



**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JULY 25, 2023**

**COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA**

AND

**ZOOM WEBINAR
HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351**

AGENDA

- 1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 6:00 PM**
Mayor Fantroy-Johnson and Deputy Mayor Hytopoulos will be absent.
- 2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
- 3. PRESENTATION(S)**
 - 3.A (6:10 PM) Announce the Bainbridge Island Reads Book for Summer and Fall 2023 - Executive, 5 Minutes**
- 4. PUBLIC COMMENT - 6:15 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. For items scheduled for a public hearing, comment is accepted from an individual only one time, either during public comment or during the hearing.

Public comment is simply received by the Council, with no response, and Council cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment. Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. Public comment may be provided in-person in Council Chambers or remotely through Zoom.

 - 4.A Instructions for Providing Public Comment**

5. CONSENT AGENDA - 6:30 PM

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

5.A Agenda Bill for Consent Agenda, 5 Minutes

5.B Approve Accounts Payable and Payroll

AP Report to Council of Cash Disbursements 07-26-23.pdf

Council Report PR 7-20-23.pdf

5.C Approve City Council Meeting Minutes

Special City Council Meeting - Executive Session Minutes, July 11, 2023.pdf

Regular City Council Business Meeting Minutes, July 11, 2023.pdf

5.D Authorize the City Manager to Enter Into a Lease Agreement Amendment with Verizon for a Communications Antenna on the Existing Winslow Water Tank - Public Works,

FERNCLIFF- Amendment No. 2 to Option and Water Tower Lease.doc

5.E Cancel the August 1, 2023 Study Session

5.F Authorize the City Manager to Execute Amendment No. 6 to the Professional Services Agreement with Coates Design for Construction Administration Services Associated with the Ted Spearman Justice Center (\$24,000, Tax Supported)

Coates PSA Amendment No. 6 Con Admin.docx

5.G Review Updated Artwork for Something New VI, 2023-24 Rotation - Executive, 15 Minutes

Something New VI Update for CC 07252023

5.H Authorize Amendment No. 2 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for the Winslow Water Tank Replacement Project (\$465,046.00, Water Fund) - Public Works,

Amendment 2 to Water Tank PSA.docx

Scope A1.docx

Scope A2.docx

Water Tank Budget Summary.pdf

6. COUNCIL ANNOUNCEMENTS - 6:35 PM

7. CITY MANAGER'S REPORT- 6:45 PM

7.A Receive City Manager's Report

CAP Status Update Memo - Q2 2023.docx

2023_Q2_Memo_for CC 07252023.docx

Q2 2023 Workplan Report for CC 07252023.pdf

8. REGULAR BUSINESS

- 8.A **(6:50 PM) Receive Presentation on City Thread's Accelerated Mobility Playbook for Bainbridge Island**, 30 Minutes
City Thread AMP Presentation for City Council 07.25.23
- 8.B **(7:20 PM) Introduce Ordinance No. 2023-19 Amending Bainbridge Island Municipal Code (BIMC) Chapter 15.30, Transportation Impact Fees - Public Works**, 10 Minutes
Ordinance No. 2023-19 Amending Transportation Impact Fees Section 15.30.030 DRAFT.docx
Bainbridge_TIF_Rate_Study_Final.pdf
- 8.C **(7:30 PM) Authorize the City Manager to Include a Graphic Design, Tree Rendering #1, on the Winslow Water Tank and Prepare an Associated Budget Amendment in the Amount of \$70,000 (General Fund)**, 10 Minutes
Winslow Water Tank Graphic.pdf
Water Tank Graphic_Public Feedback.pdf
- 8.D **(7:40 PM) Consider Amended Proposal from Historic Preservation Commission for Akio Suyematsu Day on Suyematsu Farm - Executive**, 10 Minutes
HPC Amended Proposal for Akio Suyematsu Day as of 07112023

9. ADJOURNMENT - 7:50 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Announce the Bainbridge Island Reads Book for Summer and Fall 2023 - Executive,

SUMMARY: The community had the opportunity to vote on an option of three books from May 16 until June 16. After the announcement of the book, the community will have the opportunity over the next four months to read and participate in special events around the top-voted book. The events will occur from September-November.

The finalists for the next BI Reads book were:

1. A Tale for the Time Being by Ruth Ozeki
2. Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants by Robin Wall Kimmerer
3. The House of Broken Angels by Luis Alberto Urrea

Over 200 people voted for their choice of which book to read through in-person ballot boxes at City Hall, the Bainbridge Island Library, Eagle Harbor Books, and the Senior Center, as well as online at Engage Bainbridge. The City encourages people to read the chosen book and participate in the City events. Three events will take place in the months of September, October, and November related to the book.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH: The public voted on the three finalist books and the highest voted book was chosen as the BI Reads book of Summer and Fall 2023.

FISCAL IMPACT:

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

BACKGROUND: The City is continuing its Community Reads Program, called BI Reads, that was started with the Bainbridge Island Reads for Justice with the book "Stamped: Racism, Antiracism, and You" by Jason Reynolds and Ibram X. Kendi. The goals for the BI Reads program are to:

1. Build community on Bainbridge Island through reading one book together.
2. Promote literacy and the love of reading Island-wide and beyond.
3. Be open to all types of books that foster beneficial dialogue, creative expression, and expanded ways of thinking.

The community had the opportunity to vote on an option of three books from May 16 until June 16. These books were selected after an extensive review of successful community reads and vetted with librarians of the Kitsap Regional Library Bainbridge Branch. After the announcement of the book, the community will have the opportunity over the next four months to read and participate in special events around the top voted book. The events will occur from September-November.

The finalists for the next BI Reads book were:

1. A Tale for the Time Being by Ruth Ozeki
2. Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants by Robin Wall Kimmerer
3. The House of Broken Angels by Luis Alberto Urrea

Over 200 people voted for their choice of which book to read through in-person ballot boxes at City Hall, the Bainbridge Island Library, Eagle Harbor Books, and the Senior Center, as well as online at Engage Bainbridge. The City encourages people to read the chosen book and participate in the City events. The title is available in large print, audio format, hardback, and paperback.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME:

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions for providing public comment are attached.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

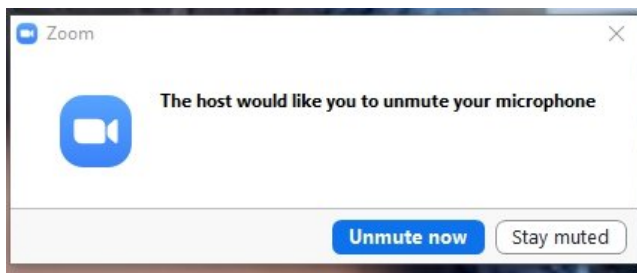


CITY CLERK'S OFFICE

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. Members of the public who wish to provide public comment may attend the business meeting in Council Chambers or may participate remotely by following the instructions outlined below. If you are attending in-person, please sign up to speak on the sign-in sheet by the Chamber doors. The Mayor will call the people signed up on the sign-in sheet in Council Chambers first, and speakers will have three minutes to speak from the podium. Following the in-person comment, the Mayor will call people who have raised their hands in the Zoom meeting. A timer on the screen will indicate when 3 minutes have elapsed. Guidelines for public comment are also attached.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.
2. Sign in to Zoom with your full name.
3. The Mayor will indicate when it is time for public comment.
4. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
5. Attendee clicks button "Unmute now" after they are called to speak by the Mayor.



6. 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.

7. Attendee provides their comment.

8. A timer on the screen will track your time.
9. Stop speaking when the timer reaches the 3-minute mark.
10. Attendee is returned to attendee group, and microphone is muted.
11. 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 25, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME:

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 07-26-23.pdf](#)

[Council Report PR 7-20-23.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: July 10, 2023 - July 24, 2023

CITY COUNCIL: July 11, 2023 - July 25, 2023

Last check from previous run: 360394 dated 07/12/2023 issued to WA ST DEPT of Transportation for \$151.63

Last ACH from previous run: 2453 dated 07/12/2023 issued to Westbay Auto Parts for \$966.79

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	07/13/2023	360398	PW/COBI/Permit PLN52618 VAR amount changed to \$495.00	1,150.00
ACH/EFT	07/14/2023	2454	PW/Clary Auburn VW LLC/Electric vehicles for PCD	56,259.98
ACH/EFT	07/14/2023	2455	ENG/Kelley Connect/Copier lease	459.75
ACH/EFT	07/18/2023	2456	US Bank/Credit card purchases - Jun. 2023	50,037.64
Manual	07/13/2023	360395	POL,PCD/AT&T/Fax long distance	19.25
Manual	07/13/2023	360396	Bainbridge Disposal/City wide disposal services	3,889.10
Manual	07/13/2023	360397	CenturyLink/Citywide telemetry - Jul. 2023	1,322.24
Manual	07/13/2023	360398	PW/City of Bainbridge Island/Permit PLN52618 VAR	1,150.00
Manual	07/13/2023	360399	EX/McVay, Patrick/Something New 3rd installment	300.00
Manual	07/13/2023	360400	Puget Sound Energy/Citywide energy services	36,974.15
Manual	07/13/2023	360401	Verizon/Citywide wireless charges - Jul. 2023	5,781.00
Manual	07/13/2023	360402	EX/Wylde, John/Something New 3rd installment	300.00
Manual	07/18/2023	360403	PW/City of Bainbridge Island/Permit PLN52618 VAR	495.00
Manual	07/18/2023	360404	ENG/Verizon/Modem communications for automated flow stations	78.70

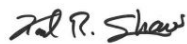
Total Manual Checks and Electronic Disbursements	157,066.81
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Regular Run Checks	07/26/2023	360405-360441	Total Regular Check Run	86,409.01
Regular Run ACH	07/26/2023	2457-2523	Total Regular ACH Run	513,039.26
Total Disbursements				756,515.08

Retainage Release	07/12/2023	220	DP Wain Construction/Fletcher Bay pumphouse roof repair	3,153.73
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by  Jacob Kines, Senior Accounting Technician

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



Karl R. Shaw, Accounting Manager

7/20/2023

Date

JK

 07/12/2023 08:17
 jkines

 CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

 P 1
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CASH ACCOUNT: 628		111100		CASH-RETAINAGE				INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC					
220	07/12/2023	PRTD	7730 DP WAIN CONSTRUCTION	264616	RETREL-01202	07/11/2023	RT071223				3,153.73
Invoice: RETREL-01202				3,153.73	41628860 586000	RET REL FLETCHER BAY PUMPHOUSE ROOF REPAIR	RETAINAGE RELEASE				
								CHECK	220	TOTAL:	3,153.73
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***				3,153.73
						COUNT	AMOUNT				
TOTAL PRINTED CHECKS						1	3,153.73				
								*** GRAND TOTAL ***			3,153.73

07/12/2023 08:17
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T 0B	DEBIT	CREDIT
2023 7 33									
APP 622-213000	07/12/2023	RT071223	071223			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,153.73	
APP 628-111100	07/12/2023	RT071223	071223			CASH-RETAINAGE AP CASH DISBURSEMENTS JOURNAL			3,153.73
						JOURNAL 2023/07/33 TOTAL		3,153.73	3,153.73

07/12/2023 08:17
jkines

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	2023	7	33	07/12/2023				
	622-213000						ACCOUNTS PAYABLE	3,153.73	
	628-111100						CASH-RETAINAGE		3,153.73
FUND TOTAL								3,153.73	3,153.73

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

07/12/2023 14:38
 jkines

 CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635				111100		CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN							NET
INVOICE DTL DESC															
2454	07/14/2023	EFT	10204 CLARY AUBURN VW LLC	264517	V23484	06/30/2023	20230002	M071223							56,259.98
Invoice: V23484							PW/ELECTRIC VEHICLES FOR PCD								
			56,259.98		73501448	66400001263	PCD 2 NEW ELECTRIC VEH-EQUIP								
								CHECK	2454	TOTAL:				56,259.98	
2455	07/14/2023	EFT	1971 KELLEY CONNECT	264519	IN1362619	07/03/2023		M071223							459.75
Invoice: IN1362619							ENG/COPIER LEASE								
			459.75		72011321	545000	ENG - C/E ADMIN RENTS & LEASES								
								CHECK	2455	TOTAL:				459.75	
NUMBER OF CHECKS						2	*** CASH ACCOUNT TOTAL ***								56,719.73
						COUNT	AMOUNT								
TOTAL EFT'S						2	56,719.73								
														*** GRAND TOTAL ***	56,719.73

07/12/2023 14:38
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 7 47									
APP 501-213000	07/14/2023	M071223	071223			ER&R-ACCOUNTS PAYABLE		56,259.98	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/14/2023	M071223	071223			CASH			56,719.73
						AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	07/14/2023	M071223	071223			GENERAL - ACCOUNTS PAYABLE		459.75	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								56,719.73	56,719.73
APP 631-130000	07/14/2023	M071223	071223			DUE TO/FROM CLEARING		56,719.73	
APP 501-130000	07/14/2023	M071223	071223			ER&R-DUE TO/FROM CLEARING			56,259.98
APP 001-130000	07/14/2023	M071223	071223			GENERAL - DUE TO/FROM CLEARING			459.75
SYSTEM GENERATED ENTRIES TOTAL								56,719.73	56,719.73
JOURNAL 2023/07/47 TOTAL								113,439.46	113,439.46

07/12/2023 14:38
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	47	07/14/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	459.75	459.75
				FUND TOTAL	459.75	459.75
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2023 7	47	07/14/2023	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	56,259.98	56,259.98
				FUND TOTAL	56,259.98	56,259.98
631 CLEARING FUND 631-130000 635-111100	2023 7	47	07/14/2023	DUE TO/FROM CLEARING CASH	56,719.73	56,719.73
				FUND TOTAL	56,719.73	56,719.73

07/12/2023 14:38
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CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

P 4
 apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		459.75
501	EQUIPMENT RENTAL & REVOLVING		56,259.98
631	CLEARING FUND	56,719.73	
TOTAL		56,719.73	56,719.73

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

JK

07/18/2023 09:32
jkinCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP
apcshdsb 1CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

2456	07/18/2023	PRTD	7314	US BANK	264244	060223MS	06/02/2023	USBJUN23	9.99
Invoice: 060223MS					9.99	61470581 549100	PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER		
							PCD - DEV ADMIN DUES/SUBSCR		
Invoice: 060223MS-A					264245	060223MS-A	06/02/2023	USBJUN23	22.67
					22.67	63470586 542450	PCD/CLICK2MAIL/PLN52112 POSTCARDS		
							PCD-PLANNING-COMM OUTREACH		
Invoice: 060823MS					264246	060823MS	06/08/2023	USBJUN23	40.00
					40.00	61011584 443410	PCD/MRSC/OPMA TRAINING MS		
							PCD - C/E ADM TRAINING		
Invoice: 062223MS					264247	062223MS	06/22/2023	USBJUN23	2.24
					2.24	63011586 443410	PCD/WADOE/CREDIT CARD SERVICE FEE		
							CUR - C/E TRAINING TRAVEL		
Invoice: 062223MS-A					264248	062223MS-A	06/22/2023	USBJUN23	70.00
					70.00	63011586 443410	PCD/WADOE/COASTAL WORKSHIP JM		
							CUR - C/E TRAINING TRAVEL		
Invoice: 052623KB					264263	052623KB	05/26/2023	USBJUN23	1,236.12
					1,236.12	33011161 531100	HR/IKEA/CITY HALL WELLNESS ROOM FURNITURE		
							HR-C/E-SUPPLIES		
Invoice: 062023KB					264264	062023KB	06/20/2023	USBJUN23	32.53
					32.53	33011161 531100	HR/AMAZON/CITY HALL WELLNESS ROOM FURNITURE		
							HR-C/E-SUPPLIES		
Invoice: 060823RA					264266	060823RA	06/08/2023	USBJUN23	40.00
					40.00	61011584 443410	PCD/MRSC/OPMA LATEST ISSUES & CASE RA		
							PCD - C/E ADM TRAINING		
Invoice: 060923RA					264267	060923RA	06/09/2023	USBJUN23	23.38
					23.38	63470588 539100	PCD/SAFEGWAY/WUI PRESENTATIONS REFRESHMENTS		
							CUR-NON TRAVEL FOOD/BEV		
Invoice: 052923AL					264268	052923AL	05/29/2023	USBJUN23	-13.75
					-13.75	31011256 531100	EX/COSTCO/REFUND PLASTIC BINS		
							EX-GF-EMERG PREP-SUPPLIES		
Invoice: 052923AL-A					264269	052923AL-A	05/29/2023	USBJUN23	13.75
					13.75	31011256 531100	EX/COSTCO/REORDER PLASTIC BINS		
							EX-GF-EMERG PREP-SUPPLIES		
Invoice: 052923AL-B					264270	052923AL-B	05/29/2023	USBJUN23	285.12
					285.12	31011256 531100	EX/AMAZON/HUBS SUPPLIES		
							EX-GF-EMERG PREP-SUPPLIES		
Invoice: 052923AL-C					264271	052923AL-C	05/29/2023	USBJUN23	104.88
					104.88	31011256 531100	EX/AMAZON/HUBS SUPPLIES		
							EX-GF-EMERG PREP-SUPPLIES		

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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: 053023AL				264272	053023AL	05/30/2023		USBJUN23	9.81
				9.81	31011256 531100	EX/AMAZON/WALL CALENDAR			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 053023AL-A				264273	053023AL-A	05/30/2023		USBJUN23	371.26
				371.26	31011256 531100	EX/AMAZON/EOC & CERT TEAM SUPPLIES			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 060223AL				264274	060223AL	05/30/2023		USBJUN23	87.16
				87.16	31011256 542100	EX/GARMIN/MONTHLY SUBSCRIPTION			
						EX-GF-EMERG PREP-PHONE			
Invoice: 060623AL				264275	060623AL	06/06/2023		USBJUN23	1,065.80
				1,065.80	31011256 542450	EX/AMAZON/DOP GIVEAWAY OUTREACH ITEMS			
						EX-GF-EMERG PREP-COMM OUTREACH			
Invoice: 060723AL				264276	060723AL	06/07/2023		USBJUN23	129.50
				129.50	31011256 541100	EX/NCSI/VOLUNTEER BACKGROUND CHECKS			
						EX-GF-EMERG PREP-PROF SVCS			
Invoice: 060823AL				264277	060823AL	06/08/2023		USBJUN23	70.58
				70.58	31011256 531100	EX/E TRAILER/HUBS SUPPLIES TRAILER LOCKS			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 060823AL-A				264279	060823AL-A	06/08/2023		USBJUN23	2,779.14
				2,779.14	31011256 53110001123	EX/UBIQUITY/EOC SUPPLIES EMPG REPURPOSE GRANT			
						FEMA EMPG-EM PREP-SUPPLIES			
Invoice: 060923AL				264280	060923AL	06/09/2023		USBJUN23	23.43
				23.43	31011256 531100	EX/SAFEWAY/HUBS SUPPLIES			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 061423AL				264281	061423AL	06/14/2023		USBJUN23	99.40
				99.40	31011256 531100	EX/AMAZON/HUBS SUPPLIES			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 061523AL				264282	061523AL	06/15/2023		USBJUN23	28.80
				28.80	31011256 531100	EX/AMAZON/HUBS SUPPLIES			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 061523AL-A				264283	061523AL-A	06/15/2023		USBJUN23	1,703.26
				1,703.26	31011256 531100	EX/LIFESTRAW/HUBS SUPPLIES			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 061523AL-B				264284	061523AL-B	06/15/2023		USBJUN23	76.39
				76.39	31011256 531100	EX/AMAZON/FIRST AID BANNER EVENT SUPPLIES			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 061623AL				264285	061623AL	06/16/2023		USBJUN23	98.26
				98.26	31011256 531100	EX/AMAZON/HUBS SUPPLIES			
						EX-GF-EMERG PREP-SUPPLIES			

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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: 061923AL				264286	061923AL	06/19/2023		USBJUN23	421.19	
				421.19	31011256 541100	EX/ALL STAR LANES/VOLUNTEER ENGAGEMENT TEAM LEADS				
Invoice: 061923AL-A				264287	061923AL-A	06/19/2023		USBJUN23	1,211.44	
				1,211.44	31011256 531100	EX/AMAZON/HUBS SUPPLIES				
Invoice: 061923AL-B				264288	061923AL-B	06/19/2023		USBJUN23	645.24	
				645.24	31011256 531100	EX/AMAZON/HUBS SUPPLIES				
Invoice: 062023AL				264289	062023AL	06/20/2023		USBJUN23	-76.39	
				-76.39	31011256 531100	EX/AMAZON/REFUND FIRST AID BANNER				
Invoice: 062223AL				264290	062223AL	06/22/2023		USBJUN23	76.39	
				76.39	31011256 531100	EX/AMAZON/REORDER FIRST AID BANNER				
Invoice: 062323AL				264291	062323AL	06/23/2023		USBJUN23	396.00	
				396.00	31011256 531100	EX/MEDIC RESPONSE/WFA PATCHES				
Invoice: 052523AS				264295	052523AS	05/25/2023		USBJUN23	78.48	
				78.48	31011492 53910001196	EX/COQUETTE/LUNCH ETIPP SITE VISIT PARTICIPANTS				
Invoice: 053123AS				264296	053123AS	05/31/2023		USBJUN23	38.28	
				38.28	31011492 53910001196	EX/TOWN&COUNTRY/COFFEE, FOOD ETIPP SITE VISIT				
Invoice: 060423AS				264297	060423AS	06/04/2023		USBJUN23	14.00	
				14.00	91011497 54790401194	RIDWELL/MEMBERSHIP FEE RECYCLING CITY HALL				
Invoice: 061523AS				264298	061523AS	06/15/2023		USBJUN23	87.88	
				87.88	31011492 53110001150	EX/AMAZON/COMPOST BIN CLIMATE SMART CHALLENGE				
Invoice: 061523AS-A				264299	061523AS-A	06/15/2023		USBJUN23	11.00	
				11.00	91011497 54790401194	RIDWELL/RECYCLING PICKUP CITY HALL				
Invoice: 061623AS				264300	061623AS	06/16/2023		USBJUN23	79.66	
				79.66	31011492 53110001150	EX/AMAZON/COMPOST BIN CLIMATE SMART CHALLENGE				
Invoice: 052523BL				264341	052523BL	05/25/2023		USBJUN23	45.00	
				45.00	33011161 544000	HR/CRAIGSLIST/PW MANAGER ADVERTISING				

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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: 053023BL				264342	053023BL	05/30/2023		USBJUN23	547.15
				547.15	33011161 544000	HR/INDEED/JUD SPEC & ADMIN SPEC ADVERTISING			
						HR-C/E-ADVERTISING			
Invoice: 053123BL				264343	053123BL	05/31/2023		USBJUN23	4.78
				4.78	33011161 542500	HR/USPS/DEPT OF RETIREMENT SYSTEMS MAILING			
						HR-C/E-POSTAGE			
Invoice: 053123BL-A				264344	053123BL-A	05/31/2023		USBJUN23	54.36
				54.36	33011161 544000	HR/INDEED/PW MANAGER ADVERTISING			
						HR-C/E-ADVERTISING			
Invoice: 061223BL				264345	061223BL	06/12/2023		USBJUN23	200.00
				200.00	33011161 544000	HR/PAYPAL-AWC/JOB POSTING 5PK			
						HR-C/E-ADVERTISING			
Invoice: 061223BL-A				264346	061223BL-A	06/12/2023		USBJUN23	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/FAC MAINT TECH ADVERTISING			
						HR-C/E-ADVERTISING			
Invoice: 061223BL-B				264347	061223BL-B	06/12/2023		USBJUN23	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/MAIT TECH ADVERTISING			
						HR-C/E-ADVERTISING			
Invoice: 061223BL-C				264348	061223BL-C	06/12/2023		USBJUN23	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/UTIL TECH ADVERTISING			
						HR-C/E-ADVERTISING			
Invoice: 061523BL				264349	061523BL	06/15/2023		USBJUN23	547.06
				547.06	33011161 544000	HR/INDEED/PW MANAGER, TECHS ADVERTISING			
						HR-C/E-ADVERTISING			
Invoice: 061423BL				264350	061423BL	06/14/2023		USBJUN23	247.66
				247.66	91029179 531100	HR/BULK OFFICE SUPPLY/MINI EMERGENCY KITS			
						GG-SELF INS-WELLNESS-SUPPLIES			
Invoice: 062223BL				264351	062223BL	06/22/2023		USBJUN23	546.05
				546.05	33011161 544000	HR/INDEED/PW TECHS ADVERTISING			
						HR-C/E-ADVERTISING			
Invoice: 060423JB				264383	060423JB	06/04/2023		USBJUN23	733.95
				733.95	54025212 532000	POL/PORT OF KINGSTON/M8 FUEL			
						MARINE - FUEL			
Invoice: 053123JF				264384	053123JF	05/31/2023		USBJUN23	1,646.63
				1,646.63	53011212 531100	POL/PRIMARY ARMS/HOLOSUN GREEN DOT SIGHTS X5			
						PD-C/E-PATROL SUPPLIES			
Invoice: 061223JF				264385	061223JF	06/12/2023		USBJUN23	81.87
				81.87	52011212 531100	POL/AMAZON/HOLSTER FOR HUSKA			
						POLICE - C/E INVEST SUPPLIES			

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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: 053023LH				264386	053023LH	05/30/2023		USBJUN23	455.35
				455.35	51011120 443410	POL/SOCIAL MEDIA ACADEMY/SOCIAL MEDIA TRAINING			
						PD-CLERKS-TRAINING			
Invoice: 052323CL-A				264387	052323CL-A	05/23/2023		USBJUN23	-45.52
				-45.52	51011211 541100	POL/QUALITY INN/DISCOUNT ON EMERGENCY LODGING			
						PD-C/E-ADM-PROF SVCS			
Invoice: 052623RN				264388	052623RN	05/26/2023		USBJUN23	23.46
				23.46	54025212 443410	POL/AM-PM/FUEL			
						MARINE - TRAINING			
Invoice: 061723BS				264389	061723BS	06/17/2023		USBJUN23	708.73
				708.73	54025212 532000	POL/PORT OF BROWNSVILLE/MARINE FUEL			
						MARINE - FUEL			
Invoice: 060123SW				264390	060123SW	06/01/2023		USBJUN23	445.00
				445.00	51011214 443410	POL/IACP/REGISTRATION			
						PD-C/E-ADMIN-TRAINING			
Invoice: 060123SW-A				264392	060123SW-A	06/01/2023		USBJUN23	277.80
				277.80	51011214 443410	POL/DELTA AIRLINES/RT AIRFARE			
						PD-C/E-ADMIN-TRAINING			
Invoice: 052423RS				264393	052423RS	05/24/2023		USBJUN23	39.77
				39.77	54025212 443410	POL/ICE HARBOR BREWING			
						MARINE - TRAINING			
Invoice: 052723RS				264394	052723RS	05/27/2023		USBJUN23	596.20
				596.20	54025212 443410	POL/CLOVER ISLAND INN/LODGING X5 NIGHTS			
						MARINE - TRAINING			
Invoice: 052623RS				264395	052623RS	05/26/2023		USBJUN23	54.96
				54.96	54025212 443410	POL/ELLENSBURG CONOCO/FUEL			
						MARINE - TRAINING			
Invoice: 052523BM				264396	052523BM	05/25/2023		USBJUN23	23.65
				23.65	54025212 443410	POL/CROW'S NEST/MEAL			
						MARINE - TRAINING			
Invoice: 052423BM				264397	052423BM	05/24/2023		USBJUN23	24.11
				24.11	54025212 443410	POL/ICE HARBOR BREWING/MEAL			
						MARINE - TRAINING			
Invoice: 053123BM				264398	053123BM	05/31/2023		USBJUN23	596.20
				596.20	54025212 443410	POL/CLOVER ISLAND INN/LODGING X5 NIGHTS			
						MARINE - TRAINING			
Invoice: 052423ZB				264399	052423ZB	05/24/2023		USBJUN23	44.98
				44.98	51011211 53910000589	POL/SAFEWAY/CAKE & SNACKS COMMUNITY POLICE ACADEMY			
						PD-COMM OUTREACH-FOOD/BEV			

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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: 052823ZB				264400	052823ZB	05/28/2023		USBJUN23	54.21
				54.21	53011212 53110000962	POL/CHEWY/K9 FOOD TRACKING CANINE-SUPPLIES			
Invoice: 053023ZB				264401	053023ZB	05/30/2023		USBJUN23	498.00
				498.00	53011212 54110000962	POL/ALDER CREEK PET LODGE/K9 BOARDING 6 DAYS TRACKING CANINE-PROF SVCS			
Invoice: 061223ZB				264402	061223ZB	06/12/2023		USBJUN23	535.76
				535.76	53011212 44341000962	POL/PRICE/RENTAL CAR TRACKING CANINE-TRAINING			
Invoice: 062123ZB				264403	062123ZB	06/21/2023		USBJUN23	21.60
				21.60	53011212 54110000962	POL/SALTY DOG WASH/K9 NAIL TRIM & BATH TRACKING CANINE-PROF SVCS			
Invoice: 062223ZB				264404	062223ZB	06/22/2023		USBJUN23	25.61
				25.61	53011212 54110000962	POL/DAY ROAD ANIMAL HOSPITAL/K9 PARASITE TEST, RX TRACKING CANINE-PROF SVCS			
Invoice: 062423ZB				264405	062423ZB	06/24/2023		USBJUN23	29.46
				29.46	53011212 53110000962	POL/Z BONES/K9 TOYS, TREATS TRACKING CANINE-SUPPLIES			
Invoice: 052523BB				264407	052523BB	05/25/2023		USBJUN23	-100.00
				-100.00	51011191 549100	POL/IAPE.ORG/COOPER ANNUAL CERT RENEWAL PD-C/E-PROP RM-DUES/MEMBERSHIP			
Invoice: 052523BB-A				264408	052523BB-A	05/25/2023		USBJUN23	40.00
				40.00	53011212 443410	POL/GOOD2GO/TACOMA NARROWS BRIDGE TOLLS POLICE - C/E PATROL TRAINING			
Invoice: 052623BB				264410	052623BB	05/26/2023		USBJUN23	51.78
				51.78	51011211 531100	POL/HOME DEPOT/BUBBLE WRAP PD-C/E-ADM-SUPPLIES			
Invoice: 060123BB				264411	060123BB	06/01/2023		USBJUN23	423.00
				423.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT POLICE - C/E PATROL RENTS			
Invoice: 060123BB-A				264412	060123BB-A	06/01/2023		USBJUN23	9.99
				9.99	51011211 549100	POL/KITSAP SUN/DIGITAL SUBSCRIPTION PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
Invoice: 060323BB				264413	060323BB	06/03/2023		USBJUN23	24.86
				24.86	51011211 53110000589	POL/AMAZON/PARCHMENT PAPER BOATERS FAIR PD-COMM OUTREACH-SUPPLIES			
Invoice: 060523BB				264414	060523BB	06/05/2023		USBJUN23	125.00
				125.00	51011211 54500000589	POL/MORAN'S PORTABLE RESTROOMS/HAND-WASHING STATN PD-COMM OUTREACH-RENTS			

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CASH ACCOUNT: 635 111100 CASH
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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC							
Invoice: 060623BB		264415	060623BB	06/06/2023		USBJUN23	233.98
				POL/ALASKA AIRLINES/PREMIUM SEAT UPGRADE ZB			
		233.98	53011212 44341000962	TRACKING CANINE-TRAINING			
Invoice: 060623BB-A		264416	060623BB-A	06/06/2023		USBJUN23	233.98
				POL/ALASKA AIRLINES/PREMIUM SEAT UPGRADE K9			
		233.98	53011212 44341000962	TRACKING CANINE-TRAINING			
Invoice: 060623BB-B		264417	060623BB-B	06/06/2023		USBJUN23	592.80
				POL/ALASKA AIRLINES/ROUND TRIP TCKT SEATTLE-TAMPA			
		592.80	53011212 44341000962	TRACKING CANINE-TRAINING			
Invoice: 060623BB-C		264418	060623BB-C	06/06/2023		USBJUN23	592.80
				POL/ALASKA AIRLINES/ROUND TRIP TCKT SEATTLE-TAMPA			
		592.80	53011212 44341000962	TRACKING CANINE-TRAINING			
Invoice: 060723BB		264419	060723BB	06/07/2023		USBJUN23	192.17
				POL/AMAZON/AIR FRYER/TOASTER OVEN FOR KITCHEN			
		192.17	51011215 531100	POLICE - C/E FACIL SUPPLIES			
Invoice: 061123BB		264420	061123BB	06/11/2023		USBJUN23	392.86
				POL/SAFEGWAY/HOT DOGS, BUNS, CONDIMENTS BOATER FAIR			
		392.86	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
Invoice: 061623BB		264421	061623BB	06/16/2023		USBJUN23	40.00
				POL/GOOD2GO/TACOMA NARROWS BRIDGE TOLLS			
		40.00	53011212 443410	POLICE - C/E PATROL TRAINING			
Invoice: 061023EH		264422	061023EH	06/10/2023		USBJUN23	17.94
				POL/SAFEGWAY/ICE FOR BOATERS FAIR			
		17.94	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
Invoice: 061423EH		264423	061423EH	06/14/2023		USBJUN23	74.00
				POL/SEATTLE PARKING/SEATAC PARKING			
		74.00	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 061423EH-A		264424	061423EH-A	06/14/2023		USBJUN23	1,417.80
				POL/ALASKA AIRLINES/ROUND TRIP SEATTLE-HOUSTON EH			
		1,417.80	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 061423EH-B		264425	061423EH-B	06/14/2023		USBJUN23	1,417.80
				POL/ALASKA AIRLINES/ROUND TRIP SEATTLE-HOUSTON AB			
		1,417.80	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 061423EH-C		264426	061423EH-C	06/14/2023		USBJUN23	100.00
				POL/ALASKA AIRLINES/CHANGE FEE EH			
		100.00	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 061423EH-D		264427	061423EH-D	06/14/2023		USBJUN23	100.00
				POL/ALASKA AIRLINES/CHANGE FEE AB			
		100.00	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			

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CASH ACCOUNT: 635 111100 CASH
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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 061423EH-E		264428	061423EH-E	06/14/2023		USBJUN23	518.90
		518.90	51011232 543100	POL/ALASKA AIRLINES/ONE WAY HOUSTON-SEATTLE HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 062023EH		264429	062023EH	06/20/2023		USBJUN23	83.23
		83.23	51011232 543100	POL/ENTERPRISE RENTAL CARS/VEHICLE RENTAL 1 DAY HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 062023EH-A		264430	062023EH-A	06/20/2023		USBJUN23	10.50
		10.50	51011232 543100	POL/ALASKA AIRLINES/IN-FLIGHT MEAL HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 061923EH		264431	061923EH	06/19/2023		USBJUN23	38.77
		38.77	51011232 543100	POL/BALLARD BREW HALL/MEALS X2 HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 061923EH-A		264432	061923EH-A	06/19/2023		USBJUN23	468.31
		468.31	51011232 543100	POL/MARRIOTT MARQUIS/LODGING 1 NIGHT HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 061923EH-B		264433	061923EH-B	06/19/2023		USBJUN23	528.25
		528.25	51011232 543100	POL/MARRIOTT MARQUIS/LODGING 1 NIGHT, PARKING, MEAL HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 062023EH-B		264434	062023EH-B	06/20/2023		USBJUN23	92.34
		92.34	51011232 543100	POL/THE BREAKFAST KLUB/MEALS AIRPORT X3 HOUSING/MONIT PRIS-TRAVEL EXP			
Invoice: 061223ES		264437	061223ES	06/12/2023		USBJUN23	50.00
		50.00	31011134 443410	EX/ADEM HAJDAROVIC/TRAVEL TO AIRPORT EX-GF-TRAINING			
Invoice: 061223ES-A		264438	061223ES-A	06/12/2023		USBJUN23	10.50
		10.50	31011134 443410	EX/RTD DENVER/TRAIN RIDE TO HOTEL EX-GF-TRAINING			
Invoice: 061223ES-B		264439	061223ES-B	06/12/2023		USBJUN23	15.20
		15.20	31011134 443410	EX/BAD EGG/LUNCH ON AIRPLANE EX-GF-TRAINING			
Invoice: 061423ES		264440	061423ES	06/14/2023		USBJUN23	50.00
		50.00	31011134 443410	EX/ADEM HAJDAROVIC/TREAVEL TO FERRY EX-GF-TRAINING			
Invoice: 061423ES-A		264441	061423ES-A	06/14/2023		USBJUN23	9.45
		9.45	31011134 443410	EX/WA ST FERRIES/TICKET EX-GF-TRAINING			
Invoice: 061423ES-B		264442	061423ES-B	06/14/2023		USBJUN23	12.58
		12.58	31011134 443410	EX/STARBUCKS/DINNER ON PLANE EX-GF-TRAINING			

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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: 062123ES				264443	062123ES	06/21/2023		USBJUN23	375.00
				375.00	31024759 54110000724	EX/CAFE/ART CALL FOR POLICE-COURT FACILITY PD/COURT FAC-PUB ART FEES			
Invoice: 061323BK				264444	061323BK	06/13/2023		USBJUN23	76.44
				76.44	31011572 548500	EX/EIG CONSTANT CONTACT/EMAIL & DIGITAL MARKETING EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 061923BK				264445	061923BK	06/19/2023		USBJUN23	769.27
				769.27	31011131 543100	EX/TOUR BAINBRIDGE/COUNCIL TRANSPORTATION EX-GF-TRAVEL/MEALS/LODGING			
Invoice: 062023BK				264446	062023BK	06/20/2023		USBJUN23	21.40
				21.40	31011134 443410	EX/WA ST FERRIES/TRAVEL TO AWC CONFERENCE EX-GF-TRAINING			
Invoice: 062223BK				264447	062223BK	06/22/2023		USBJUN23	1,025.00
				1,025.00	31011134 443410	EX/ICMA/2023 ANNUAL CONFERENCE EX-GF-TRAINING			
Invoice: 062123BK				264448	062123BK	06/21/2023		USBJUN23	326.86
				326.86	31011134 443410	EX/THE DAVENPORT GRAND/DINNER EX-GF-TRAINING			
Invoice: 062323BK				264449	062323BK	06/23/2023		USBJUN23	30.85
				30.85	31011134 443410	EX/WA ST FERRIES/TRAVEL FROM AWC CONFERENCE EX-GF-TRAINING			
Invoice: 062223BK-A				264450	062223BK-A	06/22/2023		USBJUN23	380.46
				380.46	31011134 443410	EX/WILD SAGE/DINNER EX-GF-TRAINING			
Invoice: 062323BK-A				264451	062323BK-A	06/23/2023		USBJUN23	859.90
				859.90	31011134 443410	EX/THE DAVENPORT GRAND/LODGING AWC CONFERENCE EX-GF-TRAINING			
Invoice: 060623KS				264493	060623KS	06/06/2023		USBJUN23	85.00
				85.00	41011144 443410	FIN/GFOA/SUBSCRIPTION BASED IT ARRANGEMENTS FIN - C/E TRAINING			
Invoice: 061523KS				264494	061523KS	06/15/2023		USBJUN23	229.53
				229.53	41011141 531100	FIN/SMARTSIGN/VISITOR LOG TEMP PARKING PASSES FIN-GF-SUPPLIES			
Invoice: 052423BK-C				264497	052423BK-C	05/24/2023		USBJUN23	1,043.91
				1,043.91	41011144 443410	FIN/CROWNE PLAZA/GFOA CONFERENCE LODGING FIN - C/E TRAINING			
Invoice: 062023BK-A				264498	062023BK-A	06/20/2023		USBJUN23	315.00
				315.00	41011144 443410	FIN/GFOA/UNDERSTANDING GOV'T COMPENSATION & PYROLL FIN - C/E TRAINING			

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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: 060223PN				264499	060223PN	06/02/2023		USBJUN23		11.48
				11.48	11011116 539100	CC/SAFEWAY/FOOD SOUTH WARD MEETING SNACKS		COUNCIL-NON TRAVEL FOOD/SNACK		
Invoice: 060223PN-A				264500	060223PN-A	06/02/2023		USBJUN23		22.74
				22.74	11011116 539100	CC/TOWN&COUNTRY/FOOD SOUTH WARD MEETING SNACKS		COUNCIL-NON TRAVEL FOOD/SNACK		
Invoice: 061123PN				264501	061123PN	06/11/2023		USBJUN23		12.00
				12.00	36011143 443410	EXCC/BROWN BEAR CAR WASH/CONTINUING EDUCATION		CLERK-GF-TRAINING		
Invoice: 061223PN				264502	061223PN	06/12/2023		USBJUN23		5.50
				5.50	36011143 443410	EXCC/WSDOT/CONTINUING EDUCATION TRAVEL		CLERK-GF-TRAINING		
Invoice: 061123PN-A				264503	061123PN-A	06/11/2023		USBJUN23		21.70
				21.70	36011143 443410	EXCC/WILD ORCHID/CONTINUING EDUCATION MEAL		CLERK-GF-TRAINING		
Invoice: 061323PN				264504	061323PN	06/13/2023		USBJUN23		21.80
				21.80	36011143 443410	EXCC/EAST WEST RESTUARANT/CONTINUINNG EDUCATION		CLERK-GF-TRAINING		
Invoice: 061423PN				264505	061423PN	06/14/2023		USBJUN23		122.28
				122.28	11011116 539100	CC/ISLAND BITE/CITY COUNCIL MTG DINNER		COUNCIL-NON TRAVEL FOOD/SNACK		
Invoice: 061323PN-A				264506	061323PN-A	06/13/2023		USBJUN23		35.00
				35.00	36011143 443410	EXCC/SHELL OIL/CONTINUING EDUCATION FUEL		CLERK-GF-TRAINING		
Invoice: 061523PN				264507	061523PN	06/15/2023		USBJUN23		-150.00
				-150.00	11011116 542450	CC/BI PARKS & REC/REFUND DEPOSIT ISLAND CENTER HAL		COMMUNITY OUTREACH/PARTICIPA		
Invoice: 061723PN				264508	061723PN	06/17/2023		USBJUN23		615.50
				615.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKERS RENT		CLERK-RENTS		
Invoice: 061723PN-A				264509	061723PN-A	06/17/2023		USBJUN23		615.50
				615.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKERS RENT		CLERK-RENTS		
Invoice: 062023PN				264510	062023PN	06/20/2023		USBJUN23		88.55
				88.55	11011116 539100	CC/COQUETTE BAKE SHOP/CITY COUNCIL MTG DINNER		COUNCIL-NON TRAVEL FOOD/SNACK		
Invoice: 062023PN-A				264511	062023PN-A	06/20/2023		USBJUN23		12.97
				12.97	11011116 539100	CC/SAFEWAY/CITY COUNCIL MTG DINNER		COUNCIL-NON TRAVEL FOOD/SNACK		

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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: 062223CF				264548	062223CF	06/22/2023		USBJUN23	.01
				.01	41141 343410	COBI/INVOICE CLOUD PAYMENT TEST CUST #13331			
						WATER SALES			
Invoice: 060623MB				264550	060623MB	06/06/2023		USBJUN23	328.61
				328.61	73011189 531100	PW/SITEONE LANDSCAPE/IRRIGATION CONTROLLER			
						O&M - C/E FACIL OFC SUPPLIES			
Invoice: 062323CB				264553	062323CB	06/23/2023		USBJUN23	5.50
				5.50	36011143 443410	EXCC/TACOMA NARROWS BRIDGE/NW CLERKS INSTITUTE			
						CLERK-GF-TRAINING			
Invoice: 052523MD				264554	052523MD	05/25/2023		USBJUN23	9.83
				9.83	81011881 535500	IT/APPLE.COM/USBC TO APPLE PENCIL ADAPTER			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 052523MD-A				264555	052523MD-A	05/25/2023		USBJUN23	60.05
				60.05	81011881 548500	IT/ADOBE.COM/CREATIVE CLOUD SW APPLICATIONS			
						IT - C/E COMPUTER SUPPORT			
Invoice: 052523MD-B				264556	052523MD-B	05/25/2023		USBJUN23	9.79
				9.79	81011881 531100	IT/AMAZON/CELL PHONE SCREEN PROTECTORS			
						IT - C/E SUPPLIES			
Invoice: 052723MD				264557	052723MD	05/25/2023		USBJUN23	87.31
				87.31	81011881 531100	IT/APPLE.COM/OTTERBOX CASE FOR IPAD (MORRIS)			
						IT - C/E SUPPLIES			
Invoice: 052723MD-A				264558	052723MD-A	05/27/2023		USBJUN23	108.11
				108.11	81011881 535500	IT/APPLE.COM/APPLE PENCIL (MORRIS)			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 052723MD-B				264559	052723MD-B	05/27/2023		USBJUN23	654.11
				654.11	81011881 535500	IT/APPLE.COM/10.9 INCH IPAD, WIFI, 256 GB MORRIS			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 052523MD-C				264560	052523MD-C	05/27/2023		USBJUN23	21.70
				21.70	81011881 531100	IT/AMAZON/1/2 PAGE STICKY NOTES			
						IT - C/E SUPPLIES			
Invoice: 052523MD-D				264561	052523MD-D	05/25/2023		USBJUN23	103.72
				103.72	81011881 531100	IT/AMAZON/CORD COVER, GLASS WIPES			
						IT - C/E SUPPLIES			
Invoice: 060723MD				264562	060723MD	06/07/2023		USBJUN23	1,092.00
				1,092.00	81011881 548500	IT/LANSWEEPER/COMPUTER INVENTORY SOFTWARE			
						IT - C/E COMPUTER SUPPORT			
Invoice: 060823MD				264563	060823MD	06/08/2023		USBJUN23	12.00
				12.00	81011881 548500	IT/WETRANSFER/POLICE ENCRYPTION EMAIL SW			
						IT - C/E COMPUTER SUPPORT			

