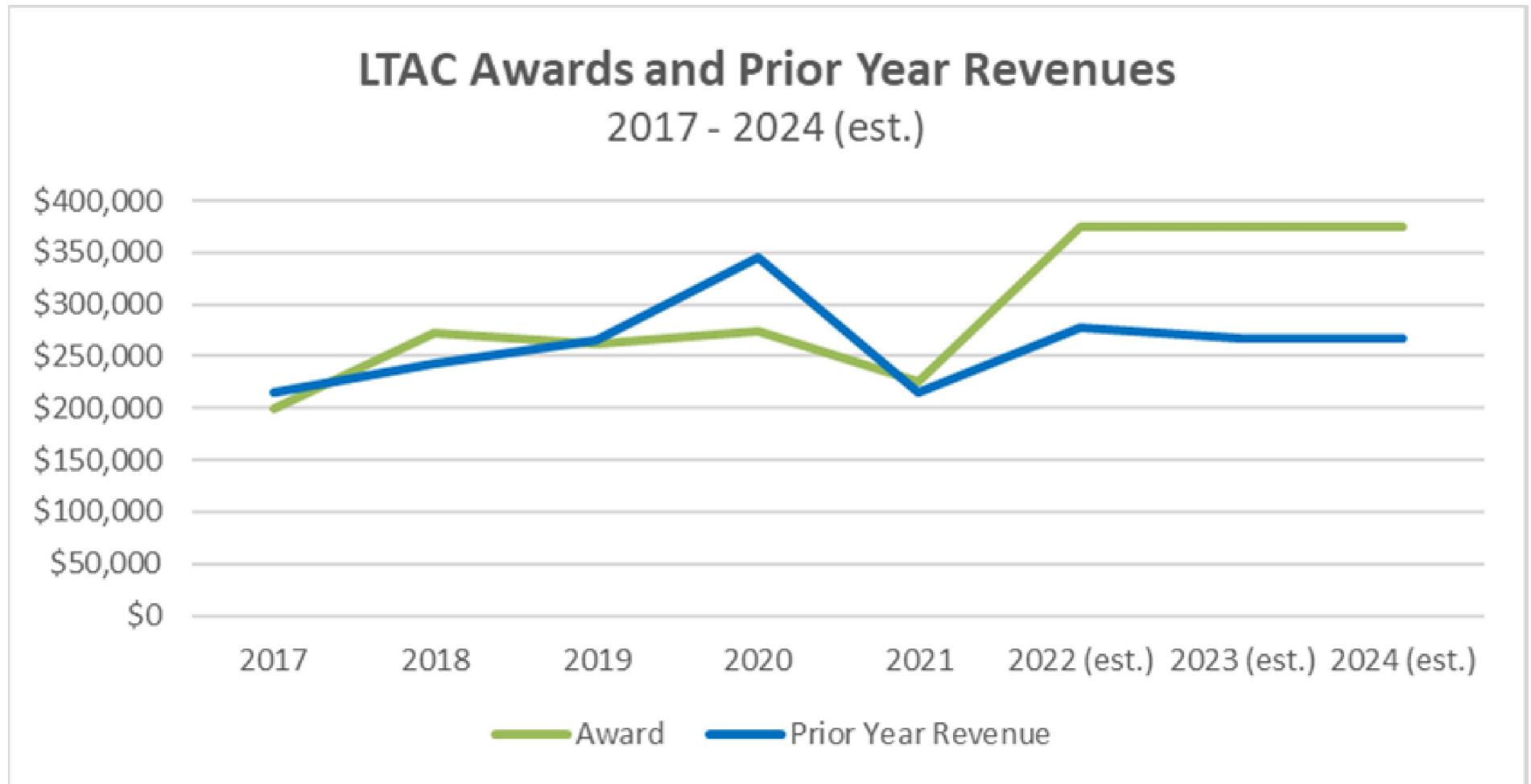
*Confirm total awards of \$350,000*

# Estimated Available Funds

Expect to award an amount fully supported by 2022 starting fund balance in the Civic Improvement Fund



# Recommended Funding: \$350,000 for 2022

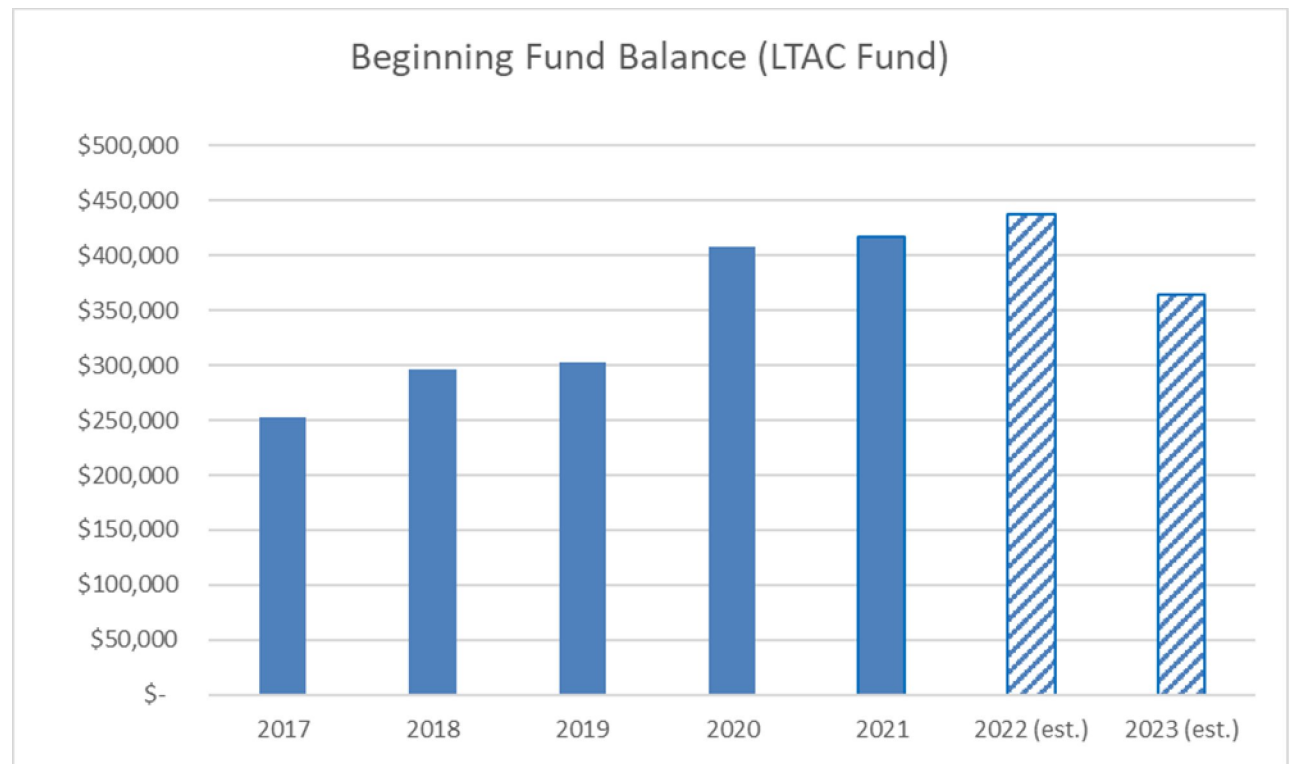


JULY 27, 2021

# LTAC Fund Estimates

## Assumptions:

- 2022 beginning fund balance of roughly \$400,000
- Average revenue performance for 2021-2023
- Allows for stable award amounts of \$350,000 with annual decision cycle



# RFP Details

*Review added criterion*

*Authorize staff to issue RFP in August*

# Eligibility for LTAC Awards

- Applicants must be a municipality, public facilities district, or registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible.
- For-profit, private businesses are not eligible.
- Proposals from organizations with a board member, officer, or staff member serving on the LTAC are not eligible.



# Criteria for 2022 Award Cycle

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.

# Criteria (continued)

F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.

G. Project reflects innovative use of LTAC funds.

H. Proposals for events that will generate an expected increase in tourism are encouraged.

I. Proposals for capital projects are encouraged.

J. Project goals and/or results can be objectively assessed.

K. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

# Criteria (continued)

New criterion suggested for 2022:

Proposals for projects that lead to tourism approached with an intent towards reducing carbon emissions, such as reducing the need for fossil fuels or parking, are encouraged.

# Next Steps: 2022 LTAC Awards



Tonight:

- Approve RFP for issue

Fall:

- Committee award process
- Council consideration and approval of awards



## **CITY OF BAINBRIDGE ISLAND**

### **REQUEST FOR PROPOSALS 2022 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)**

The City of Bainbridge Island is seeking proposals for projects to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington (“RCW”) and Section 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities,<sup>1</sup> or capital expenses for an eligible tourism-related facility.<sup>2</sup>

In 2021, there are approximately \$350,000 in Civic Improvement funds (also known as Lodging Tax funds) available for distribution to support selected projects in 2022. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting – and expanding – tourism trends and opportunities happening on Bainbridge Island. Applicants may seek a minimum award of \$2,000 and a maximum award of \$175,000 (to reflect 50% of total available funds).

Funds must be used for: tourism marketing; marketing and operations of special events and festivals designed to attract tourists; operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations. The City does not make multi-year commitments with Lodging Tax funds; however, service providers are not limited to nor are applicants prohibited from making repeat annual requests of a similar nature.

Successful applicants will be required to enter into a professional services agreement with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City will not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island Civic Improvement Fund.

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<sup>1</sup> To be eligible for *operating* expenses, the tourism-related facility must be owned or operated by a municipality, or a public facilities district, or a nonprofit recognized by the Internal Revenue Service under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6). See, RCW 67.28.1816.

<sup>2</sup> To be eligible for *capital* expenses, the tourism-related facility must be owned or operated by a municipality or a public facilities district. See, RCW 67.28.1816.

### *Project and Applicant Eligibility*

- Applicants seeking funding for capital expenditures for a tourism-related facility must be a municipality or a public facilities district created under Chapters [35.57](#) and [36.100](#) RCW.
- Applicants seeking funding for operating expenditures for a tourism-related facility must be a municipality or a public facilities district, or be recognized by the Internal Revenue Service as a nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).
- Applicants, other than municipalities or a public facilities district, must be registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible for funding.
- For-profit, private businesses are not eligible for funding.
- Proposals must comply with federal, state, and City of Bainbridge Island laws and requirements.
- Funding may be used for expenses incurred during January 1 – December 31, 2022. Funding requests for goods or services to be provided in 2021 or beyond calendar year 2022 will not be considered.
- Proposals from non-City organizations with a board member, officer, or staff member serving on the Lodging Tax Advisory Committee are not eligible for funding and will not be considered.
- Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

## *Policy Background*

**Bainbridge Island Municipal Code – [Section 3.65.040 Civic Improvement Fund](#)**

**[Revised Code of Washington \(RCW\) Chapter 67.28 RCW](#) – PUBLIC STADIUM, CONVENTION, ARTS, AND TOURISM FACILITIES**

### *Definition of Terms (Per RCW 67.28.080)*

“Operation” includes, but is not limited to, operation, management, and marketing.

“Tourism” means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

“Tourism promotion” means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

“Tourism-related facility” means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.



## Application Requirements

- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached LTAC 2022 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
- Proposal must be presented in minimum 11-point font and may not exceed ten pages in total length (including the Cover Sheet).
- The City will only accept proposals in electronic format. **Proposals must be submitted as a single document that includes a Cover Sheet and any attachments, preferably using a pdf format.** Submit the proposal via email to:

[cityadmin@bainbridgewa.gov](mailto:cityadmin@bainbridgewa.gov)

- Proposals are due **no later than 4:00 pm, Thursday, September 30, 2021**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each selected Service Provider (i.e., Lodging Tax funding recipient) will be required to submit to the City a final report on project results by Tuesday, February 28, 2023. **Per RCW 67.28.1816, and the reporting guidelines provided by the Washington State Joint Legislative Audit and Review Committee (JLARC), final reports must include the following information related to the activity:**

*The projected and actual data for each of the following categories:*

- a) Overall attendance for the activity;*
- b) The number of people who traveled more than 50 miles to attend the activity;*
- c) The number of people from outside the state or outside the country who attended the activity;*
- d) The number of people who attended the activity and paid for overnight lodging;*
- e) The number of people who attended the activity without paying for overnight lodging, and*
- (f) Total number of paid lodging nights (one lodging night = one or more persons occupying one room for one night).*

Additional information is available via JLARC's "[Instructions For Reporting Lodging Tax Expenditures](#)" document. See also the City's [Lodging Tax Advisory Committee](#) webpage to view JLARC data from prior years.

