



**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, OCTOBER 24, 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**
- 2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
- 3. PRESENTATION(S)**
 - 3.A (6:10 PM) Present Proclamation Honoring Veterans Day on November 11, 2023, 5 Minutes**
[Veterans Day Proclamation 2023.docx](#)
- 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 30 Minutes**
[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)
- 5. CONSENT AGENDA - 6:45 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 10-25-23.pdf
Council PR Report PR 102023.pdf

- 5.C Approve City Council Meeting Minutes**
Special City Council Meeting - Executive Session Minutes, October 10, 2023.pdf
Regular City Council Business Meeting Minutes, October 10, 2023.pdf

- 5.D Authorize the City Manager to Authorize Amendment No. 3 to the Professional Services Agreement with Tetra-Tech, Inc. for the Wastewater Treatment Plant Outfall Extension Project (\$337,061.00, Sewer Fund) – Public Works,**
Amendment No 3_WWTP Capacity Upgrades and Outfall Ext_Tetra Tech.docx
Wastewater Treatment Plant Outfall Location Map.pdf

- 5.E Authorize the City Manager to Execute a Purchase Order for the Harborview Drive Sewer Pump Station Generator Replacement (\$53,109.47) and Authorize a Budget Amendment (\$125,000, Sewer Fund) - Public Works**
Harborview Drive Generator Replacement Project 01293 Purchase Order 100923.pdf
CAT_ Sourcewell Quote NC Power Systems.pdf
Pump Station Generator Location Map.pdf

- 5.F Authorize the City Manager to Execute Amendment No. 1 to the City of Bainbridge Island and Kitsap County Sewer District No. 7 Interlocal Agreement for Wastewater Treatment Adding One Equivalent Residential Unit Sewer Connection for 4301 Point White Drive NE - Public Works,**
Amendment No. 1 to Agreement between City and Sewer District No. 7.docx
KITSAP COUNTY DISTRICT #7-COBI WWTP.pdf
Location Map_4301 Point White Drive.pdf

- 5.G Adopt Ordinance No. 2023-29 Amending the Water Surcharge Ordinance - Ferncliff to Include One Additional Property in the Surcharge Boundary - Public Works,**
Ordinance 2023-29 Amending Ferncliff Water Extension Surcharge Area.docx
EXHIBIT A - Amended Ferncliff Surcharge Area Boundary.pdf
EXHIBIT B - Amended Ferncliff Surcharge Area Properties.docx

- 5.H Cancel the November 7, 2023 City Council Study Session**

- 5.I Authorize Solicitation for Design and Implementation of a 2024 Community Heat Pump Installation Pilot Program (\$200,000)**
Draft RFQ for 2024 Heat Pump Installation Pilot Program .docx

- 5.J Authorize the City to Apply in Partnership with Housing Resources Bainbridge (HRB) for the Washington State Department of Commerce Connecting Housing to Infrastructure grant Program (CHIP) in the amount of \$480,000 for Utility Improvements for the Ericksen Affordable Housing Project**

MOU COBI HRB signed.pdf

HRB Letter of Support to COBI.pdf

6. COUNCIL ANNOUNCEMENTS - 6:50 PM

7. CITY MANAGER'S REPORT - 7:00 PM

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

CAP Status Update Memo - Q3 2023.docx

STP Q3 2023 Progress Update.docx

2023 Q3 Memo for CC 10242023.pdf

8. PUBLIC HEARING(S) AND BUDGET DISCUSSIONS

- 8.A (7:10 PM) Authorize Amendment No. 1 to the Professional Services Agreement with LMN Architects to Update the Winslow Subarea Plan (\$188,316), and Related Budget Amendment (\$201,200) ** 2023 Council High Priority Project** - Planning, 20 Minutes**

Amendment No 1 to PSA LMN re Winslow Subarea Plan.docx

Amendment No. 1 to PSA Exhibit A Updated Scope of Services.docx

- 8.B (7:30 PM) Authorize Amendment No. 1 to the Professional Services Agreement with Nexus Planning Services for the Periodic Update to the Comprehensive Plan (\$48,859), and Related Budget Amendment (\$44,000) ** 2023 Council High Priority Project** - Planning, 20 Minutes**

Amendment No 1 to Nexus Planning Services PSA.docx

Scope of Work for Amendment No. 1 to Nexus Planning Services PSA.docx

- 8.C (7:50 PM) Receive Presentation of the Proposed 2024 Mid-Biennium Budget Modification; Hold Public Hearing for Ordinance No. 2023-22 Relating to the 2024 Mid-Biennium Budget Modifications - Finance, 30 Minutes**

2024 Budget Presentation for CC_10242023.pptx

Ordinance No 2023-22 Memo of 2024 Modifications_updated 20231019.docx

Ordinance No. 2023-22 Adopting Mid-Biennium Modifications to 2024 Adopted Budget.docx

Ordinance No. 2023-22 Exhibit A 20231013.pdf

Ordinance No. 2023-22 Exhibit B 20231013.pdf

Ordinance 2023-22 Exhibit C - 2023-2028 Modified Capital Improvement Plan.pdf

- 8.D (8:20 PM) Hold Public Hearing for Ordinance No. 2023-21 and Relating to the Property Tax Levy for Collection in 2024 and Adopt Ordinance No. 2023-21 - Finance, 10 Minutes**

2024_Property Tax_for_CC_10242023.pptx

Ordinance No. 2023-21 Relating to the Levy of Property Taxes for Collection in 2024.docx

City of Bainbridge Island Levy Limit Calculation 9 26 2023 TY2024.pdf

9. REGULAR BUSINESS

- 9.A **(8:30 PM) Consider Ordinance No. 2023-25 Repealing Moratorium on Inns in Neighborhood Centers and Adopting New Regulations - Planning,** 15 Minutes
[Ordinance No. 2023-25 Repealing Moratorium on Inns in Neighborhood Centers and Adopting New Regulations.docx](#)
[Ordinance No. 2023-25 Exhibit A.pdf](#)
- 9.B **(8:45 PM) Authorize Execution of Contract for State Lobbying Services - Executive,** 15 Minutes
[Gordon Thomas Honeywell City of Bainbridge Island Professional Services Agreement.docx](#)
[Pre-2024 Session Presentation - Bainbridge Island.pptx](#)
[Developing a Legislative Agenda Handout.docx](#)
[What to expect in 2024 - Bainbridge Island.docx](#)
[Gordon Thomas Honeywell Government Relations List of Clients.pdf](#)

10. ADJOURNMENT - 9:00 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Present Proclamation Honoring Veterans Day on November 11, 2023,

SUMMARY: The City Council will present a proclamation honoring Veterans Day on November 11, 2023. This proclamation is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation

PROPOSED BY: Executive

RECOMMENDED MOTION: Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Veterans Day Proclamation 2023.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

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

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

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

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

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

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

WHEREAS, residents of Bainbridge Island serve and have served in the United States Armed Forces; and

WHEREAS, American Legion, Colin Hyde Post #172, will present a program to commemorate Veterans Day on Saturday, November 11, 2023 at the Legion Hall, 7880 NE Bucklin Hill Road, at 1:00 pm, followed by the dedication of the Bud Hawk Memorial Park located behind the Legion hall at 1:15 p.m.

NOW THEREFORE, I, Brenda Fantroy-Johnson, Mayor of the City of Bainbridge Island, on behalf of the City Council, hereby recognize November 11, 2023, as

VETERANS DAY

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

SIGNED this 24th day of October, 2023.

Brenda Fantroy-Johnson, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 30 Minutes

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:

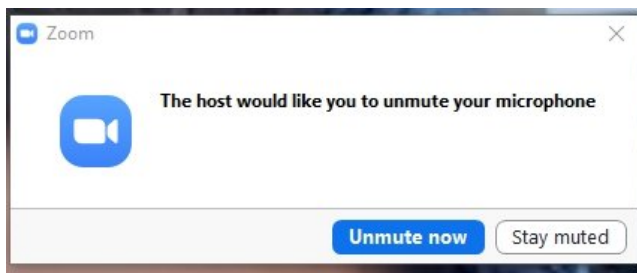


CITY CLERK'S OFFICE

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: October 24, 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: October 24, 2023

ESTIMATED TIME:

AGENDA ITEM: Approve Accounts Payable and Payroll

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

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 10-25-23.pdf](#)

[Council PR Report PR 102023.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: October 09, 2023 - October 23, 2023

CITY COUNCIL: October 10, 2023 - October 24, 2023

Last check from previous run: 360742 dated 10/11/2023 issued to Western First Aid & Safety for \$281.90

Last ACH from previous run: 2815 dated 10/11/2023 issued to Xylem Watering Solutions Inc for \$9,708.38

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	05/26/2021	356342	Unclaimed Property/Check voided and payment sent to WA ST Dept. of Rev.	N/A
VOID	12/15/2021	357817	Unclaimed Property/Check voided and payment sent to WA ST Dept. of Rev.	N/A
VOID	02/09/2022	358098	Unclaimed Property/Check voided and payment sent to WA ST Dept. of Rev.	N/A
VOID	03/09/2022	358295	Unclaimed Property/Check voided and payment sent to WA ST Dept. of Rev.	N/A
VOID	08/10/2022	358994	Unclaimed Property/Check voided and payment sent to WA ST Dept. of Rev.	N/A
VOID	08/10/2022	359051	Unclaimed Property/Check voided and payment sent to WA ST Dept. of Rev.	N/A
VOID	08/24/2022	359062	Unclaimed Property/Check voided and payment sent to WA ST Dept. of Rev.	N/A
VOID	12/14/2022	359590	Unclaimed Property/Check voided and payment sent to WA ST Dept. of Rev.	N/A
ACH/EFT	10/06/2023	2816	PW/Island Hands/Janitorial Services	16,811.00
ACH/EFT	10/06/2023	2817	EX/Michael Seidl Photography/Video production services	5,462.50
ACH/EFT	10/13/2023	2818	Benefit Administration/HSA & FSA Benefits	286.00
ACH/EFT	10/13/2023	2819	LEGAL/Law Office of Thomas Alpaugh/Public defender services Sep.-Oct. 2023	9,686.26
ACH/EFT	10/13/2023	2820	ENG/Liden Land Development/Weaver culvert repair project	32,046.26
ACH/EFT	10/20/2023	2821	ENG/Clark Construction/Police & Municipal Court building construction	821,071.48
Manual	10/05/2023	360743	EX/Bay Hay & Feed/City of Bainbridge Island shirts, sweatshirts	3,014.75
Manual	10/05/2023	360744	Puget Sound Energy/Citywide energy services	41,373.58
Manual	10/05/2023	360745	WA Water Service/Decant facility water Sep. 2023	150.08
Manual	10/12/2023	360746	POL,PCD/AT&T/Fax long distance	18.46
Manual	10/12/2023	360747	CenturyLink/Citywide telemetry - Oct. 2023	1,384.54
Manual	10/12/2023	360748	ENG/City of Bainbridge Island/Weaver culvert project retainage	1,686.65
Manual	10/12/2023	360749	ENG/WA ST Good To Go/Tolls for water quality & flow monitor	7.00
Manual	10/12/2023	360750	Kitsap County Treasurer/Sep. 2023 court fines & fees collected for the County	51.03
Manual	10/12/2023	360751	Puget Sound Energy/Winslow Way and 305	396.95
Manual	10/12/2023	360752	ENG/Verizon/Modem communications for automated flow stations	78.75
Manual	10/12/2023	360753	WA ST Treasurer/Sep. 2023 court fines collected for the State	4,842.92
Manual	10/17/2023	360754	Bainbridge Disposal/Citywide disposal services Aug. 2023	1,271.27
Manual	10/17/2023	360755	Puget Sound Energy/Rockaway intertie PRV, 515 Ferncliff Ave PRV	31.57
Manual	10/17/2023	360756	Verizon/Citywide wireless charges - Oct. 2023	5,926.01

Total Manual Checks and Electronic Disbursements	945,597.06
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Regular Run Checks	10/25/2023	360757-360784	Total Regular Check Run	60,142.95
Regular Run ACH	10/25/2023	2822-2884	Total Regular ACH Run	331,180.84
Total Disbursements				1,336,920.85

Retainage Release	N/A	N/A	N/A
Travel Advance	N/A	N/A	N/A

Prepared and Reviewed by  Jacob Kines, Senior Accounting Technician

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


Karl R. Shaw, Accounting Manager

10/18/2023
Date

JK

10/05/2023 12:39
jkinesCITY 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														
2816	10/06/2023	EFT	8646 ISLAND HANDS	266354	3033	09/25/2023		M100523					16,811.00	
Invoice: 3033						PW/2023-2024 JANITORIAL SERVICES								
				16,306.67	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS								
				504.33	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS								
								CHECK	2816	TOTAL:			16,811.00	
2817	10/06/2023	EFT	9910 SEIDL, MICHAEL TIMOT	266438	2169	09/06/2023		M100523					5,462.50	
Invoice: 2169						EX/VIDEO PRODUCTION SERVICES								
				5,462.50	31011572 54110001184	CITY MNGR VIDEO UPDATE-PROF SV								
								CHECK	2817	TOTAL:			5,462.50	
NUMBER OF CHECKS						2	*** CASH ACCOUNT TOTAL ***						22,273.50	
						COUNT	AMOUNT							
TOTAL EFT'S						2	22,273.50							
												*** GRAND TOTAL ***	22,273.50	

10/05/2023 12:39
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 OB	DEBIT	CREDIT
2023 10 27									
APP 001-213000	10/06/2023	M100523	100523			GENERAL - ACCOUNTS PAYABLE		21,769.17	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/06/2023	M100523	100523			CASH			22,273.50
						AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	10/06/2023	M100523	100523			ACCOUNTS PAYABLE		504.33	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								22,273.50	22,273.50
APP 631-130000	10/06/2023	M100523	100523			DUE TO/FROM CLEARING		22,273.50	
APP 001-130000	10/06/2023	M100523	100523			GENERAL - DUE TO/FROM CLEARING			21,769.17
APP 402-130000	10/06/2023	M100523	100523			DUE TO/FROM CLEARING			504.33
SYSTEM GENERATED ENTRIES TOTAL								22,273.50	22,273.50
JOURNAL 2023/10/27 TOTAL								44,547.00	44,547.00

10/05/2023 12:39
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
001	GENERAL FUND 001-130000 001-213000	2023 10	27	10/06/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	21,769.17	21,769.17
					FUND TOTAL	21,769.17	21,769.17
402	SEWER OPERATING FUND 402-130000 402-213000	2023 10	27	10/06/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	504.33	504.33
					FUND TOTAL	504.33	504.33
631	CLEARING FUND 631-130000 635-111100	2023 10	27	10/06/2023	DUE TO/FROM CLEARING CASH	22,273.50	22,273.50
					FUND TOTAL	22,273.50	22,273.50

10/05/2023 12:39
 jkines

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		21,769.17
402	SEWER OPERATING FUND		504.33
631	CLEARING FUND	22,273.50	
TOTAL		22,273.50	22,273.50

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

JK

 10/12/2023 09:43
 jkines

 CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

 P
 apcshdsb 1

CASH ACCOUNT: 635		111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET			
INVOICE DTL DESC												
2818	10/13/2023	EFT	5412 BENEFIT ADMINISTRATI	266548	231007	10/09/2023		M101223	286.00			
Invoice: 231007						HSA/FSA BENEFITS						
						COURT-BENEFITS						
						EX-GF-BEN						
						FIN-GF-BEN						
						PD-C/E ADMIN-BENEFITS						
						PCD - C/E ADMIN BENEFITS						
						PW - C/E BENEFITS						
						IT - C/E ADMIN BENEFITS						
CHECK								2818 TOTAL:	286.00			
2819	10/13/2023	EFT	7849 LAW OFFICE OF THOMAS	266530	SEP23	09/05/2023		M101223	4,843.13			
Invoice: SEP23						LEGAL/PUBLIC DEFENDER SERVICES SEP 2023						
						LGL-PUBLIC DEFENDER						
						4,843.13 32011281 541113						
						266531 OCT23						
Invoice: OCT23						LEGAL/PUBLIC DEFENDER SERVICES OCT 2023						
						LGL-PUBLIC DEFENDER						
						4,843.13 32011281 541113						
CHECK								2819 TOTAL:	9,686.26			
2820	10/13/2023	EFT	5262 LIDEN LAND DEV & EXC	266461	PAYREQ1-FINAL-01271	09/29/2023		M101223	32,046.26			
Invoice: PAYREQ1-FINAL-01271						ENG/WEAVER CULVERT REPAIR						
						WEAVER CULVERT R&M						
						32,046.26 72431835 54810001271						
CHECK								2820 TOTAL:	32,046.26			
NUMBER OF CHECKS										3	*** CASH ACCOUNT TOTAL ***	42,018.52
						COUNT	AMOUNT					
TOTAL EFT'S						3	42,018.52					
*** GRAND TOTAL ***										42,018.52		

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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
2023 10 53									
APP 001-213000	10/13/2023	M101223	101223			GENERAL - ACCOUNTS PAYABLE		9,972.26	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/13/2023	M101223	101223			CASH			42,018.52
						AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	10/13/2023	M101223	101223			ACCOUNTS PAYABLE		32,046.26	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								42,018.52	42,018.52
APP 631-130000	10/13/2023	M101223	101223			DUE TO/FROM CLEARING		42,018.52	
APP 001-130000	10/13/2023	M101223	101223			GENERAL - DUE TO/FROM CLEARING			9,972.26
APP 403-130000	10/13/2023	M101223	101223			DUE TO/FROM CLEARING			32,046.26
SYSTEM GENERATED ENTRIES TOTAL								42,018.52	42,018.52
JOURNAL 2023/10/53 TOTAL								84,037.04	84,037.04

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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 10	53	10/13/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	9,972.26	9,972.26
				FUND TOTAL	9,972.26	9,972.26
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 10	53	10/13/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	32,046.26	32,046.26
				FUND TOTAL	32,046.26	32,046.26
631 CLEARING FUND 631-130000 635-111100	2023 10	53	10/13/2023	DUE TO/FROM CLEARING CASH	42,018.52	42,018.52
				FUND TOTAL	42,018.52	42,018.52

FUND		DUE TO	DUE FROM
001	GENERAL FUND		9,972.26
403	STORM & SURFACE WATER FUND		32,046.26
631	CLEARING FUND	42,018.52	
TOTAL		42,018.52	42,018.52

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

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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									
2822	10/25/2023	EFT	5 ACE HARDWARE	266462	544321	09/28/2023		10/22/23	130.97
	Invoice: 544321			130.97	73425358 531100	PW/SPRAY PAINT, SCREWDRIVER, WRENCH PIPE			
						O&M-WWTP-SUPPLIES			
	Invoice: 544541			266463	544541	10/02/2023		10/22/23	174.71
				174.71	73425358 531100	PW/CM W/D VACUUM 20G 6.5HP			
						O&M-WWTP-SUPPLIES			
	Invoice: 543611			266533	543611	09/20/2023		10/22/23	15.92
				15.92	73425358 531100	PW/FASTENERS			
						O&M-WWTP-SUPPLIES			
	Invoice: 543731			266534	543731	09/21/2023		10/22/23	3.90
				3.90	73421355 531100	PW/SINGLE CUT KEY			
						WIN COLL-SUPPLIES			
	Invoice: 544561			266535	544561	10/03/2023		10/22/23	155.01
				155.01	73431835 531100	PW/ACE FALL GRASS SEED, PEAT MOSS			
						OFFICE SUPPLIES			
	Invoice: 544371			266581	544371	09/28/2023		10/22/23	49.13
				49.13	73111290 531100	PW/BEDDING FORK 10TN WD HNDL			
						O&M-STREET-MAINT O/H-SUPPLIES			
	Invoice: 544861			266582	544861	10/09/2023		10/22/23	14.17
				14.17	73011759 53110001155	PW/VINEGAR WHITE DIST, PLEDGE POLISH LMN			
						SOMETHING NEW PH4-SUPPLIES			
	Invoice: 544991			266583	544991	10/11/2023		10/22/23	65.50
				65.50	73111264 531100	PW/ANCHOR WEDGE, STOP NTS USS			
						O&M-STREET-TRAF CONTROL-SUPPLY			
	Invoice: 545001			266584	545001	10/11/2023		10/22/23	30.01
				30.01	73111264 531100	PW/FASTENERS X12			
						O&M-STREET-TRAF CONTROL-SUPPLY			
	Invoice: 544901			266640	544901	10/10/2023		10/22/23	75.27
				75.27	73425358 531100	PW/WIRE BRUSH, CONCRETE ANCHORING EPOXY			
						O&M-WWTP-SUPPLIES			
	Invoice: 544981			266641	544981	10/11/2023		10/22/23	21.83
				21.83	73421355 531100	PW/HOSE FLEXOGEN 5/8" X25			
						WIN COLL-SUPPLIES			
	Invoice: 545051			266642	545051	10/12/2023		10/22/23	41.46
				41.46	73011189 531100	PW/SDS+ DRILL BIT SET, CHALK POWDER WHITE			
						O&M - C/E FACIL OFC SUPPLIES			
	Invoice: 545061			266643	545061	10/12/2023		10/22/23	32.74
				32.74	73011183 531100	PW/LED A21 E26 SW 3-WAY X2			
						O&M-C/E-CH FAC-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: 545081				266644	545081	10/12/2023		10/22/23	34.92	
				34.92	73111264 531100	PW/STAR CON LAG 1/4 X 1-1/2 X2				
						O&M-STREET-TRAF CONTROL-SUPPLY				
Invoice: 545131				266645	545131	10/12/2023		10/22/23	14.19	
				14.19	73011768 531100	PW/GORILLA MOUNTG TAPE BLK				
						O&M-C/E-PARKS-SUPPLIES				
						CHECK	2822	TOTAL:	859.73	
2823	10/25/2023 EFT	4710	ASSOCIATED	PETROLEU	266550	23-924009		10/22/23	4,842.74	
Invoice: 23-924009						09/20/2023				
				2,336.03	73638893 532000	PW/DIESEL & REGULAR FUEL				
				2,506.71	73638932 532000	O&M-FUEL USE-ALLOCATION				
						O&M-FUEL ALLOC TO OTH DEPTS				
Invoice: 23-929160				266551	23-929160	09/27/2023		10/22/23	1,163.55	
				1,163.55	73638932 532000	PW/REGULAR FUEL				
						O&M-FUEL ALLOC TO OTH DEPTS				
						CHECK	2823	TOTAL:	6,006.29	
2824	10/25/2023 EFT	7821	ARAMARK		266536	5120331106		10/22/23	50.58	
Invoice: 5120331106						10/05/2023				
				50.58	73638893 589310	PW/COVERALL LS COTTON, PANT				
						LAUNDRY SERVICES				
Invoice: 5120335362				266646	5120335362	10/12/2023		10/22/23	67.51	
				67.51	73638893 589310	PW/COVERALL LS COTTON, PANT				
						LAUNDRY SERVICES				
						CHECK	2824	TOTAL:	118.09	
2825	10/25/2023 EFT	4365	AUTOMATIC FUNDS TRAN		266678	128362		10/22/23	892.43	
Invoice: 128362						10/02/2023				
				221.04	43411341 541100	FIN/STATEMENT PREP AND MAIL				
				221.04	43421351 541100	FIN - WATER ADMIN PROF SERVICE				
				225.17	91411891 542500	FIN - SEWER ADMIN PROF SERVICE				
				225.18	91421891 542500	GG-WTR-FAC-POSTAGE				
						GG-SWR-FAC-POSTAGE				
						CHECK	2825	TOTAL:	892.43	
2826	10/25/2023 EFT	55	SOUND PUBLISHING, IN		266464	BIR984650		10/22/23	91.94	
Invoice: BIR984650						09/29/2023				
				91.94	63470586 544000	PCD/LEGAL NOTICING PLN53032				
						CUR-DEV-ZONING-ADV				
Invoice: BIR984652				266465	BIR984652	09/29/2023		10/22/23	91.94	
				91.94	63470586 544000	PCD/LEGAL NOTICING PLN52503				
						CUR-DEV-ZONING-ADV				

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CASH ACCOUNT: 635			111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET		
INVOICE DTL DESC													
Invoice: BIR984762				266466	BIR984762	09/29/2023		10/22/23			98.18		
				98.18	63470586 544000	PCD/LEGAL NOTICING BLD26985							
						CUR-DEV-ZONING-ADV							
Invoice: BIR984187				266537	BIR984187	09/22/2023		10/22/23			42.24		
				42.24	11011113 544000	CC/ORDINANCE NO 2023-24							
						COUNCIL - LEGAL NOTICES							
Invoice: BIR985060				266552	BIR985060	10/06/2023		10/22/23			107.52		
				107.52	63470586 544000	PCD/LEGAL NOTICING FOR PLN52220							
						CUR-DEV-ZONING-ADV							
Invoice: BIR985005				266607	BIR985005	10/06/2023		10/22/23			51.42		
				51.42	11011113 544000	CC/ORDINANCE NO 2023-19 TRANSPORTATION IMPACT FEES							
						COUNCIL - LEGAL NOTICES							
CHECK								2826 TOTAL:			483.24		
2827	10/25/2023	EFT	9856 BARR-TECH LLC	266553	9145	09/30/2023		10/22/23			5,538.65		
Invoice: 9145						PW/BIOSOLIDS PROCESSED 85.21 TONS SEP 2023							
				5,538.65	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL							
CHECK								2827 TOTAL:			5,538.65		
2828	10/25/2023	EFT	45 BAINBRIDGE ISLAND CH	266554	LTAC 23 #3	09/30/2023		10/22/23			15,304.76		
Invoice: LTAC 23 #3				15,304.76	91140573 541100	2023 LTAC CONTRACT (VISITOR IN							
						GG-TOUR-PROF SERVICES							
Invoice: BIZA 23 #3				266681	BIZA 23 #3	09/30/2023		10/22/23			1,250.00		
				1,250.00	31011492 54110001194	EX/BUSINESS AMBASSADOR SUPPORT WASTE REDUCTION							
						CAP-WASTE RED-PROF SVCS							
CHECK								2828 TOTAL:			16,554.76		
2829	10/25/2023	EFT	50 BAINBRIDGE ISLAND EL	266637	20230068	10/06/2023		10/22/23			1,670.66		
Invoice: 20230068				1,670.66	73421355 548100	PW/REPAIR FAULTY SWITCH/STARTER ISLAND TERRACE SLS							
						WIN COLL-R&M							
Invoice: PAYREQ1-FINAL-01148				266705	PAYREQ1-FINAL-01148	09/21/2023		10/22/23			15,108.89		
				15,108.89	73011897 54810001148	PW/PW FUEL SOFTWARE SYSTEM UPGRAD							
						PWY FUEL SOFTWARE UPGR-R&M							
CHECK								2829 TOTAL:			16,779.55		
2830	10/25/2023	EFT	2476 BISCC	266608	Q3-2023 HSF	10/06/2023		10/22/23			11,375.00		
Invoice: Q3-2023 HSF				11,375.00	31017690 54110000297	EX/2023-24 HUMAN SERVICES FUNDING							
						SEN CENTER-OPER SUPPORT							

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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	2830	TOTAL:	11,375.00																	
2831	10/25/2023	EFT	5016 BAINBRIDGE ISLAND	BO 266680	Q32023	10/11/2023		10/22/23	7,750.00																					
Invoice: Q32023						EX/2023-24 HUMAN SERVICES FUNDING																								
				7,750.00	31017670	54110000297	EX-BI CHILD CARE/B&G CLUB																							
										CHECK	2831	TOTAL:	7,750.00																	
2832	10/25/2023	EFT	8595 BRUCE TITUS FORD, IN	266539	67139764	10/04/2023		10/22/23	1,381.51																					
Invoice: 67139764						PW/2008 FORD SUPER DUTY CHECK ENGINE DIAGNOSIS																								
				690.75	73111423	548100	REPAIRS & MAINTENANCE																							
		Invoice: 67139059-2				690.76	73111427	548100	O&M-ACCESS RDSIDE R&M																					
						266622	67139059-2			08/28/2023							10/22/23	565.03												
				565.03	53011212	548100	POL/2017 FORD INTERCEPTOR ELECTRICAL SYSTEM REPAIR																							
										POLICE - C/E PATROL MAINTENANC																				
		Invoice: 67139363				266623	67139363			08/29/2023	10/22/23	100.72																		
				100.72	53011212	548100	POL/2020 FORD INTERCEPTOR OIL CHANGE																							
										POLICE - C/E PATROL MAINTENANC																				
										CHECK	2832	TOTAL:	2,047.26																	
2833	10/25/2023	EFT	8256 BT MOBULL TIRE	266682	9885	10/01/2023		10/22/23	6,267.32																					
Invoice: 9885						PW/JOHN DEERE 6110M TRACTOR TIRES																								
				6,267.32	73637958	531100	ROADSIDE MOWER ALLOC-SUPPLIES																							
										CHECK	2833	TOTAL:	6,267.32																	
2834	10/25/2023	EFT	360 BUILDERS FIRSTSOURCE	266540	88069124	10/03/2023		10/22/23	70.17																					
Invoice: 88069124						PW/60LB CONCRETE MIX X14																								
				70.17	73431835	531100	OFFICE SUPPLIES																							
		Invoice: 88071928				266541	88071928			10/03/2023	10/22/23	40.10																		
				40.10	73431835	531100	PW/60LB CONCRETE MIX X8																							
										OFFICE SUPPLIES																				
		Invoice: 88118711				266683	88118711			10/12/2023	10/22/23	4.76																		
				4.76	73411345	531100	PW/PIONEER USED BRICK MUTUAL MATERIALS																							
										OFFICE SUPPLIES																				
										CHECK	2834	TOTAL:	115.03																	
2835	10/25/2023	EFT	8491 ROSSMAN ENTERPRISESE	266467	09/20/2023	09/20/2023		10/22/23	1.00																					
Invoice: 09/20/2023						CRT/FINANCE CHARGE																								
				1.00	21011125	531100	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: 1112058-0				266468	1112058-0	09/28/2023		10/22/23	168.17	
				168.17	21011125 531100	CRT/TWO DATE FILED STAMPS COURT-SUPPLIES				
						CHECK	2835	TOTAL:	169.17	
2836	10/25/2023 EFT		104 CITY OF BREMERTON	266469	BKAT000786	10/02/2023		10/22/23	3,188.25	
Invoice: BKAT000786				3,188.25	81011881 542420	IT/BROADCAST CITY COUNCIL, OTHER MEETINGS IT-C/E-TELEVISTED COUNCIL MEET				
						CHECK	2836	TOTAL:	3,188.25	
2837	10/25/2023 EFT		8024 CLEARWAY ENVIRONMENT	266542	18_23_COBI-ROCK-11	10/06/2023		10/22/23	8,392.06	
Invoice: 18_23_COBI-ROCK-11				8,392.06	72011391 54110000710	ENG/EEL GRASS MONITORING THROUGH 1 ROCKAWAY-MIT/MONITORING-P SVCS				
						CHECK	2837	TOTAL:	8,392.06	
2838	10/25/2023 EFT		10367 CLOUDBREAK COLLECTIV	266624	0000546	10/02/2023		10/22/23	187.50	
Invoice: 0000546				187.50	31017572 54110000297	EX/2024-25 CULTURAL FUNDING FACIL EX-COMMUNITY FUNDING RESOURCES				
						CHECK	2838	TOTAL:	187.50	
2839	10/25/2023 EFT		8435 COATES DESIGN INC	266653	125724	10/12/2023		10/22/23	17,447.97	
Invoice: 125724				17,447.97	72311942 64110000724	ENG/POLICE & COURT FACILITY - PROJ PD/COURT BLDG-PROF SVCS/DESIGN				
						CHECK	2839	TOTAL:	17,447.97	
2840	10/25/2023 EFT		142 COPIERS NORTHWEST IN	266470	INV2707789	09/19/2023		10/22/23	211.97	
Invoice: INV2707789				70.65	61011581 531100	PCD, ENG, IT/OCE PRINTER-PLOTTER SUPPLIES				
				70.66	72011321 531100	PCD - C/E ADMIN SUPPLIES				
				70.66	81011881 531100	ENG - C/E ADMIN SUPPLIES IT - C/E SUPPLIES				
						CHECK	2840	TOTAL:	211.97	
2841	10/25/2023 EFT		10374 ASGN INCORPORATED	266586	005207448	10/02/2023		10/22/23	1,875.00	
Invoice: 005207448				1,875.00	31011572 541100	EX/W/E 10/1/23 EDITH RATLIFF HOURS EX-GF-OUTREACH-PROF SVCS				
Invoice: 005207569				266587	005207569	10/09/2023		10/22/23	1,875.00	
				1,875.00	31011572 541100	EX/W/E 10/8/23 EDITH RATLIFF HOURS EX-GF-OUTREACH-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										
Invoice: 005207688				266709	005207688	10/16/2023		10/22/23	1,875.00	
				1,875.00	31011572 541100	EX/W/E 10/15/23 EDITH RATLIFF HOURS				
						EX-GF-OUTREACH-PROF SVCS				
						CHECK	2841	TOTAL:	5,625.00	
2842 10/25/2023 EFT 10140 DYNAMIC LANGUAGE CEN				266710	T-23-0002592	10/12/2023		10/22/23	136.60	
Invoice: T-23-0002592				136.60	31011492 54245001194	EX/VIETNAMESE & SPANISH TRANSLATION 2024 HOME COMP				
						CAP-WASTE RED-OUTREACH				
						CHECK	2842	TOTAL:	136.60	
2843 10/25/2023 EFT 1876 ENVIRONMENTAL RESOUR				266647	055598	09/28/2023		10/22/23	178.74	
Invoice: 055598				178.74	73425358 531100	PW/WWTP LAB SOLUTION				
						O&M-WWTP-SUPPLIES				
						CHECK	2843	TOTAL:	178.74	
2844 10/25/2023 EFT 1953 FERGUSON ENTERPRISES				266556	SC878	09/30/2023		10/22/23	14.81	
Invoice: SC878				14.81	73411345 531100	PW/SERVICE CHARGE SEPTEMBER 2023				
						OFFICE SUPPLIES				
Invoice: 0018103				266648	0018103	10/05/2023		10/22/23	95.66	
				95.66	73411345 531100	PW/WATER SUPPLIES				
						OFFICE SUPPLIES				
Invoice: 0018104				266649	0018104	10/04/2023		10/22/23	48.26	
				48.26	73411345 531100	PW/WATER SUPPLIES				
						OFFICE SUPPLIES				
Invoice: 0018684				266650	0018684	10/10/2023		10/22/23	1,010.14	
				1,010.14	73411345 531100	PW/WATER SUPPLIES				
						OFFICE SUPPLIES				
Invoice: 0018715				266651	0018715	10/10/2023		10/22/23	119.57	
				119.57	73411345 531100	PW/WATER SUPPLIES				
						OFFICE SUPPLIES				
						CHECK	2844	TOTAL:	1,288.44	
2845 10/25/2023 EFT 8520 FRANCISCAN MEDICAL G				266630	OMF6 SEP23	10/13/2023		10/22/23	220.00	
Invoice: OMF6 SEP23				220.00	73637891 541100	PW/OCCUPATIONAL HEALTH TESTING				
						PROFESSIONAL SERVICES				
						CHECK	2845	TOTAL:	220.00	