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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: 060923MD				264564	060923MD	06/09/2023		USBJUN23	206.56
				206.56	81011881 535500	IT/AMAZON/WIRELESS KEYBOARD, MOUSE, STAND IT - C/E COMPUTER PARTS & EQ			
Invoice: 061423MD				264565	061423MD	06/14/2023		USBJUN23	21.84
				21.84	81011881 548500	IT/OPENAI/SUBSCRIPTION TO CHTGPT SOFTWARE IT - C/E COMPUTER SUPPORT			
Invoice: 061423MD-A				264566	061423MD-A	06/14/2023		USBJUN23	532.90
				532.90	81011882 548500	IT/ESRI/ARGIS ONLINE CREDITS BLOCK OF 1000 IT-GIS-SOFTWARE MAINT			
Invoice: 062123MD				264567	062123MD	06/21/2023		USBJUN23	38.17
				38.17	81011881 535500	IT/DIGARTY/WINX DVD RIPPER IT - C/E COMPUTER PARTS & EQ			
Invoice: 062223MD				264568	062223MD	05/22/2023		USBJUN23	376.73
				376.73	81031881 53550000567	IT/BEST BUY/PORTABLE SPEAKER PEG CAP FUNDING-NON CAP ITEMS			
Invoice: 062123MD-A				264569	062123MD-A	06/21/2023		USBJUN23	805.56
				805.56	81011881 535500	IT/AMAZON/24" MONITORS X 6 IT - C/E COMPUTER PARTS & EQ			
Invoice: 062123MD-B				264570	062123MD-B	06/21/2023		USBJUN23	14.19
				14.19	81011881 548500	IT/ARLO/COURT VIDEO CAMERA SERVICE IT - C/E COMPUTER SUPPORT			
Invoice: 062223MD-A				264571	062223MD-A	06/22/2023		USBJUN23	52.79
				52.79	81011881 531100	IT/AMAZON/TRIPP LITE USB EXTENSION CABLE IT - C/E SUPPLIES			
Invoice: 062023MD				264572	062023MD	06/20/2023		USBJUN23	228.05
				228.05	81011881 535500	IT/AMAZON/UPS BATTERY BACKUP (O&M) IT - C/E COMPUTER PARTS & EQ			
Invoice: 062223MD-B				264573	062223MD-B	06/22/2023		USBJUN23	141.92
				141.92	72311942 63550000724	IT/AMAZON/DOCKING STATION, SPEAKERS, WALL MOUNT PD/COURT BLDG-PC PARTS/EQ			
Invoice: 053023JD				264574	053023JD	05/30/2023		USBJUN23	117.50
				117.50	21011125 531100	CRT/AMAZON/PAPER, PENS, STAPLERS COURT-SUPPLIES			
Invoice: 060923JD				264575	060923JD	06/09/2023		USBJUN23	327.38
				327.38	21011125 548500	CRT/ZOOM.US/ANNUAL SUBSCRIPTION COURT-SOFTWARE SUPPORT MAINT			
Invoice: 061623JD				264576	061623JD	06/16/2023		USBJUN23	14.29
				14.29	21011125 531100	CRT/ACE HARDWARE/KEYS COURT-SUPPLIES			

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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: 061923JD				264577	061923JD	06/19/2023		USBJUN23	21.40
				21.40	21011125 549900	CRT/WA ST FERRIES/PERSONAL ERROR CHARGED TO CITY COURT-MISC			
Invoice: 062123JD				264578	062123JD	06/21/2023		USBJUN23	73.95
				73.95	21011125 531100	CRT/COSTCO/FAN, SPRAY, SOAP COURT-SUPPLIES			
Invoice: 062323JD				264579	062323JD	06/23/2023		USBJUN23	65.81
				65.81	21011125 531100	CRT/COSTCO/PAPER TOWELS, KLEENEX, WIPES COURT-SUPPLIES			
Invoice: 060223MH				264580	060223MH	06/02/2023		USBJUN23	263.56
				263.56	73425358 531100	PW/GALCO IND ELECTRONICS/TIME DELAY RELAY, 120 VAC O&M-WWTP-SUPPLIES			
Invoice: 060523MH				264581	060523MH	06/05/2023		USBJUN23	48.75
				48.75	73425358 542500	PW/USPS/POSTAGE FOR LAB SAMPLE O&M-WWTP-POSTAGE/SHIPPING			
Invoice: 061423MH				264583	061423MH	06/14/2023		USBJUN23	48.75
				48.75	73425358 542500	PW/USPS/POSTAGE FOR LAB SAMPLES O&M-WWTP-POSTAGE/SHIPPING			
Invoice: 062123MH				264584	062123MH	06/21/2023		USBJUN23	48.75
				48.75	73425358 542500	PW/USPS/POSTAGE FOR LAB SAMPLES O&M-WWTP-POSTAGE/SHIPPING			
Invoice: 0525253RL				264585	0525253RL	05/25/2023		USBJUN23	45.59
				45.59	31011131 542500	EX/FEDEX/EXPRESS SHIPPING VIA PHONE EX-GF-POSTAGE/SHIPPING			
Invoice: 052523RL-A				264586	052523RL-A	05/25/2023		USBJUN23	-40.00
				-40.00	31011134 443410	EX/BI CHAMBER COMMERCE/REFUND FOR GOOD OR SERVICES EX-GF-TRAINING			
Invoice: 052723RL				264587	052723RL	05/27/2023		USBJUN23	29.84
				29.84	31011131 539100	EX/WALMART SUPERCENTER/COFFEE EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 052623RL				264589	052623RL	05/26/2023		USBJUN23	8.73
				8.73	31011572 531100	EX/AMAZON/FLAG FOR BI SENIOR COMMUNITY CENTER EX-GF-OUTREACH-SUPPLIES			
Invoice: 052723RL-A				264590	052723RL-A	05/27/2023		USBJUN23	32.75
				32.75	31011572 53110001249	EX/AMAZON/SUGGESTION BOX BI READS PROGRAM BI READS-SUPPLIES			
Invoice: 060123RL				264591	060123RL	06/01/2023		USBJUN23	15.38
				15.38	31011131 531100	EX/TOWN&COUNTRY/STORAGE CONTAIER, BAGS EX-GF-SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH
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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 060123RL-A		264592	060123RL-A	06/01/2023		USBJUN23	23.70
		23.70	31011131 539100	EX/COQUETTE BAKE SHOP/PASTRIES MEETING WITH CHAMBR EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 060223RL		264593	060223RL	06/02/2023		USBJUN23	112.48
		112.48	32011152 548500	LEGAL/LEXIS NEXIS/MAY 2023 MONTHLY MEMBERSHIP LGL-GF-SOFTWARE MAINT/SUBSCR			
Invoice: 060723RL		264594	060723RL	06/07/2023		USBJUN23	91.58
		91.58	31011131 539100	EX/CUPS ESPRESSO/MAY-JUNE EMPLOYEE LUNCHES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 060723RL-A		264595	060723RL-A	06/07/2023		USBJUN23	11.50
		11.50	31011131 539100	EX/BLACKBIRD BAKERY/MAY, JUNE EMPLOYEE LUNCHES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 060923RL		264596	060923RL	06/09/2023		USBJUN23	90.63
		90.63	31011131 531100	EX/PITNEY BOWES/E-Z SEAL REFIL POSTAGE MACHINE EX-GF-SUPPLIES			
Invoice: 061323RL		264597	061323RL	06/13/2023		USBJUN23	9.99
		9.99	31011131 549100	EX/KITSAP SUN/UNLIMITED DIGITAL ACCESS EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 061323RL-A		264598	061323RL-A	06/13/2023		USBJUN23	13.00
		13.00	31011131 531100	EX/WILLOW TREE/GIFT CARD ALL HANDS MEETING EX-GF-SUPPLIES			
Invoice: 061423RL		264599	061423RL	06/14/2023		USBJUN23	55.34
		55.34	31011131 539100	EX/TOWN&COUNTRY/COOKIES ALL HANDS MEETING EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 062323RL		264600	062323RL	06/23/2023		USBJUN23	678.07
		678.07	11011116 443410	CC/THE DAVENPORT GRAND/LODGIG CM DEETS (AWC CONF) COUNCIL - TRAINING			
Invoice: 060723DM		264601	060723DM	06/07/2023		USBJUN23	39.00
		39.00	73637891 539100	PW/SLUYS BAKERY/DONUTS SAFETY MEETING O&M-NON TRAVEL FOOD/BEV			
Invoice: 061723DM		264602	061723DM	06/17/2023		USBJUN23	109.16
		109.16	73111427 531100	PW/AMAZON/LONG CANVAS SAND BAGS OFFICE SUPPLIES			
Invoice: 060123JR		264603	060123JR	06/01/2023		USBJUN23	300.00
		300.00	73637891 545000	PW/STORAGE 98110/STORAGE UNIT RENTAL RENTS & LEASES - OPERATING			
Invoice: 052423JR		264604	052423JR	05/24/2023		USBJUN23	67.70
		67.70	73637891 539100	PW/SAFEWAY/COOKIES, ICE FOR PW WEEK BBQ O&M-NON TRAVEL FOOD/BEV			

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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: 052523JR				264605	052523JR	05/25/2023		USBJUN23	17.03		
				17.03	73111264 53110001264	PW/AMAZON/SPRING LOADED NUTS SPEED LIMIT REDUCTIONS-SUPPLY					
Invoice: 052523JR-A				264606	052523JR-A	05/25/2023		USBJUN23	.32		
				.32	73411345 443410	PW/HOLIDAY INN EXPRESS/TAX ADJUSTMENT O&M-WTR MAINT-TRAINING EXP					
Invoice: 052823JR				264607	052823JR	05/28/2023		USBJUN23	19.65		
				19.65	73637891 531100	PW/COSTCO/AAA BATTERIES OFFICE SUPPLIES					
Invoice: 053023JR				264608	053023JR	05/30/2023		USBJUN23	279.54		
				279.54	73638935 531100	PW/AMAZON/HOTSTART ENGINE PREHEATER O&M-STD ALLOCATION-SUPPLIES					
Invoice: 053123JR				264609	053123JR	05/31/2023		USBJUN23	98.27		
				98.27	73411345 531100	PW/AMAZON/FLOOR MATS TRUCK 248 OFFICE SUPPLIES					
Invoice: 060123JR-A				264610	060123JR-A	06/01/2023		USBJUN23	38.71		
				38.71	73637891 539100	PW/RED APPLE MARKET/DESSERTS FOR ANNIVERSARY O&M-NON TRAVEL FOOD/BEV					
Invoice: 060823JR				264611	060823JR	06/08/2023		USBJUN23	104.80		
				104.80	73638935 531100	PW/AMAZON/WATER VALVE RUBBER DIAPHRAGHM O&M-STD ALLOCATION-SUPPLIES					
Invoice: 061223JR				264612	061223JR	06/12/2023		USBJUN23	8.13		
				8.13	73111427 531100	PW/USPS/CERTIFIED LETTER POSTAGE OFFICE SUPPLIES					
Invoice: 061223JR-A				264613	061223JR-A	06/12/2023		USBJUN23	64.42		
				64.42	73637891 531100	PW/AMAZON/PRINTER CARTRIDGES OFFICE SUPPLIES					
Invoice: 061523JR				264614	061523JR	06/15/2023		USBJUN23	206.49		
				206.49	73638935 531100	PW/ZORO.COM/MANUAL AIR CONTROL VALVE O&M-STD ALLOCATION-SUPPLIES					
Invoice: 061523JR-A				264615	061523JR-A	06/15/2023		USBJUN23	83.04		
				83.04	73638935 531100	PW/AMAZON/DIESEL OIL FILTERS O&M-STD ALLOCATION-SUPPLIES					
Invoice: 061623CW				264624	061623CW	06/02/2023		USBJUN23	60.04		
				60.04	72011321 531100	ENG/CHICAGO BOOKS/NACTO DESIGN GUIDELINE MANUAL ENG - C/E ADMIN SUPPLIES					
Invoice: 052423DP-B				264672	052423DP-B	05/24/2023		USBJUN23	23.64		
				23.64	41011144 443410	FIN/SHELL OIL/GAS FIN - C/E TRAINING					

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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: 052423DP-C		264673	052423DP-C	05/24/2023		USBJUN23	16.00
		16.00	41011144 443410	FIN/BEASTRO/BREAKFAST			
				FIN - C/E TRAINING			
Invoice: 052423DP-D		264674	052423DP-D	05/24/2023		USBJUN23	757.95
		757.95	41011144 443410	FIN/HOTEL VANCE/LODGING 5/21-5/23			
				FIN - C/E TRAINING			
Invoice: 052423KG		264675	052423KG	05/24/2023		USBJUN23	-32.71
		-32.71	72011321 539100	ENG/SAFEWAY/RETURNED PW WEEK LUNCH SUPPLIES			
				ENG-C/E-NON TRAVEL FOOD/BEV			
Invoice: 052423KG-A		264676	052423KG-A	05/24/2023		USBJUN23	77.71
		77.71	72011321 539100	ENG/SAFEWAY/PUBLIC WORKS WEEKS LUNCH			
				ENG-C/E-NON TRAVEL FOOD/BEV			
Invoice: 052623KG		264677	052623KG	05/26/2023		USBJUN23	2,147.37
		1,073.50	73637891 539100	ENG, PW/BATTLE POINT BBQ/PW WEEK LUNCH			
		1,073.87	72011321 539100	O&M-NON TRAVEL FOOD/BEV			
				ENG-C/E-NON TRAVEL FOOD/BEV			
Invoice: 060723KG		264678	060723KG	06/07/2023		USBJUN23	4.32
		4.32	72011321 531100	ENG/DANA'S SHOWHOUSE/CARD FOR JH			
				ENG - C/E ADMIN SUPPLIES			
Invoice: 060823KG		264679	060823KG	06/08/2023		USBJUN23	304.67
		304.67	72011321 531100	ENG/NESPRESSO/NESPRESSO COFFEE MACHINE			
				ENG - C/E ADMIN SUPPLIES			
Invoice: 060923KG		264680	060923KG	06/09/2023		USBJUN23	29.18
		29.18	72011321 531100	ENG/AMAZON/CALCULATOR M OXFORD			
				ENG - C/E ADMIN SUPPLIES			
Invoice: 061423KG		264681	061423KG	06/14/2023		USBJUN23	400.00
		400.00	72411341 549100	ENG/AMERICAN WATER WORKS ASSOC/MEMBERSHIP PN			
				ENG - WATER MISCELLANEOUS			
Invoice: 061423KG-A		264682	061423KG-A	06/14/2023		USBJUN23	195.00
		195.00	72011321 549100	ENG/APWA/MEMBERSHIP KM			
				ENG - C/E ADMIN MISCELLENEOUS			
Invoice: 061623KG		264683	061623KG	06/16/2023		USBJUN23	19.54
		19.54	31011131 549900	EX/DANA'S SHOWHOUSE/CARD FOR RL			
				EX-GF-MISC			
Invoice: 061923KG		264684	061923KG	06/19/2023		USBJUN23	94.68
		94.68	72011321 531100	ENG/AMAZON/PARTY HATS, PAPER PLATES			
				ENG - C/E ADMIN SUPPLIES			
Invoice: 062623KG		264685	062623KG	06/26/2023		USBJUN23	51.28
		51.28	72011321 531100	ENG/AMAZON/ERGONOMIC LAPTOP RISER			
				ENG - C/E ADMIN SUPPLIES			

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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: 060723SH		264728	060723SH	06/07/2023		USBJUN23	15.96
		15.96	31011572 549100	EX/THE SEATTLE TIMES/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 061423SH		264729	061423SH	06/14/2023		USBJUN23	21.82
		21.82	31011572 531100	EX/MICHAEL'S/RIBBON FOR RIBBON CUTTING EVENT EX-GF-OUTREACH-SUPPLIES			
Invoice: 061923SH		264730	061923SH	06/19/2023		USBJUN23	11.99
		11.99	31011572 549100	EX/KITSAP SUN/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 061523SH		264731	061523SH	06/15/2023		USBJUN23	50.00
		50.00	31011572 542450	EX/FACEBOOK/BOOSTED POST FOR BI READS EX-GF-OUTREACH-ADV			
Invoice: 062623SH		264732	062623SH	06/26/2023		USBJUN23	9.99
		9.99	31011572 542450	EX/FACEBOOK/BOOSTED POST FOR BI READS EX-GF-OUTREACH-ADV			
Invoice: 053023RN		264733	053023RN	05/30/2023		USBJUN23	104.00
		104.00	73637892 443410	PW/PSI CUSTOMER SERVICE/CROSS CONNECTION EXAM TP O&M-ALLOC-WTR-TRAINING			
Invoice: 053123RN		264734	053123RN	05/31/2023		USBJUN23	88.74
		88.74	73637892 443410	PW/WA DOH/WATER DIST MANAGER EXAM TP O&M-ALLOC-WTR-TRAINING			
Invoice: 060523RN		264735	060523RN	06/05/2023		USBJUN23	14.95
		14.95	73411345 531100	PW/SAFEWAY/ICE OFFICE SUPPLIES			
Invoice: 060723RN		264736	060723RN	06/07/2023		USBJUN23	11.96
		11.96	73411345 531100	PW/SAFEWAY/ICE OFFICE SUPPLIES			
Invoice: 060723RN-A		264737	060723RN-A	06/07/2023		USBJUN23	740.36
		740.36	73411345 542100	PW/UPS STORE/SHIPPING FOR SAMPLES O&M-WTR MAINT-PHONE/POSTAGE			
Invoice: 061323RN		264738	061323RN	06/13/2023		USBJUN23	83.28
		83.28	73421355 542100	PW/UPS STORE/SHIPPING FOR SPOILS SAMPLES WIN COLL--PHONE/FAX			
Invoice: 062123RN		264739	062123RN	06/21/2023		USBJUN23	235.86
		235.86	73421355 531100	PW/AMAZON/FLUKE 3 PHASE ROTATION INDICATOR WIN COLL-SUPPLIES			
Invoice: 061423RN		264740	061423RN	06/14/2023		USBJUN23	405.47
		405.47	73637892 443410	PW/HOLIDAY INN EXPRESS/HOTEL FOR CLASS O&M-ALLOC-WTR-TRAINING			

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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: 061523RN				264741	061523RN	06/15/2023		USBJUN23					104.00	
				104.00	73637892 443410	PW/PSI CUSTOMER SERVICE/WA		WATER WORKS OPERATOR						
						O&M-ALLOC-WTR-TRAINING								
						CHECK		2456 TOTAL:				50,037.64		
				NUMBER OF CHECKS		1		*** CASH ACCOUNT TOTAL ***				50,037.64		
						COUNT		AMOUNT						
				TOTAL PRINTED CHECKS		1		50,037.64						
								*** GRAND TOTAL ***				50,037.64		

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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 7 116									
APP 407-213000	07/18/2023	USBJUN23	071823			ACCOUNTS PAYABLE		56.04	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/18/2023	USBJUN23	071823			CASH			50,037.64
						AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	07/18/2023	USBJUN23	071823			GENERAL - ACCOUNTS PAYABLE		44,731.48	
						AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	07/18/2023	USBJUN23	071823			ACCOUNTS PAYABLE		1,265.87	
						AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000	07/18/2023	USBJUN23	071823			ACCOUNTS PAYABLE		141.92	
						AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	07/18/2023	USBJUN23	071823			ACCOUNTS PAYABLE		728.95	
						AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000	07/18/2023	USBJUN23	071823			ACCOUNTS PAYABLE		2,979.06	
						AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	07/18/2023	USBJUN23	071823			STREETS - ACCOUNTS PAYABLE		134.32	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								50,037.64	50,037.64
APP 631-130000	07/18/2023	USBJUN23	071823			DUE TO/FROM CLEARING		47,058.58	
APP 407-130000	07/18/2023	USBJUN23	071823			DUE TO/FROM CLEARING			56.04
APP 001-130000	07/18/2023	USBJUN23	071823			GENERAL - DUE TO/FROM CLEARING			44,731.48
APP 401-130000	07/18/2023	USBJUN23	071823			DUE TO/FROM CLEARING			1,265.87
APP 301-130000	07/18/2023	USBJUN23	071823			DUE TO/FROM CLEARING			141.92
APP 402-130000	07/18/2023	USBJUN23	071823			DUE TO/FROM CLEARING			728.95
APP 101-130000	07/18/2023	USBJUN23	071823			STREETS - DUE TO/FROM CLEARING			134.32
SYSTEM GENERATED ENTRIES TOTAL								47,058.58	47,058.58
JOURNAL 2023/07/116 TOTAL								97,096.22	97,096.22

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	116	07/18/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	44,731.48	44,731.48
				FUND TOTAL	44,731.48	44,731.48
101 STREET FUND 101-130000 101-213000	2023 7	116	07/18/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	134.32	134.32
				FUND TOTAL	134.32	134.32
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 7	116	07/18/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	141.92	141.92
				FUND TOTAL	141.92	141.92
401 WATER OPERATING FUND 401-130000 401-213000	2023 7	116	07/18/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,265.87	1,265.87
				FUND TOTAL	1,265.87	1,265.87
402 SEWER OPERATING FUND 402-130000 402-213000	2023 7	116	07/18/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	728.95	728.95
				FUND TOTAL	728.95	728.95
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 7	116	07/18/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	56.04	56.04
				FUND TOTAL	56.04	56.04
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 7	116	07/18/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	47,058.58 2,979.06	50,037.64
				FUND TOTAL	50,037.64	50,037.64

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		44,731.48
101	STREET FUND		134.32
301	CAPITAL CONSTRUCTION FUND		141.92
401	WATER OPERATING FUND		1,265.87
402	SEWER OPERATING FUND		728.95
407	BUILDING & DEVELOPMENT FUND		56.04
631	CLEARING FUND		
		47,058.58	
TOTAL		47,058.58	47,058.58

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

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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										
2457	07/26/2023	EFT	5 ACE HARDWARE	264625	537461	06/28/2023		07/23/23		161.33
	Invoice: 537461			161.33	73638935 531100	PW/ELBOW, COUPLE, WHEELBARROW, ASSEMBLY				
						O&M-STD ALLOCATION-SUPPLIES				
	Invoice: 537681			264626	537681	07/03/2023		07/23/23		66.57
				66.57	73426355 531100	PW/MG IN-GRND SOIL, GRASS SMRT PATCH				
						O&M-SIS-SUPPLIES				
	Invoice: 537701			264627	537701	07/03/2023		07/23/23		49.11
				49.11	73426355 531100	PW/MG IN-GRND SOIUL 1.3CF				
						O&M-SIS-SUPPLIES				
	Invoice: 537801			264628	537801	07/05/2023		07/23/23		98.27
				98.27	73426355 531100	PW/TARP POLY BLUE/BRN 20X30				
						O&M-SIS-SUPPLIES				
	Invoice: 537921			264629	537921	07/06/2023		07/23/23		43.63
				13.07	73011897 531100	PW/TAPE BARCDE, AIR PLUG				
				30.56	73111290 531100	O&M-C/E-PWY FAC-SUPPLIES				
						O&M-STREET-MAINT O/H-SUPPLIES				
	Invoice: 538021			264630	538021	07/07/2023		07/23/23		82.92
				82.92	73426355 531100	PW/ACE TOP SOIL, SPRAYER HAND MULTI, BROOM HEAD				
						O&M-SIS-SUPPLIES				
	Invoice: 538541			264754	538541	07/13/2023		07/23/23		78.59
				78.59	73425358 531100	PW/TRASH CAN, TRASH BAGS, TAPE MEASURE				
						O&M-WWTP-SUPPLIES				
						CHECK	2457	TOTAL:		580.42
2458	07/26/2023	EFT	8991 ALLIANCE 2020, INC	264099	5845573	05/31/2023		07/23/23		-37.07
	Invoice: 5845573			-37.07	33011161 541100	HR/CANCELLED BACKGROUND CHECK				
						HR-C/E-PROF SVCS				
	Invoice: 5845670			264521	5845670	06/30/2023		07/23/23		492.95
				492.95	33011161 541100	HR/BACKGROUND CHECKS				
						HR-C/E-PROF SVCS				
						CHECK	2458	TOTAL:		455.88
2459	07/26/2023	EFT	10239 ALLIANCE TECHNICAL G	264530	2306380	06/30/2023		07/23/23		2,500.00
	Invoice: 2306380			2,500.00	73011370 54110000261	PW/VINENT LANDFILL GROUND				
						BI LANDFILL MONITORING-PRO SVC				
	Invoice: 2306219			264621	2306219	07/07/2023		07/23/23		5,091.07
				5,091.07	72637319 54110000809	ENG/00485 & 00809 SURFACE AND GROU				
						WATER QUAL FLOW MONIT-PRO SVCS				

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CASH ACCOUNT: 635		111100	CASH																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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A/P CASH DISBURSEMENTS JOURNAL

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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: BIR979794				56.10	11011113 544000	CC/COMPOSTING, REPORTING, PROCUREMENT COUNCIL - LEGAL NOTICES			
Invoice: BIR979903				264686	BIR979903	07/07/2023	07/23/23		101.29
				101.29	63470586 544000	PCD/LEGAL NOTICE FOR BLD27414 CUR-DEV-ZONING-ADV			
Invoice: BIR979940				264687	BIR979940	07/07/2023	07/23/23		93.72
				93.72	63470586 544000	PCD/LEGAL NOTICE FOR PLN51849 SCUP/SSDP/CUP CUR-DEV-ZONING-ADV			
				CHECK		2462	TOTAL:		472.39
2463	07/26/2023	EFT	55 SOUND PUBLISHING, IN	264748	8107542	06/30/2023	07/23/23		57.50
Invoice: 8107542				57.50	51011191 544000	POL/PROPERTYROOM PD-C/E-PROP RM-ADVERTISING			
				CHECK		2463	TOTAL:		57.50
2464	07/26/2023	EFT	9856 BARR-TECH LLC	264636	8951	06/30/2023	07/23/23		5,693.35
Invoice: 8951				5,693.35	73425358 54790100551	PW/BIOSOLIDS PROCESSED 87.59 TON JUNE 2023 BIOSOLIDS WASTE DISPOSAL			
				CHECK		2464	TOTAL:		5,693.35
2465	07/26/2023	EFT	5412 BENEFIT ADMINISTRATI	264659	230707	07/11/2023	07/23/23		264.00
Invoice: 230707				16.84	21011125 520000	HSA/FSA BENEFITS			
				44.93	31011131 520000	COURT-BENEFITS			
				33.71	41011141 520000	EX-GF-BEN			
				5.62	51011211 520000	FIN-GF-BEN			
				22.47	61011581 520000	PD-C/E ADMIN-BENEFITS			
				67.40	71011321 520000	PCD - C/E ADMIN BENEFITS			
				73.03	81011881 520000	PW - C/E BENEFITS			
				IT - C/E ADMIN BENEFITS					
				CHECK		2465	TOTAL:		264.00
2466	07/26/2023	EFT	45 BAINBRIDGE ISLAND CH	264660	2027 BIZ AM	12/31/2022	07/23/23		2,533.76
Invoice: 2027 BIZ AM				2,533.76	31011492 54110001194	EX/BUSINESS AMBASSADOR SUPPORT WASTE REDUCTION CAP-WASTE RED-PROF SVCS			
Invoice: LTAC 23 #2				264799	LTAC 23 #2	07/11/2023	07/23/23		16,162.33
				16,162.33	91140573 541100	2023 LTAC CONTRACT (VISITOR IN GG-TOUR-PROF SERVICES			
				CHECK		2466	TOTAL:		18,696.09

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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			
2467	07/26/2023	EFT	50 BAINBRIDGE ISLAND EL	264633	20230045	06/30/2023		07/23/23	3,063.06
	Invoice: 20230045					PW/ANNUAL INSPECTION WWTP			
				3,063.06	73425358 541100	O&M-WWTP-PROF SVCS			
						CHECK		2467 TOTAL:	3,063.06
2468	07/26/2023	EFT	971 BAINBRIDGE ISLAND HI	264619	1001-2	06/23/2023		07/23/23	5,000.00
	Invoice: 1001-2					EX/2022-23 CULTURAL FUNDING (OPER			
				5,000.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK		2468 TOTAL:	5,000.00
2469	07/26/2023	EFT	2476 BISSC	264634	Q2-2023 HSF	07/06/2023		07/23/23	11,375.00
	Invoice: Q2-2023 HSF					EX/2023-24 HUMAN SERVICES FUNDING			
				11,375.00	31017690 54110000297	SEN CENTER-OPER SUPPORT			
				264635	Q2-2023	07/06/2023		07/23/23	1,326.10
	Invoice: Q2-2023					EX/2022-23 CULTURAL FUNDING CONTR			
				1,326.10	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK		2469 TOTAL:	12,701.10
2470	07/26/2023	EFT	5016 BAINBRIDGE ISLAND B0	264759	Q2-2023	06/30/2023		07/23/23	7,750.00
	Invoice: Q2-2023					EX/2023-24 HUMAN SERVICES FUNDING			
				7,750.00	31017670 54110000297	EX-BI CHILD CARE/B&G CLUB			
						CHECK		2470 TOTAL:	7,750.00
2471	07/26/2023	EFT	78 BROWNE WHEELER ENGIN	264774	11000	07/11/2023		07/23/23	16,225.00
	Invoice: 11000					ENG/PSA FERNCLIFF WTR MAIN EXTENSI			
				16,225.00	72413434 64110001170	FERNCLIFF WTR EXT-PROF SVCS			
						CHECK		2471 TOTAL:	16,225.00
2472	07/26/2023	EFT	8024 CLEARWAY ENVIRONMENT	264760	18_23_COBI-ROCK-10	07/11/2023		07/23/23	1,950.00
	Invoice: 18_23_COBI-ROCK-10					ENG/EEL GRASS MONITORING THROUGH 1			
				1,950.00	72011391 54110000710	ROCKAWAY-MIT/MONITORING-P SVCS			
						CHECK		2472 TOTAL:	1,950.00
2473	07/26/2023	EFT	9323 CONSOR NORTH AMERICA	264761	N223434WA.00-14	07/17/2023		07/23/23	153,871.45
	Invoice: N223434WA.00-14					ENG/WINSLOW WATER TANK DESIGN SERV			
				153,871.45	72413434 64110000988	NEW WATER TANKS-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											
						CHECK	2473	TOTAL:	153,871.45		
2474	07/26/2023 EFT		6363 LN CURTIS & SONS	264749	INV723716	07/07/2023		07/23/23	492.42		
Invoice: INV723716				492.42	53011212 520000	POL/UNIFORM SHIRTS/JF, BM		POLICE - C/E PATROL BENEFITS			
						CHECK	2474	TOTAL:	492.42		
2475	07/26/2023 EFT		5062 FRIENDS OF THE FARMS	264638	Q2-2023	07/01/2023		07/23/23	16,250.00		
Invoice: Q2-2023				16,250.00	31011557 54110001019	EX/Q2 2023 SERVICES		FOTF-FARM MNGT SVCS			
						CHECK	2475	TOTAL:	16,250.00		
2476	07/26/2023 EFT		7851 GEOTECH ENVIROMENTAL	264742	728053	06/27/2023		07/23/23	870.42		
Invoice: 728053				870.42	73011370 54500000261	PW/RENTAL VFD CONTROLLER 115VAC		BI LANDFILL MONITORING-RENTS			
						CHECK	2476	TOTAL:	870.42		
2477	07/26/2023 EFT		1517 GUARDIAN SECURITY SY	264531	1378334	07/01/2023		07/23/23	57.66		
Invoice: 1378334				57.66	51011215 541100	POL/ALARM MONITORING		POLICE - C/E FACIL PROF SVCS			
						CHECK	2477	TOTAL:	57.66		
2478	07/26/2023 EFT		252 H.D. FOWLER COMPANY	264767	I6445650	07/07/2023		07/23/23	21.84		
Invoice: I6445650				21.84	73411345 531100	PW/OUTBOUND FREIGHT CHARGE		OFFICE SUPPLIES			
Invoice: I6445653				264769	I6445653	07/07/2023		07/23/23	601.85		
				601.85	73411345 531100	PW/ PEP PACK JOINT COUPLING, BRASS COUPLING		OFFICE SUPPLIES			
						CHECK	2478	TOTAL:	623.69		
2479	07/26/2023 EFT		253 HACH COMPANY	264766	13653492	07/13/2023		07/23/23	1,356.14		
Invoice: 13653492				1,356.14	73411345 531100	PW/ARSENIC FREE FLUORIDE RGT ACCUVAC		OFFICE SUPPLIES			
						CHECK	2479	TOTAL:	1,356.14		
2480	07/26/2023 EFT		7180 HELPLINE HOUSE	264770	Q2-2023	07/15/2023		07/23/23	14,054.94		
Invoice: Q2-2023				14,054.94	31017122 54110000297	EX/2023-24 HUMAN SERVICES CONTRAC		HELPLINE HOUSE FOOD BANK			

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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	2480	TOTAL:		14,054.94	
2481	07/26/2023	EFT	4161 HERRERA ENVIRONMENTA	264771	54080	07/14/2023		07/23/23		33,289.90	
	Invoice: 54080					ENG/MANZANITA WTRSHED - SCOPE & CO					
				33,289.90	72431832	54110001129	MANZANITA WATERSHED STUDY-P SV				
						CHECK	2481	TOTAL:		33,289.90	
2482	07/26/2023	EFT	268 HOUSING RESOURCES BA	264639	12963	07/01/2023		07/23/23		700.00	
	Invoice: 12963					EX/SITE ASSESSMENT 301 MADRONA WAY NE					
				700.00	31180592	54130400297	IMHP SPACE RENT DEFAULT				
						CHECK	2482	TOTAL:		700.00	
2483	07/26/2023	EFT	268 HOUSING RESOURCES BO	264775	13060	07/15/2023		07/23/23		7,633.72	
	Invoice: 13060					EX/2023-24 HUMAN SERVICES FUNDING					
				7,633.72	31017510	54130100297	INDEPENDENT LIVING PRGM				
				264777	13061	07/15/2023		07/23/23		10,000.00	
	Invoice: 13061			10,000.00	31017510	54130600297	EX/2023-24 HUMAN SERVICES FUNDING				
						HOMESHARE/HOME FINDING/OWNERSH					
						CHECK	2483	TOTAL:		17,633.72	
2484	07/26/2023	EFT	9567 SARAH LANE	264661	062023	06/20/2023		07/23/23		1,612.50	
	Invoice: 062023					EX/COBI CONNECTS WRITING SUPPORT					
				1,612.50	31011572	54110001015	NEWSLETTER-PROF SVCS				
						CHECK	2484	TOTAL:		1,612.50	
2485	07/26/2023	EFT	9883 INVOICE CLOUD INC	264662	2698-2023_6	06/30/2023		07/23/23		2,083.66	
	Invoice: 2698-2023_6					FIN/INVOICE CLOUD SERVICES JUN 2023					
				1,041.83	43411341	541100	FIN - WATER ADMIN PROF SERVICE				
				1,041.83	43421351	541100	FIN - SEWER ADMIN PROF SERVICE				
						CHECK	2485	TOTAL:		2,083.66	
2486	07/26/2023	EFT	8894 BAINBRIDGE ISLAND TH	264758	Q2-2023	07/12/2023		07/23/23		970.00	
	Invoice: Q2-2023					EX/2022-23 CULTURAL FUNDING CONTR					
				970.00	31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES				
						CHECK	2486	TOTAL:		970.00	

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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										
2487	07/26/2023 EFT		1496 KITSAP COUNTY SEWER	264663	KCSD7-COBI-2023-JUN	06/11/2023		07/23/23	25,408.29	
	Invoice: KCSD7-COBI-2023-JUN			25,408.29	73426356 551000	PW/SEWER UTILITY CHARGE JUN 2023				
						SIS-SD#7 PROCESSING CHGS				
						CHECK	2487	TOTAL:	25,408.29	
2488	07/26/2023 EFT		1971 KELLEY CONNECT	264668	IN1362618	07/03/2023		07/23/23	93.08	
	Invoice: IN1362618			93.08	21011125 545000	CRT/COPIER LEASE				
						COURT-RENTS & LEASES				
	Invoice: IN1362620			264669	IN1362620	07/03/2023		07/23/23	322.35	
				322.35	61470581 545000	PCD/COPIER LEASE				
						PCD - DEV ADMIN RENTS & LEASES				
	Invoice: IN1362621			264670	IN1362621	07/03/2023		07/23/23	231.12	
				231.12	61470581 545000	PCD/COPIER LEASE				
						PCD - DEV ADMIN RENTS & LEASES				
						CHECK	2488	TOTAL:	646.55	
2489	07/26/2023 EFT		1971 KELLEY CONNECT	264665	34443328	07/11/2023		07/23/23	316.68	
	Invoice: 34443328			316.68	61470581 545000	PCD/COPIER LEASE				
						PCD - DEV ADMIN RENTS & LEASES				
	Invoice: 34443330			264666	34443330	07/11/2023		07/23/23	361.46	
				361.46	61470581 545000	PCD/COPIER LEASE				
						PCD - DEV ADMIN RENTS & LEASES				
	Invoice: 34443331			264667	34443331	07/11/2023		07/23/23	190.01	
				190.01	21011125 545000	CRT/COPIER LEASE				
						COURT-RENTS & LEASES				
	Invoice: 34443329			264708	34443329	07/11/2023		07/23/23	318.86	
				318.86	72011321 545000	ENG/COPIER LEASE				
						ENG - C/E ADMIN RENTS & LEASES				
						CHECK	2489	TOTAL:	1,187.01	
2490	07/26/2023 EFT		9338 KEY CODE MEDIA, INC.	264540	106877	06/16/2023		07/23/23	1,987.44	
	Invoice: 106877			1,987.44	81031881 53550000567	IT/PURCHASE & INSTALL CHAMBER LIGHTING EQUIPMENT				
						PEG CAP FUNDING-NON CAP ITEMS				
						CHECK	2490	TOTAL:	1,987.44	
2491	07/26/2023 EFT		9565 KATHERINE L KIRKLAND	264671	032	07/03/2023		07/23/23	2,550.00	
	Invoice: 032			2,550.00	31011572 54110001015	EX/COBI CONNECTS GRAPHIC DESIGN S				
						NEWSLETTER-PROF SVCS				

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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			
						CHECK	2491	TOTAL:	2,550.00
2492	07/26/2023	EFT	9852 KISSLER ENTERPRISES	264772	10796	06/30/2023	07/23/23		9,634.90
	Invoice: 10796					PW/WWTP BIOSOLIDS HAULING			
				9,634.90	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
						CHECK	2492	TOTAL:	9,634.90
2493	07/26/2023	EFT	315 KITSAP HUMANE SOCIET	264688	51840	07/01/2023	07/23/23		6,612.93
	Invoice: 51840					ANIMAL CONTROL (2021-2023)			
				6,612.93	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
						CHECK	2493	TOTAL:	6,612.93
2494	07/26/2023	EFT	6577 LAKESIDE INDUSTRIES	264690	236432	06/24/2023	07/23/23		1,014.19
	Invoice: 236432					PW/SHINE ASPHALT PLANT 11.2 TONS			
				1,014.19	73111423 531100	OFFICE SUPPLIES			
						CHECK	2494	TOTAL:	1,014.19
2495	07/26/2023	EFT	7849 LAW OFFICE OF THOMAS	264790	JUL23	07/10/2023	07/23/23		4,843.13
	Invoice: JUL23					LEGAL/PUBLIC DEFENDFER SERVICES JUL 2023			
				4,843.13	32011281 541113	LGL-PUBLIC DEFENDER			
						CHECK	2495	TOTAL:	4,843.13
2496	07/26/2023	EFT	5011 LEXISNEXIS RISK SOLU	264750	1272084-20230630	06/30/2023	07/23/23		218.40
	Invoice: 1272084-20230630					POL/MONTHLY SUBSCRIPTION			
				218.40	52011212 548500	PD-C/E-INV-COMPUTER SUPT MAINT			
						CHECK	2496	TOTAL:	218.40
2497	07/26/2023	EFT	10209 PAE CONSULTING ENGIN	264543	20232663	06/30/2023	07/23/23		2,286.25
	Invoice: 20232663					ENG/CITY HALL SECURITY SYSTEM UPDA			
				2,286.25	72311418 64110001092	CH SECURITY-PROF SVCS			
						CHECK	2497	TOTAL:	2,286.25
2498	07/26/2023	EFT	4702 MITHUN	264535	109984	06/12/2023	07/23/23		3,235.00
	Invoice: 109984					ENG/CITY HALL MAP ROOM ENCL DESIGN			
				3,235.00	72311418 64110001228	CH MAP RM ENCLOSURE-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												
						CHECK	2498	TOTAL:				3,235.00
2499	07/26/2023	EFT	8581 GOVERNMENTJOBS.COM,	264538	INV-36580	10/29/2023		07/23/23				8,322.19
Invoice: INV-36580				8,322.19	81011881 548500	IT/SUBSCRIPTION FEE GOVERNMENTJOBS.COM, INSIGHT						
						IT - C/E COMPUTER SUPPORT						
						CHECK	2499	TOTAL:				8,322.19
2500	07/26/2023	EFT	9943 THE NEXT DAY DRY CLE	264539	06/30/2023	06/30/2023		07/23/23				145.11
Invoice: 06/30/2023				124.38	51011211 520000	POL/LAUNDRY SERVICE						
				20.73	53011212 520000	PD-C/E ADMIN-BENEFITS						
						POLICE - C/E PATROL BENEFITS						
						CHECK	2500	TOTAL:				145.11
2501	07/26/2023	EFT	4111 OLYMPIC SPRINGS INC	264541	358770	06/30/2023		07/23/23				157.47
Invoice: 358770				157.47	51011215 531100	POL/PURIFIED WATER						
						POLICE - C/E FACIL SUPPLIES						
						CHECK	2501	TOTAL:				157.47
2502	07/26/2023	EFT	8895 OVATION! PERFORMING	264780	OVATION.COBI.#20	07/12/2023		07/23/23				1,875.00
Invoice: OVATION.COBI.#20				1,875.00	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR						
						EX-GF-CULTURAL ARTS & SCIENCES						
						CHECK	2502	TOTAL:				1,875.00
2503	07/26/2023	EFT	10011 PACIFICA LAW GROUP L	264743	84439	07/10/2023		07/23/23				12,015.00
Invoice: 84439				12,015.00	32011152 54111101256	LEGAL/PROFESSIONAL SERVICES JUN 2023						
						LIT-POLICE & MUNI COURT BLDG						
Invoice: 84440				264744	84440	07/10/2023						3,010.00
				3,010.00	31011551 54111001251	LEGAL/PROFESSIONAL SERVICES JUN 2023						
						625 WINSLOW-AFF HSG-LEGAL ADV						
						CHECK	2503	TOTAL:				15,025.00
2504	07/26/2023	EFT	9561 PAGEFREEZER SOFTWARE	264781	INV-14381	07/16/2023		07/23/23				636.00
Invoice: INV-14381				636.00	81011881 548500	IT/ARCHIVE COBI "NEXTDOOR" WEBPAGES						
						IT - C/E COMPUTER SUPPORT						
						CHECK	2504	TOTAL:				636.00

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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												
2505	07/26/2023	EFT	448 PARAMETRIX INC	264785	43846	04/10/2023		07/23/23	6,736.24			
Invoice: 43846						ENG/STO		07/23/23				
				6,736.24	72334562	64110001213	STO	CONCEPT PLAN - 30% DESIGN				
						STO		CONNECTOR 30%DES-ENGINEERI				
				264786	46647	07/12/2023		07/23/23	4,025.65			
Invoice: 46647						ENG/STO		07/23/23				
				4,025.65	72334562	64110001213	STO	CONCEPT PLAN - 30% DESIGN				
						STO		CONNECTOR 30%DES-ENGINEERI				
CHECK								2505 TOTAL:	10,761.89			
2506	07/26/2023	EFT	9156 PEACOCK FAMILY SERVI	264691	2	07/05/2023		07/23/23	2,500.00			
Invoice: 2						EX2023-24		HUMAN SERVICES FUNDING				
				2,500.00	31017670	54110000297	EX-BI	CHILD CARE/B&G CLUB				
CHECK								2506 TOTAL:	2,500.00			
2507	07/26/2023	EFT	5251 ROTARY CLUB OF BAINB	264544	11199	07/01/2023		07/23/23	100.00			
Invoice: 11199						POL/QTR		DUES/CLARK				
				100.00	51011211	549100	PD-C/E-ADM	DUES/SUBCR/MEMBRSH				
CHECK								2507 TOTAL:	100.00			
2508	07/26/2023	EFT	9910 SEIDL, MICHAEL TIMOT	264745	2153	07/01/2023		07/23/23	3,075.00			
Invoice: 2153						EX/VIDEO		PRODUCTION				
				3,075.00	31011572	54110001184	CITY MNGR	VIDEO UPDATE-PROF SV				
CHECK								2508 TOTAL:	3,075.00			
2509	07/26/2023	EFT	8132 SPECTRA LABORATORIES	264697	23-04990	07/06/2023		07/23/23	150.00			
Invoice: 23-04990						PW/NITRATE-N		TESTING				
				150.00	73411345	54110000391	LAB SVCS	-WATER				
				264698	23-04991	07/06/2023		07/23/23	30.00			
Invoice: 23-04991						PW/NITRATE-N		TESTING				
				30.00	73011897	54110000391	LAB SVCS	-PWY FAC				
				264699	23-04992	07/06/2023		07/23/23	30.00			
Invoice: 23-04992						PW/NITRATE-N		TESTING				
				30.00	73415345	54110000391	LAB SVCS	-WATER ROCKAWAY				
				264701	23-05023	07/10/2023		07/23/23	436.00			
Invoice: 23-05023						PW/NITROGEN, NITRATE, AMMONIA		TESTING				
				436.00	73425358	54110000391	LAB & TESTING	SVCS-WWTP				
				264702	23-05066	07/10/2023		07/23/23	78.00			
Invoice: 23-05066						PW/FLUORIDE, MANGANESE, IRON		TESTING				
				78.00	73415345	54110000391	LAB SVCS	-WATER ROCKAWAY				