## *Review Process*

### **Lodging Tax Advisory Committee (LTAC)**

To be appointed by the Council

|                                           |                                                |
|-------------------------------------------|------------------------------------------------|
| <b>Kirsten Hytopoulos</b> , Chair         | City Councilmember                             |
| <b>Joe Deets</b> , Vice-chair, non-voting | City Councilmember                             |
| <b>TBD</b>                                | Eligible lodging business representative       |
| <b>TBD</b>                                | Eligible lodging business representative       |
| <b>TBD</b>                                | Eligible recipient organization representative |
| <b>TBD</b>                                | Eligible recipient organization representative |

Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

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

The LTAC will provide its recommendation for 2022 awards to the City Council for a final funding decision. The committee recommendation will include a list of candidate projects and recommended amounts of funding, which the City Council will consider for final approval.

## *Selection Criteria*

The LTAC will use the following criteria in evaluating project proposals. Other relevant factors, such as availability of funds, may also guide the decision process.

### **Lodging Fund Project Evaluation – Basic Criteria**

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
- F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
- G. Project reflects innovative use of LTAC funds.
- H. Proposals for events that will generate an expected increase in tourism are encouraged.
- I. Proposals for capital projects are encouraged.
- J. Project goals and/or results can be objectively assessed.
- K. Project will leverage award funds with additional matching funds or donated in-kind goods or services.
- L. Proposals for projects that lead to tourism approached with an intent towards reducing carbon emissions, such as reducing the need for fossil fuels or parking, are encouraged.

**CITY OF BAINBRIDGE ISLAND  
2022 LODGING/TOURISM FUND PROPOSAL  
COVER SHEET**

Project Name: \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant Organization and Amount Requested:

\_\_\_\_\_  
Amount \_\_\_\_\_

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) Status and Tax ID Number: \_\_\_\_\_

\_\_\_\_\_  
Date of Incorporation as a Washington State Corporation and UBI Number:

\_\_\_\_\_  
Primary Contact:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email(s): \_\_\_\_\_

Day phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Please indicate the type of project described in your proposal:**

| <b>✓</b>                 | <b>Project Type</b>                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Tourism marketing                                                                                                                                        |
| <input type="checkbox"/> | Marketing and operations of special events and festivals designed to attract tourists                                                                    |
| <input type="checkbox"/> | Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*                                                   |
| <input type="checkbox"/> | Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district* |

\*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

\_\_\_\_\_

## LODGING/TOURISM FUND APPLICATION

### Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history, and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

*Alternate question for event or facility funding:*

Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history, if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and the number of tourists estimated to attend for 2022. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2022?

2. If appropriate, please identify any project partners and briefly describe the involvement of each. Please note that the maximum award of \$175,000 will apply to any single project, even if proposed by a team of partners.
3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2017-2021).
4. If any previous projects by the applicant were funded through the Lodging Tax (Civic Improvement) Fund and were not completed and/or if reports were not submitted to the City as requested, please explain:

## LODGING/TOURISM FUND APPLICATION

### Project Information

#### 1. Describe the proposed project.

- a. **Scope:** Identify the Project's main objectives and how each will be achieved. Be as specific as possible about the proposed services, measurable impacts, distribution method, and costs.
- b. **Budget:** Include a detailed budget for the proposed project with itemized expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.
- c. **Schedule:** Provide a project timeline that identifies major milestones.

If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics.

#### 2. Provide a brief narrative statement to address each of the selection criteria:

- a. Expected impact on increased tourism in 2022. Please provide specific estimates of how the project will impact the number of people traveling fifty miles or more to Bainbridge Island for the activity, or who will travel from another country or state outside of Washington State to attend the activity. If appropriate, compare/contrast this impact to the actual or estimated number of tourists at your event/facility in 2020 and estimates for 2021.
- b. Expected impact on, or increase in, overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge Island lodging establishments in 2022 as a result of the proposed activities. Please include the basis for any estimates.
- c. Projected economic impact on Bainbridge Island businesses, facilities, events, and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).
- d. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e., October 1 until Memorial Day.
- e. The applicant's demonstrated history of organizational and project success.
- f. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.
- g. Describe how this project is new to our community or reflects an innovative use of LTAC funds.
- h. Expected draw for the proposed event, in particular how it will both generate an expected increase in tourism and appeal to the community.
- i. If for a capital project, detail the project's expected impact on increased tourism.

- j. Describe the degree to which the project goals and/or results can be objectively assessed.
- k. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.
- l. Describe how this proposal will support tourism approached with an intent towards reducing carbon emissions.



## **LODGING/TOURISM FUND APPLICATION**

### **Supporting Documentation**

1. Provide your organization's 2020 income/expense summary.
2. Provide your organization's 2021 budget and an estimate of actual 2021 revenue and expenses.
3. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.

Three-year summary of LTAC Awards

| Recipient Organization                       | 2019                                                              |            | 2020                                                  |           | 2021                                          |            |
|----------------------------------------------|-------------------------------------------------------------------|------------|-------------------------------------------------------|-----------|-----------------------------------------------|------------|
|                                              | Purpose                                                           | Award      | Purpose                                               | Award     | Purpose                                       | Award      |
| <b>Arts &amp; Humanities Bainbridge</b>      | Artsopolis Community Cultural Platform                            | \$ 15,000  | Currents Online Cultural Collaborations               | \$ 10,000 | Certified Creative District                   | \$ 5,000   |
| <b>Bainbridge Arts &amp; Crafts</b>          | Tourism Marketing - Off-Island Advertising Package                | \$ 15,000  | Off-Island Advertising                                | \$ 5,000  | Off-Island Advertising                        | \$ 7,000   |
| <b>Bainbridge Island Chamber of Commerce</b> | Tourism Marketing, Special Events, Operations                     | \$ 63,000  | Visitor Information Center                            | \$ 40,000 | Visitor Information Center                    | \$ 38,000  |
| <b>Bainbridge Island Downtown Assoc.</b>     | Tourism Marketing , Special Events                                | \$ 50,000  | Multi-Media Destination Marketing Campaign            | \$ 35,000 | Multi-Media Destination Marketing Campaign    | \$ 12,250  |
| <b>Bainbridge Island History Museum</b>      | Operations - "Free the Museum"                                    | \$ 12,000  | 2nd Annual Pickleball Founders Tournament             | \$ 12,000 | Operational Support                           | \$ 15,000  |
| <b>Bainbridge Island Lodging Assoc.</b>      | Tourism Marketing, Special Events - Destination Bainbridge 2019   | \$ 60,000  | Destination Bainbridge: 2020                          | \$ 56,500 | Destination Bainbridge: 2021                  | \$ 41,750  |
| <b>Bainbridge Island Museum of Art</b>       | Special Events - "Celebration of Artists' Books                   | \$ 10,000  | Cultural Impact Programs & Festivals                  | \$ 5,000  |                                               |            |
| <b>Bainbridge Island Parks Foundation</b>    |                                                                   |            | Trillium Trail Family Run                             | \$ 6,500  | Trail Maps and STO Trail Planning             | \$ 10,000  |
| <b>Bainbridge Island Winery Alliance</b>     | Tourism Marketing, Special Events - BI Wineries: Wine on the Rock | \$ 15,000  | Wine on the Rock Event                                | \$ 14,000 | Wine on the Rock Event                        | \$ 12,000  |
| <b>Bloedel Reserve</b>                       |                                                                   |            | Shoulder Season Awareness : "Fish Where the Fish Are" | \$ 10,000 |                                               |            |
| <b>City of Bainbridge Island</b>             |                                                                   |            | Downtown Wayfinding Signs                             | \$ 12,000 |                                               |            |
| <b>Kids Discovery Museum</b>                 |                                                                   |            |                                                       |           | Strategic Marketing Plan                      | \$ 9,000   |
| <b>North Kitsap Tourism Coalition</b>        | Tourism Marketing - Market Plan & Event Implementation            | \$ 10,000  | Media Support                                         | \$ 7,000  |                                               |            |
| <b>Visit Bainbridge Island</b>               |                                                                   |            | Multi-Media Destination Marketing Campaign            | \$ 50,000 | Multi-Media Destination Marketing Campaign    | \$ 70,000  |
| <b>Visit Kitsap Peninsula</b>                | Tourism Marketing                                                 | \$ 12,000  | 12-Month Lodging & Tourism Marketing Campaign         | \$ 12,000 | 12-Month Lodging & Tourism Marketing Campaign | \$ 5,000   |
|                                              |                                                                   | \$ 262,000 |                                                       |           | \$ 275,000                                    | \$ 225,000 |

## Lodging Tax (Hotel-Motel Tax)

This page provides an overview of the lodging tax, also known as the hotel-motel tax, that cities and counties in Washington State may charge to benefit tourism, including applicable tax rates, use of revenues, lodging tax advisory committees (LTACs), and sample documents.

The information on this page applies only to cities and counties. Certain public facilities districts also have separate lodging tax authority which is not discussed on this page. For more information, see our page on [Public Facilities Districts \(PFDs\)](#).

For further guidance on lodging taxes and other local revenue options, see MRSC's [City Revenue Guide](#) and [County Revenue Guide](#).

---

### Overview

Any city, town, or county has the authority to levy lodging taxes, also known as “hotel/motel taxes,” on all charges for furnishing lodging at hotels, motels, and short-term rentals – including such activities as Airbnb, bed and breakfasts (B&Bs), RV parks, and other housing and lodging accommodations for periods of time less than 30 days.

The tax is collected as a sales tax and paid by the customer at the time of the transaction, and the revenues must be used for eligible tourism promotion activities or tourism-related facilities.

There are two lodging tax options:

- A **“basic”** or **“state-shared” lodging tax** up to 2% that is taken as a credit against the 6.5% state sales tax rate, so that the lodging patron does not see any tax increase ([RCW 67.28.180-.1801](#)). The state also sometimes refers to this as the **“transient rental tax.”**
- An **“additional”** or **“special” lodging tax** up to 2% *on top* of the other state and local [retail sales taxes](#), resulting in a higher tax bill for the patron ([RCW 67.28.181](#)).

If a jurisdiction imposes both options at the maximum rate, that would bring the total lodging tax rate to 4%. However, a few specific jurisdictions are not authorized to collect certain lodging taxes while others have additional authority, as discussed below.

Lodging taxes are different from (and may be imposed in addition to) tourism promotion area fees. For more information on tourism promotion areas, see our page [Tourism and Local Governments](#).

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## "Basic" or "State-Shared" Lodging Tax

Any county has the authority to levy the “basic” or “state-shared” lodging tax up to 2% ([RCW 67.28.180](#)), which is taken as a credit against the 6.5% state sales tax ([RCW 67.28.1801](#)). This means that there is no tax increase, and the total tax paid by the patron is equal to the retail sales tax in the jurisdiction in which the lodging is located. The state’s portion of the sales tax rate on lodging effectively drops from 6.5% to 4.5% within those jurisdictions. The state sometimes refers to this as the “transient rental tax.”

Most cities and towns have similar “basic” lodging tax authority. The city’s basic rate is credited against the county’s basic rate ([RCW 67.28.180\(2\)](#)). For instance, if both the city and the county impose the full 2% basic lodging tax, the total rate will be 2% countywide, but the county will not receive revenues from the incorporated area because it must credit those revenues back to the city.

The basic lodging tax has a few exceptions:

- No city located within King County may impose the basic lodging tax (see [RCW 67.28.180\(2\)\(c\)\(ii\)](#)), except for Bellevue which has legislation allowing it to collect a rate up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- No city that is located within a county that is exempt under [RCW 67.28.180\(2\)\(b\)](#) may impose the basic lodging tax so long as the county remains exempt. Currently, Yakima County is the only county exempt under that subsection, so no city within Yakima County may impose this tax. However, there is also an exception that grandfathers in the City of Yakima and allows it to collect a basic lodging tax up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- For Bellevue/King County and City of Yakima/Yakima County, the statutory exemptions allow the jurisdictions to “double-dip,” meaning that the city lodging tax is not taken as a credit against the county rate. Instead, the city and county rates are added together, resulting in a credit of up to 4% against the state sales tax rate within Bellevue and the City of Yakima. This means the state only receives a 2.5% sales tax on lodging in those two cities.