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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												
2846	10/25/2023 EFT		5062 FRIENDS OF THE FARMS	266626	Q3-2023	09/30/2023		10/22/23	16,250.00			
	Invoice: Q3-2023					EX/Q3 2023 FARM MANAGEMENT SERVICES						
				16,250.00	31011557 54110001019	FOTF-FARM MNGT SVCS						
						CHECK		2846 TOTAL:	16,250.00			
2847	10/25/2023 EFT		513 GRAINGER	266652	9854602076	09/28/2023		10/22/23	12.45			
	Invoice: 9854602076					PW/HEX SOCKET PLUG X6						
				12.45	73425358 531100	O&M-WWTP-SUPPLIES						
						CHECK		2847 TOTAL:	12.45			
2848	10/25/2023 EFT		1517 GUARDIAN SECURITY SY	266627	1407156	10/01/2023		10/22/23	449.73			
	Invoice: 1407156					CRT/ALARM MONITORING 11/1/23-10/31/24						
				449.73	21011125 541100	COURT-PROF SERVICES						
						CHECK		2848 TOTAL:	449.73			
2849	10/25/2023 EFT		6155 HDR ENGINEERING INC	266711	1200564181	10/13/2023		10/22/23	2,490.62			
	Invoice: 1200564181					PW/WASTEWATER BENEFICIAL REUSE AN						
				2,490.62	71425352 54110001192	WW BEN REUSE-PROF SVCS						
						CHECK		2849 TOTAL:	2,490.62			
2850	10/25/2023 EFT		4161 HERRERA ENVIRONMENTA	266557	54616	10/04/2023		10/22/23	10,277.26			
	Invoice: 54616					ENG/MANZANITA WTRSHED - SCOPE & CO						
				10,277.26	72431832 54110001129	MANZANITA WATERSHED STUDY-P SV						
						CHECK		2850 TOTAL:	10,277.26			
2851	10/25/2023 EFT		268 HOUSING RESOURCES BA	266613	13442	09/30/2023		10/22/23	1,125.00			
	Invoice: 13442					EX/QUARTERLY MANAGEMENT FEES ISLANDER MOBILE HOME						
				1,125.00	31180592 54130200297	IMHP MNGT FEES						
	Invoice: 13468					10/01/2023		10/22/23	700.00			
						EX/SITE ASSESSMENT 301 MADRONA WAY NE						
				700.00	31180592 54130400297	IMHP SPACE RENT DEFAULT						
	Invoice: 13562					10/07/2023		10/22/23	10,000.00			
						EX/2023-24 HUMAN SERVICES FUNDING						
				10,000.00	31017510 54130600297	HOMESHARE/HOME FINDING/OWNERSH						
						CHECK		2851 TOTAL:	11,825.00			

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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			
2852	10/25/2023	EFT	9883 INVOICE CLOUD INC	266471	2698-2023_9	09/30/2023	10/22/23		1,653.84
	Invoice: 2698-2023_9			826.92	43411341 541100	FIN/INVOICE CLOUD SERVICES SEP 2023			
				826.92	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
						FIN - SEWER ADMIN PROF SERVICE			
						CHECK	2852 TOTAL:		1,653.84
2853	10/25/2023	EFT	10269 JENNINGS EQUIPMENT I	266712	47775P	10/06/2023	20230018 10/22/23		2,673.19
	Invoice: 47775P			2,673.19	73011897 53110001261	PW/ELECTRIC HAND TOOLS 01261			
						ELECTRIC HAND TOOLS-SUPPLIES			
						CHECK	2853 TOTAL:		2,673.19
2854	10/25/2023	EFT	1496 KITSAP COUNTY SEWER	266714	KCSD7-COBI-2023-SEP	10/07/2023	10/22/23		25,596.69
	Invoice: KCSD7-COBI-2023-SEP			25,596.69	73426356 551000	PW/SEPTEMBER 2023 SEWER UTILITY CHARGE			
						SIS-SD#7 PROCESSING CHGS			
						CHECK	2854 TOTAL:		25,596.69
2855	10/25/2023	EFT	199 KITSAP ECONOMIC DEVE	266472	BI-2Q-23	06/22/2023	10/22/23		2,500.00
	Invoice: BI-2Q-23			2,500.00	31011586 54110000297	EX/ECONOMIC DEVELOPMENT SERVICES 2Q-23			
						EX-GF-ECON DEV PLANNING			
						CHECK	2855 TOTAL:		2,500.00
2856	10/25/2023	EFT	1971 KELLEY CONNECT	266473	IN1438339	10/01/2023	10/22/23		197.27
	Invoice: IN1438339			197.27	21011125 545000	CRT/COPIER LEASE			
						COURT-RENTS & LEASES			
	Invoice: IN1438341			221.41	61470581 545000	PCD/COPIER LEASE			221.41
						PCD - DEV ADMIN RENTS & LEASES			
	Invoice: IN1438342			219.12	61470581 545000	PCD/COPIER LEASE			219.12
						PCD - DEV ADMIN RENTS & LEASES			
						CHECK	2856 TOTAL:		637.80
2857	10/25/2023	EFT	1971 KELLEY CONNECT	266616	35069193	10/11/2023	10/22/23		316.68
	Invoice: 35069193			316.68	61470581 545000	PCD/COPIER LEASE			
						PCD - DEV ADMIN RENTS & LEASES			
	Invoice: 35069195			361.46	61470581 545000	PCD/COPIER LEASE			361.46
						PCD - DEV ADMIN RENTS & LEASES			

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CASH ACCOUNT: 635			111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN				NET	
INVOICE DTL DESC													
Invoice: 35069194				266655	35069194	10/11/2023		10/22/23				318.86	
				318.86	72011321 545000	ENG/COPIER LEASE							
						ENG - C/E ADMIN RENTS & LEASES							
Invoice: 35069196				266724	35069196	10/11/2023		10/22/23				190.01	
				190.01	21011125 545000	CRT/COPIER LEASE							
						COURT-RENTS & LEASES							
Invoice: IN1438633				266725	IN1438633	10/02/2023		10/22/23				2,796.42	
				2,796.42	73637891 545000	PW/COPIER LEASE							
						RENTS & LEASES - OPERATING							
						CHECK	2857	TOTAL:				3,983.43	
2858	10/25/2023 EFT		9852 KISSLER ENTERPRISES	266558	10937	09/30/2023		10/22/23				9,373.10	
Invoice: 10937				9,373.10	73425358 54790100551	PW/WWTP BIOSOLIDS HAULING							
						BIOSOLIDS WASTE DISPOSAL							
						CHECK	2858	TOTAL:				9,373.10	
2859	10/25/2023 EFT		315 KITSAP HUMANE SOCIET	266588	51877	10/02/2023		10/22/23				6,612.93	
Invoice: 51877				6,612.93	91011393 541100	ANIMAL CONTROL (2021-2023)							
						FIN - C/E ANIMAL CONTROL FEES							
						CHECK	2859	TOTAL:				6,612.93	
2860	10/25/2023 EFT		6577 LAKESIDE INDUSTRIES	266476	248340	09/23/2023		10/22/23				679.15	
Invoice: 248340				679.15	73111423 531100	PW/SHINE ASPHALT PLANT 7.50 TONS							
						OFFICE SUPPLIES							
						CHECK	2860	TOTAL:				679.15	
2861	10/25/2023 EFT		10342 LANGAN ENGINEERING A	266628	LAN 0389185	10/11/2023		10/22/23				15,307.50	
Invoice: LAN 0389185				15,307.50	72011182 54110001251	ENG/ENV TESTING, SPECS AND PLANS F							
						625 WINSLOW-ENG PROF SVCS							
						CHECK	2861	TOTAL:				15,307.50	
2862	10/25/2023 EFT		9263 BELLEVUE PRINTING LL	266478	58089	09/11/2023		10/22/23				6,515.09	
Invoice: 58089				3,936.45	31011572 54245000930	EX/POSTCARDS, COMPREHENSIVE PLAN KICKOFF							
				2,578.64	31011572 54250000930	COMP PLAN-OUTREACH							
						COMP PLAN-POSTAGE							
						CHECK	2862	TOTAL:				6,515.09	

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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													
2863	10/25/2023	EFT	10394 NASH CONSULTING INC	266479	2679	10/03/2023		10/22/23				780.00	
	Invoice: 2679			780.00	21011125 541100	CRT/SUSTAINABILITY FOLLOW UP CALLS							
						COURT-PROF SERVICES							
						CHECK		2863 TOTAL:				780.00	
2864	10/25/2023	EFT	10265 HUGHES, RYAN	266605	184	09/30/2023		10/22/23				17,909.12	
	Invoice: 184			17,909.12	61011586 54110000930	PCD/2024 COMPREHENSIVE PLAN UPDATE							
						COMP PLAN-PROF SVCS							
						CHECK		2864 TOTAL:				17,909.12	
2865	10/25/2023	EFT	4111 OLYMPIC SPRINGS INC	266561	361196	09/30/2023		10/22/23				39.09	
	Invoice: 361196			39.09	73425358 531100	PW/5 GALLON PURIFIED WATER X4							
						O&M-WWTP-SUPPLIES							
						CHECK		2865 TOTAL:				39.09	
2866	10/25/2023	EFT	10011 PACIFICA LAW GROUP L	266562	86077	10/05/2023		10/22/23				720.00	
	Invoice: 86077			720.00	31011551 54111001251	EX/PROFESSIONAL SERVICES SEP 2023							
						625 WINSLOW-AFF HSG-LEGAL ADV							
						CHECK		2866 TOTAL:				720.00	
2867	10/25/2023	EFT	9650 PAPE MACHINERY INC	266658	14757111	09/06/2023		10/22/23				-119.09	
	Invoice: 14757111			-119.09	73638935 531100	PW/FILTER ELEM RETURN							
						O&M-STD ALLOCATION-SUPPLIES							
	Invoice: 14794987			266659	14794987	09/28/2023		10/22/23				468.64	
				468.64	73111427 531100	PW/HEATER							
						OFFICE SUPPLIES							
						CHECK		2867 TOTAL:				349.55	
2868	10/25/2023	EFT	448 PARAMETRIX INC	266729	49117	10/10/2023		10/22/23				23,182.30	
	Invoice: 49117			23,182.30	72433438 64110001159	ENG/DESIGN OF SPRINGBROOK CREEK FI							
						SPRINGBROOK CR FISH-PROF SVCS							
						CHECK		2868 TOTAL:				23,182.30	
2869	10/25/2023	EFT	2203 PST INVESTIGATIONS	266730	2023-969	10/12/2023		10/22/23				295.00	
	Invoice: 2023-969			295.00	91011211 549100	SUBSCRIPTION FEES Q3 JUL-SEP 2023							
						GG-C/E-CIVIL SVC-DUES/SUBS							

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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	2869	TOTAL:			295.00	
2870	10/25/2023	EFT	2409 RIVER OAKS COMMUNICA	266734	09/11/2023	09/11/2023		10/22/23			2,614.50	
Invoice: 09/11/2023		LEGAL/COMCAST FRANCHISE AGREEMENT										
		COMCAST FRANCHISE RENEWAL										
						CHECK	2870	TOTAL:			2,614.50	
2871	10/25/2023	EFT	2409 RIVER OAKS COMMUNICA	266563	09/29/2023	09/29/2023		10/22/23			1,311.75	
Invoice: 09/29/2023		LEGAL/COMCAST FRANCHISE AGREEMENT										
		COMCAST FRANCHISE RENEWAL										
						CHECK	2871	TOTAL:			1,311.75	
2872	10/25/2023	EFT	617 S & B INC	266567	25636E	09/30/2023		10/22/23			2,876.32	
Invoice: 25636E		ENG/WATER/SEWER TELEMTRY SCADA UP										
		SWR-SCADA UPGRADES-PROF SVCS										
						CHECK	2872	TOTAL:			2,876.32	
2873	10/25/2023	EFT	1670 SEATTLE PUMP & EQUIP	266662	245064-1	10/10/2023		10/22/23			316.09	
Invoice: 245064-1		PW/HAND CRANK COX HOSE REEL, QC SOCKET STAINLESS										
		O&M-STD ALLOCATION-SUPPLIES										
						CHECK	2873	TOTAL:			316.09	
2874	10/25/2023	EFT	7173 SKILLINGS	266629	13961	10/12/2023		10/22/23			43,728.71	
Invoice: 13961		ENG/Engineering Design Services fo										
		REHAB WING PT PUMP STATION-DES										
		LOWER LOVELL SLS-PROF SVCS										
						CHECK	2874	TOTAL:			43,728.71	
2875	10/25/2023	EFT	9566 SMARTSHEET INC.	266565	INV1532307	10/07/2023		10/22/23			3,300.00	
Invoice: INV1532307		IT/ANNUAL MAINTENANCE SMARTSHEET PRJ MGMT SW										
		IT - C/E COMPUTER SUPPORT										
						CHECK	2875	TOTAL:			3,300.00	
2876	10/25/2023	EFT	8132 SPECTRA LABORATORIES	266480	23-07052	09/15/2023		10/22/23			366.00	
Invoice: 23-07052		PW/NITROGEN, NITRATE, CBOD TESTING										
		LAB & TESTING SVCS-WWTP										
						CHECK	2876	TOTAL:			366.00	
Invoice: 23-07663		PW/NITROGEN, NITRATE, CBOD TESTING										
						CHECK	2877	TOTAL:			426.00	

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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											
				426.00	73425358 54110000391	LAB & TESTING SVCS-WWTP					
Invoice: 23-07747				266589	23-07747		10/10/2023		10/22/23		78.00
				78.00	73411345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING LAB SVCS-WATER					
Invoice: 23-07748				266590	23-07748		10/10/2023		10/22/23		26.00
				26.00	73011897 54110000391	PW/TOTAL COLIFORM, E COLI TESTING LAB SVCS-PWY FAC					
						CHECK		2876	TOTAL:		896.00
2877 10/25/2023 EFT				266619	Q3-2023		10/04/2023		10/22/23		494.70
Invoice: Q3-2023				494.70	91029720 521500	Q3 2023 LEOFF MEDICAL REIMBURSEMENT POLICE - INS ADD MEDICAL COSTS					
Invoice: 10/10/2023				266737	10/10/2023		10/10/2023		10/22/23		129.33
				129.33	91029720 521500	Q3 2023 LEOFF MEDICAL REIMBURSEMENT POLICE - INS ADD MEDICAL COSTS					
						CHECK		2877	TOTAL:		624.03
2878 10/25/2023 EFT				266738	140093357-00		10/11/2023		10/22/23		83.79
Invoice: 140093357-00				83.79	73111264 531100	PW/SQUARE WIRE LOCK PINS STEEL-ZINC O&M-STREET-TRAF CONTROL-SUPPLY					
						CHECK		2878	TOTAL:		83.79
2879 10/25/2023 EFT				266739	INV063965		10/09/2023		10/22/23		645.48
Invoice: INV063965				645.48	73111264 531100	PW/SAFLECTOR SLEEVE, DRIVE RIVET O&M-STREET-TRAF CONTROL-SUPPLY					
						CHECK		2879	TOTAL:		645.48
2880 10/25/2023 EFT				266740	2092128		09/06/2023	20230026	10/22/23		813.40
Invoice: 2092128				813.40	73423943 64500001187	PW/3-PHASE ENERGY LOGGER N/A-USE 72423943					
						CHECK		2880	TOTAL:		813.40
2881 10/25/2023 EFT				266573	INV00138683		09/20/2023		10/22/23		252.20
Invoice: INV00138683				252.20	73425358 531100	PW/HOG HEAVEN MARBLE TOP MATTING X3 O&M-WWTP-SUPPLIES					
						CHECK		2881	TOTAL:		252.20

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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												
2882	10/25/2023	EFT	553 UTILITIES UNDERGROUN	266574	3090125	09/30/2023		10/22/23			221.88	
Invoice: 3090125						PW/AXCAVATION NOTIFICATIONS		SEP 2023 X172				
				221.88	73637893	54110000393	O&M ALLOC-LOCATING SVCS					
								CHECK	2882 TOTAL:	221.88		
2883	10/25/2023	EFT	4104 WA ST FERRIES	266477	RK414470	09/30/2023		10/22/23			404.10	
Invoice: RK414470						SEP23 WAVE260 FERRY CHARGES						
				42.80	31011131	543100	EX-GF-TRAVEL/MEALS/LODGING					
				180.65	53011212	543100	PATROL-TRAVEL/MEALS/LODGING					
				42.80	72011321	543100	ENG - C/E ADMIN TRAVEL EXPENSE					
				137.85	73011189	543100	O&M-FAC-TRAVEL/MEALS/LODGING					
								CHECK	2883 TOTAL:	404.10		
2884	10/25/2023	EFT	499 WESTBAY AUTO PARTS I	266575	817701	09/21/2023		10/22/23			-48.97	
Invoice: 817701						PW/RETURNED PURGE VALVE						
				-48.97	73638935	531100	O&M-STD ALLOCATION-SUPPLIES					
Invoice: 819686												
				266576	819686		10/02/2023	10/22/23	135.78			
				135.78	73638935	531100	PW/BUE DEF 2.5 GAL, OIL FILTER, AIR FILTER					
							O&M-STD ALLOCATION-SUPPLIES					
Invoice: 820119												
				266577	820119		10/04/2023	10/22/23	118.96			
				118.96	73638935	531100	PW/NAPA AIR FILTER, OIL FILTER, FUEL FILTER					
							O&M-STD ALLOCATION-SUPPLIES					
Invoice: 820310												
				266578	820310		10/05/2023	10/22/23	6.82			
				6.82	73638935	531100	PW/OIL FILTER					
							O&M-STD ALLOCATION-SUPPLIES					
Invoice: 820365												
				266579	820365		10/05/2023	10/22/23	5.25			
				5.25	73638935	531100	PW/MINIATURE BULB X10					
							O&M-STD ALLOCATION-SUPPLIES					
Invoice: 820604												
				266580	820604		10/06/2023	10/22/23	224.12			
				224.12	73638935	531100	PW/NAPAGOLD FUEL FILTER					
							O&M-STD ALLOCATION-SUPPLIES					
Invoice: 820311												
				266591	820311		10/05/2023	10/22/23	9.67			
				9.67	73638935	531100	PW/OIL FILTER					
							O&M-STD ALLOCATION-SUPPLIES					
Invoice: 821027												
				266592	821027		10/09/2023	10/22/23	103.38			
				103.38	73638935	531100	PW/NAPAGOLD OIL FILTER, AIR FILTER, FUEL FILTER					
							O&M-STD ALLOCATION-SUPPLIES					
Invoice: 821067												
				266593	821067		10/09/2023	10/22/23	349.96			
							PW/STEERIG TIE ROD END, TIE ROD END SLEEVE					

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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														
				174.48	73111423	531100	OFFICE SUPPLIES							
				175.48	73111427	531100	OFFICE SUPPLIES							
Invoice: 821147				266594	821147		10/09/2023	10/22/23	154.12					
						PW/STEERIG TIE ROD END								
				77.06	73111423	531100	OFFICE SUPPLIES							
				77.06	73111427	531100	OFFICE SUPPLIES							
Invoice: 821242				266595	821242		10/10/2023	10/22/23	87.61					
						PW/HYDRL FILTER, FUEL FILTER, COOLANT, OIL FILTER								
				87.61	73638935	531100	O&M-STD ALLOCATION-SUPPLIES							
							CHECK	2884	TOTAL:		1,146.70			
NUMBER OF CHECKS							63	*** CASH ACCOUNT TOTAL ***		331,180.84				
						COUNT	AMOUNT							
TOTAL EFT'S						63	331,180.84							
										*** GRAND TOTAL ***		331,180.84		

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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
2023 10 124									
APP 402-213000	10/25/2023	10/22/23	101823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		95,058.37	
APP 635-111100	10/25/2023	10/22/23	101823			CASH AP CASH DISBURSEMENTS JOURNAL			331,180.84
APP 403-213000	10/25/2023	10/22/23	101823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		33,724.84	
APP 101-213000	10/25/2023	10/22/23	101823			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,942.21	
APP 001-213000	10/25/2023	10/22/23	101823			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		143,255.49	
APP 631-213000	10/25/2023	10/22/23	101823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		16,469.62	
APP 401-213000	10/25/2023	10/22/23	101823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,644.33	
APP 407-213000	10/25/2023	10/22/23	101823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,508.25	
APP 104-213000	10/25/2023	10/22/23	101823			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		15,304.76	
APP 301-213000	10/25/2023	10/22/23	101823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		17,447.97	
APP 108-213000	10/25/2023	10/22/23	101823			AFFORD HSG - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,825.00	
GENERAL LEDGER TOTAL								331,180.84	331,180.84
APP 631-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING		314,711.22	
APP 402-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING			95,058.37
APP 403-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING			33,724.84
APP 101-130000	10/25/2023	10/22/23	101823			STREETS - DUE TO/FROM CLEARING			3,942.21
APP 001-130000	10/25/2023	10/22/23	101823			GENERAL - DUE TO/FROM CLEARING			143,255.49
APP 401-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING			2,644.33
APP 407-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING			1,508.25
APP 104-130000	10/25/2023	10/22/23	101823			CIVIC IMPR DUE TO/FROM CLEAR'G			15,304.76
APP 301-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING			17,447.97
APP 108-130000	10/25/2023	10/22/23	101823			AFFORD HSG DUE TO/FROM CLEAR'G			1,825.00

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		314,711.22	314,711.22
						JOURNAL 2023/10/124 TOTAL		645,892.06	645,892.06

10/18/2023 09:51
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 001-130000 001-213000	2023 10	124	10/25/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	143,255.49	143,255.49
				FUND TOTAL	143,255.49	143,255.49
101 STREET FUND 101-130000 101-213000	2023 10	124	10/25/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	3,942.21	3,942.21
				FUND TOTAL	3,942.21	3,942.21
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2023 10	124	10/25/2023	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	15,304.76	15,304.76
				FUND TOTAL	15,304.76	15,304.76
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2023 10	124	10/25/2023	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	1,825.00	1,825.00
				FUND TOTAL	1,825.00	1,825.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 10	124	10/25/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	17,447.97	17,447.97
				FUND TOTAL	17,447.97	17,447.97
401 WATER OPERATING FUND 401-130000 401-213000	2023 10	124	10/25/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,644.33	2,644.33
				FUND TOTAL	2,644.33	2,644.33
402 SEWER OPERATING FUND 402-130000 402-213000	2023 10	124	10/25/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	95,058.37	95,058.37
				FUND TOTAL	95,058.37	95,058.37
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 10	124	10/25/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	33,724.84	33,724.84
				FUND TOTAL	33,724.84	33,724.84
407 BUILDING & DEVELOPMENT FUND	2023 10	124	10/25/2023			

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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
	407-130000				DUE TO/FROM CLEARING		1,508.25
	407-213000				ACCOUNTS PAYABLE	1,508.25	
					FUND TOTAL	1,508.25	1,508.25
631	CLEARING FUND	2023 10	124	10/25/2023			
	631-130000				DUE TO/FROM CLEARING	314,711.22	
	631-213000				ACCOUNTS PAYABLE	16,469.62	
	635-111100				CASH		331,180.84
					FUND TOTAL	331,180.84	331,180.84

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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		143,255.49
101	STREET FUND		3,942.21
104	CIVIC IMPROVEMENT FUND		15,304.76
108	AFFORDABLE HOUSING FUND		1,825.00
301	CAPITAL CONSTRUCTION FUND		17,447.97
401	WATER OPERATING FUND		2,644.33
402	SEWER OPERATING FUND		95,058.37
403	STORM & SURFACE WATER FUND		33,724.84
407	BUILDING & DEVELOPMENT FUND		1,508.25
631	CLEARING FUND		
		314,711.22	
TOTAL		314,711.22	314,711.22

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 CITY OF BAINBRIDGE ISLAND
 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											
2821	10/20/2023	EFT	6919 CLARK CONSTRUCTION I	266606	PAYREQ17-00724		09/30/2023		M101723		821,071.48
Invoice: PAYREQ17-00724					797,842.77	72311942	66200000724	ENG/POLICE AND MUNICIPAL COURT - C			
					23,228.71	72011182	53110000724	PD/COURT BLDG-CONSTR OF BLDG			
								POL/CRT SUPPLIES			
								CHECK	2821	TOTAL:	821,071.48
					NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***				821,071.48
								COUNT	AMOUNT		
					TOTAL EFT'S	1	821,071.48				
								*** GRAND TOTAL ***			821,071.48

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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 SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 10	102								
APP 301-213000	10/20/2023	M101723	101723			ACCOUNTS PAYABLE		797,842.77	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/20/2023	M101723	101723			CASH			821,071.48
						AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	10/20/2023	M101723	101723			GENERAL - ACCOUNTS PAYABLE		23,228.71	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								821,071.48	821,071.48
APP 631-130000	10/20/2023	M101723	101723			DUE TO/FROM CLEARING		821,071.48	
APP 301-130000	10/20/2023	M101723	101723			DUE TO/FROM CLEARING			797,842.77
APP 001-130000	10/20/2023	M101723	101723			GENERAL - DUE TO/FROM CLEARING			23,228.71
SYSTEM GENERATED ENTRIES TOTAL								821,071.48	821,071.48
JOURNAL 2023/10/102 TOTAL								1,642,142.96	1,642,142.96

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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 10	102	10/20/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	23,228.71	23,228.71
				FUND TOTAL	23,228.71	23,228.71
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 10	102	10/20/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	797,842.77	797,842.77
				FUND TOTAL	797,842.77	797,842.77
631 CLEARING FUND 631-130000 635-111100	2023 10	102	10/20/2023	DUE TO/FROM CLEARING CASH	821,071.48	821,071.48
				FUND TOTAL	821,071.48	821,071.48

FUND		DUE TO	DUE FROM
001	GENERAL FUND		23,228.71
301	CAPITAL CONSTRUCTION FUND		797,842.77
631	CLEARING FUND	821,071.48	
TOTAL		821,071.48	821,071.48

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JK

R. Shaw

10/17/2023 15:15
jkinesCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

10/17/2023

P
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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																
356342	05/26/2021	VOID	9701 MARK JORDAN	248152	BLD25550	04/30/2021									-67.68	
Invoice: BLD25550				-67.68	47148	322100	PERMIT CHANGE REFUND									
						BUILDINGS, STRUCT. & EQ										
								CHECK	356342	TOTAL:				-67.68		
357817	12/15/2021	VOID	9918 CRAMPTON, STEPHEN	252091	BLD25117	11/24/2021									-48.16	
Invoice: BLD25117				-48.16	47148	322100	PERMIT BLD25117 FEE REFUND									
						BUILDINGS, STRUCT. & EQ										
								CHECK	357817	TOTAL:				-48.16		
358098	02/09/2022	VOID	9944 ALINA KOROTKINA CORP	253366	011222	01/12/2022									-1.66	
Invoice: 011222				-1.66	01136	362500	POL/REFUND ON PARKING									
						FAC & PARKING RENTAL-LONG TERM										
								CHECK	358098	TOTAL:				-1.66		
358295	03/09/2022	VOID	9965 HILL, MACGREGOR	253899	99595	02/24/2022									-18.01	
Invoice: 99595				-18.01	411	122100	UB 13093 8778 WINSLOW GROVE COURT									
						WATER ACCOUNTS RECEIVABLE										
								CHECK	358295	TOTAL:				-18.01		
358994	08/10/2022	VOID	10072 BAINBRIDGE PRIDE	257036	07/25/2022	07/25/2022									-200.00	
Invoice: 07/25/2022				-200.00	41622860	586000	POL/REFUND PARK DEPOSIT									
						PARK/DOCK DEPOSITS CUST-OUT										
								CHECK	358994	TOTAL:				-200.00		
359051	08/10/2022	VOID	10060 WAITE, JEFF & JOCELY	256912	102545	07/21/2022									-8.04	
Invoice: 102545				-8.04	411	122100	UB 10406 445 WOOD AVENUE SW									
						WATER ACCOUNTS RECEIVABLE										
								CHECK	359051	TOTAL:				-8.04		
359062	08/24/2022	VOID	10087 JULIA SIMMONS	257428	07/07/2022	07/07/2022									-500.00	
Invoice: 07/07/2022				-500.00	32011281	541113	LEGAL/PROFESSIONAL SERVICES 3/2/20-7/4/22									
						LGL-PUBLIC DEFENDER										
								CHECK	359062	TOTAL:				-500.00		
359590	12/14/2022	VOID	9345 SUO-ANTTILA, BRYAN &	259602	105163	11/17/2022									-72.34	
Invoice: 105163				-72.34	411	122100	UB 10354 222 GROW AVENUE NW									
						WATER ACCOUNTS RECEIVABLE										

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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			
						CHECK	359590	TOTAL:	-72.34
NUMBER OF CHECKS						8	*** CASH ACCOUNT TOTAL ***		-915.89
						COUNT	AMOUNT		
TOTAL VOIDED CHECKS						8	915.89		
						*** GRAND TOTAL ***		-915.89	

8 checks are being voided for 2023 Unclaimed Property. All of the invoices are voided as well. The total of the 8 checks will be sent to the WA DOR. Letters were mailed out to each individual/business and were given ample time to respond to the letter to have their check reissued to them. Copies of these letters are saved in the AP-Unclaimed Property folder.

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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 10 108 APP 407-213000	10/17/2023	356342 VOID				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			115.84
APP 635-111100	10/17/2023	356342 VOID				CASH AP CASH DISBURSEMENTS JOURNAL		67.68	
APP 635-111100	10/17/2023	357817 VOID				CASH AP CASH DISBURSEMENTS JOURNAL		48.16	
APP 001-213000	10/17/2023	358098 VOID				GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			501.66
APP 635-111100	10/17/2023	358098 VOID				CASH AP CASH DISBURSEMENTS JOURNAL		1.66	
APP 401-213000	10/17/2023	358295 VOID				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			98.39
APP 635-111100	10/17/2023	358295 VOID				CASH AP CASH DISBURSEMENTS JOURNAL		18.01	
APP 622-213000	10/17/2023	358994 VOID				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			200.00
APP 635-111100	10/17/2023	358994 VOID				CASH AP CASH DISBURSEMENTS JOURNAL		200.00	
APP 635-111100	10/17/2023	359051 VOID				CASH AP CASH DISBURSEMENTS JOURNAL		8.04	
APP 635-111100	10/17/2023	359062 VOID				CASH AP CASH DISBURSEMENTS JOURNAL		500.00	
APP 635-111100	10/17/2023	359590 VOID				CASH AP CASH DISBURSEMENTS JOURNAL		72.34	
GENERAL LEDGER TOTAL								915.89	915.89
APP 631-130000	10/17/2023 05/23/21	VOID				DUE TO/FROM CLEARING			915.89
APP 407-130000	10/17/2023 05/23/21	VOID				DUE TO/FROM CLEARING		115.84	
APP 001-130000	10/17/2023 05/23/21	VOID				GENERAL - DUE TO/FROM CLEARING		501.66	
APP 401-130000	10/17/2023 05/23/21	VOID				DUE TO/FROM CLEARING		98.39	
APP 622-130000	10/17/2023 05/23/21	VOID				DUE TO/FROM CLEARING		200.00	
SYSTEM GENERATED ENTRIES TOTAL								915.89	915.89
JOURNAL 2023/10/108 TOTAL								1,831.78	1,831.78

10/17/2023 15:15
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 10	108	10/17/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	501.66	501.66
				FUND TOTAL	501.66	501.66
401 WATER OPERATING FUND 401-130000 401-213000	2023 10	108	10/17/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	98.39	98.39
				FUND TOTAL	98.39	98.39
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 10	108	10/17/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	115.84	115.84
				FUND TOTAL	115.84	115.84
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2023 10	108	10/17/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	200.00	200.00
				FUND TOTAL	200.00	200.00
631 CLEARING FUND 631-130000 635-111100	2023 10	108	10/17/2023	DUE TO/FROM CLEARING CASH	915.89	915.89
				FUND TOTAL	915.89	915.89

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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		501.66
401	WATER OPERATING FUND		98.39
407	BUILDING & DEVELOPMENT FUND		115.84
622	EXPENDABLE TRUST FUND		200.00
631	CLEARING FUND		
		915.89	
TOTAL		915.89	915.89

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**City of
Bainbridge Island**

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

Vendor
Number
9701

File
Date
05/26/2021

File
Number
00356342

67.68

Sixty Seven Dollars and 68 cents *****

MARK JORDAN
9185 FERNCLIFF AVE NE
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: 00356342

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
04/30/2021	BLD25550	PERMIT CHANGE REFUND	248152	67.68

Vendor No.	Vendor Name	File No.	File Date	File Amount
9701	MARK JORDAN	00356342	05/26/2021	67.68

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
11/24/2021	BLD25117	PERMIT BLD25117 FEE REFUND	252091	48.16

Vendor No.	Vendor Name	File No.	File Date	File Amount
9918	CRAMPTON, STEPHEN	00357817	12/15/2021	48.16

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City of Bainbridge Island

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

Vendor
Number
9944

File
Date
02/09/2022

File
Number
00358098

1.66

One Dollars and 66 cents *****

ALINA KOROTKINA CORPORATION
752 WINSLOW WAY E
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: 00358098

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
01/12/2022	011222	POL/REFUND ON PARKING	253366	1.66

Vendor No.	Vendor Name	File No.	File Date	File Amount
9944	ALINA KOROTKINA CORPORATION	00358098	02/09/2022	1.66

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**City of
Bainbridge Island**

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

Vendor
Number
9965

File
Date
03/09/2022

File
Number
00358295

18.01

Eighteen Dollars and 01 cents *****

HILL, MACGREGOR
1776 N SCOTSDALE RD # 2260
SCOTTSDALE AZ 85257

FILE COPY
NON-NEGOTIABLE

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

Page 1 of 1

File Number: 00358295

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
02/24/2022	99595	UB 13093 8778 WINSLOW GROVE CO	253899	18.01

Vendor No.	Vendor Name	File No.	File Date	File Amount
9965	HILL, MACGREGOR	00358295	03/09/2022	18.01

**City of
Bainbridge Island**

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

Vendor
Number
10072

File
Date
08/10/2022

File
Number
00358994

200.00

Two Hundred Dollars and 00 cents *****

BAINBRIDGE PRIDE
7914 GRAND AVENUE NE
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: 00358994

[illegible]

**City of
Bainbridge Island**

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

Vendor
Number
10060

File
Date
08/10/2022

File
Number
00359051

8.04

Eight Dollars and 04 cents *****

WAITE, JEFF & JOCELYN
4062 CRYSTAL SPRINGS DRIVE NE
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: 00359051

[illegible]

**City of
Bainbridge Island**

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

Vendor
Number
10087

File
Date
08/24/2022

File
Number
00359062

500.00

Five Hundred Dollars and 00 cents *****

JULIA SIMMONS
ASPEN LAW GROUP
5515 NE TOLO
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: 00359062

[illegible]

**City of
Bainbridge Island**

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

Vendor
Number
9345

File
Date
12/14/2022

File
Number
00359590

72.34

Seventy Two Dollars and 34 cents *****

SUO-ANTTILA, BRYAN & HARMONY
220 GROW AVE NW
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: 00359590

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
11/17/2022	105163	UB 10354 222 GROW AVENUE NW	259602	72.34

Vendor No.	Vendor Name	File No.	File Date	File Amount
9345	SUO-ANTTILA, BRYAN & HARMONY	00359590	12/14/2022	72.34

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10/05/2023 12:22
jkinesCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP 1
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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																	
360743	10/05/2023	PRTD	57 BAY HAY & FEED	266435	1883081	09/30/2023		M100523							3,014.75		
Invoice: 1883081				3,014.75	31011131 531100	EX/COBI LOGO WEAR EX-GF-SUPPLIES											
								CHECK	360743	TOTAL:					3,014.75		
360744	10/05/2023	PRTD	1205 PUGET SOUND ENERGY	266436	8906SEP23	10/02/2023		M100523							17.89		
Invoice: 8906SEP23				17.89	91111263 547100	EAGLE HARBOR DR STREET LIGHT GG-STRT-STREET LIGHTING-UTIL											
Invoice: 9047SEP23				266437	9047SEP23	10/02/2023		M100523							41,355.69		
				267.68	71311942 64710000724	CITY WIDE ENERGY SERVICES PD/COURT BLDG-ELECTRIC											
				28.58	73416345 547100	CASEY STREET WTR-ELECTRICITY											
				2,746.29	91011189 547100	GG-C/E-CITY HALL-ELECTRIC											
				765.23	91011215 547100	GG-C/E-PD-ELECTRIC											
				205.15	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC											
				14.21	91011557 547100	FARMS-ELECTRIC											
				455.03	91011755 547100	GG-C/E-COMMONS-ELECTRIC											
				602.17	91011768 547100	GG-C/E-PARKS-ELECTRIC											
				2,014.30	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC											
				13.04	91021182 547100	GG-OS-PROP MNGT-ELECTRIC											
				6,248.94	91111263 547100	GG-STRT-STREET LIGHTING-UTIL											
				99.75	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY											
				16,115.26	91411345 547100	GG-WTR-ELECTRIC											
				617.16	91415345 547100	GG-ROCKAWAY BCH-UTILITIES											
				2,587.92	91421355 547100	GG-SWR-ELECTRIC											
				8,561.82	91425358 547100	GG-WWTP-ELECTRIC											
				13.16	91435838 547100	GG-DECANT-ELECTRIC											
								CHECK	360744	TOTAL:					41,373.58		
360745	10/05/2023	PRTD	5271 WASHINGTON WATER SER	266429	4815979187-SEP23	09/21/2023		M100523							150.08		
Invoice: 4815979187-SEP23				150.08	91435838 547500	DECANT FACILITY WATER GG-DECANT-WATER/SEWER											
								CHECK	360745	TOTAL:					150.08		