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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				
						CHECK	2509 TOTAL:			724.00
2510	07/26/2023	EFT	2122 STERICYCLE INC	264545	3006535034	06/30/2023	07/23/23			10.36
	Invoice: 3006535034			10.36	51011215 547900	POL/BIOHAZARD DISPOSAL				
						PD ADM-GARBAGE/DISPOSAL				
						CHECK	2510 TOTAL:			10.36
2511	07/26/2023	EFT	10309 STOP STICK LTD	264751	0029787-IN	07/06/2023	07/23/23			7,048.86
	Invoice: 0029787-IN			7,048.86	53011212 531100	POL/STOP STICKS X 13				
						PD-C/E-PATROL SUPPLIES				
						CHECK	2511 TOTAL:			7,048.86
2512	07/26/2023	EFT	10108 STRUCK ENVIRONMENTAL	264703	2023-44	07/11/2023	07/23/23			3,533.80
	Invoice: 2023-44			3,533.80	72111262 54110001168	ENG/FARM TRAIL WETLAND MITIGATION				
						FARM TRAIL-PROF SVCS				
						CHECK	2512 TOTAL:			3,533.80
2513	07/26/2023	EFT	4271 JOHN SUTTON	264546	Q2-2023	07/06/2023	07/23/23			494.70
	Invoice: Q2-2023			494.70	91029720 521500	Q2 2023 LEOFF MEDICAL REIMBURSEMENT				
						POLICE - INS ADD MEDICAL COSTS				
						CHECK	2513 TOTAL:			494.70
2514	07/26/2023	EFT	565 TACOMA SCREW PRODUCT	264788	140081047-00	06/14/2023	07/23/23			25.92
	Invoice: 140081047-00			25.92	73638935 531100	PW/MECHANICS LENGTH DRILL BITS				
						O&M-STD ALLOCATION-SUPPLIES				
						07/05/2023	07/23/23			94.47
	Invoice: 140083254-00			94.47	73638935 531100	PW/THICK FLAT WASHERS, SELF DRILLING SCREWS				
						O&M-STD ALLOCATION-SUPPLIES				
						CHECK	2514 TOTAL:			120.39
2515	07/26/2023	EFT	10124 THUILLIER, JENNIFER	264705	202346	07/03/2023	07/23/23			110.00
	Invoice: 202346			110.00	31011131 531100	EX/HUMAN SERVICES & CULTURAL FUNDING KEY ACHIEVEMT				
						EX-GF-SUPPLIES				
						CHECK	2515 TOTAL:			110.00

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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												
2516	07/26/2023	EFT	4929 TYLER TECHNOLOGIES	I 264706	045-429335	07/12/2023		07/23/23	2,100.00			
	Invoice: 045-429335					IT/MUNIS TRAINING - TYLER		REPORTING SERVICES				
				2,100.00	81011881 443410	IT - C/E TRAINING						
						CHECK	2516	TOTAL:	2,100.00			
2517	07/26/2023	EFT	1152 HD SUPPLY INC	264725	INV00051072	06/21/2023		07/23/23	596.24			
	Invoice: INV00051072			596.24	73421355 531100	PW/DIAMOND GRIP PLUS LATEX		GLOVES				
						WIN COLL-SUPPLIES						
				264793	INV00052779	06/22/2023		07/23/23	1,371.55			
	Invoice: INV00052779			1,371.55	73415345 531100	PW/WALCHEM EZ SERIES PUMP						
						OFFICE SUPPLIES						
				264794	INV00060243	06/30/2023		07/23/23	1,076.55			
	Invoice: INV00060243			1,076.55	73425358 531100	PW/NUTRIENT BUFFER PILLOWS,		DISPOSABLE WIPES				
						O&M-WWTP-SUPPLIES						
				264795	INV00062309	07/05/2023		07/23/23	129.67			
	Invoice: INV00062309			129.67	73425358 531100	PW/APOLLO PRESSURE REGULATOR						
						O&M-WWTP-SUPPLIES						
						CHECK	2517	TOTAL:	3,174.01			
2518	07/26/2023	EFT	553 UTILITIES UNDERGROUN	264707	3060123	06/30/2023		07/23/23	190.92			
	Invoice: 3060123			190.92	73637893 54110000393	PW/EXCAVATION NOTIFICATIONS		X148 JUN 2023				
						O&M ALLOC-LOCATING SVCS						
						CHECK	2518	TOTAL:	190.92			
2519	07/26/2023	EFT	605 WA ST AUDITOR'S OFFI	264709	L155683	07/13/2023		07/23/23	29,527.05			
	Invoice: L155683			17,734.27	91011423 541100	2022 FINANCIAL AUDIT						
				2,358.04	91111433 541100	FIN-C/E STATE AUDITOR						
				2,102.64	91411341 541100	FIN-STREET-STATE AUDITOR						
				3,622.04	91421351 541100	GG-WTR-ADM-PROF SVCS						
				1,417.29	91431383 541100	GG-SWR-ADM-PROF SVCS						
				1,146.38	91470148 541100	GG-SSWM-ADM-PROF SVCS						
				1,146.39	91471148 541100	FIN-DEV-STATE AUDITOR						
						FIN-BLDG-STATE AUDITOR						
						CHECK	2519	TOTAL:	29,527.05			
2520	07/26/2023	EFT	4104 WA ST FERRIES	264549	RK410221	06/30/2023		07/23/23	9.45			
	Invoice: RK410221			9.45	73011189 543100	JUN23 WAVE2GO FERRY CHARGES						
						O&M-FAC-TRAVEL/MEALS/LODGING						

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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	2520 TOTAL:	9.45
2521	07/26/2023	EFT	9953 WEAVE	264712	052	06/17/2023		07/23/23	4,860.00	
Invoice: 052						EX/2022-23 CULTURAL FUNDING CONTR				
		4,860.00				31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES		
								CHECK	2521 TOTAL:	4,860.00
2522	07/26/2023	EFT	5709 WEBCHECK INC	264713	INV-7583	06/30/2023		07/23/23	294.84	
Invoice: INV-7583						FIN/WEBCHECK SERVICES JUN 2023				
		147.42				43411341	541100	FIN - WATER ADMIN PROF SERVICE		
		147.42				43421351	541100	FIN - SEWER ADMIN PROF SERVICE		
								CHECK	2522 TOTAL:	294.84
2523	07/26/2023	EFT	499 WESTBAY AUTO PARTS I	264714	800947	06/28/2023		07/23/23	28.07	
Invoice: 800947						PW/NAPAGOLD FUEL FILTER				
		28.07				73638935	531100	O&M-STD ALLOCATION-SUPPLIES		
Invoice: 801026						264715		801026	85.69	
		85.69				73638935	531100	PW/SYN EP GREASE CXART X10		
								O&M-STD ALLOCATION-SUPPLIES		
Invoice: 802059						264716		802059	81.35	
		81.35				73638935	531100	PW/OIL, AIR, FUEL FILTERS		
								O&M-STD ALLOCATION-SUPPLIES		
Invoice: 802300						264717		802300	40.70	
		40.70				73421355	531100	PW/GASKET MATERIAL		
								WIN COLL-SUPPLIES		
Invoice: 802301						264718		802301	25.47	
		25.47				73011897	531100	PW/BLOW GUN		
								O&M-C/E-PWY FAC-SUPPLIES		
Invoice: 802515						264719		802515	20.36	
		20.36				73638935	531100	PW/LAMP X3		
								O&M-STD ALLOCATION-SUPPLIES		
								CHECK	2523 TOTAL:	281.64

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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 7 149									
APP 631-213000	07/26/2023	07/23/23	071923			ACCOUNTS PAYABLE		5,779.18	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/26/2023	07/23/23	071923			CASH			513,039.26
APP 402-213000	07/26/2023	07/23/23	071923			ACCOUNTS PAYABLE		51,706.58	
APP 001-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	07/26/2023	07/23/23	071923			GENERAL - ACCOUNTS PAYABLE		180,271.96	
APP 401-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000	07/26/2023	07/23/23	071923			STREETS - ACCOUNTS PAYABLE		6,936.59	
APP 104-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	07/26/2023	07/23/23	071923			ACCOUNTS PAYABLE		196,772.90	
APP 108-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000	07/26/2023	07/23/23	071923			ACCOUNTS PAYABLE		3,719.39	
						AP CASH DISBURSEMENTS JOURNAL			
						CIVIC IMPR - ACCOUNTS PAYABLE		16,162.33	
						AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		34,707.19	
						AP CASH DISBURSEMENTS JOURNAL			
						AFFORD HSG - ACCOUNTS PAYABLE		700.00	
						AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		16,283.14	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								513,039.26	513,039.26
APP 631-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING		507,260.08	
APP 402-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			51,706.58
APP 001-130000	07/26/2023	07/23/23	071923			GENERAL - DUE TO/FROM CLEARING			180,271.96
APP 101-130000	07/26/2023	07/23/23	071923			STREETS - DUE TO/FROM CLEARING			6,936.59
APP 401-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			196,772.90
APP 407-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			3,719.39
APP 104-130000	07/26/2023	07/23/23	071923			CIVIC IMPR DUE TO/FROM CLEAR'G			16,162.33
APP 403-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			34,707.19
APP 108-130000	07/26/2023	07/23/23	071923			AFFORD HSG DUE TO/FROM CLEAR'G			700.00
APP 301-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			16,283.14

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JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
						SYSTEM GENERATED ENTRIES TOTAL		507,260.08	507,260.08
						JOURNAL 2023/07/149 TOTAL		1,020,299.34	1,020,299.34

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	149	07/26/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	180,271.96	180,271.96
				FUND TOTAL	180,271.96	180,271.96
101 STREET FUND 101-130000 101-213000	2023 7	149	07/26/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	6,936.59	6,936.59
				FUND TOTAL	6,936.59	6,936.59
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2023 7	149	07/26/2023	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	16,162.33	16,162.33
				FUND TOTAL	16,162.33	16,162.33
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2023 7	149	07/26/2023	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	700.00	700.00
				FUND TOTAL	700.00	700.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 7	149	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	16,283.14	16,283.14
				FUND TOTAL	16,283.14	16,283.14
401 WATER OPERATING FUND 401-130000 401-213000	2023 7	149	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	196,772.90	196,772.90
				FUND TOTAL	196,772.90	196,772.90
402 SEWER OPERATING FUND 402-130000 402-213000	2023 7	149	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	51,706.58	51,706.58
				FUND TOTAL	51,706.58	51,706.58
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 7	149	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	34,707.19	34,707.19
				FUND TOTAL	34,707.19	34,707.19
407 BUILDING & DEVELOPMENT FUND	2023 7	149	07/26/2023			

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jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF	DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	407-130000						DUE TO/FROM CLEARING		3,719.39
	407-213000						ACCOUNTS PAYABLE	3,719.39	
							FUND TOTAL	3,719.39	3,719.39
631	CLEARING FUND	2023	7	149	07/26/2023				
	631-130000						DUE TO/FROM CLEARING	507,260.08	
	631-213000						ACCOUNTS PAYABLE	5,779.18	
	635-111100						CASH		513,039.26
							FUND TOTAL	513,039.26	513,039.26

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jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		180,271.96
101	STREET FUND		6,936.59
104	CIVIC IMPROVEMENT FUND		16,162.33
108	AFFORDABLE HOUSING FUND		700.00
301	CAPITAL CONSTRUCTION FUND		16,283.14
401	WATER OPERATING FUND		196,772.90
402	SEWER OPERATING FUND		51,706.58
403	STORM & SURFACE WATER FUND		34,707.19
407	BUILDING & DEVELOPMENT FUND		3,719.39
631	CLEARING FUND		
		507,260.08	
TOTAL		507,260.08	507,260.08

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

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jkinCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP
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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																	
360395	07/13/2023	PRTD	1235 AT&T ONENET SERVICE	264640	1277508109	07/01/2023		M071223									18.54
Invoice: 1277508109				18.54	91011215 542100	POL/FAX LONG DISTANCE											
						GG-C/E-PD-PHONE											
Invoice: 1277516113				264641	1277516113	07/01/2023		M071223									.71
				.71	91011189 542100	PCD/FAX LONG DISTANCE											
						GG-C/E-CITY HALL-PHONE											
						CHECK		360395 TOTAL:									19.25
360396	07/13/2023	PRTD	47 BAINBRIDGE DISPOSAL	264512	0001341124	06/30/2023		M071223									174.00
Invoice: 0001341124				174.00	91011755 547900	SENIOR CENTER COMMONS DISPOSAL SVCS											
						GG-C/E-COMMONS-GARBAGE											
Invoice: 0001341158				264513	0001341158	06/30/2023		M071223									2,388.37
				163.56	91011215 547900	CITYWIDE DISPOSAL SERVICES											
				521.65	91011768 547900	GG-C/E-PD-GARBAGE											
				483.75	91425358 547900	GG-C/E-PARKS-GARBAGE											
				1,198.99	91011897 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)											
				20.42	91111427 547900	GG-C/E-O&M YARD FAC-GARBAGE											
						GG-STREET-ROADSIDE-GARBAGE											
Invoice: 0001341317				264514	0001341317	06/30/2023		M071223									590.12
				295.06	91011897 547900	PUBLIC WORKS YARD, DECANT FACILITY											
				295.06	91435838 547900	GG-C/E-O&M YARD FAC-GARBAGE											
						GG-DECANT-GARBAGE											
Invoice: 0001341340				264515	0001341340	06/30/2023		M071223									388.21
				388.21	91011189 547900	CITY HALL DISPOSAL SERVICES JUN23											
						GG-C/E-CITY HALL-GARBAGE											
Invoice: 0001341392				264516	0001341392	06/30/2023		M071223									348.40
				348.40	91011189 547903	BIG BELLY DISP SERVICES JUN23											
						BIG BELLY SOLAR GARBAGE CANS											
						CHECK		360396 TOTAL:									3,889.10
360397	07/13/2023	PRTD	551 CENTURYLINK	264644	0225JUL23	07/02/2023		M071223									140.18
Invoice: 0225JUL23				140.18	91011897 542100	O&M FIRE ALARM MONIT											
						GG-C/E-O&M YARD FAC-PHONE											
Invoice: 0456JUL23				264645	0456JUL23	07/02/2023		M071223									84.99
				84.99	91421891 542100	VILLAGE SEWER PUMP											
						GG-SWR-FAC-PHONE											
Invoice: 0754JUL23				264646	0754JUL23	07/02/2023		M071223									65.94
				65.94	91411891 542100	FLETCHER BAY WELL TELEM											
						GG-WTR-FAC-PHONE											
				264647	1745JUL23	07/02/2023		M071223									66.48

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100		CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN				NET	
INVOICE DTL DESC													
Invoice: 1745JUL23				66.48	91011189 542100	CH ELEVATOR SVC LINE							
						GG-C/E-CITY HALL-PHONE							
Invoice: 3736JUL23				264648	3736JUL23	07/02/2023		M071223				140.18	
				140.18	91011189 542100	CH FIRE ALARM MONIT							
						GG-C/E-CITY HALL-PHONE							
Invoice: 5211JUL23				264649	5211JUL23	07/02/2023		M071223				232.05	
				232.05	91011215 542100	POL PHONE SERVICES							
						GG-C/E-PD-PHONE							
Invoice: 8731JUL23				264650	8731JUL23	07/02/2023		M071223				74.72	
				74.72	91011755 542100	COMMONS FIRE ALARM MONIT							
						GG-C/E-COMMONS-PHONE							
Invoice: 9136JUL23				264651	9136JUL23	07/02/2023		M071223				178.37	
				178.37	91011189 542100	CH SECURITY ALARM MONIT							
						GG-C/E-CITY HALL-PHONE							
Invoice: 9791JUL23				264652	9791JUL23	07/02/2023		M071223				138.05	
				138.05	91011215 542100	POL TI MANDUS							
						GG-C/E-PD-PHONE							
Invoice: 9840JUL23				264653	9840JUL23	07/02/2023		M071223				65.94	
				65.94	91411891 542100	HEAD OF BAY WELL TELEM							
						GG-WTR-FAC-PHONE							
Invoice: 9858JUL23				264654	9858JUL23	07/02/2023		M071223				50.35	
				50.35	91411891 542100	SANDS AVE WELL TELEM							
						GG-WTR-FAC-PHONE							
Invoice: 9869JUL23				264655	9869JUL23	07/02/2023		M071223				84.99	
				84.99	91415345 542100	ROCKAWAY BEACH PRV TELEMETRY							
						GG-WTR ROCKAWAY-PHONES							
								CHECK	360397	TOTAL:	1,322.24		
360398	07/13/2023	PRTD	634 CITY OF BAINBRIDGE I	264518	PLN52618 VAR	07/03/2023		M071223				1,150.00	
Invoice: PLN52618 VAR				1,150.00	73011768 548100	PW/COBI PERMIT PLN52618 VAR							
						O&M-C/E-PARKS-R&M							
								CHECK	360398	TOTAL:	1,150.00		
360399	07/13/2023	PRTD	10050 MCVAY, PATRICK	264552	06/30/2023	06/30/2023		M071223				300.00	
Invoice: 06/30/2023				300.00	31024759 54110001216	EX/SOMETHING NEW V 3RD INSTALLATION							
						SOMETHING NEW PH5-PROF SVCS							
								CHECK	360399	TOTAL:	300.00		

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN		NET
INVOICE DTL DESC										
360400	07/13/2023	PRTD	1205 PUGET SOUND ENERGY	264520	9047JUN23	07/03/2023		M071223		36,956.43
Invoice: 9047JUN23						CITY WIDE ENERGY SERVICES				
				212.24	71311942	64710000724	PD/COURT BLDG-ELECTRIC			
				27.35	73416345	547100	CASEY STREET WTR-ELECTRICITY			
				2,498.94	91011189	547100	GG-C/E-CITY HALL-ELECTRIC			
				613.66	91011215	547100	GG-C/E-PD-ELECTRIC			
				210.78	91011255	547100	GG-C/E-COURT BLDG-ELECTRIC			
				9.59	91011557	547100	FARMS-ELECTRIC			
				316.61	91011755	547100	GG-C/E-COMMONS-ELECTRIC			
				570.81	91011768	547100	GG-C/E-PARKS-ELECTRIC			
				2,107.78	91011897	547100	GG-C/E-O&M YARD FAC-ELECTRIC			
				15.08	91021182	547100	GG-OS-PROP MNGT-ELECTRIC			
				5,338.00	91111263	547100	GG-STRT-STREET LIGHTING-UTIL			
				491.21	91111264	547100	GG-STREET-TRAF CONTROL-UTILITY			
				12,887.56	91411345	547100	GG-WTR-ELECTRIC			
				376.46	91415345	547100	GG-ROCKAWAY BCH-UTILITIES			
				2,527.54	91421355	547100	GG-SWR-ELECTRIC			
				8,737.00	91425358	547100	GG-WWTP-ELECTRIC			
				15.82	91435838	547100	GG-DECANT-ELECTRIC			
Invoice: 8906JUN23				264642	8906JUN23	06/30/2023		M071223		17.72
				17.72	91111263	547100	EAGLE HARBOR DR STREET LIGHT			
							GG-STRT-STREET LIGHTING-UTIL			
						CHECK	360400	TOTAL:		36,974.15
360401	07/13/2023	PRTD	1485 VERIZON WIRELESS	264643	9938641386	07/01/2023		M071223		5,781.00
Invoice: 9938641386						CITY WIDE WIRELESS SERVICES				
				50.63	91425358	542100	GG-WWTP-TELEPHONE/FAX			
				50.63	91421891	542100	GG-SWR-FAC-PHONE			
				101.26	91421891	542100	GG-SWR-FAC-PHONE			
				50.63	91411891	542100	GG-WTR-FAC-PHONE			
				50.63	91415345	542100	GG-WTR ROCKAWAY-PHONES			
				120.03	73411345	542100	O&M-WTR MAINT-PHONE/POSTAGE			
				5,357.19	91011189	542100	GG-C/E-CITY HALL-PHONE			
						CHECK	360401	TOTAL:		5,781.00
360402	07/13/2023	PRTD	9788 JOHN MACRAE WYLDE	264551	06/28/2023	06/28/2023		M071223		300.00
Invoice: 06/28/2023				300.00	31024759	54110001216	EX/SOMETHING NEW V 3RD INSTALLMENT PAYMENT			
							SOMETHING NEW PH5-PROF SVCS			
						CHECK	360402	TOTAL:		300.00

*** GRAND TOTAL *** 49,735.74

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 7 46									
APP 001-213000	07/13/2023	M071223	071223			GENERAL - ACCOUNTS PAYABLE		17,529.59	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/13/2023	M071223	071223			CASH			49,735.74
						AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	07/13/2023	M071223	071223			ACCOUNTS PAYABLE		12,035.80	
						AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	07/13/2023	M071223	071223			STREETS - ACCOUNTS PAYABLE		5,867.35	
						AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	07/13/2023	M071223	071223			ACCOUNTS PAYABLE		310.88	
						AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	07/13/2023	M071223	071223			ACCOUNTS PAYABLE		13,779.88	
						AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000	07/13/2023	M071223	071223			ACCOUNTS PAYABLE		212.24	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								49,735.74	49,735.74
APP 631-130000	07/13/2023	M071223	071223			DUE TO/FROM CLEARING		49,735.74	
APP 001-130000	07/13/2023	M071223	071223			GENERAL - DUE TO/FROM CLEARING			17,529.59
APP 402-130000	07/13/2023	M071223	071223			DUE TO/FROM CLEARING			12,035.80
APP 101-130000	07/13/2023	M071223	071223			STREETS - DUE TO/FROM CLEARING			5,867.35
APP 403-130000	07/13/2023	M071223	071223			DUE TO/FROM CLEARING			310.88
APP 401-130000	07/13/2023	M071223	071223			DUE TO/FROM CLEARING			13,779.88
APP 301-130000	07/13/2023	M071223	071223			DUE TO/FROM CLEARING			212.24
SYSTEM GENERATED ENTRIES TOTAL								49,735.74	49,735.74
JOURNAL 2023/07/46 TOTAL								99,471.48	99,471.48

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	46	07/13/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	17,529.59	17,529.59
				FUND TOTAL	17,529.59	17,529.59
101 STREET FUND 101-130000 101-213000	2023 7	46	07/13/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,867.35	5,867.35
				FUND TOTAL	5,867.35	5,867.35
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 7	46	07/13/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	212.24	212.24
				FUND TOTAL	212.24	212.24
401 WATER OPERATING FUND 401-130000 401-213000	2023 7	46	07/13/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13,779.88	13,779.88
				FUND TOTAL	13,779.88	13,779.88
402 SEWER OPERATING FUND 402-130000 402-213000	2023 7	46	07/13/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	12,035.80	12,035.80
				FUND TOTAL	12,035.80	12,035.80
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 7	46	07/13/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	310.88	310.88
				FUND TOTAL	310.88	310.88
631 CLEARING FUND 631-130000 635-111100	2023 7	46	07/13/2023	DUE TO/FROM CLEARING CASH	49,735.74	49,735.74
				FUND TOTAL	49,735.74	49,735.74

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CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

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 apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		17,529.59
101	STREET FUND		5,867.35
301	CAPITAL CONSTRUCTION FUND		212.24
401	WATER OPERATING FUND		13,779.88
402	SEWER OPERATING FUND		12,035.80
403	STORM & SURFACE WATER FUND		310.88
631	CLEARING FUND		
		49,735.74	
TOTAL		49,735.74	49,735.74

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

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jkinesCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

7/13/2023

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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																
360398	07/13/2023	VOID	634	CITY OF BAINBRIDGE I	264518	PLN52618	VAR			07/03/2023				-1,150.00		
Invoice: PLN52618 VAR										PW/COBI PERMIT PLN52618 VAR						
					-1,150.00	73011768	548100			O&M-C/E-PARKS-R&M						
												CHECK	360398	TOTAL:	-1,150.00	
												NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	-1,150.00	
												COUNT	AMOUNT			
												TOTAL VOIDED CHECKS	1	1,150.00		
												*** GRAND TOTAL ***			-1,150.00	

AP was informed to void this check as the value of it should only be \$495.00. Please see attached email for the explanation of this request.

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jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 7 55 APP 001-213000	07/13/2023	360398	VOID			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			1,150.00
APP 635-111100	07/13/2023	360398	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		1,150.00	
GENERAL LEDGER TOTAL								1,150.00	1,150.00
APP 631-130000	07/13/2023	M071223	VOID			DUE TO/FROM CLEARING			1,150.00
APP 001-130000	07/13/2023	M071223	VOID			GENERAL - DUE TO/FROM CLEARING		1,150.00	
SYSTEM GENERATED ENTRIES TOTAL								1,150.00	1,150.00
JOURNAL 2023/07/55 TOTAL								2,300.00	2,300.00

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND 001-130000 001-213000	2023	7	55	07/13/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	1,150.00	1,150.00
						FUND TOTAL	1,150.00	1,150.00
631	CLEARING FUND 631-130000 635-111100	2023	7	55	07/13/2023	DUE TO/FROM CLEARING CASH	1,150.00	1,150.00
						FUND TOTAL	1,150.00	1,150.00

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jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,150.00
631	CLEARING FUND	1,150.00	
TOTAL		1,150.00	1,150.00

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

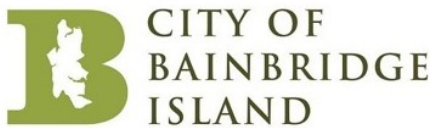
Jacob Kines

From: Nicole Retana
Sent: Thursday, July 13, 2023 8:33 AM
To: Accounts Payable
Cc: Lisa Folden; Ellen Fairleigh
Subject: RE: Noise Variance submittal

Thanks, Jacob! Here's our game plan:

- Void the \$1,150 check.
- I will send the new invoice with AP approval page as soon as possible.

Many thanks,
Nicole Retana
Public Works Contracts Coordinator
o 206.780.3732
c 206.947.0700



JOIN THE CLIMATE SMART CHALLENGE



Identify key climate actions.
Challenge friends and neighbors.
Access local resources.



From: Accounts Payable <accountspayable@bainbridgewa.gov>
Sent: Thursday, July 13, 2023 8:21 AM
To: Nicole Retana <nretana@bainbridgewa.gov>; Accounts Payable <accountspayable@bainbridgewa.gov>
Cc: Lisa Folden <lfolden@bainbridgewa.gov>; Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: RE: Noise Variance submittal

Nicole,

I just printed a check for the \$1,150 invoice yesterday, but luckily it has not yet been processed. If we are eventually going to pay this amount, should we just go ahead and pay it now? If you send me the new invoice with the AP approval page I can get another check processed to pay that amount. If we are not going to pay the \$1,150, then I will need to void this check.

Thank you,

JACOB KINES
Senior Accounting Technician – Accounts Payable



From: Nicole Retana <nretana@bainbridgewa.gov>
Sent: Thursday, July 13, 2023 8:10 AM
To: Accounts Payable <accountspayable@bainbridgewa.gov>
Cc: Lisa Folden <lfolden@bainbridgewa.gov>; Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: FW: Noise Variance submittal

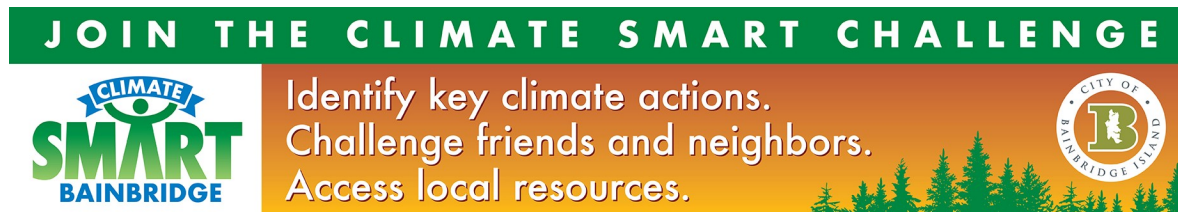
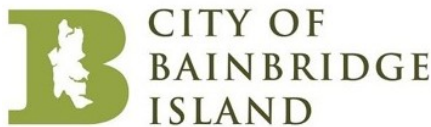
Good morning Jacob,

Attached are:

- A Manual Check Request for PLN52618 (\$1,150.00) that was submitted for payment on 7/5
- An updated invoice that decreases the invoice from \$1,150 to \$495.

What is the best way to resolve the difference in this new invoice?

Many thanks,
Nicole Retana
Public Works Contracts Coordinator
o 206.780.3732
c 206.947.0700



From: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Sent: Wednesday, July 12, 2023 2:46 PM
To: Nicole Retana <nretana@bainbridgewa.gov>
Subject: FW: Noise Variance submittal

Hi Nicole,

I just received this updated invoice for the noise variance permit fee. Since the check request is already in process I don't know if we can change the amount at this point- or if we'll end up needing PCD to do a refund request for the difference.

Thank you!

Ellen

From: Damarys Guzman <dguzman@bainbridgewa.gov>
Sent: Wednesday, July 12, 2023 2:29 PM
To: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: FW: Noise Variance submittal

Hi Ellen,

The invoice for the Noise Variance has been updated to reflect the correct amount.

Thank you,

Damarys “Dee” Guzmán (she/her)
Permit Specialist
Planning & Community Development



www.bainbridgewa.gov

Email: dguzman@bainbridgewa.gov

Desk: (206) 780-3707

Cell: (206) 643-2585

***We Are Experiencing Staffing Shortages and Increased Permit Processing Times.
We apologize for any inconvenience!***

From: Damarys Guzman
Sent: Monday, July 3, 2023 3:14 PM
To: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: RE: Noise Variance submittal

Hi Ellen,

I have attached a copy of the invoice which is payable through the Smartgov portal.

Once your payment posts in the portal, I can move the permit up for review.

Please feel free to reply to this email as a notification of payment.

Thank you and have a great day.

Kind regards,

Damarys “Dee” Guzmán (she/her)
Permit Specialist
Planning & Community Development



www.bainbridgewa.gov

Email: dguzman@bainbridgewa.gov

Desk: (206) 780-3707

Cell: (206) 643-2585

We Are Experiencing Staffing Shortages and Increased Permit Processing Times.

We apologize for any inconvenience!

From: Ellen Fairleigh <efairleigh@bainbridgewa.gov>

Sent: Monday, July 3, 2023 3:07 PM

To: Damarys Guzman <dguzman@bainbridgewa.gov>

Subject: RE: Noise Variance submittal

Thank you Damarys. I have everything uploaded.

Let me know if you have any questions!

Thanks,

Ellen

From: Damarys Guzman <dguzman@bainbridgewa.gov>

Sent: Monday, July 3, 2023 9:11 AM

To: Ellen Fairleigh <efairleigh@bainbridgewa.gov>

Subject: RE: Noise Variance submittal

Good morning, Ellen.

Thank you for your case number request. The case number for your project is **PLN52618**. You can now go to the [online portal](#) to upload your documents.

Your access code is: **Q9OUM-UWGQ6**

Please reply to this email to let me know when all your submittals have been uploaded and I will email you an Invoice.

Feel free to reach out with any questions!

Best regards,

Damarys "Dee" Guzmán

Permit Specialist

Planning & Community Development



www.bainbridgewa.gov

Email: dguzman@bainbridgewa.gov

Desk: (206) 780-3707

Cell: (206) 643-2585

We Are Experiencing Staffing Shortages and Increased Permit Processing Times.

We apologize for any inconvenience!

From: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Sent: Friday, June 30, 2023 2:20 PM
To: Permitting Submittal <permittingsubmittal@bainbridgewa.gov>
Subject: Noise Variance submittal

Good afternoon,

Could you please set up a Smartgov case number for a noise variance that I am applying for on behalf of COBI. I have attached the Land Use Application.

Please let me know if you need any additional info.

Thank you!

Ellen



ELLEN FAIRLEIGH
Operations Project Manager
www.bainbridgewa.gov
Office: 206.780.3585
Cell: 206.798.4621

City of Bainbridge Island

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

Vendor
Number
634

File
Date
07/13/2023

File
Number
00360398

1,150.00

One Thousand One Hundred Fifty Dollars and 00 cents *****

CITY OF BAINBRIDGE ISLAND
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: 00360398

[illegible]

MANUAL CHECK REQUEST

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

Requestor Nicole Retana Check Amount: \$1,150.00

Today's Date: 7/5/2023 Date Check Needed: ASAP

Reason for request: To facilitate a noise variance permit for sidewalk washing in Winslow.

Vendor/Supplier #: 634

Invoice #: PLN52618 VAR

Invoice Date: 7/3/2023

Description: COBI Permit

Org: 73011768

Object: 548100

PO/contract#: n/a / n/a

Project #: n/a

Vendor Name: COBI PERMITS

Attention: _____

Vendor Address: 280 Madison Ave N
Bainbridge Is, WA 98110

Vendor Phone/Email: _____

WHAT SHOULD A/P DO WITH THE CHECK?

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

Please provide Ellen Fairleigh with a receipt of payment.

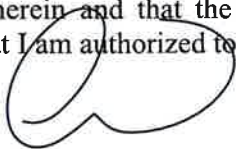
A/P USE ONLY:

ISSUE DATE: _____

MAILED/SENT TO DATE: _____

NOTES: _____

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

Approving Authority  Date: 7/5/23

Accounts Payable Approval Stamp

Vendor Name: COBI PERMITS

Vendor Number: 634
(If Available)

Amount approved for payment: \$1,150.00

Reviewed by (e-sign):

Ellen Fairleigh

Initial if unable to
e-sign:

Approved by (e-sign):

Initial if uable to
e-sign:

Date Approved (mm/dd/yyyy):

7/5/23

ORG: 73011768

OBJ: 548100

PRJ: N/A

Contract #: N/A

PO#: N/A

Comments
or
Questions:

Received by: _____

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





CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island

280 Madison Avenue North
Bainbridge Island WA 98110
206-780-3750
www.bainbridgewa.gov
pcd@bainbridgewa.gov

INVOICE

Date: 03-Jul-23

Fairleigh, Ellen
280 Madison Avenue North
Bainbridge Island, WA 98110

Application No.: PLN52618

Parcel No.: NOTATAXLOT-COBI-ROW

Project: WINSLOW WAY SIDEWALK PRESSURE
WASHING

Site Address: 280 MADISON AVE N

Permit Type: VAR

<u>Description</u>	<u>Fee Amount</u>	<u>Paid/Credit</u>	<u>Balance Due</u>	<u>Account</u>
Variance - Sign	\$1,150.00	\$0.00	\$1,150.00	47047.345810

Due at Application Submittal:	\$1,150.00
Total Fee Amount:	\$1,150.00
Total Paid Credits:	\$0.00
Balance Due:	\$1,150.00

FEES DUE UPON RECEIPT
ALL FEES MUST BE PAID IN FULL BEFORE PERMIT ISSUANCE
ADDITIONAL FEES MAY BE REQUIRED

To make a payment on an invoice received, we have several options available:

- Online: [Online Permit Portal](#)
- By phone: 206-780-8591
- By mail: Make check payable to City of Bainbridge Island and send to 280 Madison Ave N., Bainbridge Island, WA 98110
- At pay box: Make check payable to City of Bainbridge Island and insert check in the pay box located near the disabled parking area on the east end of City Hall.

(JK)

 07/18/2023 12:11
 jkines

 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																
360403	07/18/2023	PRTD	634 CITY OF BAINBRIDGE I	264720	PLN52618 VAR-2	07/13/2023		M071823							495.00	
Invoice: PLN52618 VAR-2				495.00	73011768 548100	PW/PERMIT PLN52618 VAR O&M-C/E-PARKS-R&M										
								CHECK	360403	TOTAL:						495.00
360404	07/18/2023	PRTD	1485 VERIZON WIRELESS	264721	9938641387	07/01/2023		M071823							78.70	
Invoice: 9938641387				78.70	72637319 54210000809	ENG/MODEMS FOR AUTOMATED FLOW STATIONS WATER QUAL FLOW MONIT-MODEM										
								CHECK	360404	TOTAL:						78.70
				NUMBER OF CHECKS		2	*** CASH ACCOUNT TOTAL ***								573.70	
						COUNT	AMOUNT									
TOTAL PRINTED CHECKS						2	573.70									
								*** GRAND TOTAL ***								573.70

07/18/2023 12:11
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T 0B	DEBIT	CREDIT
2023 7 119									
APP 001-213000	07/18/2023	M071823	071823			GENERAL - ACCOUNTS PAYABLE		495.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/18/2023	M071823	071823			CASH			573.70
						AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000	07/18/2023	M071823	071823			ACCOUNTS PAYABLE		78.70	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								573.70	573.70
APP 631-130000	07/18/2023	M071823	071823			DUE TO/FROM CLEARING		495.00	
APP 001-130000	07/18/2023	M071823	071823			GENERAL - DUE TO/FROM CLEARING			495.00
SYSTEM GENERATED ENTRIES TOTAL								495.00	495.00
JOURNAL 2023/07/119 TOTAL								1,068.70	1,068.70

07/18/2023 12:11
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2023	7	119	07/18/2023			
	001-130000					GENERAL - DUE TO/FROM CLEARING		495.00
	001-213000					GENERAL - ACCOUNTS PAYABLE	495.00	
						FUND TOTAL	495.00	495.00
631	CLEARING FUND	2023	7	119	07/18/2023			
	631-130000					DUE TO/FROM CLEARING	495.00	
	631-213000					ACCOUNTS PAYABLE	78.70	
	635-111100					CASH		573.70
						FUND TOTAL	573.70	573.70

07/18/2023 12:11
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CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

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 apcshdsb

FUND		DUE TO	DUE FROM
001	GENERAL FUND		495.00
631	CLEARING FUND	495.00	
TOTAL		495.00	495.00

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

JK

07/19/2023 09:09
jkinsCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP 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													
360405	07/26/2023	PRTD	8057 AD PLANET, INC	264798	16063	05/24/2023		07/23/23			157.52		
	Invoice: 16063			157.52	31011131 531100	EX/CUSTOM BRANDED FLAG SET UP							
						EX-GF-SUPPLIES							
						CHECK	360405	TOTAL:			157.52		
360406	07/26/2023	PRTD	7994 PENINSULA SERVICES	264722	105278	06/30/2023		07/23/23			40.00		
	Invoice: 105278			40.00	21011125 541100	CRT/SHREDDING SERVICES							
						COURT-PROF SERVICES							
	Invoice: 105279			264747	105279	06/30/2023		07/23/23			80.00		
				80.00	51011211 541100	POL/MOBILE SHREDDING							
						PD-C/E-ADM-PROF SVCS							
						CHECK	360406	TOTAL:			120.00		
360407	07/26/2023	PRTD	10273 ALS GROUP USA CORP.	264617	36-51-618857-0	06/29/2023		07/23/23			1,250.00		
	Invoice: 36-51-618857-0			1,250.00	73411345 541100	PW/LAB TESTIG OF WINSLOW WATER SYSTEM							
						PROFESSIONAL SERVICES							
						CHECK	360407	TOTAL:			1,250.00		
360408	07/26/2023	PRTD	10044 AUNTY DOLLY'S DESSER	264618	07/06/2023	07/06/2023		07/23/23			150.00		
	Invoice: 07/06/2023			150.00	41625860 586000	SENIOR CENTER DEPOSIT REFUND							
						SC/COMMONS ROOM DEP-DISBURSEME							
						CHECK	360408	TOTAL:			150.00		
360409	07/26/2023	PRTD	7183 BI SPECIAL NEEDS FOU	264773	3328	07/08/2023		07/23/23			3,250.00		
	Invoice: 3328			3,250.00	31017686 54110000297	EX/2023-24 HUMAN SERVICES FUNDING							
						HOPE HS/BI SP NEEDS/ISLANDTIME							
						CHECK	360409	TOTAL:			3,250.00		
360410	07/26/2023	PRTD	551 CENTURYLINK	264800	4953JUL23	07/07/2023		07/23/23			84.99		
	Invoice: 4953JUL23			84.99	91421891 542100	210 MADISON AVE SLS TELEM							
						GG-SWR-FAC-PHONE							
	Invoice: 5127JUL23			264801	5127JUL23	07/07/2023		07/23/23			201.57		
				201.57	71311942 64210000724	8804 MADISON AVE							
						PD/COURT BLDG-PHONES/POSTAGE							
	Invoice: 5996JUL23			264802	5996JUL23	07/07/2023		07/23/23			108.40		
				108.40	91011757 542100	E-PHONE @ WFP DOCK							
						GG-GF-WFP DOCK-PHONE							
				264803	8834JUL23	07/04/2023		07/23/23			84.99		

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100		CASH													
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN									
INVOICE DTL DESC																	
Invoice: 8834JUL23				84.99	91411891 542100	259 FERNCLIFF PRV TELEM GG-WTR-FAC-PHONE											
							CHECK	360410	TOTAL:							479.95	
360411	07/26/2023	PRTD	8253 CHS POULSBO	264637	49169H	07/07/2023		07/23/23								914.75	
Invoice: 49169H				914.75	73411345 531100	PW/SALT BAG COARSE 50# X 98 OFFICE SUPPLIES											
							CHECK	360411	TOTAL:							914.75	
360412	07/26/2023	PRTD	9908 CINTAS CORPORATION #	264797	5167158485	07/17/2023		07/23/23								7.81	
Invoice: 5167158485				7.81	21011125 531100	CRT/FIRST AID SUPPLY RESTOCK COURT-SUPPLIES											
							CHECK	360412	TOTAL:							7.81	
360413	07/26/2023	PRTD	9019 CITIES DIGITAL, INC.	264526	57412	06/19/2023		07/23/23								10,275.72	
Invoice: 57412				10,275.72	81011881 548500	IT/ANNUAL LASERFICHE SW MAINTENANCE IT - C/E COMPUTER SUPPORT											
							CHECK	360413	TOTAL:							10,275.72	
360414	07/26/2023	PRTD	460 PETTY CASH	264527	POL-2023-06	06/30/2023		07/23/23								4.75	
Invoice: POL-2023-06				4.00	01136 362500	POL/PETTY CASH JUNE 2023 FAC & PARKING RENTAL-LONG TERM											
				.75	65438 386110	FINGERPRINT REV IN-GOES TO SPI											
							CHECK	360414	TOTAL:							4.75	
360415	07/26/2023	PRTD	6920 COMCAST	264528	JUL23	06/21/2023		07/23/23								11.37	
Invoice: JUL23				11.37	51011211 545000	POL/HD CONVERTER BOX PD-C/E-ADMIN RENTS/LEASE											
							CHECK	360415	TOTAL:							11.37	
360416	07/26/2023	PRTD	3333 COSTCO MEMBERSHIP	264762	660845419	07/18/2023		07/23/23								120.00	
Invoice: 660845419				120.00	41011141 549100	FIN/MEMBERSHIP DUES 2023 FIN-GF-DUES/SUBS/MEMBERSHIPS											
							CHECK	360416	TOTAL:							120.00	
360417	07/26/2023	PRTD	2219 DELL MARKETING LP	264763	10678671938	06/15/2023		07/23/23								3,153.26	
Invoice: 10678671938				3,153.26	72311942 63550000724	ENG/POLICE SERVER FOR NEW BUILDING PD/COURT BLDG-PC PARTS/EQ											

07/19/2023 09:09
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
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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			
						CHECK	360417	TOTAL:	3,153.26
360418	07/26/2023	PRTD	1953 FERGUSON ENTERPRISES	264764	0005572	07/11/2023		07/23/23	1,024.92
	Invoice: 0005572			1,024.92	73411345 531100	PW/WATER SUPPLIES			
						OFFICE SUPPLIES			
						CHECK	360418	TOTAL:	1,024.92
360419	07/26/2023	PRTD	513 GRAINGER	264622	9732036703	06/07/2023		07/23/23	25.76
	Invoice: 9732036703			25.76	73425358 531100	PW/PIPE CEMENT 16 FL OZ GRAY			
						O&M-WWTP-SUPPLIES			
						CHECK	360419	TOTAL:	25.76
360420	07/26/2023	PRTD	4362 GRESHAM PUMP AND DRI	264765	6201	06/28/2023		07/23/23	3,006.55
	Invoice: 6201			3,006.55	73011319 54810000827	PW/2" PVC SCH PIPE, BRASS FATE VALVE, GAUGE			
						FARM MAINT PROJECTS TBD			
						CHECK	360420	TOTAL:	3,006.55
360421	07/26/2023	PRTD	9773 MARK J. SIPES	264533	21262	07/05/2023		07/23/23	97.56
	Invoice: 21262			97.56	51011211 531100	POL/RETIREMENT GIFT/ALLEN			
						PD-C/E-ADM-SUPPLIES			
						CHECK	360421	TOTAL:	97.56
360422	07/26/2023	PRTD	4850 HOME DEPOT CREDIT SE	264623	9612344	06/22/2023		07/23/23	100.48
	Invoice: 9612344			27.45	73011768 531100	PW/DOORSTOP, COUPLING KIT, ADJ SPRNG HINGE			
				73.03	73011897 531100	O&M-C/E-PARKS-SUPPLIES			
						O&M-C/E-PWY FAC-SUPPLIES			
						CHECK	360422	TOTAL:	100.48
360423	07/26/2023	PRTD	4850 HOME DEPOT CREDIT SE	264724	753143882	07/03/2023		07/23/23	6,255.98
	Invoice: 753143882			6,255.98	73011189 531100	PW/CITY WIDE JANITORIAL SUPPLIES			
						O&M - C/E FACIL OFC SUPPLIES			
						CHECK	360423	TOTAL:	6,255.98
360424	07/26/2023	PRTD	1505 KITSAP COUNTY TREASU	264664	JUN23	07/12/2023		07/23/23	50.04
	Invoice: JUN23			50.04	41612860 586000	OUT COURT REMIT JUN 2023			
						CRIME VICTIMS-OUT			