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## "Additional" or "Special" Lodging Tax

In addition to the “basic” 2% lodging tax, any county may impose an “additional” or “special” lodging tax up to 2% in increments no smaller than 0.1% ([RCW 67.28.181](#)). Unlike the basic lodging tax, the additional lodging tax is *not* a credit against the state sales tax and results in a tax increase for the lodging patron.

If the basic and additional lodging tax are each levied at a rate of 2%, the combined lodging tax rate would be 4% and the total tax paid by the patron would equal the retail sales tax in the jurisdiction plus the additional/special lodging tax of 2%.

Most cities and towns also have similar authority, and just like the basic lodging tax the city’s additional lodging tax must be taken as a credit against the county’s additional rate ([RCW 67.28.181\(3\)](#)). For instance, if both the city and the county impose the full 2% additional lodging tax, the total additional rate will be 2% countywide, but the county will

not receive revenues from the incorporated area because it must credit those revenues back to the city.

The additional lodging tax also has a few exceptions:

- Counties and cities that imposed a combined lodging tax greater than 4% before July 27, 1997 were grandfathered in under [RCW 67.28.181\(2\)\(a\)](#). This includes Grays Harbor and Pierce counties (and the cities within them), plus the cities of Airway Heights, Bellevue, Chelan, Leavenworth, Long Beach, Winthrop, and Yakima.
- Any city located within a county that had the authority to levy a countywide 4% lodging tax before January 1, 1997 may not impose the additional 2% ([RCW 67.28.181\(2\)\(b\)](#)). This applies to all cities in Cowlitz and Snohomish counties.
- Cities that imposed a combined lodging tax rate of 6% before January 1, 1998 are grandfathered in under [RCW 67.28.181\(2\)\(d\)](#). This occurred due to a unique set of circumstances and only applies to the cities of Wenatchee and East Wenatchee.

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## Use of Revenues

City and county lodging tax revenues – including both the “basic” and “additional” lodging taxes – must generally be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities ([RCW 67.28.1815-.1816](#)), including:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract tourists;
- Operations *and* capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district, including repayment of general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) for eligible capital projects; or
- Operations of tourism-related facilities owned or operated by nonprofit organizations (but *not* capital expenditures).

(King County has separate provisions and requirements for how to spend the revenues.)

Definitions of “tourism,” “tourism promotion,” and “tourism-related facility” are provided in [RCW 67.28.080](#). Cities and counties may use the funds either directly, or indirectly through a convention and visitor’s bureau or destination marketing organization. The funds may be awarded to nonprofits, tourism organizations, and to the city or county for eligible expenses.

**Practice Tip:** The guiding principle is that these facilities should be used by tourists. So for example, a municipal golf course would likely be a permitted lodging tax expenditure in Chelan, while it probably would not be if it were in a residential neighborhood in Spokane. Each situation is unique and requires careful assessment.

After conferring with the State Auditor’s Office, we have also concluded that lodging tax revenues may be used to pay for staff support of the lodging tax advisory committee (LTAC, described in further detail below), provided that proper application and reporting requirements are followed. Our conclusion comes from [RCW 67.28.1815](#), which states that the revenues must be used “solely for the purpose of paying all or any part of the cost of tourism promotion...” It is our opinion that the primary function of an LTAC is to promote and market tourism.

Cities and counties may also use lodging tax revenues to repay general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) issued for affordable workforce housing within a half-mile of a transit station. For more information, see our page on [Affordable Housing Funding Sources](#).

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## Application and Award Process

All prospective lodging tax recipients must apply to the city/county for funding. The entities that may apply for lodging tax funding are:

- Convention and visitors' bureaus;
- Destination marketing organizations;
- Nonprofits, including main street organizations, lodging associations, or chambers of commerce; and
- Municipalities (defined as any city, town, or county).

Any city or county with a population of 5,000 or more that imposes any lodging tax must also establish a lodging tax advisory committee (LTAC), described in the next section, to review the applications and make funding recommendations.

Jurisdictions with a population of less than 5,000 are not required to establish an LTAC, although they may do so if desired. If the jurisdiction does not have an LTAC, prospective applicants must apply directly to the legislative body (city council or county commission) for consideration and funding.

All applications must include estimates of how funding the activity will result in increases to the number of people staying overnight, traveling 50 miles or more, or coming from another state or country. To ensure that the applicants are compliant with this statutory requirement, this information should be included in the lodging tax application form that will be filed with the city/county or the LTAC.

There is no requirement that priority for funding be given to applicants expected to generate the largest number of tourists, and lodging tax revenue may still be awarded to recipients who provide services that indirectly increase tourism such as destination marketing organizations.

The law is silent on the frequency of the awards. Some jurisdictions choose to make the award process a part of their annual budget cycle while others may incorporate a mid-year awards procedure to account for unexpected increases or decreases in lodging tax revenues.

### Practice Tips:

- The State Auditor's Office interprets the law to mean that all users of lodging tax funds, including municipalities, are considered applicants and must follow the relevant application procedures. So, if cities or counties are seeking to use the funds directly, the city/county should submit applications for their own projects to the legislative body or LTAC for consideration.
- To avoid any concerns regarding [gifting of public funds](#), the city or county awarding the funds should enter into a contract with the recipient organization(s). The contract should spell out the tourism-related services to be provided in exchange for the funding, as well as the required reports that must be filed by the recipient that quantifies the services in terms of the number of tourists generated as a result of the funding.

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## Lodging Tax Advisory Committees (LTACs)

Any city or county with a population of 5,000 or more that imposes any lodging tax is required to establish a lodging tax advisory committee (LTAC) to review the applications and make funding recommendations to the legislative body.

**Practice Tip:** Jurisdictions with a population of less than 5,000 are not required to establish an LTAC, although they may do so voluntarily. If a jurisdiction voluntarily establishes an LTAC, it is not required to follow these rules and may adopt its own processes and requirements.

For jurisdictions of at least 5,000 population, the LTAC must be appointed by the legislative body (city council or county commission) and must contain at least five members, including at least two representatives of businesses that are required to collect the lodging tax, at least two people who are involved in activities that are authorized to be funded by the lodging tax, and one elected official from the jurisdiction who serves as chair (RCW 67.28.1817).

The number of committee members from organizations representing hotels/motels collecting the tax and the number from organizations involved in activities that can be funded must be equal. Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.

The statute also provides that a person who is eligible under the first category (lodging businesses) is not eligible for appointment under the second category (funding organizations), and vice versa.

The legislative body must review the committee's membership annually and makes changes as appropriate. A city's committee may include a non-voting elected county official and vice versa.

The LTAC receives all applications for lodging tax revenue and recommends a list of candidates and funding levels to city or county legislative body for final determination. The statute says that the legislative body “may choose only *recipients* from the list of candidates and recommended amounts provided by the local lodging tax advisory committee” (RCW 67.28.1816(2)(b)(ii), emphasis added).

**Practice Tip:** The legislative body is not required to fund the full list of recommended recipients and may choose to make awards to only some or even none of the recommended recipients, but the legislative body *may not award funds to any recipient that was not recommended by LTAC*.

However, an informal opinion from the Attorney General's Office in 2016 states that the legislative body may award *amounts* different from the LTAC's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2). This requires the municipality to submit its proposed change(s) to the LTAC for review and comment at least 45 days before final action is taken.

Any proposal to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds, must be submitted to the lodging tax advisory committee for review and comment at least 45 days before final action will be taken on the proposal by the legislative body (RCW 67.28.1817(2)).



# Reporting Requirements

All cities and counties *receiving* lodging tax revenues must file an annual report with the Joint Legislative Audit & Review Committee (JLARC) by May 15 for the prior calendar year ([RCW 67.28.1816](#)). If a jurisdiction received lodging tax revenues but did not have any distributions or expenses during the calendar year, the JLARC report must still be completed and filed by the deadline indicating no activity.

JLARC has established an [online reporting system](#) – see the reporting instructions, data field descriptions, and FAQs at the top of the JLARC page. The reporting requirements include:

- All lodging tax revenues received;
- All lodging tax revenues distributed and/or expended;
- All recipients of lodging tax monies, including the city itself, that may have directly used lodging tax funds for qualifying facilities, tourist events, or tourism administration; and
- For all recipients, the actual number of people traveling for business or pleasure on an overnight trip in paid accommodations, traveling 50 or more miles away from their business or place of residence for the day or overnight, or traveling from another country or state.

**Practice Tip:** The deadline to submit the annual lodging tax data to JLARC is May 15 for the year ending December 31 of the prior fiscal period. However, the JLARC online filing system can record and store lodging tax activity throughout the calendar year, so as part of your contract with recipients, we recommend that you require the recipient to file the actual number of attendees, overnight stays, and/or other associated tourism data as soon as the event or activity has been completed to ensure the city's full compliance with JLARC.

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## Maximum Combined Sales & Lodging Tax Rate

For cities and counties, the maximum combined sales and lodging tax rate upon sales of lodging may not exceed 12% ([RCW 67.28.181\(1\)](#)), except for Seattle which has a maximum combined rate of 15.2%. The statutes included within the 12% cap are:

- [Chapter 36.100 RCW](#) (public facilities districts),
- [Chapter 82.08 RCW](#) (state sales tax)
- [Chapter 82.14 RCW](#) (local sales taxes)
- [Chapter 67.28 RCW](#) (lodging taxes), and
- Chapter 67.40 RCW (convention and trade center tax – repealed in 2010).

However, affordable housing sales taxes (see [RCW 67.28.181\(4\)](#)) and the first 0.4% of the Sound Transit high-capacity transit sales tax (adopted prior to December 1, 2000 – see [RCW 82.14.410\(2\)\(c\)](#)) are not included within the 12% cap.

Most counties and cities are not that close to the 12% cap, and the cap does not affect the ability of any jurisdiction to impose the maximum “basic” lodging tax allowed by law since it is taken as a credit against the state sales tax and does not increase the sales tax rate. However, the 12% cap may limit the “additional” lodging tax rate that some **242**

jurisdictions may impose.

[RCW 82.14.410](#) provides that any local sales and use tax increase adopted after December 1, 2000 must exempt lodging sales if the increase would cause the total combined lodging/sales tax rate to exceed the greater of the 12% cap or the actual combined lodging/sales tax rate in effect on December 1, 2000.

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## Examples of Lodging Tax Documents

Below are selected examples of lodging tax ordinances, code provisions, application forms, and contracts.

### Code Provisions/Ordinances

- [Clallam County Code Ch. 5.13](#) – Additional Special Excise Tax on Lodging
- [Ferndale Municipal Code Ch. 2.31](#) – Lodging Tax Advisory Committee
- [Kirkland Municipal Code Ch. 5.19](#) – Lodging Excise Tax, with tourism development committee performing LTAC functions
- [Ocean Shores Resolution No. 787](#) (2019) – Establishing plan for use of lodging tax funds, LTAC membership, funding process, and city council goals and priorities for use of lodging taxes.
- [Quincy Municipal Code Ch. 2.36](#) (Lodging Tax Advisory Committee) and [Ch. 3.24](#) (Hotel/Motel Tax)
- [San Juan County Code Ch. 3.16](#) – Lodging Tax
- [SeaTac Ordinance No. 98-1049](#) (1998) – Authorizes issuance of \$5 million in limited tax general obligation (LTGO) bonds for specified tourism-related capital projects, repaid from lodging tax revenues and, if lodging taxes are insufficient, general property taxes
- [Spokane Valley Municipal Code Ch. 3.20](#) – Transient Occupancy Tax

### RFPs, Applications, and Guidelines

- [Airway Heights Lodging Tax Advisory Committee](#) – Includes city's tourism policy goals and strategic plan, LTAC grant application and instructions, and application for reimbursement of approved funding
- [Kittitas County, Cle Elum, Ellensburg, and Roslyn Request for Proposals: Lodging Tax Fund](#) – Consolidated online application form for county and cities. Provides lots of details about the application and scoring process; users must log in to access form
  - [Lodging Tax Request For Proposals](#) (2017) – Older paper copy of RFP; includes application form, rating form; and applicant and internal submittal checklists
  - [Consolidated Lodging Tax Interlocal Agreement](#) (amended 2018) – Creates consolidated lodging tax application process with countywide lodging tax advisory committee (LTAC) work group consisting of members of each participating LTAC. Includes amendments.
- [Lacey Application for City Lodging Tax Funds](#) (2019)
- [Ocean Shores Lodging Tax Funds Application](#) (2019)
- [Pacific County Lodging Tax Grant Application Packet](#) (2019)
- [Pierce County Lodging Tax Program](#) – Includes application process and forms, list of awards, and “resources” including the county's tourism funding strategic plan and LTAC scoring matrices. Applicants must schedule a one-

on-one application workshop with the county economic development department.