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 44,538.41

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	3	44,538.41

*** GRAND TOTAL *** 44,538.41

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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 JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 10 26									
APP 001-213000	10/05/2023	M100523	100523			GENERAL - ACCOUNTS PAYABLE		9,830.17	
APP 635-111100	10/05/2023	M100523	100523			AP CASH DISBURSEMENTS JOURNAL			44,538.41
APP 101-213000	10/05/2023	M100523	100523			CASH			
APP 301-213000	10/05/2023	M100523	100523			AP CASH DISBURSEMENTS JOURNAL		6,366.58	
APP 401-213000	10/05/2023	M100523	100523			STREETS - ACCOUNTS PAYABLE			
APP 402-213000	10/05/2023	M100523	100523			AP CASH DISBURSEMENTS JOURNAL		267.68	
APP 403-213000	10/05/2023	M100523	100523			ACCOUNTS PAYABLE		16,761.00	
	10/05/2023	M100523	100523			AP CASH DISBURSEMENTS JOURNAL		11,149.74	
	10/05/2023	M100523	100523			ACCOUNTS PAYABLE		163.24	
	10/05/2023	M100523	100523			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								44,538.41	44,538.41
APP 631-130000	10/05/2023	M100523	100523			DUE TO/FROM CLEARING		44,538.41	
APP 001-130000	10/05/2023	M100523	100523			GENERAL - DUE TO/FROM CLEARING			9,830.17
APP 101-130000	10/05/2023	M100523	100523			STREETS - DUE TO/FROM CLEARING			6,366.58
APP 301-130000	10/05/2023	M100523	100523			DUE TO/FROM CLEARING			267.68
APP 401-130000	10/05/2023	M100523	100523			DUE TO/FROM CLEARING			16,761.00
APP 402-130000	10/05/2023	M100523	100523			DUE TO/FROM CLEARING			11,149.74
APP 403-130000	10/05/2023	M100523	100523			DUE TO/FROM CLEARING			163.24
SYSTEM GENERATED ENTRIES TOTAL								44,538.41	44,538.41
JOURNAL 2023/10/26 TOTAL								89,076.82	89,076.82

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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 10	26	10/05/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	9,830.17	9,830.17
				FUND TOTAL	9,830.17	9,830.17
101 STREET FUND 101-130000 101-213000	2023 10	26	10/05/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	6,366.58	6,366.58
				FUND TOTAL	6,366.58	6,366.58
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 10	26	10/05/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	267.68	267.68
				FUND TOTAL	267.68	267.68
401 WATER OPERATING FUND 401-130000 401-213000	2023 10	26	10/05/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	16,761.00	16,761.00
				FUND TOTAL	16,761.00	16,761.00
402 SEWER OPERATING FUND 402-130000 402-213000	2023 10	26	10/05/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11,149.74	11,149.74
				FUND TOTAL	11,149.74	11,149.74
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 10	26	10/05/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	163.24	163.24
				FUND TOTAL	163.24	163.24
631 CLEARING FUND 631-130000 635-111100	2023 10	26	10/05/2023	DUE TO/FROM CLEARING CASH	44,538.41	44,538.41
				FUND TOTAL	44,538.41	44,538.41

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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		9,830.17
101	STREET FUND		6,366.58
301	CAPITAL CONSTRUCTION FUND		267.68
401	WATER OPERATING FUND		16,761.00
402	SEWER OPERATING FUND		11,149.74
403	STORM & SURFACE WATER FUND		163.24
631	CLEARING FUND		
		44,538.41	
TOTAL		44,538.41	44,538.41

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 CITY OF BAINBRIDGE ISLAND
 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			
360746	10/12/2023	PRTD	1235 AT&T ONENET SERVICE	266546	1277947007	10/01/2023			M101223	17.72
	Invoice: 1277947007				17.72	91011215	542100	POL/FAX LONG DISTANCE		
								GG-C/E-PD-PHONE		
	Invoice: 1277954993				266547	1277954993	10/01/2023		M101223	.74
					.74	91011189	542100	PCD/FAX LONG DISTANCE		
								GG-C/E-CITY HALL-PHONE		
								CHECK	360746 TOTAL:	18.46
360747	10/12/2023	PRTD	551 CENTURYLINK	266484	02250CT23	10/02/2023			M101223	135.11
	Invoice: 02250CT23				135.11	91011897	542100	O&M FIRE ALARM MONIT		
								GG-C/E-O&M YARD FAC-PHONE		
	Invoice: 04560CT23				266485	04560CT23	10/02/2023		M101223	84.99
					84.99	91421891	542100	VILLAGE SEWER PUMP		
								GG-SWR-FAC-PHONE		
	Invoice: 07540CT23				266486	07540CT23	10/02/2023		M101223	65.94
					65.94	91411891	542100	FLETCHER BAY WELL TELEM		
								GG-WTR-FAC-PHONE		
	Invoice: 17450CT23				266487	17450CT23	10/02/2023		M101223	66.82
					66.82	91011189	542100	CH ELEVATOR SVC LINE		
								GG-C/E-CITY HALL-PHONE		
	Invoice: 37360CT23				266488	37360CT23	10/02/2023		M101223	135.11
					135.11	91011189	542100	CH FIRE ALARM MONIT		
								GG-C/E-CITY HALL-PHONE		
	Invoice: 52110CT23				266489	52110CT23	10/02/2023		M101223	224.61
					224.61	91011215	542100	POL PHONE SERVICES		
								GG-C/E-PD-PHONE		
	Invoice: 87310CT23				266490	87310CT23	10/02/2023		M101223	74.04
					74.04	91011755	542100	COMMONS FIRE ALARM MONIT		
								GG-C/E-COMMONS-PHONE		
	Invoice: 88340CT23				266491	88340CT23	10/04/2023		M101223	84.99
					84.99	91411891	542100	259 FERNCLIFF PRV TELEM		
								GG-WTR-FAC-PHONE		
	Invoice: 91360CT23				266492	91360CT23	10/02/2023		M101223	173.29
					173.29	91011189	542100	CH SECURITY ALARM MONIT		
								GG-C/E-CITY HALL-PHONE		
	Invoice: 97910CT23				266493	97910CT23	10/02/2023		M101223	138.36
					138.36	91011215	542100	POL TI MANDUS		
								GG-C/E-PD-PHONE		
					266494	98400CT23	10/02/2023		M101223	65.94

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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: 98400CT23				65.94	91411891 542100	HEAD OF BAY WELL TELEM GG-WTR-FAC-PHONE					
Invoice: 98580CT23				266495	98580CT23	10/02/2023		M101223		50.35	
				50.35	91411891 542100	SANDS AVE WELL TELEM GG-WTR-FAC-PHONE					
Invoice: 98690CT23				266496	98690CT23	10/02/2023		M101223		84.99	
				84.99	91415345 542100	ROCKAWAY BEACH PRV TELEMTRY GG-WTR ROCKAWAY-PHONES					
								CHECK	360747 TOTAL:		1,384.54
360748	10/12/2023	PRTD	102 CITY OF BAINBRIDGE I	266460	RETREQ1-FINAL-01271	09/29/2023	20230015	M101223		1,686.65	
Invoice: RETREQ1-FINAL-01271				1,686.65	72431835 54810001271	ENG/WEAVER CLUVERT RETAINAGE WEAVER CULVERT R&M					
								CHECK	360748 TOTAL:		1,686.65
360749	10/12/2023	PRTD	7451 GOOD TO GO!	266543	80139089	09/26/2023		M101223		7.00	
Invoice: 80139089				3.50	72011319 54310000809	ENG/TOLLS 9/14/2023 WTR QUAL & FLOW MONIT-TRAVEL					
				.70	72411342 54310000809	WTR QUAL & FLOW MONIT-TRAVEL					
				2.80	72431832 54310000809	WTR QUAL & FLOW MONIT-TRAVEL					
								CHECK	360749 TOTAL:		7.00
360750	10/12/2023	PRTD	1505 KITSAP COUNTY TREASU	266497	SEP23	10/06/2023		M101223		51.03	
Invoice: SEP23				51.03	41612860 586000	OUT COURT REMIT SEPTEMBER 2023 CRIME VICTIMS-OUT					
								CHECK	360750 TOTAL:		51.03
360751	10/12/2023	PRTD	1205 PUGET SOUND ENERGY	266549	9047SEP23-2	10/05/2023		M101223		396.95	
Invoice: 9047SEP23-2				396.95	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY					
								CHECK	360751 TOTAL:		396.95
360752	10/12/2023	PRTD	1485 VERIZON WIRELESS	266544	9945842115	10/01/2023		M101223		78.75	
Invoice: 9945842115				78.75	72637319 54210000809	ENG/MODEMS FOR AUTOMATED FLOW STATIONS WATER QUAL FLOW MONIT-MODEM					
								CHECK	360752 TOTAL:		78.75

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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													
360753	10/12/2023	PRTD	2251 WA ST TREASURER	266498	SEP23 SBCC	10/06/2023		M101223				291.50	
Invoice: SEP23 SBCC				291.50	41652860 586000	OUT COURT REMIT SBCC SEPTEMBER 2023							
				266500	SEP23	10/06/2023		M101223				4,551.42	
Invoice: SEP23				1,657.84	41611860 586000	OUT COURT REMIT SEPTEMBER 2023							
				990.44	41610860 586000	PSEA 60% OUT							
				2.14	41619860 586000	PSEA 30% OUT							
				327.63	41619860 586886	PSEA 3 - STATE DISB OUT							
				163.47	41616860 586000	ST GENERAL FUND 93-OUT							
				772.26	41614860 586000	THEFT PRV&TR BRAIN INJ-OUT							
				239.52	41617860 586000	JUDICIAL INFO SYST.-OUT							
				163.86	41618860 586000	SCHOOL SAFETY ZONE-OUT							
				10.09	41618860 586000	TRAUMA CARE-OUT							
				2.40	41618860 586000	TRAUMA CARE-OUT							
				13.70	41618860 586000	TRAUMA CARE-OUT							
				196.16	41618860 586896	TRAUMA CARE-OUT							
				11.91	41615860 586961	DOL TECH SUPPORT-OUT							
						STATE CRIME LAB							
								CHECK	360753	TOTAL:	4,842.92		
NUMBER OF CHECKS						8	*** CASH ACCOUNT TOTAL ***	8,466.30					
						COUNT	AMOUNT						
TOTAL PRINTED CHECKS						8	8,466.30						
								*** GRAND TOTAL ***	8,466.30				

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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 10 52									
APP 001-213000	10/12/2023	M101223	101223			GENERAL - ACCOUNTS PAYABLE		969.30	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/12/2023	M101223	101223			CASH			8,466.30
						AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	10/12/2023	M101223	101223			ACCOUNTS PAYABLE		84.99	
						AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	10/12/2023	M101223	101223			ACCOUNTS PAYABLE		352.91	
						AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	10/12/2023	M101223	101223			ACCOUNTS PAYABLE		1,689.45	
						AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000	10/12/2023	M101223	101223			ACCOUNTS PAYABLE		4,893.95	
						AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	10/12/2023	M101223	101223			STREETS - ACCOUNTS PAYABLE		396.95	
						AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000	10/12/2023	M101223	101223			ACCOUNTS PAYABLE		78.75	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								8,466.30	8,466.30
APP 631-130000	10/12/2023	M101223	101223			DUE TO/FROM CLEARING		8,387.55	
APP 001-130000	10/12/2023	M101223	101223			GENERAL - DUE TO/FROM CLEARING			969.30
APP 402-130000	10/12/2023	M101223	101223			DUE TO/FROM CLEARING			84.99
APP 401-130000	10/12/2023	M101223	101223			DUE TO/FROM CLEARING			352.91
APP 403-130000	10/12/2023	M101223	101223			DUE TO/FROM CLEARING			1,689.45
APP 650-130000	10/12/2023	M101223	101223			DUE TO/FROM CLEARING			4,893.95
APP 101-130000	10/12/2023	M101223	101223			STREETS - DUE TO/FROM CLEARING			396.95
SYSTEM GENERATED ENTRIES TOTAL								8,387.55	8,387.55
JOURNAL 2023/10/52 TOTAL								16,853.85	16,853.85

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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 10	52	10/12/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	969.30	969.30
				FUND TOTAL	969.30	969.30
101 STREET FUND 101-130000 101-213000	2023 10	52	10/12/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	396.95	396.95
				FUND TOTAL	396.95	396.95
401 WATER OPERATING FUND 401-130000 401-213000	2023 10	52	10/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	352.91	352.91
				FUND TOTAL	352.91	352.91
402 SEWER OPERATING FUND 402-130000 402-213000	2023 10	52	10/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	84.99	84.99
				FUND TOTAL	84.99	84.99
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 10	52	10/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,689.45	1,689.45
				FUND TOTAL	1,689.45	1,689.45
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 10	52	10/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	8,387.55 78.75	8,466.30
				FUND TOTAL	8,466.30	8,466.30
650 AGENCY FUND 650-130000 650-213000	2023 10	52	10/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,893.95	4,893.95
				FUND TOTAL	4,893.95	4,893.95

FUND		DUE TO	DUE FROM
001	GENERAL FUND		969.30
101	STREET FUND		396.95
401	WATER OPERATING FUND		352.91
402	SEWER OPERATING FUND		84.99
403	STORM & SURFACE WATER FUND		1,689.45
631	CLEARING FUND	8,387.55	
650	AGENCY FUND		4,893.95
TOTAL		8,387.55	8,387.55

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 CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

 P 1
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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													
360754	10/17/2023	PRTD	47 BAINBRIDGE DISPOSAL	266665	BBD INV1046	09/27/2023		M101723			393.30		
	Invoice: BBD INV1046			393.30	91011189 547900	CITY HALL DISPOSAL SERVICES AUG23							
						GG-C/E-CITY HALL-GARBAGE							
	Invoice: BBD INV1119			266666	BBD INV1119	09/27/2023		M101723			81.79		
				81.79	91011755 547900	SENIOR CENTER/COMMONS DISPOSAL SVCS							
						GG-C/E-COMMONS-GARBAGE							
	Invoice: BBD INV1213			266667	BBD INV1213	09/27/2023		M101723			353.20		
				353.20	91011189 547903	BIG BELLY DISP SERVICES AUG23							
						BIG BELLY SOLAR GARBAGE CANS							
	Invoice: BBD INV1473			266668	BBD INV1473	09/27/2023		M101723			442.98		
				221.49	91011897 547900	PUBLIC WORKS YARD, DECANT FACILITY							
				221.49	91435838 547900	GG-C/E-O&M YARD FAC-GARBAGE							
						GG-DECANT-GARBAGE							
										CHECK	360754 TOTAL:	1,271.27	
360755	10/17/2023	PRTD	1205 PUGET SOUND ENERGY	266686	1716SEP23	10/10/2023		M101723			18.25		
	Invoice: 1716SEP23			18.25	91415345 547100	ROCKAWAY INTERITE PRV							
						GG-ROCKAWAY BCH-UTILITIES							
	Invoice: 8206SEP23			266687	8206SEP23	10/09/2023		M101723			13.32		
				13.32	91411345 547100	515 FERNCLIFF AVE PRV							
						GG-WTR-ELECTRIC							
										CHECK	360755 TOTAL:	31.57	
360756	10/17/2023	PRTD	1485 VERIZON WIRELESS	266669	9945842114	10/01/2023		M101723			5,926.01		
	Invoice: 9945842114			51.36	91425358 542100	CITY WIDE WIRELESS SERVICES							
				154.08	91421891 542100	GG-WWTP-TELEPHONE/FAX							
				51.36	91411891 542100	GG-SWR-FAC-PHONE							
				51.36	91415345 542100	GG-WTR-FAC-PHONE							
				120.03	73411345 542100	GG-WTR ROCKAWAY-PHONES							
				5,497.82	91011189 542100	O&M-WTR MAINT-PHONE/POSTAGE							
						GG-C/E-CITY HALL-PHONE							
										CHECK	360756 TOTAL:	5,926.01	

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CITY OF BAINBRIDGE ISLAND
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NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 7,228.85

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	3	7,228.85

*** GRAND TOTAL *** 7,228.85

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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 10 101 APP 001-213000	10/17/2023	M101723	101723			GENERAL - ACCOUNTS PAYABLE		6,547.60	
APP 635-111100	10/17/2023	M101723	101723			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	10/17/2023	M101723	101723			CASH			7,228.85
APP 401-213000	10/17/2023	M101723	101723			AP CASH DISBURSEMENTS JOURNAL		221.49	
APP 402-213000	10/17/2023	M101723	101723			ACCOUNTS PAYABLE		254.32	
APP 402-213000	10/17/2023	M101723	101723			AP CASH DISBURSEMENTS JOURNAL		205.44	
APP 402-213000	10/17/2023	M101723	101723			ACCOUNTS PAYABLE			
APP 402-213000	10/17/2023	M101723	101723			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								7,228.85	7,228.85
APP 631-130000	10/17/2023	M101723	101723			DUE TO/FROM CLEARING		7,228.85	
APP 001-130000	10/17/2023	M101723	101723			GENERAL - DUE TO/FROM CLEARING			6,547.60
APP 403-130000	10/17/2023	M101723	101723			DUE TO/FROM CLEARING			221.49
APP 401-130000	10/17/2023	M101723	101723			DUE TO/FROM CLEARING			254.32
APP 402-130000	10/17/2023	M101723	101723			DUE TO/FROM CLEARING			205.44
APP 402-130000	10/17/2023	M101723	101723			DUE TO/FROM CLEARING			
SYSTEM GENERATED ENTRIES TOTAL								7,228.85	7,228.85
JOURNAL 2023/10/101 TOTAL								14,457.70	14,457.70

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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 10	101	10/17/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	6,547.60	6,547.60
				FUND TOTAL	6,547.60	6,547.60
401 WATER OPERATING FUND 401-130000 401-213000	2023 10	101	10/17/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	254.32	254.32
				FUND TOTAL	254.32	254.32
402 SEWER OPERATING FUND 402-130000 402-213000	2023 10	101	10/17/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	205.44	205.44
				FUND TOTAL	205.44	205.44
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 10	101	10/17/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	221.49	221.49
				FUND TOTAL	221.49	221.49
631 CLEARING FUND 631-130000 635-111100	2023 10	101	10/17/2023	DUE TO/FROM CLEARING CASH	7,228.85	7,228.85
				FUND TOTAL	7,228.85	7,228.85

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		6,547.60
401	WATER OPERATING FUND		254.32
402	SEWER OPERATING FUND		205.44
403	STORM & SURFACE WATER FUND		221.49
631	CLEARING FUND		
		7,228.85	
TOTAL		7,228.85	7,228.85

** 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												
360757	10/25/2023	PRTD	7994 PENINSULA SERVICES	266631	106226	09/30/2023		10/22/23			40.00	
	Invoice: 106226			40.00	21011125 541100	CRT/SHREDDING SERVICES						
						COURT-PROF SERVICES						
						CHECK	360757	TOTAL:			40.00	
360758	10/25/2023	PRTD	9311 COLLEEN ALMOJUELA	266676	1	10/09/2023		10/22/23			450.00	
	Invoice: 1			450.00	31011721 54245001182	EX/IDP: PANELIST, COORDINATOR						
						IPD-INDIGENOUS PEOPLES DAY						
						CHECK	360758	TOTAL:			450.00	
360759	10/25/2023	PRTD	57 BAY HAY & FEED	266585	1884718	10/06/2023		10/22/23			384.11	
	Invoice: 1884718			384.11	73111427 531100	PW/HAY STRAW BALE 2 STRING X21						
						OFFICE SUPPLIES						
						CHECK	360759	TOTAL:			384.11	
360760	10/25/2023	PRTD	5923 THE BLOEDEL RESERVE	266569	Q1, Q3 2023	04/15/2023		10/22/23			2,000.00	
	Invoice: Q1, Q3 2023			2,000.00	31011732 54110000297	EX/CELEBRATING CREATIVE RESIDENCY PARTNERSHIPS						
						EX-GF-CULTURAL ARTS & SCIENCES						
						CHECK	360760	TOTAL:			2,000.00	
360761	10/25/2023	PRTD	5325 KATHLEEN BLOSSOM	266611	SPR13880B	10/12/2023		10/22/23			300.00	
	Invoice: SPR13880B			300.00	41622860 586000	PERMIT SPR13880B REFUND FEES						
						PARK/DOCK DEPOSITS CUST-OUT						
						CHECK	360761	TOTAL:			300.00	
360762	10/25/2023	PRTD	6938 CARAHSOFT TECHNOLOGY	266684	40890680INV	10/11/2023		10/22/23			9,009.92	
	Invoice: 40890680INV			9,009.92	81011881 548500	IT/DOCUSIGN SOFTWARE APPLICATION						
						IT - C/E COMPUTER SUPPORT						
						CHECK	360762	TOTAL:			9,009.92	
360763	10/25/2023	PRTD	8253 CHS POULSBO	266329	49738H	09/13/2023		10/22/23			914.75	
	Invoice: 49738H			914.75	73637892 531100	PW/SALT BAG COARSE 50# X98						
						O&M-ALLOC-WTR-CONSUMABLES						
	Invoice: 49739H			-914.75	73637892 531100	PW/SALT BAG COARSE 50# X98 RETURN					-914.75	
						O&M-ALLOC-WTR-CONSUMABLES						
	Invoice: 49993H			266685	49993H	10/12/2023		10/22/23			457.38	
						PW/SALT BAG COARSE 50# X49						

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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			
				457.38	73637892	531100	O&M-ALLOC-WTR-CONSUMABLES			
							CHECK	360763	TOTAL:	457.38
360764	10/25/2023	PRTD	102 CITY OF BAINBRIDGE I	266707	RETREQ1-FINAL-01148		09/21/2023 20230024	10/22/23		724.99
			Invoice: RETREQ1-FINAL-01148				PW/FUEL SOFTWARE RETAINAGE			
				724.99	73011897	54810001148	PWY FUEL SOFTWARE UPGR-R&M			
							CHECK	360764	TOTAL:	724.99
360765	10/25/2023	PRTD	9315 GINA CORPUZ	266708	1		10/09/2023	10/22/23		600.00
			Invoice: 1				EX/IDP: PANELIST, ORGANIZER			
				600.00	31011721	54245001182	IPD-INDIGENOUS PEOPLES DAY			
							CHECK	360765	TOTAL:	600.00
360766	10/25/2023	PRTD	4969 COUNTRY CLUB OF SEAT	266555	PLN51867 SVAR		10/09/2023	10/22/23		5,724.00
			Invoice: PLN51867 SVAR				PERMIT PLN51867 SVAR REFUND FEE			
				5,724.00	47047	345810	ZONING & SUBDIVISION FE			
							CHECK	360766	TOTAL:	5,724.00
360767	10/25/2023	PRTD	5573 HAGGAR & SCRIBNER PR	266612	BLD23857 C-TEN		10/12/2023	10/22/23		806.71
			Invoice: BLD23857 C-TEN				PERMIT BLD23857 C-TEN REFUND FEES			
				551.96	47148	345830	PLAN CHECKING FEES			
				254.75	47148	322110	PLAN'G REVIEW OF BLDG PERMITS			
							CHECK	360767	TOTAL:	806.71
360768	10/25/2023	PRTD	4850 HOME DEPOT CREDIT SE	266654	7513656		10/02/2023	10/22/23		392.65
			Invoice: 7513656				PW/GRACO PUMP ARMOR FLUID 1, GUTTER GUARD			
				27.50	73011897	531100	O&M-C/E-PWY FAC-SUPPLIES			
				365.15	73011755	531100	O&M-COMMONS SUPPLIES			
							CHECK	360768	TOTAL:	392.65
360769	10/25/2023	PRTD	10400 JONES, TONI	266713	1		10/09/2023	10/22/23		450.00
			Invoice: 1				EX/IDP: PANELIST			
				450.00	31011721	54245001182	IPD-INDIGENOUS PEOPLES DAY			
							CHECK	360769	TOTAL:	450.00
360770	10/25/2023	PRTD	2306 KITSAP COUNTY PROSEC	266618	OCT23		10/09/2023	10/22/23		10,958.76
			Invoice: OCT23				LEGAL/PROSECUTION SERVICES OCTOBER 2023			
				10,958.76	32011521	541112	LGL-OUTSIDE PROSECUTOR			

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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	360770	TOTAL:	10,958.76				
360771	10/25/2023	PRTD	4740	KITSAP COUNTY PUBLIC	266566	CINV-2023-00766	10/09/2023		10/22/23	4,042.40							
Invoice: CINV-2023-00766					4,042.40	72431832	54110000872	ENG/2023-2025 KITSAP COUNTY AND WS H2O/SSWM GROUP-PROF SVCS									
										CHECK	360771	TOTAL:	4,042.40				
360772	10/25/2023	PRTD	9390	MATHEWS ELECTRIC COR	266656	5984	08/31/2023		10/22/23	491.40							
Invoice: 5984					491.40	73011757	548100	PW/301 SHANNON DR DOCK BREAKER LABOR O&M-C/E-MARINA-R&M									
										CHECK	360772	TOTAL:	491.40				
360773	10/25/2023	PRTD	4684	MID SOUND FISHERIES	266559	BI-FLETCH-1	09/27/2023		10/22/23	2,092.59							
Invoice: BI-FLETCH-1					2,092.59	72433438	64110001159	ENG/SPRINGBROOK CRK CULVERT RESTOR SPRINGBROOK CR FISH-PROF SVCS									
										CHECK	360773	TOTAL:	2,092.59				
360774	10/25/2023	PRTD	10401	NATIONAL OUTDOOR LEA	266728	20931 10/10/2023	10/10/2023		10/22/23	5,892.66							
Invoice: 20931 10/10/2023					5,892.66	31011256	541100	EX/WILDERNESS FIRST AID COURSE EX-GF-EMERG PREP-PROF SVCS									
										CHECK	360774	TOTAL:	5,892.66				
360775	10/25/2023	PRTD	6333	PETROCARD INC.	266660	0500334-IN	09/28/2023		10/22/23	4,721.78							
Invoice: 0500334-IN					4,721.78	73638935	531100	PW/QUAKER STATE SYN-BLEND 5W30 X100, ROTELLA T3 O&M-STD ALLOCATION-SUPPLIES									
										CHECK	360775	TOTAL:	4,721.78				
360776	10/25/2023	PRTD	9173	PURPLE COMMUNICATION	266731	77191-124903	10/06/2023		10/22/23	337.00							
Invoice: 77191-124903					337.00	31011256	542450	EX/DAY OF PREPAREDNESS COMMUNITY EVENT EX-GF-EMERG PREP-COMM OUTREACH									
										CHECK	360776	TOTAL:	337.00				
360777	10/25/2023	PRTD	9548	RACE FORWARD	266733	INV-04269	09/18/2023		10/22/23	1,000.00							
Invoice: INV-04269					1,000.00	31011572	54910001064	EX/GARE ANNUAL DUES REAC-DUES/SUBCRIPTIONS									

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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	360777	TOTAL:				1,000.00	
360778	10/25/2023	PRTD	408 ROLLING BAY COMMERC	266634	291542	11/01/2023		10/22/23				4,628.89	
Invoice: 291542						CRT/COURT HOUSE RENTAL NOV 2023							
				4,628.89	21011125 545000	COURT-RENTS & LEASES							
						CHECK	360778	TOTAL:				4,628.89	
360779	10/25/2023	PRTD	10402 ROTHBAUM, LESLIE	266735	10/16/2023	10/16/2023		10/22/23				150.00	
Invoice: 10/16/2023						SENIOR CENTER DEPOSIT REFUND							
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME							
						CHECK	360779	TOTAL:				150.00	
360780	10/25/2023	PRTD	6059 SUSTAINABLE BAINBRID	266736	10/17/2023	10/17/2023		10/22/23				1,005.00	
Invoice: 10/17/2023						EX/COMPOST BIN AUDITS CITY WASTE REDUCTION							
				1,005.00	31011492 54110001194	CAP-WASTE RED-PROF SVCS							
						CHECK	360780	TOTAL:				1,005.00	
360781	10/25/2023	PRTD	4819 THOMSON REUTERS - WE	266482	848997303	09/18/2023		10/22/23				672.68	
Invoice: 848997303						CRT/WA COURT RULES STATE, FEDERAL, LOCAL 2024							
				672.68	21011125 549100	COURT-DUES/SUBSCR/MEMBERSHIPS							
Invoice: 848998344						09/21/2023		10/22/23				895.44	
				895.44	21011125 549100	CRT/WA PRACTICE COURTROOM HANDBOOK 2023-2024							
						COURT-DUES/SUBSCR/MEMBERSHIPS							
						CHECK	360781	TOTAL:				1,568.12	
360782	10/25/2023	PRTD	8243 TILZ	266570	102-11859	09/20/2023		10/22/23				90.77	
Invoice: 102-11859						PW/YARD WASTE							
				90.77	91435838 547900	GG-DECANT-GARBAGE							
						CHECK	360782	TOTAL:				90.77	
360783	10/25/2023	PRTD	8183 JOHN A. GREEN	266571	16217	09/22/2023		10/22/23				121.35	
Invoice: 16217						POL/2020 FORD EXPLORER REPLACE GRAPHICS REAR HATCH							
				121.35	53011212 531100	PD-C/E-PATROL SUPPLIES							
Invoice: 16222						10/04/2023		10/22/23				1,538.98	
				1,538.98	53011212 548100	POL/2020 FORD EXPLORER REPLACE GRAPHICS RIGHT SIDE							
						POLICE - C/E PATROL MAINTENANC							

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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	360783	TOTAL :						1,660.33	
360784	10/25/2023	PRTD	10353	WESTERN FIRST AID &	266743	SEA1-001450	10/13/2023		10/22/23						163.49	
Invoice: SEA1-001450					163.49	73637891 531100	PW/FIRST AID RESTOCK PWOM OFFICE SUPPLIES									
							CHECK	360784	TOTAL :						163.49	
							NUMBER OF CHECKS	28	*** CASH ACCOUNT TOTAL ***						60,142.95	
									COUNT			AMOUNT				
							TOTAL PRINTED CHECKS	28					60,142.95			

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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 10 123 APP 001-213000	10/25/2023	10/22/23	101823			GENERAL - ACCOUNTS PAYABLE		41,209.72	
APP 635-111100	10/25/2023	10/22/23	101823			AP CASH DISBURSEMENTS JOURNAL			60,142.95
APP 101-213000	10/25/2023	10/22/23	101823			CASH			
APP 622-213000	10/25/2023	10/22/23	101823			AP CASH DISBURSEMENTS JOURNAL		384.11	
APP 631-213000	10/25/2023	10/22/23	101823			STREETS - ACCOUNTS PAYABLE			
APP 407-213000	10/25/2023	10/22/23	101823			AP CASH DISBURSEMENTS JOURNAL		450.00	
APP 403-213000	10/25/2023	10/22/23	101823			ACCOUNTS PAYABLE		5,342.65	
	10/25/2023	10/22/23	101823			AP CASH DISBURSEMENTS JOURNAL		6,530.71	
	10/25/2023	10/22/23	101823			ACCOUNTS PAYABLE		6,225.76	
	10/25/2023	10/22/23	101823			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								60,142.95	60,142.95
APP 631-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING		54,800.30	
APP 001-130000	10/25/2023	10/22/23	101823			GENERAL - DUE TO/FROM CLEARING			41,209.72
APP 101-130000	10/25/2023	10/22/23	101823			STREETS - DUE TO/FROM CLEARING			384.11
APP 622-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING			450.00
APP 407-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING			6,530.71
APP 403-130000	10/25/2023	10/22/23	101823			DUE TO/FROM CLEARING			6,225.76
	10/25/2023	10/22/23	101823						
SYSTEM GENERATED ENTRIES TOTAL								54,800.30	54,800.30
JOURNAL 2023/10/123 TOTAL								114,943.25	114,943.25

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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 10	123	10/25/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	41,209.72	41,209.72
				FUND TOTAL	41,209.72	41,209.72
101 STREET FUND 101-130000 101-213000	2023 10	123	10/25/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	384.11	384.11
				FUND TOTAL	384.11	384.11
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 10	123	10/25/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,225.76	6,225.76
				FUND TOTAL	6,225.76	6,225.76
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 10	123	10/25/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,530.71	6,530.71
				FUND TOTAL	6,530.71	6,530.71
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2023 10	123	10/25/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	450.00	450.00
				FUND TOTAL	450.00	450.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 10	123	10/25/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	54,800.30 5,342.65	60,142.95
				FUND TOTAL	60,142.95	60,142.95

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		41,209.72
101	STREET FUND		384.11
403	STORM & SURFACE WATER FUND		6,225.76
407	BUILDING & DEVELOPMENT FUND		6,530.71
622	EXPENDABLE TRUST FUND		450.00
631	CLEARING FUND		
		54,800.30	
TOTAL		54,800.30	54,800.30

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

PAYROLL

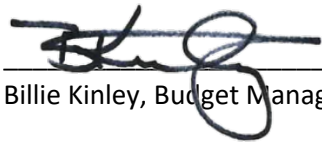
PAYROLL CHECK RUN: 10 - 20 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	10/20/2023	58859-58993	Regular check run (Direct Dep)	398,126.55
Normal	10/20/2023	110269	Regular check run (Paper Checks)	3,061.52
Vendor	10/20/2023	110270-110275	Vendor check run (Paper Checks)	119,412.35
EFTPS	10/20/2023		Federal Tax Electronic Transfer	149,157.07
			TOTAL:	669,757.49

Prepared and Reviewed by: Ruth Schroeder
Ruth Schroeder, Payroll Specialist

Date 10/19/23

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 10/19/2023



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 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, October 10, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, October 10, 2023.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, OCTOBER 10, 2023**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

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

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

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

3) ADJOURNMENT

Council returned from executive session at 5:53 p.m., and Deputy Mayor Hytopoulos adjourned the meeting.

Brenda Fantroy-Johnson, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, OCTOBER 10, 2023**

Meeting Minutes

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

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

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

Deputy Mayor Hytopoulos led the Pledge of Allegiance.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Deputy Mayor Hytopoulos moved and Councilmember Deets seconded to move agenda item 8.B up as agenda item 8.A and rename it "Discuss Short Term Rental Ordinance." The motion carried unanimously, 6-0.

Councilmember Deets moved and Councilmember Quitslund seconded to approve the agenda as amended. The motion carried unanimously, 6-0.

There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Present Proclamation Declaring October 2023, as Filipino American History Month

Cover Page

Filipino American History Month Proclamation 2023.docx

Councilmember Moriwaki read the proclamation. Eugene Tabafunda, President of the Bainbridge Island Filipino-American Association, accepted the proclamation, together with Tracy Tabafunda and members of the Strawberry Royal Court.

3.B Present Proclamation Declaring the Month of October 2023, as "Resilience Awareness Month" PM)

Cover Page

Resilience Awareness Month Proclamation.docx

Councilmember Deets read the proclamation. Sam Scofield and Emma Sinclair, appearing on behalf of Kitsap Strong, accepted the proclamation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment

[Cover Page](#)

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

David Swartling spoke in favor of Resolution No. 2023-07.

Stefan Goldby spoke in favor of Resolution No. 2023-07, further discussion of the short-term rental ordinance, and the Winslow Way crosswalk.

Shannon Fitzgerald spoke about the short-term rental ordinance.

Rod Stevens expressed concerns with City government.

Leah Applewhite spoke about the short-term rental ordinance.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda

[Cover Page](#)

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

Moriwaki/Deets: The motion carried unanimously, 6-0.