07/19/2023 09:09
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
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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	360424	TOTAL:	50.04		
360425	07/26/2023	PRTD	579 KITSAP SUN	264791	0005692178	06/30/2023		07/23/23	1,273.80		
	Invoice: 0005692178			1,273.80	33011161 544000	HR/ADVERTISEMENT FOR 3 O&M TECHNICIAN POISTIONS					
						CHECK	360425	TOTAL:	1,273.80		
360426	07/26/2023	PRTD	304 KITSAP TRACTOR & EQU	264778	P1909801	06/20/2023		07/23/23	347.23		
	Invoice: P1909801			347.23	73637959 53110001109	PW/FILTER, FILTER ASSY SUCT EXCAVATOR ALLOCATION-SUPPLIES					
						CHECK	360426	TOTAL:	347.23		
360427	07/26/2023	PRTD	5384 KITSAP TRANSIT	264689	6921	06/30/2023		07/23/23	24,721.35		
	Invoice: 6921			24,721.35	31171572 54110001176	EX/BI RIDE JOINT MARKETING BI RIDE ENGAGEMENT-PROF SVCS					
						CHECK	360427	TOTAL:	24,721.35		
360428	07/26/2023	PRTD	10305 MODERN FIRE PROTECTI	264536	BLD27744 R-FIS	07/05/2023		07/23/23	113.12		
	Invoice: BLD27744 R-FIS			113.12	47148 345830	PERMIT BLD27744 R-FIS REFUND FEE PLAN CHECKING FEES					
						CHECK	360428	TOTAL:	113.12		
360429	07/26/2023	PRTD	2574 NATIONAL BARRICADE C	264779	301213	07/09/2023		07/23/23	513.81		
	Invoice: 301213			513.81	73111264 531100	PW/ALUMINUM ROAD SIGNS O&M-STREET-TRAF CONTROL-SUPPLY					
						CHECK	360429	TOTAL:	513.81		
360430	07/26/2023	PRTD	8286 SUPERINTENDENT OF P	264542	18122	06/30/2023		07/23/23	271.50		
	Invoice: 18122			271.50	41654861 586110	POL/FINGERPRINTING FINGERPRINT OUT-GOES TO SPI					
						CHECK	360430	TOTAL:	271.50		
360431	07/26/2023	PRTD	1205 PUGET SOUND ENERGY	264804	1716JUN23	07/11/2023		07/23/23	18.37		
	Invoice: 1716JUN23			18.37	91415345 547100	ROCKAWAY INTERITE PRV GG-ROCKAWAY BCH-UTILITIES					
	Invoice: 8206JUN23			13.41	91411345 547100	515 FERNCLIFF AVE PRV GG-WTR-ELECTRIC			13.41		

07/19/2023 09:09
jkin

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 5
apcshdsb

CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
						CHECK	360431	TOTAL:	31.78
360432	07/26/2023	PRTD	408 ROLLING BAY COMMERC	264692	885598	08/01/2023	07/23/23		4,628.89
	Invoice: 885598			4,628.89	21011125 545000	CRT/COURT HOUSE RENT AUG 2023 COURT-RENTS & LEASES			
						CHECK	360432	TOTAL:	4,628.89
360433	07/26/2023	PRTD	10055 SALESFORCE INC	264694	26187129	06/07/2023	07/23/23		917.28
	Invoice: 26187129			917.28	81011881 548500	IT/TABLEAU SOFTWARE ANNUAL MAINTENANCE IT - C/E COMPUTER SUPPORT			
						CHECK	360433	TOTAL:	917.28
360434	07/26/2023	PRTD	601 SOUND REPROGRAPHICS	264695	97816	06/05/2023	07/23/23		57.95
	Invoice: 97816			57.95	31011131 531100	EX/EMERGENCY PHONE LIST WALLET CARD UPDATE EX-GF-SUPPLIES			
	Invoice: 98363			264696	98363	06/30/2023	07/23/23		202.12
				202.12	31011256 542450	EX/TECH OPS TEAM ROTARY AUCTION SIGNS EX-GF-EMERG PREP-COMM OUTREACH			
	Invoice: 98304			264723	98304	07/03/2023	07/23/23		82.19
				82.19	31011572 53110001249	EX/BAIN READS 2023 BI READS-SUPPLIES			
	Invoice: 98540			264752	98540	07/11/2023	07/23/23		29.40
				14.70	11011116 549500	EX,PCD/PRINT DIAS NAME PLATES COUNCIL-C/E-COPIES/PRINTING			
				14.70	63470588 549500	CUR-DEV PLAN-COPIES/PRINTING			
						CHECK	360434	TOTAL:	371.66
360435	07/26/2023	PRTD	10310 STONE, ROBERT	264787	BLD26417 R-ADD	07/18/2023	07/23/23		473.75
	Invoice: BLD26417 R-ADD			286.00	47047 345890	PERMIT BLD26417 R-ADD REFUND FEES OTHER PLANNING/DEVELOPM			
				181.25	47148 322100	BUILDINGS, STRUCT. & EQ			
				6.50	65238 386000	SBCC - SBCC FEE			
						CHECK	360435	TOTAL:	473.75
360436	07/26/2023	PRTD	8243 TILZ	264704	102-06025	07/03/2023	07/23/23		24.00
	Invoice: 102-06025			24.00	91011897 547900	YARD WASTE GG-C/E-Q&M YARD FAC-GARBAGE			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH											
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET					
INVOICE DTL DESC														
										CHECK	360436	TOTAL:	24.00	
360437	07/26/2023	PRTD	10258 VICTORIA LAUGHLIN TA	264792	2	07/11/2023		07/23/23	10,100.00					
Invoice: 2						ENG/AFFORDABLE HOUSING DEVELOPMENT ADVISORY		SRVCS						
						10,100.00	72011182	54110001251	625 WINSLOW-ENG PROF SVCS					
										CHECK	360437	TOTAL:	10,100.00	
360438	07/26/2023	PRTD	7420 WA ST DEPT OF ENTERP	264547	731125074	06/29/2023		07/23/23	700.45					
Invoice: 731125074						POL/TICKET BOOKS X 88								
						700.45	53011212	531100	PD-C/E-PATROL SUPPLIES					
										CHECK	360438	TOTAL:	700.45	
360439	07/26/2023	PRTD	2251 WA ST TREASURER	264710	JUN23 SBCC	07/12/2023		07/23/23	264.50					
Invoice: JUN23 SBCC						OUT COURT REMIT SBCC JUN 2023								
						264.50	41652860	586000	SBCC BLDG.-OUT					
Invoice: JUN23						264711	JUN23							
						1,599.64	41611860	586000	OUT COURT REMIT JUN 2023			4,604.76		
						1,016.00	41610860	586000	PSEA 60% OUT					
						2.39	41619860	586000	PSEA 30% OUT					
						292.94	41619860	586886	PSEA 3 - STATE DISB OUT					
						146.06	41616860	586000	ST GENERAL FUND 93-OUT					
						673.63	41614860	586000	THEFT PRV&TR BRAIN INJ-OUT					
						515.46	41617860	586000	JUDICIAL INFO SYST.-OUT					
						146.50	41618860	586000	SCHOOL SAFETY ZONE-OUT					
						18.76	41618860	586000	TRAUMA CARE-OUT					
						3.29	41618860	586000	TRAUMA CARE-OUT					
						14.33	41618860	586000	TRAUMA CARE-OUT					
						162.10	41618860	586896	DOL TECH SUPPORT-OUT					
						13.66	41615860	586961	STATE CRIME LAB					
										CHECK	360439	TOTAL:	4,869.26	
360440	07/26/2023	PRTD	9907 WINN, SCOTT	264796	07/15/2023	07/15/2023		07/23/23	1,625.00					
Invoice: 07/15/2023						EX/FACILITATE RACIAL EQUITY TEAM MEETINGS								
						1,625.00	31011572	44341001199	DIVERSITY/EQUITY/INCL-TRAINING					
										CHECK	360440	TOTAL:	1,625.00	
360441	07/26/2023	PRTD	7450 XYLEM WATER SOLUTION	264726	3556C76974	06/05/2023		07/23/23	1,191.00					
Invoice: 3556C76974						PW/MOBILE SERVICE TECH								
						1,191.00	73425358	541100	O&M-WWTP-PROF SVCS					
						264727	3556C78035							
								06/13/2023				3,778.71		
								07/23/23						

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 CITY OF BAINBRIDGE ISLAND
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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: 3556C78035				3,778.71	73425358	531100	PW/CONTACT PIN, WIPER HOLDER, BALLAST ECORAY O&M-WWTP-SUPPLIES							
							CHECK	360441	TOTAL:	4,969.71				
NUMBER OF CHECKS						37	*** CASH ACCOUNT TOTAL ***			86,409.01				
						COUNT	AMOUNT							
TOTAL PRINTED CHECKS						37	86,409.01							
							*** GRAND TOTAL ***			86,409.01				

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 7 133									
APP 001-213000	07/26/2023	07/23/23	071923			GENERAL - ACCOUNTS PAYABLE		43,141.77	
APP 635-111100	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL			86,409.01
APP 401-213000	07/26/2023	07/23/23	071923			CASH			
APP 622-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL		3,306.44	
APP 402-213000	07/26/2023	07/23/23	071923			ACCOUNTS PAYABLE		150.00	
APP 301-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL		5,080.46	
APP 650-213000	07/26/2023	07/23/23	071923			ACCOUNTS PAYABLE		3,354.83	
APP 171-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL		5,198.05	
APP 407-213000	07/26/2023	07/23/23	071923			ACCOUNTS PAYABLE		347.23	
APP 101-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL		24,721.35	
APP 631-213000	07/26/2023	07/23/23	071923			TBF-A/P		595.07	
APP 171-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL		513.81	
APP 407-213000	07/26/2023	07/23/23	071923			STREETS - ACCOUNTS PAYABLE			
APP 101-213000	07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								86,409.01	86,409.01
APP 631-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING		86,061.78	
APP 001-130000	07/26/2023	07/23/23	071923			GENERAL - DUE TO/FROM CLEARING			43,141.77
APP 401-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			3,306.44
APP 622-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			150.00
APP 402-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			5,080.46
APP 301-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			3,354.83
APP 650-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			5,198.05
APP 171-130000	07/26/2023	07/23/23	071923			TBF-DUE TO/FROM CLEARING			24,721.35
APP 407-130000	07/26/2023	07/23/23	071923			DUE TO/FROM CLEARING			595.07
APP 101-130000	07/26/2023	07/23/23	071923			STREETS - DUE TO/FROM CLEARING			513.81

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T 0B	DEBIT	CREDIT
						SYSTEM GENERATED ENTRIES TOTAL		86,061.78	86,061.78
						JOURNAL 2023/07/133 TOTAL		172,470.79	172,470.79

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	133	07/26/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	43,141.77	43,141.77
				FUND TOTAL	43,141.77	43,141.77
101 STREET FUND 101-130000 101-213000	2023 7	133	07/26/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	513.81	513.81
				FUND TOTAL	513.81	513.81
171 TRANSP BEN FUND 171-130000 171-213000	2023 7	133	07/26/2023	TBF-DUE TO/FROM CLEARING TBF-A/P	24,721.35	24,721.35
				FUND TOTAL	24,721.35	24,721.35
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 7	133	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,354.83	3,354.83
				FUND TOTAL	3,354.83	3,354.83
401 WATER OPERATING FUND 401-130000 401-213000	2023 7	133	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,306.44	3,306.44
				FUND TOTAL	3,306.44	3,306.44
402 SEWER OPERATING FUND 402-130000 402-213000	2023 7	133	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,080.46	5,080.46
				FUND TOTAL	5,080.46	5,080.46
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 7	133	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	595.07	595.07
				FUND TOTAL	595.07	595.07
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2023 7	133	07/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.00	150.00
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2023 7	133	07/26/2023			

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF	DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	631-130000						DUE TO/FROM CLEARING	86,061.78	
	631-213000						ACCOUNTS PAYABLE	347.23	
	635-111100						CASH		86,409.01
							FUND TOTAL	86,409.01	86,409.01
650	AGENCY FUND	2023	7	133	07/26/2023		DUE TO/FROM CLEARING		
	650-130000						ACCOUNTS PAYABLE	5,198.05	5,198.05
	650-213000								
							FUND TOTAL	5,198.05	5,198.05

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
001	GENERAL FUND		43,141.77
101	STREET FUND		513.81
171	TRANSP BEN FUND		24,721.35
301	CAPITAL CONSTRUCTION FUND		3,354.83
401	WATER OPERATING FUND		3,306.44
402	SEWER OPERATING FUND		5,080.46
407	BUILDING & DEVELOPMENT FUND		595.07
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	86,061.78	
650	AGENCY FUND		5,198.05
TOTAL		86,061.78	86,061.78

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

PAYROLL

PAYROLL CHECK RUN: 7 - 20 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Correction	7/11/2023	57947	Replacement: Correct Direct Deposit 57811 error and reissue	-1,017.96
Correction	7/11/2023	57948	Replacement: Correct Direct Deposit 57948 error and reissue	1,017.96
Normal	7/20/2023	57949-58090	Regular check run (Direct Dep)	416,485.66
Normal	7/20/2023	110196	Regular check run (Paper Checks)	2,921.60
Vendor	7/20/2023	110197-110204	Vendor check run (Paper Checks)	138,690.41
EFTPS	7/20/2023		Federal Tax Electronic Transfer	162,080.45
			TOTAL:	720,178.12

Prepared and Reviewed by: _____

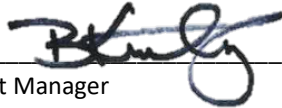


Ruth Schroeder, Payroll Specialist

Date 7/21/2023

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.

Billie Kinley, Budget Manager



Date 07/21/2023



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME:

AGENDA ITEM: Approve City Council Meeting Minutes

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve City Council Meeting Minutes

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

Included in Current Budget?

BACKGROUND:

ATTACHMENTS:

[Special City Council Meeting - Executive Session Minutes, July 11, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, July 11, 2023.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, JULY 11, 2023**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

Mayor Fantroy-Johnson called the meeting to order at 5:30 p.m. in Council Chambers and on the Zoom webinar.

Mayor Fantroy-Johnson, Deputy Mayor Hytopoulos, and Councilmembers Deets, Moriwaki, Quitslund, and Schneider were present. Councilmember Pollock was absent.

2) EXECUTIVE SESSION

- 2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,**
Cover Page

Mayor Fantroy-Johnson adjourned the meeting to a 30-minute executive session at 5:30 p.m. in accordance with RCW 42.30.110(1)(i).

Council returned from executive session at 6:00 p.m.

3) ADJOURNMENT

Mayor Fantroy-Johnson adjourned the meeting at 6:00 p.m.

Brenda Fantroy-Johnson, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JULY 11, 2023**

Meeting Minutes

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

Mayor Fantroy-Johnson called the meeting to order at 6:02 p.m. in Council Chambers and on the Zoom webinar.

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

Mayor Fantroy-Johnson led the Pledge of Allegiance.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember 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 for Providing Public Comment

[Cover Page](#)

[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)

Wyatt McCrudden spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Judith McCrudden expressed concerns with the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Martha Deveraux expressed concerns with the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Kim McCormick Osmond spoke against Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Rakesh Bharania spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Peter Harris expressed concerns with Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Val Tollefson, President of the Bainbridge Island Japanese American Exclusion Memorial Association (BIJAEMA), spoke in favor of agenda item 7.C.

Stefan Goldby, Bainbridge Chamber of Commerce, spoke in favor of the updated Lodging Tax Advisory Committee (LTAC) process and Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Christine Cochran expressed concerns with the LTAC process.

Chantelle Lusebrink, Executive Director of Visit Bainbridge Island, spoke in favor of the new LTAC process.

Mark Hoffman spoke about the impact of sea level rise on the Eagle Harbor/Wyatt Way Non-Motorized Project.

Paula Holmes-Eber, Squeaky Wheels, spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Nick Allen, Green Light Garage, spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Ross Hathaway spoke in favor of a modified version of Alternative D for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Helaine Honig spoke against Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Shannon Fitzgerald spoke in favor of the new LTAC process.

Susan Loftus spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Lisa Macchio spoke in favor of Alternative D for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Christy Carr spoke in favor of Alternative D for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Susan Hughes spoke about Akio Suyematsu Day.

Kent Scott spoke in favor of Alternative D for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project with modifications.

4) CONSENT AGENDA

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

Councilmember Pollock asked to remove agenda item 4.E from the Consent Agenda.

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

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

4.B Approve Accounts Payable and Payroll

[Cover Page](#)

[Council Report PR 7-5-23.pdf](#)

[AP Report to Council of Cash Disbursements 07-12-23.pdf](#)

4.C Approve City Council Meeting Minutes

[Cover Page](#)

[Special City Council Meeting Minutes, June 20, 2023.pdf](#)

[City Council Study Session Minutes, June 20, 2023.pdf](#)

[Special City Council Meeting - Executive Session Minutes, June 27, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, June 27, 2023.pdf](#)

4.D Authorize the City Manager to Execute the Construction Contract with Tree Cycle, LLC, dba Seattle Tree Care, for the Shade Covenant Tree Project (\$288,834.00 – General Fund) - Public Works

[Cover Page](#)

[SWR_Shade_Covenant_Tree_Project_Treecycle.docx](#)

[Shade Covenant Work Plan for CC 04252023.docx](#)

4.F Adopt Resolution No. 2023-01 Establishing a Naming Policy for Municipally Owned Property and Property Naming and Authorizing the Adoption of a Policy on Public Property Names and Name Changes - Executive

[Cover Page](#)

[Presentation - Res 2023-01 Naming Policy for CC 07112023](#)

[Res 2023-01 Establishing a Naming Policy for Municipally Owned Property.docx](#)

AGENDA ITEM REMOVED FROM THE CONSENT AGENDA

4.E Authorize the City Manager to Execute a Professional Services Agreement with Parametrix, Inc., for the 30% design of the Springbrook Fish Passage Project - (\$299,295.35 SSWM) - Public Works

[Cover Page](#)

[PSA Springbrook Fish Passage Parametrix.pdf](#)

[Attachment B - Budget.pdf](#)

[Attachment B - Fee Schedule.pdf](#)

[Attachment C - 60% and 100% Design Fees.pdf](#)

Councilmembers Pollock and Moriwaki commented on the project.

MOTION: I move to authorize the City Manager to enter into a Professional Services Agreement with Parametrix, Inc., for the 30% design of the Springbrook Fish Passage project in the amount of \$299,295.35.

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

5) COUNCIL ANNOUNCEMENTS

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

6) CITY MANAGER'S REPORT

City Manager King had no report.

7) REGULAR BUSINESS

7.A Authorize the City Manager to Proceed with the Final Design for the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project - Public Works

Cover Page

Eagle Harbor_Wyatt_NonMotorized Prelim Design Alt D&E_071123.pdf

City Manager King introduced the agenda item. Public Works Director Wierzbicki and Mike Hendrix from Perteet provided additional information. Council discussed the topic.

MOTION: I move to authorize the City Manager to proceed with Alternative D for the final design of the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements project, and to also investigate extending the route up Bucklin Hill to Hyla and consider using the funds that were added to Alternative E and to prepare any related budget amendments to support the project.

Moriwaki/Quitslund: The motion carried 4 – 3.

AYES: Jon Quitslund, Kirsten Hytopoulos, Clarence Moriwaki, Michael Pollock

NOES: Brenda Fantroy-Johnson, Joe Deets, Leslie Schneider

ABSENT: None

ABSTAIN: None

MOTION: I move that the Council direct the City Manager to request that the Public Works Director also explore alternatives to allow for a mountable curb to replace the curb in the design.

Hytopoulos/Moriwaki: The motion carried 6 – 1.

AYES: Brenda Fantroy-Johnson, Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Michael Pollock

NOES: Leslie Schneider

ABSENT: None

ABSTAIN: None

Mayor Fantroy-Johnson adjourned the meeting for a 5-minute break at 8:14 p.m. Council returned at 8:21 p.m., and Mayor Fantroy-Johnson reconvened the meeting.

7.B Consider Criteria and Process for the Lodging Tax Advisory Committee Awards for 2024 - Executive

Cover Page

MRSC - Lodging Tax Explanatory Materials accessed 06302023.

Presentation - LTAC - for 2024 award cycle

2023_LTAC_RFP_for 2024 DRAFT

COBI LTAC Funding Application Form for 2024

City Manager King introduced the agenda item. Deputy City Manager Schroer provided additional information.

MOTION: I move to direct the City Manager to take the necessary actions to update and issue the Request for Proposals for Lodging Tax Award Committee (LTAC) funding proposals for 2024 (up to a total award amount of \$400,000).

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

7.C Endorse Request from the Bainbridge Island Japanese American Exclusion Memorial Association for Funding from Kitsap Public Facilities District ("KPF") to Extend Water Service to the Site
Cover Page

City Manager King introduced the agenda item.

MOTION: I move to endorse a request from the Bainbridge Island Japanese American Exclusion Memorial Association for funding from Kitsap Public Facilities District to extend required water service to the site and direct the City Manager to communicate this endorsement to the Kitsap Public Facilities District's Board of Directors.

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

8) ADJOURNMENT

Mayor Fantroy-Johnson adjourned the meeting at 8:48 p.m.

Brenda Fantroy-Johnson, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Enter Into a Lease Agreement Amendment with Verizon for a Communications Antenna on the Existing Winslow Water Tank - Public Works,

SUMMARY: City staff are requesting that the City Council consider authorizing the City Manager to enter into a Lease Agreement Amendment with Verizon for a communications antenna on the existing Winslow water tank.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a Lease Agreement Amendment with Verizon for a communications antenna on the existing Winslow water tank.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

Amount:	\$500.00 per month (Revenue, 50/50 share with the Bainbridge Island School District)
Ongoing Cost:	\$500.00 per month (Revenue, 50/50 share with the Bainbridge Island School District)
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: The City currently has a lease agreement with Verizon for communications antennas on the northernmost, existing Winslow water tank. Verizon is interested in adding another pipe-mounted antenna in proximity to the existing antennas and will pay an additional \$500 per month for lease of the space. The revenue will be shared 50/50 between the City and the Bainbridge Island School District, as they are the underlying owners of the property.

In reviewing lease rates for other similar types of facilities, it appears that the lease rate of \$500/month for the antenna mount is within the expected range for this type of smaller facility. For example, ground-mount communication facilities typically have a lease value of between \$500-\$1500 per month, and this tank-mounted antenna has a smaller footprint than a typical ground-mount facility.

The City is currently planning to start construction on a new, taller Winslow water tank directly adjacent and to the north of the subject water tank. To date there have been no discussions about how the existing tank

antenna configurations may need to change as a result of the new tank, or whether Verizon will be interested in moving the antennas to the new tank once completed.

ATTACHMENTS:

[FERNCLIFF- Amendment No. 2 to Option and Water Tower Lease.doc](#)

FISCAL DETAILS: Verizon will pay \$500 per month for lease of the water tank space for a new antenna. The revenue will be shared 50/50 between the City and the Bainbridge Island School District, as they are the underlying owners of the property.

Fund Name(s): General Fund

Coding: N/A

AMENDMENT NO. 2
TO
OPTION AND WATER TOWER LEASE AGREEMENT

This AMENDMENT NO. 2 TO OPTION AND WATER TOWER LEASE AGREEMENT ("Amendment") is made this _____ day of _____, 2023, by and between the City of Bainbridge Island ("Lessor"), the Bainbridge Island School District No. 303 ("Owner") and Seattle SMSA Limited Partnership d/b/a Verizon Wireless ("Lessee").

RECITALS

A. This Amendment pertains to that certain Option and Water Tower Lease Agreement dated October 13, 2011, together with all exhibits, amendments and addenda thereto (collectively, the "Agreement") for the lease of certain premises ("Premises") located on Lessor's water tower (the "Tower Space"), together with a parcel of land containing 480 square feet of Owner's real property (the "Land Space") located at 9455 NE New Brooklyn Road, Bainbridge Island, County of Kitsap, State of Washington (the "Property"), legally described as set forth on Exhibit "A" attached hereto and made a part hereof.

B. The parties desire to amend the Agreement to describe the current Premises, to allow Lessee to modify its equipment at the Premises, to document an increase in rent payable to Lessor/Owner, and to amend certain other provisions, as set forth below.

NOW, THEREFORE, in consideration of the foregoing and mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is hereby agreed as follows:

AGREEMENT

1. Recitals. The foregoing recitals are incorporated herewith as if fully set forth herein.

2. Premises. The Premises is identified as Tower Space on Lessor's water tower, together with 480 square feet (20' x 24') of Land Space, a 10' wide easement for cables and conduits from the water tower to the Land Space (the "Cable Easement"), the non-exclusive right of ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks over or along a twenty (20') foot wide right-of-way extending from the nearest public right-of-way, NE New Brooklyn Road, to the Land Space (the "Right of Way"), and the installation and maintenance of utility wires, poles, cables, conduits, and pipes over,

under, and along said Right of Way or directly to utility demarcations from the Land Space (the "Utilities"). The Tower Space, Land Space, Cable Easement, Right of Way, and Utilities (hereinafter collectively referred to as the 'Premises') are described in Exhibit "B" attached hereto and made a part hereof. Section 1(d) of the Agreement is hereby deleted in its entirety.

3. Use. The first 3 sentences of Section 8 of the Agreement are hereby deleted in their entirety and replaced with the following. The remainder of the provision is unchanged.

LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing, and operating a communications facility and used incidental thereto. All improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to modify but not expand the Premises at any time during the term of this Agreement, including the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, during the Term, and said modifications to the Premises shall not be subject to a rental increase. It is understood that the terms of this Amendment take precedence over any Use rights or Rent increases previously included in the Agreement.

4. Equipment Modifications; Exhibit "B." The Parties agree that the Agreement is amended to allow Lessee to install one (1) new antenna pipe mounts on the Tower Space at the Premises (collectively, the "Modifications"), as depicted on Exhibit "B" to this Amendment. Exhibit "B" to the Agreement is hereby deleted and replaced with Exhibit "B" attached hereto and incorporated herein.

5. Rental. Effective upon the first day of the month in which this Amendment is fully executed, rent shall increase by \$500.00 per month, to be paid in equal monthly installments in advance to Lessor and Owner in equal 50% shares, which amount shall increase as provided in the Agreement.

6. Full Force and Effect. Except as expressly amended herein, the Agreement is unmodified and remains in full force and effect. In the event of a conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall be controlling. In addition, except as otherwise stated in this Amendment, all initially capitalized terms will have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Amendment.

[SIGNATURE PAGE FOLLOWS]

LESSOR: City of Bainbridge Island

By: _____

Name: _____

Title: _____

Date: _____

OWNER: Bainbridge Island School District No. 303

By: _____

Name: _____

Title: _____

Date: _____

LESSEE: Seattle SMSA Limited Partnership d/b/a Verizon Wireless
By Cellco Partnership., Its General Partner

By: _____

Name: _____

Title: _____

Date: _____

LESSOR ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

On this ____ day of _____, 2023, before me, a Notary Public in and for the State of Washington, personally appeared Blair King, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the City Manager of the City of Bainbridge Island, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

NOTARY PUBLIC in and for the State of _____,
residing at _____
My appointment expires _____
Print Name _____

OWNER ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

On this ____ day of _____, 202__, before me, a Notary Public in and for the State of Washington, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that He/She was authorized to execute the instrument, and acknowledged it as the _____ of Bainbridge Island School District No. 303, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

NOTARY PUBLIC in and for the State of _____,
residing at _____
My appointment expires _____
Print Name _____

LESSEE ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this ____ day of _____, 202__, before me, a Notary Public in and for the State of Washington, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the _____ of Seattle SMSA Limited Partnership d/b/a Verizon Wireless, By Cellco Partnership, Its General Partner, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

NOTARY PUBLIC in and for the State of WA,
residing at _____
My appointment expires _____
Print Name: _____

EXHIBIT "A"
Legal Description

PARCEL XI:

THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON.

PARCEL XII:

THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON;

PARCEL XIII:

**THE NORTH HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON;
EXCEPT THE NORTH 30 FEET FOR NE NEW BROOKLYN ROAD (COUNTY ROAD NO. 105) AS CONVEYED TO KITSAP COUNTY UNDER AUDITOR'S FILE NO. 765821.**

EXHIBIT "B (Page 1 of 2)"

Premises

BRE FERNCLIFF
9455 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND, WA 98110
PARCEL#: 222502-4-003-2008

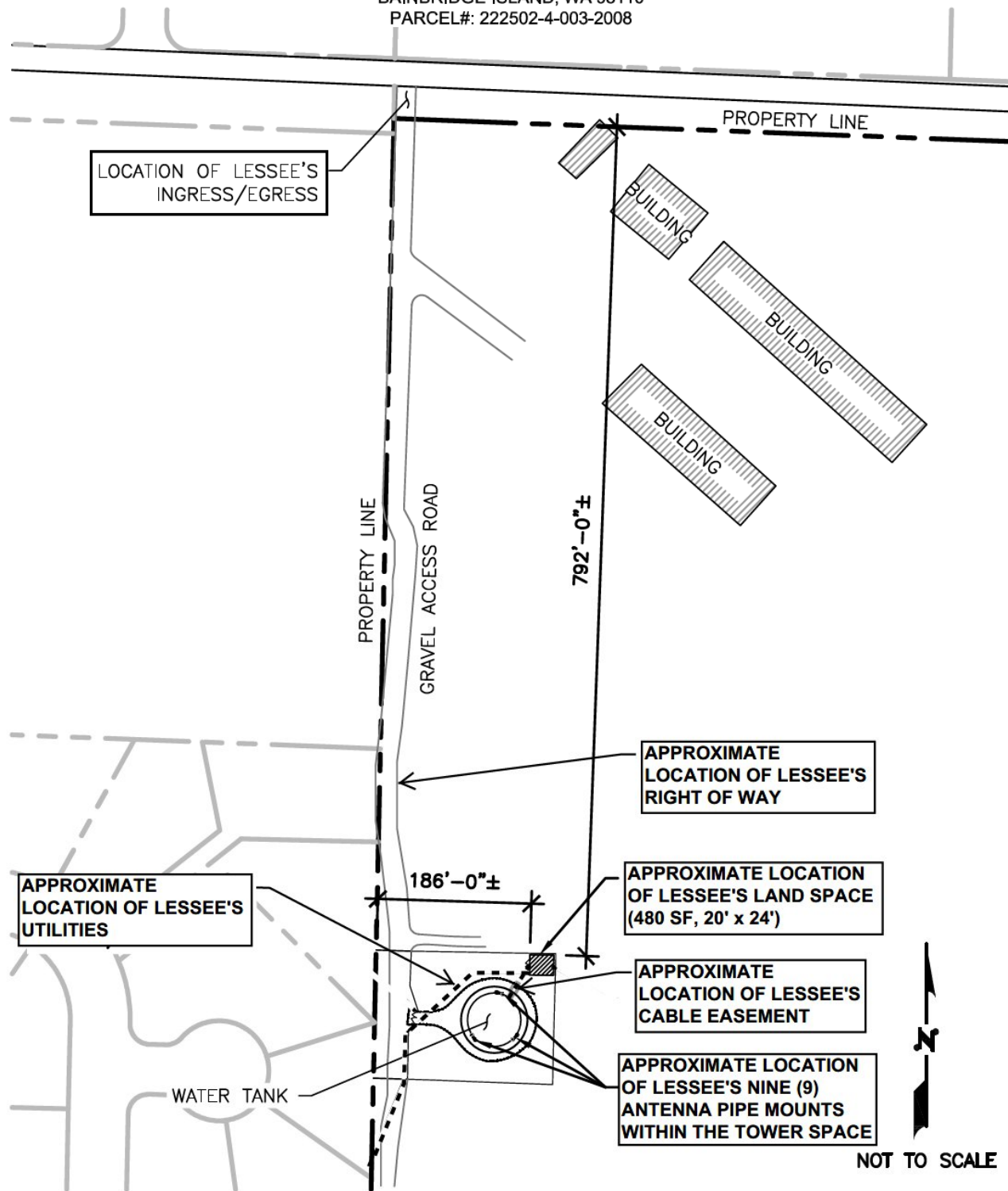
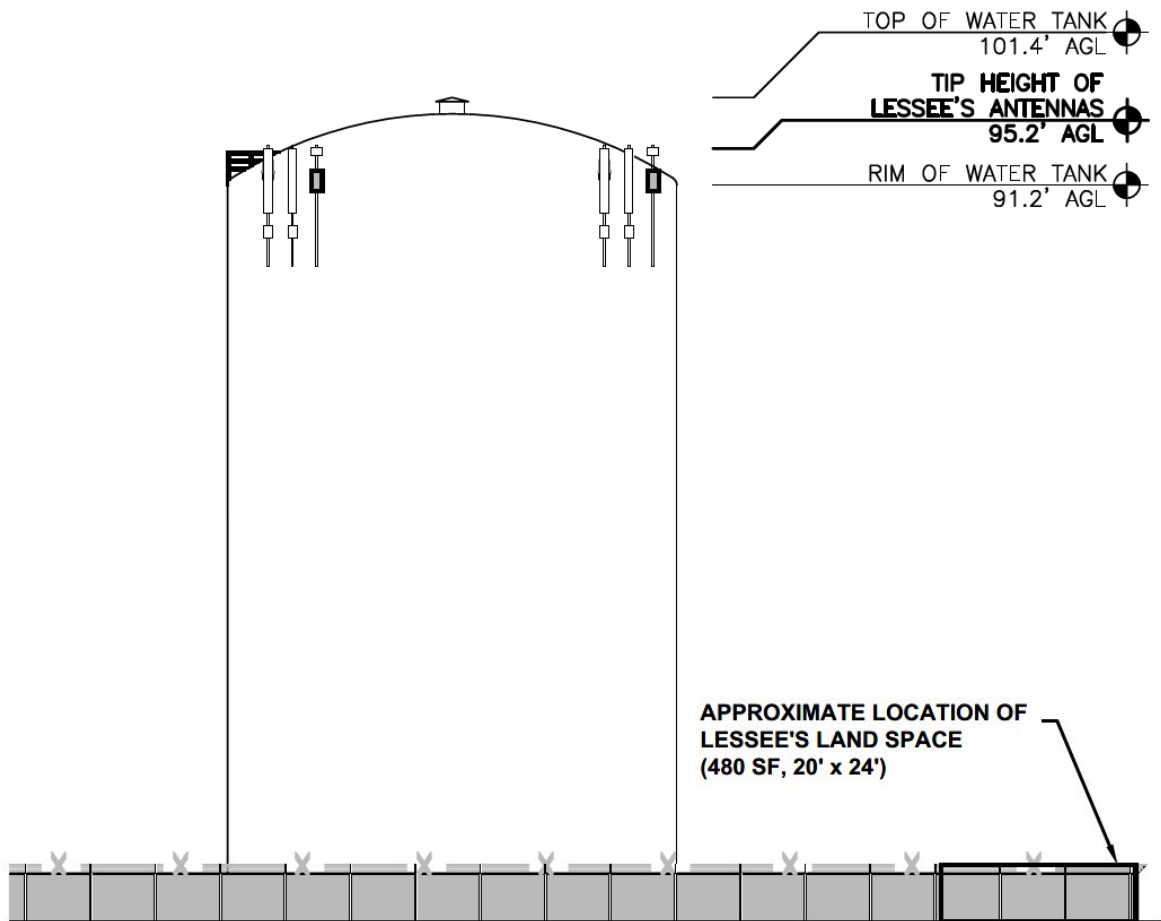


EXHIBIT "B (Page 2 of 2)"

Premises

BRE FERNCLIFF
9455 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND, WA 98110
PARCEL#: 222502-4-003-2008



NOT TO SCALE

TOWER SPACE IS DEFINED AS THE FOLLOWING:

- (9) ANTENNA PIPE MOUNTS, (3) PER SECTOR
- A VERTICAL CABLE CHASE WAY RUNNING DOWN FROM THE TOP OF THE WATER TANK TO THE START OF THE CABLE EASEMENT
- CABLE SPACE FROM EACH ANTENNA SECTOR TO THE TOP OF THE CABLE CHASE WAY



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME:

AGENDA ITEM: Cancel the August 1, 2023 Study Session

SUMMARY: Council will consider canceling the August 1, 2023 Study Session. National Night Out occurs on the same date.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Cancel the August 1, 2023 Study Session.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute Amendment No. 6 to the Professional Services Agreement with Coates Design for Construction Administration Services Associated with the Ted Spearman Justice Center (\$24,000, Tax Supported)

SUMMARY: City staff are requesting that the City Council consider authorizing the City Manager to execute Amendment No. 6 to the Professional Services Agreement with Coates Design for construction administration services associated with the Ted Spearman Justice Center (\$24,000, Tax Supported)

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 6 to the Professional Services Agreement with Coates Design for construction administration services associated with the Ted Spearman Justice Center in substantially the form attached.

COMMUNITY ENGAGEMENT AND OUTREACH: A Community Open House is scheduled for the Ted Spearman Justice Center on November 15, 2023.

FISCAL IMPACT:

Amount:	\$24,000
Ongoing Cost:	N/A
One-Time Cost:	\$24,000
Included in Current Budget?	Yes

BACKGROUND: In April of 2022, the City Council approved the Professional Services Agreement with Coates Design for construction administrative services associated with the Ted Spearman Justice Center. The Council has since approved five amendments to the agreement to support additional design and construction administration services. The current amendment will address continued administrative and design needs through the end of the project, which is anticipated in November 2023.

Construction administration services include responding to Requests for Information from the contractor, reviewing construction-related submittals for design elements of the project, attending weekly coordination meetings, and supporting owner-requested changes.

ATTACHMENTS:

[Coates PSA Amendment No. 6 Con Admin.docx](#)

FISCAL DETAILS: Amendment No. 6 is for \$24,000, which will bring the total contract value to \$543,650.00. The project has sufficient budget to support the amendment.

Fund Name(s): General Fund

Coding: Capital Improvement Plan Project 00724

**AMENDMENT NO. 6 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 6 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on April 14, 2022, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Coates Design, Inc., a Washington State corporation (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide construction administration services associated with the construction of the Police and Municipal Court facility at 8804 Madison Avenue; and

WHEREAS, the City and the Consultant entered into Amendment No. 1 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement; and

WHEREAS, the City and the Consultant entered into Amendment No. 2 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement; and

WHEREAS, the City and Consultant entered into Amendment No. 3 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement;

WHEREAS, the City and Consultant entered into Amendment No. 4 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement; and

WHEREAS, the City and Consultant entered into Amendment No. 5 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement; and

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

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

1. Section 3.A. is hereby amended to read as follows:

A. The City shall pay the Consultant for such services: (check one)

[X] Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of ~~Five Hundred and Nineteen Thousand Six Hundred and Fifty Dollars (\$519,650.00)~~; Five Hundred Forty-Three Thousand, Six Hundred Fifty Dollars (\$543,650.00);

[] Fixed Sum: a total amount of \$_____;

[] Other: \$_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

3. Attachment B, Scope of Services, is hereby amended to include the additional tasks set forth in the revised version of Attachment B, which is attached and is hereby incorporated fully into this Amendment. Attachment B, as amended, shows the changes to the previous Scope of Services in underline.

4. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

COATES DESIGN, INC.

CITY OF BAINBRIDGE ISLAND

Date:_____

Date:_____

By:_____

By:_____

Name_____

Blair King, City Manager

Title_____

Tax I.D. #_____

City Bus. Lic. #_____

ATTACHMENT B
SCOPE OF SERVICES
(As Amended by Amendment No. 6)

I. Project Description

The project consists of reconstruction of a two-story wood-framed building, approximately 17,842 sf gross area plus a 630 sf open-air impound enclosure, for use as a municipal police and court critical use facility.

The Bid Documents consist of the Project Manual and Project Drawings dated March 10, 2022.

Amendment No. 1 To Project Description - Additional Services

Revise the Fitness Room and adjacent spaces as required to incorporate an Emergency Operations Center (EOC).

Services will be provided in two parts as described in Amendment No. 1 Scope of Additional Services below.

Preliminary Program for EOC:

- Dedicated secured room to accommodate 15 people seated at table with computers, phones, printer, within footprint of Fitness 232.
- Fitness Room 232 will be reduced to accommodate EOC and provide overflow accommodations for EOC function. Table and chairs will be stored outside this room and brought in as needed.
- Operable wall/door between EOC and Fitness.
- Maintain connection between EOC and Court Lunch 235.

Amendment No. 2 To the Project Description – Additional Services

Revise the documents to incorporate revisions identified in Amendment No. 1, and also the following:

- a) Revise the courtroom layout to incorporate revisions identified as part of the City's third-party review, including changes to the Judge's bench, jury box, and the removal of an existing structural column that would obscure courtroom participant views/lines of sight.
- b) Revise the courtroom lobby and entrance areas to incorporate comments received from the City's Race Equity Advisory Committee.
- c) Revise the first and second floor general layouts to improve the utilization of space, the functionality of the court kitchen and office areas, and to address existing conditions discovered inside the existing building during demolition and site preparation.
- d) Expand the architect's overall Construction Contract Administration by increasing attendance at weekly meetings, preparing requested supplemental and supportive materials for field instruction to the contractor; and, increasing involvement in the preparation of furniture, furnishings and equipment (FFE) planning and procurement.

Amendment No. 3 To the Project Description – Additional Services

Revise the documents to incorporate revisions identified in Amendment Nos. 1 and 2, and also the following:

- e) Revise the mechanical and electrical drawings to reflect the revised first and second floor layouts identified and authorized under Amendment No. 2.

II. Scope of Basic Services

Project Phases

This work is limited to the Construction Contract Administration Phase. Services performed by the Architect, Landscape Architect, Civil, Structural, Mechanical, Electrical, Technology Engineering and Police Facility Specialist:

- a) Assist the Owner with Construction Contract Administration.
- b) Responses to Requests for Information from the Contractor regarding the Bid Documents.
- c) Review submittals and shop drawings related to the construction documents.
- d) Review Contractor Requests for Substitution.
- e) Issue Supplemental Instructions containing clarifications to the Bid Documents.
- f) Assist the Owner with closeout documentation and punch list.
- g) FF&E fee is to administer the current package and does not include revisions or material reselections.
- h) Attendance at regular jobsite meetings and onsite visits for observation as indicated below.
- i) Attendance at Public meetings such as City Council meetings is not included.

Amendment No. 1 Scope of Basic Services

Services performed by the Architect, Landscape Architect, Civil, Structural, Mechanical, Electrical, Technology Engineering and Police Facility Specialist:

- j) Part 1: Develop plans and initial sketches for distribution within COBI users.
- k) Part 2: Provide revision drawings and specs for selected scheme with MEP as required.

Amendment No. 2 Scope of Basic Services

Services performed by the Architect, Landscape Architect, Civil, Structural, Mechanical, Electrical, Technology Engineering and Police Facility Specialist:

- l) Part 1: Develop plans and specs for the additional services listed in the Amendment No. 2 Project Description.
- m) Part 2: Provide additional Construction Contract Administration and FFE services as related to items a through i listed above.

Amendment No. 3 Scope of Basic Services

Services performed by the Architect, Mechanical, Electrical, and Technology Engineering Consultants:

- n) Part 1: Develop modified plans and specifications for the additional services listed in the Amendment No. 3 Project Description.

Amendment No. 4 Scope of Basic Services

Services performed by the Architect, Mechanical, Electrical, and Technology Engineering Consultants:

- o) Part 1: Provide additional Construction Contract Administration Services as per Section II of this agreement, Scope of Basic Services
- p) Part 2: Provide additional support for construction administration and documentation related to additional services listed in the Amendment No. 2 Project Description.

Amendment No. 5 Scope of Basic Services

Services performed by the Architect, Mechanical, Electrical, and Technology Engineering Consultants:

- q) Part 1: Provide the Electrical and Technology infrastructure revisions to accommodate the Bainbridge Prepares revisions to the plan set;
- r) Part 2: Incorporate the equipment and rooftop devices to complete those Electrical and Technology revisions, identified in the Spec Sheets 20220607 and the owner's notes and documents received related to the Bainbridge Prepares revisions to the plan set;
- s) Part 3: Incorporate the necessary building infrastructure to install up to a 50kW PV panel system.

Amendment No. 6 Scope of Basic Services

Services performed by the Architect:

- t) Part 1: Provide additional Construction Contract Administration Services as per Section II of this agreement, Scope of Basic Services

III. Deliverables

- Attendance at Construction meetings:
 - o Coates Design: 1 per month
- Onsite Observation visits:
 - o Coates Design: 14 visits
 - o PCS Structural Solutions: 8 visits
 - o PAE Engineers: Mechanical: 2 visits; Electrical: 2 visits; Technology: 1 visit
 - o Browne/Wheeler: 4 visits
 - o Murase: 4 visits
 - o MLW: 2 visits
 - o Provision of Record Drawings, As-Built Drawings, or Confirmed Drawings is not included.

Amendment No. 1 to Deliverables

- Part 1: Sketches of two schemes to establish an acceptable plan and scope of work.
- Part 2: Revisions to Contract Documents to be issued as an Owner-directed Change Order. Architectural, Interiors and MEP revisions are anticipated.

Amendment No. 2 to Deliverables

- Develop plans specs for the additional scope of services identified in the Amendment No. 2 Project Description.
- Increase attendance at construction meetings to weekly.
- Provide additional Construction Contract Administration and FFE services as requested by the City.

Amendment No. 3 to Deliverables

- Develop plans and specifications for the additional scope of services identified in the Amendment No. 3 Project Description.

Amendment No. 5 to Deliverables

- Revisions to drawings as markups on PDF's. Drawing files will not be revised for this work.

IV. Owner Responsibilities

It is our understanding that the Owner will provide full information where available. We will rely on the accuracy of any materials/documents/files submitted to us for use on your project.

V. Schedule

The term of this agreement is as noted below from the date of the Contractor's Notice to Proceed. Extension of work beyond October 31, 2023 is subject to additional compensation.
Milestone Dates:

- June 1, 2022: Notice to Proceed
- July 31, 2023: Completion of Construction
- October 31, 2023: Close-out complete

Amendment No. 1 to Schedule

- June 15, 2022: Select scheme based upon preliminary sketches (Part 1).
- July 29, 2022: Completion of revised documents (date to be confirmed as work progresses).

Amendment No. 2 Schedule

- September 30, 2022: Provide plans and specifications associated with items a through c as identified in the Amendment No. 2 Project Description.

- Provide additional Construction Contract Administration and FFE services as needed through the close-out of the project.

Amendment No. 3 Schedule

- December 1, 2022: Provide plans and specifications associated with item e identified in the Amendment No. 3 Project Description.

Amendment No. 4 Schedule

- As per Section V of this agreement, Schedule, extend the Completion of Construction date to September 30, 2023 and Close-out to December 31, 2023.