- **San Juan County Lodging Tax Advisory Committee** – Includes most recent LTAC master plan, RFPs, and application forms
- **Wenatchee Application for Lodging Tax Funds** (2016)

## **Contracts with Lodging Tax Recipients**

- **Ocean Shores Tourism Promotion Agreement** (2019) – Contract template for lodging tax recipients; includes reporting requirements and example of final report on number of visitors and paid room nights
- **Olympia Professional Services Agreement for Tourism Promotion (Lodging Tax) Services** (2014) – Agreement to use lodging tax revenues for marketing and promotion of the Hands On Children's Museum and the 2014 Sand in the City event, not to exceed \$60,000.
- **Union Gap Old Town Days Agreement** (2011) – Simple and short contract
- **Wenatchee Municipal Services Agreement Re: Lodging Tax Funded Activities** (2014) – Agreement to use lodging tax revenues to support operations of nonprofit Wenatchee Valley Museum and Cultural Center Association by growing visitation, enhancing events and marketing, and supporting a visitor services staff member/volunteer coordinator

Last Modified: May 06, 2021

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CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:10 PM) Consider Adoption of Resolution No. 2021-13 Relating to Working with the Fire Department Regarding Wildfire Mitigation,

**SUMMARY:** On July 8, 2021, the Planning Commission made a recommendation to consider on an emergency basis an exemption from certain permitting requirements set forth in Chapter 16.18 BIMC to allow for a defensible space related to wildfire mitigation activities. On July 20, 2021, the City Council discussed this request from the Planning Commission and directed the City Manager to work with the City Attorney to proceed with drafting an ordinance for the July 27, 2021 Council meeting.

The Planning Commission held a public hearing on a related draft ordinance, Ordinance No. 2020-28 (which is now Ordinance No. 2021-7), on December 17, 2020. In addition to addressing the fire safety and defensible space topic, that ordinance included other notable proposed revisions to the Bainbridge Island Municipal code. Pursuant to the Council's direction on July 20, the City Manager worked with the City Attorney and other City staff on preparing a draft ordinance for the Council to consider. Based on that review, the City Manager, in consultation with the City Attorney, determined that the text proposed by the Planning Commission lacks sufficient specificity to include in an ordinance that would amend the City's municipal code. As a result, the City Manager determined that the ordinance requested by the Council was not ready for the Council's consideration at this July 27 meeting.

In the alternative, the City Manager worked with the City Attorney and the Director of Planning and Community Development to prepare a resolution for the Council's consideration for possible immediate adoption. The resolution included with this agenda item, Resolution No. 2021-13, is intended to emphasize the importance of fire safety measures and wildfire mitigation activities that residents of Bainbridge Island can engage in and implement. The resolution directs the City Manager to work with City staff to work on a high-priority basis with the Bainbridge Island Fire Department to provide information and outreach to the Bainbridge community regarding fire safety measures and wildfire mitigation activities.

Resolution No. 2021-13 also directs the City Manager to work with the City Attorney and other City staff to develop specific regulations for the Council to consider that would revise the Bainbridge Island Municipal Code to include provisions that will result in enhanced fire safety measures and wildfire mitigation activities on Bainbridge Island, and for the City Manager to work with City staff to bring a proposed ordinance to the Council in the future for the Council's consideration in that regard.

**AGENDA CATEGORY:** Report

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** I move to approve Resolution No. 2021-13.

**STRATEGIC PRIORITY:** Safe City

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

**BACKGROUND:** The Bainbridge Island Fire Department identified the need for reasonable provisions for wildfire mitigation and forest stewardship that support responsible wildfire mitigation and provide a pathway for wider forest stewardship planning. Since approximately August 2020, the Fire Department has been working with the City to add an exemption from permitting requirements to the City's tree and vegetation standards as a means of raising awareness and partnering with the City to reduce the risk of wildfire damage. As part of this effort, the Fire Department and City staff have looked to Firewise USA as an important resource. Firewise USA is cosponsored by the USDA Forest Service, the U.S. Department of the Interior, and the National Association of State Foresters. Further background regarding this topic is provided in attached Resolution No. 2021-13.

**ATTACHMENTS:**

[Resolution No. 2021-13 Relating to Working with Fire Department for Wildfire Mitigation](#)

[Exhibit A - What is the Home Ignition Zone?](#)

[Staff Memo re Planning Commission Recommendation.pdf](#)

[Planning Commission Recorded Motion December 17 2020](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## **RESOLUTION NO. 2021-13**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, relating to the City of Bainbridge Island working and coordinating with, on a high-priority basis, the Bainbridge Island Fire Department regarding recommended fire safety measures and wildfire mitigation activities for residents of Bainbridge Island.

**WHEREAS**, on May 7, 2019, the City Council instructed City staff to draft a new ordinance to revise the City's tree and vegetation regulations; and

**WHEREAS**, on February 25, 2020, the City Council endorsed the continuing work by City staff and the City Arborist to draft an ordinance that would include changes to Chapter 16.18 of the Bainbridge Island Municipal Code ("BIMC") (Tree Removal, Forest Stewardship, and Vegetation Maintenance), Chapter 16.32 BIMC (Protection of Landmark Trees), and BIMC 18.15.010 (Development Standards and Guidelines); and

**WHEREAS**, at public meetings of the Planning Commission, City staff provided information and materials to the Planning Commission and the Planning Commission considered draft regulations related to draft Ordinance No. 2020-28 (which was renumbered in 2021 to Ordinance No. 2021-07) on August 13, September 10, October 29, November 11, and December 10, 2020; and

**WHEREAS**, on December 17, 2020, the Planning Commission held a public hearing to consider draft Ordinance No. 2020-28, including Exhibits A – E, received public input, and after closing the public hearing, made a recommendation of approval of draft Ordinance No. 2020-28 to the City Council; and

**WHEREAS**, included in the draft ordinance was an exemption from permitting requirements related to applicable properties with a primary structure to perform work within a 30-foot defensible space pursuant to minimum standards of Firewise USA®, the Bainbridge Island Community Wildfire Protection Plan, or as recommended by the Bainbridge Island Fire Department; and

**WHEREAS**, the City notified the Department of Commerce on January 21, 2021 of its intent to revise its development regulations relating to tree removals and vegetation management practices; and

**WHEREAS**, the City issued a State Environmental Policy Act ("SEPA") Determination of Non-Significance for Ordinance No. 2021-07 (formerly Ordinance No. 2020-28) on January 29, 2021; and

**WHEREAS**, on April 27, 2021 at a regular business meeting, the City Council considered Ordinance No. 2021-07, took no action on the ordinance, and the Council expressed a collective interest in further considering the ordinance at a future meeting; and

**WHEREAS**, on May 13 and 27, 2021, City staff returned to the Planning Commission to discuss additional revisions to draft Ordinance No. 2021-07 based on City Council comments; and

**WHEREAS**, Kitsap County Fire District No. 2, which is commonly known as the Bainbridge Island Fire Department (“Fire Department”), has identified the need for reasonable provisions for wildfire mitigation and forest stewardship that support responsible wildfire mitigation and provide a pathway for wider forest stewardship planning; and

**WHEREAS**, at a public meeting on July 8, 2021, the Planning Commission discussed and requested that the City Council take immediate action on an amendment to Chapter 16.18 BIMC, Tree Removal, Forest Stewardship and Vegetation Maintenance, to adopt the recommended exemption from permitting requirements related to allowing certain fire safety activities within a 30’ defensible space; and

**WHEREAS**, on July 6, 2021, Governor Inslee signed an emergency order declaring a wildfire state of emergency for Washington State; and

**WHEREAS**, on July 14, 2021, the Washington State Department of Ecology issued a drought advisory for numerous counties in Washington State; and

**WHEREAS**, on July 20, 2021 at a regular meeting, the City Council discussed the recommendation of the Planning Commission and directed the City Manager to work with the City Attorney to prepare for the Council’s consideration at its July 27, 2021 meeting an ordinance to adopt the recommendation of the Planning Commission; and

**WHEREAS**, the revisions to the Bainbridge Island Municipal Code recommended by the Planning Commission require additional legal review to ensure that the intended regulations are clear for the public and City staff to understand and for City staff to enforce, as applicable; and

**WHEREAS**, while City staff work on preparing an ordinance to set forth regulations to meet the City Council’s intent, this Resolution No. 2021-13 has been prepared by City staff for the Council’s consideration to allow the Council to take immediate action to direct the City Manager to work with City staff to work and coordinate with the Fire Department, on a high-priority basis, to provide information and outreach to the Bainbridge Island community regarding the importance of fire safety measures and wildfire mitigation activities, including specific actions residents can take to help protect their property and the community from fires, including vegetation and structure fires; and

**WHEREAS**, on July 27, 2021 at a regular business meeting, the City Council discussed and considered this Resolution No. 2021-13 and adopted the resolution.

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

**Section 1.** The City Council hereby directs the City Manager to work with City staff, including the City’s Department of Planning and Community Development, to work and coordinate with the Bainbridge Island Fire Department (“Fire Department”), on a high-priority basis, to provide information and outreach to the Bainbridge Island community regarding the importance of fire safety measures and wildfire mitigation activities and specific actions residents can take to help protect their property and the community from fires, including vegetation and structure fires.

**Section 2.** As part of this effort, the City Council directs the City Manager to work with City staff to work on a high-priority basis with the Fire Department to raise awareness through information-sharing, education, and outreach in the community and encourage measures by residents related to fire safety, including those described in the attached document entitled, “What is the Home Ignition Zone?” That document is included as Exhibit A and is incorporated herein by reference.

**Section 3.** Also as part of this effort, the City Council directs the City Manager to work with City staff on a high-priority basis with the Fire Department to raise awareness in the community and encourage measures by residents related to wildfire mitigation activities within a 30-foot defensible space around primary structures that bring properties up to the current minimum standards of Firewise USA®, the Bainbridge Island Community Wildfire Protection Plan, and as recommended by the Fire Department.

**Section 4.** Pursuant to the direction provided by motion of the City Council at its meeting on July 20, 2021 (as above described in the recitals), the City Manager will work with the City Attorney and other City staff to proceed with developing specific regulations for the Council to consider that would revise the Bainbridge Island Municipal Code to include provisions that will result in enhanced fire safety measures and wildfire mitigation activities on Bainbridge Island, and for the City Manager to work with City staff to bring a proposed ordinance to the Council in the future for the Council’s consideration in that regard.

**Section 5.** Severability. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

**Section 6.** This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Rasham Nassar, Mayor



ATTEST/AUTHENTICATE:

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

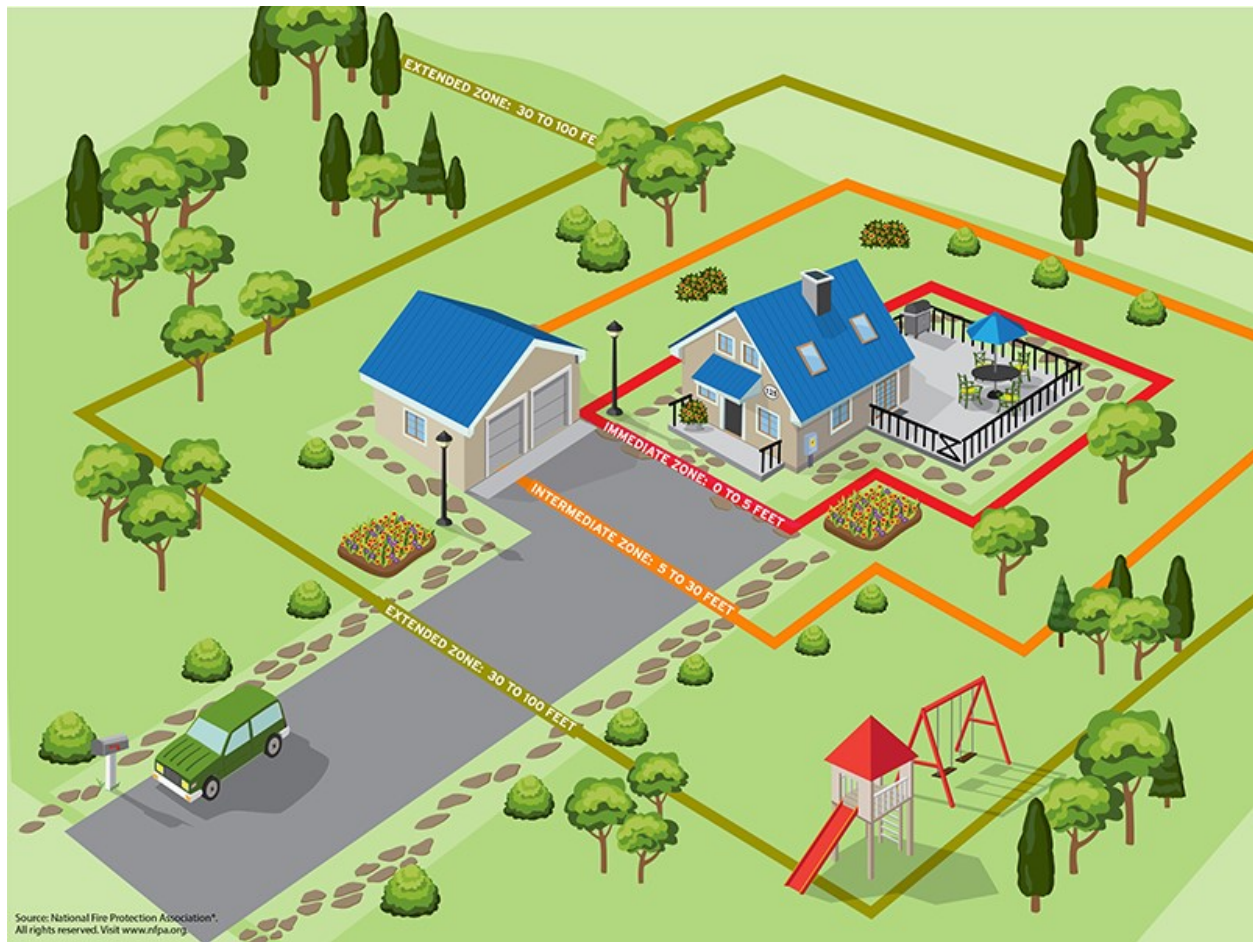
Christine Brown, CMC, City Clerk

|                             |               |
|-----------------------------|---------------|
| FILED WITH THE CITY CLERK:  | July 22, 2021 |
| PASSED BY THE CITY COUNCIL: | _____, 2021   |
| RESOLUTION NO.              | 2021-13       |

Exhibit A: “What is the Home Ignition Zone?”

## What is the Home Ignition Zone?

The concept of the home ignition zone was developed by retired USDA Forest Service fire scientist Jack Cohen in the late 1990s, following some breakthrough experimental research into how homes ignite due to the effects of radiant heat. The HIZ is divided into three zones.

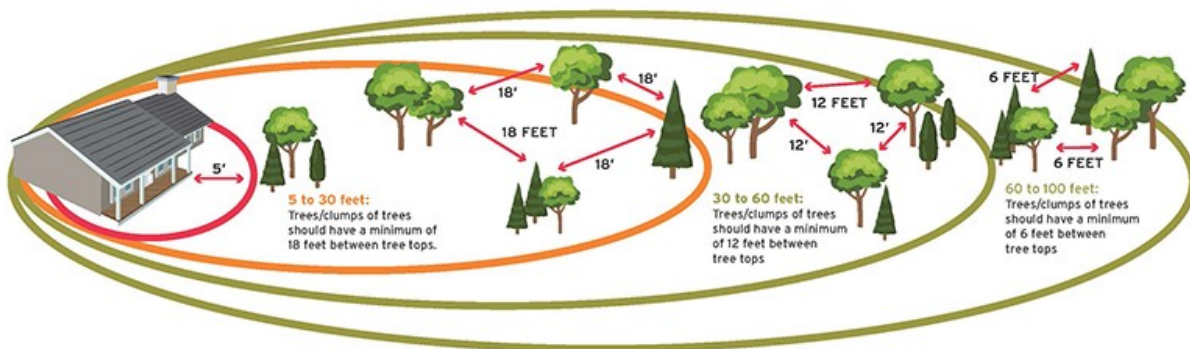


### Immediate zone

The home and the area 0-5' from the furthest attached exterior point of the home; defined as a non-combustible area. Science tells us this is the most important zone to take immediate action on as it is the most vulnerable to embers. START WITH THE HOUSE ITSELF then move into the landscaping section of the Immediate Zone.

- Clean roofs and gutters of dead leaves, debris and pine needles that could catch embers.
- Replace or repair any loose or missing shingles or roof tiles to prevent ember penetration.
- Reduce embers that could pass through vents in the eaves by installing 1/8 inch metal mesh screening.
- Clean debris from exterior attic vents and install 1/8 inch metal mesh screening to reduce embers.
- Repair or replace damaged or loose window screens and any broken windows. Screen or box-in areas below patios and decks with wire mesh to prevent debris and combustible materials from accumulating.
- Move any flammable material away from wall exteriors – mulch, flammable plants, leaves and needles, firewood piles – anything that can burn. Remove anything stored underneath decks or porches.

## TREE SPACING



### Intermediate zone

5-30' from the furthest exterior point of the home. Landscaping/hardscaping- employing careful landscaping or creating breaks that can help influence and decrease fire behavior

- Clear vegetation from under large stationary propane tanks.
- Create fuel breaks with driveways, walkways/paths, patios, and decks.
- Keep lawns and native grasses mowed to a height of four inches.
- Remove ladder fuels (vegetation under trees) so a surface fire cannot reach the crowns. Prune trees up to six to ten feet from the ground; for shorter trees do not exceed 1/3 of the overall tree height.
- Space trees to have a minimum of eighteen feet between crowns with the distance increasing with the percentage of slope.
- Tree placement should be planned to ensure the mature canopy is no closer than ten feet to the edge of the structure.
- Tree and shrubs in this zone should be limited to small clusters of a few each to break up the continuity of the vegetation across the landscape. Tree and shrubs in this zone should be limited to small clusters of a few each to break up the continuity of the vegetation across the landscape.

### Extended zone

30-100 feet, out to 200 feet. Landscaping – the goal here is not to eliminate fire but to interrupt fire's path and keep flames smaller and on the ground.

- Dispose of heavy accumulations of ground litter/debris.
- Remove dead plant and tree material.
- Remove small conifers growing between mature trees.
- Remove vegetation adjacent to storage sheds or other outbuildings within this area.
- Trees 30 to 60 feet from the home should have at least 12 feet between canopy tops.\*
- Trees 60 to 100 feet from the home should have at least 6 feet between the canopy tops.\*

*\*The distances listed for crown spacing are suggested based on NFPA 1144. However, the crown spacing needed to reduce/prevent crown fire potential could be significantly greater due to slope, the species of trees involved and other site specific conditions. Check with your local forestry professional to get advice on what is appropriate for your property.*



CITY OF  
BAINBRIDGE ISLAND

## PLANNING AND COMMUNITY DEVELOPMENT MEMORANDUM

DATE: July 14, 2021

TO: Blair King, City Manager

FROM: Heather Wright, Director of Planning and Community Development

SUBJECT: Planning Commission Action and Recommendation (BIMC 2.16.180.E.)

Pursuant to BIMC 2.16.180.E., Planning Commission Action and Written Recommendation, the Planning Commission's written recommendation on certain changes to the Bainbridge Island Municipal Code ("BIMC") related to land use procedures and regulations and other documents upon which its decision is based shall be immediately transmitted to the City Council and department director.

On July 8, 2021, the Planning Commission held a Public Hearing on draft Ordinance No. 2021-12 and draft Resolution No. 2021-07. Following the Public Hearing, the Planning Commission made a recommendation of approval to the City Council on proposed Ordinance No. 2021-12 (See attached PC Recommendation 20210714).

The Planning Commission motion and the items they reviewed at the Planning Commission meeting are included with this agenda item and include: draft Ordinance No. 2021-12, Exhibit A Phase Two Triage Code Changes, Design for Bainbridge revisions, Exhibit B – Project Flow Chart, and draft Resolution No. 2021-07.

In addition, the Planning Commission discussed and requested that the City Council take immediate action on an amendment to Chapter 16.18 BIMC, Tree Removal, Forest Stewardship and Vegetation Maintenance. The Planning Commission requests that the City Council adopt as an emergency an exemption that would allow wildfire mitigation activities within a 30' defensible space around primary structures, that bring a property up to the current standards of [Firewise USA®](#) without a permit (See Public Hearing Draft Ordinance No. 2020-28, Chapter 16.18 BIMC, and BIMC 16.18.040.H).

On December 17, 2020, the Planning Commission held a public hearing and recommended approval of draft Ordinance No. 2020-28 which included changes to Chapter 16.18 BIMC, Tree Removal, Forest Stewardship and Vegetation Maintenance, specific to exempting activities to create a 30' defensible space around primary structures.

# PLANNING COMMISSION RECORDED MOTION

|                                          |                                                                  |
|------------------------------------------|------------------------------------------------------------------|
| <b>Planning Commission Meeting Date:</b> | <b>December 17, 2020</b>                                         |
| <b>Ordinance:</b>                        | 2020-28 Updates and Revisions to Tree and Vegetation Regulations |
| <b>Decision Maker:</b>                   | <b>City Council</b>                                              |

**Planning Commission Role and Responsibility:** Pursuant to [BIMC 2.16.180](#), Planning commission review and recommendation is required for amendments to BIMC Chapter 2.16, and BIMC Titles [16](#), [17](#), and [18](#), area-wide rezones initiated by the city, or area-wide rezones associated with a privately initiated amendment to the comprehensive plan.

### Planning Commission Action:

1. In making a recommendation, the planning commission shall consider applicable decision criteria of this chapter, all applicable law, the comprehensive plan, public comment, and any necessary documents and approvals.
2. The planning commission shall issue a written recommendation that contains (a) a statement recommending that the proposed amendment be approved, approved as amended, or denied, and (b) a statement of facts upon which the recommendation is based and the conclusions derived from those facts.
3. The planning commission's written recommendation and other documents upon which its decision is based shall be immediately transmitted to the city council and department director.

### Findings of Fact and Reasons for Action

The policies presented in this chapter rest on an assumption that in, the care of trees and vegetation on their property, citizens will be guided by common sense and best practices, responsive to the purposes stated in BIMC 16.18.025. Sanctions shall be applied to activities that are found by the planning director to be reckless and destructive, and to any action or negligence that adversely affects a neighboring property, pursuant to the provisions of BIMC 16.18.120 and other applicable provisions of the code.

This draft ordinance now represents the combined efforts of the Planning Commission, Bainbridge Island Fire Department, and city staff to collaborate and address issues identified with our current tree removal and vegetation management code. Its purpose is to provide needed updates to language, and revisions to procedures that will reflect current best practices for tree and vegetation management. The update also includes language that supports responsible wildfire mitigation and provides a pathway for wider forest stewardship planning. Additionally, the Community Forest Best Management Practices Manual is included for adoption to round out our tree protection and retention strategy





## PLANNING COMMISSION RECORDED MOTION

### Recommendations:

The Planning Commission recommends the City Council:

- ☐ Approve the ordinance.  
☒ Approve the ordinance as amended.  
☐ Deny the ordinance.

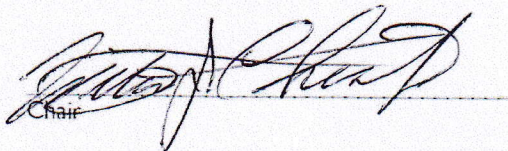
### Recorded motion on Ordinance 2020-28:

I move to forward Ordinance 2020-28 to the City Council recommending approval of the ordinance subject to the changes discussed to incorporate language from the memorandum of December 11 describing the scope of changes to the municipal code in several chapters. The ordinance is understood to include Exhibits A through E as distributed and discussed in several meetings of the Planning Commission.  
Quitslund/Paar

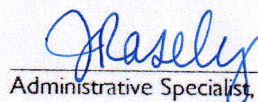
### Planning Commission Record of Vote:

| Commissioner     | Support  | Oppose   | Absent | Abstain |
|------------------|----------|----------|--------|---------|
| Chester          | X        |          |        |         |
| McCormick Osmond |          | X        |        |         |
| Quitslund        | X        |          |        |         |
| Macchio          |          |          | X      |         |
| Paar             | X        |          |        |         |
| Blossom          | X        |          |        |         |
| Mathews          | X        |          |        |         |
| <b>Total</b>     | <b>5</b> | <b>1</b> |        |         |

### CITY OF BAINBRIDGE ISLAND PLANNING COMMISSION

  
Chair

Date: 12/18/20

  
Administrative Specialist, Planning and Community Development

Date: 12/18/20





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:20 PM) Consider Ordinance No. 2021-20, Complete Streets Ordinance - Public Works,

**SUMMARY:** City staff is proposing a Complete Streets Ordinance to codify the City's commitment to building complete streets, and to allow the City to be eligible compete for the Transportation Improvement Board's complete street grant program.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** I move to forward Ordinance No. 2021-20 for consideration of approval with the August 24, 2021 Consent Agenda.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

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

**BACKGROUND:** As part of the 2021-22 biennial budget deliberations, City staff and the City Council discussed the development of a Complete Streets Ordinance. According to Smart Growth America:

"...Complete Streets are designed and operated to prioritize safety, comfort, and access to destinations for all people who use the street, especially people who have experienced systemic underinvestment or whose needs have not been met through a traditional transportation approach. By adopting a Complete Streets policy, communities direct their transportation planners and engineers to routinely design and operate the entire right of way to prioritize safer slower speeds for all people who use the road, over high speeds for motor vehicles. This means that every transportation project will make the street network better and safer for people walking, biking, driving, riding transit, and moving actively with assistive devices—making your town a better place to live.