AYES: Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Michael Pollock, Leslie Schneider

NOES: None

ABSENT: Brenda Fantroy-Johnson

ABSTAIN: None

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 10-11-23.pdf](#)

[Council PR Report 2023.xlsx.pdf](#)

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Study Session Minutes, September 19, 2023.pdf](#)

[Special City Council Meeting Minutes - Executive Session, September 26, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, September 26, 2023.pdf](#)

5.D Authorize the City Manager to Transfer the Pine Way Public Trail Easement to the Bainbridge Island Metropolitan Park and Recreation District - Public Works

[Cover Page](#)

[Pine Way Trail Assignment Agreement.docx](#)

[Pine Way Trail Location Map.pdf](#)

[Pine Way Trail Map with Adjacent Trails](#)

5.E Authorize the City Manager to Execute a Washington State Department of Health Drinking Water State Revolving Fund Loan for the Winslow Water Tank Replacement Project (\$9,594,467.73 – Water) – Public Works

[Cover Page](#)

[Winslow Water Tank Location Map.pdf](#)

[2022-4121 Award Letter City of Bainbridge Island.pdf](#)

[DWL28206-0 City of Bainbridge Island Agreement_.pdf](#)

5.F Authorize the City Manager to Enter Into a Small Works Construction Contract in the Amount of \$61,929.78 with EXO Contracting, LLC for the Construction of New Curb Ramps and a Crosswalk on Sportsman Club Road at Woodward and Winslow Way at the Ravine - Public Works

[Cover Page](#)

[SWR_Misc Ramps and Crosswalks_Exo Contracting.docx](#)

[Ramp and Crosswalk Location Map.pdf](#)

5.G Adopt Ordinance No. 2023-27 Adding a New Section 13.16.042 to the Bainbridge Island Municipal Code to Authorize Waivers of Water and Sewer Connection and Participation Fees and Subsidies for Water, Sewer, and Stormwater Infrastructure for Certain Affordable Housing Projects

[Cover Page](#)

[Ord 2023-27 Fee Waivers and Subsidies for Affordable Housing.docx](#)

6) COUNCIL ANNOUNCEMENTS

Council members provided updates on community meetings and events.

7) CITY MANAGER'S REPORT

City Manager King provided an update on the Traffic Operations Committee and introduced Hannah Boettcher, Sustainable Transportation Coordinator.

8) REGULAR BUSINESS

8.A Discuss Short Term Rental Ordinance No. 2023-26 [Moved]

[Cover Page](#)

[Short Term Rentals Ordinance 2023-26.docx](#)

City Manager King provided a presentation, and Council discussed the ordinance.

MOTION: I move to direct the City Manager to continue work on Ordinance No. 2023-26 relating to short-term rentals and involve appropriate parties to refine the ordinance and return and report back to the City Council.

Moriwaki/Schneider: The motion carried unanimously, 6-0.

AYES: Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Michael Pollock, Leslie Schneider

NOES: None

ABSENT: Brenda Fantroy-Johnson
ABSTAIN: None

8.B Discuss Subsidizing Land Use and other Permit Fees using Affordable Housing Fund and/or other funds for Affordable Housing Developments - Planning

[Cover Page](#)

[Resolution No. 2023-07 Relating to a fee payment for affordable housing development projects.docx](#)

[Proposed fee reductions for Resolution No 2023-07.pdf](#)

City Manager King introduced the agenda item. Planning Director Charnas provided a presentation.

Councilmember Pollock left the meeting at 7:33 p.m.

Council discussed the resolution. Councilmember Quitslund moved an amendment to strike "these tiers of fee reduction not be available for public agencies or for-profit developers. Only non-profit affordable housing developers would be eligible for the lower three tiers of fee reduction." The amendment failed for lack of a second.

MOTION I move to approve the proposed methodology to provide fee subsidy or deferrals utilizing the City's Affordable Housing Fund (AHF) and/or other funds to pay for land use, building permit and utility connection fees for affordable residential projects defined as 80 percent of the median family income adjusted by family size for residential development projects.

Deets/Moriwaki: The motion carried unanimously, 5-0.

AYES: Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Leslie Schneider
NOES: None
ABSENT: Brenda Fantroy-Johnson, Michael Pollock
ABSTAIN: None

8.C Appoint Councilmember to the Alternate Position on the Puget Sound Regional Council Operations Committee

[Cover Page](#)

[0. 9.21.23 KRCC EC Meeting packet \(003\)_8.pdf](#)

Councilmember Deets introduced the agenda item.

MOTION: I move to appoint Councilmember Moriwaki to the alternate position on the Puget Sound Regional Council Operations Committee.

Deets/Quitslund: The motion carried unanimously, 5 – 0.

AYES: Jon Quitslund, Joe Deets, Kirsten Hytopoulos, Clarence Moriwaki, Leslie Schneider
NOES: None
ABSENT: Brenda Fantroy-Johnson, Michael Pollock
ABSTAIN: None

9) ADJOURNMENT

Deputy Mayor Hytopoulos adjourned the meeting at 8:01 p.m.

Brenda Fantroy-Johnson, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Authorize Amendment No. 3 to the Professional Services Agreement with Tetra-Tech, Inc. for the Wastewater Treatment Plant Outfall Extension Project (\$337,061.00, Sewer Fund) – Public Works,

SUMMARY: Staff is requesting that the City Council authorize the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Tetra-Tech, Inc. in the amount of \$337,061.00 for the Wastewater Treatment Plant Outfall Extension project.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Tetra-Tech, Inc. in the amount of \$337,061.00 in support of the Wastewater Treatment Plant Outfall Extension project.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

Amount:	\$337,061.00
Ongoing Cost:	N/A
One-Time Cost:	\$337,061.00
Included in Current Budget?	Yes

BACKGROUND: This project consists of upgrades to the City's Winslow Wastewater Treatment Plant (WWTP), which requires a wastewater outfall extension to maintain the lease agreement with the Department of Natural Resources. The City's wastewater treatment plant outfall is currently located 1,000 feet offshore of Wing Point and at a depth of 42 feet below MLLW. The location of the outfall is a contributing cause of a prohibition on shellfish harvesting in the area. The Department of Natural Resources provides a lease to the City for the outfall and is requesting the City extend the outfall to a length of 2,400 feet and depth of 200 feet in order to no longer have a closing effect on the harvest area. To avoid payment of damages for the lost geoduck harvest in the area, the City is working to extend the outfall.

The City approved a design contract for the Wastewater Treatment Plant Capacity Upgrades project at their February 22, 2022, City Council meeting in the amount of \$170,888.00. Since that time, Amendment No. 1 was executed on January 27, 2023, extending the contract date to January 31, 2024. City Council approved Amendment No. 2 on April 25, 2023, in the amount of \$735,492.00 expanding the scope to include the design of

the organic loading re-rating improvements, UV disinfection system replacement, and miscellaneous plant equipment and non-design work that includes evaluation of nitrogen monitoring data, biosolids disposal study and high strength source monitoring.

Amendment No. 3 is for planning of the Wastewater Treatment Plant Outfall Extension project in the amount of \$337,061.00. Planning of the outfall includes hydrographic base map, outfall modeling reports, existing outfall pipeline condition assessment, habitat report and basis of design report. Upon approval of Amendment No. 3, the revised contract amount will be \$1,243,441.00.

An additional amendment for the final design of the outfall is expected in 2024. City staff anticipate the additional work will cost on the order of \$700K, which is budgeted in the Capital Improvement Plan for 2024.

ATTACHMENTS:

[Amendment No 3 WWTP Capacity Upgrades and Outfall Ext Tetra Tech.docx](#)

[Wastewater Treatment Plant Outfall Location Map.pdf](#)

FISCAL DETAILS: The Capital Improvement Project includes a budget of \$350,000 in 2023 to support this project.

Fund Name(s): Sewer Fund

Coding: Munis Project # 01106

**AMENDMENT NO. 3 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 3 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on February 23, 2022, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Tetra Tech, Inc., a California state corporation (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide professional services in connection with the City’s Winslow Wastewater Treatment Plant (WWTP) which has reached the design capacity and needs to be upgraded to handle future wastewater flows, as well as maintain the Wastewater Discharge Permit issued by the Department of Ecology; and

WHEREAS, on January 27, 2023, the City and the Consultant executed Amendment No. 1 to extend the term of the Agreement to January 31, 2024; and

WHEREAS, on May 8, 2023, the City and the Consultant executed Amendment No. 2 to increase the services provided by the Agreement and to extend the term of the Agreement to January 31, 2025; and

WHEREAS, the City desires to increase the services provided by 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:

The City shall pay the Consultant hourly plus actual expenses, in accordance with Attachment B, but not more than a total of ~~Nine Hundred Six Thousand Three Hundred and Eighty Dollars~~ One Million Two Hundred Forty-Three Thousand Three Hundred Sixty-Nine Dollars (\$~~906,380.00~~ \$1,243,369.00);

2. Attachment B “Scope of Services”, is hereby amended in its entirety as set forth on Exhibit A.

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.

TETRA TECH, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

EXHIBIT A

ATTACHMENT B SCOPE OF SERVICES AMENDMENT NO. 3

General

The Winslow Wastewater Treatment Plant (WWTP) is meeting all discharge limits during normal operations; however, recent high waste stream loads have led to the plant exceeding the facility's design criteria outlined in the City's Department of Ecology (DOE) discharge permit. These exceedances require that the City engage with DOE in the short term on a plan for increasing the rating capacity of plant, as well as begin planning and implementation of recommended operational or physical changes to the plant that will increase capacity.

The City has performed some preliminary evaluation work on the potential options and next steps, and envisions this work proceeding in phases:

- Working with the City and DOE to develop and implement a plan for increasing the rating capacity of plant in the near (1-2 years) and long (4-10 years) term;
- Design engineering and implementation of short-term plant improvements to existing plant processes to increase capacity for rerating opportunities.
- Engaging with DOE on the preliminary evaluation of a plan for meeting the Puget Sound Nutrient General Permit.

The scope of work for this initial phase includes:

- Evaluate existing conditions, including DMR data, sampling and monitoring, and unit process capacity and condition assessment.
- Develop and implement immediate improvements to improve plant performance and support future rerating plant capacity.
- Develop recommendations for near-term optimization approaches.

Implementation of near-term optimization approaches and development of long-term improvements to be addressed in a future phase.

In addition, per Amendment No. 2:

The Winslow Wastewater Treatment Plant (WWTP) is reaching its rated organic loading capacity. In addition, the condition assessment plan developed in Phase 1 identified equipment nearing its effective life. Drivers for this scope include:

- Small improvements to the aeration basins and an addition of hydrocyclones could increase the organic loading capacity at the plant, and will also improve sludge settleability performance while maintaining a high-level of effluent quality.
- The UV system is nearing its effective life, has outdated control components, and is subject to power blip issues which cause the system to lose around half its lamps until the operators can physically reset the PLC. The system is proposed to be replaced with another UV system designed to handle and automatically respond to the power blip

issues, restarting all de-energized lamps as soon as possible and without direct operator intervention at the Winslow WWTP.

- Effluent Pumps have reached their effective life and will be replaced as part of UV system replacement.
- Based on the results of the WWTP Condition Assessment analysis performed in Phase 1, plant replacements and repairs are recommended which improve the reliability, operations, and functionality of the WWTP.

The scope of work for this project is focused on the following improvements:

- Organic Loading Re-Rating Improvements
- UV Disinfection System Replacement
- Miscellaneous Plant Replacement

The scope includes the following non-design work items:

- Continued evaluation of nitrogen monitoring data.
- Evaluation of the existing solids handling and hauling situation and a memorandum recommending alternative options.
- High-Strength source monitoring plan and outreach assistance.

In addition, per Amendment No. 3:

- Modifications to the outfall are required to meet Washington State Department of Health (WDOH) shellfish harvest standards and allow re-opening of Geoduck Tract Areas.

The scope includes the following design work items:

- Extension of the existing outfall into the Puget Sound to the preliminary design phase

Schedule

The baseline schedule is provided below and is based on a Notice to Proceed date by March 1st, 2022. The schedule will be modified based on the actual notice to proceed. If there is a delay in activities, the schedule will be discussed with the City and updated. Key milestones are as follows:

Milestone	Target Date (Q/Yr)
Notice to Proceed	No later than March 1st
Request Information Needs	2 days after NTP
Receive Information Needs from COBI	2 weeks after NTP
Virtual Project Kickoff Meeting (prepare for Condition Assessment, site visit)	2 weeks after NTP
Condition and Performance Assessment Site Visit	Late March/Early April
Hydraulic Analysis	April
Establish Flow and Loads Design Criteria	April
Condition and Capacity Assessment Workshop	Early May
Condition and Capacity Assessment Draft TM	Mid-June

Immediate needs improvements Workshop	Late July
Immediate needs improvements Draft TM	Late August
Near-term improvements Workshop	October
Near-term improvements Draft TM	Early December
Finalize Phase 1 deliverables	Jan-Feb 2023
Start Phase 2 Scope/LOE development	January 2023
UV basis of design submit to Ecology	Q3 2023
UV Bid Set	Q2 2024
Aeration basin modifications basis of design to Ecology	Q3 2023
Aeration basin modifications construction	Q2 2024
<u>Outfall Basis of Design</u>	<u>Q2 2024</u>
<u>Outfall Condition Assessment Report</u>	<u>Q4 2024</u>

Task 100 Project Management

This task includes all work related to the management, administration, quality assurance/quality control (QA/QC) and coordination of consultant activities during the course of the work.

Subtask 101 – Cost Control/Progress Reporting/Subconsultant Management (Tasks 200-400)

The Consultant will prepare monthly project status reports that compare work accomplished with schedule activities, provide support documentation for the invoices and compare expenditures with task budgets. Documentation will include details of expenditures on each task and will show the hours worked by project personnel and other direct expenses related to the task. All reports will be submitted to the City's Project Manager with the monthly invoices.

The Consultant will coordinate efforts of subconsultants, ensuring that their work products are delivered in a timely and complete manner and are integrated into other work products as necessary.

Assumptions

1. Assume 12-month task duration.

Deliverables: Monthly status reports and invoices.

Subtask 102 – Project Management Plan (Tasks 200-400)

Develop Project Management Plan (PM Plan) within 15 working days of the Notice to Proceed and will include the following elements:

- Project Description and Background.
- Team Roles and Responsibilities.
- Project Procedures (documentation, sharepoint file structure)
- Communication Plan (Project team organization, contact info, communication protocols)
- Quality Management Plan.
- Action, Decision and Change Control Log.

- Health and Safety Plan

Assumptions

1. Maximum 5-page Project Management plan

Deliverables: Draft and Final Project Management Plan, Health and Safety Plan

Subtask 103 – Quality Assurance/Quality Control (Tasks 200-400)

Quality Assurance/Quality Control (QA/QC) will provide an independent review of all technical memorandums. All QA/QC comments will be incorporated into the deliverables or will be documented as to why comments are not included. The quality assurance/quality control task leader will schedule all reviews and coordinate all of the City comments.

Deliverables: QA/QC reviews of deliverables and responses to QA/QC comments.

Subtask 104 – Meetings with the Department of Ecology (Tasks 200-400)

The Consultant will arrange for and conduct up to three meetings with the Department of Ecology (Ecology) in collaboration with the City. The purpose of the meetings will be to solicit Ecology's input into the process. For each meeting the Consultant will establish phone contact with participants, prepare an agenda, attend the meeting, prepare presentation and prepare a follow-up meeting summary.

Deliverables: Agendas, presentations and meeting minutes.

Subtask 105 – Cost Control/Progress Reporting/Subconsultant Management (Tasks 500-700)

The Consultant will prepare monthly project status reports that compare work accomplished with schedule activities, provide support documentation for the invoices and compare expenditures with task budgets. Documentation will include details of expenditures on each task and will show the hours worked by project personnel and other direct expenses related to the task. All reports will be submitted to the City's Project Manager with the monthly invoices.

The Consultant will coordinate efforts of subconsultants, ensuring that their work products are delivered in a timely and complete manner and are integrated into other work products as necessary.

Assumptions

2. Assume 24-month task duration.

Deliverables: Monthly status reports and invoices.

Subtask 106 – Project Management Plan (Tasks 500-700)

The Consultant shall complete a draft Project Management Plan (PMP) within 15 business days after Notice to Proceed. Following review by the City, incorporate comments and submit a final PMP within 15 business days and distribute the plan to team members and all Subconsultants.

PMP will include the following components:

1. Project description, background, and scope.
2. Work Breakdown Structure (WBS)
3. Schedule incorporating both internal and external milestones to identify the expected critical path.
4. Responsibility Assignment Matrix (RAM) identifying a responsible person for each task or subtask
5. Change Control Plan to monitor and control document revisions, scope changes, and decisions.
6. Communications Plan and Health and Safety Plan.
7. Quality Assurance/Quality Control (QA/QC) Plan.
8. Action/Decisions Log.
9. Project Schedule

Assumptions:

1. Smartsheet schedule updated monthly during bi-weekly check in with COBI Project Manager.

Deliverables: Draft and Final Project Management Plan, Monthly Schedule updates included in invoicing

Subtask 107 – Bi-Weekly Check In Meetings (Tasks 500-700)

The Consultant will host 1-hr bi-weekly meetings with the City to discuss progress on design packages and activities and forthcoming items. Once a month, the project schedule will be reviewed and updated to track progress on subtasks and confirm key milestones are on track.

Assumptions:

1. Bi-weekly meeting will be held with Consultant Project Manager, Project Engineer and Project Assistant.
2. Predesign workshops not included as part of the bi-weekly meetings.

Deliverables: Agendas, presentations and meeting minutes.

Task 200 Background Information and Plant Condition Assessment and Capacity Evaluation

Subtask 201 – Gather Existing Reports and Plant Data

The Consultant will request data needed to evaluate current conditions and support process evaluation. Evaluation of existing data includes review of DMR data, existing Sewer Plan, and other planning documents.

Specific Activities include:

1. Compile list of available documents and send a request for additional information.

Assumptions

1. Evaluation of data will occur in the subsequent tasks

Deliverables: Background Information Data Review summarized in Draft Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 202– Flow, Load Evaluation

Based on the existing information reviewed in Subtask 201 and current NPDES permit, establish the treatment design criteria for evaluating the treatment plant performance. Using the above projections, and available plant and commercial loading data, the Consultant will establish loading estimates and peaking factors for organic, solids and nitrogen loading to the plant. Peaking factors will be developed for BOD, TSS, and TKN loading to the treatment plant as follows: Maximum month, maximum day, and peak hour.

Specific tasks will include:

1. Evaluation will include review of the following:
 - a. Review plant's operating and DMR data from 2017-2022.
 - b. Review the population and flow study, methodology, and flow projections.
 - c. Reviewing projected Flow design criteria (based on assumptions in the Sewer Plan)
 - d. Historical load increases (increase load, reduce load i.e. source control)
2. Determine short-term and long-term influent capacity requirement:
 - a. Flow design criteria (evaluate flow reduction, increased flow)
 - b. Load design criteria (increase load)
 - c. Nitrogen and Phosphorus

Assumptions

1. City to provide historical growth projection data or provide means for basing flows and loads projections by.

Deliverables: Flows and Load evaluation and criteria summarized Draft Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 203–Nitrogen Removal Design Criteria

Based on the existing information reviewed in Subtask 201 and current NPDES permit, establish the treatment design criteria for evaluating the treatment plant performance. Consultant will assess nitrogen removal potential of current treatment process and confirm the TIN removal

performance. This task supports the initial requirements of the Puget Sound Nutrient General Permit.

Assumptions

1. None

Deliverables: Nitrogen removal criteria summarized in Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 204– Wastewater Facilities Condition Assessment

Perform a condition assessment of equipment associated with the Winslow WWTP. The assessment will include a site visit to the facility and visual inspection of the equipment with the plant staff.

Specific tasks will include:

1. Conduct a qualitative assessment of the physical condition and functionality of equipment.
 - o Set up two (2), one-day site visit with City staff to assess the condition of major unit process, subcomponents and appurtenances equipment.
 - o Review available plant maintenance records and interview City plant staff
 - o For each tour, the Consultant will contact the facility, arrange logistics, write notes of any significant findings, and take digital photos.
2. Establish a numeric rating system to assess the age, physical condition, and functionality of the equipment. Functionality relates to the ability of the unit process to accomplish its function and operating performance.

Assumptions

1. The condition assessment will focus on the main unit processes at the plant. The Consultant will assess the associated process mechanical equipment and related instruments for the following systems:
 - Preliminary Treatment
 - Secondary Treatment
 - Aeration blower equipment
 - Diffused air equipment
 - Clarifier equipment
 - RAS/WAS pumping equipment
 - UV Disinfection System
 - Effluent Pump Station
 - Effluent Outfall

2. Condition assessment of administration, laboratory space and facilities buildings not included. Condition assessment of structures, electrical distribution (transformers and switchgears), HVAC and plumbing components not included.
3. Coordinate shutdowns of plant systems as required to analyze certain in-tank equipment (i.e.. Fine bubble diffusers in Oxidation ditch)

Deliverables: Facilities condition assessment summarized in Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 205 –Treatment Plant Unit Processes Capacity Evaluation

Perform a capacity evaluation of each unit process in the Winslow WWTP that will serve as the basis for all recommended short- and long-term improvements and potential re-ratings. Evaluate unit processes based on short-term and long-term projections (i.e. flows and loads) developed in Subtask 202, hydraulic analysis in Subtask 207 and design guidelines contained in Ecology's Criteria for Sewage Works Design. The following unit processes in the WWTP will be evaluated:

- Preliminary Treatment
- Secondary Treatment
 - Aeration blower equipment
 - Diffused air equipment
 - Clarifier equipment
 - RAS/WAS pumping equipment
- UV Disinfection System (including power supply)
- Effluent Pump Station
- Effluent Outfall
- Solids handling equipment
- Instrumentation and control strategy (as it relates to process improvements)

Specific tasks will include the following:

1. Assess capacity of each unit process and effluent outfall; based on design flow and loads and applicable *Criteria for Sewage Works Design* (Orange Book); identify bottlenecks based on the short and long-term design criteria established in Subtask 202.
2. Summarize results in a *Treatment Plant Condition Assessment and Capacity Analysis TM*.

Assumptions

1. Process model analyses to support unit process analysis and overall treatment capacity of existing facilities
2. Effluent outfall analysis includes hydraulic capacity assessment only

Deliverables: Draft and Final Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 206 – Plant Performance Assessment

The Consultant will review operational data and assess the current operation and performance of the unit processes listed below. This assessment will include discussions with the plant staff and on-site review of control setpoints.

1. Preliminary treatment (screens and grit removal)
2. Secondary Treatment
 - a. Blowers
 - b. DO setpoints
 - c. Sludge Age
3. UV disinfection
4. Effluent pumping

The assessment will also include evaluation of current sampling and monitoring activities to measure performance improvements.

Deliverables: Plant performance assessment summarized in Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 207– Hydraulic Analysis

Perform hydraulic analysis for the existing WWTP based on the existing and projected design flow criteria. Evaluate hydraulic constraints and identify bottlenecks within the existing WWTP and outfall.

Update hydraulic profiles for existing WWTP for updated flow projections.

Assumptions

1. Update existing hydraulic profile developed during the 2012 plant upgrades.

Deliverables: Hydraulic Profile for short-term and long-term design criteria

Subtask 208– UV Disinfection Evaluation and Troubleshooting

The consultant will assist the client in evaluating current issues with the UV disinfection system. This subtask will include an evaluation of programming and hardware associated with the UV control panel. The Consultant will coordinate with the OEM equipment manufacturer to discuss the issues and potential solutions that can be implemented as soon as possible.

Assumptions:

1. The UV system transitions to manual operation following a surge in power.

Deliverables: See Section 301

Task 300 Optimization of Existing Facility

The purpose of this task is to develop a phased approach to identify, develop and evaluate improvements to the Winslow WWTP. Based on the initial condition and operational assessment (Task 200), the consultant will recommend immediate (or easily) implemented operational recommendations as described in Subtask 301 and recommendations for Optimization Plant improvements as described in Subtask 302.

Subtask 301 –Immediate Plant Improvements

Based on the data evaluation and assessment in Task 200, the Consultant will identify immediate plant improvements. Specific tasks will include:

1. In a TM, Identify, develop and screen immediate plant improvements, which can include easy to implement operational changes to:
 - a. to optimize waste sludge thickening
 - b. to optimize of DO/Aeration Control
 - c. to provide SRT operating factor control for solids inventory
 - d. to improve reliability of UV disinfection system
 - e. State Point Analysis and DSVI monitoring
2. Planning workshop with City staff. City staff will receive relevant technical memoranda approximately one week before the workshop. During the workshop, the Consultant will present the analysis from the memoranda and facilitate discussion with City staff. The goal of the workshop is to decide on which immediate plant improvements to implement and sampling to implement to monitor performance.
3. Analyze plant performance after implementation of immediate improvements and update TM to include a discussion of results.

Assumptions

1. Immediate plant improvements assume operational (process), programming or sampling and monitoring modifications to improve plant performance and collect further data to evaluate rerating opportunities. Assumes no capital costs required to implement immediate plant improvements.

Deliverables: Draft and Final Immediate Plant Improvements TM

Subtask 302 – Near-term Optimization Plant Improvements

Based on the data evaluation and assessment in Task 200 and Subtask 301, the Consultant will identify near-term plant improvements to support capacity rerating and optimization approach as required by the Puget Sound Nutrient General Permit. Specific tasks will include:

1. Identify, develop and screen near-term optimization approaches with City staff, which can include:
 - a. Operational approaches to optimize waste sludge thickening, SRT operating factor control for solids inventory, and aerated WAS holding requirements
 - b. Diffuser layout and optimization of DO/Aeration Control
 - c. Install anaerobic selector and sludge granulation
 - d. Step feed
2. Integrate short-term capacity re-rating and *Puget Sound Nutrient General Permit* compliance strategies.
3. Process modeling of WWTP to assess and recommend additional loading capabilities (reratings) in the short-term while meeting nutrient (nitrogen) compliance requirements listed in the *Puget Sound Nutrient General Permit*.
4. Provide operational training, as required, to help implement short-term recommendations.
5. Identify and evaluate options for long-term capacity and compliance requirements.
6. Develop planning level budgets for deployment of preferred near-term rerating upgrades.

Assumptions

1. Limited design engineering services may be required to develop near-term optimization alternatives. (limited to 1-2 schematic designs)

Deliverables: Draft and Final Near-term Optimization plant improvements

Task 400 Management Reserves

The purpose of this scope is to address unforeseen scope activities that may arise. This scope and budget will be executed upon City authorization.

Task 500 Planning and Studies

Subtask 501 – WWTP Operational Assistance

Tetra Tech will provide engineering services on an on-call basis as requested by the City. The specific scope of the services may include but not limited to:

- Support on investigation and response to UV-related incidents, including power blip related causes.
- Support operations staff and respond to operational questions or any questions about data results.
- Restructuring of WWTP Operational spreadsheet.
- Influent data evaluation after sampler relocation
- Provide data sampling and analysis support during construction of improvements.

Assumptions:

1. Assumes approximately 8 hrs per month of support for the various activities for 24 months, not including WWTP operational spreadsheet effort.

Deliverables: Updated WWTP Operational spreadsheet

Subtask 502 – Nitrogen Optimization Support

Tetra Tech will provide engineering services to support the City in complying with the requirements of the Puget Sound Nutrient General Permit (PSNGP). Activities can include:

- Confirming nitrogen removal before, during, and after installation of the capacity re-rating improvements.
- Analyze data and provide additional recommendations, as necessary, to optimize nitrogen removal. The recommendations should be in report format for inclusion into the Nitrogen Optimization Report.
- Identify and evaluate high-strength influent BOD and nitrogen sources in accordance with the PSNGP.

- Support the City in reporting the facility's annual average effluent TIN concentration and load and compare nitrogen removal rate with previous years.

Assumptions:

1. AKART (all known, available, reasonable methods of prevention, control and treatment) analysis not included in the scope of work.

Deliverables: None

Subtask 503 – Biosolids Management Strategy

Preliminary evaluation of Solids Management Strategy at the WWTP. The Consultant will identify a shortlist of approximately three alternatives, then develop high-level planning cost and qualitative comparisons for them. Solids management strategies will be reviewed, then combined with solids treatment equipment that support the management strategies.

The alternatives will consider redundancy and back-up options in case the main units go down.

List of Solids Alternatives (to be short-listed to three by Team):

- Non-Class B: Dewater to 12-18%; Haul to Site(s) Accepting non-Class B Solids
- Class B: Digest and Thicken to 2-3%; Haul to Site Accepting Class B Solids(existing strategy)
- Class B: Dewater to 12-18%; Add Lime to Stabilize; Haul to Site Accepting Class B Solids
- Class A: Treat to Class A Using Lime/Heat or Drying; Dewater to 12-18%; Haul to Class A Application Site(s)
- Class B: Dewatering to 12-18% and Haul to Regional Facility

Coordination with local plants and solids handling facilities. Consultant will reach out to nearby facilities to gain an understanding of locations with available capacity now or in the future to receive COBI solids load.

Evaluate upgrades to the existing solids handling system for each of the Solids Management Alternatives. Includes developing of solids management strategies for improving screw press performance. Provide recommendations for optimizing performance of the existing screw press.

Develop high level planning costs for each Solids Management Alternative.

Assumptions:

1. Develop Class 5 cost estimate.
2. Solids handling design upgrades not included in this scope of work.

Deliverables: Biosolids Management Strategy TM

Subtask 504 – High-Strength Source Monitoring

Tetra Tech will evaluate the high-strength sources into the plant and develop an outline of an implementation plan for addressing high-strength sources into the plant.

The plan will offer information on the following areas and activities will include:

- Develop Sampling and Monitoring Plan to identify high source contributors to the WWTP
- Analysis of high strength sources including sampling, source tracing and mapping.
- Assist City with reviewing and refining the draft Fats, Oils and Grease (FOG) Ordinance
- Evaluate impact of high strength sources to the WWTP and update in a Source monitoring data analysis TM
- Identify high source management strategies and planning costs.
- Develop a preliminary list of priority source control actions.
- High-Strength Best Management Practices and outreach– Education/Meeting
- Source Control Program outline

Assumptions:

1. City will provide list of commercial sewer users.
2. City will be main point of contract for commercial users.
3. City staff will collect samples and send Tetra Tech data for analysis.

Deliverables: Sampling and Monitoring Plan, Source Monitoring Data Analysis TM, High Strength BMP presentation, High Strength BMP fact sheet

Subtask 505 – Flows and Loads Analysis

The consultant will perform a flow and load analysis for data from May 2022 through present. This data will be compared to the analysis from Tetra Tech’s 2022 study efforts in order to establish design criteria for the Task 3000 designs. This task will also include a summary of the current capacity of each plant component and an estimate for total possible capacity within the existing plant footprint.

Assumptions:

1. City will provide flow and load data from May 2022 through present
2. Scope of work assumes increased flow capacity not required at the plant.

Deliverables: Flows and Loads Analysis TM

Task 600 Design

Subtask 601 – Predesign Analysis and Workshops

The Consultant will develop schematic concepts for equipment installation and layouts to facilitate discussion and consensus on a basis for design. This includes:

- Anaerobic zone baffling and mixing to promote internal selection for improved settling and reduced SVI (clarifier capacity)
- Hydrocyclone installation on the RAS/WAS system to promote external selection for improved settling and reduced SVI (clarifier capacity)
- Addition of aeration diffusers to the second anoxic zone (will create a swing zone) to provide sufficient oxic SRT and full nitrification at the recommended BOD load for capacity re-rating. In addition, new flexible membrane diffusers will be installed in the existing oxic zones (including ASHTs), along with whatever minor repairs might be needed to the in-basin air distribution system and appurtenances (asset replacement).
- UV system replacement options including a review of potential UV system vendor options
- Secondary Clarifier No. 1 drive equipment

Two planning workshops will be conducted at strategic points. City staff will receive relevant technical memoranda approximately one week before each workshop. At these workshops, the Consultant will present the analysis from the memoranda and facilitate discussion with City staff. The goal of each workshop is to decide on the specific type of equipment to incorporate into the design

Predesign Workshop 1 – UV System and Temporary Disinfection System & Organic Load Rating Improvements (Subtask 602 and 603)

- Establish design criteria
- Present conceptual design (one plan figure)
- Discuss procurement method for UV equipment
- Develop temporary disinfection system
- Evaluate process mechanical equipment for both UV and Organic Load Rating Improvements
- Discuss O&M criteria, including considerations during construction (ie aeration basin offline, grit accumulation in new baffle chambers)

Predesign Workshop 2 – Liquid Phase Treatment Improvements (Task 604 items)

- Establish design criteria for each process equipment
- Present conceptual design (assume 3 conceptual plans)
- Evaluate process mechanical equipment
- Discuss O&M criteria

Deliverables: Predesign Workshop Presentations and Meeting minutes

Subtask 602 – UV System Replacement

This task includes the design of a new replacement UV system. Replace the existing UV system and controls with updated equipment. The UV control system shall be designed to accommodate the power blips at the WWTP. UV system replacement includes:

- Replace UV System: UV system will be replaced within the footprint of the existing UV channels.
- Replace effluent flow meter – This subtask includes design work for a replacement effluent flow meter with updated measuring device. The improvements can include a replacement of the existing Cipoletti weir.
- Replace effluent pump generator receptacle – Consultant will evaluate relocating existing receptacle for better access. Consultant will also evaluate whether this plug-in effluent generator could run the UV system.

Activities:

The Consultant will perform planning and design services for replacement of the UV disinfection system. Activities include:

- Develop UV selection criteria, including design criteria, UV performance, physical dimensions operation and maintenance requirements, and reliability.
- Contact vendors of low-pressure, high intensity UV equipment and determine which systems are feasible for the City.
- Summarize UV key design criteria, UV performance parameters (i.e. dose monitoring, operational approach), headloss constraints, future capacity goals, UV footprint and reliability in a UV basis of design memo to submit to Ecology for review.
- Develop a temporary disinfection plan to implement in the design while the existing UV system is being replaced. The testing plan will outline the equipment required and discuss support facilities required. Plan will include a conceptual plan drawing indicating temporary equipment layout and any plumbing/electrical/telemetry connections required.

Contract drawings

Design development drawings will be prepared for the UV System Replacement. 30%, 60% and 100% (bid set) will be developed. A list of estimated drawings is described below.

- General Drawings- 4 general drawings including drawing index, vicinity map, design data and hydraulic profile elements. Prepare symbols and abbreviations and general notes.
- Mechanical Drawings –4 mechanical drawings include UV plans, sections and details for UV system. Includes 1 drawing for equipment and modifications necessary for temporary disinfection during construction.
- Structural Drawings – 2 structural drawing for structural modifications.
- Process and Instrumentation Diagrams – 1 P&ID drawing for proposed UV system and control features.
- Electrical Drawings – 6 Electrical drawings for the project including general symbols and information and details, one-line diagrams, control diagrams, for UV system.

Specifications will be prepared for the UV system rerating improvements at 30%, 60% and 100% (bid set). The specifications will include process, civil, electrical, and instrumentation and controls discipline designs. Specifications will be 16 division format and will include Tetra Tech's standard front-end specifications.

Constructability Review

Constructability review will be held after the 30% design submittal to discuss:

- Equipment procurement strategy: Consider sole source or pre-purchase of long lead process mechanical equipment
- Construction Phasing: It is anticipated that construction will take place in a single phase of construction (to capture economy of mobilization for a single contractor, also simplicity of working with a single contractor instead of two contractors). This assumption will be confirmed during the workshop.
- Construction Activities: Review the construction activities to implement the UV System replacement
- Construction Sequencing: Review sequencing of existing UV removal, switch over to temporary disinfection bypass, and installation of new UV system.

Design Review: A 60% design review workshop will be held virtually to review the design and collect City comments. The 60% design drawings will be submitted 1 week prior to the review workshop with the City.

Assumptions:

1. No grading, site repairs, landscaping work or related site piping work required for Civil drawings.
2. UV basis of design memo and temporary disinfection plan memo to be submitted to Ecology for review.
3. City will provide boilerplate Division 0 Specifications

Deliverables:

1. *UV basis of design memo, draft and final. Submitted to the Department of Ecology for review and acceptance.*
2. *Temporary disinfection plan memo*
3. *17 design development drawings for UV System Replacement*
4. *Specifications will be prepared for the UV improvements at 30%, 60% and 100% (bid set). The specifications will include process, civil, electrical, and instrumentation and controls discipline designs. Specifications will be 16 division format and will include Tetra Tech's standard front-end specifications.*

Subtask 603 – Organic Load Rerating Modifications

The purpose of this task is to develop upgrades to the WWTP that supports an organic load rerating of the biological process including the following:

- Anaerobic and anoxic zone baffling and hydrocyclones – This work includes design of a new packaged hydrocyclone system to create a more granular, better settling activated sludge biomass. The design will include proposed process piping for return activated sludge connection into to the system and waste sludge from the system. Anaerobic Selector - This task includes design work for baffling within existing Anoxic Zone 1 to create both an anaerobic selector and a ‘right-sized’ anoxic zone, and provide for plug-flow conditions in both the new anaerobic and anoxic zones.
- Aeration upgrades - This task includes installing membrane fine bubble diffusers on the floors of the tank in each train. The air piping drop and diffuser array would be connected to the existing air piping with a control valve and airflow meter. In addition, this task may include replacement and condition assessment (and rehab as required) of the existing diffused air system.