Amendment No. 5 Schedule

- Issue ASI-007 Electrical and Technology rough-in revisions by May 1, 2023.
- Issue ASI-008 Electrical and Technology revisions by May 1, 2023.

Amendment No. 6 Schedule

- As per Section V of this agreement, Schedule, extend the Completion of Construction date to November 30, 2023 and Close-out to January 31, 2023.

VI. Compensation

<u>Team</u>	<u>Fee</u>	<u>Reimb</u>	<u>Total</u>
Coates Design	\$161,360	\$500	\$161,860
Coates Design FF&E	\$6,000		\$6,000
PCS Structural Solutions	\$38,500		\$38,500
PAE Engineers - MEP	\$61,500	\$3,000	\$64,500
PAE Engineers - Technology	\$12,500		\$12,500
Browne/Wheeler Engineers	\$6,000	\$250	\$6,250
Murase	\$12,000	\$300	\$12,300
McClaren, Wilson & Lawrie, Inc.	\$27,970	\$2,532	\$30,502
10% markup on consultants	<u>\$15,847</u>	\$608	<u>\$16,455</u>
Total HNTE fee with markups	\$341,677	\$7,190	\$348,867

Coates Hourly Fee Schedule:

Sr. Architect/Principal:	\$200/hour
Senior Architect:	\$175/hour
Project Architect/Manager	\$160/hour
Interior Designer	\$150/hour
Designer	\$120/hour
Admin	\$100/hour

Additional services, if requested, will be billed per the rate schedule.

Amendment No. 1 to Compensation

Part 1: Not to exceed \$6,000.00. To be included in monthly billing and billed at “Coates Hourly Fee Schedule” as stated above.

Part 2: Fee to be determined once a revision scheme has been selected.

Amendment No. 2 to Compensation

Not to exceed \$75,720 (\$33,000 for Coates Design supplemental plans and specifications; \$37,000 for Coates Design Construction Contract Administration and FFE services; \$5,720 for PCS Structural Solutions supplemental plans and specifications). To be included in monthly billing and billed at “Coates Hourly Fee Schedule” as stated above.

Amendment No. 3 to Compensation

Not to exceed \$5,463.00. Revised compensation schedule as follows:

Amendment No. 4 to Compensation

Not to exceed \$69,400.00. Revised compensation schedule as follows:

Amendment No. 5 to Compensation

Not to exceed \$14,200.00. Revised compensation schedule as follows:

Amendment No. 6 to Compensation

Not to exceed \$24,000.00. Revised compensation schedule as follows:

	Fee				Reimbursement		
	Original Fee	Amendment No. 1, 2, 3, 4, 5 Fee Revisions	Amendment No. 6	New Fee Total	Original Reimb.	Amendment No. 1, 2, & 3 Reimb. Revisions	New Reimb. Total
Coates	\$161,360	\$112,900	\$30,000	\$304,260	\$500	\$0	\$500
Coates FFE	\$6,000	\$6,000		\$12,000	\$0	\$0	\$0
PCS Structural	\$38,500	\$5,200		\$43,700	\$0	\$0	\$0
PAE MEP	\$61,500	\$9,800		\$71,300	\$3,000	\$0	\$3,000
PAE Revised MEP	\$0	\$45,000		\$45,000	\$0	\$0	\$0
PAE Tech	\$12,500	\$7,200		\$19,700	\$0	\$0	\$0
Browne	\$6,000	\$0		\$6,000	\$250	\$0	\$250
Murase	\$12,000	\$0		\$12,000	\$300	\$0	\$300
McClaren	\$27,970	-\$14,970	-\$6,000	\$7,000	\$2,532	-\$1,500	\$1,032
Markup	\$15,847	\$1,153		\$17,000	\$608	\$0	\$608
	\$341,677	\$172,283	\$24,000	\$537,960	\$7,190	-\$1,500	\$5,690
						New Total	\$543,650

VII. Reimbursable Costs

All expenses incurred by Coates Design, Inc. to perform the Services shall be reimbursed by Owner at Coates Design, Inc.'s cost plus 10%. Reimbursable costs include, but are not limited to: Engineering, Fees, Reproduction, Printing, Travel, Shipping, etc.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: Review Updated Artwork for Something New VI, 2023-24 Rotation - Executive,

SUMMARY: On June 27, 2023, the City Council accepted five pieces of artwork for the Something New 2023-2024 rotational art program. Subsequent to Council's approval, Unam by artist Ken McCall was sold and is not available for the Something New 2023-24 program. A previously reviewed artwork, Dragonfly, is recommended to be added in-lieu of Unam. Council is requested to approve the piece Dragonfly.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Accept the new substitute artwork (Dragonfly) in-lieu of the previous accepted artwork Unam for the Something New 2023-2024 rotation.

COMMUNITY ENGAGEMENT AND OUTREACH: Outreach for Call for Art via CaFe, AHB website and City media channels.

FISCAL IMPACT:

Amount:	No change to previously approved amount: \$26,000 for total program cost, \$2,000 to each artist for display
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: On June 27, 2023, the City Council accepted the five pieces of artwork for the Something New 2023-2024 rotational art program. Subsequent to Council's approval, Unam by artist Ken McCall was sold and is not available for the Something New 2023-24 program. A previously reviewed artwork, Dragonfly, is recommended to be added in-lieu of Unam.

The artwork that is part of Something New is located on the south side of Winslow Way at Ericksen, two in Waterfront Park, at City Hall, and at the terminus of Madison Avenue.

The approved artwork will be installed this summer. The locations will be finalized by PAC and City staff in coming weeks.

ATTACHMENTS:

[Something New VI Update for CC 07252023](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Something New VI

Updated Selection

July 25, 2023



Location #3 (City Hall)

Prehistoric Dragonfly by Leon White

Aluminum, Glass, Solar 6ft Wing Span x 7ft Body Length x 15 in.

Diam. of Head. Approx. 40 pounds.

I was inspired to create this sculpture of a Dragon Fly enlarged from life size to this monumental representation. Deciding on aluminum for the ease of bending the construction, the shine of the aluminum and for the lightweight since I want it to be in the air. Wanting the eyes to have protrusion as dragonfly eyes are, I found vintage automobile glass headlights with a half curve. I painted the inside lens with a blue glass paint for more attraction. I use Solar Lights inside of the eyes to give it an "Alive feeling" at night. These photo samples are mounted on a pine tree. This will be mounted on a three-inch diameter aluminum pole ten to twelve feet high. The Dragonfly will be mounted on a Rotating Disc to turn in the breeze, adding a lifelike feeling of flying.



Prehistoric Dragonfly
Aluminum, Glass, Solar
20" x 7' x 5'
Artwork for Sale: Yes
\$4,500.00
2022
Sculpture
Art in Public Places: No
See image one



Prehistoric Dragonfly
Aluminum, Glass, Solar
20" x 6' x 7'
Artwork for Sale: Yes
\$8,000.00
2022
Sculpture
Art in Public Places: No
Currently mounted on a pine tree in our yard



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize Amendment No. 2 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for the Winslow Water Tank Replacement Project (\$465,046.00, Water Fund) - Public Works,

SUMMARY: City staff are requesting that the City Council consider authorizing the City Manager to approve Amendment No. 2 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for the Winslow Water Tank Replacement project.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for the Winslow Water Tank Replacement project.

COMMUNITY ENGAGEMENT AND OUTREACH: None currently planned.

FISCAL IMPACT:

Amount:	\$465,046
Ongoing Cost:	N/A
One-Time Cost:	\$465,046
Included in Current Budget?	Yes

BACKGROUND: The Winslow Water Tank Replacement project includes the demolition and replacement of the older 1 MG reservoir with a 2 MG elevated reservoir. The 1.5 MG reservoir will be deactivated and left in place.

City Council approved the design contract with Consor at their March 8, 2022, City Council meeting in the amount of \$1,388,756. Since that time, Amendment No. 1 was executed on April 24, 2023, increasing the scope of services and contract value to \$1,424,671.

Amendment No. 2 is for additional consultant fees related to the increased design work. This includes additional water main and pressure reducing vaults associated with the higher elevations of the new reservoir, and

addressing structural and geotechnical design changes associated with building code changes. Upon approval of Amendment No. 2, the revised contract amount will be \$1,888,717.00.

The project is on-schedule for a construction contract award in November 2023.

ATTACHMENTS:

[Amendment 2 to Water Tank PSA.docx](#)

[Scope A1.docx](#)

[Scope A2.docx](#)

[Water Tank Budget Summary.pdf](#)

FISCAL DETAILS: The Winslow Water Tank is Capital Improvement Plan project #00988. The budget summary for the project is included in the agenda packet. The project has sufficient funding for Amendment No. 2.

Fund Name(s): Water Fund

Coding: Capital Improvement Project #00988

**AMENDMENT NO. 2 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 2 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (as amended, the “Agreement”) entered into on March 31, 2022, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Consor North America, Inc., an Oregon state corporation (formerly MurraySmith, Inc.) (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide the design of the Winslow Water Tank Replacement Project; and

WHEREAS, on April 25, 2023, the City entered into Amendment No. 1 to the Agreement for Professional Services to modify the scope of services; and

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

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

1. Section 3.A. is hereby amended to read as follows:

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with Attachment B, but not more than a total of ~~One Million Four Hundred Twenty Four Thousand Six Hundred Seventy One Dollars (\$1,424,671.00)~~ One Million Eight Hundred Eighty-Nine Thousand Seven Hundred Seventeen Dollars (\$1,889,717.00);

2. Attachment B, Scope of Services, is hereby amended to include the tasks and fee schedule on the attached Exhibits A1 thru D1; A2 and B2; and E.

3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

CONSOR NORTH AMERICA, INC.

Date: _____

By: _____

Name _____

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

CITY OF BAINBRIDGE ISLAND

Date: _____

By: _____

Blair King, City Manager

EXHIBIT A1

SCOPE OF SERVICES

PROPOSED ENGINEERING SERVICES FOR WINSLOW WATER TANK REPLACEMENT PROJECT CITY OF BAINBRIDGE ISLAND, WA AMENDMENT NO. 2 – A1: WATER MAIN DESIGN

Introduction

Conсор (Consultant) is providing engineering services to the City of Bainbridge Island (City) for the Winslow Water Tank Replacement project. The project includes preparing preliminary design, plans, specifications, and engineer's opinion of probable construction cost (OPCC) for a new reservoir, water system pressure reducing valves (PRVs), and associated improvements. The project also includes supporting the City through public outreach and permitting tasks, and bidding support.

Through hydraulic modeling efforts and discussion with City staff, multiple distribution and transmission water main improvements within the City's Winslow Water System were identified for upgrade. Amendment No. 1 added the surveying of the water main segments.

This amendment (Amendment No. 2) adds the design of the identified water pipeline improvements to the project. The water pipeline improvements and PRV upgrades located throughout the water system will be bid for construction separately from the Winslow Water Tank Replacement. As such, this amendment includes preparation of an independent set of contract documents to be bid for construction which will include the pipeline improvements and PRV stations (included in the original scope of services).

This amendment includes preparation of final design plans, specifications, and engineer's OPCC for the water pipeline improvements. The PRV improvements will be packaged for bid with the pipeline improvements. This amendment also includes supporting the City permitting tasks, and bidding.

Proposed Improvements

The following is a list of the major project elements that will be designed under this Scope of Services as shown in **Exhibit C1**:

1. Fletcher Bay Road NE Water Main Improvements

- a. Design approximately 325 linear feet (LF) of new 8-inch diameter ductile iron (DI) water main from Fletcher Bay Well Site to NE Foster Road.
- b. Design approximately 1,425 LF of new 8-inch diameter DI water main in NE Foster Road from well site connection to intersection with Fletcher Bay Road NE.

- c. A stream culvert crossing is required in NE Foster Road located to the west of Jennie Avenue NE. The culvert will be protected in placed to avoid triggering additional permitting requirements.
- d. Design approximately 1,815 LF of new 8-inch diameter DI water main in Fletcher Bay Road NE from intersection with NE Foster Road to intersection with Miller Road NE.
- e. A stream crossing is required in Fletcher Bay Road NE between Springridge Road NE and Pitcairn Place NE. The culvert will be protected in placed to avoid triggering additional permitting requirements.
- f. Connect the new water to two (2) new PRV stations (PRV A and PRV B; included in the original scope of services).
- g. Repurpose the existing 12-inch diameter water main as a water transmission main. Transfer all current water service connections to the new 8-inch diameter water main.
- h. Consider valving and construction sequencing to minimize water service disruptions.
- i. No sidewalk, curb ramps, or curb and gutter improvements will be added as part of this project.

2. Madison Avenue N Water Main Improvements

- a. Design approximately 700 LF of new 8-inch DI water main in Madison Avenue N from Bainbridge Island Fire Station 21 to NE Yaquina Avenue.
- b. Connect the new water main to one (1) new PRV station (PRV I; included in the original scope of services).
- c. The new water main will cross State Highway 305 NE; coordinate and obtain approval from WSDOT for the proposed work. It is anticipated that WSDOT will require a trenchless crossing with a casing pipe for pipeline installed within their ROW.
- d. No sidewalk, curb ramp, or curb and gutter improvements will be added as part of this project.

3. Wallace Way NW Water Main Improvements

- a. Design approximately 300 LF of new 8-inch DI water main in Wallace Way NW from Lovell Avenue NW to Grow Avenue NW.
- b. Connect the new water main to one (1) new PRV station (PRV F; included in the original scope of services).
- c. Abandon the existing water main in place.
- d. No sidewalk, curb ramp, or curb and gutter improvements will be added as part of this project.

4. Hildebrand Ln NE Water Main Improvements

- a. Design approximately 400 LF of new 12-inch DI water main in Hildebrand Lane NE south of its intersection with High School Road NE.

- b. Connect the new water main to one (1) new PRV station (PRV G; included in the original scope of services).
 - c. Abandon the existing water main in place.
 - d. Design repair of sidewalks, curb, and gutter where impacted by utility work.
5. Five (5) additional PRV stations will be designed and packaged with the above improvements as shown in **Exhibit C1**. Budget for the design of all nine (9) PRV stations are included in the original scope of services; effort for design of the PRV stations will be billed to the appropriate tasks in the original Scope of Services (Tasks 1 through 12).

Scope of Services Overview

This Scope of Services has been organized by the following tasks.

- Subtask 13.1: Project Management and Coordination
- Subtask 13.2: Data Review
- Subtask 13.3: 30% Design
- Subtask 13.4: 60% Design
- Subtask 13.5: 90% Design
- Subtask 13.6: Final Design
- Subtask 13.7: Permitting Support
- Subtask 13.8: Bidding Support Services
- Subtask 13.9: Subconsultant Services

Each task identifies the following components.

1. Objective: Identifies the purpose of the task.
2. Activities: Discusses specific project elements and efforts that will be completed by the Consultant project team.
3. Task Deliverables: Identifies the finished product that will be delivered to the City.
4. City Responsibilities: Describes elements that will be provided by the City.
5. Assumptions: Lists assumptions used to develop each work task.

General Assumptions

The following general assumptions were made to establish a Scope of Services and Fee Estimate for this amendment, which is supplemental to the original scope of services. Task specific assumptions are provided under each task.

- All team coordination and design review meetings with the City will be held virtually using MS Teams or another similar platform unless stated otherwise herein.
- City staff will be present at project design review meetings and will have the authority to make decisions and provide direction regarding critical project elements.

- The City's review period is 15 working days for deliverables unless stated otherwise.
- File sharing between the Consultant and the City will be through a SharePoint site set-up and maintained by the Consultant.
- All deliverables will be in electronic format delivered via email or electronic file transfer. Final documents will be signed electronically and submitted to City electronically. No hard copies of deliverables will be provided.
- Preliminary Traffic Control Plans will be developed for COBI and WSDOT permitting requirements; however, the construction contractor will be responsible for developing, updating, or modifying all Traffic Control Plans as necessary to complete construction activities.
- No temporary water service plans will be developed; Contractor will be required to prepare temporary water service plans if necessary.
- The existing condition survey and base map is provided via Amendment No. 1.
- Design does not include relocations of other utilities (e.g., power, communications, gas, sewer, or storm).
- Design does not include locating or installation of PRVs to individual water services identified in the previous hydraulic modelling effort.
- Existing roadway widths and alignments will be maintained; roadway restoration design will be completed per City and WSDOT Standards, as applicable.
- No effort for hydraulic modeling is included in this amendment.
- No additional public outreach support is included in this amendment.
- No effort for design of PRV facilities is included in this amendment; PRV designs are included in the original scope of services.
- Drawings will be developed at 1-inch = 20 feet scale on a full-sized plan sheet (22" x 34").
- Drawings will be developed in 2019 Autodesk Civil 3D.
- Design will utilize City standards to the greatest extent practical.
- Special provisions will be developed referencing the 2023 or 2024 WSDOT/APWA standard specification format (whichever is in effect at the time of bidding).
- All improvements will be within the public Right-of-Way (ROW) or existing utility easements. No new permanent easements or property right's acquisition will be required to construct the planned improvements.
- Hydrant and isolation valve locations will be included per City Standards.
- Culvert crossings that convey streams will be designed to avoid in-work work or culvert disturbance.

- Construction will be contracted via design-bid-build process and will be contracted separately from the tank portions of the project.
- No critical areas review will be included in this project. Delineation of wetlands and/or wetlands buffer areas will be completed by City staff if needed.
- Drawings will include space for the Contractor to fill in tailpiece material information to meet DOH requirements and EPA revised lead and copper rule inventory requirements.
- No engineering services during construction are included in this scope of services.
- No PWB or DWSRF funding will be used for the design or construction of work related to this scope of services (water main and PRV improvements).

Scope of Services

Consultant will perform the following services.

Task 13 – Water Pipeline Improvements

Perform engineering services in tandem with Tasks 1 through 12 for the water pipeline improvements required to support Tank No. 1 improvements.

Subtask 13.1 - Project Management

Conduct services in alignment with those described in Task 1 of the original scope of services.

13.1.1- Project Management Plan and Safety Plan

Update the Project Management Plan (PMP) and Safety Plan to reflect the additional work.

13.1.2- Schedule and Budget Management

Update contract progress reporting and budget structure to reflect this additional scope of services and fee. Progress reporting and invoicing will be consistent with the original scope of services.

Develop a project schedule in Microsoft (MS) Project specific to this additional scope of services (water main and PRV improvements). The project schedule will include meetings, deliverables, City reviews, permit reviews, and bidding. Anticipated construction duration will be added following completion of 30% design. The project schedule will include also include Tank No. 1 design milestones for bidding and construction substantial completion.

Manage the critical path of this scope of services so the water main and PRV construction can feasibly be completed BEFORE the tank construction is anticipated to be complete. The water main and PRV improvements must be functioning before Tank No. 1 (included in the original scope of services) can be brought online.

The project schedule will be updated with the 30%, 60%, and 90% deliverables and provided if changes are made to the project schedule. The project schedule will include descriptions of successors and predecessors for tasks and will indicate if a task is critical path.

13.1.3 - Progress/Work Meetings

Prepare for and conduct project coordination and review meetings with City staff to discuss project elements specific to this additional scope of services. Prepare meeting agenda and record meeting summary to document discussion items, action items, and decisions and transmit to City. Project coordination and review workshops are as follows:

1. 30% Design Review Workshop
2. 60% Design Review Workshop
3. 90% Design Review Workshop

13.1.4 – Team Management and Coordination

Manage and coordinate project staff to deliver services in conformance with the Scope of Services, budget, and schedule.

13.1.5 - Manage Project QA/QC

Manage and coordinate in-house QA/QC reviews of deliverables prior to delivery of work products to the City. QA/QC effort is captured within other tasks specific to individual work elements.

Task Deliverables

1. Updated PMP.
2. Agenda and summaries for project meetings.
3. Project schedule and updates.

City Responsibilities

1. Coordinate with project team, assist with scheduling meetings, and attend meetings.
2. Review meeting agendas, meeting summaries, and provide comments to Consultant.
3. Provide timely and consolidated written comments on deliverables.
4. Provide input and concurrence for project decisions and development.

Assumptions

1. 30% Design Review Workshop (virtual) will be attended by two (2) consultant team staff and will be up to two hours in duration.
2. 60% Design Review Workshop (virtual) will be attended by two (2) consultant team staff and will be up to two hours in duration.
3. 90% Design Review Workshop (virtual) will be attended by two (2) consultant team staff and will be up to two hours in duration.

Subtask 13.2 – Review of Background Information

Conduct services in alignment with those described in Task 2 of the original scope of services.

13.2.1- Basemap Review and Site Visit Verification

Attend up to two (2) site visits to confirm pertinent existing conditions. City staff will be present to access existing water utilities structures as needed. Coordinate additional survey needs or revisions with subconsultant via Amendment No. 1.

13.2.2 Private Utility Coordination

Coordinate with private utilities located within the project limits, including Comcast, Lumen, Puget Sound Energy (PSE), or others, as necessary. Obtain as-built information and drawings from private utilities, as necessary. Incorporate private utility information into the project basemap.

13.2.3 Utility Potholing

Prepare a potholing plan for City review and input and coordinate with potholing subcontractor. After completion of potholing, incorporate information into base files. Up to 10 pothole locations will be selected.

Potholing services will be performed by Applied Professional Services, Inc (APS), as described in more detail under Task 13.9.

13.2.4 - Geotechnical Coordination and Review

Coordinate subsurface investigation tasks with the geotechnical engineer. Geotechnical engineer scope of services is detailed in Section 13.9.

Task Deliverables

1. Potholing plan, draft and final.

City Responsibilities

1. Provide pertinent private utility contacts.
2. Provide City's most current version of CAD standards, standard Special Provisions, drawing standards, etc.
3. Provide timely and consolidated written comments on deliverables.
4. Provide input and concurrence for project decisions and development.

Assumptions

1. City will provide requested documentation within two weeks of the submitted request. Documents will be provided in electronic format via electronic file transfer or email.
2. Data requests may include record drawings, known utility depths, available geotechnical or geologic information, utility mapping, GIS data and private utility company contacts.
3. Each site visit will be attended by two (2) consultant team staff and will be up to eight hours in duration, including travel time.
4. Design of private utility relocations will be the responsibility of the private utility, if necessary.

5. Includes up to four (4) 30-minute virtual meetings with private utilities.

Subtask 13.3 – 30% Design

Objective

Develop 30% design level drawings, OPCC, and construction working days estimate. Utilize 30% design drawings to conduct conflict analysis, prepare potholing plan, and initiate permitting activities.

Activities

Subtask 13.3.1 30% Design Drawings

Develop 30% design level drawings. Drawings will be consistent with the drawing list provided as **Exhibit D1**.

Subtask 13.3.2 30% OPCC and Working Days Estimate

Develop 30% design level OPCC and construction working days estimate.

The OPCC will be organized to present information on a site-by-site basis (eight sites total). The 30% OPCC will include a 30% contingency to account for unknowns and will have an anticipated accuracy range of -15% to +20%.

Subtask 13.3.3 Utility Conflict Analysis

Perform a conflict analysis based on basemap survey, private utility information, and information provided by the City using the 30% design utility drawings. Submit drawing mark-ups showing potential conflicts with a summary to the City.

Utilize conflict analysis to inform potholing needs; potholing is anticipated to be completed after the 30% design deliverable is reviewed by the City.

Deliverables

1. 30% level design drawings (Refer to **Exhibit D1**)
2. 30% level OPCC
3. 30% level construction working days estimate
4. Utility conflict analysis

City Responsibilities

1. Review and comment on each deliverable.
2. Provide one (1) set of comments for each deliverable in electronic format. Review comments will be provided in PDF format and will be a consolidated PDF plan set prior to being delivered to the Consultant team to eliminate redundant or conflicting comments.
3. Coordinate with Fire Department to confirm proposed fire hydrant locations.

Assumptions

1. Effort for the design review workshop is included in Task 13.1.

2. The drawing list is attached as **Exhibit D1** and is the basis for the fee estimate related to design drawings.
3. Review comments will be received in a complete, single submittal. Multiple rounds of review comments on the same design completion submittal are not anticipated.
4. No special provisions will be developed for the 30% deliverable.
5. All pavement restoration requirements (grind and overlay limits, lane markings, roadside restoration, etc.) will be limited to trench resurfacing and shown on the water utility plan sheets.

Subtask 13.4 – 60% Design

Objective

Develop 60% design level drawings, WSDOT/APWA Special Provisions, OPCC, and updated construction working days estimate. Address City review comments received on the 30% design documents and further advance the design.

Activities

Subtask 13.4.1 60% Design Drawings

Develop 60% design level drawings. Drawings will be consistent with the drawing list provided as **Exhibit D1**.

Subtask 13.4.2 60% OPCC and Working Days Estimate

Develop 60% design level OPCC and construction working days estimate.

The OPCC will be organized to present information on a site-by-site basis (8 sites total). The 60% OPCC will include a 20% contingency to account for unknowns and will have an anticipated accuracy range of -10% to +15%.

Subtask 13.4.3 60% Special Provisions

Develop 60% design level special provisions. Special provisions will be based on WSDOT/APWA Standards and City Standard special provisions and modified to meet specifics of the project.

Deliverables

1. 60% level design drawings (Refer to **Exhibit D1**).
2. 60% level OPCC.
3. 60% level construction working days estimate.
4. 60% level Special Provisions

City Responsibilities

1. Review and comment on each deliverable.
2. Provide one (1) set of comments for each deliverable in electronic format. Review comments will be provided in PDF format and will be a consolidated PDF plan set prior to being delivered to the Consultant team to eliminate redundant or conflicting comments.

Assumptions

1. Effort for the design review workshop is included in Task 13.1.
2. The drawing list is attached as **Exhibit D1** and is the basis for the fee estimate related to design drawings.
3. Review comments will be received in a complete, single submittal. Multiple rounds of review comments on the same design completion submittal are not anticipated.
4. Special provisions will be submitted to the City as Word documents with changes being captured using the Track Changes function in Word.

Subtask 13.5 – 90% Design

Objective

Develop 90% design level drawings, WSDOT/APWA Special Provisions, OPCC, and updated construction working days estimate. Address City review comments received on the 60% design documents and further advance the design.

Activities

Subtask 13.5.1 90% Design Drawings

Develop 90% design level drawings. Drawings will be consistent with the drawing list provided as **Exhibit D1**. Include necessary drawings with the 90% deliverable.

Subtask 13.5.2 90% OPCC and Working Days Estimate

Develop 90% design level OPCC and construction working days estimate.

The OPCC will be organized to present information on a site-by-site basis (8 sites total). The 90% OPCC will include 5% contingency to account for unknowns and will have an anticipated accuracy range of -5% to +10%.

Subtask 13.5.3 90% Special Provisions

Develop 90% design level special provisions and submit to the City for review.

Deliverables

1. 90% level design drawings (Refer to **Exhibit D1**).
2. 90% level OPCC.
3. 90% level construction working days estimate.
4. 90% Special Provisions.

City Responsibilities

1. Review and comment on each deliverable.
2. Provide one (1) set of comments for each deliverable in electronic format. Review comments will be provided in PDF format and will be a consolidated PDF plan set prior to being delivered to the Consultant team to eliminate redundant or conflicting comments.

3. Prepare and provide electronic files, and periodic updates, of text, forms, schedules, and other components of the contract documents, including preferred "front-end" sections (Divisions 00 and 01).

Assumptions

1. Effort for the design review workshop is included in Task 13.1.
2. The drawing list is attached as **Exhibit D1** and is the basis for the fee estimate related to design drawings.
3. Review comments will be received in a complete, single submittal. Multiple rounds of review comments on the same design completion submittal are not anticipated.
4. Special provisions will be submitted to the City as Word documents with changes being captured using the Track Changes function in Word.
5. No design changes will be made after the 90% deliverable is submitted to the City (only minor adjustments or corrections are anticipated).

Subtask 13.6 – Final Design

Objective

Develop final design drawings, special provisions, and OPCC based on comments from the City's review of the 90% design deliverable including a Bid-Check set (99%) and Bid-Ready set (100% - stamped and sealed).

Deliverables will incorporate and address City review comments provided on prior deliverables.

Activities

Subtask 13.6.1 99% Design Bid-Check Set Drawings

Develop 99% design level design drawings. Drawings will be consistent with the drawing list is provided as **Exhibit D1**.

Subtask 13.6.2 99% Special Provisions

Develop 99% design level special provisions and bid proposal package to address anticipated project work (water main and PRV improvements).

Subtask 13.6.3 99% OPCC and Update Construction Working Days Estimate

Develop 99% design level OPCC and update construction working days estimate.

The 99% OPCC will include 0% contingency (force account minor changes bid item will serve as contingency) and will have an anticipated accuracy range of -5% to +5%.

Subtask 13.6.4 Bid-Ready (100%) Drawings, Special Provisions, and OPCC

Incorporate City 99% design review comments into design documents to develop the Bid-Ready (100%) drawings, special provisions, and OPCC. Drawings, special provisions, and OPCC will be submitted to the City that are ready for bidding and distribution. Drawings and special provisions will be electronically stamped and signed by a Professional Engineer licensed in the State of Washington.

Deliverables

1. 99% design Bid-Check package including electronic copies of the drawings, special provisions, and OPCC via file sharing site. No hard copies will be provided.
2. 100% final Bid-Ready design documents including final electronically stamped design drawings, special provisions, and OPCC (PDF, AutoCAD, and/or MS Word, as applicable) via file sharing site. No hard copies will be provided.

City Responsibilities

1. Review and comments on each deliverable.
2. Provide one set of comments for each deliverable in electronic format. Review comments will be provided in writing and will be consolidated prior to being delivered to the Consultant to eliminate redundant or conflicting comments.
3. Prepare and provide electronic files, and periodic updates, of text, forms, schedules, and other components of the contract documents, including preferred “front-end” sections.

Assumptions

1. The drawing list is attached as **Exhibit D1** and is the basis for the fee estimate related to design drawings.
2. Special provisions will be submitted to the City as Word documents with changes being captured using the Track Changes function in Word.

Subtask 13.7 –Permitting Support

Objective

Provide permitting services during the project design phase.

Activities

Subtask 13.7.1 – COBI Right-of-Way Permitting

Obtain permits for proposed water main work within in the City’s right-of-way. Preliminary traffic control plans as required by the permit will be prepared and included with the permit application. The construction contractor will be required to obtain street opening permits for work in the right-of-way including final traffic control plans.

Subtask 13.7.2 – WSDOT Right-of-Way Permitting

Obtain permits for working in the right-of-way for the water main improvements in the public right-of-way. The right-of-way permit may require preliminary traffic control plans. It is anticipated the construction contractor will obtain the street opening permits for work in the right-of-way including final traffic control plans.

Subtask 13.7.3 – WSDOT Coordination Meetings

Schedule and lead up to three (3) meetings with WSDOT to review project plans to cross State Highway 305 NE and receive direction and input on the proposed design. Each meeting will be virtual and up to one (1)

hour in duration attended by up to two (2) consultant staff members. Prepare meeting agendas and meeting notes following each meeting; submit meeting notes to City and WSDOT staff for concurrence and documentation.

Initiate coordination with WSDOT following completion of the 30% design.

Subtask 13.7.4 Hydraulic Project Approval

Obtain a Hydraulic Project Approval (HPA) from Washington Department of Fish and Wildlife (WDFW) for two (2) stream culvert crossings that carry waters of the state. Submit application online following the 60% design deliverable.

Deliverables

1. Meeting agendas and notes.
2. COBI ROW permit application.
3. WSDOT permit application.
4. Up to three (3) WSDOT variance requests.
5. One WSDOT utility facility description sheet.
6. Online HPA application.

City Responsibilities

1. The City will be the Lead Agency in issuing the SEPA exemption.
2. Attend meetings, as necessary.
3. Pay for all permit fees directly.
4. Prepare and issue public notices, if required.

Assumptions

1. The work included in this amendment is exempt from SEPA checklist requirements per WAC 197-11-800(23)(b).
2. No construction stormwater general permit (CSWGP) is required for the project, as total disturbance is assumed to be under one (1) acre per site.
3. No stormwater or drainage report will be included in this scope of services. These underground utility improvements are assumed to be exempt from all minimum requirements except MR-2, the Construction Stormwater Pollution Prevention Plan (SWPPP), according to Section I-3.2 of the Department of Ecology 2019 Stormwater Management Manual for Western Washington.
4. No in-water work or work within delineated wetlands is anticipated.
5. No inadvertent discovery plan (IDP) will be developed to support the proposed work.
6. The HPA application will be submitted online and will be transferred to the contractor after notice of award.
7. All culvert crossings carrying waters of the state will be included in one HPA application for the entire project.
8. No utility alignment changes will be required as an outcome of the HPA process.

9. Standard traffic control methods and restoration will be acceptable for ROW permits.

Task 13.8 – Bid Phase Services

Objective

Support the City on an as-needed basis during bidding of the project for construction.

Activities

Subtask 13.8.1 – Respond to Questions During Bidding

As requested by the City, respond to questions from bidders, subcontractors, equipment suppliers, and vendors regarding the project contract documents. Maintain a written record of communications during bidding process.

Route all questions and proposed responses through the City; the Consultant team will not receive or respond to any direct requests from bidders.

Subtask 13.8.2 – Prepare Addenda

Develop up to two (2) addenda.

Subtask 13.8.3 – Attend Bid Opening

Attend bid opening conducted at the City's offices. Summarize bid results, make recommendations for award, and prepare letter for notice of intent to award.

Deliverables

1. Provided written responses to bidder's questions.
2. Draft addenda for the City to distribute to plan holders.

City Responsibilities

1. The City will advertise the project and be the primary point of contact for bidder inquiries.
2. Prepare an advertisement and arrange for publication in the appropriate media.
3. Pay for advertising costs.
4. Distribute the contract documents to the appropriate plan centers and Builders Exchange.
5. Distribute the contract documents and addenda to prospective bidders, subcontractors, equipment suppliers and other vendors upon request.
6. The City will be responsible for tasks associated with printing bid documents, document distribution, bid advertisement, pre-bid meeting, addenda distribution, plan holder administration, bid evaluation, bid tabulation, etc.

Assumptions

1. Support services during bidding will be performed up to the extent of the fee estimate.
2. Up to two (2) draft addenda will be prepared for the City.

Task 13.9 –Subconsultant Services

Objective

Provided specialty services and field information needed to complete design, as described below.

Activities

Subtask 13.9.1 – Geotechnical Engineering

HWA Geosciences (HWA) will provide geotechnical engineering services consisting of subsurface explorations and analyses to develop recommendations for the trenchless pipe installation crossing the WSDOT right-of-way at the intersection of Madison Avenue and State Highway 305 NE. These services will consist of the following:

- Review Available Geotechnical information: HWA will review available geotechnical information from and in the vicinity of the project site to get a better idea of the general geology of the site and surrounding area. This will include a review of geologic maps, HWA's library of geotechnical information in the area, available reports from the City, and data from online databases. Site reconnaissance will also be performed.
- Plan and Coordinate Field Exploration: HWA will plan and coordinate the geotechnical field exploration program for the trenchless water main crossing. Two Geotechnical borings of about 20 feet deep will be drilled on each side but outside of the WSDOT right of way exploration locations. HWA will notify the one-call utility and engage a private locating service to have underground utilities located in the vicinity of the proposed borings.
- Conduct Geotechnical Borings: HWA proposes to drill two (2) geotechnical borings in support of the trenchless water main crossing State Route 305. The borings will extend to depth of about 20 feet, depending on soil conditions encountered during drilling. A truck-mounted drill rig equipped with hollow-stem auger will be used for drilling. All borings will be monitored and logged under full-time observation by an HWA representative. Drilling will be performed by a licensed driller under subcontract to HWA.
- Generate Boring Logs and Assign Laboratory Testing: Samples retrieved from our explorations will be sealed in plastic bags and taken to the Bothell, Washington laboratory for further examination and testing. Selected samples will be tested to determine relevant engineering and index properties. Depending on the type of soils encountered, laboratory testing performed may include moisture content, grain size distribution and Atterberg limits. Soil and laboratory test information will be presented in summary boring logs that will be generated upon completion of our exploration program.
- Engineering Analysis: HWA will perform geotechnical engineering analyses to develop recommendations for design of the proposed new reservoir. Tasks include determining geotechnical parameters for geologic units, develop geotechnical profile and develop seismic parameters for the site using General Procedures in the currently adopted Building Code. Recommendations will be developed for the selected trenchless method. Other analyses and recommendations include temporary shoring for the launching and receiving shafts including dewatering, recommendation for subsurface structures along the alignment, evaluation of the suitability of existing soils for re-use as structural and shaft backfill and wet weather construction.

- **Draft and Final Geotechnical Report:** We will provide separate draft and final geotechnical reports for the water main portion of the project, separate from the reservoir report. In this report we will present the results of our studies and design recommendations for geotechnical engineering related components of the project. Our reports will include exploration logs, site and exploration plan, laboratory test results, groundwater level readings, analytical output, and design charts, as appropriate, and design recommendations relative to excavation and earthwork. The draft reports will be finalized after comments from the City are received.

Deliverables

1. Draft and final geotechnical reports

Assumptions

1. Access to the site and all required exploration permits will be provided to HWA by the City of Bainbridge Island at no cost to HWA.
2. Boring locations will be accessible by truck-mounted drill rigs.
3. The geotechnical explorations proposed herein will NOT be used to assess site environmental conditions. However, visual, or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and ground water (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
4. Non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
5. HWA assumes no concrete pavement or slab at the drilling locations and assumes that coring will not be required prior to drilling the proposed borings.
6. Geotechnical borings drilled through existing asphalt pavement will be patched with water activated Aquaphalt™ 6.0 patching material. Saw cutting of the pavement or hot mix asphalt patches will not be required.
7. Boring locations will be approximately located using handheld GPS and measurement from existing known features.
8. All field work including site reconnaissance, utility locates, and drilling will be accomplished during normal daylight workdays (Monday through Friday) and hours (8AM to 6PM), with at least a minimum 8 hours available per day.
9. Drilling can be complete in one day.
10. The General Procedure methods can be used for seismic analysis. Additional scope and budget will be required for a site specific probabilistic hazard spectra or for consideration of a scenario earthquake.

11. Liquefaction potential is assumed low at the site. Therefore, this scope does not include a task for providing recommendations for mitigation of liquefaction.
12. All hours and items are estimated and may be increased or decreased within the limits of the budget at the discretion of HWA's project manager.
13. The HWA work scope does not include safety assessment.

Subtask 13.9.2 – Electrical and Control Systems Engineering Services

S&B Inc. (S&B) will provide electrical and control systems engineering for the nine (9) PRV sites identified in this scope of services. These services will consist of the following:

- Electrical design drawings
- Control systems block diagrams
- Network diagrams
- CSI type specifications for electrical, control systems and network connected devices
- Pricing for electrical and control systems to be incorporated in cost estimates
- Up to three (3) onsite visits to review the nine PRV sites.

Deliverables

1. Electrical design drawings and block diagrams
2. Electrical and control systems specifications

Assumptions

1. The following is excluded from the design and estimate:
 - SCADA/RTU Control Panel
 - Field Sensors and Instrumentation
 - PLC and SCADA graphics software
 - Commissioning
 - Field Startup and Acceptance Testing
 - System narrative and O&M
 - As built/As Commissioned Control Systems Drawings

Subtask 13.9.3 – Utility Potholing

APS, Inc will perform utility potholing to obtain utility and depth information at selected locations. This service will include:

- Air vacuum excavation of approximately ten (10) test holes on existing underground utilities, between 0' to 10' in depth.
- Backfilling test holes with either native fill or 5/8" crushed rock. Pavement will be repaired with an EZ-street patch.

Deliverables

1. Test-hole data sheets, which include Top, Bottom, Width, Diameter and Direction of the utility.
2. Excel spread sheet containing all test-hole data for the project.
3. Google Earth RM map with interactive link accompanied with an SHP File.
4. Photo of all Found Utilities.
5. One and a quarter inch zinc washer left at grade where utility was found with measurements stamped into it.

Assumptions

1. Design and implementation of dewatering systems will be the responsibility of the contractor.
2. If a test-hole falls in the hard surface APS, Inc. shall jackhammer the existing asphalt or concrete.
3. APS, Inc. shall backfill all test-holes with a material approved by the local jurisdiction (5/8" select, sand or pea gravel).
4. CDF backfill and permanent asphalt repair resulting from test holes are excluded from this scope. If the local jurisdiction requires CDF backfill and/or permanent asphalt repair additional fees will be required.
5. Grind and overlay of the existing roadway is not covered in this scope. Should the local jurisdiction require additional restoration, other than what is included in the scope, then additional fees will be required.
6. All bonding and/or ROE will be obtained prior to APS arriving on site.

Proposed Fee Estimate

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's Hourly Rates (refer to **Exhibit E**), plus Direct Expenses incurred. Subconsultants will be charged at actual costs plus a 10 percent fee to cover administration and overhead.

Consultant proposes to perform this work on a time and expenses basis. The proposed fee estimate is provided as **Exhibit B1**. Fee estimates are based upon Consultant's 2023 Schedule of Charges which is provided as **Exhibit E**.

Project Schedule

The work will proceed upon City authorization, which is expected in July 2023. The project schedule will be submitted to the City within 20 working days of Notice to Proceed. The overall project duration for design and bidding phase for this scope of services is anticipated to be 12 months.

Attachments

- **Exhibit B1** – Fee Estimate
- **Exhibit C1** – Project Area Maps
- **Exhibit D1** – Anticipated Drawing List
- **Exhibit E** – 2023 Standard Schedule of Charges

EXHIBIT A2

SCOPE OF WORK PROPOSED ENGINEERING SERVICES FOR WINSLOW WATER TANK REPLACEMENT PROJECT CITY OF BAINBRIDGE ISLAND, WA AMENDMENT NO. 2 – A2: FLUTED COLUMN TANK AND WASHINGTON STATE CODE CHANGE

Introduction / General / Background

Consor (Consultant), along with their subconsultants, are providing engineering services to the City of Bainbridge Island (City) for the Winslow Water Tank Replacement project. The project includes preparing preliminary and final design plans, specifications, and engineer's opinion of probable construction costs for a new reservoir, and water system piping and pressure reducing valve (PRV) upgrades. The project also includes supporting the City through public outreach and permitting tasks, and bidding support.

As the project has progressed through 90% design and is now heading towards 100% final design, the City has requested that the Consultant design the new elevated water tank to be bid as either the originally conceived Composite Elevated Tank (CET) or a Fluted Column Tank (FCT). Additionally, the State of Washington has adopted a code amendment during design, adding ASCE 7-16 Supplement 3 which has resulted in changes to the geotechnical and structural parameters and design response spectrum requirements. Lastly, the project team has become aware through discussions with potential bidders that driven pipe piles should be considered as an alternate to the originally conceived auger cast piles for subgrade improvements for the elevated tank foundation. This Amendment No. 2 adds the additional design elements to the project.

Project Understanding and Assumptions

The Consultant, through our own work and geotechnical and structural specialty subconsultants (HWA Geosciences Inc. and Peterson Structural Engineers, respectively), will provide additional design services to aid in geotechnical reporting and final design of the proposed new elevated tank. The following is a list of the major project elements that will be completed under this Scope of Work:

1. Performance design of the elevated tank to be bid as either a CET or FCT, at the Bidders' option.
 - a. Inclusion of design drawings, specifications, calculations, and bidding parameters for the addition of the FCT into the bid package.
2. Washington State structural code change adding ASCE 7-16 Supplement 3.
 - a. Re-design of the subgrade improvements and tank foundation to accommodate the change.
 - b. Analysis and re-design of seismic slosh wave height.

3. Design of driven pipe piles as an alternate for subsurface improvements.

Anticipated City Responsibilities

No changes to the original Contract.

Proposed Subconsultants

No changes to the original Contract.

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

This task includes the administration and coordination of the Consultant's staff, subconsultants, and the interface with the City's Project Manager and other City staff. Consultant will actively manage all project work to meet the project budget and schedule.

Activities

Task 1.2 Schedule and Budget Management

- A. Perform additional project management work to incorporate the design changes into the project and accommodate schedule delays.

Task 1.4 Subconsultant Coordination

- A. Perform general administration and project management throughout additional work and associated tasks to provide successful completion of all tasks and elements. Proactively track progress compared to the established scope, schedule, and budget.

Deliverables

- A. No changes to the services in the original Contract.

Assumptions

- A. No changes to the services in the original Contract.

Task 2 – Task 5

No changes to the services in the original Contract.

Task 6 – Preliminary Design

Objective

Perform additional geotechnical investigations and reporting per the Project Assumptions.

Activities

Task 6.1 Geotechnical Exploration

The Consultant team will provide additional geotechnical exploration, analysis, and recommendations as described below.

A. Seismic Site-Specific Response Analysis

Based on the explorations at the site and the mapped site geology, the proposed elevated tank location is underlain by soils that classify as Site Class D (stiff soil). For Site Class D, Section 11.4.8 of ASCE 7-16, Supplement 3 that was added in December 2021 states that a site-specific ground motions hazard analysis is required for on a Site Class D where values of S_1 are greater than or equal to 0.2. The supplement allows for the determination of seismic design parameters without performing a site-specific ground motions hazard analysis, provided the value of parameter S_{M1} determined by Equation 11.4-2, of ASCE 7-16, is increased by 50% for all applications of S_{D1} in the standard. Based on this, the values of S_{M1} and S_{D1} have been increased by 50%. However, the increase in these parameters would result in significant increase in the required slosh height and foundation design and thus significant increase in the cost of reservoir construction. HWA has been tasked to then consider alternate methods to determine the required seismic parameters including probabilistic seismic hazard analysis (PSHA) and ASCE 7-22. Subtasks include:

- ASCE 7-22 Preliminary Analysis: Preliminary analysis on seismic parameters based on ASCE 7-22 will be performed to determine the viability of using ASCE 7-22 instead of PSHA.
- PSHA: The site-specific seismic hazard hazards analysis to be performed will consists of two steps:
 - o Determine the Shear Wave Velocity for the Soil to determine the Site Class. The Site Class is required to be established for seismic analysis and is determined based on the average soil properties in the upper 100 feet below the ground surface. For this project, refraction microtremor (ReMi), a geophysical method utilizing seismic waves and ambient noise and surface waves will be used to generate a detailed vertical shear wave velocity profile to depths of about 100 feet. Borehole data will be used to correlate the ReMi seismic data obtained.
 - o Performing PSHA. PSHA to be performed will involve three steps:
 1. Specification of the seismic-hazard source model(s)
 2. Specification of the ground motion model(s) (attenuation relationship(s))
 3. The probabilistic calculation.
- Update Geotechnical Report. Language will be included in the Final Geotechnical Report summarizing the method used to determine Site Class, the PSHA method of analysis used, and the seismic parameters obtained.