There is no singular design prescription for Complete Streets; each one is unique and responds to its community context. A complete street may include: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crossing opportunities,



median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more."

The goal of the proposed ordinance is to codify City practices regarding the designing and building of complete streets facilities, and also to allow the City to compete for a grant available from the Transportation Improvement Board. Only jurisdictions with an adopted Complete Streets Ordinance are eligible to compete for the grant, which could provide between \$100-200K in unrestricted funding to support the implementation of complete streets.

As part of the budget deliberations, the City Council agreed to discuss adopting a "model" ordinance that would not require extensive community outreach or consultant support. The proposed ordinance was developed by staff in accordance with best management practices and regional examples. To a degree, the ordinance is anticipated to be aspirational guidance, as not every street project undertaken by the City will be able to meet all of the Complete Street standards.

**ATTACHMENTS:**

[Ordinance No. 2021-20 Relating to Complete Streets.docx](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:**

## **ORDINANCE NO. 2021-20**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopting a new Chapter 12.02, Complete Streets, of the Bainbridge Island Municipal Code.

**WHEREAS**, Complete Streets are roadways planned, designed, and constructed to provide access to all legal users in a manner that promotes safe and efficient movement of people and goods, whether by car, truck, transit, assistive device, foot, or bicycle; and

**WHEREAS**, increasing walking and bicycling offers improved health benefits for the population and makes Bainbridge Island a more livable community; and

**WHEREAS**, the Washington legislature has passed Complete Streets legislation that encourages the Washington State Department of Transportation and local governments to consider all users in transportation related projects; and

**WHEREAS**, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation, and commercial destinations by improving pedestrian and vehicular environments through communities; and

**WHEREAS**, Complete Streets enhance safe walking and bicycling options for school age children, in recognition of the national Safe Routes to Schools program; and

**WHEREAS**, the City of Bainbridge Island recognizes the importance of street infrastructure and modifications such as sidewalks, crosswalks, connecting pathways, multi-use paths, bicycle lanes, signage, and accessible curb ramps that enable safe, convenient, and comfortable travel for all users; and

**WHEREAS**, funding from the Washington State Complete Streets Grant Program is only available to jurisdictions that have adopted a Complete Streets Ordinance; and

**WHEREAS**, the City's Island-wide Transportation Plan, which is part of the City's Comprehensive Plan, contains guidance that aligns with the values of a complete streets policy; and

**WHEREAS**, the City is in the process of developing a Sustainable Transportation Plan, a portion of which will provide guidance on transportation priorities that align with the values of Complete Streets policies; and

**WHEREAS**, the City has demonstrated the values of complete streets policies in recently completed transportation project, including the Winslow Way Reconstruction,

the Sound to Olympics Trail, the Olympic Drive Improvements, and the Wyatt Way Reconstruction; and

**WHEREAS**, on October 6, 2020, the City Council discussed developing a Complete Streets Ordinance as part of the Public Works 2021-22 biennial budget.

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

**Section 1.** A new Chapter 12.02 of the Bainbridge Island Municipal Code, Complete Streets, is hereby adopted to read as follows:

**Chapter 12.02  
COMPLETE STREETS**

Sections:

- 12.02.010 Purpose
- 12.02.020 Definitions
- 12.02.030 Complete Streets Infrastructure
- 12.02.040 Implementation of Complete Streets Principles
- 12.02.050 Intergovernmental Cooperation and Partnerships
- 12.02.060 Exceptions
- 12.02.070 Best Practices Criteria

**12.02.010 Purpose.**

The City of Bainbridge Island shall, to the maximum extent practicable, scope, plan, design, construct, operate and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight, and users of all ages and abilities in all new construction or reconstruction projects of public streets. Through ongoing operations and maintenance efforts, the City of Bainbridge Island shall identify cost-effective opportunities to include Complete Streets practices.

**12.02.020 Definitions.**

A. “Complete Street” means a road that is designed to be safe and accessible for drivers, bicyclists, transit vehicles and riders, freight, emergency service providers, and pedestrians of all ages and abilities. The Complete Streets policy focuses not just on changing individual roads, but on changing the decision making process so that all users are routinely considered during the planning, designing, building, and operation of all roadways.

B. “Complete Streets Infrastructure” means design features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to, features such as sidewalks, shared use paths, bicycle lanes, automobile lanes, paved shoulders, street trees, and landscaping planting strips. Curbs, accessible curb ramps, bulb outs, crosswalks, refuge islands, pedestrian, and traffic signals, including countdown and

accessible signals, signage, street furniture, and bicycle parking facilities. Also, includes traffic calming devices such as rotary circles, traffic bumps, and surface treatments such as paving blocks, textured asphalt, and concrete, narrow vehicle lanes, and raised medians.

C. “Street” means any public right of way, including arterials, connectors, alleys, ways, lanes, and roadways by any other designation, as well as bridges, tunnels, and any other portions of the transportation network, that is open for use by the general traveling public.

D. “Street Project” means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any street, and includes the planning, design, approval, and implementation processes.

E. “Users” means individuals that use streets, including pedestrians, bicyclists, motor vehicle drivers, and public transportation riders and drivers.

#### **12.02.030 Complete Streets Infrastructure.**

As feasible, the City of Bainbridge Island shall incorporate Complete Streets Infrastructure into existing public streets to create a comprehensive, integrated, connected transportation network that balances access, mobility, health, economy, and safety needs of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities.

#### **12.02.040 Implementation of Complete Streets Principles.**

The City of Bainbridge Island will incorporate Complete Streets principals into the City's Comprehensive Plan, public works standards, parks and recreation comprehensive plan, traffic circulation plan, and other plans, manuals, rules, regulations, and programs as feasible and appropriate.

#### **12.02.050 Intergovernmental Cooperation and Partnerships.**

The City will cooperate with other transportation agencies including the Federal Highways Administration, the Washington State Department of Transportation, Kitsap County and Kitsap Transit to ensure the principles and practices of Complete Streets are embedded within their planning, design, construction, and maintenance activities. The City will cooperate to ensure to the maximum extent practicable the transportation network flows seamlessly between jurisdictions in accordance with local and regional road, transit, bicycle, and pedestrian plans.

Additionally, it is a goal of the City of Bainbridge Island to foster partnerships with other agencies and organizations such as the Bainbridge Island School District, The Bainbridge Island Metropolitan Parks and Recreation District, City Committees, residents, businesses, interest groups, and neighborhoods to procure grant funding and implement the Complete Streets ordinance.

**12.02.060 Exceptions.**

Facilities for pedestrians, bicyclists, transit users and/or people of all abilities are not required to be provided in new construction or reconstruction Street Projects when:

- A. A documented absence of current or future need exists, as identified in City plans and future travel demand models; or
- B. Non-motorized uses are prohibited by law; or
- C. Routine maintenance and repair of the transportation network is performed that does not change the roadway geometry or operations; or
- D. The cost exceeds more than 20% of the total project cost for new construction; or The Public Works Director issues a documented exception concluding that application of complete streets principles is unnecessary or inappropriate because it would be contrary to public safety; or
- E. Where there are significant adverse environmental impacts to streams, wetlands, steep slopes, or other critical areas; or
- F. Where the establishment would be contrary to the Transportation Element of the Comprehensive Plan; or
- G. Where their inclusion in a small, isolated project would create a very short section of improvements with problematic transitions on either end or that are in an isolated area unlikely to be followed by similar improvements at either end, resulting in little progress on implementing Complete Streets networks.

**12.02.070 Best Practice Criteria.**

The Public Works Director shall modify, develop and adopt policies, design criteria, standards and guidelines based upon recognized best practices in street design, construction and operations including but not limited to the latest editions of American Association of State Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE) and National Association of City Transportation Officials (NACTO) guidelines and standards, while reflecting the context and character of the surrounding built and natural environment and enhancing the appearance of such.

**Section 2. Severability.** Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 3.** This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

|                             |               |
|-----------------------------|---------------|
| FILED WITH THE CITY CLERK:  | July 23, 2021 |
| PASSED BY THE CITY COUNCIL: | _____, 2021   |
| PUBLISHED:                  | _____, 2021   |
| EFFECTIVE DATE:             | _____, 2021   |
| ORDINANCE NUMBER:           | 2021-20       |



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:25 PM) Consider Recommended Appointments to the Lodging Tax Advisory Committee, Council

**SUMMARY:** A call for participation was issued for volunteers to serve on the Lodging Tax Advisory Committee. The selection team consisted of Councilmembers Hytopoulos and Deets. Applications were reviewed and the selection team recommends the appointments as shown in the suggested motion.

Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes).

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to forward for approval with the August 10, 2021 Consent Agenda the reappointment of Bill Corbin as eligible business representative to the Lodging Tax Advisory Committee.

I move to forward for approval with the August 10, 2021 Consent Agenda the appointment of Andrea Mackin as eligible recipient representative to the Lodging Tax Advisory Committee.

I move to forward for approval with the August 10, 2021 Consent Agenda the reappointment of Denise Dumouchel as eligible recipient representative to the Lodging Tax Advisory Committee.

I move to forward for approval with the August 10, 2021 Consent Agenda the reappointment of Peter Raffa as eligible recipient representative to the Lodging Tax Advisory Committee.

**STRATEGIC PRIORITY:** Vibrant Economy

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**



[Corbin - LTAC \(Redacted\).pdf](#)

[Donnelly - LTAC \(Redacted\).pdf](#)

[Dumouchel - LTAC \(Redacted\).pdf](#)

[Mackin - LTAC \(Redacted\).pdf](#)

[Raffa - LTAC \(Redacted\).pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**From:** noreply@civicplus.com  
**Sent:** Tuesday, April 13, 2021 9:15 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

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

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

### Step 1

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#### Lodging Tax Advisory Committee- 2021 Commitment Only

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

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

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

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

### Applicant Information

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Name William M Corbin

Email

Daytime Phone

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                 |
| City                                                                                                    | Bainbridge Island, Wa                                                                                                                                                                                                                                                                                                                                                                                           |
| State                                                                                                   | WA                                                                                                                                                                                                                                                                                                                                                                                                              |
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer                                                                                        | Self, WM Corbin Construction Corp. and owner of part time vacation rental at address above                                                                                                                                                                                                                                                                                                                      |
| Current Position                                                                                        | President - Treasurer                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                                                                                                                                                                                                                                             |
| If yes, please indicate which group(s).                                                                 | LTAC Lodging Tax Advisory Committee last year                                                                                                                                                                                                                                                                                                                                                                   |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | I have been a general contractor, custom home builder, in the state of Washington since 1987. My wife, Mary Corbin, and I have rented a portion our home on Battle Point Drive as a short term vacation rental for the past 3 years. I have bachelor degrees in Fine Arts and Building Construction from the University of Florida. I was an active duty commissioned officer in the US Army from 1967 to 1970. |
| Please share your community interests (groups, committees, organizations) if any:                       | I am a member of St Cecilia Catholic Church. I am a member of the Bainbridge Island Chamber of Commerce. In the past I have been a Realtor in Kitsap County, a member of Bainbridge Island Kiwanis Club, a member of Kitsap County Home Builder's Association.                                                                                                                                                  |
| Do you have potential conflicts of interest? If so, please explain:                                     | I believe that I do not have any conflicts of interest.                                                                                                                                                                                                                                                                                                                                                         |
| Feel free to attach a cover letter, resume', or other materials, if you wish (optional):                | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                     |
| Type the Year                                                                                           | 2021                                                                                                                                                                                                                                                                                                                                                                                                            |