Activities:

The Consultant will perform planning and design services for modifications to the aeration basin for organic load re-rating improvements. Activities include:

- Aeration system design – Diffuser layout, drop pipe, valving and controls.
- Develop hydrocyclone design criteria, equipment layouts, P&IDs.
- FRP baffling and mixing modifications to create right-sized plug-flow anaerobic and plug-flow anoxic zones within the first compartment of each aeration basin.
- Replace East aeration basin mixers – The subtask includes design work for replacement mixing units in existing Anaerobic/Anoxic Tanks 1 and 2 areas with units in kind. For tank #2, ensure that mixers will be compatible with the proposed fine bubble aeration system.
- Replace East aeration basin recycle pumps – The subtask includes design work for the replacement of existing or addition of a smaller pump that can be integrated into the existing system. The pumps shall accommodate a mixed liquor recycle ratio of 3-1.
- Develop a draft demonstration plan summarizing the design criteria for the organic load rerating improvements, including diffusers and hydrocyclone equipment. Conceptual design layout of the aeration basin partitioning. The plan will include a proposed sampling plan, including sampling locations, frequency and data analysis. The demonstration plan will be submitted to Ecology after 30% design submittal.
- Support the City during a minimum of 12 months of sampling and monitoring data after the installation of the organic load rerating
- Update the demonstration plan with data analysis, results and rerating recommendation

Contract Package

Design documents will include construction drawings and construction specifications. Design development drawings will be prepared for the aeration basins. 30%, 60% and 100% (bid set) will be developed. A list of estimated drawings is described below.

- General Drawings- 3 general drawings including drawing index, vicinity map, design data and hydraulic profile elements. Prepare symbols and abbreviations and general notes.
- Civil Drawings- 2 civil drawings including site utility relocation and restoration plan and details for the diffuser piping modifications for the new aeration piping
- Mechanical Drawings –8 mechanical drawings include aeration basin modification plans, sections and details for partitioning. Includes 1 drawing for equipment and modifications necessary for temporary disinfection during construction.
- Structural Drawings – 3 structural drawing for structural modifications to the aeration basin.
- Process and Instrumentation Diagrams – 1 P&ID drawing for diffusers and hydrocyclone controls
- Electrical Drawings – 4 Electrical drawings for the project including general symbols and information and details, one-line diagrams, control diagrams, for the hydrocyclone system.

Specifications will be prepared for the organic load rerating improvements at 30%, 60% and 100% (bid set). The specifications will include process, civil, electrical, and instrumentation and controls discipline designs. Specifications will be 16 division format and will include Tetra Tech's standard front-end specifications.

Constructability Review

Constructability review will be held after the 30% design submittal to discuss

- Construction Phasing: It is anticipated that construction will take place in a single phase of construction (to capture economy of mobilization for a single contractor, also simplicity of working with a single contractor instead of two contractors). This assumption will be confirmed during the workshop.
- Construction Activities: Review the construction activities to implement the organic load rerating improvements
- Construction Sequencing: Review sequencing of draining aeration basin, modifications to the aeration basin, including installation of diffusers, and bringing aeration basin back on line.

Design Review: A 60% design review workshop will be held virtually to review the design and collect City comments. The 60% design drawings will be submitted 1 week prior to the review workshop with the City.

Assumptions:

1. Piping modifications will mainly above grade. Site survey not required.
2. Existing 2D CADD drawings will be converted to Civil 3D/Revit.
3. Organic Load rerating modifications memo to be submitted to Ecology for review.
4. Sampling for plant performance after the improvements to be performed by the City.

Subtask 604 – Plant Equipment Replacement

Activities:

The Consultant will perform design services for modifications to plant equipment nearing end of life. Plant modifications include:

- Replace influent flow meters – The two existing ultrasonics are nearing the end of the life and need to be replaced per the condition assessment recommendations.
- Headworks bar rack improvements – Design new manual bar rack downstream of the existing one with smaller opening sizes.
- Replace scum pumps and controls – Replacement of plant drain pumps and control system assuming the discharge point is at the influent to the grit chambers.
- Replace chemical room heater – Replace heater with updated unit.
- Replace small reuse pumps, replumb intake – Replace small plant water pumps and replumb intake.
- Repair grit pump ducting– Propose new ducting by grit pump. Scope to be confirmed following a site visit.
- Inspect aeration basin – Plant staff to drain aeration basin and inspect aeration diffusers and headers. Tetra Tech will be on-site for inspection. Tetra Tech will coordinate and schedule Xylem, the diffuser manufacturer to be on-site for inspection.
- Replace plant SCADA servers and PLC processors – This task includes replacement of the SCADA server machine. The task also includes replacement of PLC processors with newer units.
- Replace biosolids polymer pump – The existing polymer pump has a seal that consistently needs to be tightened so it does not leak. This task includes design of replacement in-kind system. TT to present a two-pump option to provide redundancy.
- Odor Mitigation at Headworks and Grit Area- This task involves presenting at least mitigation options to the City. City to select option to be included in design.

Contract Package

Design documents will include construction drawings and construction specifications. Design development drawings will be prepared for the plant equipment replacement at 30%, 60% and 100% (bid set). A list of estimated drawings is described below.

- General Drawings- 3 general drawings including revised design criteria drawings.
- Civil Drawings- 2 civil drawings including existing and proposed site plans.
- Mechanical Drawings –13 mechanical drawings show the equipment listed above.
- Electrical Drawings – 5 electrical drawing for to show control and wiring requirements.

Assumptions:

1. Any replacement control panels and instrumentation to be replaced in kind in order to match the existing process control narratives.

Deliverables: Plant Equipment Replacement Package

Task 700 Bidding Assistance

Subtask 701 – Assistance during Bidding

Activities:

Provide assistance to the City during bidding and award of the contracts for construction.

Activities include:

- Electronic submittal of bid set of final construction plans at one-half scale and specifications for internal City use.
- Prepare for prebid conference.
- Prepare bidder question log for documenting and responding to bidder questions.
- Prepare clarifications to the final construction documents in the form of addenda to the construction contract and distribute to bidders.
- Review bids received, evaluate bids, and prepare a recommendation on award of the contract.

Assumptions:

1. The City will handle distribution of contract documents to prospective bidders.
2. Assumes 4 Addendum packages per Contract.
3. Assumes 2 contract packages

Deliverables: Conformed Set, Prebid agenda and minutes, Addendum packages

Task 800 Outfall Extension - Preliminary Design

An outfall discharging to deeper water will be required in the pending aquatic lands easement from Washington Department of Natural Resources (DNR). This task includes design of the necessary extension to the existing outfall west of Wing Point, including the following:

- Extend outfall up to 1,500 feet away to a depth that does not impact the commercial shellfish harvest zone
- Assess the condition of the existing outfall pipe west of Wing Point for future use
- Environmental and permitting documentation for outfall extension

Scope of services will include Alternatives Analysis and Preliminary Design of the Outfall Extension. Final design of the outfall and Effluent Pump Station will be addressed in a future Amendment.

Subtask 801 –Outfall Extension Alternatives Analysis

This task includes preliminary investigations to assess existing conditions and the outfall. Activities also includes establishing the basic design parameters for the outfall extension, diffuser configuration, suitability of the existing portion of the outfall and effluent pumps, and assess permitting requirements.

801.1 Hydrographic Survey and Base Map

- Multi-beam bathymetric survey
- Develop bathymetric base map for CAD

801.2 Existing Outfall Assessment

- The condition of the existing outfall on the beach from bulkhead to end of existing will be assessed for future use:
 - Determine pipeline profile, diameter, material and joints
 - Review outfall inspection report from NPDES permit
 - Condition assessment feasibility analysis
 - Assess preliminary hydraulics and air management scheme
 - Assess preliminary effluent pump modifications
- Assess permitting and environmental requirements of the existing outfall for future permitting:
 - Underwater video/dive assessment of outfall area to collect information about outfall condition and surrounding habitat conditions
 - Assemble background and baseline information for permit applications and supporting documentation.
 - Develop permit matrix to identify all required permits associated with outfall extension related work. Permit matrix would include required permits, regulatory triggers, agency contact information, expected permitting timelines, and action items.

801.3 Outfall Siting and Diffuser Modeling

- Diffuser design, depth and distance offshore required to meet agency criteria.
- Mixing zone modeling as required by Ecology for NPDES permit. Compliance with water quality criteria at mixing zone boundaries will also be documented.
- Effluent modeling and transport assessment required by Washington Department of Health (WDOH) to eliminate impacts on commercial shellfish tracts in Puget Sound. Preliminary modeling and determinations already made by WDOH in 2010 will be finalized to set the final discharge depth.
- Correspondence with DNR to confirm easement requirements and establish submittal requirements.
- Formal mixing zone study report review and approval from these agencies will be sought to finalize the outfall design depth and distance offshore.

801.4 Preliminary Design Development

Alternatives (10% design level) for outfall improvements will be developed and evaluated considering the following design features:

- Diffuser configuration (number, size and orientation of ports)
- Alignment and profile of outfall extension
- Hydraulic design approach, including air management and effluent pump modifications
- Outfall pipe condition assessment conceptual design

801.5 Basis of Design Report

Prepare Basis of Design Report

- Recommended alignment and profile on bathymetric base map
- Recommended diffuser configuration
- Document Ecology, WDOH and WDNR concurrence
- Assessment of existing outfall
- Preliminary design criteria
- Preliminary cost estimates for recommended improvements
- Assessment of effluent pumps and upgrade recommendations
 - High level hydraulics evaluation of the outfall extension on the existing effluent pumps includes:
 - o Total head losses
 - o Hydraulic grade line
 - o Air relief management
- Permit matrix

Assumptions:

1. Field studies for currents and hydrographic water properties needed for outfall modeling were completed in 2008 and do not need to be repeated.
2. The reviews conducted by WDOH for shellfish closure zone evaluation provide the framework for finalizing the outfall modeling, leading to selection of length and depth of the outfall extension.

Deliverables:

1. Hydrographic base map (bathymetry drawing)
2. Outfall modeling reports for approval by Ecology and WDOH
3. Existing outfall pipeline (bulkhead to diffuser) condition assessment
4. Habitat Report
5. Basis of Design Report

Subtask 802 – Outfall Condition Assessment TM

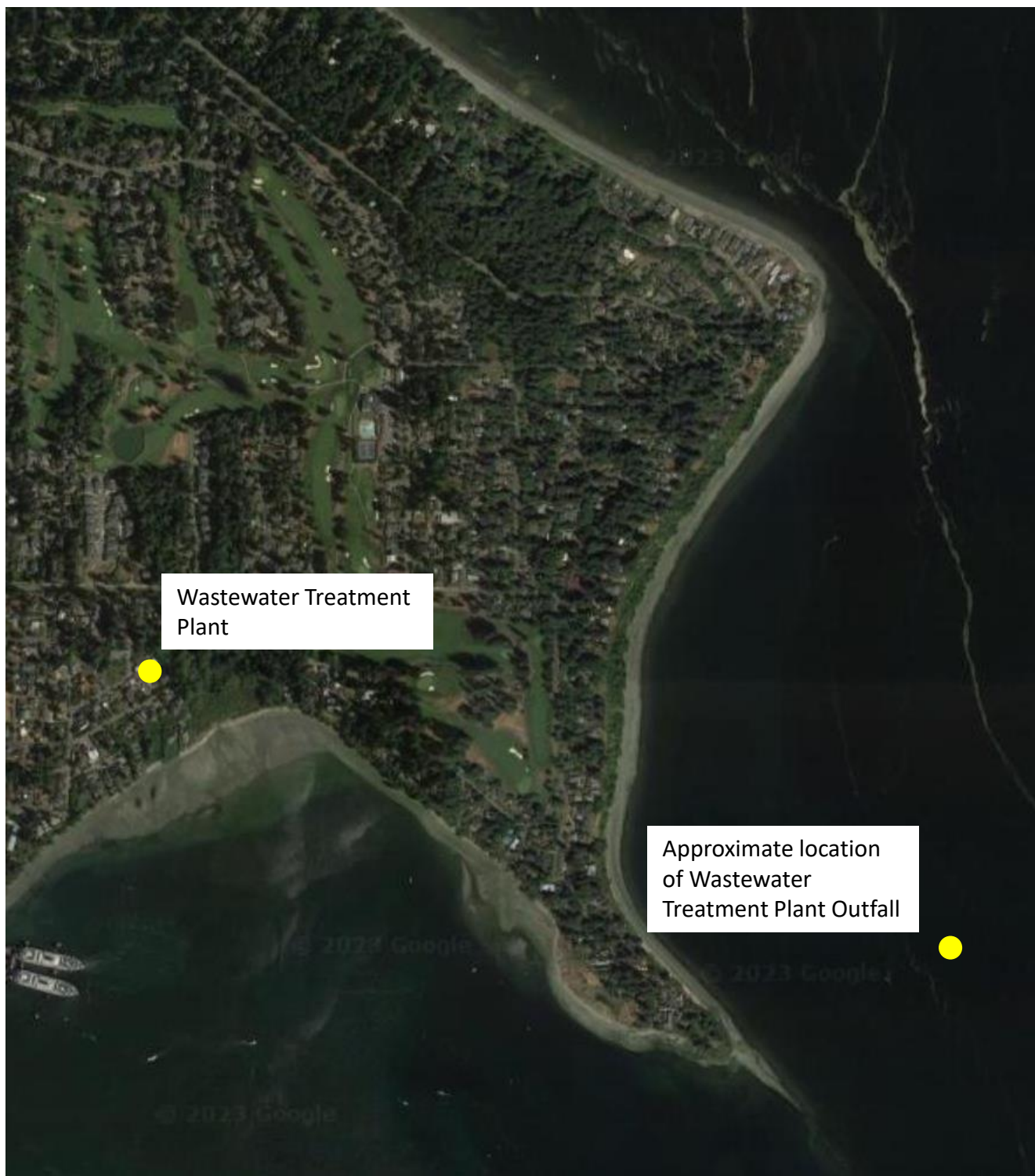
Evaluating the condition of the existing 16” DIP outfall pipe along the beachline is recommended prior to making any capital improvements. This scope of work is to develop a Condition Assessment Plan and identify how the outfall can be cleaned and inspected.

1. Investigate requirements for access to and cleaning and inspection of the outfall.
 - a. Contact companies (at least two companies) that can clean and inspect and condition sewer pipes. Recommended companies are BRAVO and Pro Vac. More than one company because they may have different approaches. Research such information as:
 - i. Type of equipment to perform cleaning and inspection.
 - ii. Recommendations on how to clean and inspect the pipe, that will include location of access points to the beachline, location of equipment (vactors, trucks, etc), removal of debris from the pipe, and timeline for doing the work.
 - iii. Estimate cleaning and inspection costs.
 - b. Provide a plan to provide access to the beachline.
 - c. Provide a plan for equipment staging.
 - d. Research available survey data that may impact equipment access to the beach.
 - e. Identify potential permits required and a schedule to obtain the permits.
 - f. Work with staff to identify potential easement and right-of-entry requirements.
 - g. Make a recommendation how to clean and inspect the beachline.
 - h. Provide an estimate for all work including design, permitting, construction of access points and staging areas, cleaning and inspection of the pipe, and when this work should occur.
 - i. Provide a report that summarizes the above research, recommends how to clean and inspect the outfall, and a cost estimate for design and construction.

Deliverables:

1. Draft and Final Condition Assessment

Wastewater Treatment Plan Outfall Location Map





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Purchase Order for the Harborview Drive Sewer Pump Station Generator Replacement (\$53,109.47) and Authorize a Budget Amendment (\$125,000, Sewer Fund) - Public Works

SUMMARY: City staff is requesting that the City Council consider authorizing the City Manager to execute a purchase order for the Harborview Drive sewer pump station generator replacement (\$53,109.47) and authorize a budget amendment to the Sewer Fund (\$125,000).

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute a purchase order for the Harborview Drive sewer pump station generator replacement (\$53,109.47) and authorize a budget amendment (\$125,000, Sewer Fund).

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

Amount:	\$125,000 (\$75,000 is expected to be reimbursed by the City's insurance)
Ongoing Cost:	N/A
One-Time Cost:	\$125,000 (\$75,000 is expected to be reimbursed by the City's insurance)
Included in Current Budget?	No

BACKGROUND: The Harborview Drive Pump Station is one of several City-owned sewer pump stations on Bainbridge Island. The station is responsible for pumping wastewater from a low point on Harborview Drive to the Winslow Wastewater Treatment Plant. One critical component of the pump station is a large backup generator. During a power outage, the generator is automatically turned on so that the pump station can continue to run uninterrupted.

Every three years, the Harborview generator is put through a load test for preventative maintenance purposes. Load testing is completed by a certified vendor, where the vendor operates the generator at different RPM levels to ensure the generator is functioning properly. During this year's load test, the generator caught fire and was determined to be a complete loss. The report on the cause of the fire is still pending from the Bainbridge Island Fire District.

Utilizing the Sourcewell Co-op through N.C. Power Systems, Public Works is requesting the purchase of a new Caterpillar Generator and Automatic Transfer Switch (ATS). In order to minimize lead times, staff are procuring the generator in advance of developing a contract for installation, which will require a general contractor and an electrician.

The cost of the generator replacement is \$53,109.47, however, staff estimate that the total cost of the project - including installation and costs associated with renting a temporary generator - are on the order of \$125,000, which is reflected in the proposed budget amendment. Staff anticipates that up to \$75,000 will be reimbursed by insurance.

ATTACHMENTS:

[Harborview Drive Generator Replacement Project 01293 Purchase Order 100923.pdf](#)

[CAT Sourcewell Quote NC Power Systems.pdf](#)

[Pump Station Generator Location Map.pdf](#)

FISCAL DETAILS: Staff are requesting a budget amendment from the Sewer Fund in the amount of \$125,000 to support the generator replacement. Staff anticipates that up to \$75,000 will be reimbursed by insurance. The City's deductible is \$50,000.

Fund Name(s): Sewer Fund

Coding: Munis Project #01293



**CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS O&M**

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P.O. NO. 20230035
DATE October 9, 2023
VENDOR ID: 5389
ORG.: 73421355
OBJECT: 531100
PROJECT: 01293

VENDOR

NC Power Systems
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Hong Thourk

SHIP TO

City of Bainbridge Island
7305 NE Hidden Cove Road
Bainbridge Island, WA 98110
Phone: 206.842.1212
Fax: 206.780.5104
Attn: Joel Goodwin

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	1	CAT Genset w/ Enclosure & 24-Hour Fuel Tank	\$ 33,103.00	\$33,103.00
1	1a	Commissioning	6,938.00	\$6,938.00
1	2	ASCO ATS 150A & 480V	2,888.00	\$2,888.00
				\$0.00
				\$0.00
				\$0.00
SUBTOTAL				\$42,929.00
Shipping				\$6,231.00
9.2% Sales Tax				\$3,949.47
TOTAL				\$53,109.47

**Joel
Goodwin**

Digitally signed by Joel Goodwin
DN: cn=Joel Goodwin, c=US, o=City of
Bainbridge Island, ou=Operations and
Maintenance Project Manager, Public
Works,
email=jgoodwin@bainbridgewa.gov
Date: 2023.10.09 10:52:58 -0700

Requested by Joel Goodwin

Date

Approved by Blair King

Date

Accounts Payable:
Accounts Payable Clerk- J. Kines
280 Madison Avenue N.
Bainbridge Island, WA 98110
206.780.8617
accountspayable@bainbridgewa.gov

Item One (1 CAT Genset w/Enclosure& 24-Hour Fuel Tank)Net Each\$33,10300

Customer list \$46,3820 minus 31% \$1,09900 Net Priceequals \$3,103.58per Sourcewell Contract

- | | |
|----------------------------|---|
| x CAT GC 40100 KW DIESEL | x ENGLISH INSTRUCTION LANG |
| x ADEM A4 GOVERNOR | x COMMERCIAL BUSINESSES |
| x AMERICAS BAND | x GENERAL EPG |
| x REMOTE ANNUNCIATOR | x STANDBY POWER |
| x WET BATTERY | x NO CSA CERTIFICATION |
| x BATTERY CHARGER 10 AMP | x D100 GCSTANDARD FEATURE |
| x ENCLOSURE SILENCER | x M2254L4/60HZ/SE/ALT-3PHASE105C/40C |
| x 150A LSI 100% RATED BREA | x GENERATOR-AMR |
| x CURRENT TRANSFORMER 250: | x TAGWARNING |
| x GEN RUNNING & FAULT | x CONTROL PANELCCP 1.2 |
| x REMOTE-STOP BUTTON | x SAFETY&SERVICEABILITY-ENCLOS |
| x SA LEVEL 2 ENCLOSURE WHI | x CATSALES MODEL DE-CAD0 GC |
| x AUDIO & FUEL ALARM (90% | x LANGUAGE OPTIONENGLISH |
| x OVERFILL PREV & SPILL CO | x DIAGRAMWIRING |
| x EMERGENCY FUEL INT PIPE | x SEISMIC GENERATOR MOUNTING |
| x VENT PIPESTD | x SA LVL 2 ENCLOSURE (WHITE) W/ MUFFLER |
| x FULL POWER | x NO EXTERNAL EMERGENCY STOP |
| x STANDARD VENT PIPE 12ft | x INTEGRAL TANK BASE |
| x GEN MTG & DUCT PLATE 2 | x 5 GAL SPILL CONTAINMENT 24 HR TANK |
| x 20A GFCI (CONTROLS SIDE) | x STD VENT GROUP 12 FT EXTENSION |
| x 60 Hz, 100 kW | x PERMANENT MAGNET GENERATOR |
| x D100GC | x EMERGENCY STOP |
| x NFPABUNDLE | x 16-LIGHT NFPA 99/110 ANNUNCIATOR W/ BO |
| x NO 2ND CIRCUIT BREAKER | x LOW COOLANT LEVEL SHUTDOWN |
| x NO EXTERNAL EMERGENCY ST | x GENSET RUNNING & COMMON ALARM VOLT FREE |
| x NO SUSE DECALS & FILMS | x AUDIBLE ALARM GP |
| x NEUTRAL BAR 150A & 250A | x GFCI (GROUND FAULT CIRCUIT INTERRUPTER) |
| x ALT M2254L4 JV | x BATTERY CHARGER (UL CERTIFIED) |
| x PANEMOUNTEDAUDIBLE A | x BATTERMAINTENANCE FREE (WET) |
| x PRODUCT LINK 4G LTE TELE | x JACKET WATER HEATER |
| x PERMANENT MAGNET GENERAT | x TRANSFORMER GP |
| x STANDARD RADIATOR | x NEUTRAL BAR W/O DISCONNECT (NOSUSE) |
| x JACKET WATERHEATER | x PL444 INTRODUCTION |
| x LOW COOLANT LEVEL | x TESTPKG GEN SET |
| x IBC SEISMIC CERT OF COMP | x GEN SET TEST CHG AT 0.8 PF |
| x STD TESTPKGGEN SET | x KITLITERATURE |
| x UL 2200 LISTEDPACKAGE | x CIRCUIT BREAKER150A LSI |
| x STANDBY POWER | x UL2200 |
| x PGS TEST REPORT0.8 PF | x FILM GPBC CERTIFICATION |
| x EPA STATIONARYEMERGENCY | |

2 OF 5

Items to be included with Item One Genset:

1. Freight, Net Total ~~\$6,231~~00 [Price Separately]
Customer list \$6,559.00 minus 5% per Sourcewell Contract
2. Commissioning, Net Total ~~\$6,938~~00 [Price Separately]
Customer list \$7,300 minus 5% per Sourcewell Contract

Item one includes the items below:

Factory & Onsite Startup, Testing & Commissioning:

- x (1) Standard Factory Testing at .8 PF
- x On site Startup Services (Includes Lube Oil and Coolant) with Technician includes
 - (2) Site Visits
 - (3) Hours of Labor
 - (5.5) Hours to included 4 Hours Resistance Load Bank Test and Setup
 - (2) Hours Customer Training on Operation and Maintenance
 Testing in accordance with NFPA 110

Warranty & Manuals:

- x 2 - Years Parts and Labor warranty

Note: A 5 Year Warranty will be offered by CAT based on the following:

- x Acceptance of the CAT Remote Monitoring & Telematic Package PL 441 which is now included on all CAT Genset 1250KW and below. Acceptance documents to be signed during commissioning
- x NC Power Systems will also provide Oil Filters and Fuel Filters with (1) Oil Inspection Kit to be used for the 1st oil change. The Oil and the Service to change the oil is not included.
- x If above offer is not accepted by the customer, a quote will be provided for 5 year warranty.
- x Electronic Set of Operation and Maintenance Manuals

Genset Adder / Option (Not Included in Item One to be price separately.)

- x 24 Months Preventative Maintenance [2024 to 2025]

[2024] 1 to 12 Months Net Each ~~\$4,596~~.77**

[2025] 1 to 12 Months Net Each ~~\$4,942~~.77**

3 OF 5

**Includes (3) Inspection Visits, (1) Major See Visit w/ 2 Hour Load Bank.

** Pricing does not include the cost of electrician or permit fees for load bank testing, and Washington State requirement.

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**If this service does not take place before the end of 2024, NC Power Systems reserves the right to offer a new quote.

Item Two (1) ASCO ATS 150A & 480V Net Each \$2,888.00 [Price Separately]

Customer list \$3,039.68 minus 5% per Sourcewell Contract

Delivered to Jobsite / Lead time 10-12 Weeks after approved submittal

#1	ATS	AMPS: 0150	QTY: 1
Product	: Series 300	Catalog Number	: D03ATSA30150NGXF,11BE,125A
Service Voltage / Hz	: 480V/60Hz	Optional Accessories	: 11BE,125A
Bypass Isolation	: Not Applicable	Product Description	: 300 Series, Automatic Open Transition Transfer Switch
No. of Switched Poles: 3	: 3	Neutral Configuration	: Solid [A]
Withstand Rating:	: See WCR Table Below	No. of Cables & Lug Size	: 1, #14 to 4/0 AWG
Frame = D, Switch Rating = 0150, Series = 300			
Enclosure	: 3R(F)-UL Type 3R Enclosure (See Disclaimer 3)	Service	: Three Phase, 4-wire

#	ACCESSORY DESCRIPTIONS	
	Accessory Code	Description
1	11BE	Adds the following features to the Group G controller: (1) Serial RS-485 Modbus Communications (2) Multi-Schedule Engine Exerciser (3) a 300 Entry Event Log and (4) a common alarm output function. When applied on 3-phase systems it also enables: (1) 3-Phase Emergency Source VLL sensing (2) Phase Rotation Monitoring (3) Emergency Source VLL Unbalance Monitoring.
2	125A	Seismic

4 OF 5

Corporate Headquarters: P.O. Box 3562, Seattle, Washington 98124
 Branches: Seattle, Mt. Vernon, Everett, Port Angeles, Chehalis, Yakima, and Wenatchee, Washington;
 Anchorage, Fairbanks, Juneau, Kodiak, and Dutch Harbor, Alaska

17900 W. Valley
 P.O. Box 88338
 Seattle, WA 98138
 (425) 2515877
 FAX (425) 2516423

NOTES AND CLARIFICATIONS

Notes

1. The quotation is based on the following documents:
 - a. Quotes based on bid specification.
 - b. No other bid documents or plans have been reviewed.
2. Fuel for startup or testing not included. Includes Standard shipping to the Port at truck level under Hook...
3. Sales Taxes are excluded and should be added by the purchaser.
4. Excludes Offloading, installation, conduit, wire, piping, concrete and hardware, infrared testing, safety testing (NETA), permits and fees and Coordination Study are not included
5. Non-standard Lugs are to be provided by others and are not included in this proposal.
6. N C Power Systems Co. will not be responsible for, or subject to, penalties attributed to force majeure.
7. This proposal represents N C Power Systems Co.'s best interpretation of the project requirements, which may vary from other's interpretation. If equipment or services are not described, they cannot be construed to be included in this scope of supply.
8. All orders to purchase or lease based on this quotation shall be subject to acceptance by N C Power Systems Co. All transactions shall be made on, and subject to N C Power Systems Co.'s standard terms, conditions and warranties, or modified documents reflecting mutually agreeable terms.
9. Quote provides standard Caterpillar 2 Year Warranty for parts and labor on Caterpillar products (unless noted otherwise). All other manufacturer's warranties apply per their respective warranty statements.
10. PAYMENT TERMS: 90% on shipment, 10% retained, due 30 days on invoice date, subject to credit approval

Clarifications:

1. Requested Adders or Deletions to this quote will require a new quote.
2. o o š • š] v P } μ š •] } (d [• • š v Æ • š Æ š μ % v } u u] • • } } v] v P % Æ }
 certifications are to be provided by others.

We are pleased to offer the following quotation for:

Project Name: City of Bainbridge

Quote #: ESO TXXSN

Date: **September 21, 2023**

To: Joel Goodwin
Company: City of Bainbridge Island
Email: jgoodwin@bainbridgewa.gov
Phone #:

Lead Time: In Stock at NC Power Systems
Submittals: Approx. 3 to 4 Weeks
Freight: F.O.B. Jobsite at truck level under Hook.
Quote Valid: Quote is valid for 60 Days.

Note: Quote based on Sourcewell – CAT Contract #092222. Quoted is a stock unit available at NC Power Systems, PO is needed in order to reserve the genset.

Please expedite Submittals once received. Equipment orders are not placed until a Submittal is sent back approved. A delayed Submittal may lead to prices increases.

Generator and ATS
Quote Total: \$49,335.00

Hong Thourk
Electric Power Sales Estimator



16711 West Valley Hwy., | Tukwila, WA 98188

Fax: (425) 656-4620 | Cell: (206) 947 8086

www.ncpowersystems.com | HongThourk@ncpowersystems.com

Item One (1) CAT Genset w/ Enclosure & 24-Hour Fuel Tank, Net Each \$33,103.00

Customer list \$46,382.00 minus 31% + \$724.00 Net Price equals \$32,727.58 per Sourcewell Contract

- CAT GC 40 - 100 KW DIESEL
- ADEM A4 GOVERNOR
- AMERICAS BAND
- REMOTE ANNUNCIATOR
- WET BATTERY
- BATTERY CHARGER 10 AMP
- ENCLOSURE SILENCER
- 150A LSI 100% RATED BREA
- CURRENT TRANSFORMER 250:
- GEN RUNNING & FAULT
- REMOTE E-STOP BUTTON
- SA LEVEL 2 ENCLOSURE WHI
- AUDIO & FUEL ALARM (90%
- OVERFILL PREV & SPILL CO
- EMERGENCY FUEL VENT PIPE
- VENT PIPE-STD
- FULL POWER
- STANDARD VENT PIPE 12ft
- GEN MTG & DUCT PLATE 2
- 20A GFCI (CONTROLS SIDE)
- 60 Hz, 100 kW
- D100GC
- NFPA BUNDLE
- NO 2ND CIRCUIT BREAKER
- NO EXTERNAL EMERGENCY ST
- NO SUSE DECALS & FILMS
- NEUTRAL BAR 150A & 250A
- ALT M2254L4 JV
- PANEL MOUNTED AUDIBLE A
- PRODUCT LINK 4G LTE TELE
- PERMANENT MAGNET GENERAT
- STANDARD RADIATOR
- JACKET WATER HEATER
- LOW COOLANT LEVEL
- IBC SEISMIC CERT OF COMP
- STD TEST – PKG GEN SET
- UL 2200 LISTED PACKAGE
- STANDBY POWER
- PGS TEST REPORT @ 0.8 PF
- EPA STATIONARY EMERGENCY
- ENGLISH INSTRUCTION LANG
- COMMERCIAL BUSINESSES
- GENERAL EPG
- STANDBY POWER
- NO CSA CERTIFICATION
- D100 GC-STANDARD FEATURE
- M2254L4/60HZ/SE/ALT/3-PHASE-105C/40C
- GENERATOR AR-PWR
- TAG-WARNING
- CONTROL PANEL-GCCP 1.2
- SAFETY&SERVICEABILITY FILMS-ENCLOSED PK
- CAT SALES MODEL DECAL-D100 GC
- LANGUAGE OPTIONS-ENGLISH
- DIAGRAM-WIRING
- SEISMIC GENERATOR MOUNTING
- SA LVL 2 ENCLOSURE (WHITE) W/ MUFFLER
- NO EXTERNAL EMERGENCY STOP
- INTEGRAL TANK BASE
- 5 GAL SPILL CONTAINMENT 24 HR TANK
- STD VENT GROUP 12 FT EXTENSION
- PERMANENT MAGNET GENERATOR
- EMERGENCY STOP
- 16 -LIGHT NFPA 99/110 ANNUNCIATOR W/ BO
- LOW COOLANT LEVEL SHUTDOWN
- GENSET RUNNING & COMMON ALARM VOLT FREE
- AUDIABLE ALARM GP
- GFCI (GROUND FAULT CIRCUIT INTERRUPTER)
- BATTERY CHARGER (UL CERTIFIED)
- BATTERY-MAINTENANCE FREE (WET)
- JACKET WATER HEATER
- TRANSFORMER GP
- NEUTRAL BAR W/O DISCONNECT (NOSUSE)
- PL444 INTRODUCTION
- TEST - PKG GEN SET
- GEN SET TEST CHG AT 0.8 PF
- KIT-LITERATURE
- CIRCUIT BREAKER-150A LSI
- UL2200
- FILM GP-IBC CERTIFICATION

2 OF 5

Items to be included with Item One Genset:

1. Freight, Net Total: \$6,231.00 [Price Separately]
Customer list \$6,559.00 minus 5% per Sourcewell Contract
2. Commissioning, Net Total: \$6,938.00 [Price Separately]
Customer list \$7,301.00 minus 5% per Sourcewell Contract

Item one includes the items below:

Factory & Onsite Startup, Testing & Commissioning:

- (1) Standard Factory Testing at .8 PF
 - On site Startup Services (Includes Lube Oil and Coolant) with Technician includes
 - (2) Site Visits
 - (3) Hours of Labor
 - (5.5) Hours to included 4 Hours Resistance Load Bank Test and Setup
 - (2) Hours Customer Training on Operation and Maintenance
- Testing in accordance with NFPA 110

Warranty & Manuals:

- 2 - Years Parts and Labor Warranty

Note: A 5 Year Warranty will be offered by CAT based on the following:

- Acceptance of the **CAT Remote Monitoring & Telematic Package PL444**, which is now included on all CAT Genset 1250KW and below. Acceptance documents to be signed during commissioning.
- NC Power Systems will also provide Oil Filters and Fuel Filters with (1) Oil Inspection Kit to be used for the 1st Oil change. The Oil and the Service to change the oil is not included.
- If above offer is not accepted by the customer, a quote will be provided for 5-year warranty.
- Electronic Set of Operation and Maintenance Manuals

Genset Adder / Option: (Not Included in Item One, to be price separately.)

- **24 Months Preventative Maintenance [2024 – 25]**

[2024] 1 to 12 Months Net Each, **\$4,596.77** **

[2025] 1 to 12 Months Net Each, **\$4,942.77** **

**Includes (3) Inspection Visits, (1) Major Service Visit w/ 2 Hour Load Bank.

**Pricing does not include the cost of electrician or permit fees for load bank testing, this is a Washington State requirement.

**Above pricing is for one technician and assuming a service truck can park within 50' of the generator with easy access to it.