B. Piles as Alternate Foundation and FCT as Alternate Tank Type

Initial scope for the project assumed the new reservoir could be founded on shallow footing. Analyses by other design team members, indicated that the load on the exterior edge of the reservoir was more than the allowable capacity of the shallow footings, due to overturning during seismic events, and a pile support foundation is likely more feasible. Pile analysis and recommendations was performed as an alternate foundation for the new reservoir.

The City is also considering FCT in addition to the CET currently being considered. HWA has been requested to update the Geotechnical report to include recommendations for FCT.

Additional Subtasks impacting the reservoir include:

- Develop the soil profile for pile foundation to determine vertical and lateral pile capacity for design and effect of pile group.
- Update geotechnical report to include recommendations for pile foundation.
- Review the requirements of Supplement #3 update to ASCE 7-16 and determine the new seismic parameters based on the requirements in the supplement.
- Update the geotechnical report to include the updated parameters.
- Geotechnical recommendations for FCT water tank

Deliverables

- A. No changes to the services in the original Contract.

Assumptions

- A. No changes to the services in the original Contract.

Task 7

No changes to the services in the original Contract.

Task 8 – Final Design

Objective

Under this task, the design team will complete final designs and specifications for construction of the new reservoir incorporating the additional design elements. The additional work described herein is required to execute additional civil, mechanical, and structural design of the FCT per the City's request, and modification of structural design of the CET to incorporate code amendment, ASCE 7-16 Supplement 3, as adopted by the State of Washington. The code adoption resulted in changes to the geotechnical parameters and design response spectrum requirements as prescribed in ASCE 7-16 and AWWA D100/D107. This adoption occurred since the preliminary design phase of this project was complete, thus the structural design of the proposed CET shall be re-evaluated and updated to incorporate required modifications. Additional structural engineering efforts include generation of new structural calculations, design drawings, and project specifications to incorporate the FCT as an alternative tank option to CET in the bid documents. The final bid documents shall provide the City with the "best-value" selection by Bidders of either the FCT or CET options at the reservoir site.

A. *CET Design Updates:*

- Coordination with City and geotechnical engineer for site-specific response spectrum analysis
- Revise load generation on CET and foundation
- Re-generate pile and foundation design
- Revise design calculations, drawings, and specifications to incorporate updates to foundation and seismic design requirements

B. FCT Design:

- Load generation on FCT and foundation per AWWA D100
- Generate additional design drawings (civil and structural) for FCT option and foundation
- Generate pile and foundation design for FCT
- Compile design calculations and technical specifications for final bid documents
- Develop bidding language for alternate tank types, and incorporate into Bid Form and City-created Front Ends (Project Manual)

Activities

Subtask 8.2 – 90% Design – Plans, Specifications, and Estimates

The project team will incorporate the items described above and prepare 90% technical specifications, drawings, and a cost estimate.

Subtask 8.3 – Final Design – Plans, Specifications, and Estimates

The project team will incorporate the items described above and comments from the City's review of 90% designs and prepare bid ready technical specifications, drawings, and a cost estimate.

Task 9 – Task 13

No changes to the services in the original Contract.

Proposed Fee Estimate

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's hourly rates, plus direct expenses incurred. Subconsultants will be charged at actual costs plus a 10 percent fee to cover administration and overhead.

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$86,639 for the services, which includes project management and design services. The proposed fee estimate is provided as Exhibit B2. Fee estimates are based upon Consultant's 2023 Schedule of Charges which is provided as Exhibit E.

Project Schedule

The work will proceed upon City authorization, which is expected in July/August 2023. The work will be complete per the current project schedule which includes 100% Final Design documents being submitted to the City for project advertising on August 29, 2023.

Project: Winslow Water Tank Replacement

Number:

00988

Location: New Brooklyn

Project Description



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

Benefit: A new tank built at a sufficient elevation, and to the most recent design standards, will correct several deficiencies associated with existing tanks including: significant dead storage, pressure zone deficiencies, water quality issues, and seismic deficiencies. Project updated to include fireflow and pipeline improvements in Winslow (formerly project 01095).

Schedule: 2021: Design; 2023: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	233	169	431	631	-	-	-	-	1,464
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Long-Term Debt	320	850	10,267	9,363	-	-	-	-	20,800
Sub-total	553	1,019	10,698	9,994	-	-	-	-	22,264
FUNDING USES (1000's)									
Project Management	79	37	36	-	-	-	-	-	152
Design/construction	474	982	10,662	9,994	-	-	-	-	22,112
Sub-total	553	1,019	10,698	9,994	-	-	-	-	22,264

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	18	69	715	1,341	1,341	1,341	17,432	22,257
Sub-total	-	18	69	715	1,341	1,341	1,341	17,432	22,257



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME:

AGENDA ITEM: Receive City Manager's Report

SUMMARY: City Manager King will present the 2nd Quarter 2023 status update memo on implementation of the Climate Action Plan. This memo highlights key activities for April – June 2023, with an updated table that reflects CAP-related work plan activities for the year.

He will also present a monthly Police Department report.

The City Manager will also present a memo and associated summary table of certain high priority City workplan projects. This report is made quarterly. It does not include the significant body of ongoing work provides by the City to the community.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CAP Status Update Memo - Q2 2023.docx](#)

[2023 Q2 Memo for CC 07252023.docx](#)

[Q2 2023 Workplan Report for CC 07252023.pdf](#)

[STP Status Update Memo - Q2 2023.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



EXECUTIVE DEPARTMENT MEMORANDUM

DATE: July 6, 2023
TO: Blair King, City Manager
FROM: Autumn Salamack, Climate Officer
SUBJECT: Climate Action Plan Status Update – Q2 2023

This memo provides a brief status update on Climate Action Plan (CAP) activities and key deliverables in the second quarter (Q2) of 2023.

Key Highlights in Q2

- Completed site-prep work to launch a community electric vehicle (EV) carshare program with ZEV co-op at City Hall and hosted a ribbon-cutting ceremony on June 13th. A new public charger for EVs was observed being used by members of the public the first day the charger was operational. Two vehicles are now available at City Hall through the ZEV co-op carshare program (including an ADA accessible van) and one EV charger is available for use by anyone in the community with an EV.
- Received the City's second EV (a Volkswagen ID.4) for staff use at City Hall and applied to PSE's new "[Up & Go Electric for Fleet](#)" incentive program to assess electrical needs and available incentives for installing EV chargers behind City Hall for use by fleet vehicles.
- Concluded our technical assistance project with the City Thread Accelerated Mobility Playbook program. This project included a community-specific mobility-planning audit and an action plan for improved implementation of the Sustainable Transportation Plan with a final report posted on the [City website](#). City Thread is scheduled to provide a brief presentation on this project at the July 25th City Council meeting.
- Completed a full transition to electric landscaping tools for use by Public Works staff, including leaf blowers, string trimmers, and hedge clippers, in May 2023, with electric chainsaws currently on backorder. A short video highlighting this transition is available on the [City website](#).
- Released a [community survey](#) for input on a potential ordinance banning or regulating gas-powered landscaping tools on the Island. Two surveys are open for community feedback through the end of July: one for residents and one for businesses. The business survey was also translated into Spanish and posted online as a [printable PDF](#). Print copies are also available upon request. Businesses are incentivized to participate in the survey with a \$15 gift card drawing to Ace Hardware on the Island.
- Representatives from the Fire Department, PSE, Kitsap Transit, Bainbridge Prepares, Sewer District No. 7, the CCAC and the Utility Advisory Committee participated in a site visit for the Energy Transitions Initiative Partnership Project ([ETIPP](#)). Community representatives joined City staff and representatives from the Pacific Northwest National Laboratory, National Renewable Energy Laboratory, and Spark Northwest to review opportunities to generate renewable energy on the island using solar resources, distributed wind, marine (tidal) resources and waste. The group also

discussed priority locations for potential microgrids to add resilience and toured the island to identify potential renewable energy sites in support of the Climate Action Plan goals to achieve 100% renewable energy generation for the island's electrical system by 2040, and to increase the community's energy resilience by allowing for portions or the entirety of the community to be able to operate as an islanded grid during outages.

- Worked with a subgroup of the CCAC to evaluate project options to offset carbon emissions associated with operation of the new Police/Court building. Council voted at their June 27th meeting to direct the City Manager to take next steps to implement the carbon offset project recommendation from the CCAC, specifically to install a 120kW photovoltaic system at a location on Bainbridge Island, and to install a 15 kW photovoltaic system on the roof of the Police/Court facility.
- Developed and launched a community survey to get input on a potential, City-sponsored heat pump education and incentive program. This [community survey](#) is open through July 23rd.
- Completed the January – May 2023 campaign for our [Climate Smart Challenge](#). More than 270 Bainbridge Island households joined the Challenge through the end of June and completed actions to help reduce 138 tons of carbon dioxide– equivalent to the greenhouse gas emissions from approximately 31 gasoline-powered passenger vehicles driven for one year. Everyone who earned at least 10,000 points in the Challenge through May 31st was entered in a drawing to win one of five outdoor or indoor composting bins. This campaign was supported by three community events in April and May:
 - o Climate Smart plant-based protein food workshop and cooking demonstration – April 12th
 - o PSE webinar on smart thermostats and their Peak Rewards program – May 11th
 - o [Kitsap County Electric Vehicle and Bicycle Expo](#) – May 20th
- The City Council Waste Reduction Ad Hoc Committee met several times to discuss proposed updates to [Ordinance No. 2021-23](#) to a) eliminate the \$0.25 disposable cup fee, and b) change from a process of requesting exemptions for home compostable products to a phased list of limited products required to be provided in a home compostable format. An updated ordinance and proposed methodology for selecting products for the home compostable list is currently scheduled for review with City Council at the August 8th regular business meeting. City staff and members of the Committee also met with interested food retail businesses in April to discuss proposed updates to [BIMC Chapter 8.24](#).
- In support of the City's 2023 waste regulations requiring home compostable food service ware for to-go orders, the City installed bins to collect organic waste at various locations in downtown Winslow. The new "Compost Only" containers can accept food waste, napkins, wooden utensils, pizza boxes and other natural fiber-based home compostable food containers. The new containers include images and text in five languages – English, Spanish, Chinese, Japanese, and Vietnamese – to help quickly communicate what goes where with visitors from around the world. Nearby containers collecting materials for recycling and disposal to the landfill were also updated with new signage. A short video outlining what can be placed in the new "Compost Only" bins is available on the [City website](#). City staff will be monitoring contamination in the new compost containers and working with Bainbridge Island Zero Waste to perform 1-2 audits of materials collected in the containers as part of this pilot project to assess container style and messaging for the collection of organic waste in a public setting.

EXECUTIVE DEPARTMENT MEMORANDUM

Q2 2023 CAP ACTIONS SUMMARY TABLE

Action	Q2 2023 Status Update
Community Engagement	
Continue implementation of Climate Smart Challenge	Completed the January – May 2023 campaign for the Climate Smart Challenge with three community events. More than 270 Bainbridge Island households joined the Challenge through the end of June and completed actions to help reduce 138 tons of carbon dioxide. Five Challenge participants who earned at least 10,000 points were awarded a free outdoor or indoor composting bin (three of whom claimed a bin).
Host community workshops with hands-on demonstrations to learn how to take specific actions	Hosted and/or participated in four community events promoting actions to reduce greenhouse gas emissions: • Climate Smart Food workshop at BARN – April 12 • Parks Earth Day Event – April 22 • Peak Rewards/PSE Community Webinar – May 11 • Community electric vehicle and bicycle expo – May 20
Develop annual CAP progress report for Council/community	NA – scheduled for release by the end of November.
Mitigation	
ETIPP technical assistance - identify pathways and costs to achieve 100% renewable electricity on the island by 2030, and opportunities to increase the resilience of our electric systems on the island	Hosted ETIPP staff and community stakeholders for a site visit with our ETIPP technical assistance program to review opportunities to generate renewable energy on the island and identify priority locations for potential microgrids to increase energy resilience.
Pilot the Green Building Fund concept with program to transition homes to efficient heat pumps	Met with a subgroup of the CCAC multiple times and continued talking with regional and national groups about options for a community heat pump pilot program. Developed and launched a community survey to get input on interest in a City-sponsored heat pump education and incentive program available on the Engage Bainbridge website . This survey is open through July 23 rd .
Finalize and implement PSE franchise agreement and partnership agreement/MOU promoting additional energy conservation and renewable energy offerings for Bainbridge Island customers	Submitted final comments on the draft agreement for review by PSE, with a final franchise agreement anticipated in Q3. No discussions have taken place recently regarding the proposed partnership agreement. Staff anticipates that we may need to review the requests in the original draft partnership agreement given how much time has passed since this was initially drafted in 2020. Staff anticipates this conversation will be renewed again before the franchise agreement is signed.

Action	Q2 2023 Status Update
Complete COBI PW transition to zero-emission hand tools	Completed a full transition to electric leaf blowers, string trimmers, hedge clippers, etc. for City equipment in May 2023, with electric chainsaws currently on backorder. Analyzed battery charging needs and existing electrical capacity for charging at the O&M yard.
Complete sustainable transportation/GHG work with Fehr & Peers	Continued work with Fehr & Peers to evaluate the estimated reduction in greenhouse gas emissions associated with implementation of Scenario 2 (Connecting Centers) from the Sustainable Transportation Plan; evaluate additional scenarios to determine which strategies and transportation projects could provide substantial progress towards reducing greenhouse gas emissions on Bainbridge Island; establish an updated measure of Vehicle Miles Traveled and transportation-related greenhouse gas emissions data for the Island; and to analyze the impact of federal and state policies and legislation on future transportation emissions. Extended the contract to run through end of 2023 and scheduled City Council Study Session to review results for July 18 th . This project will now include an Arc GIS StoryMap to communicate key findings with the public.
Support implementation of the Sustainable Transportation Plan: • Participate in City Thread Accelerated Mobility Playbook program • Work with Kitsap Transit to implement the BI Rides marketing campaign • Hire Sustainable Transportation Coordinator	Completed the City Thread Accelerated Mobility Playbook assistance project and posted the final report on the City website. City Thread is scheduled to provide a brief presentation to City Council at the July 25th meeting. Worked with Kitsap Transit to review and implement a new BI Rides marketing campaign, including commercials and ads with Island images and participants. The new campaign, and information about how to use Kitsap Transit programs, will also be promoted in the next issue of COBI Connects. Reviewed applications for the Sustainable Transportation Coordinator and conducted interviews in late June/early July.
Support zero-emission carshare pilot program at Town Center (per recent grant award to Mobility for All via WSDOT's Zero-emissions Access Program)	Completed all City-funded site prep work for installing EV chargers, associated signage, and parking lot markings for a new community EV carshare program with ZEV co-op and a new public EV charger located at City Hall. Launched the community EV carshare program with a ribbon-cutting ceremony on June 13 th . Two vehicles are now available at City Hall through the ZEV co-op carshare program and one EV charger is available for use by anyone in the community with an electric vehicle.

Action	Q2 2023 Status Update
Complete/implement COBI Vehicle Electrification Plan (vehicles and charging infrastructure)	Met with MAKERS several times, provided additional data, and reviewed drafts of deliverables (including an assessment of electrical capacity at the O&M yard to charge a large quantity of batteries for the new electric landscaping tools). Applied to PSE's new "Up & Go Electric for Fleet" incentive program to assess electrical needs and available incentives for fleet chargers behind City Hall and were approved for technical assistance (currently underway). Received notice that we were not invited to submit a full application for the Department of Commerce's "Electrification of Transportation Systems Grants Round 2" to install one DC fast charger in the public parking lot at the new Police/Court building.
Identify and implement code updates - continue working through recommended code updates in the CAP	No activity: note that the increased residential requirements outlined in WAC 51-50-0429 now won't take effect on July 1st as originally stated in the building code. They have been delayed until October 29th. The City's Municipal Code (BIMC 18.15.020) was written to include the new residential requirements as of July 1, 2023 so staff is working to propose an update to align with State requirements.
Implement 2023 waste reduction ordinance	Met with the Waste Reduction Ad Hoc Committee several times to draft proposed updates to the ordinance to a) eliminate the \$0.25 disposable cup fee, and b) change from a process requesting exemptions for home compostable products to a phased list of limited products requiring home compostable criteria for discussion with the full Council in August. Hosted one COBI Chats session with food retail businesses to discuss potential changes. Installed bins to collect organic waste at various locations in downtown Winslow and updated language on associated garbage and recycle bins to provide images and text in five languages.
Support development of a comprehensive solid waste program	Received final report from Tetra Tech, with a presentation to Council anticipated in Q3.
Adaptation & Resilience	
Create a list of tree and plant species expected to be favored by climate change that can be used for forest management and restoration actions	No activity.
Complete USGS CoSMoS modeling to identify infrastructure at risk from sea level rise and identify/implement priority actions to protect or adapt public infrastructure	Selected a consultant and currently negotiating a scope of work to include modeling since modeling from USGS is no longer available as part of this project. USGS' departure from the project necessitated the City returning one of the grants associated with this project (from the Department of Commerce).

Action	Q2 2023 Status Update
Implement recommendations from 2022 solar/BESS review of six community disaster hubs	Identified staff in Public Works to lead this ARPA funded project. Staff plans to release details for bids to install solar panels at the Senior Center before the end of Q3.
Train staff in, and use, the EcoAdapt Climate Change Adaptation Certification Tool, or similar tool - use consistently and track use/outcomes; evaluate potential to use for City review of private development as well	Reviewed examples of climate lens tools used by other municipalities for adaptation by the City. A proposed tool will be shared with CCAC and City staff for review and testing in Q3.
Increase the resiliency of COBI utility infrastructure, water, wastewater, and storm drainage	City Council approved budget amendments for the Wing Point pump station relocation project. Received notice that the City's grant application submitted to the Building Resilient Infrastructure and Communities (BRIC) program for "Shoreline Road Climate Adaptation Project Scoping "at Manitou Beach was advanced to the next stage for potential award by the State. Staff anticipates an update on funding for this project from FEMA in the fall.



EXECUTIVE DEPARTMENT MEMORANDUM

Date: July 21, 2023

To: City Council

From: Blair King, City Manager

Cc: City Attorney
Department Directors

Subject: Information on 2023 Workplan and Priority Project Status

The purpose of the workplan summary reports accompanying this memo is to provide an update on the City's current workplan projects. The summary table provides an update on current projects, including those designated by Council as their highest priority projects for 2021-2022 at the Council retreat on July 17, 2021.

The summary table includes nearly 100 projects. Though this is a long list, it is not a comprehensive or prioritized list of all City activities and represents a small portion of ongoing work. Staff tracks and reports on these high priority issues to keep the Council and community informed and to demonstrate the projects which would be assessed to identify tradeoffs should new projects be added. Our reporting provides an assessment of progress on currently-approved work items to highlight areas of success and challenge.

2023 Q2 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Adoption of a Housing Action Plan for the City of Bainbridge Island
- Approval of three-year labor agreement with International Association of Machinists
- Official acceptance of the Eagle Harbor Phase II non-motorized project
- Formation of Council ad hoc subcommittee to review and document practices related to City advisory committees, boards and commissions.
- Completion of a periodic water and sewer utility rate study and approval of new rates for those utilities.

It is important to recognize that each of these steps and decisions will be followed by months if not years of staff work to implement.

Some significant activities that emerged in the course of 2023 are listed below. When these

emerging items required significant attention or support from Council and/or City staff, there was decreased capacity to address previously identified projects.

Key Added/Emerging Tasks During 2023 (grouped roughly by topic):

- Consider updates to Title II of the Bainbridge Island Municipal Code related to subarea planning
- Support Steering Committee of Councilmembers and Planning Commissions related to public outreach for Winslow Subarea Plan and the Comprehensive Plan Periodic Update
- Consider redevelopment of the Police Station site for affordable housing
- Consider options related to 180 Olympic Drive, also known as the “notch property”
- Consider options management of the Suyematsu Historic District
- Consider options for solid waste management on Bainbridge Island
- Consider long-term plan for City’s shares at the Islander Mobile Home Park
- Prepare for expected end to president’s emergency order related to the COVID pandemic
- Develop long-term processes and procedures, policies and scheduling for telecommuting
- Complete labor negotiations with International Association of Machinists and Aerospace Workers
- Develop additional analysis related to identifying carbon offsets equivalent to LEED certification at the 8804 Madison Building
- Develop project and identify non-City-owned location for a 120 kW solar panel installation to offset carbon emissions from the 8804 Madison Avenue Building (Police/Court Facility)
- Consider updates to Bainbridge Island Municipal Code 8.24, Waste Reduction
- Support City Thread Accelerated Mobility Playbook report distribution

The reports that follow are sorted by the type of project, as well as the “driver” of, or reason for, the project. These organizational descriptions are intended to help with sorting and reviewing the list. Categories include Climate/Natural Resources, Land Use/Housing, Mobility, Safety, Community, and Accountability. Drivers include Policy, Operations, Capital and Required.

The attached report includes over 90 projects. In 2023, the status of the City’s current year workplan priorities will be reported next at the end of the third quarter (as of September 30, 2023).

2023 Workplan Projects
Last updated July 10, 2023

**** means on the 2021 Highest Priority Project list**

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Consider Updates to Sign Code	Active	Currently scheduled for Council review in Q3 2023. Staff will provide analysis and recommendations of regulations regarding options for regulation of signs.	Land Use/ Housing	Policy	Exec								
Consider options related to ownership of 180 Olympic Drive property	Active	Considering options related to this property	Land Use/ Housing	Operations	Exec								
Consider redevelopment of the 625 Winslow Way Police Station site for affordable housing	Active	Developing financial feasibility options for City-led development of affordable housing at current site of police station	Land Use/ Housing	Operations	Exec								
CAP: Identify project for solar panel installation per carbon offset recommendation at non-City-owned site.	Active	Project scope and location options under investigation.	Climate/ Natural Resources	Policy	Exec								
CAP: ETIPP Renewable Energy Technical Assistance	Active	Technical assistance program is currently underway to identify specific pathways towards 100% renewable energy for the island, and increase the community's energy resilience by allowing for portions or the entirety of the community to be able to operate as an islanded grid during outages.	Climate/ Natural Resources	Policy	Exec								
CAP: Evaluation of options for City approach to solid waste services	Active	Analyze recommendations of solid waste assessment from TetraTech and develop a solid waste project plan and timeline. Consider staffing and funding needs. Report is nearly finalized and will inform next steps regarding solid waste.	Climate/ Natural Resources	Policy	Exec								
CAP: COBI Fleet Electrification	Active	Develop a comprehensive, system-wide assessment of EV needs for the City and recommend a strategy for a multi-tiered vehicle purchase and replacement process, inclusive of the support facilities required for charging. Project initiated in February 2023 and expected to be complete by the end of the year.	Climate/ Natural Resources	Operations	Exec								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARPA funding for Solar Panels and Emergency batteries led to restarting this effort. Interlocal agreement with Parks District approved by Council in March 2023.	Safety	Operations	Exec								
Receive Storm Ready and Tsunami Ready designation from the National Weather Service	Active	StormReady designation received in March 2023. Working on achieving TsunamiReady status next.	Safety	Operations	Exec								
CAP: Solar Panels and Battery Energy Storage project	Active	Evaluation of six disaster hubs completed. In Q4 2022, Council authorized funding for a solar panel project at the Senior Center and solar panels and battery energy storage at Hyla School Middle School. A structural analysis of the roof of the Senior Center was completed in the spring, and specs for this project are anticipated to be released for bids in Q3 2023. Next steps for the Hyla School project – and available ARPA funding to support that project - will be identified after a contract is signed for the Senior Center project.	Community	Policy	Exec								
Support City participation in opioid litigation	Active	Statewide settlement has been reached. Agreement with Salish Behavioral Health of Kitsap County passed by City Council. Awaiting approval from Salish Behavioral Health.	Community	Policy	Exec								
Support Council consideration of public farmland framework	Active	Review of Master Lease and Exhibit B in Q1. Council briefing planned in Q2.	Community	Policy	Exec								
Support ongoing implementation of Community One Reads Program	Active	Building community on Bainbridge Island through reading one book together. City hosting three events per book to engage in discussion and build a stronger community. Community voted on book in Q2 with announcement of book in Q3 and events in Q3 and Q4.	Community	Policy	Exec								
Support Welcome Pole project on the Sound to Olympics Trail	Active	Partnering with the Squamish Tribe, Bainbridge Island Parks & Trails Foundation and Public Art Committee. Funding for installation approved in Q1.	Community	Capital	Exec								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022; reporting also completed in April 2023.	Community	Operations	Exec								
Resolve shade covenant issues on Crawford and M&E properties	Active	Active project development and permitting ongoing. Mitigation plan and survey completed in Q1 2023. Bid authorized in Q2 2023. Planning for tree work in Q3 2023.	Community	Operations	Exec								
Develop Americans with Disabilities Act Transition Plan	Active	Working with Accessology, the City will create an ADA transition plan covering municipal policy, capital projects and operations. Accessology has visited sites on Bainbridge Island to review in Q2 and will be looking at City policies in Q3.	Accountability	Operations	Exec								
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities. Consider amending BIMC to require earlier planning. Assembling a comprehensive list of activities, followed by a division of responsibilities and a monthly look-ahead meeting for all stakeholders.	Accountability	Operations	Exec								
CAP: Develop options to offset carbon emissions related to Police/Court facility	Complete	Climate Change Advisory Committee presented recommendations for projects to create new carbon emissions reductions. This project stemmed from a prior decision not to pursue LEED certification at the Police/Court facility.	Climate/ Natural Resources	Policy	Exec								
Support development of Community Reads Program	Complete	In conjunction with BI Reads for Justice, community reads pilot program completed in Q1.	Community	Policy	Exec								
Consider and implement changes to Ethics Program	Complete	Council training completed in Q1 2023.	Accountability	Policy	Exec								
Complete labor negotiations with International Association of Machinists	Complete	Complete	Accountability	Operations	Exec								
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy	Exec								
Plan for Community Needs Assessment	Deferred	Consider scope and timing for 2023.	Community	Policy	Exec								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Continue to investigate options to improve community cellular service	Deferred	Work deferred pending staff availability.	Community	Operations	Exec								
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Deferred	Current priority is to renew existing franchises and then to determine which other franchises to pursue. Work deferred pending staff availability.	Accountability	Required	Exec								
Complete disposition of designated surplus property (IslandWood Easement)	Deferred	Continuing to work with the parties to the IslandWood easement to reach agreement. Work deferred pending staff availability.	Accountability	Operations	Exec								
Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations	Exec								
CAP: Waste Reduction and Limit on Single Use Plastics	Ongoing	Ordinances approved in 2021. Continued implementation of all waste reduction requirements in 2023, including monthly chat sessions with impacted businesses and the formation of a new Council sub-committee to review requests for temporary exemptions and waivers.	Climate/ Natural Resources	Policy	Exec								
Expand communications efforts through "Questions and Answers" page on City website	Ongoing	Implementing website to provide information to community regarding topics current on social media	Community	Operations	Exec								
Support Race Equity Advisory Committee	Ongoing	2023 work plan approved in Q1.	Community	Operations	Exec								
Develop racial equity toolkit	Pending	Paused to accommodate hiring, onboarding of Equity and Inclusion Manager	Accountability	Operations	Exec								
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	Operations	FIN								
Midbiennial Budget Modifications	Active	For 2024 Budget. Set hearing on Sept 12 for Oct 24	Accountability	Operations	FIN								
ARPA Grant compliance and claims	Active	The City received \$7.061 million in two payments in 2021 and 2022. Annual compliance reports due and submitted in April 2022 and 2023.	Accountability	Operations	FIN								
Water and Sewer general obligation bond planning and issuance: \$2.5 M Water, \$5.8 M Sewer	Active	Plan is for 2024 bond issuance	Accountability	Operations	FIN								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Increase business license requirement and payment threshold to \$3k	Complete	Eliminates the requirement for a City business license unless an annual \$3k de minimis gross income threshold is met.	Accountability	Policy	FIN								
Laserfiche Upgrade	Active	Addition of Workflow, Forms, Archiving, Auditing Module	Accountability	Operations	IT								
MUNIS Upgrade/Cloud Migration	Active	Upgrading and migration to cloud-hosted software for City's Enterprise Resource Planning system, MUNIS.	Accountability	Operations	IT								
Provide downloadable GIS maps on City website	Active	Allow all GIS users to download existing maps.	Accountability	Operations	IT								
**Develop and Implement Housing Action Plan Scorecard	Active	Staff will develop scorecard and report back to Council and community.	Land Use/ Housing	Policy	PCD								
**Support Winslow Subarea Plan and Comprehensive Plan Steering Committee	Active	Consultant engaged to support monthly meetings. Meetings to be held as public meetings.	Land Use/ Housing	Policy	PCD								
**Update Winslow Subarea Plan	Active	Project ongoing. Draft alternatives to be published in September. Community engagement on vision planned for July 2023.	Land Use/ Housing	Policy	PCD								
Consider Sea Level Rise Adaptation policy	Active	Retaining consultant for revised scope of work.	Land Use/ Housing	Policy	PCD								
Update to Title II of the Bainbridge Island Municipal Code - Subarea Planning Process	Active	Title II updated and Steering Committee formed and active.	Land Use/ Housing	Policy	PCD								
Update Comprehensive Plan	Active	Consultants retained; initial project steps ongoing.	Land Use/ Housing	Required	PCD								
Consider Green Building Initiatives	Active	Will be considered by Council in Q4 2023	Climate/ Natural Resources	Policy	PCD								
Complete Shoreline Management Program Periodic Review	Active	Council briefing in Q4 2023 on work plan.	Climate/ Natural Resources	Required	PCD								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
**Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Complete	Housing Action Plan adopted by City Council in June, 2023.	Land Use/ Housing	Policy	PCD								
Complete changes to Code Compliance	Deferred	Work deferred pending staff availability.	Accountability	Policy	PCD								
**Consider Transfer of Development Rights (TDR) Implementation	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD								
**Develop development regulations for small lots	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD								
Major vs Minor Home Based Business Code Review	Pending	Research and possible code update.	Accountability	Policy	PCD								
Marine Patrol: · Increase visibility and patrol hours during boating season · Coordinate with BIFD to augment staffing during patrols and increase available resources · Increase boater safety inspections	Active	Additional officers will attend Basic Marine Law Enforcement Training in 2023 to replace trained officers lost in 2021 and 2022. Four officers completed the basic marine operations course during Q2 in 2023. Boating season operations have begun and tracking of hours and inspections are in progress.	Safety	Operations	POL								
Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs · Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations. This project will continue in conjunction with island wide speed limit changes. IT is assisting with a data collection process from the City's radar feedback signs.	Safety	Operations	POL								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Complete	The new system was implemented in the final week of May 2023. Troubleshooting and records migration continues.	Accountability	Required	POL								
Complete Manzanita Watershed Planning funded by National Transport Authority Grant	Active	Project data collection and preliminary designs on schedule; scope expanded and expected complete mid to late 2023.	Climate/ Natural Resources	Policy	PW								
Groundwater Management Plan	Active	Consultant agreement awarded in Q2. Estimated completion in 12 months (mid-2024)	Climate/ Natural Resources	Operations	PW								
Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	Council decision on final design in early Q3. Plans, permits and right-of-way need to be completed by 6/1/24.	Mobility	Capital	PW								
Madison Avenue Bundled Project	Active	Grant deadline met. Project construction advertisement and award in mid Q3.	Mobility	Capital	PW								
Sound to Olympic Trail Planning	Active	Public engagement complete; final recommendations in Q3.	Mobility	Capital	PW								
Trail Projects: Farm Trail; Lost Valley	Active	Farm trail wetland permits expected in late Q3; complete construction before the end of the year. Lost Valley Trail permit process starting in Q3.	Mobility	Operations	PW								
Bainbridge Island Senior Community Center Renovations Project	Active	Roof repair complete. Minor repair and maintenance will continue through end of year.	Community	Capital	PW								
Annual fleet and equipment procurement	Active	Project procurement underway and on schedule.	Accountability	Capital	PW								
Ferncliff water main extension	Active	100% design complete in Q3. Construction award expected before end of the year.	Accountability	Capital	PW								
Sands Ave Well Rehabilitation	Active	Construction complete in Q3. Pump installation encountered unexpected setbacks due to manufacturer issues.	Accountability	Capital	PW								
Yeomalt Drive Drainage Improvement Project	Active	Construction contract awarded; start in Q3.	Accountability	Capital	PW								
City Hall Security System Software Upgrades	Active	Design expected to be complete in Q3.	Accountability	Operations	PW								
Negotiate Comcast Franchise Renewal	Active	Renewal expected in 2023.	Accountability	Operations	PW								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Pavement Condition Report Update and Project Prioritization	Active	Consultant selected; draft plan in Q3	Accountability	Operations	PW								
PSE Franchise Renewal Process	Active	Last round of revisions underway. Expected Council approval before the end of the year.	Accountability	Operations	PW								
Sewer District 7 Interlocal Agreement Update	Active	Negotiations with the District not yet started.	Accountability	Operations	PW								
Stormwater System Plan	Active	Consultant work underway and on schedule for adoption before the end of the year.	Accountability	Operations	PW								
All-Island Speed Limit Implementation	Complete	Project complete.	Mobility	Operations	PW								
Halls Hill Revegetation	Complete	Project complete.	Accountability	Capital	PW								
CAP: Landscape Handtool Transition-to-Electric	Active	Equipment transition complete. Electrical upgrades at O&M facility for charging currently underway.	Climate/ Natural Resources	Operations	PW								
Country Club Road Reconstruction	Active	60% design complete in Q3; permitting process underway. Construct in 2024.	Accountability	Capital	PW								
Hawley/Irene Sewer Upgrades	Active	Design and permitting in process; construction start in late 2023	Accountability	Capital	PW								
Police/ Court Facility Replacement Project	Active	Project currently on schedule for completion in the fall of 2023.	Accountability	Capital	PW								
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2023	Accountability	Capital	PW								
Wastewater Treatment Plant Outfall Replacement	Active	Funding approved with rate study; preliminary design and permitting underway in Q3	Accountability	Capital	PW								
Water and Sewer SCADA Upgrades	Active	Project to be complete by the end of the year; delays due to communication system coordination	Accountability	Capital	PW								
Winslow Water Tank Replacement Project	Active	Construction advertisement in Q3	Accountability	Capital	PW								
Police and Court Facility Public Art Installation	Active	Funding approved; design and permitting in Q3	Accountability	Operations	PW								
Wastewater Beneficial Re-Use Project	Active	Phase II scope approved; concept design work to start in Q3	Accountability	Operations	PW								
Wastewater Treatment Plant Capacity Upgrades	Active	Funding approved with rate study; final design complete by the end of the year	Accountability	Operations	PW								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Water System Business Plan	Active	Planning to commence in late 2023	Accountability	Operations	PW								
Eagle Harbor PH II Non-Motorized Project	Complete	Complete	Mobility	Capital	PW								
Pritchard Park Outfall Replacement	Complete	Construction complete.	Accountability	Capital	PW								
Taylor Well Rehabilitation	Complete	Construction complete.	Accountability	Capital	PW								
Water/Sewer Rate Study	Complete	Complete	Accountability	Operations	PW								
Annual Sidewalk Repair Project	Deferred	Deferred to 2024	Accountability	Operations	PW								



EXECUTIVE DEPARTMENT MEMORANDUM

DATE: July 20, 2023

TO: Blair King, City Manager

FROM: Autumn Salamack, Climate Mitigation & Adaptation Manager; Chris Wierzbicki, Public Works Director

SUBJECT: Sustainable Transportation Plan – Q2 Implementation Status Update

The City Council adopted the Sustainable Transportation Plan (STP) on March 22, 2022. The STP was developed to establish the long-range vision for how we travel on the island by providing a transportation system (streets, transit, trails, etc.) that improves mobility and safety for all users while respecting the character of neighborhoods and maintaining a climate resilient environment. Scenario 2, “Connecting Centers” was identified as the preferred implementation plan. With nearly \$31 million in funding required over 6 years, this scenario focuses on rapid implementation and delivery of a marquee “Connecting Centers” project that would provide a complete all-ages-and-abilities spine, as well as traffic calming projects on key routes.

This memo provides a brief status update on STP activities and key deliverables for the 2022-23 timeframe as identified in the Scenario 2 “Connecting Centers” plan from March 2022 – June 2023. STP implementation progress reports will be shared with the City Manager on a quarterly basis moving forward.

Key Highlights Through June 2023

- Received a \$1.7 million federal award to plan the Sound to Olympics Trail from Winslow to the Agate Passage Bridge. The award is part of a larger, \$16.13 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant, administered by the U.S. Department of Transportation. The grant will plan and design 100 miles of new multi-use trails in the Puget Sound to Pacific corridor, from Bainbridge Island to LaPush on the Pacific Ocean. The RAISE grant was awarded to the City of Port Angeles and the City was one of several co-applicants. Projects on Bainbridge Island include crossing improvements at High School Road, and trail segments from Sakai Park to Madison Avenue; Madison Avenue to Sportsman Club Road; Sportsman to Koura Road; and from Koura Road to the Agate Pass Bridge. Approximately 2 miles of the route are funded to 100 percent design under the RAISE grant, and 4.5 miles funded to 30 percent design. The grant does not fund trail construction. New multi-use trails and improvements will be planned by the local governments, and construction funding will be sought through future grants or other sources.
- Worked with Fehr & Peers to present an updated transportation impact fee (TIF) program to support implementation of multimodal transportation project outlined in the Sustainable Transportation Plan, including intersection enhancements, traffic calming, and stand-alone pedestrian/bicycle projects. The most significant change in this TIF update is the shift from

vehicle trips to person trips, which helps create the nexus between new multimodal trips that are generated by new development and an enhanced and expanded multimodal transportation network. The updated multimodal TIF program includes 49 projects with an estimated capital value of \$73 million (2022 dollars). Based on the capital value of the projects and the expected land use growth over the next 15 years, the multimodal TIF rate would be \$4,000-6,000 per PM peak hour person trip (2022 dollars). While substantially higher than the City's prior vehicle based TIF rate (\$1,811 per PM peak hour vehicle trip), the new multimodal TIF rate is similar to other Western Washington jurisdictions.

- Concluded a technical assistance project with the City Thread Accelerated Mobility Playbook program. This project included a community-specific mobility-planning audit and action plan for improved implementation of the Sustainable Transportation Plan. A final report is posted on the [City website](#) and City Thread is scheduled to provide a brief presentation on this project at the July 25th City Council meeting.
- Launched a community electric vehicle (EV) carshare program and installed a public charging station with Mobility for All and ZEV Co-op in the front parking lot at City Hall. Mobility for All, a non-profit advocacy group based on Bainbridge Island, secured \$193,247 in grant funding in 2022 from the Zero-Emissions Access Program with the Washington State Department of Transportation. Grant funds were used to purchase two EVs for a community carshare pilot program and install EV chargers in the front parking lot at City Hall. The City serves as the site host for the EV car share program operated by ZEV co-op.
- Posted the position description for a new Sustainable Transportation Coordinator to help coordinate the development and implementation of non-capital programs and policies identified in the City's Sustainable Transportation Plan. The first review of applications took place in May with interviews held in July.
- Adopted Ordinance No. 2023-03 relating to the setting of island-wide speed limits on January 24, 2023. This action was identified in the STP to enhance safety for people biking and walking in the community. The City began implementing the first phase of speed limit sign changes in March, decreasing speeds by no more than 5 MPH on numerous major and minor roads. The majority of local access roads now have a default speed limit of 20 MPH unless otherwise posted.

SUMMARY TABLE OF STP ACTIVITIES THROUGH JUNE 2023

(Per the list of 2022-23 projects identified in Scenario 2 of the STP)

Action	Q2 2023 Status Update
Planned Projects	
Sportsman/New Brooklyn: crossing enhancements, new multi-use sidewalks and side path extensions	Complete: Completed intersection improvements to address traffic congestion and enhance facilities for those who walk and bike in the vicinity in 2022.
Madison Avenue: widen sidewalks, add protected bike lanes, and traffic calming measures (from Winslow Way to SR 305)	No activity to date.
Connecting Centers Projects	
Lynwood Center Road – Point White to Fletcher: vertically separated bike lanes	No activity to date.
Finch – Wyatt to Sportsman Road: vertically separated bike lanes	No activity to date.
Wyatt – Finch to Weaver: vertically separated bike lanes	No activity to date.
Island-Wide Projects	
Dana's Trail: trail enhancements across School property (Madison to New Brooklyn)	No activity to date.
Maintou – Loop to Falk: traffic calming* measures and advisory shoulder striping	No activity to date.
Grow / Lovell Couplet: one-way couplet and traffic calming measures (Wyatt to High School Road)	In progress: Conducted a public outreach session in the spring of 2022 to discuss potential traffic calming measures on Grow Ave. The community was unreceptive to a one-way couplet idea. Staff is reconsidering temporary/trial traffic calming elements.
Point White – Schel Chelb to Lynwood: traffic calming measures, advisory shoulder striping, and crossing enhancements	No activity to date.
Miller – New Brooklyn to Grand Forest: traffic calming islands and crossing enhancements at Forest to Sky Trail	No activity to date.
Blakely – Buckling to School zone: traffic calming measures	No activity to date.
Day – School zone: traffic calming measures	No activity to date.
Farm Trail: 8' off-road gravel path	No activity to date.
Action	Q2 2023 Status Update

Transit	
Develop an island-wide and/or Winslow-only electric vehicle shuttle	In progress: Project in conceptual design phase. Interviews held with firms that responded to a request for statement of qualifications in early 2023.
Mobility	
Develop mobility hubs (with bike racks and charging stations) at three locations: - Ferry terminal - Lynwood Center - Coppertop	No activity to date.
Improve two existing bus stops (PH1): add shelter, benches, maps	No activity to date.
Explore electric vehicle/bicycle program and subsidy	In progress: Launched community EV carshare program and installed a public charging station with Mobility for All and ZEV Co-op in the front parking lot at City Hall. A potential e-bike subsidy was highlighted as a strategy for future consideration in the Fehr & Peers report.
Programs	
Lower speed limits on the island	Complete: new speed limits went into effect in March 2023
Develop a Transportation Commission	In progress: Discussed potential to add sustainable transportation representatives to the existing Climate Change Advisory Committee; this effort is on hold pending the hiring of a Sustainable Transportation Coordinator and review of recommendations from the City Thread AMP report.
Develop a Safe Routes to School Program	No activity to date; included in scope of work for new Sustainable Transportation Coordinator.
Extend Transportation Benefit District Fees (all funding dedicated to project list)	Complete: the timeframe for collection of Transportation Benefit District Fees was expanded and the fee was increased.
Translate STP to Comprehensive Plan (replace and update current transportation element)	In progress: This will be addressed as part of the Comprehensive Plan update planned in 2024
Create and support legislative push for SR 305 funding for Sound to Olympics Trail	In progress: The City received \$1.7 million in federal funding (RAISE grant) to plan the Sound to Olympics Trail from Winslow to the Agate Passage Bridge.
Work with Transportation Commission and partners to prioritize off-road routes for an off-road easement strategy	No activity to date.
Update transportation impact fees (to fund implementation of the STP)	Complete: worked with Fehr & Peers to develop a multimodal transportation impact fee that is designed to implement the 2022 Sustainable Transportation Plan.
Action	Q2 2023 Status Update

Plan for grant applications for Sound to Olympics Trail from High School Road to Day Road	In progress: The City received \$1.7 million in federal funding (RAISE grant) to plan the Sound to Olympics Trail from Winslow to the Agate Passage Bridge, including planning for crossing improvements at High School Road.
Develop and install community education and signage (regarding routes and connections with other trails and facilities)	No activity to date.
Other	
Hire a Mobility Manager to support implementation of the STP	In progress: Job posting for a Sustainable Transportation Coordinator was posted on April 20, 2023, with the first review of applications on May 10, 2023. Interviews conducted in July.
Hire a Project Manager to support implementation of capital projects (including those outlined in the STP)	Complete: a new Project Manager was hired in Public Works in early 2023 to work on capital projects
Purchase a small electric sweeper to clean bike lanes and hire associated maintenance staff	No activity to date.

**What is a traffic calming project?*

Traffic calming is the use of physical road design and/or other measures to slow vehicles as they move through neighborhoods. Rather than designing streets with a focus on moving personal vehicles through as quickly as possible, all forms of transportation (including walking) are given more of an equal weight to slow traffic and increase safety for all users of the road. Reduced speeds are proven to help decrease the severity of injuries and fatalities if an incident does occur. Scenario 2 in the STP – the Connecting Centers scenario – identifies various types of traffic calming projects including advisory shoulder striping, crosswalk and sidewalk enhancements, speed humps, and roundabouts.

Bainbridge Island Police Department

Joseph N. Clark, Jr. - Chief of Police



Memorandum

DATE: June 26, 2023
TO: Blair King, City Manager
FROM: Joseph N. Clark, Jr., Chief of Police
RE: **Monthly Police Activity Report for May 2023**

Personnel Updates

Hiring, Recruitment, Separations

No hires, no separations, no background investigations underway. Oral boards for lateral and entry level candidates are scheduled to take place June 8.

Academy Progress and Field Training

Officer David Pepicelli is on target to finish up field training in June and will begin patrolling solo. There are no Bainbridge Island officers currently attending the law enforcement academy.

Special Events, Notable Incidents, News

Special Events

The first Moonlight Market of the year on Friday, May 5 was cancelled due to inclement weather.

Records Management System

Preparation and troubleshooting continued in earnest this month as the deadline drew near for county law enforcement to change over to a new records management system (RMS). Officers and civilians at agencies throughout the county attended in-depth hands-on training to familiarize themselves with the new RMS and prepare for the changeover, which took place May 14. Efforts continue to address glitches and familiarize users with the new system.