**From:** noreply@civicplus.com  
**Sent:** Tuesday, July 13, 2021 11:48 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Open Until Filled - First Review Friday, July 16 @ 4pm)

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

## Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Open Until Filled - First Review Friday, July 16 @ 4pm)

### Step 1

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#### Lodging Tax Advisory Committee- 2021 Commitment Only

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

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

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

(Open Until Filled - First Review Friday, July 16 @ 4pm)

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#### Applicant Information

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|      |                |
|------|----------------|
| Name | Larry Donnelly |
|------|----------------|

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|                                                                                                         |                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                   |                                                                                                                                                                                        |
| Daytime Phone                                                                                           |                                                                                                                                                                                        |
| Address                                                                                                 |                                                                                                                                                                                        |
| City                                                                                                    | Bainbridge Island                                                                                                                                                                      |
| State                                                                                                   | WA                                                                                                                                                                                     |
| Zip                                                                                                     | 98110                                                                                                                                                                                  |
| Current Employer                                                                                        | BB Hotel LLC, D/B/A The Marshall Suites                                                                                                                                                |
| Current Position                                                                                        | General Manager                                                                                                                                                                        |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                        |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                    |
| If yes, please indicate which group(s).                                                                 | LTAC Committees for both Kelso and Lacey. Hotel Lodging Assoc. for City of Kelso.                                                                                                      |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | Served on two similar committees in both Kelso and Lacey. Have served as a Hotel General Manger at multiple hotels and resorts throughout Washington and Oregon for the past 25 years. |
| Please share your community interests (groups, committees, organizations) if any:                       | I want to stick my toes in the water with the LTAC committee. If all goes well, I may branch out into other City functions, or local service groups (i.e. Lions, Kiwnis, etc.).        |
| Do you have potential conflicts of interest? If so, please explain:                                     | None                                                                                                                                                                                   |
| Feel free to attach a cover letter, resume', or other materials, if you wish (optional):                | <i>Field not completed.</i>                                                                                                                                                            |
| Type the Year                                                                                           | 2021                                                                                                                                                                                   |
| How did you hear about the volunteer opportunity?                                                       | Other (specify below)                                                                                                                                                                  |
| Other                                                                                                   | Christine Mueller                                                                                                                                                                      |

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

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

### Step 1

---

#### Lodging Tax Advisory Committee- 2021 Commitment Only

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

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

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

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

### Applicant Information

---

Name DENISE DUMOUCHEL

Email

Daytime Phone

Address

City BAINBRIDGE ISLAND

State WA

Zip 98110

Current Employer Bainbridge Artisan Resource Network (BARN)

Current Position Executive Director

**Experience & Qualifications**

Have you served on any city committees, commissions, boards or task forces in the past? Yes

If yes, please indicate which group(s). LTAC

Please share your qualifications for this appointment (skills, activities, training, education) if any? served this past round and write many grant proposals

Please share your community interests (groups, committees, organizations) if any: Bainbridge Aquatic Masters, IslandWood, Arts & Humanities Directors' Forum

Do you have potential conflicts of interest? If so, please explain: not this year

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Type the Year 2021

## DENISE M. DUMOUCHEL

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

### Highlights:

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

### EDUCATION

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

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

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

### RELEVANT SKILLS AND EXPERIENCE

#### Educational:

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

#### Administrative:

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



**EMPLOYMENT HISTORY**

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

**PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS**

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

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

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

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

## **SPECIFIC RESPONSIBILITIES AND ACCOMPLISHMENTS**

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

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

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

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

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

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

### **Assistant Professor of Environmental Education, Slippery Rock University**

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

### **International Professional Development Facilitator for Educators**

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

**From:** noreply@civicplus.com  
**Sent:** Monday, July 12, 2021 10:04 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Open Until Filled - First Review Friday, July 16 @ 4pm)

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

## Lodging Tax Advisory Committee Volunteer Application - 2021 Commitment Only (Open Until Filled - First Review Friday, July 16 @ 4pm)

### Step 1

---

#### Lodging Tax Advisory Committee- 2021 Commitment Only

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

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

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

(Open Until Filled - First Review Friday, July 16 @ 4pm)

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#### Applicant Information

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|      |               |
|------|---------------|
| Name | Andrea Mackin |
|------|---------------|

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|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Daytime Phone                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Address                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| City                                                                                                    | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| State                                                                                                   | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Current Employer                                                                                        | Pleasant Beach Village                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Current Position                                                                                        | Director of Marketing and Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| If yes, please indicate which group(s).                                                                 | Historic Preservation Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | Please refer to the attached CV with my experience in a variety of local, regional and statewide roles involving tourism, economic development, commerce, and destination marketing. Also, education including Cert. in Nonprofit Leadership - Seattle University, Cert. in Business Sustainability/ Center for Leadership and Social Responsibility - University of Washington Tacoma, Cert. Social Media Technology and Implementation/ School of Digital Communication - University of Washington.                                                                                                                                                                                                                                                                                                                                               |
| Please share your community interests (groups, committees, organizations) if any:                       | As a resident of Bainbridge Island, I have had the privilege of living, working, volunteering and raising my family in this community. I remember moving here with our two and four-year old children and wondering how we would ever have roots deep enough to consider ourselves true 'Islanders'. Now nearly 25 years later, after graduating four children from Bainbridge Public Schools, serving on boards of our Island's Boys and Girls Lacrosse Clubs, BIFC (soccer club), being involved in fundraising and board positions at Island School, Kids Discovery Museum, and working for IslandWood, Bainbridge Performing Arts, Bainbridge Island Downtown Association, Bainbridge Island Chamber of Commerce and now Pleasant Beach Village Resort, I have worked alongside teachers, landscapers, restaurant and hotel employees, artists, |

musicians, and virtually every role in between. I believe deeply in the role that tourism plays in ensuring the economic vitality of a community -- and also the necessity to balance the multi-faceted nature and partners that constitute 'tourism' including the arts, cultural events, sporting events, eco-tourism, heritage tourism, and commerce.

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Do you have potential conflicts of interest? If so, please explain:

None.

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Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

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Type the Year

2021

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How did you hear about the volunteer opportunity?

Other (specify below)

---

Other

Bainbridge Island Lodging Association

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Creative marketing and public relations leader with 25 years of corporate, nonprofit, and strategic communication experience driving brand value. Skilled writer, presenter and connector with expertise planning and delivering high impact marketing campaigns designed to personalize and increase consumer engagement and customer experience.

**MEDIA:** Trained corporate spokesperson with strong track record of success leveraging local and regional digital, print, and electronic media to amplify and build brand visibility.

## **EXPERIENCE**

### **Director of Marketing and Operations – Pleasant Beach Village**

Bainbridge Island, Washington 2019-present

Created annual marketing and communication plan for \$5.5M boutique hotel and destination resort including retail, residential, and commercial entities. Led creation and implementation of all seasonal marketing campaigns, promotions, print and digital media buys. Established strong earned media relationships with print, electronic and digital partners. Crafted original content for print and electronic advertising campaigns, wrote monthly stakeholder e-newsletters and worked with external agency of record to create coordinated marketing collateral for boutique hotel, weddings, corporate event center, and visual branding of individual resort entities. Oversaw brand development and integrity for five new businesses within the resort family.

### **Vice President of Fund Development – Thrive Washington**

Seattle, Washington 2017-2019

Led efforts with senior leadership to reposition strategic direction for Washington State's Early Learning public-private partnership. Managed \$5.2 million budget contributed revenue goals with government, foundation, and private funding. Responsible for creating and customizing individual strategies and materials for donor cultivation, engagement, and long-term retention for Major Donors, Corporate Partners, and new high-capacity donors. Provided oversight and written content for new grants and annual reporting for multi-year grants. Developed business plan to engage corporate and private funders in long-term support to drive forward Thrive Washington's mission to ensure all children have access to the best opportunities for success in school and life.

### **Vice President of Development – 2018 Special Olympics USA Games**

Seattle, Washington 2016-2017

Responsible for setting and implementing the fundraising strategy to reach \$15 million fundraising goal for the 2018 USA National Games for Special Olympics. Created initial collateral to be used for Corporate Sponsorship, Foundation gifts, Grants, Government Funding, Major Gifts, and Corporate Giving. Developed customized fundraising plans for corporate partners including employee engagement, partnership fulfillment, and stewardship. Worked in partnership with Special Olympics Washington, Special Olympics North America, Special Olympics International and global sponsors Coca Cola, Bank of America, Brooks Running, Microsoft, Amazon, and KPMG, Starbucks, Alaska Airlines, T-Mobile, COSTCO, and Boeing.

**Relationship Banking Officer Nonprofit Services Group - Pacific Continental Bank**  
Seattle, Washington 2015-2016

Managed diverse portfolio of 120 nonprofit clients operating as part of the Seattle Market Nonprofit Services Team. Exceeded annual KPI's including new business development, client retention, and market segment development for Pacific Continental Bank's specialized nonprofit banking services. Supported ongoing business development events with nonprofit community partners, and PCB's annual involvement in supporting scholarships to University of Washington's Nonprofit Executive Leadership Institute.

**Resource Development Manager - Downtown Seattle Association**  
Seattle, Washington 2014-2015

Drove corporate community engagement efforts with Mar-Com team to create high-level partnerships with internal and external stakeholders to provide financial resources for Downtown Seattle Holidays, promotions, public events and activities. Collaborated with C-suite executives at Vulcan, Amazon, Children's Hospital Research Institute, KEY Bank, and Century Link to build public-private partnership opportunities supporting Downtown Seattle Association/Metropolitan Improvement District public space activation, events, promotions, publications and initiatives.

**Executive Director - Bainbridge Island Downtown Association**  
Bainbridge Island, Washington 2009-2014

Director and head of community advocacy for nationally accredited Main Street Program. Forged key corporate, municipal and government partnerships to revitalize and rebuild nationally accredited Main Street Programs. Created community-based communication campaign during 18-month downtown renovation project, build and launched successful retail recovery campaign to re-energize downtown retail core. Experience advocating for community investment from corporate, foundation and government grants, and produced national award-winning community-building event.

**Partner - The Revitalization Partnership**  
Bainbridge Island, Washington 2011-2012  
<https://therevitalizationpartnership.wordpress.com>

The Revitalization Partnership bring expertise from small business marketing, to store planning and design, to public outreach and destination marketing. The partners work directly with property owners and tenants, creating strategic partnerships and providing advocacy to help support local communities as they come together around a common vision for their future. Projects include Small Town. Big Heart strategic communication campaign and the 2011 Winslow In White community supper.

**Director of Operations & Marketing - Bainbridge Island Chamber of Commerce**  
Bainbridge Island, Washington 2010-2011

Designed and implement programs to increase membership and build community partnerships,

on-going destination marketing campaign with local and regional media. Oversaw all human resource management for seven-member Chamber of Commerce staff, and volunteers.

**Community Engagement Team - IslandWood**

Bainbridge Island, Washington 2007-2009

Developed organization-wide strategies to raise local and regional visibility for the IslandWood brand. Created strategic marketing and fundraising communications as components of the overall Annual Fund Campaign. Developed donor communication materials, supported new donor cultivation and engagement, and assisted with development of strategic partnerships. Coordinated special events. Created corporate partnerships with Columbia Sportswear, Mountain Hardware, and Puget Sound Energy.

**Development Director - Bainbridge Performing Arts**

Bainbridge Island, Washington 2004-2006

Created first comprehensive Board Centered Development Plan for mid-size performing arts center. Established donor cultivation and recognition protocols, initiated Board training and completion of successful Board Stewardship Campaign, created first donor-advised endowment fund. Initiated strategic development efforts aimed at broadening and expanding the base of Annual Fundraising support, community-based marketing partnerships, and all major grant and foundation funding.