**If this service does not take place before the end of 2024, NC Power Systems reserves the right to offer a new quote.

Item Two (1) ASCO ATS 150A & 480V, Net Each \$2,888.00 [Price Separately]

Customer list \$3,039.63 minus 5% per Sourcwell Contract

Delivered to Jobsite / Lead-Time 10 -12 Weeks after approved submittal

#1	ATS	AMPS: 0150	QTY: 1
Product	: Series 300	Catalog Number	: D03ATSA30150NGXF,11BE,125A
Service Voltage / Hz	: 480V/60Hz	Optional Accessories	: 11BE,125A
Bypass Isolation	: Not Applicable	Product Description	: 300 Series, Automatic Open Transition Transfer Switch
No. of Switched Poles: 3	: 3	Neutral Configuration	: Solid [A]
Withstand Rating:	: See WCR Table Below	No. of Cables & Lug Size	: 1, #14 to 4/0 AWG
Frame = D, Switch Rating = 0150, Series = 300			
Enclosure	: 3R(F)-UL Type 3R Enclosure (See Disclaimer 3)	Service	: Three Phase, 4-wire

#	ACCESSORY DESCRIPTIONS	
	Accessory Code	Description
1	11BE	Adds the following features to the Group G controller: (1) Serial RS-485 Modbus Communications (2) Multi-Schedule Engine Exerciser (3) a 300 Entry Event Log and (4) a common alarm output function. When applied on 3-phase systems it also enables: (1) 3-Phase Emergency Source VLL sensing (2) Phase Rotation Monitoring (3) Emergency Source VLL Unbalance Monitoring.
2	125A	Seismic

4 OF 5

NOTES AND CLARIFICATIONS

Notes

1. The quotation is based on the following documents:
 - a. Quotes based off bid specification.
 - b. No other bid documents or plans have been reviewed.
2. Fuel for startup or testing not included. Includes Standard shipping to the F.O.B. Point at truck level under Hook...
3. Sales Taxes are excluded and should be added by the purchaser.
4. **Excludes:** Offloading, installation, conduit, wire, piping, concrete and hardware, infrared testing, 3rd. party testing (NETA), permits and fees and Coordination Study **are not included**.
5. Non-standard Lugs are to be provided by others and are not included in this proposal.
6. N C Power Systems Co. will not be responsible for, or subject to, penalties attributed to force majeure.
7. This proposal represents N C Power Systems Co.'s best interpretation of the project requirements, which may vary from other's interpretation. If equipment or services are not described, they cannot be construed to be included in this scope of supply.
8. All orders to purchase or lease based on this quotation shall be subject to acceptance by N C Power Systems Co. All transactions shall be made on, and subject to N C Power Systems Co.'s standard terms, conditions and warranties, or modified documents reflecting mutually-agreeable terms.
9. Quote provides standard Caterpillar 2 Year Warranty for parts and labor on Caterpillar products (unless noted otherwise). All other manufacturer's warranties apply per their respective warranty statements.
10. PAYMENT TERMS: 90% on shipment, 10% retainage, and Net 30 days on invoice date, subject to credit approval

Clarifications:

1. Requested Adders or Deletions to this quote will require a new quote.
2. All testing outside of CAT's standard startup and commissioning procedures requiring special tools or special certifications are to be provided by others.

Harborview Drive Sewer Pump Station Generator Location Map





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute Amendment No. 1 to the City of Bainbridge Island and Kitsap County Sewer District No. 7 Interlocal Agreement for Wastewater Treatment Adding One Equivalent Residential Unit Sewer Connection for 4301 Point White Drive NE - Public Works,

SUMMARY: City staff are requesting that the City Council authorize the City Manager to execute Amendment No. 1 to the Interlocal Agreement with Kitsap County Sewer District No. 7, adding one equivalent residential unit sewer connection for 4301 Point White Drive NE.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 1 to the Interlocal Agreement for Wastewater Treatment with Kitsap County Sewer District No. 7, in substantial conformance with the attached amendment, adding one equivalent residential unit sewer connection for 4301 Point White Drive NE.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

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

BACKGROUND: On October 17, 2023, the City Council heard a staff presentation on the status of the Interlocal Agreement (ILA) with Kitsap Sewer District #7 regarding increasing sewer connection availability for the City's South Island Sewer area. As part of that discussion, staff presented the need for a single connection at 4301 Point White Drive due to a failing septic with little no options for expansion or replacement due to the small size of the parcel, and the presence of wetland buffers and steep slopes.

Additionally, the owner's septic maintenance contractor provided information to the city documenting that the existing septic system is at the end of its useful life, and is exhibiting signs of near overflow, which will be exacerbated by the oncoming wet season. The contractor stated that there is not sufficient space on the property for a system expansion, and that a sewer connection is recommended to prevent raw sewage from migrating into the soil surface, ground or surface water.

The proposed Amendment No. 1 to the ILA would grant a single connection for the aforementioned parcel while the negotiations with the District for additional sewer capacity are ongoing.

The owners of 4301 Point White Drive are aware of this pending availability and are prepared to pay for and make the physical connection to the sewer system upon approval. The Amendment would need to be approved by the District in order to be made available to the subject owners.

ATTACHMENTS:

[Amendment No. 1 to Agreement between City and Sewer District No. 7.docx](#)

[KITSAP COUNTY DISTRICT #7-COBI WWTP.pdf](#)

[Location Map 4301 Point White Drive.pdf](#)

FISCAL DETAILS: The cost of the proposed sewer connection fees would be paid by the owners of the subject property.

Fund Name(s):

Coding: N/A

**AMENDMENT NO. 1 TO CITY OF BAINBRIDGE ISLAND AND KITSAP COUNTY
SEWER DISTRICT NO. 7 INTERLOCAL AGREEMENT FOR WASTEWATER
TREATMENT**

THIS AMENDMENT amends that certain agreement entitled, “City of Bainbridge Island and Kitsap County Sewer District No. 7 Interlocal Agreement for Wastewater Treatment” (“Agreement”) entered into by the parties on March 29, 2007.

RECITALS

A. Kitsap County Sewer District No. 7 (“District”) owns and operates a wastewater treatment plant that serves a portion of the south end of the City.

B. The City of Bainbridge Island (“City”) and the District entered into the Agreement for the purpose of providing wastewater treatment for 480 equivalent residential units (ERUs) in the south end of the City. Service connections for all 480 ERUs have been made and the District has accepted all 480 ERUs for treatment at the District’s Wastewater Treatment Plant.

C. The City and the District are currently negotiating for additional ERUs from the south end of the City to be served by the District but have not yet reached agreement on the terms under which the additional ERUs will be served.

D. The City has recently received a request to connect from the owner of a single-family residence located at 4301 Point White Drive. The existing residence is currently served by a septic system, which is failing. The City has requested to add one ERU to the total number of ERUs provided for in the Agreement and the District has agreed to add the ERU and to serve the single-family residence with the failing septic system.

E. Section 7 of the Agreement provides that the District and the City may agree to have additional ERUs served by the District. In order to provide for the District to serve the additional ERU, the parties desire to amend the Agreement as provided herein.

AGREEMENT

The parties agree as follows:

1. **Addition of One ERU.** The parties agree to add one ERU to the total number of ERUs provided for in the Agreement, bringing the total number of ERUs served to 481. The additional ERU shall be used to provide wastewater treatment service to the single-family residence located at 4301 Point White Drive. No other connections are authorized by this Amendment.

2. **Terms of Service.** The additional ERU provided for in Section 1 of this Amendment shall be subject to all terms and conditions of service provided in the Agreement.

3. Remaining Provisions Unaffected. Except as specifically provided in this Amendment, all provisions of the Agreement remain unchanged and in full force and effect.

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

CITY OF BAINBRIDGE ISLAND

KITSAP COUNTY SEWER DISTRICT NO. 7

Date: _____

Date: _____

By: _____

By: _____

Blair King, City Manager

Roan Blacker, District Manager

**CITY OF BAINBRIDGE ISLAND AND KITSAP COUNTY SEWER DISTRICT NO. 7
INTERLOCAL AGREEMENT FOR WASTEWATER TREATMENT**

THIS AGREEMENT is made and entered into this 29th day of march, 2007, by and between the CITY OF BAINBRIDGE ISLAND, Washington ("City") and KITSAP COUNTY SEWER DISTRICT NO. 7, Kitsap County, Washington ("District"), both municipal corporations of the State of Washington.

RECITALS

A. The District operates a wastewater treatment plant that serves a portion of the south end of the City.

B. By interlocal agreement dated October 3, 1997, the District reserved for the City and accepted for treatment 80 equivalent residential units ("ERUs") of capacity in the District's wastewater treatment plant for the purpose of reducing existing water pollution problems in the Lynwood Center area of the City.

C. By amendment dated August 8, 2002, the District and the City amended the 1997 interlocal agreement to clarify the monthly service charge to be paid per equivalent residential unit.

D. By interlocal agreement dated September 24, 2003, the District and the City entered into a new interlocal agreement, which acknowledged the existing reservation of 80 ERUs for the Lynwood Center area and reserved for the City 231 additional residential connections upon creation of the proposed south end sewer local improvement district, plus 19 additional residential connections for use as determined by the City.

E. The City created the south end sewer local improvement district ("LID 20") and constructed the sewer improvements therein, thereby utilizing the sewer connections authorized by the 2003 interlocal agreement.

F. Policy SSP 2.3 of the Water Resources Element of the City's Comprehensive Plan establishes the sewer service area for the south end of the City, and provides that "emergency service or other minor modifications [to that service area], which are within the existing sewer facility capacity, may be allowed with the approval of the City Council."

G. On March 22, 2006, the City Council adopted policies for sewer service in the south end. To implement those policies consistent with the Comprehensive Plan, particularly policy SSP 2.3, the Public Works Department on April 3, 2006 adopted Administrative Procedure 2.14, entitled "South Island Sewer Connections." Among other things, Procedure 2.14 provides that the provision of sewer service to certain land located adjacent to Lynwood Center and LID 20 and characterized as "open space residential" meets the "minor modification" criterion of Policy SSP 2.3. The District is constructing a Phase II addition to its wastewater treatment plant, which will provide sewer service to the areas in the south end not currently served, as identified in the City's South Island Facilities General Plan and Engineering Report (December 2001).

H. The City has requested the District to provide 150 additional ERUs to serve Lynwood Center, LID 20 and Adjacent "Open Space" Residential areas as shown on the attachment to Procedure 2.14 entitled "Figure 1- South Island Sewer Connections."

I. The District desires to provide 150 additional ERUs as requested by the City, which reservation of capacity in the District's wastewater treatment plan is consistent with the District's comprehensive plan and resolutions.

J. In order to provide the additional 150 ERUs, and because many provisions of the 2003 interlocal agreement have been fulfilled or are no longer applicable, the parties desire to enter into a new interlocal agreement regarding the treatment of wastewater and the payment of connection and service charges for the south end of the City.

AGREEMENT

The parties agree as follows:

1. Reservation of Service and Acceptance for Treatment—Lynwood Center. The City has paid connection fees for, and the District shall accept for treatment the wastewater of 80 ERUs in the Lynwood Center area of the City, as described in Section 4 of City Ordinance No. 2001-43 (SSP 2.3 of the Water Resource Element of the City's Comprehensive Plan, Figure 2B) ("Lynwood Center Area"). The 80 ERUs are allocated in accordance with **Exhibit A**. An ERU shall be the equivalent of one "residential connection." The City may authorize the transfer of any or all of the 80 ERUs among the parcels within the Lynwood Center Area. Within 30 days of an ERU transfer, the City shall give notice of the transfer to the District.

2. Reservation of Service and Acceptance for Treatment—LID 20 and South Island Sewer Area. In addition to the wastewater treatment service reserved and wastewater accepted for treatment under Paragraph 1 of this Agreement, the City has paid connection fees for, and the District shall accept for treatment the wastewater from 231 residential connections in the LID 20 area (Blakely School shall be allocated 14 of the 231 residential connections), and 19 additional residential connections in the City sewer service area for the South End, as described in Section 4 of City Ordinance No. 2001-43 (SSP 2.3 of the Water Resource Element of the City's Comprehensive Plan, Figure 2B), which includes the Lynwood Center area, and as shown on **Exhibit B**. A "residential connection" shall mean a single-family residential unit including its related accessory dwelling unit.

3. Reservation of Service and Acceptance for Treatment—Additional Parcels in Lynwood Center and Adjacent "Open Space" Residential. In addition to the wastewater treatment service reserved and wastewater accepted for treatment under Paragraphs 1 and 2 of this Agreement, the District shall reserve service for the City and will accept for treatment the wastewater of an additional 150 ERUs after October 1, 2007. An ERU shall be the equivalent of a "residential connection." The allocation and use of the additional 150 ERUs shall be determined by the City pursuant to the City's comprehensive plan, and the policies and procedure in City Public Works

Department Administrative Procedure – 2.14 South Island Sewer Connections attached as **Exhibit C**. The City shall pay \$5,991.00 per ERU, which shall be due within 30 days of the date of the connection. Effective January 1 of a year and following 90 days advance notice to the City, the District may increase the connection fee by the same amount of any increase in District connection fees pursuant to RCW 57.08.005(10).

4. Notification of Binding Commitment and Connection. Within 30 days of a binding commitment to an owner for sewer service, the City shall give notice of the binding commitment to the District. Within 30 days of a connection, the City shall give notice of the connection to the District.

5. Service Charges. At execution of this Agreement, the District has a service charge per ERU of \$35.00 per month. The District may amend the monthly service charge to cover changes in operation and maintenance costs, so long as the charge is uniform for class of customer, whether located within or without the District. The District shall not impose a surcharge or similar additional charge due solely to the fact that the customer is located outside of the District. Effective January 1 of a year and following 90 days advance notice to the City, the District may increase the monthly service charge. The City shall pay the monthly service charges for properties served by the District. The District shall send to the City a monthly bill for all service charges, which shall be due 30 days from the date of mailing of the bill. All charges remaining unpaid after 30 days shall bear interest at the rate of one percent per month until paid in full. The City and the District shall maintain appropriate books and accounts regarding the number of connections made and the number of connections available.

6. Sewer Availability. For the 19 connections authorized by paragraph 2 of this Agreement, and the 150 connections authorized by paragraph 3 of this Agreement, a City official may execute a binding commitment letter to such owner with such conditions and terms as the City official shall deem appropriate.

7. Additional Connections. If the District has sufficient capacity in the District's wastewater treatment plant after October 1, 2007 to treat the wastewater from more than the number of ERUs provided for in Paragraphs 1, 2, and 3 of this Agreement, the City and the District may by an amendment to this Agreement reserve capacity for additional ERUs .

8. Meetings. Each year in September, at least one representative of the City and of the District shall meet to discuss issues and matters relating to this Agreement and the District's provision of sewer service under this Agreement including but not limited to the status of authorized connections, increases in and the payment of connection and service charges, and infiltration and inflow in the District's sewer system.

9. Construction and Operation Standards. All City sewer facilities shall be constructed, installed, operated and maintained in accordance with federal, state and local laws and regulations, and City and District policies and procedures. Each party shall cooperate in the development, implementation and administration of pre-treatment procedures and limitations on quality and quantity of wastewater, to the extent necessary to allow the facilities of the City and District to satisfy federal, state and local laws and regulations and City and District policies and procedures.

The City shall operate its facilities in a manner that will prevent the entry of excessive water, turbidity, and grit into the facilities. If the District believes that City wastewater contains substances that will or have damaged the facilities or will or have caused the District's treatment plant to violate federal, state or local laws and regulations, it shall immediately notify the City. If the City agrees that City wastewater has so damaged the facilities or treatment plant, or if an arbitrator or court (issuing a final decision) determines that the City's wastewater has caused such damage, in whole or in part, the City shall pay for the damages it has caused.

10. Operation and Maintenance of Sewer Facilities. The City shall own, operate and maintain the sewer facilities located north of, and including, the manhole in the south 160 feet of the parcel described in AF #9502060195 ("Terminus Manhole"), except the existing meter manhole. The Terminus Manhole is also known as "Manhole No. F-1" in the 1995 plans by A.D.A. Engineering for Lynwood Center Wastewater Pump and Force main attached as **Exhibit D**. The District shall own, operate and maintain the treatment plant, the gravity lines from the Terminus Manhole to the wastewater treatment plant and the meter manhole approximately nine feet north of the Terminus Manhole.

11. Insurance. The District and the City shall maintain in full force and effect comprehensive general liability, public official liability and property insurance policies, with coverage and limits at least equal to the coverage and limits in effect under their respective insurance policies at the execution of this Agreement. Current certificates of insurance for the District and the City are attached as **Exhibits E and F**, respectively.

12. Indemnification. The District shall protect, defend, indemnify and save the City, its officers, employees and agents, harmless from any and all costs, claims, judgments or awards of damages, arising out of or in connection with the negligent acts or omissions of the District, its officers, employees or agents. The City shall protect, defend, indemnify and save the District, its officers, employees and agents, harmless from any and all costs, claims, judgments or awards of damages, arising out of or in connection with the negligent acts or omissions of the City, its officers, employees or agents.

13. Mediation. If a party disagrees with an interpretation or application of this Agreement by the other party, the party may file a notice requesting a meeting to discuss the dispute. The meeting shall be held within seven days between two representatives of each party designated by the Mayor and the Secretary of the Board of Commissioners. If the parties are unable to resolve the dispute at the meeting or any continued meetings, they may, by mutual consent, initiate mediation. If the dispute involves the calculation or timing of payment of connection fees or service charges, the City shall pay the amount claimed by the District to the District pending resolution of the dispute. The mediator(s) shall be selected based on expertise in the nature of the matter in dispute and ability to facilitate settlement. The parties agree to provide all documentation and information requested by the mediator(s) and in all other regards to cooperate fully with the mediator(s). If mediation is unsuccessful in providing a mutually acceptable solution to the dispute within 30 days after commencement of the mediation, unless extended by mutual agreement of the parties, the parties may pursue any other form of relief. The costs for mediation shall be equally shared between the parties. Unless arbitration is requested pursuant to Paragraph 14, the City or the District shall pay or

refund, as applicable, the difference between the amount paid by the City and the amount agreed at mediation.

14. Arbitration. Within 14 days after completion of the meeting under Paragraph 13, or after the mediation under Paragraph 13, either party may file a notice requesting arbitration under this Paragraph. If the dispute involves the calculation or timing of payment of charges, the City shall continue to pay the amount claimed by the District to the District pending resolution of the dispute. The parties shall attempt to agree upon a person with appropriate expertise in the subject matter to be arbitrated. If the parties are unable to select an arbitrator, they shall obtain from Municipal Research Services Center the names of five persons who have some expertise in the subject matter to be arbitrated. From the list of five names, the parties will attempt to agree on one person to serve as arbitrator. If the parties are unable to agree on which of the five shall be the arbitrator, the parties shall alternately eliminate the name of one person on the list until only one name remains. The person remaining shall be the arbitrator. The arbitrator shall commence the arbitration hearing as soon as possible. The decision of the arbitrator shall be binding upon the parties and is subject to confirmation and review only as provided in Chapter 7.04 RCW. The arbitrator shall not be empowered to impose any remedy that has the effect of altering the terms of this Agreement. All costs of the arbitration proceeding shall be shared equally by the parties. The City or the District shall pay or refund, as applicable, the difference between the amount paid by the City and the amount awarded by the arbitrator.

15. Litigation Costs. If either party commences litigation against the other party relating to this Agreement, the prevailing party shall be entitled to all costs, including attorneys' fees incurred, relating to such litigation.

16. Notices and Payments. All notices shall be in writing and may be delivered or mailed to the following respective addresses or to such other respective addresses as either party may designate in writing:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, Washington 98110

To the District: Kitsap County Sewer District No. 7
 P.O. Box 400088
 Bellevue, Washington 98015

Notices sent by certified or registered mail shall be deemed to have been given when and if properly mailed, and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing. All notices shall be sent to the attention of City Public Works Director and Sewer District 7 District Manager. All payments and bills shall be sent to the attention of City Accounts Payable Division and Sewer District 7 District Manager.

17. Severability. Invalidation of any of the provisions of this Agreement or of any section, sentence, clause, phrase, or word in this Agreement, or the unenforceability of the

Agreement in any circumstance, shall not affect the validity of the remainder of this Agreement or the application of this Agreement in any other circumstance.

18. Amendment. This Agreement shall remain in force until mutually amended or terminated.

CITY OF BAINBRIDGE ISLAND

By 
Mayor

KITSAP COUNTY SEWER DISTRICT NO. 7

By 
President of Board of Commissioners

EXHIBIT A

1. Lynwood Center Building – tax parcel no. 042402-1-014-2004: 14 ERUs.
2. Serenity House – tax parcel nos. 042402-1-002-2008; 042402-1-003-2007; and 042402-1-006-2004: 23 ERUs.
3. Pleasant Beach Village – Auditor’s File No. 3035993: 10 ERUs.
4. Rich Pass LLC – tax parcel no. 042402-1-004-2006 (formerly Pleasant Beach Grill): 10 ERUs.
5. Lynwood Commons – tax parcel nos. 042402-1-078-2007; 042402-1-079-2006; 042402-1-080-2003; 042402-1-081-2002; 042402-1-082-2001 (formerly Blossom tax parcels 042402-1-12-2006; 042402-1-047-2005; 042402-1-048-2004; 042402-1-049-2003 and 042402-1-050-2002): 23 ERUs.

Exhibit B

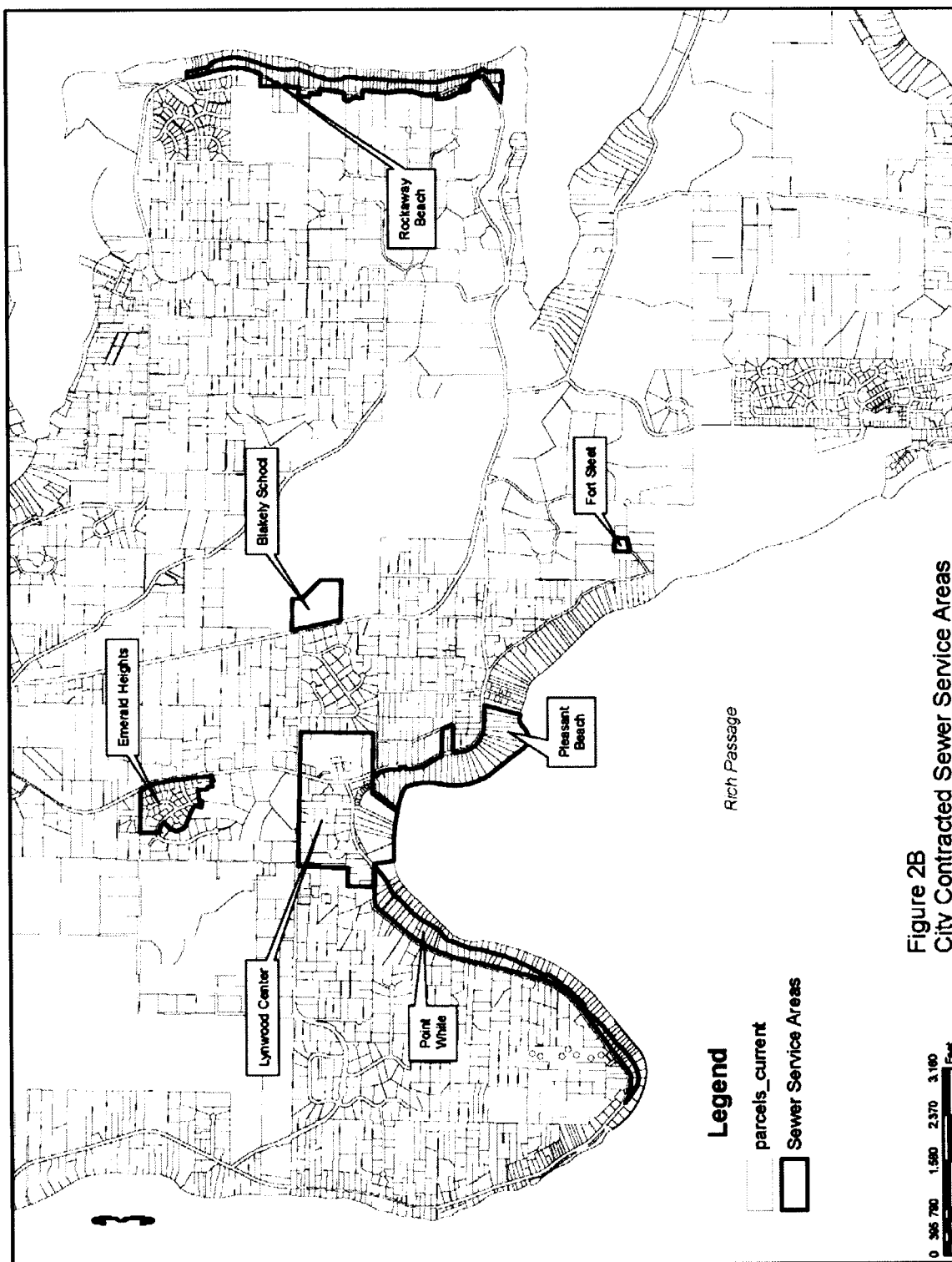


Figure 2B
City Contracted Sewer Service Areas

Exhibit C

	PUBLIC WORKS DEPARTMENT ADMINISTRATIVE PROCEDURE	2.14 SOUTH ISLAND SEWER CONNECTIONS
INDEX: 2.0 Direct Services	EFFECTIVE DATE: April 3, 2006	APPROVED: Signature on File

REFERENCES: City of Bainbridge Island Comprehensive Plan, as amended, on file in the Department of Planning and Community Development
Interlocal Agreement between the City and Sewer District No. 7 (SD7) dated October 3, 1997
Interlocal Agreement between the City and Sewer District No. 7 (SD7) dated September 24, 2003
All Interlocal Agreements between the City and Sewer District No. 7 (SD7) that provide for sewer connections in an amount greater than the number of connections defined in the Interlocal Agreement dated September 24, 2003.
Sewer Connection Analysis form, as amended, on file in the Department of Public Works.

POLICY: The policy and priority of the City is to manage the use of available ERUs in a manner that follows the guidance provided in the City's Comprehensive Plan, SD7 policies and resolutions, and this connection procedure. Subject to the availability of ERUs the City shall:

1. Reserve capacity for all requested connections in LID20,
2. Provide sewer service to projects in Lynwood Center that:
 - a. have failing septic systems,
 - b. are used (or planned for) to serve a public need,
 - c. are planned for residential use at densities greater than four units per acre or greater,
 - d. are planned for commercial and mixed use, or
 - e. are planned for residential use at densities of less than four units per acre.
3. Provide sewer service to properties with failing septic systems that are approved by City Council as a "minor modification" to the sewer service area following the guidance in the Comprehensive Plan, and
4. Avoid the creation of a secondary market for unused ERUs.

The above policy statements were approved by City Council on March 22, 2006.

It is required that

1. ERUs are reserved for a single parcel,
2. ERUs may not be transferred, sold, or otherwise committed through a binding legal agreement to an owner of another parcel,
3. Unused or excess ERUs reserved for a parcel may be held for use subject to the City's binding commitment for a reservation of sewer capacity,
4. If requested by the owner, unused or excess ERUs reserved for a parcel may, at the City's option (City would not take possession until a new recipient is identified), be purchased by the City in an amount equal to the sum of all system participation (SD7 connection) and latecomer's fees paid by an owner at the time the ERUs were reserved or allocated by the City, and
5. Owners may utilize ERUs reserved for a parcel in any manner they choose to develop that parcel subject to City, County, and State code, the City's current Comprehensive Plan, the City's current zoning requirements, and plans approved by Planning and Community Development.

DEFINITIONS:

City of Bainbridge Island (City) South Island sewer capacity is defined as the number of Equivalent Residential Units (ERUs) reserved for wastewater treatment as established by interlocal agreement between the City and Kitsap County Sewer District No. 7 (SD7). One (1) ERU is defined as one (1) sewer connection and is based upon the fixture unit values listed on the City's Sewer Connection Analysis form (attached.) Fulfillment of a sewer connection request is defined as the process where the City reviews a sewer availability request and makes available a 30 calendar-day non-binding commitment for sewer service availability.

GUIDANCE:

The City's 2004 Comprehensive Plan Update provides guidance in how sewer service contracted with SD7 should be made available to properties located in the south end of Bainbridge Island. The connection of properties is largely governed by the following Comprehensive Plan policies:

FRW 1.3 (Framework of the Plan) provides guidance on managing population growth on the Island. Winslow is targeted to accommodate 50% of the population growth through the year 2012, Neighborhood Service Centers are targeted to accommodate up to 5%, and the balance of the growth (45%) would be absorbed throughout the remainder of the Island. The Comprehensive Plan intends that, if approved by Kitsap County Health District (KCHD), on-site wastewater treatment can adequately support the 45% population growth target area.

LU 1.3 (Land Use) provides guidance on development density on the Island. The Neighborhood Service Centers of Island Center, Rolling Bay, and Lynwood Center offer small-scale, commercial and service activity outside of Winslow. These Neighborhood Service Centers may be allowed to develop at slightly higher densities to reinforce their roles as small-scale, community centers.

NSC 1.2 (Neighborhood Service Center) establishes the requirements for sewer connections in Lynwood Center. Any new development or expansion of existing development in Lynwood Center will be required to connect to public sewer, when available, or meet other KCHD requirements, when appropriate.

OS 1.7 (Residential Open Space) governs the development of sewer system infrastructure and capacity in residential open spaces. Water or wastewater infrastructure, which may contribute to system capacity exceeding local need, shall not be used to justify development counter to the City-wide land use policies.

SSP 1.1 (Sanitary Sewer On-site Systems) states that “on-site wastewater disposal systems...are a long-range solution to sewage disposal in most areas of the Island”.

SSP 2.1 states that “Public sewer service should be provided for areas designated in the Comprehensive Plan...including the City-contracted service areas of Sewer District 7. Such public sewer service shall not be used to justify development counter to the Comprehensive Plan”.

SSP 2.3 defines the City’s contract sewer service area for the south end of Bainbridge Island and provides guidance for minor modifications to the sewer service area. Emergency service and other minor modifications to the sewer service area, which are within the existing sewer facility capacity, may be allowed with City Council approval.

SSP 2.7 provides guidance for a major expansion of a sewer service area and establishes the criteria to be used to evaluate a service area expansion. A comprehensive plan amendment and City Council approval will be necessary if new sewer service areas are proposed for a new public sewer facility or major expansion of an existing public sewer facility.

BACKGROUND: Available sewer system capacity in South Island is limited by the number of sewer connections that can be made available by SD7. Allocation of available capacity must be managed and planned for in a manner that conforms with the guidance provided in the City’s Comprehensive Plan. That guidance suggests that sewer connection areas in South Island may reasonably be classified into three distinctly different areas based upon different growth

development objectives and different sewer connection decision making criteria. These areas are Lynwood Center, LID20, and Adjacent “Open Space” Residential.

Lynwood Center is a defined sewer service area in the 2004 Comprehensive Plan that falls within one of the three Neighborhood Service Center (NSC) areas that together are targeted for a 5% population growth. This area is defined by the boundaries shown in 2004 Comprehensive Plan Update, Water Element Figure 2B (attached.) This area may be developed at a higher density and requires a connection to public sewer when available for commercial development. Eighty sewer connections were allocated to parcels within this area in an Interlocal Agreement between the City and Sewer District No. 7 (SD7) dated October 3, 1997. Current zoning in Lynwood Center will allow 117 additional residential connections. The commercial portion of the mixed use development in the area zoned NSC/R-2 and NSC/R-12 could add more.

LID20 is a defined sewer service area in the 2004 Comprehensive Plan with a defined number of approved sewer connections. This area is defined by the boundaries shown in 2004 Comprehensive Plan Update, Water Element Figure 2B (attached.) An Interlocal Agreement between the City and SD7 dated September 24, 2003 provides for the treatment of 250 connections for LID20. The number of parcels eligible for connection in the LID area is set at 231. One party opposed the LID formation and filed suit. In an agreement with the City the parcel remains in the LID with a \$0.00 assessment but with no guarantee of a future connection. The remaining twenty connections are available for use in Lynwood Center and in any area added pursuant to SSP 2.3 of the Comprehensive Plan and this procedure.

Adjacent “Open Space” Residential is an area in South Island containing parcels that meet the “minor modification” criteria defined in 2004 Comprehensive Plan Policy SSP 2.3 and that individually may be permitted to connect with City Council approval. This area is defined by the boundaries shown in Figure 1 (attached), and falls within the 45% population growth target area. It is defined as any property in South Island not included in Lynwood Center or LID20 that:

1. is adjacent to an existing sewer main serving Lynwood Center or any LID20 area excluding Blakely School and Fort Street,
2. is adjacent to and contiguous with Lynwood Center or any LID20 area excluding Blakely School and Fort Street, and
3. has an existing residential building with a failing septic system and has no opportunity to develop an alternative on-site sewer treatment area or drain field, or

4. has an existing residential building with septic system located with a proximity to sensitive bodies of water, has a high probability of negatively affecting the quality of those bodies of water, and has no opportunity to develop an alternative on-site sewer treatment area or drain field.

The requirements for adjacent and contiguous properties as outlined above are established to avoid a patchwork of properties served by sewer service throughout South Island. Vacant properties meeting adjacent and contiguous requirements will be expected to utilize on-site wastewater disposal systems as a long-range solution to sewage disposal following the guidance in Comprehensive Plan Policy SSP 1.1. Properties with existing buildings and failing septic systems outside of this area will be expected to develop alternative solutions for wastewater treatment.

PROCEDURE:

Assign a parcel to an area according to the definition of parcel areas I through III below. Fulfill requests for sewer connections according to the procedure within each parcel area.

I. Parcels located within the LID 20 contract sewer service area

A total of 230 connections have been reserved for this area and consist of connected and unconnected parcels.

A. Connect all parcels at a time of the owner's choosing with the exception of a parcel located at 7936 NE Beck Road Rd. (see below)

B. The parcel (Parcel Tax Account # 4164-003-013-0003) located at 7936 NE Beck Road Rd. shall be permitted to connect in the future provided that the following conditions as stipulated in an agreement with the City are met:

1. The parcel is within the City's sewer service area
2. Sufficient City sewer capacity is available as determined by the City
3. Payment of a charge in lieu of assessment (latecomer's) fee equal to the per lot assessment in the Pleasant Beach neighborhood plus annual interest at a rate of 1 ½ times the interest charged to the City on the Public Works Trust Fund Loan for construction of LID20

II. Parcels located within the Lynwood Center contract sewer service area or within the Adjacent "Open Space"

Residential area

Fulfill available sewer connections according to the following procedure subject to a requirement that the sewer system infrastructure must be able to handle the additional sewer flow; and must conform with City, County, and State code,

the City's current Comprehensive Plan, the City's current zoning requirements, and plans approved by Planning and Community Development:

- A. Assign requests for sewer connections to one of the following eight priority categories:
 - 1. Parcels in Lynwood Center with building(s) that have failing septic systems
 - 2. Parcels in Lynwood Center with building(s) served by a septic system that are located with a proximity to sensitive bodies of water and that have a high probability of negatively affecting the quality of those bodies of water
 - 3. Projects in Lynwood Center used (or planned for) that serve a public need
 - 4. Projects in Lynwood Center planned for residential use at densities of four units to the acre or greater
 - 5. Projects in Lynwood Center planned for commercial and mixed use
 - 6. Projects in Lynwood Center planned for residential use at densities of less than four units to the acre.
 - 7. Parcels in Adjacent "Open Space" Residential areas with building(s) that have failing septic systems
 - 8. Parcels in Adjacent "Open Space" Residential with building(s) served by a septic system that are located with a proximity to sensitive bodies of water and that have a high probability of negatively affecting the quality of those bodies of water
- B. Within each priority category date rank each request according to the date the City received the request with the oldest request ranked first.
- C. Use available connections to fulfill requests in priority categories A.1 through A.4 in numerical order with the lowest number fulfilled first following the date ranking established above.
- D. After requests in categories A.1 through A.4 are fulfilled use available connections to fulfill requests in priority categories A.5 through A.8 in numerical order with the lowest number fulfilled first following the date ranking established above.

III. Parcels that are not located in any of the above parcel areas

- A. Alternative wastewater treatment solutions should be pursued.
- B. A Local Improvement District may be pursued.