Community Outreach

- May 3rd, Chief Clark was interviewed by student members of the Healthy Bainbridge Alliance, who used parts of that interview in an article regarding teen drinking as part of their ongoing project with Bainbridge Youth Services.
- Chief Clark and Community Resources Officer (CRO) Burnham spent time reading to students each Tuesday morning in May through the Rotary Readers program.

- Community Resources Officer Zach Burnham conducted active shooter preparedness training for staff at Woodward Middle School per request.
- CRO Burnham was interviewed for an article in COBI Connects regarding the launch of the Safe Place program in the summer of 2023.
- On May 20, BIPD participated in a fire extinguisher and flare event at Winslow Wharf. At the event, Bainbridge Prepares, Eagle Harbor Yacht Club, Peninsula Fire, and the U.S. Coast Guard teamed up to educate boaters about safety law, inspect fire extinguishers, and collect and safely dispose of expired and unwanted flares and fireworks.
- Chief Clark attended an Electric Vehicle Expo at Woodward May 20 where guests explored and test drove a variety of electric vehicles and bikes and learned about the City's efforts to support electrification. The event was sponsored by Puget Sound Energy, Rotary, Sustainable Bainbridge, the Bainbridge Island Chamber of Commerce, BI Cycle, and the City of Bainbridge Island.
- On May 22, CRO Burnham visited Woodward Middle School to enjoy an appreciation lunch in response to a previous visit for Inspire Day.
- CRO Burnham and K9 Whitney made visits this month to Cub Scouts, El Velero (Spanish Immersion) program at Ordway Elementary School, 1st graders at Ordway Elementary School, 6th graders at Sakai Intermediate School, Bethany Church Pre School, and St. Cecilia's Pre-K class.
- The Community Police Academy concluded May 24 with a graduation celebration. Thanks to CRO Burnham and the many other members of the department who contributed to the successful season by sharing their time and expertise with students in the class.

Navigator Update

- On May 1st, Community Health Navigator Kelsey Lynch partnered with Bainbridge Youth Services to speak with Woodward Middle School students about preventing drug and alcohol use.

Training (Assigned and Elective)

- ACCESS Level 1 Recertification via Washington State Patrol; 1 hour (Lewis, Quinn)
- Airborne and Bloodborne Pathogens via PoliceOne Online; 1 hour (Dominowski)
- Basic Marine Law Enforcement (BMLE) training course through the Washington State Department of Parks and Recreation Commission in Kennewick; 44 hours (Miller, Swann)
- Building a Collaborative Response to Mental Illness or Substance Abuse in Your Jurisdiction via CJTC Online; 1.5 hours (Clark)
- Firearms – Patrol Rifle Instructor Course via CJTC at Tacoma PD; 40 hours (Norton)
- Firearms – Qualifications via BIPD Instructor Norton at Bremerton Range (Bingham, Lewis, Norton, Pepicelli, Sias)
- Hate Crimes Training for Law Enforcement via PoliceOne; 1 hour (Clark, Dominowski, Lewis)
- Heartsaver First Aid with CPR and AED via Barbara DeWitt at City Hall; 3 hours (Burns)
- Implicit Bias via PoliceOne Online; 1 hour (Dominowski, Koon, Lewis)
- Introduction to the Historical Intersection of Race and Policing via CJTC Online; 3 hours (Weiss)

- Patrol Officer Response to Sexual Assault via CJTC Online; 2 hours (Pepicelli)
- Promoting a Workplace Free from Harassment, Discrimination, and Retaliation for Employees via WCIA Online; 1 hour (Bingham, Buonvino, Huska, Ledbetter, Lynch, Miller, Pepicelli)
- Promoting a Workplace Free from Harassment, Discrimination, and Retaliation for Supervisors via WCIA Online; 1.7 hours (Burns, Fastaia, Lewis, McCarty, Weiss)

Performance Measures

Description	2023			2022	
	May	YTD		May	YTD
Calls for Service	1,173	4,725		906	4,007
Case Reports	145	593		130	599
Criminal Citations	2	15		2	5
Traffic Infractions	47	199		19	76
Traffic Collisions	16	69		8	54
Adult Arrests	3	54		14	72
Juvenile Arrests	0	0		0	3
Domestic Violence Arrests	1	4		1	5
Driving Under the Influence	0	10		2	8
Drugs/Narcotics	0	0		0	0
*Crimes Against Persons ¹	6	30		9	40
*Above Cleared by Arrest	1	8		4	15
*Crimes Against Property ²	40	141		54	260
*Above Cleared by Arrest	0	2		1	10

¹ Homicide, Sex Offenses, Robbery, Assault, Intimidation, Kidnapping, Human Trafficking, Violation of Protection Order

² Burglary/Breaking & Entering, Arson, Larceny, Vehicle Theft, Extortion/Blackmail, Counterfeiting/Forgery, and Fraud

* Data retrieved on 6/21/23

Complaints, Use of Force

Description	2023			2022	
	May	YTD		May	YTD
Complaints	0	5		1	3
Sustained Complaints	0	0		0	0
Community Concerns ¹	13*	36		10**	48
Use of Force Incidents	3	5		0	3

¹ Complaints unrelated to officers or policy, and received other than through 911 (e.g. by phone, email, SeeClickFix).

* 1 Abandoned Vehicle, 2 Homeless, 1 Littering, 1 Parking, 1 Reckless Driver, 6 Speeding, 1 Traffic

** 1 Loitering, 1 Noise, 2 Parking, 5 Speeding, 1 Traffic

Programs and Services

Description	2023			2022	
	May	YTD		May	YTD
Parking Tickets Issued	80	199		11	53
Fingerprint Cards Processed	44	222		37	187
Concealed Pistol Licenses Issued	9	75		16	90
Public Records Requests (PRRs)	49	233		35	195
Hours Required to Fulfill PRRs	18	121.5		29.75	147.75

Customer Survey Results

Year to Date:

Surveys Mailed = 100 Responses Received = 26 Response Rate = 26%

Respondent's overall impression of the officer or employee (year-to-date):

Very High 73% High 23% Average 4% Low/Very Low/Not Indicated 0%

Respondent's impression of the department (year-to-date):

Prior to Contact: Favorable 73% Unfavorable 0% Mixed 4% No Opinion/Not Indicated 23%
After Contact: Favorable 96% Unfavorable 0% Mixed 4% No Opinion/Not Indicated 0%

Type of Feedback Year-to-Date:

Praise = 69%; Criticism = 4%; Mixed = 0%; Other = 12%; Neither/None/Not Indicated = 15%

Survey Comments this Month:

- Officer extremely helpful. He did an extremely thorough investigation. I recovered my wallet within 2 hours. Awesome!
- Thank you for taking my info. I know nothing will be done about it (cyber crime) but I was told to report it, so I did.
- I felt that he was not really asking my side of the story. He had already made up his mind. Even though the fault was mine, I would have liked to be heard.
- It was very brief.
- The officer is very kind - considerate and thoughtful. I could tell that he truly did care and said he would have patrols in my area, and I felt secure. I am very proud of our law enforcement and speak very highly of everyone on the force.

Harbor Activity

- The Dave Ullin Open Water Marina is full (16 tenants) with a waiting list of 5.
- Planning continues for Boaters Fair June 10 at Eagle Harbor Waterfront Park and Dock.
- Responded to one dinghy adrift.

- No reports of sheen this month.
- Planning is underway for July and September Emergency Flotilla training.
- Processing continues for vessel Solaris under Derelict Vessel Prevention/Removal Program.
- Tracking a utility boat anchored in Port Madison; WN1428NP.
- Harbormaster's last day in the office is July 25.

May Moorage Receipts	
Moorage Type	Dollars
Stays of less than 3 hours	503
Overnight stays	3,758
Car top boater parking	72
Reservations	0
Trailer Day Parking	705
Trailer Annual Parking	264
Month Total	5,302
YTD 2023	16,814
YTD 2022	14,396



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:50 PM) Receive Presentation on City Thread's Accelerated Mobility Playbook for Bainbridge Island,

SUMMARY: City Thread provided technical assistance to the City of Bainbridge Island via their Accelerated Mobility Playbook. The Playbook outlines specific strategies to help accelerate implementation of the 2022 Sustainable Transportation Plan. City Thread staff will provide a summary of key findings and recommended next steps.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Receive report and direct the city manager to return with recommended actions to implement the City Thread Accelerated Mobility Playbook.

COMMUNITY ENGAGEMENT AND OUTREACH: City Thread interviewed 26 community stakeholders as part of this project. Information about this project, and the final report, is also posted on the City website at <https://www.bainbridgewa.gov/1434/City-Thread-Accelerated-Mobility-Project>.

FISCAL IMPACT:

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

BACKGROUND: City Council adopted the Sustainable Transportation Plan and identified Scenario 2, “Connecting Centers” as the preferred implementation plan on March 22, 2022. The Sustainable Transportation Plan establishes the long-range vision for a comprehensive transportation system (streets, transit, trails, etc.) that improves mobility and safety for all users while respecting the character of neighborhoods and maintaining a climate resilient environment.

City Council authorized the City Manager to apply for the City Thread Accelerated Mobility Playbook Technical Assistance Program at the October 11, 2022 Council meeting. City Thread is a national, non-profit organization that provides technical assistance to implement mobility solutions. The City of Bainbridge Island was selected as one of nine cities to participate in City Thread’s 2023 Accelerated Mobility Playbook technical assistance program designed to help fast-forward the build-out of mobility networks in alignment with the adopted

Sustainable Transportation Plan. The application was prepared in partnership with the City, Squeaky Wheels and Bainbridge GreenWays. This project kicked off in February 2023 and concluded in June 2023.

This technical assistance program included a community-specific mobility audit of the current state of practice and an action plan to improve implementation of the 2022 Sustainable Transportation Plan and strengthen community partnerships. Bainbridge Island's playbook is distilled into the following six strategies:

1. **Building Momentum and Connectivity:** The City can capitalize on growing popular support for infrastructure improvements that make it safer and easier for residents to use bikes, low-speed mobility devices, or walking in the city's neighborhoods. By aligning the development of the Sustainable Transportation Plan update with community partners, momentum can be focused on a City-led campaign for on-street network improvements.
2. **Organizing Supporters:** The most effective coalitions engage with residents with diverse viewpoints, representing interests outside of mobility infrastructure. With an intentional diversification strategy, Squeaky Wheels, in partnership with aligned community organizations, has the opportunity to mobilize the community in a way that encourages businesses, elected officials, and residents to view mobility as an urgent need.
3. **Accelerating Civic Engagement:** Building a safe, interconnected mobility network depends on gaining the support of people who drive every day. Communication and outreach campaigns activate a new group of supporters in favor of mobility options. Audience research, public opinion surveys, and content branding help pinpoint public support for mobility solutions, present those results to decision makers, and share findings through local media outlets.
4. **Cultivating Local Messengers:** Effective messaging is only as effective as the messenger. A diverse coalition that represents Bainbridge Island residents is needed to authentically communicate the vision for active transportation and the associated benefits and tradeoffs. Proponents of the Sustainable Transportation Plan need only to identify those spokespeople and amplify their voices.
5. **Resourcing Strategic Partners:** Through close collaboration with municipal leaders and transportation departments, localized outreach activities diversify the base of support in neighborhoods. Healthy collaboration replaces adversarial interaction and creates working relationships built on trust and accountability.
6. **Building a Network, Quickly:** Existing community support and demonstrated political will is aligned, and the Sustainable Transportation Plan is adopted. It's possible to rapidly accelerate the pace of network implementation today. The resulting projects will be transformative, connected, and complete, meeting the community's desire for transportation choices and improved safety.

The Action Plan concludes with a set of customized recommendations to improve mobility network implementation methods, build lasting and effective partnerships with community stakeholders, and amplify existing public support for changes to the city's streets. The full report is available at <https://www.bainbridgewa.gov/DocumentCenter/View/17548/City-Thread-Accelerated-Mobility-Playbook-Report-for-Bainbridge-Island---May-2023?bidId=>.

ATTACHMENTS:

[City Thread AMP Presentation for City Council 07.25.23](#)

FISCAL DETAILS: A total of \$15,000 was paid for this technical assistance program.

Fund Name(s):

Coding:



City Thread

Accelerated Mobility Playbook

Bainbridge Island, WA

City Thread

- National, non-profit 501(c)(3) consulting team
- Helped 5 U.S. cities construct 335 miles of new bikeways in 2 years
- Developed the **Accelerated Mobility Playbook (AMP)** to help other cities advance mobility projects
- Launched the grant-funded AMP Technical Assistance program in 10 U.S. cities in 2023



The Opportunity:

Mobility infrastructure helps solve the problems we all share.

- Population growth
- Traffic congestion
- Housing affordability
- Climate change
- Job access
- Street safety
- Air quality
- Public health

The Challenge:

1. Projects take too long to implement.
2. Completed projects are small in scale, disconnected, and incomplete.
3. Poor messaging creates fear and distrust, empowering a vocal minority of opposition.
4. Leaders lack the persuasive communication tools needed to sustain momentum.

The Good News:

We can overcome these challenges and accelerate the completion of place-based infrastructure if we:

- Redefine partnerships among key stakeholders
- Diversify our base of support and spokespeople
- Change how we talk infrastructure and its benefits
- Act with consistency and predictability



Accelerated Mobility Playbook

1 Establish a shared goal

Acceleration relies upon a shared vision among community stakeholders.

This goal must be **bold, yet achievable**.

2 Align Partnerships

Success requires coordination, partnership, and communication.

Elected officials, City staff, and community organizations must unite behind a shared strategy.

3 Resource Partners

A multi-year cooperative effort requires customized resources.

Philanthropy provides each partner resources to address their specific needs.

4 Build the Network, Fast

Project delivery occurs alongside paid media and engagement.

Residents participate positively because the process is **consistent** and **predictable**.



1. Establish a Shared Goal



A short-term implementation goal allows stakeholders to:

- Stay focused
- Create buy-in
- Align messaging
- Provide consistent communication
- Get valuable feedback
- Build trust among partners

Health & Safety
Economic Development
Quality of Life

Sustainability & Climate Action
Transportation Options
Housing Affordability

City Council
City Manager
City Departments

Squeaky Wheels
BI School District
Kitsap Transit

BI Downtown Assoc.
BI Chamber of Commerce
BI Parks & Trails Fnd



2. Align Partnerships



Collaboration, coordination, and communication between three primary partner groups is critical for success.



3. Resourcing Partners



A **media and communications campaign** builds broad support for infrastructure changes, highlighting the benefits of mobility networks for everyone.

Local **community partners** tap into resident support, neighborhood events, and local grant-making to promote project delivery timelines and processes.

Elected leaders and **city staff** lead public engagement, planning, design, and construction activities identified in their short-term AMP implementation plan.



4. Building the Network, Quickly



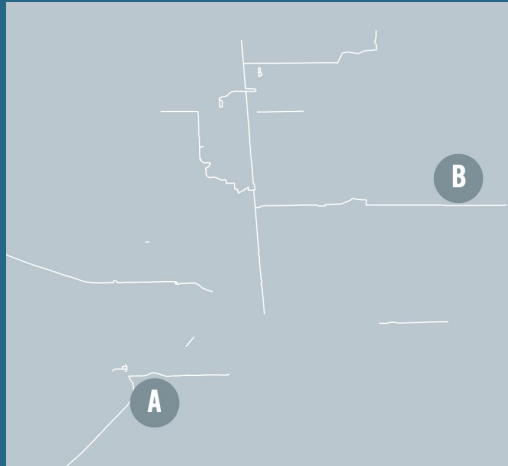
Successful implementation requires **careful** coordination among partners, **consistent** engagement practices, and **predictable** project delivery methods.



4. Building the Network, Quickly

Goal:

Complete 15 miles of mobility projects from the *Sustainable Transportation Plan* by 2026.







CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:20 PM) Introduce Ordinance No. 2023-19 Amending Bainbridge Island Municipal Code (BIMC) Chapter 15.30, Transportation Impact Fees - Public Works,

SUMMARY: City staff have prepared an update to the City's Transportation Impact Fee methodology and fee and request that the City Council consider adoption of the updates by ordinance and resolution at a future meeting.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to forward Ordinance No. 2023-19 amending BIMC Chapter 15.30, Transportation Impact Fees, to the August 8, 2023 City Council business meeting agenda for adoption.

COMMUNITY ENGAGEMENT AND OUTREACH: A community engagement plan has not been developed for this project.

FISCAL IMPACT:

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

BACKGROUND: In 2015, the City Council adopted Ordinance No. 2015-07 relating to Transportation Impact fees (TIFs) along with a fee rate study targeting development growth as a revenue source to fund transportation improvement projects. The current TIF fees associated with that program (which have been subsequently updated for inflation since first adopted) are some of the lowest fees in the region at \$1,811 per PM-generated trip. For reference, the average TIF in the region in 2022 was \$4,744.

On March 12, 2023, City staff gave a presentation to the City Council on development impact fees, including specific recommendations for updates to the TIF. The updates recommended were to change the methodology for calculating the fee, to update the project list based on projects identified in the Sustainable Transportation Plan, and to update the fee to be more in line with other regional municipalities.

In response to the Council's request, City staff have worked with a consultant, Fehr and Peers, to develop a new methodology, project list, and corresponding fee. To better align the transportation and sustainability goals of Bainbridge Island, the City is proposed to update the TIF program to support the implementation multimodal transportation capacity, including intersection enhancements, traffic calming, and stand-alone pedestrian/bicycle projects. The most significant change in this TIF update is the shift from vehicle trips to person trips, which helps create the nexus between new multimodal trips that are generated by new development and an enhanced and expanded multimodal transportation network. The updated multimodal TIF program includes 49 projects with an estimated capital value of \$73 million (2022 dollars).

The attached study identifies the potential TIF range to be between \$4,000-\$6,000. Staff have prepared a draft ordinance. The ordinance states the fee amount will be adopted by resolution. Upon the adoption of the ordinance, a resolution will be presented with a proposed fee of \$5,000.

ATTACHMENTS:

[Ordinance No. 2023-19 Amending Transportation Impact Fees Section 15.30.030 DRAFT.docx](#)

[Bainbridge TIF Rate Study Final.pdf](#)

FISCAL DETAILS: The attached report provides the legal and engineering justification to charge an appropriate fee to offset the impacts of new development on the circulation system.

Fund Name(s): Streets Fund

Coding: N/A

ORDINANCE NO. 2023 – 19

AN ORDINANCE of the City of Bainbridge Island, Washington, updating certain Transportation Impact Fees and revising Bainbridge Island Municipal Code Section 15.30.030.

WHEREAS, the City of Bainbridge Island currently charges transportation impact fees for new development growth as a revenue source to fund transportation improvement projects based on a 2015 rate study and Capital Improvement Plan (CIP) transportation improvement project list; and

WHEREAS, several eligible projects have been completed from the CIP list that were constructed utilizing collected transportation impact fees; and

WHEREAS, the City's Sustainable Transportation Plan (STP) identified updating the City's transportation impact fees as a key task for maintaining the plan's potential revenue sources; and

WHEREAS, a new fee rate study was needed that incorporates STP projects and new CIP projects; and

WHEREAS, the current transportation impact fees charged by the City of Bainbridge Island are some of the lowest in the Kitsap peninsula region; and

WHEREAS, the City desires to update the transportation impact fee program to support multi-modal transportation projects in the STP. The update to the program will shift focus from setting the fee based on growth in vehicle trips created by new development to growth in person trips created by new development; and

WHEREAS, the consultant, Fehr & Peers, prepared an updated *Transportation Impact Fee Study*, dated July 2023.

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

Section 1. Section 15.30.030.T shall be revised as follows:

T. "TIF rate study" means the "Transportation Impact Fee Rate Study" dated July 2023, prepared by Fehr & Peers "~~Rate Study for Transportation Impact Fees, City of Bainbridge Island~~" dated May 11, 2015, and other studies relied upon by the city in establishing the TIF methodology and TIF rate schedule.

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

PASSED BY THE CITY COUNCIL this ____ day of August, 2023.

APPROVED BY THE MAYOR this ____ day of August, 2023.

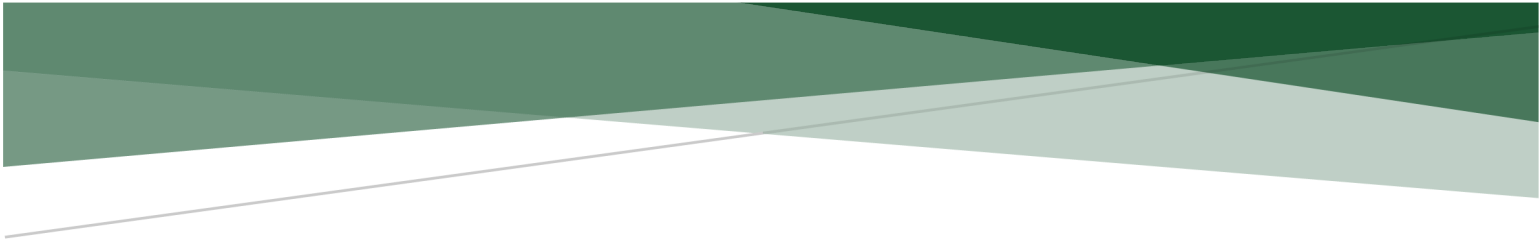
Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	July 21, 2023
PASSED BY THE CITY COUNCIL:	_____, 2023
PUBLISHED:	_____, 2023
EFFECTIVE DATE:	_____, 2023
ORDINANCE NO.	2023-19





TRANSPORTATION IMPACT FEE RATE STUDY

**CITY OF BAINBRIDGE
ISLAND**

PREPARED BY: FEHR & PEERS
JULY 2023



Transportation Impact Fee Rate Study

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Introduction

The City of Bainbridge Island has an adopted transportation impact fee (TIF) program that has been in place since 2015. While the existing program has worked well to implement new transportation infrastructure, it was limited by the fact that it was primarily organized around supporting new capacity for vehicles and was centered on new vehicle trips generated by development. To better align the transportation and sustainability goals of Bainbridge Island, the City is updating its TIF program to support the implementation multimodal transportation capacity, including intersection enhancements, traffic calming, and stand-alone pedestrian/bicycle projects. The most significant change in this TIF update is the shift from vehicle trips to person trips, which helps create the nexus between new multimodal trips that are generated by new development and an enhanced and expanded multimodal transportation network.

The updated multimodal TIF program includes 49 projects with an estimated capital value of \$73 million (2022 dollars). Based on the methodology explained in the following chapters, the maximum allowable TIF rate would be \$6,305 per PM peak hour person trip (2022 dollars). City Council has decided to set the TIF rate somewhere in-between \$4,000 - \$6,000. While substantially higher than the City's prior vehicle-based TIF rate (\$1,811 per PM peak hour vehicle trip), the new multimodal TIF rate is similar to other Western Washington jurisdictions.

The remaining sections of the report describe the impact fee program methodology, the analyses performed, and the resulting recommendations.



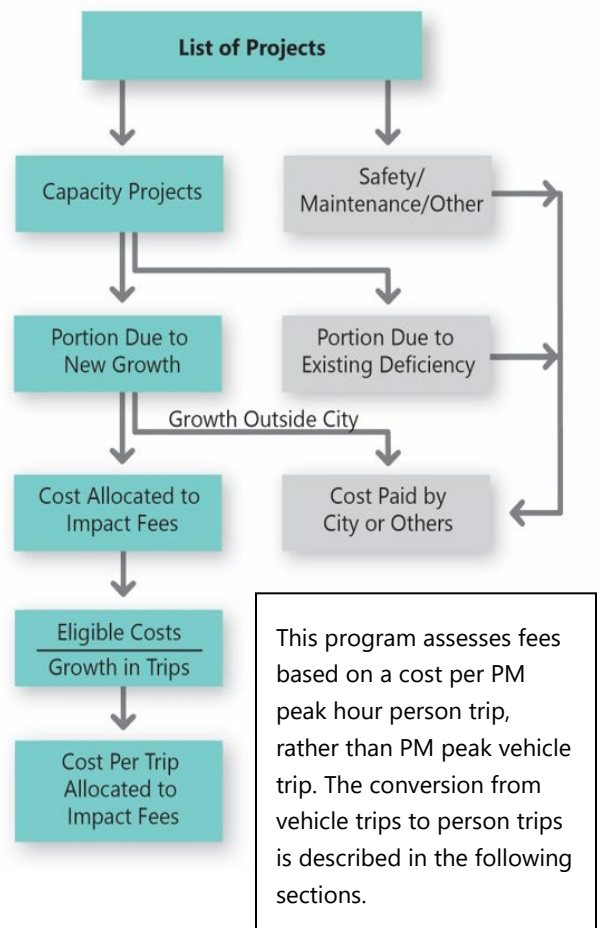
Methodology

The multimodal impact fee structure for the City of Bainbridge Island was designed to determine the fair share of multimodal transportation improvement costs that may be charged to new development. Growth in residents and workers from new development will increase travel demand on public facilities. Therefore, the nexus between new development and the need for capital improvements is based on maintaining the City's existing level of investment in existing public facilities as the city grows. This existing level of investment, or *existing system value*, represents new development's maximum potential contribution to improved or new facilities needed to accommodate growth. Because the City is shifting away from a vehicle-trip based impact fee program, the travel demand associated with the existing infrastructure and new growth is measured in person trips. Therefore, by this methodology, new development cannot be charged more than the existing level of investment per person trip.

The following key points summarize the standard impact fee structure (see *Figure 1*).

- A single TIF project list was developed from the Sustainable Transportation Plan and 2023-2028 Capital Improvement Plan.
- These projects were evaluated for impact fee eligibility; impact fees can only fund new capacity projects. Non-capacity investments, primarily maintenance and safety improvement projects, were eliminated.
- Of the remaining eligible projects, the portion of those projects addressing existing deficiencies or carrying non-city growth were subtracted from eligible costs.
 - The existing deficiency is already accounted for in the value of the existing infrastructure, and the portion of non-city travel is expected

Figure 1: Impact Fee Structure





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to remain consistent over the next 15 years, so this step is not explicitly included in the City's impact fee calculation.

- The remaining list of eligible program costs were divided by Bainbridge Island's expected growth in PM peak hour person trips over the next 15 years.

After determination of the allowable cost per PM peak hour person trip, a land use-based fee schedule was developed for the entire city. Person trip rates for multiple land use categories were estimated using vehicle trip generation rates from the Institute of Transportation Engineers (ITE) and the ratio of person trips to vehicle trips from household travel surveys conducted in Western Washington.



TIP Project List

Washington State law (RCW 82.02.050) specifies that transportation impact fees are to be spent on “transportation system improvements.” Transportation system improvements can include physical or operational changes to existing transportation facilities, as well as new transportation connections that are built in one location to benefit projected needs at another location. Projects on the multimodal TIF list must add new multimodal capacity (new streets, additional lanes, sidewalks, bike lanes, low-stress bike routes, signalization, roundabouts, etc.). One important limitation identified in the GMA relates to where TIFs can be spent—notably that TIFs can only be spent on “streets and roads.” Most jurisdictions in Washington have interpreted “streets and roads” as including all “complete streets” facilities that are typically included in the roadway right-of-way and/or documented on roadway standard plans, including travel lanes, bike lanes, planting strips, sidewalks, crosswalks, midblock crossings, multipurpose paths running immediately adjacent to the roadway, cycle tracks, traffic signals, roundabouts, overhead signage, lighting, bicycle parking, transit seating, etc. In April 2023, the Washington State Legislature passed SB 5452, which removes the previous impact fee program limitation on “streets and roads within the right-of-way” and authorizes impact fee revenue to fund trails and pathways, so long as they are not completely recreational in nature.

The 2022 multimodal TIF project list was based on the City’s Sustainable Transportation Plan and 2021-2036 Capital Improvement Plan and identified multimodal transportation projects needed in the next 15 years to meet the adopted multimodal policies and ensure that adequate facilities are provided for all travel modes.

Fehr & Peers worked with the City to develop the TIF project list by removing projects that were not eligible for TIF funding. Removed projects did not add multimodal capacity, addressed only maintenance or safety, or addressed existing deficiencies. As a result, the TIF project list includes a network of biking, walking, and transit-supportive projects on the city’s roadway system. The resulting project list is shown in **Table 1**, and mapped in **Appendix A**.

The project list has a 15-year time horizon, and a total cost of \$73M.



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Table 1: Impact Fee Eligible Project List

ID	Roadway	Extents	Project Description	Total Cost
1	Madison Avenue	Wyatt Way NE to New Brooklyn	Widen sidewalks, protected bike lanes, traffic calming, road reconstruction	\$5,740,000
2	NE Eagle Harbor Dr	Nicholson south to Eagle Harbor shoreline	Mix of attached and separated bike facilities; traffic calming and safety improvements	\$4,517,000
3	Grow Avenue NW	Winslow Way to High School Road	Traffic calming	\$95,000
4	Bucklin Hill Rd NE	Eagle Harbor Drive to Fletcher Bay Rd	Eagle Harbor Drive to Fletcher; bi-directional facility; Fletcher to Blakely; 6'wide vertically separated and off-road side paths both sides	\$1,170,000
5	NE Valley Rd	North Madison Ave to Sunrise Dr	Vertically separated bike lanes, 6'-wide both sides	\$1,893,000
6	Miller Rd NE	New Brooklyn Rd to Grand Forest Entrance	Traffic calming islands and crossing enhancements at Forest to Sky Trail	\$178,000
7	Bus stop improvements, phase 1	Island-wide	Shelter, map and bench improvements	\$119,000
8	Lynwood Center Rd	Point White Drive to Fletcher Bay Rd	Vertically separated bike lanes, 6'-wide both sides	\$3,712,000
9	Lynwood Center mobility hub	Lynwood Center TBD	Bike racks, charging stations, etc.	\$31,000
10	Day Road School Zone	Day Road to North Madison Ave	Traffic calming and crossing enhancements	\$112,000
11	Bucklin Hill Rd NE	Hyla School to Blakely Ave NE	Traffic calming	\$169,000
12	Ferry Terminal mobility hub	Ferry Terminal	Bike racks, charging stations, etc.	\$31,000
13	Winslow Way West	Grow Ave NW to Wood Ave SW	Construct new sidewalks, intersection improvements	\$959,000
14	Finch Rd NE	Wyatt Way NW to Sportsman Club Rd NE	Vertically separated bike lanes, 6'-wide both sides	\$1,404,000



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15	Sportsman Club Rd	Finch Rd NE to NE High School Rd	Widen existing side path for bi-directional travel; intersection improvements	\$526,000
16	Manitou Beach Dr NE	NE Murden Cove Dr to Falk Rd NE	Advisory shoulder striping, traffic calming and enhanced crossing	\$182,000
17	Sportsman Club Rd	High School Rd to New Brooklyn Rd	Widen existing side path for bi-directional travel; southbound visual separation	\$1,460,000
18	Coppertop mobility hub	Coppertop	Bike racks, charging stations, etc.	\$34,000
19	Sportsman Club Rd	New Brooklyn Rd to SR 305	Vertically separated bike lanes, 6'-wide northbound and both sides north of Sakai	\$2,657,000
20	North Madison Ave	SR 305 to Valley Rd	Vertically separated bike lanes, 6'-wide both sides	\$3,948,000
21	New Brooklyn Rd	Sportsman Club Rd to Madison Ave	Widen existing side path for bi-directional travel	\$684,000
22	New Brooklyn Rd	Fletcher Bay Rd to Sportsman Club Rd	Vertically separated bi-directional bike lane, 10-wide south side	\$6,980,000
23	Manitou Beach Dr NE	N Madison Ave to NE Murden Cove Dr	Vertically separated bike lanes, 6' wide both sides	\$1,566,000
24	Sound to Olympics Trail - Middle School/Copper Top	NE High School Rd to Madison Ave N	Shared-use path	\$4,499,000
25	High School Road	Fletcher Bay Rd NE to Sportsman Club Rd	Visual separation both sides and traffic calming	\$285,000
26	Sound to Olympics Trail - Meigs Park	Madison Ave N to NE Koura Rd	Shared-use path	\$4,982,000
27	Blakely Ave	NE Bucklin Hill Rd to NE Baker Hill Rd	Vertically separated path southbound	\$2,771,000
28	Blakely Ave	Baker Hill Rd to Blakely Harbor	Vertically separated path northbound	\$2,442,000
29	NE Day Rd E	SR305 to Sunrise Drive NE	Vertically separated path eastbound, traffic calming east from Madison	\$2,882,000
30	Fletcher Bay Road	Lynwood Center Rd to Island Center Road	Vertically separated path southbound	\$2,997,000
31	Fletcher Bay Road	Island Center Road to New Brooklyn Rd	Vertically separated path southbound	\$1,998,000
32	Battle Point Drive	Miller Rd to Battle Park	Traffic calming	\$133,000
33	Manzanita Rd NE	Day Road to NE Seabold Rd	Traffic calming	\$117,000



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34	Sunrise Drive NE	NE Valley Road to NE Lafayette Ave	Traffic calming; gravel shoulder enhancement	\$720,000
35	Pleasant Beach Dr NE	Odd Fellows Rd to Point White Dr NE	Traffic calming	\$72,000
36	N Madison Ave NE	NE Valley Rd to NE Winthers Rd	Traffic calming	\$360,000
37	N Madison Ave NE	NE Winthers Rd to Day Rd	Vertically separated path northbound; traffic calming	\$1,531,000
38	NE Baker Hill Road	Lynwood Center Rd NE to Blakely Ave NE	Vertically separated path eastbound	\$1,498,000
39	New Brooklyn Rd	Sportsman Club Rd to Madison Ave	Widen existing site path for bi-directional travel	\$843,000
40	Day Road W	Manzanita Road NE to SR305	Traffic calming	\$131,000
41	Miller Road NE	NE Bergman Road to SR305	Vertically separated path both sides	\$1,675,000
42	Crystal Springs Drive NE	Port White Drive NE to NE Baker Hill Rd	Traffic calming	\$214,000
43	Mandus Olsen Rd NE	High School Rd to Grand Forest	Off-road path from Strawberry Park to New Brooklyn; traffic calming	\$584,000
44	NE Wardwell Rd Right-of-way	New Brooklyn to Bucsit	Off-road path	\$1,742,000
45	NE Wardwell Rd Right-of-way	NE Wardwell Rd to NE Lovgreen Rd	Off-road path	\$2,006,000
46	Country Club Rd	Blakely Ave to Fort Ward Hill Rd	Traffic calming at Blakely Harbor	\$95,000
47	NE Koura Rd	Miller Road to Mandus Olsen Rd NE	Traffic calming	\$169,000
48	NE Koura Rd	Mandus Olsen Rd NE to SR 305	Traffic calming	\$116,000
49	Ferncliff Ave NE	Wing Point Way to High School Road	Traffic calming	\$116,000
Total Capital Cost				\$73,147,600



Person Trip Growth

Determining the existing travel demand, as well as growth in travel demand caused by new development is a key requirement for a TIF program. Trip generation rates by land use category are a reasonable measure of travel demand, or the desire for mobility by residents and workers to access homes, jobs, shopping, recreation, and other activities. For the purposes of the analysis, trip generation represents the movement by one person on a typical weekday from one activity to another regardless of travel mode (driving, riding transit, biking, or walking).

Fehr & Peers developed a method to calculate growth in PM peak hour person trips using data from Bainbridge Island's Comprehensive Plan, trip rates from the Institute of Transportation Engineers (ITE), and household survey data from the Puget Sound Regional Council (PSRC). To calculate PM peak hour person trips, a trip was considered as travel between an origin and a destination. Each trip has two trip ends, one each at the origin and destination. As described in the introduction, this updated multimodal TIF is based on "person" trip ends rather than "vehicle" trip ends to prioritize accommodating mobility by all modes, not just vehicles. The calculation of person trips required several steps summarized below:

1. Translate the land use data in the Bainbridge Island Comprehensive Plan into a format used for impact fees.
 - a. Total household dwelling units were converted to single-family and multi-family units based on Bainbridge Island housing statistics:
 - i. Currently, 84% of all housing units in Bainbridge Island are single-family
 - ii. In 2036, 82% of all housing units will be single-family
 - b. Next, employees were converted by different land use sectors into square footage using standard estimates of square feet per employee, listed below:
 - i. 400 square feet per retail employee
 - ii. 300 square feet per office/government service employee
 - iii. 500 square feet per manufacturing/warehouse employee
 - iv. 300 square feet per all other employees

Table 2 shows the resulting calculations for each land use:



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Table 2: Estimating Growth in Dwelling Units and Square Footage

2021 Bainbridge Island Totals		Conversion to SF	Totals in DU/KSF	2036 Bainbridge Island Totals		Conversion to SF	Totals in DU/KSF	2036 Total minus 2021 Total	=Total New Growth In DU/KSF
Households	10,170	--	10,170	Households	11,773	--	11,773		1,603
Retail	1,363	400	545	Retail	1,974	400	790		245
Office	6,788	300	2,036	Office	7,705	300	2,311		275
Education	690	300	207	Education	690	300	207		0
Light Industrial	1,208	500	604	Light Industrial	1,323	500	662		58
University	114	--	114	University	131	--	131		17

DU = dwelling unit; SF = square feet

Source: Fehr & Peers, 2023

2. Estimating the trip ends associated with the land use using a ratio of the person trip rate to vehicle trip rates from the PSRC Household Travel Survey and vehicle trip rates from the ITE. This approach of using ITE vehicle trip generation rates and then converting them to person trip rates is the most defensible approach as of the time this rate study was prepared. While ITE and other sources are beginning to calculate person trip generation rates directly, the person trip generation dataset is not nearly as robust as the vehicle trip generation dataset. PSRC has strong travel survey data on how many person trips and vehicle trips are generated for different trip purposes and this information is combined with the ITE vehicle trip generation rate to create a more detailed depiction of person trip generation rates than any other source available.
 - a. PM peak hour vehicle trip rates for each land use category were taken from the ITE Trip Generation Manual, 11th Edition. The major categories used include:
 - i. Single family dwelling unit
 - ii. Multi-family dwelling unit
 - iii. Retail
 - iv. Office (finance, insurance, real estate, other services)
 - v. Educational employment/school enrollment
 - vi. Manufacturing/warehousing
 - b. Apply the vehicle-to-person trip generation rate factors from the PSRC household travel survey.



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Table 3: Vehicle Trip to Person Trip Ratios

Generalized Land Use Category	ITE Vehicle Trip Rate ¹		Vehicle-to-Person Trip Ratio		Person Trip Rate ²
Single Family	0.94	X	1.45	=	1.36
Multi-Family	0.45		1.45		0.65
Office	1.72		1.22		2.10
Government	1.71		1.25		2.14
Primary Education	0.16		1.25		0.20
Industrial/Warehousing	0.34		1.08		0.37
Retail/Recreation/ Restaurant	3.40		1.25		4.25
University	0.15		1.25		0.19

1. PM peak hour vehicle trip rate from ITE Trip Generation Handbook, 11th Edition

2. Vehicle-to-person trip generation rate factors from the PSRC household travel survey

Source: Fehr & Peers, 2023

3. Total PM peak hour person trips within the city were ultimately calculated by multiplying the PM peak person trip rate by the total growth in dwelling units and non-residential square footage, depending on the land use. This calculation also includes a pass-by adjustment to account these types of trips.¹

¹ A pass-by trip is any person trip that may go to a land use, but is part of a larger overall "trip tour." The defining feature of the pass-by trip is that it is an interim stop that did not initiate the overall need to travel. Typical examples are people stopping on their way to work to get coffee on the route they were already traveling on or someone buying gas on their trip between home and a store along the route they were already traveling on.



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Table 4: Existing Person Trips

Generalized Land Use Category	Pass-by Adjustment		Person Trip Rate		2021 Land Use in Square Feet or Dwelling Units		Existing Person Trips
Single Family	--	X	1.36	X	1,164	=	11,666
Multi-Family	--		0.65		439		1,051
Office	0.9		2.10		917		3,378
Government	0.9		2.14		0		477
Primary Education	0.9		0.20		0		36
Industrial/Warehousing	--		0.37		115		222
Retail/Recreation/ Restaurant	0.6		4.25		611		1,390
University	0.9		0.19		17		19
Total Existing Person Trips							18,239

Source: Fehr & Peers, 2023

Table 5: Growth in Person Trips

Generalized Land Use Category	Pass-by Adjustment		Person Trip Rate		Total Growth in Square Feet or Dwelling Units		Growth in Person Trips
Single Family	--	X	1.36	X	1,164	=	1,587
Multi-Family	--		0.65		439		286
Office	0.9		2.10		917		519
Government	0.9		2.14		0		--
Primary Education	0.9		0.20		0		--
Industrial/Warehousing	--		0.37		115		21
Retail/Recreation/ Restaurant	0.6		4.25		611		623
University	0.9		0.19		17		3
Total Growth in Person Trips							3,040

Source: Fehr & Peers, 2023

These total PM peak hour person trip estimates will be used in the calculation of transportation impact fees rate.



Transportation Infrastructure

Bainbridge Island has a surface transportation network that provides rights-of-way (streets, sidewalks, and off-street bicycle and pedestrian paths) for nearly all types of travel within the city (excluding State Route 305). The City is responsible for maintaining, improving, and expanding this infrastructure to support transportation services for people traveling by all modes, including walking, biking, transit, and private vehicles.

The purpose of the transportation impact fee is to fund improvements and expansion to the citywide transportation infrastructure to address and manage the impacts of additional travel demand from new development. Currently, Bainbridge Island's roadway network provides substantial capacity and accessibility for vehicle travel, but the non-motorized network lacks connectivity and does not provide mobility to key destinations across the island. Therefore, to accommodate new growth, as well as encourage travel across all modes, this impact fee program focuses on funding new capacity for walking, biking, and transit across Bainbridge Island.

As described in the Methodology section, this impact fee program is based on the existing system value, which ensures that new development does not pay a higher rate than existing residents have paid into the City's current transportation system. This methodology sets the maximum allowable impact fee rate at the existing level of investment per existing person trips.

In Bainbridge Island's 2020 Pavement Management Report², the City determined the average replacement cost for a typical roadway just over \$800k per mile, not including the value of the land. The City maintains about 140 centerline miles of roadway; therefore, the existing level of investment is \$115M for the paved roadway network.

This existing system value is then divided by the existing person trips to determine the existing level of investment per person trip. Dividing the existing system value by the existing person trips results in the maximum legal amount that new development could be required to contribute to maintain the existing level of investment, or **maximum allowable impact fee rate, of \$6,305 per person trip**.

$$\text{Maximum Allowable Cost per PM Peak Hour Person Trip} = \frac{\text{Existing System Value}}{\text{Existing Person Trips}}$$

Table 6 summarizes the impact fee eligible costs, and maximum allowable cost per person trip.

² <https://www.bainbridgewa.gov/DocumentCenter/View/13934/BI-Pavement-Management-Report-April-2020>



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Table 6: Existing System Value per Person Trip

Existing System Value	\$115,000,000
Person Trip Ends (2021)	18,239
Maximum Allowable Cost per Person Trip	\$6,305

It is important to note that the \$6,305 cost per PM Peak Hour Person Trip represents the maximum TIF amount that can be charged based on legal and technical requirements. As a check to ensure that new development is not paying more than their fair share into the City's transportation system, the total impact fee program cost was divided by the growth in person trips (shown in **Table 7**). This calculation results in a cost per person trip of \$24,062.

Table 7: Impact Fee Cost Per Person Trip

Total Impact Fee Program Cost	\$73,147,600
Growth in Person Trip Ends (2021 – 2036)	3,040
Cost per Person Trip	\$24,062

This value is greater than the maximum allowable cost per trip of \$6,305, but developers will not be charged an amount higher than \$6,305. Because of this, the multimodal TIF program would only contribute a portion of the total \$73 million capital cost of the improvement projects, so city matching funds, new grants, and other sources would need to cover the remainder of total project costs. The TIF rate can be set lower than the maximum allowable rate for many reasons:

- **Larger Share of External Funding:** If Bainbridge Island is more successful at securing external funding, the TIF can be reduced.
- **Implementation of Fewer Projects:** The project list is based on the City's vision for the transportation system over the next 15 years. Depending on growth pressures, changing travel preferences, funding availability, and many other reasons, the City may choose to implement fewer system expansion projects, which would lower the TIF rate.
- **Balancing the Cost to Developers:** While Bainbridge Island seeks to have "growth pay for growth," there are economic realities that must be considered when setting the TIF rate including what costs can reasonably be borne by developers. With this in mind, many cities elect to adopt a lower rate than the legal maximum to ensure TIF rates are in-line with neighboring jurisdictions while continuing to have developers pay a reasonable share of expanding the transportation system.

Bainbridge City Council has decided they will set the transportation impact fee rate between \$4,000 - \$6,000, which is similar to other Western Washington jurisdictions.



Impact Fee Schedule

Table 8 and **Table 9** show the proposed impact fee schedule based on range of \$4,000 - \$6,000, which is less than the maximum fee of \$6,305. This rate schedule includes components such as: vehicle trip generation rates, person trip rates, and new trip percentages. To develop the proposed maximum impact fee schedule, Fehr & Peers started with Bainbridge Island's current fee schedule, and made the following adjustments:

- Based rates off of the maximum rate of \$6,305 per person trip
- Removed land use categories that are no longer in the ITE Trip Generation Handbook, 11th Edition
- Updated PM peak vehicle trip rates to be consistent with the ITE Trip Generation Handbook, 11th Edition
- Added new land use category for accessory dwelling units (ADUs)
- Consolidated select retail categories, such as drive-in bank, to the shopping center land use
- Updated the non-pass by trip percentages to reflect best practices

In the fee schedule, fees are shown as dollars per unit of development for various land use categories. The impact fee program is flexible in that if a use does not fit into one of the ITE land use categories, an impact fee can be calculated based on the development's projected PM peak hour person trip generation and multiplied by the cost per PM peak hour person trip. In addition to land uses that are not listed in the impact fee schedule, detailed trip generation studies are also generally used for mixed-use developments where some of the person trips would be expected to stay on-site. ITE, the Transportation Research Board (TRB), and the United States Environmental Protection Agency (US EPA) all have recommended methods to calculate the number of internal project trips associated with mixed use development. Methods like the ITE calculate vehicle trips and the same ratio of vehicle-to-person trips that can be calculated from the impact fee rate schedule.