**Seattle Children's Hospital & Medical Center Foundation**

Seattle, Washington 2003-2004 Event Coordinator

**Corbis Corporation**

Bellevue, Washington 1994-1996

Production Assistant, content creator

**Jacklin Seed Company**

Post Falls, Idaho 1990-1992

Marketing and Corporate Spokesperson

**Washington Magazine**

Seattle, Washington 1988-1990

Special Projects Director, editorial staff

**EDUCATION**

Graduate, Center for Business Sustainability, Leadership & Social Responsibility - UW Tacoma

Graduate Certificate, Nonprofit Leadership - Seattle University

Washington Certificate, Social Media Technologies & Implementation – University of Washington

Bachelor of Science, Psychology – Portland State University

Bachelor of Science, Community Health Education – Portland State University

<http://www.linkedin.com/in/andreamackin>



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

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

### Step 1

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#### Lodging Tax Advisory Committee- 2021 Commitment Only

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

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

### Applicant Information

---

Name Peter Raffa

Email

Daytime Phone

|                                                                                                         |                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address                                                                                                 |                                                                                                                                                                                                                                                                                                             |
| City                                                                                                    | Bainbridge Island                                                                                                                                                                                                                                                                                           |
| State                                                                                                   | Washington                                                                                                                                                                                                                                                                                                  |
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                       |
| Current Employer                                                                                        | Bainbridge Island Museum of Art                                                                                                                                                                                                                                                                             |
| Current Position                                                                                        | Development Director                                                                                                                                                                                                                                                                                        |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                             |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                                                                                                                                         |
| If yes, please indicate which group(s).                                                                 | LTAC                                                                                                                                                                                                                                                                                                        |
| Please share your qualifications for this appointment (skills, activities, training, education) if any? | As an experienced grant seeker and maker, I have year of experience reviewing applications seeking funds for nonprofit organizations. As an island resident since 1994, I know the community well. After serving last year of the LTAC committee, I know have one year under my belt working with the COBI. |
| Please share your community interests (groups, committees, organizations) if any:                       | I am past board member of Bainbridge Island Childcare Centers. I have assisted in fundraising for Helpline House, Bainbridge Youth Services, Kitsap Humane Society, Bainbridge Public Library to name a few.                                                                                                |
| Do you have potential conflicts of interest? If so, please explain:                                     | None                                                                                                                                                                                                                                                                                                        |
| Feel free to attach a cover letter, resume', or other materials, if you wish (optional):                | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                 |
| Type the Year                                                                                           | 2021                                                                                                                                                                                                                                                                                                        |



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:30 PM) Consider Confirmation of Recommended Appointment to the Utility Advisory Committee - Council,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Utility Advisory Committee (UAC). The member selection panel consisted of Mayor Nassar, Deputy Mayor Pollock, and UAC members Maron and Jones. Deputy Mayor Pollock and UAC members Maron and Jones participated in the interview. The member selection panel recommends forwarding to the August 10, 2021 Consent Agenda confirmation of the appointment as shown in the suggested motion.

Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes).

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to forward for approval with the August 10, 2021 Consent Agenda confirmation of the appointment to the Utility Advisory Committee of Svend Brandt-Erichsen to Position 3 through June 2024.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**From:** noreply@civicplus.com  
**Sent:** Saturday, May 1, 2021 11:14 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Utility Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

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

## Utility Advisory Committee Volunteer Application (Due: 4/21 at 4pm)

### Step 1

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#### Utility Advisory Committee Volunteer Application

Members should have knowledge or expertise in utility planning, construction, rate structures or related focus areas. The committee provides recommendations to the Council related to the City's water, sanitary sewer and stormwater utility policies and utility rates, rate structures and other changes made to water, sanitary sewer and stormwater utility customers.

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

---

#### Applicant Information

---

Name Svend Brandt-Erichsen

---

Email

---

Daytime Phone

---

Address

---

City Bainbridge Island

---

State Washington

---

Zip 98110

Current Employer

Current Position

### Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?

No

If yes, please indicate which group(s).

Utility Advisory Committee

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

Environmental attorney (33 years) with a practice focus on energy project development and regulatory compliance. As the accompanying bio shows, my practice currently is focused on renewable energy development, with associated wildlife issues, as well as air emissions and other environmental issues associated with conventional energy and industrial facilities. However, I regularly work with regulatory requirements applicable to water supplies and wastewater systems, typically for commercial and industrial facilities. I also have experience with solid waste facilities. Early in my career, I was a regional administrator for Alaska's environmental agency for 3 years, which exposed me to the regulatory issues associated with community water and sewer systems and solid waste management.

Please share your community interests (groups, committees, organizations) if any:

While we have lived on Bainbridge since 1993 and I have followed developments in the community throughout our time here, I am not involved in any local community groups or organizations.

Do you have potential conflicts of interest? If so, please explain:

I don't believe so. While I work for companies that develop electricity generation and transmission projects, almost all of my projects are outside Washington. From 1993-2001 I managed a Class B water system on the Island - the system served the home we lived in at that time. Other than that, I have not had any connection to utility services on the Island. I do not represent Puget Sound Energy or other utilities in Washington State.

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Type the Year

2021

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## Svend Brandt-Erichsen | Partner

Svend Brandt-Erichsen focuses his practice on the development and ongoing operation of energy and natural resource projects. He advises companies on permitting, compliance, regulatory development and other issues arising under all of the major federal environmental statutes, as well as their counterparts in a number of states, with a particular emphasis on air, water, waste and wildlife. He routinely handles appeals involving environmental matters in federal and state courts.

Mr. Brandt-Erichsen has helped companies obtain a wide range of environmental permits and approvals, appealed permits when necessary, and defended them from third party challenges. He has helped clients obtain use of federal lands and litigated challenges to those uses as well as broader issues of federal land management and has helped assure compliance with the National Environmental Protection Act (NEPA) and its state counterparts and litigated claims under those statutes. Mr. Brandt-Erichsen has represented clients participating in rule development, challenging regulations in federal and state court, and intervening to defend rules after successfully obtaining favorable decisions from regulators. He also regularly defends clients against enforcement actions and citizen suits under multiple federal environmental statutes and their state counterparts and has defended against toxic tort claims, including several class actions.

Before joining Nossaman, Mr. Brandt-Erichsen served as Managing Partner of the Seattle office of a boutique environmental law firm. He began his career on the legislative staff of Alaska's Senator Ted Stevens and served as a Regional Administrator of the State of Alaska's Department of Environmental Conservation.

### Practice Areas & Industries

- Environment and Land Use
- Energy
- Climate Change
- Litigation

## Representative Work

- **Endangered Species Act.** Assisting clients with ESA matters, including: ESA section 7 consultations and development of habitat conservation plans (HCPs); litigation over HCPs and the adequacy of biological opinions; litigation over an agency's failure to conduct ESA consultation; successfully opposed petitions to list a herring population and a whale population.
- **Migratory Bird Treaty Act.** Advise companies on MBTA requirements and policy development. Defended a wind energy project against litigation claiming that MBTA authorization was required for take of migratory birds.
- **NEPA.** Advise companies regarding compliance with NEPA and its State equivalents, including adequacy of EISs and EAs for project development, expansion of existing industrial facilities, federal land exchanges, and federal land management policy decisions. Represent parties in disputes regarding the adequacy of environmental reviews under NEPA and its state counterparts.
- **Air Regulation and Permitting.** Advise companies on air regulatory requirements and permitting. Represent permitted sources in compliance actions, including responses to agency investigations and information requests, penalty appeals, and permit appeals. Assisted more than twenty companies in preparing the first generation of Title V air operating permit applications, including facilities located in California, Washington, Oregon, Alaska, Louisiana, New York and Pennsylvania.



- **Cook Inlet, Alaska NPDES.** Represented the owners of oil and gas platforms in Cook Inlet in several cycles of NPDES wastewater discharge permitting since 1996, including litigation in the Fifth and Ninth Circuits concerning the validity of EPA-issued general NPDES permits and of effluent guidelines developed for the coastal sector of oil and gas exploration, development and production facilities.
- **Federal Lands.** Represented companies in obtaining authorization to locate projects and linear structures on federal lands and in amending and transferring existing authorizations, as well as represented them in litigation regarding federal land use authorizations. Advised companies regarding regulatory requirements governing the use of federal lands and represented them in administrative proceedings and litigation regarding federal land use policy.
- **Washington Wind Project.** Currently assisting the developer of a 137 MW Washington wind project in negotiating terms of an HCP and related mitigation to support an incidental take permit for ESA-listed marbled murrelets, as well as for bald and golden eagles under the Bald and Golden Eagle Protection Act (BGEPA).
- **California Wind Project.** Currently advising the developer of a 155 MW California wind project regarding ESA and BGEPA requirements. The project will overlay an existing HCP developed for forest practices.
- **Washington Hydroelectric Project.** Currently representing the owner of a 100-year-old hydroelectric project in defending a citizen suit alleging unauthorized take of ESA-listed fish species. This matter includes assistance with development of an HCP and other regulatory approvals needed for installation of fish diversion structures and other project improvements and repairs.
- **Litigation Concerning Wind Project on Federal Lands.** Served as lead counsel for an independent power developer in defending federal rights-of-way for a wind energy project in California's Imperial Valley, the first renewable energy project to deliver power over the Sunrise Powerlink. The six suits filed against the project raised issues including: impacts on ESA-listed bighorn sheep and state-protected raptors; Native American cultural artifacts, cremation sites and a Traditional Cultural Landscape; NEPA compliance; and FLPMA compliance. Obtained favorable decisions on the merits in all five federal cases, a state court case, and three Ninth Circuit Appeals.
- **Nevada Wind Project.** Represented the developer of the first utility-scale wind energy project in Nevada in defending the federal right-of-way for the project. Defeated a preliminary injunction motion in federal district court and on appeal to the Ninth Circuit, then negotiated settlement of all claims. Subsequently assisted the developer in negotiating changes to operating constraints designed to protect migratory bat species.
- **Transmission lines.** Advised project developers on regulatory issues regarding rights of way across federal lands managed by BLM, the Forest Service and U.S. Fish and Wildlife Service, including projects located in Alaska, Washington, New Mexico, and Mississippi.
- **Sage Grouse.** Represented the Governor of Idaho in a suit challenging sage grouse-related land management plan amendments. Issues included the adequacy of agency compliance with FLPMA and NEPA requirements.
- **Greenhouse Gas Controls.** Represented a Washington regional air agency in defending a CAA citizen suit seeking to require the agency to regulate greenhouse gas emissions from existing refineries. Ninth Circuit ruled that the

plaintiff environmental groups did not have standing to bring the citizen suit, as they had not shown that refinery emissions caused their climate change-related injuries. Advised the Washington air agencies on the development of regulations limiting greenhouse gas emissions from the refineries, which were adopted despite the Ninth Circuit's ruling.

- **Due Diligence.** Regularly advise companies on permitting, regulatory requirements, and contaminated property issues arising in corporate and real estate transactions.

### **Awards & Honors**

Best Lawyers in America® - listed 2013-2020, named Seattle "Lawyer of the Year" for Natural Resources Law in 2016  
Chambers & Partners - chosen for individual recognition for Environment in Washington State, 2013-2020  
Who's Who Legal: Environment in 2016-2020  
Martindale Hubbell AV® Preeminent™ Rated

### **Education**

J.D., George Washington University, 1988  
B.A., University of Colorado, 1984

### **Admitted**

Alaska  
Washington  
U.S. Supreme Court  
U.S. Courts of Appeals for the Third, Fifth, Sixth, Ninth, D.C. and Federal Circuits  
U.S. District Courts for Alaska, the Western and Eastern Districts of Washington, and the Central District of Illinois



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 27, 2021

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (7:35 PM) Discuss SR305 Adas Will/Port Madison Roundabout Project - Public Works,

**SUMMARY:** Representatives from the Washington State Department of Transportation (WSDOT) SR305 project team will make a brief presentation on the status of the upcoming roundabout projects at Port Madison Road and Adas Will Lane, and will be available for questions.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

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

**BACKGROUND:** WSDOT is planning to build two roundabouts on Bainbridge Island along the SR305 corridor at the Port Madison and Adas Will intersections. According to the WSDOT web page (<https://wsdot.wa.gov/Projects/SR305/winslowferrytohostmarktsafety/default.htm>), the projects are anticipated to begin construction in the summer of 2021.

For this agenda item, representatives from the WSDOT project team will provide a status update on the roundabout projects and will be available for questions from the City Council.

**ATTACHMENTS:**

[SR305 Roundabout Plans.pdf](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:**



Proposed roundabout for SR 305 at Northeast Adas Will Lane - Looking east



Proposed roundabout for SR 305 at Northeast Adas Will Lane - Looking south

## SR305 Roundabout Plans – Adas Will

July 27, 2021



Proposed roundabout at SR 305 at Northeast Port Madison Road - Looking north.



Proposed roundabout at SR 305 at Northeast Port Madison Road - Looking south.

## SR305 Roundabout Plans – Port Madison

July 27, 2021