ATTACHMENTS: Figure 2B – City Contracted Sewer Service Area
Figure 1 – Adjacent “Open Space” Residential Area
Sewer Connection Analysis form, Page 1
Sewer Connection Analysis form, Page 2

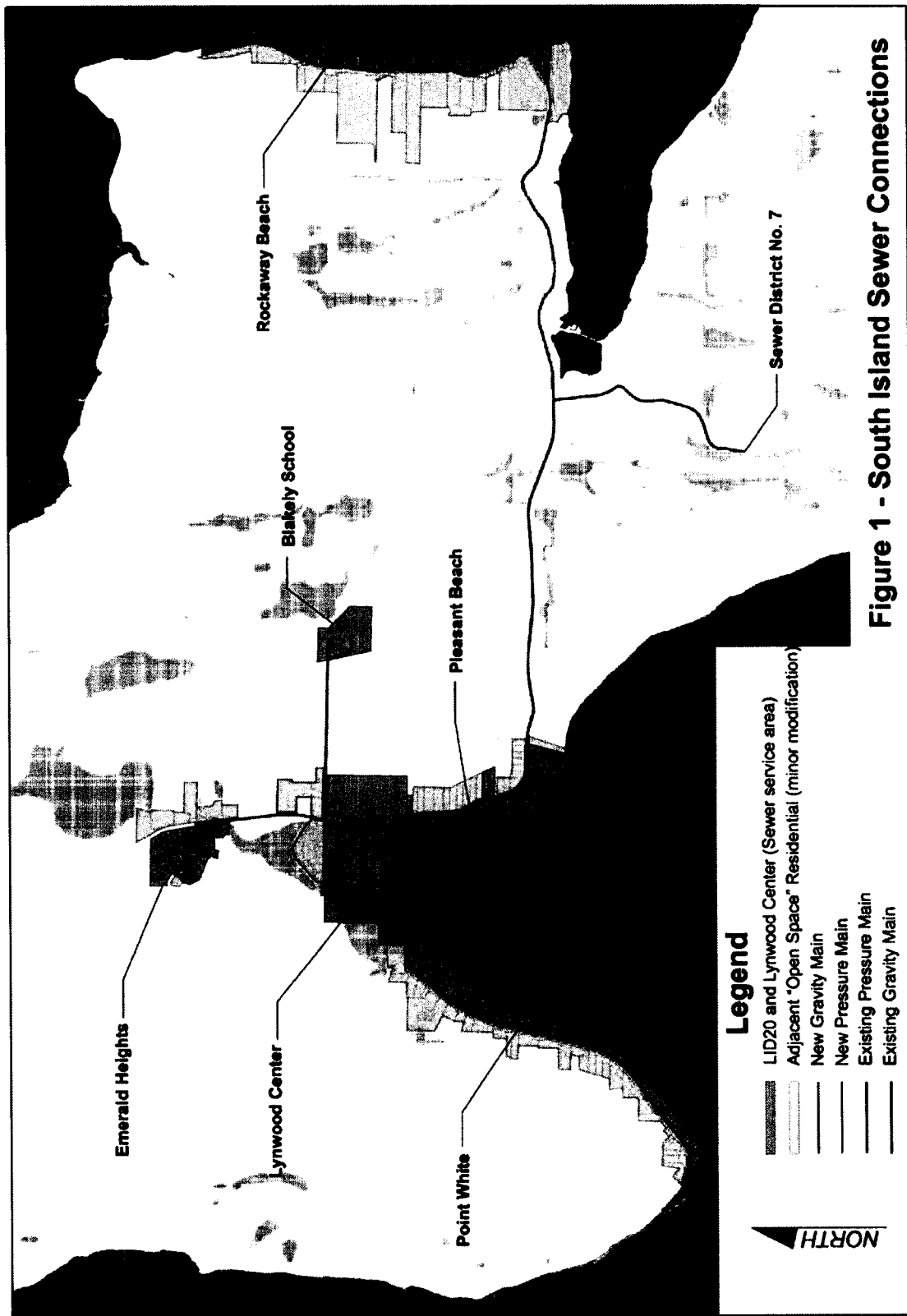


Figure 1 - South Island Sewer Connections

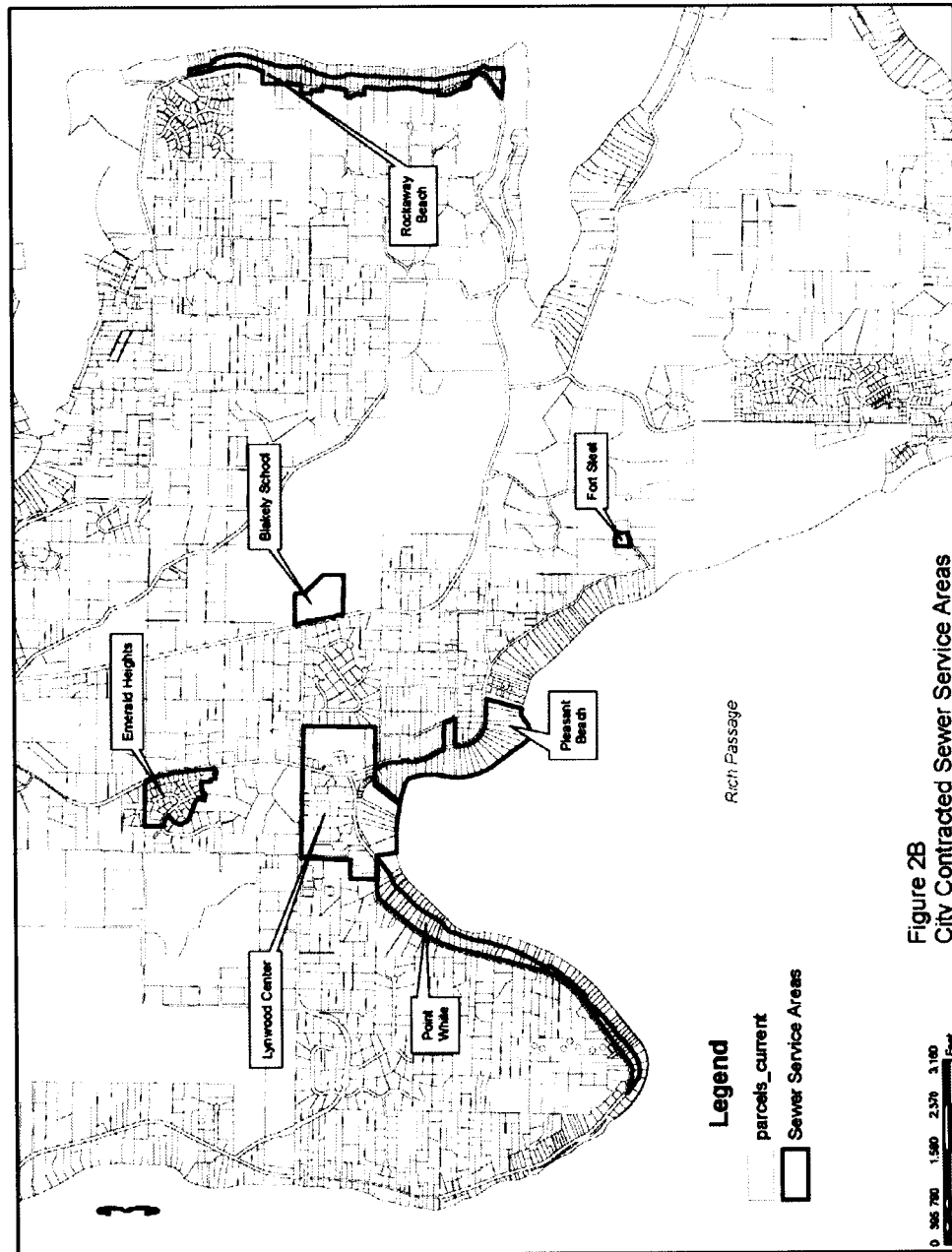


Figure 2B
City Contracted Sewer Service Areas



CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS DEPARTMENT
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WA 98110
206-780-3708

Sewer Connection Analysis

This information is for ☐ Current Sewer Connections
☐ Proposed Sewer Connections

Change to previously submitted information? ☐ Yes ☐ No

Parcel Information Please print

Parcel Tax Account #'s _____
Legal Street Address _____ Bainbridge Island, WA

Applicant Information Please print

Owner	Name _____	COBI Utility Account Number _____	
	Mailing Address1 _____	Current or previous sewer connections only. Use one form for each account.	
	Mailing Address2 _____		
	City _____ State _____ Zip _____		Phone _____
	Project Name _____		Email _____

Agent	Name _____	Applications submitted by an Agent are required to have a notarized Owner/Agent Agreement with Construction Permit authorization on file or submitted with this form.	
	Company _____		
	Mailing Address1 _____	Business License # _____ Year _____	
	Mailing Address2 _____	Phone _____	
	City _____ State _____ Zip _____	Email _____	

Industrial/Commercial ERUs

Fixture Type	Fixture Unit Value	Bldg #		Bldg #		Bldg #		Bldg #		Bldg #		Total Qty	Total Fixture Units
		Qty	Units	Qty	Units	Qty	Units	Qty	Units	Qty	Units		
Bath tub and/or shower	4												
Dental units or lavatory	1												
Dishwasher, commercial	4												
Drinking fountain (each head)	1												
Hose bib or Sill cock	5												
Laundry tub or Clothers washer	4												
Sink, bar or lavatory	2												
Sink, clinic, flushing	10												
Sink, kitchen	4												
Sink, other	4												
Sink, wash, circle spray	4												
Urinal, flush tank	3												
Urinal, pedestal	10												
Urinal, wall or stall	5												
Water closet, tank	5												
Water closet, flush valve	10												
Total Fixture Units													
Total ERUs													

Fixture Unit Value X Qty = Fixture Units
20 Fixture Units equal 1.0 Equivalent Residential Units (ERU) rounded to the nearest 1/100 ERU

Over

Industrial/Commercial Pre-treatment

The discharge of industrial wastewater (other than domestic wastewater) into municipal sewerage systems which would interfere with, pass through, or otherwise be incompatible with such systems or which would contaminate the sludge will not be permitted.

WAC 173-216

Will industrial or commercial wastewater (other than domestic wastewater) including wastewater from restaurants, food processing facilities, and chemical processing facilities be discharged into the City of Bainbridge Islands (City) wastewater treatment plant?

☐ Yes ☐ No

Will industrial or commercial wastewater (other than domestic wastewater) including wastewater from restaurants, food processing facilities, and chemical processing facilities be discharged into the Kitsap County Sewer District 7 (SD7) wastewater treatment plant?

☐ Yes ☐ No

Applicants submitting a request for sewer connections where industrial or commercial wastewater (other than domestic wastewater) will be discharged into the City or SD7 wastewater treatment plant shall provide engineering data in a form determined by the City Engineer or designated representative to establish pre-treatment requirements.

Residential Multi-Family Living Units

Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Total Residential Living Units
Units/Building									

Assisted Living Multi-Family Living Units - ERUs

Fixture Units X Total Fixtures = Total Fixture Units 20 Fixture Units equal 1.0 Equivalent Residential Units (ERU)

Fixture Type	Fixture Unit Value	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Bldg #	Total
		Qty	Units	Qty	Units	Qty	Units	
Bath tub and/or shower	4							
Dishwasher	4							
Hose bib or Sill cock	5							
Laundry tub or Clothers washer	4							
Sink, bar or lavatory	2							
Sink, kitchen	4							
Sink, other	4							
Urinal, flush tank	3							
Urinal, pedestal	10							
Urinal, wall or stall	5							
Water closet, tank	5							
Water closet, flush valve	10							
Total Fixture Units								
Total ERUs								

Fixture Unit Value X Qty = Fixture Units

20 Fixture Units equal 1.0 Equivalent Residential Units (ERU) rounded to the nearest 1/100 ERU

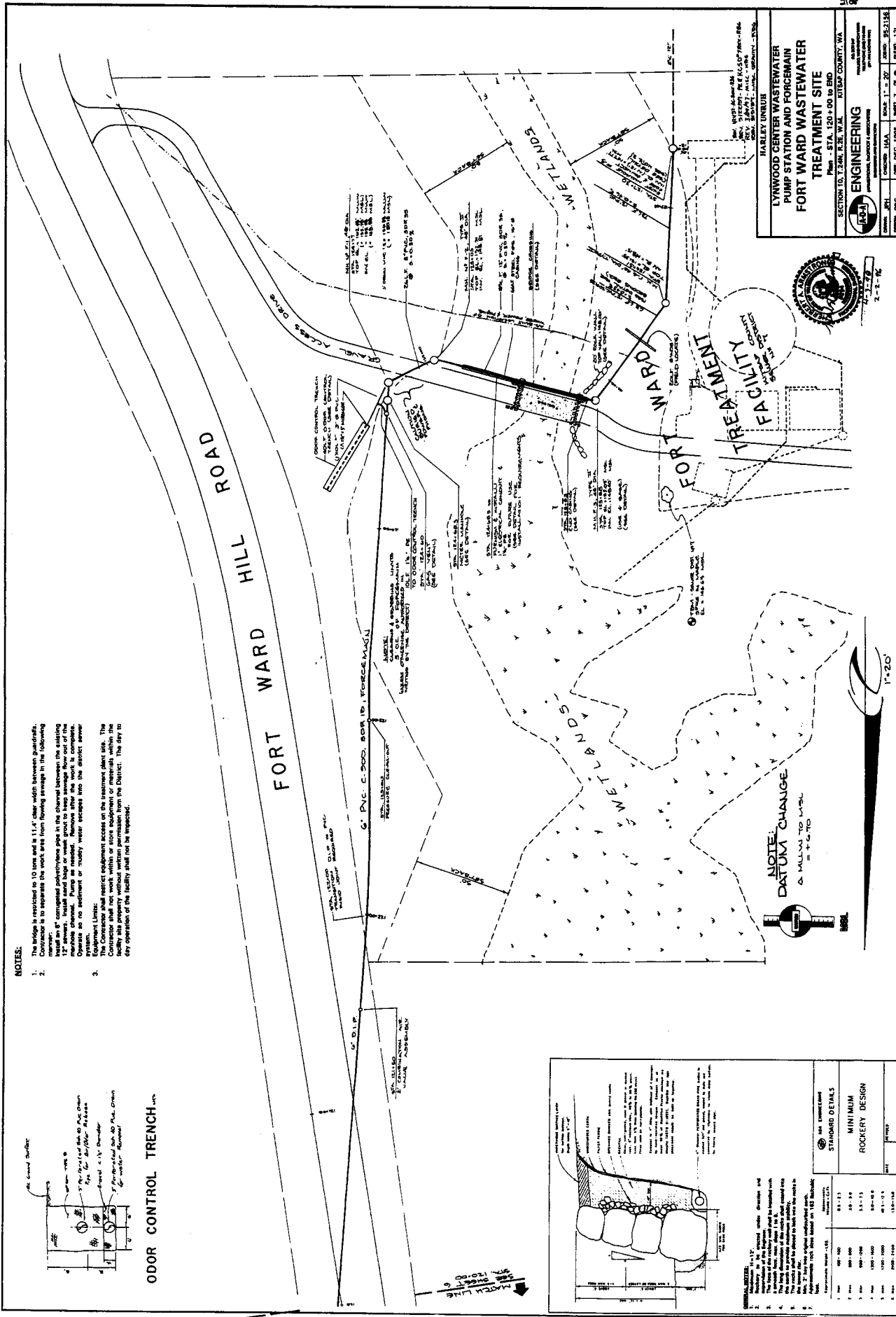
Applicant agrees that all information submitted on this form is truthful and based upon best available information known at the time of submittal. Applicant further agrees to immediately inform the City of any and all changes in the information submitted, and to any change in use including any unoccupied, unsold, or otherwise undefined industrial or commercial space with a resubmittal of this form.

Owner/Agent Signature*

Date

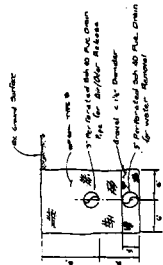
*Applications submitted by an Agent are required to have a notarized Owner/Agent Agreement on file or submitted with this form.

01/31/06



NOTES:

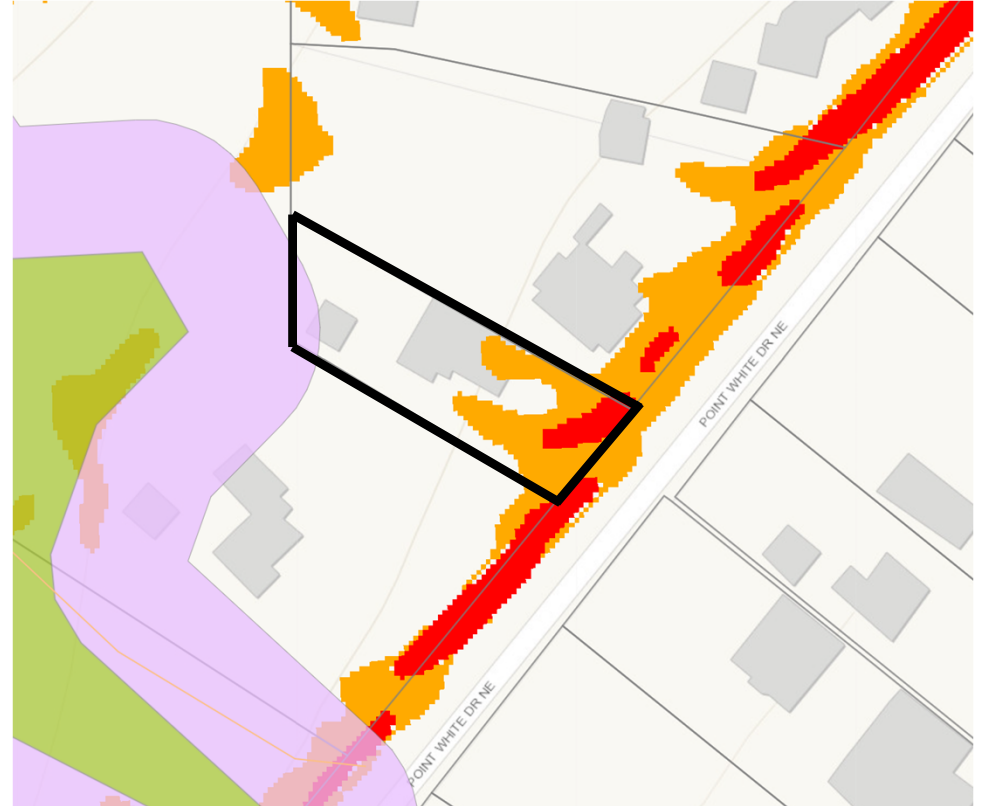
1. The bridge is restricted to 10 tons and is 11'6\"/>



ODOR CONTROL TRENCH

STANDARD DETAILS		MINIMUM ROCKERY DESIGN
NO.	DESCRIPTION	NO.
1	10\"/>	
2	12\"/>	
3	14\"/>	
4	16\"/>	
5	18\"/>	
6	20\"/>	
7	22\"/>	
8	24\"/>	
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Request to Address Failing Septic – 4301 Pt. White Drive





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME:

AGENDA ITEM: Adopt Ordinance No. 2023-29 Amending the Water Surcharge Ordinance - Ferncliff to Include One Additional Property in the Surcharge Boundary - Public Works,

SUMMARY: City staff are requesting that the City Council adopt Ordinance No. 2023-29 amending the Ferncliff Water Surcharge Ordinance to include the addition of one property in the surcharge boundary.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Adopt Ordinance No. 2023-29 amending the Water Surcharge Ordinance - Ferncliff to include one additional property in the surcharge boundary.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

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

BACKGROUND: On June 13, 2023, the City Council adopted the Ferncliff Water Surcharge Ordinance(#2023-18), establishing a surcharge boundary for the Ferncliff Water Main Extension project. The boundary was originally established using a 300-foot radius around the proposed location of the main extension.

In preparing the project design, and determining the number and location of water main connection requests, the Public Works Department was made aware of a property owner that is seeking a connection for a property located near but outside the original boundary of the surcharge area. The subject property is approximately 330 feet from the proposed main extension.

The Department recommends expanding the boundary in advance of the project construction to ensure the surcharge fees are captured, and to streamline the new connection into the overall project construction plan. With each new connection to the main, and the associated surcharge fees, the overall cost of the project for each participant is lowered due to the cost being split between a larger number of participants.

ATTACHMENTS:

[Ordinance 2023-29 Amending Ferncliff Water Extension Surcharge Area.docx](#)

[EXHIBIT A - Amended Ferncliff Surcharge Area Boundary.pdf](#)

[EXHIBIT B - Amended Ferncliff Surcharge Area Properties.docx](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

ORDINANCE NO. 2023-29

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the Ferncliff Water Extension Surcharge Area Map adopted by Subsection 13.16.045.B of the Bainbridge Island Municipal Code and the Map and Property List attached to Ordinance No. 2023-18 to add a parcel to be served by the Ferncliff Water Extension.

WHEREAS, City of Bainbridge Island Ordinance No. 2023-18 added Section 13.16.045 to the Bainbridge Island Municipal Code (BIMC) to establish a water surcharge on properties to be served by the Ferncliff Water Extension; and

WHEREAS, the current boundaries of the geographic area to which the surcharge applies are established by a map attached as Exhibit A to City of Bainbridge Island Ordinance No. 2023-18 and adopted by BIMC 13.16.045.B; and

WHEREAS, a list of properties included in the surcharge area is attached as Exhibit B to Ordinance No. 2023-18; and

WHEREAS, since the adoption of Ordinance No. 2023-18, the City has received a request to connect to the Ferncliff Water Extension from an owner of property located outside the area established by the map and the City's Public Works Director has determined that such connection is feasible and that the property should be subject to the surcharge; and

WHEREAS, the Public Works Director has recommended, and the Bainbridge Island City Council agrees, that the map adopted by BIMC 13.16.045.B should be amended to include the property in the surcharge area and that the property should be included on the list attached as Exhibit B to Ordinance No. 2023-18.

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

Section 1. Ferncliff Water Extension Surcharge Area. The Ferncliff Water Extension Surcharge Area Map attached as Exhibit A to this ordinance is hereby adopted and BIMC 13.16.045.B is hereby amended to read to read as follows:

B. The boundaries of the geographic area to which this section applies are shown on the map attached to City of Bainbridge Island Ordinance No. ~~2023-18~~ 2023-29, ~~which is codified in this section.~~ The map is adopted as part of this code section as if fully set forth herein.

Section 2. List of Properties in Surcharge Area. This list of properties in the Ferncliff Water Surcharge Area attached as Exhibit B to Ordinance No. 2023-18 is hereby amended to read as set forth on Exhibit B to this ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. 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 _____, 2023.

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

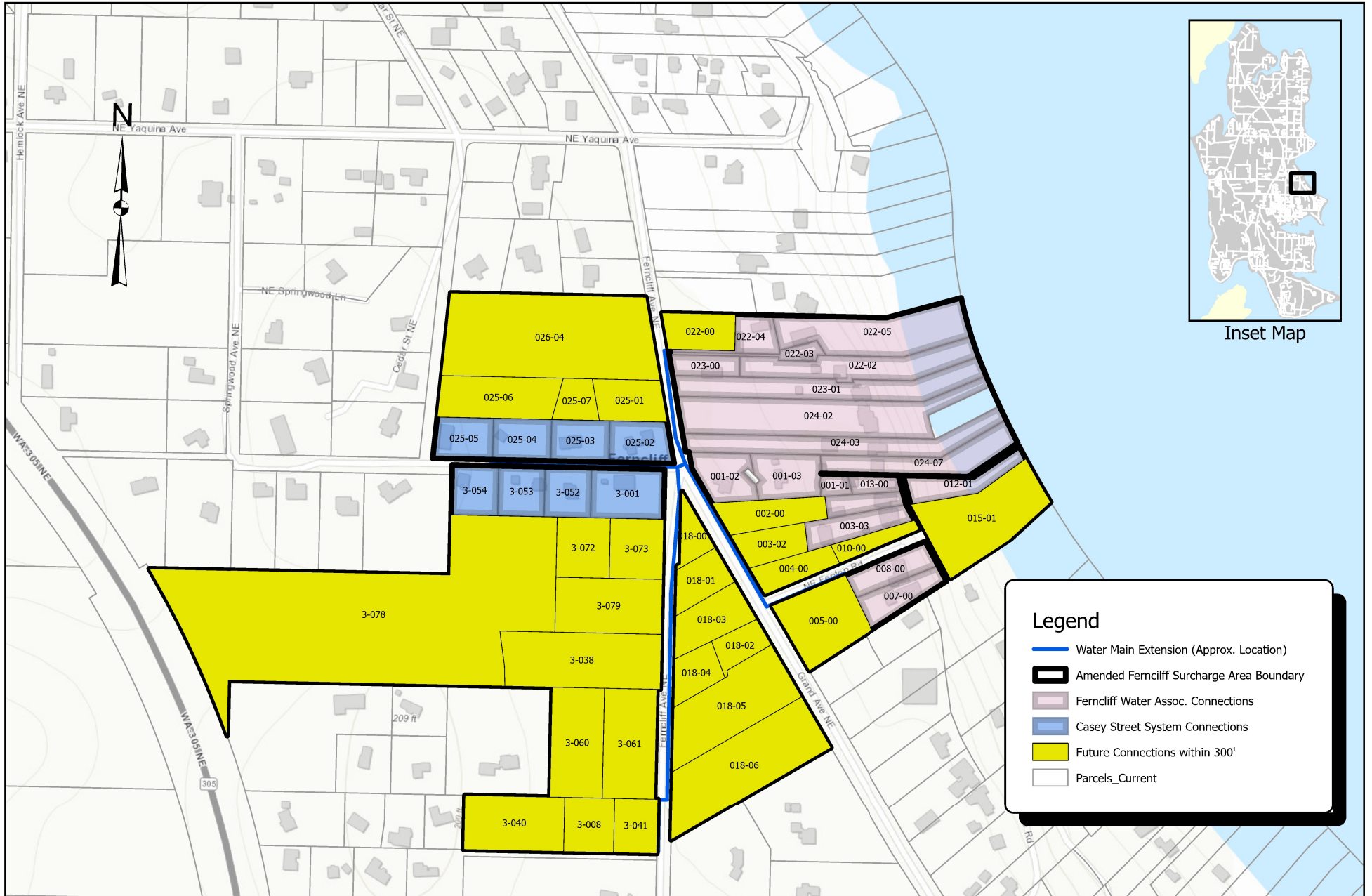
Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATED:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	October 20, 2023
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NO.	2023-29
ATTACHED:	Exhibit A

EXHIBIT A FERNCLIFF WATER EXTENSION SURCHARGE AREA



0 120 240 480 720 960 Feet

EXHIBIT B

FERNCLIFF WATER EXTENSION SURCHARGE AREA PROPERTIES

FERNCLIFF WATER ASSOCIATION CONNECTIONS – 16 PARCELS (21 POTENTIAL)

<u>Tax Parcel No.</u>	<u>Owner</u>	<u>Lot</u>
4169-000-022-0201	ALLEN MARILYN V	022-02
4169-000-023-0002	LOVELL CYNTHIA L	023-00
4169-000-023-0101	DRURY ROBERT L & HANSON SIRRI J	023-01
4169-000-024-0209	DAY ROBERT W	024-02
	FREEMAN GLEASON ALISON J & FREEMAN	
4169-000-024-0308	GLEASON MATTHEW J	024-03
	LAUKAITIS STEVEN J & TONDER	
4169-000-024-0704	LAUKAITIS MARIANN	024-07
4200-000-001-0207	PROCTOR MARY ANN	001-02
4200-000-001-0306	VOGEL ALAN J & TROST DONNA E	001-03
4200-000-007-0003	HANRAHAN JEROME C & JANET E	007-00
4200-000-008-0002	BLISS GARRISON & SUZANNE WU	008-00
4200-000-013-0005	FERNCLIFF BRIDGE LLC	013-00
4200-000-003-0304	BEACH KENNETH C & MURIEL J TRUSTEES	003-03
4169-000-022-0409	ZOCHER JOYCE ELAINE	022-04
4169-000-022-0508	WEEDING DAVID EUGENE & MARY GERBER	022-05
4200-000-012-0105	VALLARINO JUAN TRUSTEE & VALLARINO	012-01
4169-000-022-0300	GERBER KEVIN J TRUSTEE	022-03

CASEY STREET SYSTEM CONNECTIONS – 8 PARCELS (NO ADDITIONAL CONNECTIONS)

<u>Tax Parcel No.</u>	<u>Owner</u>	<u>Lot</u>
232502-3-001-2001	BRUNTON JANE E	3-001
4169-000-025-0208	HUMPHREY MARIELA C & LABAIED MEHDI	025-02
4169-000-025-0307	SCHULZE MILES G & WANDA B	025-03
	BERGAU RYAN KAWIKA & LEE KATHRYN	
4169-000-025-0406	NICHOLE	025-04
4169-000-025-0505	HALLIGAN SEAN M	025-05
232502-3-052-2009	GLAHN LEO M & SHERRY W CO TRUSTEES	3-052
232502-3-053-2008	ADAMS ANGELA KAY	3-053
232502-3-054-2007	MACKENZIE ROGER ANTHONY	3-054

FUTURE CONNECTIONS – ~~301~~ EXISTING PARCELS (~~7247~~ MAXIMUM POTENTIAL CONN.)

<u>Tax Parcel No.</u>	<u>Owner</u>	<u>Lot</u>
4143-000-018-0000	ALLEN JOHN R	018-00
4143-000-018-0109	AMIS DOROTHY	018-01
4200-000-002-0008	SINGLETON JERED L & SARAH	002-00
232502-3-008-2004	HEBNER KEVIN T	3-008
232502-3-040-2004	BRODERSEN RICHARD C & LISA E	3-040
4143-000-018-0000	ALLEN JOHN R	018-00
	GACIOCH STANLEY J & DOMINIQUE A	
4143-000-018-0109	HOFFMAN	018-01
4143-000-018-0208	GRAND CAROLE LLC	018-02
4143-000-018-0307	MOORE DAVID W & CHARLENE B	018-03
4143-000-018-0406	WHITSON RICHARD & ERIN	018-04
	BURKE TAMAH & SAUSKOJUS RODERICK	
4143-000-018-0505	JTWROS	018-05
4143-000-018-0604	ALLOIN JACQUES L	018-06
232502-3-038-2008	RIVERA ROMEO E	3-038
232502-3-041-2003	HEBNER KEVIN T	3-041
4169-000-022-0003	BAUER GARY J	022-00
4169-000-025-0109	MCGEE SEAMUS M	025-01
4200-000-002-0008	SINGLETON JERED L & SARAH	002-00
4200-000-004-0006	MARTENS JAMES E & OLGA	004-00
4200-000-005-0005	UPDEGROVE THERESA J & RICHARD	005-00
4200-000-010-0008	HAMBY SHANE & RACHEL	010-00
4200-000-003-0205	SMITH TIMOTHY WILLIAM	003-02
4169-000-025-0604	BUTLER BRADLEY J	025-06
232502-3-060-2009	KILLIAN ROBERT H & VIDA A	3-060
232502-3-061-2008	TANAKA EMMY	3-061
4169-000-026-0405	MACKAY T JR & LEONA H TRUSTEES	026-04
4200-000-015-0102	BENSON BERNARD M	015-01
4169-000-025-0703	SCHULZE MILES G & WANDA B	025-07
232502-3-072-2005	SUTTON DWIGHT & EDITH TRUSTEES	3-072
232502-3-073-2004	SUTTON DWIGHT & EDITH TRUSTEES	3-073
232502-3-079-2008	SUTTON DWIGHT & EDITH TRUSTEES	3-079
<u>232502-3-078-2009</u>	<u>SUTTON DWIGHT & EDITH TRUSTEES</u>	<u>3-078</u>



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME:

AGENDA ITEM: Cancel the November 7, 2023 City Council Study Session

SUMMARY: Council will consider canceling the November 7, 2023 Study Session.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: City Council

RECOMMENDED MOTION: Cancel the November 7, 2023 City Council 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: October 24, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize Solicitation for Design and Implementation of a 2024 Community Heat Pump Installation Pilot Program (\$200,000)

SUMMARY: The City is seeking support to help design and administer a heat pump installation pilot program for homes on Bainbridge Island in 2024. The program aims to replace or supplement inefficient and/or fossil-fuel based heat systems with high-efficiency heat pumps that will provide both heating and cooling benefits for Island residents. A request for qualifications will be released in late 2023 to solicit statements of qualification from interested parties.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Authorize the City Manager to take necessary next steps to solicit statements of qualifications from interested parties to design and implement a heat pump education and installation pilot program for the Bainbridge Island community.

COMMUNITY ENGAGEMENT AND OUTREACH: City staff has worked with members of the Climate Change Advisory Committee since March to evaluate similar programs in the region and refine suggested program elements. A community survey was released in July 2023 with 161 responses.

FISCAL IMPACT:

Amount:	200,000
Ongoing Cost:	
One-Time Cost:	200,000
Included in Current Budget?	Yes

BACKGROUND: The City of Bainbridge Island desires to launch a heat pump installation pilot program in early 2024. Heat pumps are beneficial as they are more energy efficient than traditional heating systems, reduce reliance on fossil fuels, and provide cooling. Building energy use was responsible for approximately 55% of 2018 community greenhouse gas emissions on the Island, primarily from residential electricity use. Propane and heating oil used for heating buildings and powering appliances also contribute to climate change. Providing incentives to building owners and residents to increase electrification conversions (such as providing financial incentives to transition from propane, fuel oil, and wood stoves to electric heating systems) was a priority action identified in the City's 2020 Climate Action Plan.

The City's Climate Manager has been working with members of the Climate Change Advisory Committee since March 2023 to evaluate similar programs in the region, talk with managers of those programs about best practices for program design and implementation, and refine suggested program elements for Island residents. The City solicited community feedback in July 2023 with a survey to inquire how the City could best assist residents who are interested in upgrading their heating/cooling system to an energy efficient heat pump. This information will be used in developing the final scope of work with the selected program administrator.

The City hopes to complete up to fifteen (15) heat pump installations in 2024, with a priority focus on low- and moderate-income households. A draft request for qualifications and anticipated scope of work is attached for reference. This request for solicitation is submitted for City Council authorization per Section 7.0 of the City's Procurement Policy for projects estimated to cost \$100,000 and above.

ATTACHMENTS:

[Draft RFQ for 2024 Heat Pump Installation Pilot Program .docx](#)

FISCAL DETAILS: This project is funded by the existing budget for implementation of the Climate Action Plan. Staff anticipates up to \$200,000 in funding will be allocated for all aspects of this project, including all costs for program administration, financial incentives to support the purchase and installation of heat pumps, and community outreach and education.

Fund Name(s):

Coding:

DRAFT RFQ: BAINBRIDGE ISLAND COMMUNITY HEAT PUMP INSTALLATION PILOT PROGRAM

Publication date: [INSERT DATE]

The City of Bainbridge Island (City) is seeking a Contractor to help design and administer a pilot heat pump installation program for single-family homes on Bainbridge Island. The program aims to:

- Replace or supplement inefficient electric heat systems with high-efficiency heat pumps, and
- Potentially convert or supplement propane, fuel oil or wood stove heat systems with high-efficiency heat pumps.

Background

The City of Bainbridge Island desires to launch a heat pump installation pilot program in early 2024. Heat pumps are beneficial as they are more energy efficient than traditional heating systems, reduce reliance on fossil fuels, and provide cooling. Building energy use was responsible for approximately 55% of 2018 community greenhouse gas emissions on the Island, primarily from residential electricity use. Propane and heating oil used for heating buildings and powering appliances also contribute to climate change. Providing incentives to building owners and residents to increase electrification conversions (such as providing financial incentives to transition from propane, fuel oil, and wood stoves to electric heating systems) was a priority action identified in the City's 2020 Climate Action Plan.

The City hopes to complete up to fifteen (15) heat pump installations in 2024, with a priority focus on low- and moderate-income households. If the pilot program is successful and demand continues, staff plan to seek additional funding to continue and expand the program in 2025-26.

A draft, anticipated scope of work to achieve these objectives is provided below.