Definitions of the TIF land uses are included in **Appendix B**.



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Table 8: City of Bainbridge Island Impact Fee Rate Table (\$4,000 Rate)

ITE Land Use Code	Land Use Code ⁴	Units ³	Vehicle PM Peak Trips/Unit ¹	Pass-by Percentage	Vehicle-to-Person Trip Ratio ²	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Single Family - Detached	210	Per DU	0.94	0%	1.45	1.4	\$ 5,452.00
Single Family - Attached	215	Per DU	0.57	0%		0.8	\$ 3,306.00
1-3 Story Multi/Townhome/ADU	220	Per DU	0.51	0%		0.7	\$ 2,958.00
4-10 Story Multi/Townhome/Condo	221	Per DU	0.39	0%		0.6	\$ 2,262.00
10+ Story Multi/Townhome/Condo	222	Per DU	0.32	0%		0.5	\$ 1,856.00
Retirement Community	251	Per DU	0.3	0%		0.4	\$ 1,740.00
Congregate Care/Asst Living	253	Per DU	0.18	0%		0.3	\$ 1,044.00
Elementary School	520	Per KSF	0.16	20%	1.26	0.2	\$ 645.12
Middle/JR High School	522	Per KSF	0.15	20%		0.2	\$ 604.80
High School	525	Per KSF	0.14	20%		0.1	\$ 564.48
Day Care Center	565	Per KSF	11.12	75%		3.5	\$ 14,011.20
Church	560	Per KSF	0.49	0%		0.6	\$ 2,469.60
Nursing Home	620	Per Bed	0.14	0%		0.2	\$ 1,056.69
Light Industrial/Manufacturing	110, 140	Per KSF	0.695	0%	1.08	0.8	\$ 3,002.40
Industrial Park	130	Per KSF	0.34	0%		0.4	\$ 1,468.80
Mini-Warehouse/Storage	151	per KSF	0.15	0%		0.2	\$ 648.00
Warehousing	150	per KSF	0.18	0%		0.2	\$ 777.60
Hospital	610	per KSF	0.86	0%	1.26	1.1	\$ 4,334.40
Medical/Dental Office	720	per KSF	3.93	0%	1.22	4.8	\$ 19,178.40
General Office	710	per KSF	1.1	0%		1.3	\$ 5,368.00
Single Tenant Office	715	per KSF	1.76	0%		2.1	\$ 8,588.80
Golf Course	430	per number of holes	2.91	0%	1.25	2.7	\$ 10,912.50
Bowling Alley	437	per KSF	1.16	25%		1.1	\$ 4,350.00



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ITE Land Use Code	Land Use Code ⁴	Units ³	Vehicle PM Peak Trips/Unit ¹	Pass-by Percentage	Vehicle-to-Person Trip Ratio ²	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Movie Theater ⁵	445	per KSF	4.8	25%	1.25	5.1	\$ 20,400.00
Health Fitness Club	492	per KSF	3.45	15%		3.2	\$ 12,937.50
Recreational Community Center	495	per KSF	2.5	25%		2.3	\$ 9,375.00
Gasoline/Service Station	944	per VSP	13.91	62%	1.25	6.6	\$ 26,429.00
Gas Station w/Convenience Market ⁶	945	per VSP	18.42	62%		8.7	\$ 34,998.00
Self-Serve Car Wash	947	per stall	5.54	35%		4.5	\$ 18,005.00
Auto Sales (New/Used)	841	Per KSF	3.09	20%		3.1	\$ 12,340.00
Automobile Parts Sales	843	Per KSF	4.9	43%		3.5	\$ 13,965.00
Auto Service Center	943	Per KSF	2.06	30%		1.8	\$ 7,210.00
Variety Store	814	Per KSF	6.7	50%	1.25	4.2	\$ 16,750.00
Freestanding Discount Store	815	Per KSF	4.86	27%		4.4	\$ 17,739.00
Supermarket	850	Per KSF	8.95	38%		6.9	\$ 27,745.00
Shopping Center (>150k sq ft) ⁷	820	Per KSF	3.4	29%		3.0	\$ 12,070.00
Shopping Plaza (40 - 150k sq ft) ⁸	821	per KSF	9.03	40%		6.8	\$ 27,090.00
Strip Retail Plaza (<40k sq ft)	822	per KSF	6.59	34%		5.4	\$ 21,747.00
Library	590	per KSF	8.16	25%		7.7	\$ 30,600.00
Hardware/Paint Store	816	per KSF	2.98	60%		1.5	\$ 5,960.00
Convenience Market	851	per KSF	49.11	61%		23.9	\$ 95,764.50
Arts and Crafts Store	879	per KSF	6.21	34%		5.1	\$ 20,493.00
Pharmacy/Drug Store w/o Drive-Thru	880	Per KSF	8.51	53%		5.0	\$ 19,998.50
Pharmacy/Drug Store w/Drive-Thru	881	Per KSF	10.25	49%		6.5	\$ 26,137.50
Furniture Store	890	Per KSF	0.52	40%		0.4	\$ 1,560.00
Drive-In Bank	912	Per KSF	21.01	35%		17.1	\$ 68,282.50
Fine Dining Restaurant	931	Per KSF	7.8	44%		5.5	\$ 21,840.00



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ITE Land Use Code	Land Use Code ⁴	Units ³	Vehicle PM Peak Trips/Unit ¹	Pass-by Percentage	Vehicle-to-Person Trip Ratio ²	PM Peak Person Trip Rate	Impact Fee Per Development Unit
High Turnover Restaurant	932	Per KSF	9.05	43%	1.45	6.4	\$ 25,792.50
Fast Food w/o Drive-Thru	933	Per KSF	33.21	49%		21.2	\$ 84,685.50
Fast Food w/Drive-Thru	934	Per KSF	33.03	50%		20.6	\$ 82,575.00
Coffee/Donut Shop w/o Drive-Thru	936	Per KSF	32.29	49%		20.6	\$ 82,339.50
U.S. Post Office	732	Per KSF	11.21	25%		10.5	\$ 42,037.50
Hotel	310	Per KSF	0.59	0%	1.45	0.9	\$ 3,422.00
Motel	320	Per KSF	0.36	0%		0.5	\$ 2,088.00

1. ITE Trip Generation Handbook, 11th Edition: 4-6 PM Peak Hour Vehicle Trip Generation Rates for the Adjacent Street Traffic (Weekday, 4-6PM)
2. The ratio of vehicle trips to person trips as extracted from the PSRC Household Travel Survey
3. Dwelling = dwelling unit, room = hotel/motel room available, VFP = vehicle fueling position/pump, sf/GFA = square feet per Gross Floor Area.
4. For land uses with multiple ITE codes, the average rate was used
5. Vehicle trip rate uses Friday-specific data, which has a larger sample size than 'general weekday'
6. Land Use Subcategory is for a convenience market that is 2-4k square feet
7. Pass-by rate is from sites between 150k-300k square feet
8. Includes a supermarket



Transportation Impact Fee Rate Study

Table 9: City of Bainbridge Island Impact Fee Rate Table (\$6,000 Rate)

ITE Land Use Code	Land Use Code ⁴	Units ³	Vehicle PM Peak Trips/Unit ¹	Pass-by Percentage	Vehicle-to-Person Trip Ratio ²	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Single Family - Detached	210	Per DU	0.94	0%	1.45	1.4	\$ 8,178.00
Single Family - Attached	215	Per DU	0.57	0%		0.8	\$ 4,959.00
1-3 Story Multi/Townhome/ADU	220	Per DU	0.51	0%		0.7	\$ 4,437.00
4-10 Story Multi/Townhome/Condo	221	Per DU	0.39	0%		0.6	\$ 3,393.00
10+ Story Multi/Townhome/Condo	222	Per DU	0.32	0%		0.5	\$ 2,784.00
Retirement Community	251	Per DU	0.3	0%		0.4	\$ 2,610.00
Congregate Care/Asst Living	253	Per DU	0.18	0%		0.3	\$ 1,566.00
Elementary School	520	Per KSF	0.16	20%	1.26	0.2	\$ 967.68
Middle/JR High School	522	Per KSF	0.15	20%		0.2	\$ 907.20
High School	525	Per KSF	0.14	20%		0.1	\$ 846.72
Day Care Center	565	Per KSF	11.12	75%		3.5	\$ 21,016.80
Church	560	Per KSF	0.49	0%		0.6	\$ 3,704.40
Nursing Home	620	Per Bed	0.14	0%		0.2	\$ 1,056.69
Light Industrial/Manufacturing	110, 140	Per KSF	0.695	0%	1.08	0.8	\$ 4,503.60
Industrial Park	130	Per KSF	0.34	0%		0.4	\$ 2,203.20
Mini-Warehouse/Storage	151	per KSF	0.15	0%		0.2	\$ 972.00
Warehousing	150	per KSF	0.18	0%		0.2	\$ 1,166.40
Hospital	610	per KSF	0.86	0%	1.26	1.1	\$ 6,501.60
Medical/Dental Office	720	per KSF	3.93	0%	1.22	4.8	\$ 28,767.60
General Office	710	per KSF	1.1	0%		1.3	\$ 8,052.00
Single Tenant Office	715	per KSF	1.76	0%		2.1	\$ 12,883.20
Golf Course	430	per number of holes	2.91	0%	1.25	2.7	\$ 16,368.75
Bowling Alley	437	per KSF	1.16	25%		1.1	\$ 6,525.00



Transportation Impact Fee Rate Study

ITE Land Use Code	Land Use Code ⁴	Units ³	Vehicle PM Peak Trips/Unit ¹	Pass-by Percentage	Vehicle-to-Person Trip Ratio ²	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Movie Theater ⁵	445	per KSF	4.8	25%		5.1	\$ 30,600.00
Health Fitness Club	492	per KSF	3.45	15%		3.2	\$ 19,406.25
Recreational Community Center	495	per KSF	2.5	25%		2.3	\$ 14,062.50
Gasoline/Service Station	944	per VSP	13.91	62%	1.25	6.6	\$ 39,643.50
Gas Station w/Convenience Market ⁶	945	per VSP	18.42	62%		8.7	\$ 52,497.00
Self-Serve Car Wash	947	per stall	5.54	35%		4.5	\$ 27,007.50
Auto Sales (New/Used)	841	Per KSF	3.09	20%		3.1	\$ 18,510.00
Automobile Parts Sales	843	Per KSF	4.9	43%		3.5	\$ 20,947.50
Auto Service Center	943	Per KSF	2.06	30%		1.8	\$ 10,815.00
Variety Store	814	Per KSF	6.7	50%	1.25	4.2	\$ 25,125.00
Freestanding Discount Store	815	Per KSF	4.86	27%		4.4	\$ 26,608.50
Supermarket	850	Per KSF	8.95	38%		6.9	\$ 41,617.50
Shopping Center (>150k sq ft) ⁷	820	Per KSF	3.4	29%		3.0	\$ 18,105.00
Shopping Plaza (40 - 150k sq ft) ⁸	821	per KSF	9.03	40%		6.8	\$ 40,635.00
Strip Retail Plaza (<40k sq ft)	822	per KSF	6.59	34%		5.4	\$ 32,620.50
Library	590	per KSF	8.16	25%		7.7	\$ 45,900.00
Hardware/Paint Store	816	per KSF	2.98	60%		1.5	\$ 8,940.00
Convenience Market	851	per KSF	49.11	61%		23.9	\$ 143,646.75
Arts and Crafts Store	879	per KSF	6.21	34%		5.1	\$ 30,739.50
Pharmacy/Drug Store w/o Drive-Thru	880	Per KSF	8.51	53%		5.0	\$ 29,997.75
Pharmacy/Drug Store w/Drive-Thru	881	Per KSF	10.25	49%		6.5	\$ 39,206.25
Furniture Store	890	Per KSF	0.52	40%		0.4	\$ 2,340.00
Drive-In Bank	912	Per KSF	21.01	35%		17.1	\$ 102,423.75
Fine Dining Restaurant	931	Per KSF	7.8	44%		5.5	\$ 32,760.00



Transportation Impact Fee Rate Study

ITE Land Use Code	Land Use Code ⁴	Units ³	Vehicle PM Peak Trips/Unit ¹	Pass-by Percentage	Vehicle-to-Person Trip Ratio ²	PM Peak Person Trip Rate	Impact Fee Per Development Unit
High Turnover Restaurant	932	Per KSF	9.05	43%	1.45	6.4	\$ 38,688.75
Fast Food w/o Drive-Thru	933	Per KSF	33.21	49%		21.2	\$ 127,028.25
Fast Food w/Drive-Thru	934	Per KSF	33.03	50%		20.6	\$ 123,862.50
Coffee/Donut Shop w/o Drive-Thru	936	Per KSF	32.29	49%		20.6	\$ 123,509.25
U.S. Post Office	732	Per KSF	11.21	25%		10.5	\$ 63,056.25
Hotel	310	Per KSF	0.59	0%	1.45	0.9	\$ 5,133.00
Motel	320	Per KSF	0.36	0%		0.5	\$ 3,132.00

1. ITE Trip Generation Handbook, 11th Edition: 4-6 PM Peak Hour Vehicle Trip Generation Rates for the Adjacent Street Traffic (Weekday, 4-6PM)
2. The ratio of vehicle trips to person trips as extracted from the PSRC Household Travel Survey
3. Dwelling = dwelling unit, room = hotel/motel room available, VFP = vehicle fueling position/pump, sf/GFA = square feet per Gross Floor Area.
4. For land uses with multiple ITE codes, the average rate was used
5. Vehicle trip rate uses Friday-specific data, which has a larger sample size than 'general weekday'
6. Land Use Subcategory is for a convenience market that is 2-4k square feet
7. Pass-by rate is from sites between 150k-300k square feet
8. Includes a supermarket



Appendix A – Impact Fee Project Map

Bainbridge Island
Impact Fee Projects

- Bicycle/Pedestrian Improvements
- Mobility Hub





Appendix B – Land Use Definitions

The following land use definitions are derived from the *ITE Trip Generation Manual* (11th Edition).

RESIDENTIAL

Single Family (Detached): A single-family detached housing site includes any single-family detached home on an individual lot. A typical site surveyed is a suburban subdivision. (ITE # 210)

Single Family (Attached): Single-family attached housing includes any single-family housing unit that shares a wall with an adjoining dwelling unit, whether the walls are for living space, a vehicle garage, or storage space. (ITE # 215)

Multi Family (1-3 story, 4-10 story, 10+ story): Multifamily housing includes apartments, townhouses, and condominiums located within the same building with at least three other dwelling units. (ITE # 220, 221, 222)

Retirement Community: Senior adult housing—single-family sites are independent living developments that are called various names including retirement communities, age-restricted housing, and active adult communities. The development has a specific age restriction for its residents, typically a minimum of 55 years of age for at least one resident of the household. (ITE # 251)

Congregate Care/Assisted Living: A congregate care facility is an independent living development that provides centralized amenities such as dining, housekeeping, communal transportation, and organized social/ recreational activities. Each individual dwelling unit often has a kitchenette. Assistance is typically available for housekeeping or minor household maintenance. Limited medical services (such as nursing and dental) may or may not be provided. The resident may contract additional medical services or personal assistance. (ITE # 253)

EDUCATION/INSTITUTIONS

Elementary School: An elementary school typically serves students attending kindergarten through the fifth or sixth grade. Elementary schools are usually centrally located in residential communities in order to facilitate student access and have no student drivers. This land use consists of schools where bus service is usually provided to students living beyond a specified distance from the school. Both public and private elementary schools are included in this land use. (ITE # 520)



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Middle/Junior High School: A middle or junior high school serves students who have completed elementary school and have not yet entered high school. Both public and private middle schools/junior high schools are included in this land use. (ITE # 522)

High School: High schools serve students who have completed middle or junior high school. Both public and private high schools are included in this land use. (ITE # 525)

Day Care Center: A facility for the care of infant and preschool age children during the daytime hours. Generally includes classrooms, offices, eating areas, and a playground. (ITE # 565)

Church: A building providing public worship facilities. Generally houses an assembly hall or sanctuary, meeting rooms, classrooms, and occasionally dining facilities. (ITE # 560)

Nursing Home: A facility whose primary function is to provide chronic or convalescent care for persons who by reason of illness or infirmity are unable to care for themselves. Applies to rest homes, chronic care, and convalescent centers. (ITE # 620)

INDUSTRIAL

Light Industrial/Manufacturing: A light industrial facility is a free-standing facility devoted to a single use. The facility has an emphasis on activities other than manufacturing and typically has minimal office space. Typical light industrial activities include printing, material testing, and assembly of data processing equipment. (ITE # 110, 140)

Industrial Park: An industrial park contains a number of industrial or related facilities. It is characterized by a mix of manufacturing, service, and warehouse facilities with a wide variation in the proportion of each type of use from one location to another. Many industrial parks contain highly diversified facilities—some with a large number of small businesses and others with one or two dominant industries. (ITE # 130)

Mini-Warehouse/Storage: A mini-warehouse is a building in which a number of storage units or vaults are rented for the storage of goods. They are typically referred to as “self-storage” facilities. Each unit is physically separated from other units, and access is usually provided through an overhead door or other common access point. (ITE # 151)

Warehousing: Facilities that are primarily devoted to the storage of materials, including vehicles. They may also include office and maintenance areas. (ITE # 150)



MEDICAL

Hospital: A building or buildings designed for the medical, surgical diagnosis, treatment, and housing of persons under the care of doctors and nurses. Rest homes, nursing homes, convalescent homes and clinics are not included. (ITE # 610)

OFFICE

Medical/Dental Office: A facility which provides diagnoses and outpatient care on a routine basis, but which is unable to provide prolonged in-house medical/surgical care. A medical office is generally operated by either a single private physician/dentist or a group of doctors and/or dentists. (ITE # 720)

General Office: An administrative office building houses one or more tenants and is the location where affairs of a business, commercial or industrial organization, government, professional person, or firm are conducted. The building or buildings may be limited to one tenant, either the owner or lessee, or contain a mixture of tenants including professional services, insurance companies, investment brokers, and company headquarters. Services such as a bank or savings and loan, a restaurant or cafeteria, miscellaneous retail facilities, and fitness facilities for building tenants may also be included. (ITE # 710)

Single Tenant Office: A single tenant office building generally contains offices, meeting rooms, and space for file storage and data processing of a single business or company and possibly other service functions including a restaurant or cafeteria. (ITE # 715)

RECREATION

Golf Course: A golf course is an expansive landscaped area that includes a series of golf holes, each consisting of a tee, fairway, and putting green. The site may have a driving range, clubhouse with a pro shop, restaurant, lounge, or banquet facility. (ITE # 430)

Bowling Alley: A bowling alley is a recreational facility that includes bowling lanes. A small lounge, restaurant and/or snack bar, video games, and pool tables may also be available. (ITE # 437)

Movie Theater: Consists of audience seating, one or more screens and auditoriums, a lobby, and refreshment stand. Typically includes matinee showings. (ITE # 445)

Health Fitness Club: Privately owned facilities that may include swimming pools and whirlpools, saunas, weightlifting and gymnastics equipment, exercise classes, tennis, racquetball, and



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handball courts. Features exercise sports, and other active physical conditioning, as well as a broader range of services such as juice bars and meeting rooms. (ITE # 492)

Recreational Community Center: A recreational community center is a stand-alone public facility similar to and including YMCAs. These facilities often include classes and clubs for adults and children, a day care or nursery school, meeting rooms and other social facilities, swimming pools and whirlpools, saunas, tennis, racquetball, handball, pickle ball, basketball and volleyball courts; outdoor athletic fields/courts, exercise classes, weightlifting and gymnastics equipment, locker rooms, and a restaurant or snack bar. Public access is typically allowed and a membership fee may be charged. (ITE # 495)

RETAIL - AUTOMOTIVE

Gasoline/Service Station: This land use includes gasoline/service stations where the primary business is the fueling of motor vehicles. The sites included generally have a small building (less than 2,000 gross square feet) that houses a cashier and limited space for motor vehicle maintenance supplies and general convenience products. A gasoline/service station may also have ancillary facilities for servicing and repairing motor vehicles and may have a car wash. (ITE # 944)

Gas Station w/Convenience Market: This land use includes gasoline/service stations with convenience markets where the primary business is the fueling of motor vehicles. These service stations may also have ancillary facilities for servicing and repairing motor vehicles and may have a car wash. Some commonly sold convenience items are newspapers, coffee or other beverages, and snack items that are usually consumed in the car. (ITE # 945)

Self-Serve Car Wash: A self-service car wash allows manual cleaning of vehicles by providing stalls for a motorist to park and wash a vehicle. (ITE # 947)

Auto Sales (New/Used): Facilities are generally located as strip development along major arterial streets that already have a preponderance of commercial development. Generally included are auto services and parts sales along with a sometimes substantial used-car operation. Some dealerships also include leasing activities and truck sales and servicing. (ITE # 841)

Automobile Parts Sales: An automobile parts sales facility specializes in the sale of automobile parts for maintenance and repair. The facilities within this land use are not typically equipped for on-site vehicle repair. (ITE # 843)

Automobile Care Center: An automobile care center houses numerous businesses that provide automobile-related services, such as repair and servicing, stereo installation, and seat cover upholstery. (ITE # 942)



RETAIL

Variety Store: A variety store is a retail store that sells a broad range of inexpensive items often at a uniform price. A variety store is commonly referred to as a “dollar store.” Items typically sold at a variety store include kitchen supplies, cleaning products, home office supplies, food products, household goods, decorations, and toys. The store can be stand-alone or located within a shopping plaza or strip retail plaza. (ITE # 814)

Freestanding Discount Store: A free-standing store or warehouse with off-street parking. Usually offers centralized cashiering and a wide range of merchandise and/or food products. May include items sold in large quantities or bulk. Often is the only store on a site but can be found in mutual operation with its own or other supermarkets, garden centers and service stations, or as part of community-sized shopping centers. Fred Meyer stores, Costco, and big box consumer electronic/computer/toy stores are examples of this land use. (ITE # 815)

Supermarket: Retail store that sells a complete assortment of food, food preparation and wrapping materials, and household cleaning and servicing items. (ITE # 850)

Shopping Center (> 150k): A retail establishment that provides a variety of goods. Applies to shopping centers that are planned, developed, owned, or managed as a unit. Could include peripheral buildings located on the perimeter of a shopping center adjacent to the streets and major access points. (ITE # 820)

Shopping Plaza (40 - 150k): A shopping plaza is an integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. Each study site in this land use has between 40,000 and 150,000 square feet of gross leasable area (GLA). The term “plaza” in the land use name rather than “center” is simply a means of distinction between the different shopping center size ranges. Various other names are commonly used to categorize a shopping plaza within this size range, depending on its specific size and tenants, such as neighborhood center, community center, and fashion center. Its major tenant is often a supermarket, but many sites are anchored by home improvement, discount, or other stores. A shopping plaza typically contains more than retail merchandising facilities. Office space, a movie theater, restaurants, a post office, banks, a health club, and recreational facilities are common tenants. A shopping plaza is almost always open-air and the GLA is the same as the gross floor area of the building. The 150,000 square feet GLA threshold value between shopping plaza and shopping center (Land Use 820) is based on an examination of trip generation data. For a shopping plaza that is smaller than the threshold value, the presence or absence of a supermarket within the plaza has a measurable effect on site trip generation. For a shopping center that is larger than the threshold value, the trips generated by its other major tenants mask any effects of the presence or absence of an on-site supermarket. The 40,000 square feet GFA threshold between shopping plaza and strip retail plaza (Land Use 822) was selected based on an



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examination of the overall shopping center/plaza database. No shopping plaza with a supermarket as its anchor is smaller than 40,000 square feet GLA. (ITE # 821)

Strip Retail Plaza (<40k): A strip retail plaza is an integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. Each study site in this land use has less than 40,000 square feet of gross leasable area (GLA). Because a strip retail plaza is open-air, the GLA is the same as the gross floor area of the building. The 40,000 square feet GFA threshold between strip retail plaza and shopping plaza (Land Use 821) was selected based on an examination of the overall shopping center/plaza database. No shopping plaza with a supermarket as its anchor is smaller than 40,000 square feet GLA. (ITE # 822)

Library: A library can be either a public or private facility that consists of shelved books, reading rooms, or areas, and, sometimes, meeting rooms. (ITE # 590)

Hardware/Paint Store: A hardware/paint store is a free-standing building that sells hardware and paint supplies. (ITE # 816)

Convenience Market: A use that combines retail food sales with fast foods or take-out food service; generally open long hours or 24 hours a day. (ITE # 851)

Arts and Crafts Store: An arts and crafts store is a free-standing facility that sells art, framing, wall décor, and seasonal merchandise. The store may provide in-store arts and crafts classes. An arts and crafts store is sometimes placed as a separate parcel within a retail complex, with or without its own dedicated parking. (ITE # 879)

Pharmacy/Drug Store w/o Drive-Thru: A pharmacy/drugstore is a retail facility that primarily sells prescription and non-prescription drugs. A pharmacy/drugstore also typically sells cosmetics, toiletries, medications, stationery, personal care products, limited food products, and general merchandise. The pharmacy/ drugstores in this category do not contain a drive-through window. (ITE # 880)

Pharmacy/Drug Store w/ Drive-Thru: A pharmacy which sells prescriptions and non-prescription drugs, cosmetics, toiletries, medications, stationery, personal care products, limited food products, and general merchandise. Contain drive-through windows. (ITE # 881)

Furniture Store: Furniture stores specialize in the sale of furniture, and often, carpeting. The stores are generally large and include storage areas. (ITE # 890)

Drive-In Bank: A bank is a financial institution that can offer a wide variety of financial services. A drive-in bank provides banking services for a motorist through a teller station. A drive-in bank may also serve patrons who walk into the building. The drive-in lanes may or may not provide an automatic teller machine (ATM). (ITE # 912)



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Fine Dining Restaurant: This land use consists of high quality, full-service eating establishments with a typical duration of stay of at least one hour. Quality restaurants generally do not serve breakfast; some do not serve lunch; all serve dinner. This type of restaurant often requests and sometimes requires reservations and is generally not part of a chain. Patrons commonly wait to be seated, are served by a waiter/ waitress, order from menus and pay for meals after they eat. (ITE # 931)

High Turnover Restaurant: This land use consists of sit-down, full-service eating establishments with typical duration of stay of approximately one hour. This type of restaurant is usually moderately priced and frequently belongs to a restaurant chain. These restaurants typically do not take reservations. Patrons commonly wait to be seated, are served by a waiter/waitress, order from menus and pay for their meal after they eat. (ITE # 932)

Fast Food w/o Drive-Thru: This land use includes any fast-food restaurant without a drive-through window. This type of restaurant is characterized by a large carry-out clientele, long hours of service (some are open for breakfast, all are open for lunch and dinner, some are open late at night or 24 hours a day) and high turnover rates for eat-in customers. These limited-service eating establishments do not provide table service. A patron generally orders from a menu board and pays before receiving the meal. A typical duration of stay for an eat-in customer is less than 30 minutes. (ITE # 933)

Fast Food w/ Drive-Thru: An eating establishment that offers quick food service and a limited menu of items. Food is generally served in disposable wrappings or containers and may be consumed inside or outside the restaurant building. Restaurants in this category have a drive-up window. (ITE # 934)

Coffee/Donut Shop w/o Drive-Thru:

This land use includes any coffee and donut restaurant that does not have a drive-through window. The restaurant sells freshly brewed coffee (along with coffee-related accessories) and a variety of food/drink products such as donuts, bagels, breads, muffins, cakes, sandwiches, wraps, salads, and other hot and cold beverages. The restaurant marketing and sales may emphasize coffee beverages over food (or vice versa). A coffee/donut shop typically holds long store hours (more than 15 hours) with an early morning opening. Limited indoor seating is generally provided for patrons, but table service is not provided. (ITE # 936)

U.S. Post Office: A United States post office is a federal building that contains service windows for mailing packages and letters, post office boxes, offices, sorting and distributing facilities for mail, and vehicle storage areas. (ITE # 732)



HOTEL

Hotel: A place of lodging providing sleeping accommodations. Hotels typically include restaurants, cocktail lounges, meeting and banquet rooms, or convention facilities. (ITE # 310)

Motel: A place of lodging providing sleeping accommodations. Motels generally offer free on-site parking, little or no meeting space, and may have exterior corridors. (ITE # 320)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:30 PM) Authorize the City Manager to Include a Graphic Design, Tree Rendering #1, on the Winslow Water Tank and Prepare an Associated Budget Amendment in the Amount of \$70,000 (General Fund),

SUMMARY: City staff are requesting that the City Council authorize the City Manager to include the graphic design on the Winslow Water Tank ranked most highly in a City survey, Tree Rendering #1, and prepare an associated budget amendment in the amount of \$70,000 from the General Fund.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to include a graphic design, Tree Rendering #1, on the Winslow Water Tank and prepare an associated budget amendment in the amount of \$70,000 (General Fund).

COMMUNITY ENGAGEMENT AND OUTREACH: A virtual community engagement opportunity on the tank graphics was hosted in May-June 2023.

FISCAL IMPACT:

Amount:	\$70,000
Ongoing Cost:	N/A
One-Time Cost:	\$70,000
Included in Current Budget?	No

BACKGROUND: On May 23, 2023, the City Council authorized the City Manager to conduct public engagement on several design alternatives for graphics on the Winslow Water Tank. In late May and early June, the Public Works Department hosted an Engage Bainbridge site that included an opportunity for the public to rank four options for graphics, including a blank graphic. As shown in the attached documents, over 900 people participated in the survey, and a large majority chose Tree Rendering #1, which is also attached for reference.

At the May 23rd meeting, there was a suggestion from the City Council that the General Fund should support the cost of the tank graphic, as it will benefit the larger community and not just the water utility ratepayers. Therefore, the suggested motion for this item identifies a general fund budget amendment for the project in the amount of \$70,000 to support the preferred graphic.

ATTACHMENTS:

[Winslow Water Tank Graphic.pdf](#)

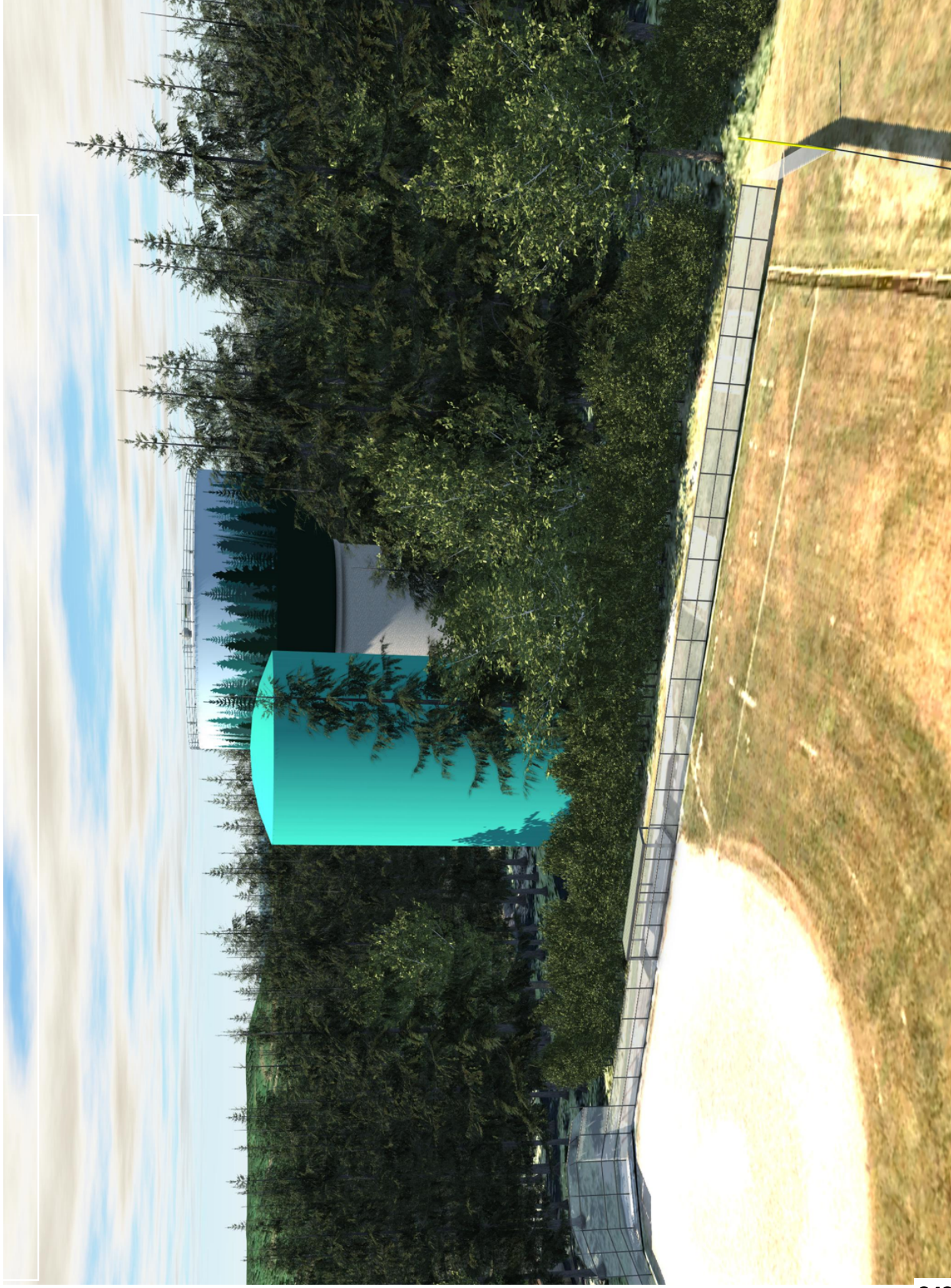
[Water Tank Graphic Public Feedback.pdf](#)

FISCAL DETAILS: Upon approval by the City Council, a General Fund budget amendment in the amount of \$70,000 will be prepared for the Winslow Water Tank, Capital Improvement Plan project #00988. The funds will only be used to support the graphics element of the project.

Fund Name(s): General Fund

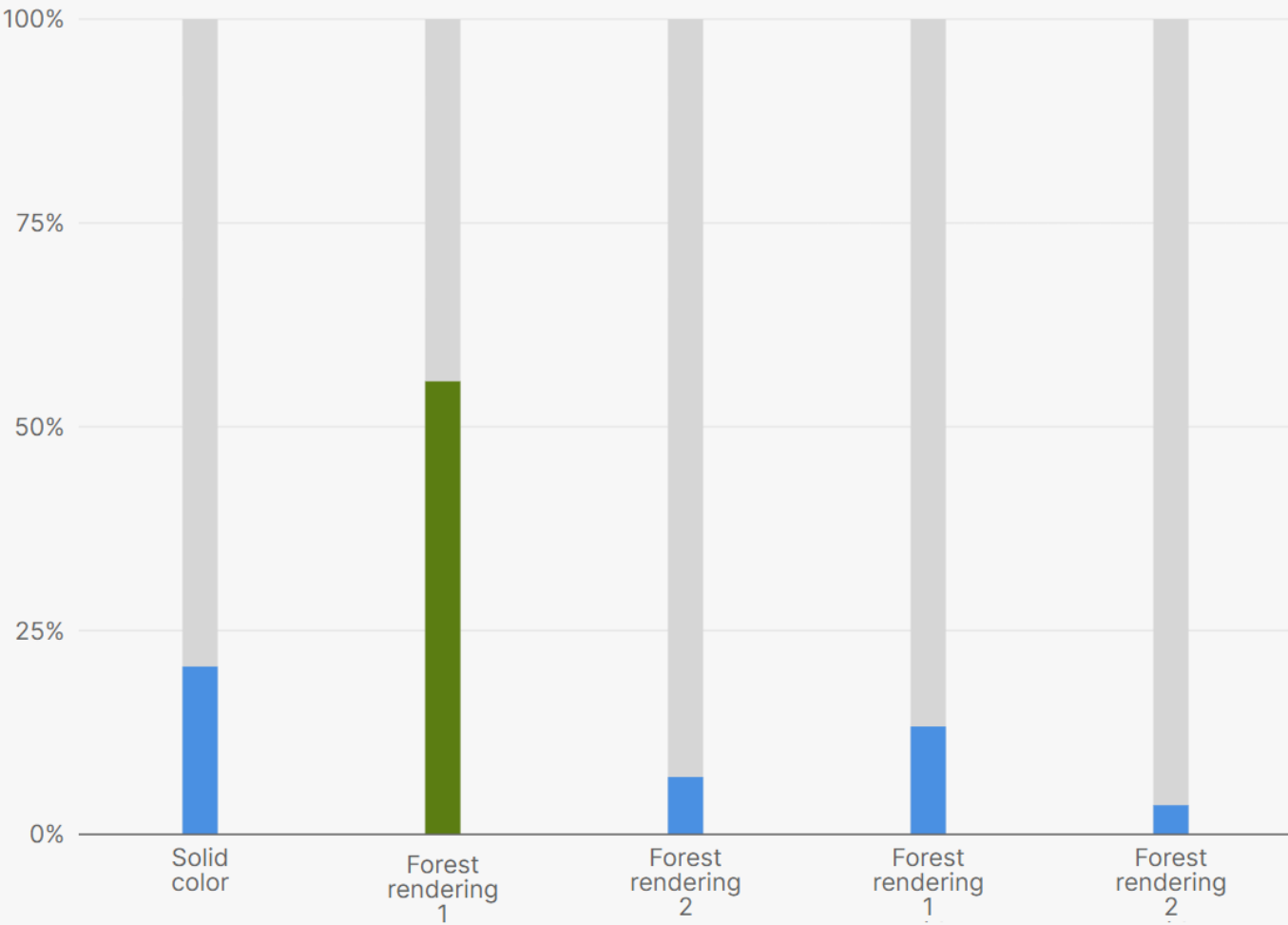
Coding: Capital Improvement Project #00988

Winslow Water Tank Graphic - Recommended Alternative



Feedback

Please choose the graphic that you think should be included on the Winslow Water Tank.



ANSWER OPTION	%	# OF RESPONSES
Solid color	20.59%	196
Forest rendering 1	55.57%	529
Forest rendering 2	7.04%	67
Forest rendering 1 with text	13.24%	126
Forest rendering 2 with text	3.57%	34
Total		952



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 25, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:40 PM) Consider Amended Proposal from Historic Preservation Commission for Akio Suyematsu Day on Suyematsu Farm - Executive,

SUMMARY: At the Council meeting on July 11, Susan Hughes on behalf of the City Historic Preservation Commission (HPC) made public comment notifying the City Council of the HPC's intent to request approval to hold an event for Akio Suyematsu Day. The proposal is a joint effort of several community groups. Staff recommends that this proposal be held in abeyance until the disposition of the Suyematsu Historic District is resolved. The proposal can be taken up again after the decisions regarding the Suyematsu Historic District are finalized.

Staff is currently actively working on the disposition of the Historic District, which is included in the Master Lease between the City of Bainbridge Island and Friends of the Farms. The disposition of the Historic District may remove some limitations or complications in planning this community event.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to hold in abeyance the proposal from the Historic Preservation Commission to participate in a commemorative event at the Suyematsu Farm to be planned with other community groups until the disposition of the Suyematsu Historic District is resolved.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Akio Suyematsu was a Japanese American farmer on Bainbridge Island. His farmstead was designated after his death as a Historic District. The Historic Preservation Commission (HPC) and other Bainbridge Island groups would like to hold a commemorative celebration of his life in August on the City-owned Day Road farm property.

The Day Road farm property is included in the Master Lease held by Friends of the Farms to manage the City's publicly-owned farmland. The Suyematsu Historic District is one part of the Day Road farm property. Staff is currently actively working on the disposition of the Historic District.

Placing the planning of this event in abeyance will allow the disposition discussions to continue. The planning can be resumed when discussions of the management of the Suyematsu Historic District are complete.

ATTACHMENTS:

[HPC Amended Proposal for Akio Suyematsu Day as of 07112023](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Akio Suyematsu Day 2023

Amended Proposal for Public Celebration on Suyematsu Farm

Background

On July 31, 2012, Akio Suyematsu, the last Japanese American Farmer on Bainbridge Island, passed away, leaving behind a vast and deep agricultural, historical and civic legacy. A few weeks later, during his Celebration of Life on his family farm, attended by over 300 people, then COBI Mayor, Debbi Lester, created a COBI Proclamation in honor of Akio Suyematsu (at that time, he was only the second Bainbridge Islander to have such received such an honor). The declaration began:

"A PROCLAMATION by the City of Bainbridge Island City Council, Bainbridge Island, Washington, that honors and recognizes Akio Suyematsu, a Bainbridge Island farmer, whose life work and strong efforts to establish a sustainable farming ethic on Bainbridge Island, inspired the creation of the Bainbridge Island Farms Overlay District, and a local farming management program at the City of Bainbridge Island." (see attached full proclamation)

In subsequent years, Akio Day Celebrations were held on the farm. In 2022, COBI, reaffirmed this proclamation and annual event, and supported the Bainbridge Island Historic Preservation Commission (HPC), an advisory group to the City of Bainbridge Island (COBI), held a two-day celebration to commemorate the 10th Anniversary of Akio Suyematsu Day. This tradition, especially when held on the farm, had strong interest especially by the local farming community, the Japanese American community, descendants of the Suyematsu family, close friends of Akio, and other interested members of the public.

2023 Program Plan

<u>Proposed Dates:</u>	Sunday, August 20 or 27, 2023 (To be determined shortly)
<u>Time:</u>	3 Hour Program, 1-4p
<u>COBI Sponsor/Applicant:</u>	Historic Preservation Commission of COBI (HPC)
<u>Program Partners:</u>	Historic Preservation Commission of COBI (HPC) Suyematsu Farm Legacy Alliance: -Suyematsu & Bentryn Family Farmers Guild -The Suyematsu Family -Bainbridge Island Japanese American Community -Indipino Community of Bainbridge Island & Vicinity -Bainbridge Preservation Community -EduCulture & The Only What We Can Carry Project
<u>Program Hosts:</u>	Suyematsu & Bentryn Family Farmers Guild

Akio Suyematsu Day 2023

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Additional Program Support (tentative): Suyematsu Farms, Bainbridge Vineyards, Butler Green Organics, Paulson Farm, Town & Country Market, Bainbridge Island Japanese American Exclusion Memorial Association, Bainbridge Island Historical Museum, other TBD.

Program Location: Historic Suyematsu Family Farm, Day Road East, Bainbridge Island

The main public gathering with speakers & displays, as well as, watching the tractor parade will be held in the common area south of the red water tower, along the western interior road where previous public events and celebrations of life have been hosted. (Held on Publicly Owned Land)

Guided Walking Tours around the original forty-acre property, and including the five-acre historic area, using the existing inner perimeter roads and walking paths. (Conducted on Publicly & Privately Owned Land)

Parking: Farm Stand's entrance, utilizing currently designated parking routinely used for Farm Stand, U-Pick, and Pumpkin Patch activities (On Publicly Owned Land)

Program Plan:

To adopt, update and model the community-based program that was organized and presented for Akio Suyematsu's Celebration of Life, August 19, 2012, the day a COBI Proclamation was established in his name. The three-hour program itinerary will include featured speakers, farm tours, tractor parade, and historical and displays. Drinks and Light Refreshments, including tastes from the farm, will be provided. Expected audience of 100+ Bainbridge Island citizens, along with and visiting family and friends.

This event will be the only time of the year when the public, Bainbridge Island citizens, will have this kind of access to this unique and special agricultural, historical, cultural and community asset.

Program Planning & Advisory Committee (tentative):

Betsey Wittick, Karen Selvar, Brian MacWhorter & Mike Paulson, *Suyematsu & Bentyrn Family Farmers Guild*

Brian Shibayama, Dean Shibayama, Curtis Suyematsu & Darlene Suyematsu, *Suyematsu Family Vern Nakata & Carol Reitz, Bainbridge Island Japanese American Community*

Gina Corpuz, *Indipino Community of Bainbridge Island and Vicinity*

Jonathan Garfunkel & Katy Curtis, *EduCulture & Only What We Can Carry Project*

Marcia Montgomery & Megan Luce, *Bainbridge Preservation Community*

Susan Hughes, Zach Allen, Rick Chandler, *Historic Preservation Commission*

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Program Activities:

- COBI Mayor reads Proclamation for Akio Suyematsu
- Speakers Series: Three 30-minute blocks with three-four speakers per block. A series of speakers, including members of the Suyematsu Family, Japanese American Community, Indipino Community, fellow farmers, and others who knew Akio, will share farming history, memories, and messages that speak to Akio's legacy as a farmer, individual, steward, citizen, and community legend.
- Displays: Historical Photos, news articles, awards, tributes, equipment, and other cultural resources of Akio Suyematsu's family and life on these original forty acres of land.
- Tractor Parade: A 15-minute parade of S&B Farmers driving tractors that Akio Suyematsu acquired & collected during his lifetime on the farm. The parade features horse-drawn farming equipment, original Farmall tractors, as well as the last modern tractor he purchased.
- Farm Walks: Three scheduled, small group, guided walking tours of the historic Suyematsu Farm, including the Historic Area. Tour participants will be guided by Suyematsu Family members, S&B Farmers, Resident Educators and experienced docents.

Program Itinerary

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| 1p | Opening Poem or Song
COBI Mayor reads COBI Proclamation for Akio Suyematsu
First Group of Speakers |
| 1:30 | Browse Displays |
| 1:45 | 1 st Walking Farm Tour Begins |
| 2p | Song or Poem
Second Group of Speakers |
| 2:30 | Browse Displays |
| 2:45 | 2 nd Walking Farm Tour Begins |
| 3p | Song or Poem
Third Group of Speakers |
| 3:45 | 3 rd Walking Tour Begins |
| 3:45 | Parade of Akio Suyematsu's Tractors Led by Current Suyematsu & Bentyrn Farmers |
| 4p | Close |