Anticipated Scope of Work

1. PROGRAM CRITERIA DEVELOPMENT

The Contractor will work with the City to develop a program that meets the following criteria:

- Provides funding for the purchase and installation of ductless heat pumps in single-family homes on Bainbridge Island, prioritizing funding for low- and moderate-income households.
- Identifies and recruits HVAC installers to participate in this program, ideally engaging HVAC installers located on the Island and partnering with a heat pump manufacturer and distributor that can offer additional rebates to customers.
- Offers direct rebates (using City funds) to customers via participating HVAC installers to ensure equitable access to this technology. Promotes additional rebates from local utility companies, the State, Federal Government, etc.
- Makes it as easy as possible for residents to participate and take advantage of program funding.
- Provides education for the full community regarding the benefits and types of heat pumps and available incentives (such as from Puget Sound Energy and the Inflation Reduction Act).
- Summarizes program results and recommended next steps.

2. CONTRACTOR/INSTALLER PROGRAM DEVELOPMENT

The Contractor will work with the City to identify a heat pump manufacturer and distributor to partner with to provide direct rebates to customers and ensure qualified products are installed. Alternatively, the Contractor will identify and solicit at least two HVAC installers to provide high quality customer service and installation of eligible HVAC equipment, with direct rebates for customers. The City anticipates the Contractor will develop and provide at least one training for participating HVAC installers on customer relations best practices, heat pump selling points, and local marketing strategies.

3. COMMUNITY EDUCATION AND OUTREACH

Note: portions of this task may be performed by the City pending available funds and total program cost.

The Contractor will develop educational information about the pilot program and solicit interested applicants. The Contractor will develop, coordinate and host at least four (4) public workshops (online and/or in-person) for residents on energy-efficient heat pump benefits and how to participate in the pilot program. Participation in a workshop will be a pre-requisite for application to receive funding as part of this heat pump pilot program. The Contractor will attempt to secure workshop presenters from local financial institutions and utilities (Puget Sound Energy) to answer questions and ensure that customers are benefitting from all available rebates, incentives, and financing options.

The Contractor will work with the City to conduct outreach to support public attendance in the public workshops and identify potential program participants. Outreach will be delivered according to an outreach plan developed in consultation with, and approved by, the City's Project Manager. Specific outreach activities may include the following:

- Assisting in the design and content development of promotional materials.
- Printing and distribution of promotional materials, such as postcards or posters.
- Printing and installation of lawn signs advertising homeowner involvement in the heat pump pilot program.
- Posting on social media platforms and/or in print media.
- Engaging with community nonprofit organizations or other community-based organizations to inform outreach, or to actively participate in outreach activities.
- Designing content for a City webpage to promote and support workshop enrollment for the program.
- Developing case studies with successful program participants to engage future applicants.

4. APPLICANT SUPPORT AND REVIEW

The Contractor will develop a means for interested applicants to directly connect with Contractor staff to learn more about the program (such as via a clearly communicated phone number or email address). The Contractor will review income information submitted by the applicant to verify qualification for the pilot program's level of cost coverage; signed homeowner self-verification is one acceptable means of income verification. To ensure heat pumps are placed in buildings where they can operate most effectively and provide anticipated benefits, the Contractor will review applicant building conditions to verify that each home is in a sufficient condition to participate in the pilot heat pump program. This may include verifying that a home energy assessment has been completed (either by a qualified professional or using Puget Sound Energy's online assessment tool for their customers).

5. REPORTING

The consultant will provide monthly progress reports to the City with a final report compiling the total number of outreach events/efforts and participants/residents reached; the final number of interested

applicants; the final number of heat pump installations achieved; and recommendations for future expansion and/or modification of this program.

Timeline: This project is expected to begin in January 2024 and conclude by December 31, 2024.

Budget: The City anticipates up to \$200,000 in available funding for all aspects of this project, including all costs for program administration, financial incentives to support the purchase and installation of heat pumps, and community outreach and education.

Submittals

Individuals or firms wishing to respond to this RFQ must submit a written Statement of Qualifications (SOQ) that clearly and accurately demonstrates an understanding of the scope of work to be done and the applicant's specialized knowledge and experience showcasing an ability to perform the services outlined in the scope of work. Each SOQ must include the following components:

- Resumes of the professionals who will perform the work.
- Examples of previous experience developing and administering community programs to reduce greenhouse gas emissions, conserve energy or meet other environmental and public health goals.
- Examples of previous experience developing and training a contractor network, specifically for heating and ventilation equipment.
- Examples of previous experience developing community workshops and outreach materials.
- Two references.
- Fee schedule/hourly rate (including any administrative fees or surcharges).

Submit your SOQ by 4:00 PM PST on [INSERT DATE]. Submittals are limited to 15 pages, not counting the cover pages. Responses should be sent via email under the subject "Bainbridge Island Community Heat Pump Pilot Program" to ClimateAction@bainbridgewa.gov. Submittals must be received by the deadline. Submittals received after the deadline will not be considered.

Email is the preferred method, but responses may also be mailed or dropped off at City Hall (Monday – Friday, from 8:00 AM to 4:00 PM). Print copies should be double-sided, with no cover or binding.

City Hall
280 Madison Ave N
Bainbridge Island, WA 98110
Attention: Autumn Salamack, Bainbridge Island Community Heat Pump Installation Pilot Program

Evaluation/Selection Process

- | | |
|-----------------|---|
| • [INSERT DATE] | Deadline to submit SOQ |
| • [INSERT DATE] | Potential interviews |
| • [INSERT DATE] | Invitations extended for select firms to submit proposals |
| • [INSERT DATE] | Proposals due |
| • [INSERT DATE] | Potential interviews |
| • [INSERT DATE] | Date of selection of the most qualified applicant |

Evaluation Criteria

A qualifications-based selection process will be used to select finalists from the pool of applicants and to select the most qualified applicant or applicants. Individuals or entities with strong experience in the areas listed below are encouraged to apply.

The following will be used to evaluate and rank responses to this RFQ:

- Experience developing and administering community programs to reduce greenhouse gas emissions, conserve energy or meet other environmental and public health goals.
- Experience developing contractor networks.
- Experience working on heat pump group buy and/or municipal rebate programs.
- Experience developing community workshops and outreach materials.
- Ability to perform the requested work within the desired timeframe.
- Attention to detail.
- Compliance with RFQ requirements.
- Professional references.
- Fee schedule/hourly rate (including any administrative fees or surcharges).

The City encourages responses from individuals or firms whose primary and/or subcontractors listed in a partnership are certified as Minority Business Enterprise/Women Business Enterprise (MBE/WBE), Disadvantaged Business Enterprise (DBE), or equivalent.

Terms and Conditions

Questions regarding this RFQ or the submittal process should be directed to ClimateAction@bainbridgewa.gov.

Selected applicants will be required to execute a City of Bainbridge Island Professional Services Agreement, obtain a City of Bainbridge Island Business License, and demonstrate compliance with the City's insurance requirements.

The City reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFQ process. This RFQ does not obligate the City to pay any cost incurred by applicants in responding to this RFQ. All such costs shall be borne solely by each applicant. Furthermore, this RFQ does not obligate the City to enter into a contract with any applicant responding to this RFQ.

In the event that the City and the most qualified applicant cannot negotiate a mutually agreeable contract for the services specified in this RFQ at a price which the City, at its sole discretion, determines is fair and reasonable, the City reserves the right to terminate negotiations with that applicant and begin negotiations with another applicant or begin a new process to select a consultant to perform the services specified in this RFQ.

Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made available in an alternate format by emailing cityclerk@bainbridgewa.gov or by calling collect 206.842.2545.

Title VI Notice

The City of Bainbridge Island in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

DRAFT



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City to Apply in Partnership with Housing Resources Bainbridge (HRB) for the Washington State Department of Commerce Connecting Housing to Infrastructure grant Program (CHIP) in the amount of \$480,000 for Utility Improvements for the Ericksen Affordable Housing Project

SUMMARY: The Washington State Department of Commerce (DOC) is offering up to \$55.5 million state-wide, \$2 million per applicant, to fund development charges and utility improvements for new affordable housing projects through their Connecting Housing to Infrastructure Program (CHIP). City staff are requesting Council authorization to apply in partnership with Housing Resources Bainbridge (HRB) for the 18-unit Affordable Housing project on Ericksen Ave.

The City will apply for grant funding totaling \$480,000. The application period for this grant closes October 31st.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Authorize the City Manager or designee to apply in partnership with HRB for the Department of Commerce's Connecting Housing to Infrastructure Program (CHIP) reimbursement grant in the amount of \$480,000 and waive or reduce utility connection and system participation fees related to this grant application contingent on the approval of the CHIP grant and receipt of sufficient grant funds to reimburse the City for the waived or reduced fees.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$480,000 (exact fund split to be determined across Water, Sewer and General Funds)
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: The Washington State Department of Commerce Connecting Housing to Infrastructure Program (CHIP) was created to fund development charges and utility improvements for new affordable housing. The application window for the CHIP 2023-25 funding biennium is open from August 1 - October 31, 2023. A total of \$55.5 million is available, with individual project requests limited to \$2.0 million. City Council adopted Ordinance No. 2023-27 on October 10th, 2023, to accommodate immediate adoption for the CHIP program and support similar utility grant funding programs in the future in which the City will be reimbursed.

Housing Resources Bainbridge (HRB) will construct Ericksen Community, an 18-unit building on Bainbridge Island. Rents will be affordable for households earning at or below 30% and 50% of AML, and seven project-based Section 8 vouchers will enable HRB to serve households with very low and extremely low incomes. The apartments will be one and three bedrooms, targeting elderly, veterans, domestic violence survivors, and families, prioritizing those at risk of homelessness. A partnership with Helpline House will provide supportive services for residents. The Ericksen Project responds to the need for affordable housing on Bainbridge Island. There are 274 regulated affordable rentals in the City with waitlists exceeding two years long.

HRB, in partnership with the City, is requesting a \$480,000 grant from the CHIP program. This grant will cover an estimated \$190,000 in water meter, irrigation meter, and sewer connection fees to the City of Bainbridge Island, and \$290,000 in construction costs for installing the water, sewer, and stormwater infrastructure to connect the building to City mains. The lead applicant for the grant will be the City, in partnership with HRB. Upon grant reimbursement to the City, the City will in turn pass through grant funding to Housing Resources Bainbridge.

ATTACHMENTS:

[MOU COBI HRB signed.pdf](#)

[HRB Letter of Support to COBI.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



MEMORANDUM OF UNDERSTANDING (MOU)

Date: October 19, 2023

To: Housing Resources Bainbridge (HRB)

From: Blair King, City Manager

CC: Ellen Schroer, Deputy City Manager
DeWayne Pitts, Finance Director
Christopher Wierzbicki, Public Works Director
Laura Shear, Management Analyst

Subject: The City of Bainbridge Island's Partnership Grant Application with HRB from the Washington Department of Commerce's Connecting Housing to Infrastructure Program (CHIP) for the Ericksen Community Affordable Housing Project

Purpose

The purpose of this memo is to document an understanding of the City of Bainbridge Island (City) and HRB responsibilities, expectations and working relationship for the application and anticipated receipt of CHIP grant funds for HRB's Ericksen Community Affordable Housing Project.

Scope Summary

The Washington State Department of Commerce (DOC) Connecting Housing to Infrastructure Program (CHIP) was created to fund development charges and utility improvements for new affordable housing. The application window for the CHIP 2023-25 funding biennium is open from August 1 - October 31, 2023. A total of \$55.5 million is available, with individual project requests limited to \$2.0 million. City Council adopted Ordinance 2023-27 on October 10th, 2023, to accommodate immediate adoption for the CHIP program and support similar utility grant funding programs in the future in which the City will be reimbursed.

HRB, in partnership with the City, is requesting a \$480,000 grant from the CHIP program for HRB's Ericksen Community, an 18-unit affordable housing building on Bainbridge Island. This grant will cover an estimated \$190,000 in water meter, irrigation meter, and sewer connection fees to the City of Bainbridge Island, and \$290,000 in construction costs for installing the water, sewer, and stormwater infrastructure to connect the building to City mains. The lead applicant for the grant will be the City, in partnership with HRB.

Affordable Housing Project Summary and CHIP Eligibility

HRB will construct Ericksen Community, an 18-unit building on Bainbridge Island. Rents will be affordable for households earning at or below 30% and 50% of AMI, and seven project-based Section 8 vouchers will enable HRB to serve households with very low and extremely low incomes. The apartments will be one and three bedrooms, targeting elderly, veterans, domestic violence survivors, and families, prioritizing those at risk of homelessness. An HRB partnership with Helpline House will provide supportive services for residents.

This \$480,000 grant request will cover an estimated \$190,000 in water meter, irrigation meter, and sewer connection fees to the City of Bainbridge Island, and \$290,000 in HRB construction costs for installing the water, sewer, and stormwater infrastructure to connect the building to City mains.

HRB attests that the Ericksen Community Project is eligible for CHIP funding requirements:

CHIP Program Requirements	Ericksen Community Project
At least 25% affordable units at or under 80% AMI	100% Affordable units at or below 50% AMI
Strong probability of serving the target group for at least 25 years	Yes
Project funded before CHIP contract signing (earliest possible February 2024)	June, 2024
Construction to be begin within 24 months of grant award	September, 2024
Project completed and invoiced by June 30, 2025 (or June 30, 2027, with re-appropriation by the legislature)	HRB to seek re-appropriation with DOC Legislature. Some utility work to be completed in 2024, but remainder to be completed at end of construction in 2026.

Grant Funding Summary

The CHIP program is a reimbursable grant program. The DOC will announce CHIP funding awards in January, 2024.

- Not more frequently than once-a-month, HRB will submit receipts (i.e. proof of payment) for eligible expenses to the City in a format acceptable to the Department of Commerce (DOC) (see Attachment A, CHIP Grants Invoicing Handbook).
- The City will review the invoice for accuracy before submitting to the DOC for reimbursement from CHIP.
- Upon CHIP grant reimbursement to the City, the City will in turn pass through grant funding to Housing Resources Bainbridge. The City will reimburse HRB within thirty (30) days of receipt of the CHIP grant reimbursement(s).
- In the event that CHIP awarded funds are less than the requested \$480,000, HRB will be financially responsible for the balance.
- Awarded funds will first apply towards the City of Bainbridge Island Utility Connection and Participation fees before HRB's utility construction costs.

- Per CHIP requirements, expenses are to be incurred by June 30, 2025 (or June 30, 2027 with State Department of Commerce re-appropriation or program extension).
 - HRB is responsible for seeking re-appropriation. If re-appropriation is not obtained from the Department of Commerce, HRB will be financially responsible for all project-related costs.
- HRB will maintain time and expense records and provide them to the City upon request. These records are subject to audit by the City or State Auditor Office (SAO).
- HRB will produce a covenant, instrument, or other form of affordable income restriction to be recorded against the Ericksen Community property to ensure the affordability requirements for a minimum of 25 years.
- All requests for reimbursement submitted to the City shall be solely for expenses that are eligible for reimbursement under the grant. The City is not obligated to reimburse any ineligible expense from the grant funds. If an audit by the Department of Commerce, the Washington State Auditor, or the City determines that any expense that was reimbursed to HRB was not eligible for reimbursement, HRB shall be solely responsible for repaying the funds to the Department of Commerce and HRB shall indemnify, defend, and hold the City and its officers and employees harmless from any claims seeking repayment of the funds, notwithstanding the City's approval of HRB's request for reimbursement.

High-Level Schedule: Ericksen Community Affordable Housing Project

- | | |
|-------------------|--|
| • June, 2024 | Funding secured |
| • August, 2024 | Close all funding sources (including CHIP) |
| • September, 2024 | Construction commences |
| • 2024 | Most of Utility work completed |
| • 2026 | Construction complete |

Working Relationship

Both parties agree that the while City will be the lead CHIP grant applicant, HRB remains responsible for the Ericksen Community Affordable Housing Project, including, but not limited to, the project design, permitting, construction and all related processes. City staff will remain in regular communication and consultation with HRB staff.

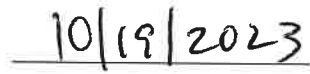
The City's role under this MOU is solely to act as a pass-through agency for the grant funds and as the administrator and a beneficiary of the affordable housing covenant required to be recorded by HRB. The City has no responsibility for financing or constructing the affordable housing project that is the subject of this Memorandum of Understanding and HRB agrees to indemnify, defend, and hold the City and its officers and employees harmless from any claims, losses, or liabilities that may be asserted against the City arising out of the City's role as described in this Memorandum of Understanding. The City is contributing in-kind administrative support for this grant without request for reimbursement.

City Manager, Blair King



Executive Director, HRB

Date



Date

ATTACHMENT A
WASHINGTON STATE DEPARTMENT OF COMMERCE
CONNECTION HOUSING TO INFRASTRUCTURE PROGRAM (CHIP)
INVOICING HANDBOOK

GROWTH MANAGEMENT
SERVICES

CHIP Grants

Invoicing Handbook

This guide will help you navigate the invoicing process for the CHIP grant program.

Table of Contents

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Program Overview

The Connection Housing to Infrastructure Program (CHIP) was created in 2021 to fund utility improvements for affordable housing. By covering the upfront costs of infrastructure and connecting housing to municipal systems, the program makes affordable housing projects more viable and helps bring more affordable housing units online.

The program also helps local governments reduce per unit connection fees. When utilities reduce these connection fees for affordable, multifamily or infill projects, it can encourage development of more such housing options, which tend to be more affordable and make more efficient use of costly infrastructure.

CHIP INVOICING HANDBOOK SEPTEMBER 7, 2023



CHIP Grants 2023-2025

Program Contacts:

Eric Guida

Local Governments Division, Growth
Management Services Housing Team

eric.guida@commerce.wa.gov

Phone: 360.725-3044

Mischa Venables

Local Governments Division, Growth
Management Services Housing Team

mischa.venables@commerce.wa.gov

Phone: 360.725-3088



We strengthen communities

Getting to contract with Commerce

Selected grantee(s) must meet all pre-contracting requirements prior to executing a contract and before drawing down any grant funds. These may include waived portions of system development charges, and anything related to the development of the infrastructure, such as:

- Proof of site control.
- Documentation that consultation with Department of Archeology and Historic Preservation (DAHP) and affected tribes has been completed and there is a plan for preservation of archeological, historical and cultural resources (EO 21-02).
- For requests for system development charges or fees, documentation of the ordinance to waive or reduce system development charges for affordable units, and identification of charges/fees to be waived.
- For requests for utility improvement funding, a project schedule showing affordable housing development be able to begin construction within 24 months of the grant award.
- Commitment of other funds.
- Documentation of a program that will monitor affordability of units for a minimum of 25 years.
- Securitization (covenant and/or note and deed of trust for affordable housing units).
- Risk assessment survey, if requested.
- For 2022 awards, documents needed to respond to federal guidance, including prevailing wage documentation.

Getting ready to invoice

Once a contract between Commerce and a grantee has been executed (signed by both parties), Commerce will provide the grantee the signed contract, an electronic copy of the A-19 form for payment request and a reportable expense form for reporting subcontract spending.

Electronic Fund Transfer (EFT)

The grantee is responsible to authorize receipt of payments from the State of Washington via Electronic Funds Transfer by completing and submitting a Statewide Payee Registration form to the Office of Financial Management. The Office of Financial Management's "Receiving Payment from the State" webpage describes the process to register as a Statewide Payee.

Information for submitting invoices

- **The payee must be the grantee** with which Commerce has a direct contractual relationship.
- **All invoices must have back-up documentation** justifying the amount requested. This can be in the form of invoices for services rendered and materials delivered, or bills from the grantee for project management and developer fees.
- **Eligible project activities and costs include:**
 - Building permits/fees for water/sewer/stormwater utilities.
 - Archeological/historical/environmental review.
 - Construction labor and materials.
 - Construction management from external sources only.
 - Demolition/site preparation.

Reportable Expense Form (REF)

Commerce uses this form to track funds provided to women and minority-owned businesses.

Terms to know:

- **Unified Business Identifier (UBI)** – Most businesses, non-profits, and state and local governments in Washington have a UBI. If you don't know a grantee's UBI, you can find it at [Washington State Department of Revenue](#) under "Reports and Tools" click the first link titled "Business Lookup."
- **Subcontractor** – The first level of subcontractor to the grantee, also sometimes called the prime contractor by the grantee.
- **Sub Subcontractor** – A subcontractor to the subcontractor, or a subcontractor to the prime contractor.

Fill out the top portion using this guidance:

- **Contract #:** Commerce's contract number with the grantee.
- **Name:** Names of the grantee and project manager.
- **Warrant Amount:** The amount of the invoice submitted to Commerce.
- **From Date/To Date:** The start and end dates of the work invoiced (should match the Report Period on the invoice).
- **The following fields self-populate:** Subcontractor Total and Sub Subcontractor Total. Note the Sub Subcontractor field cannot exceed the Subcontractor total; it will turn red when this happens and a change is needed in the form.

Fill out the table portion next using this guidance:

- **Fill out lines for the grantee's prime subcontractor.** If the grantee's prime subcontractor has a sub consultant, fill out a second line (or multiple) for the sub subcontractor(s). Completing this portion of the form may require the grantee's project manager to coordinate with the accounting office at the grantee and/or their subcontractor if they have two levels of subs.
- **Paid by UBI:** Grantee's UBI number. Or, in the case this line is to represent funds from subcontractor to sub subcontractor, this is the subcontractor UBI.
- **Paid by Name:** Grantee name. Or in the case this line is to represent funds from subcontractor to sub subcontractor – this use the subcontractor name.
- **Paid to Contractor Type:** Drop down menu, select Subcontractor or Sub Subcontractor.
- **Paid to UBI:** UBI number of the Subcontractor or Sub Subcontractor.
- **Paid to Name:** Name of the Subcontractor or Sub Subcontractor.
- **Paid to Org Type:** Drop down menu – select if the Subcontractor/Sub Subcontractor is For Profit, Non-Profit, Government or Tribe. Most contractors doing HAPI work will be For Profit.
- **Expense Type:** Drop down menu – select Construction, Goods or Services.
- **Amount:** Enter the amount the contractor spent on the portion of the work being invoiced. This amount cannot exceed the total invoice amount.
 - The amount paid to the Subcontractor should include the amount paid to any Sub Subcontractor (because the Subcontractor is paying the Sub Subcontractor).
 - We recommend: If the total amount of a grantee's contract with a Subcontractor equals the total amount of the Commerce contract, the grantee should put the full invoice amount on the REF for the Subcontractor to avoid redoing under filled REF forms.

Submit the signed invoice along with documentation and REF to your Commerce project manager.



730 Ericksen Ave NE, Ste 100
PO Box 11391
Bainbridge Island, WA 98110
Tel: 206-842-1909
info@housingresourcesbi.org

October 19, 2023

Blair King
City Manager
City of Bainbridge Island
280 Madison Ave North
Bainbridge Island, WA 98110

Dear Blair:

On behalf of Housing Resources Bainbridge, please accept HRB's strong support for COBI's application to the Washington Department of Commerce Connecting Housing to Infrastructure Program (CHIP) grant on behalf of HRB's Ericksen Community project.

We are deeply appreciative of your and COBI staff's efforts in partnering with HRB and applying for this opportunity for HRB's Ericksen Community project. The Ericksen Community will provide 18 units of affordable rental housing for our community. The CHIP grant will significantly reduce the project's budget by providing funds to cover water and sewer impact fees and the construction costs associated with installation of this infrastructure.

Thank you for your strong partnership and commitment to affordable housing.

Best,

A handwritten signature in blue ink that reads 'Phedra Elliott'.

Phedra Elliott
Executive Director



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Receive City Manager's Report,

SUMMARY: City Manager King will present a report on the status of the Climate Action Plan, the Sustainable Transportation Plan, and the 3rd quarter workplan.

AGENDA CATEGORY: Report

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 - Q3 2023.docx](#)

[STP Q3 2023 Progress Update.docx](#)

[2023 Q3 Memo for CC 10242023.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



EXECUTIVE DEPARTMENT MEMORANDUM

DATE: October 16, 2023

TO: Blair King, City Manager

FROM: Autumn Salamack, Climate Mitigation & Adaptation Manager

SUBJECT: Climate Action Plan Status Update – Q3 2023

This memo provides a brief status update on Climate Action Plan (CAP) activities and key deliverables in the third quarter (Q3) of 2023.

Key Highlights in Q3

- Adopted [Ordinance 2023–24](#), which amended BIMC 8.24, Disposable Food Service Ware and Waste Reduction. The ordinance:
 - Eliminates the 25-cent disposable cup fee: food retail establishments on the Island are no longer required to charge a 25-cent fee for each disposable, home compostable beverage cup provided to customers for off-premises dining. Customers are still encouraged to bring their own reusable beverage container.
 - Changes from a process that requires all disposable food service ware be home compostable to a limited list of home compostable products required each year. This list is currently in development with an evaluation of products based on availability, cost, and performance. A draft list was released for public review and comment on the [Engage Bainbridge website](#) through October 29, 2023.
 - Allows the use of metal foil and metal foil-faced paper to wrap hot food, such as hamburgers and burritos.
 - Allows retail food establishments to make the following single-use items available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis after customers affirm that they want them: utensils, straws, condiments in packaging, and beverage cup lids.
- Hired the City's first Sustainable Transportation Coordinator, Hannah Boettcher. The Council added this position during the 2023-2024 budget process to help support implementation of non-capital programs and policies highlighted in the Sustainable Transportation Plan. This position reports to the City's Climate Mitigation and Adaptation Manager and will work closely with staff and community partners to develop and implement sustainable transportation programs, such as Safe Routes to Schools and Bike to Work/School Day events; it will also develop education and outreach materials and programs to promote walking, bicycling and transit ridership on the Island. The position will also coordinate the City's Commute Trip Reduction program, working with employees at City Hall to increase travel to work via carpool, transit, bicycling, walking, etc.
- Posted the [final report](#) from Fehr & Peers – and a summary [Storymap](#) – on the [City website](#). This project analyzed the estimated reductions in greenhouse gas emissions associated with completion of the capital projects identified in Scenario 2 of the Sustainable Transportation Plan, additional strategies designed to help reduce vehicle miles traveled, increased electric vehicle (EV) adoption

rates, electrification of the Seattle-Bainbridge Island ferry, and reduced air travel/improved fuel efficiency for airplanes. It also identified proposed next steps for the City and provides a new data source for tracking vehicle-related emissions in our next greenhouse gas emissions inventory (i.e., StreetLight data). A summary of this project was presented at the July 18th City Council meeting.

- Hosted the second site visit for the Energy Transitions Initiative Partnership Project ([ETIPP](#)). Representatives from PSE, the Bainbridge Island School District, Kitsap Transit, Washington State Ferries, WSDOT, Bainbridge Prepares, and the Climate Change Advisory Committee joined City staff and representatives from the Pacific Northwest National Laboratory and National Renewable Energy Laboratory to review opportunities to generate renewable energy on the island using solar resources, distributed wind, marine (tidal) resources and waste. The ETIPP team estimated electricity loads in 2040 based on projected growth, electrification of the ferry, the transition to EVs, etc., and analyzed how much of that electricity could be generated on the island from renewable sources. Project stakeholders reviewed possible pathways to meet our goal of 100% renewable energy to meet on-island electricity demand in 2040 and assessed the feasibility of potential project sites. This technical assistance project is expected to conclude with a summary report in early 2024.
- Released a request for qualifications (RFQ) for professional services to help identify a project site for a 120kW solar photovoltaic (PV) project to offset carbon emissions associated with operation of the new Ted Spearman Justice Center, scheduled to open in late 2023. Staff anticipates contracting with a firm for these services and releasing an application for public agencies to submit potential sites for consideration to house a solar PV system before the end of the year. The estimated cost for this project is approximately \$780,000.
- Launched a Climate Smart Leaders cohort in support of the [Climate Smart Challenge](#). From October through December, the City is encouraging community members to work together via the “Climate Smart Teams” program to learn about climate smart solutions for transportation, home energy use, and food/waste with tips and tools to engage neighbors, friends, school groups, faith-based groups, etc. in a communitywide campaign to reduce climate pollution.

Q3 2023 CAP ACTIONS SUMMARY TABLE

Action	Q3 2023 Status Update
Community Engagement	
Continue implementation of Climate Smart Challenge	Hired part-time staff from Community Climate Solutions to work with community organizations to promote the Climate Smart Challenge through the end of 2023. Launched a 3-month "Climate Smart Team Leaders Cohort" program for community members in September.
Host community workshops with hands-on demonstrations to learn how to take specific actions	Hosted a Climate Smart Bainbridge table at the July 1st Farmer's Market with support from Climate Change Advisory Committee (CCAC) volunteers. Hosted an informational webinar regarding the new Climate Smart Team Leaders Cohort program on September 21st and promoted the Challenge at two fall events: 1) Day of Preparedness on September 23rd; and 2) Senior Center Community Resource Fair/Okttoberfest celebration on September 30th.
Develop annual CAP progress report for Council/community	Drafted report content and solicited photos. This report is scheduled for release in early 2024.
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 second site visit 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	Completed a community survey with 161 responses in July 2023 to gauge community interest in a City-sponsored program to increase education about/financial incentives for the use of heat pumps in Island homes. An RFQ has been drafted for this work after multiple discussions with a CCAC subgroup and neighboring jurisdictions implementing similar projects.
Finalize and implement PSE franchise agreement and partnership agreement/MOU promoting additional energy conservation and renewable energy offerings for Bainbridge Island customers	Finalized draft franchise agreement and awaiting last round of comments from PSE. Communicated interest in picking up conversation on Partnership Agreement/MOU. Staff anticipates this conversation will be renewed again before the franchise agreement is signed.
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. Currently completing upgrades to the electrical infrastructure at the Public Works shop to service existing electrical equipment.
Complete sustainable transportation/GHG work with Fehr & Peers	Posted the final report from Fehr & Peers – and a summary Storymap – on the City website . A summary of this project was also presented at the July 18th City Council meeting.

Action	Q3 2023 Status Update
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	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 provided a brief presentation on this project at the September 12th City Council meeting. Launched the BI Rides marketing campaign. Kitsap Transit reported that they have achieved new ridership records on BI Ride since launching the campaign at the beginning of the summer. Hired the City's first Sustainable Transportation Coordinator, who began work on September 20th.
Support zero-emission carshare pilot program at Town Center (per recent grant award to Mobility for All via WSDOT's Zero-emissions Access Program)	Met with ZEV Co-op staff to discuss potential locations for a second grant-funded project to install a solar EV charger and additional EV for the carshare program.
Complete/implement COBI Vehicle Electrification Plan (vehicles and charging infrastructure)	Received the City's second and third EVs (Volkswagen ID.4s) for staff use at City Hall. Received word from PSE that we were approved for incentives as part of their new Up & Go Fleet Electrification program, with \$16,000 in incentives anticipated for the installation of two Level 2 chargers behind City Hall. Scheduled time to review the analysis of vehicle and infrastructure options to electrify the City's fleet for a Council presentation in November.
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 1 st as originally stated in the building code. 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 Council Waste Reduction Ad Hoc Committee multiple times to incorporate additional updates to BIMC 8.24 which were discussed at the August 8th Council meeting and adopted at the September 12th Council meeting. Completed first audit of organic waste containers on Winslow Way with assistance from Public Works and BI Zero Waste staff. A second audit is planned in late September with a short summary report to be provided later this fall.

Action	Q3 2023 Status Update
Support development of a comprehensive solid waste program	Tetra Tech presented their final report at the July 18th City Council meeting. In September, Council authorized the City Manager to offer to Bainbridge Disposal a period of exclusive negotiation to prepare a solid waste collection and disposal contract, and further directed the City Manager, with the concurrence of the City Council, to assign a staff member to represent the City on the Kitsap County Solid Waste Advisory Committee.
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	Discussed content, purpose, and audiences for this list with the City's arborist. Staff are working to develop a list by the end of 2023.
Complete USGS CoSMoS modeling to identify infrastructure at risk from sea level rise and identify/implement priority actions to protect or adapt public infrastructure	Re-scoped project due to change in project partners and reduced funding from one grant. The USGS CoSMoS model will not be used. Finalized a consultant contract to complete the re-scoped sea level rise vulnerability and risk assessment, including modelling. Project now on schedule for completion by June 2024.
Implement recommendations from 2022 solar/BESS review of six community disaster hubs	Drafted specifications for a project to add solar panels at the Senior Center. This project is currently on hold pending Council direction this fall regarding a potential fundraising campaign by the Senior Center to expand that facility.
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	Finalized a draft climate lens and developed a plan to test an updated climate lens and equity lens for up to two City projects in early 2024 for refinement and potential use in the 2025-26 budget development process.
Increase the resiliency of COBI utility infrastructure, water, wastewater, and storm drainage	Continued working on climate-related utility projects, including Wing Point and Lovell Pump Station relocations and short-term Manitou Beach drainage improvements.



EXECUTIVE DEPARTMENT MEMORANDUM

DATE: October 18, 2023

TO: Blair King, City Manager

FROM: Hannah Boettcher, Sustainable Transportation Coordinator

SUBJECT: Sustainable Transportation Plan – Q3 2024 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 July 2023 – September 2023.

Key Highlights Q3 2023

- Hired the City’s first Sustainable Transportation Coordinator, Hannah Boettcher. The Council added this position during the 2023-2024 budget process to help support implementation of non-capital programs and policies highlighted in the Sustainable Transportation Plan. This position reports to the City’s Climate Mitigation and Adaptation Manager and will work closely with staff and community partners to develop and implement sustainable transportation programs, such as Safe Routes to Schools and Bike to Work/School Day events; it will also develop education and outreach materials and programs to promote walking, bicycling and transit ridership on the Island. The position will also coordinate the City’s Commute Trip Reduction program, working with employees at City Hall to increase travel to work via carpool, transit, bicycling, walking, etc.
- Installed new crosswalk and signage at Point White Road at Schel Chelb Park to enhance comfort and safety for pedestrians. City staff previously held an open house to solicit community feedback regarding this project in June 2021. The project was identified by the STP as an easy win for quick implementation. Crossing improvements were completed in September 2023.
- Partnered with the Bainbridge Island Parks and Recreation District to install an enhanced drop-off area on Sportsman Club Road supporting student access to Sakai Intermediate School. This project was completed in early September and involved trail improvements, the installation of a new fence, and crosswalk improvements. The new fence will replace the temporary orange

barricades that were previously used in the area. The project is expected to improve safety and comfort of students accessing the school as well as reduce traffic congestion resulting from school drop-offs and pick-ups in the area.

- Initiated next steps for implementation of a second grant to expand the existing community electric vehicle (EV) carshare program with Mobility for All and ZEV Co-op to include a solar EV charging station and an additional carshare vehicle. Mobility for All, partnered with ZEV Co-op, received additional grant funding from WSDOT to fund the expansion by June 2025. The City has committed a \$5,000 cash or staff time match for this second grant. City staff are currently working with ZEV Co-op to identify a location for the new charger and update the site host agreement. The project is expected to be completed Q3 2024.

SUMMARY TABLE OF STP ACTIVITIES THROUGH SEPTEMBER 2023

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

Action	Q3 2023 Status Update
Planned Projects	
Sportsman/New Brooklyn: crossing enhancements, new multi-use sidewalks and side path extensions	Complete: Completed intersection improvements to address traffic congestion and enhance facilities for those who walk and bike in the vicinity in 2022.
Madison Avenue: widen sidewalks, add protected bike lanes, and traffic calming measures (from Winslow Way to SR 305)	In progress: Project 100% design is complete. Project is planned to bid and award before the end of 2023.
Connecting Centers Projects	
Lynwood Center Road – Point White to Fletcher: vertically separated bike lanes	No activity to date.
Finch – Wyatt to Sportsman Road: vertically separated bike lanes	No activity to date.
Wyatt – Finch to Weaver: vertically separated bike lanes	In progress: This project is now incorporated into the Eagle Harbor/Wyatt Non-Motorized Improvement project. Final design will be completed in Q4 2023.
Valley Road Non-Motorized Improvements	In progress: Topographic survey work started in Q3 and will be completed in Q4 2023. Public engagement planned for Q1 2024.
Eagle Harbor/Wyatt Way Non-Motorized Improvements Project	In progress: Final design will be completed and reviewed by the City Council in Q4 2023.
Island-Wide Projects	
Dana's Trail: trail enhancements across School property (Madison to New Brooklyn)	In progress: Trail segments are planned for improvement as part of the City's Winslow Water Tank Replacement Project in Q1 2024.
Manitou – Loop to Falk: traffic calming* measures and advisory shoulder striping	No activity to date.

Action	Q3 2023 Status Update
Grow / Lovell Couplet: one-way couplet and traffic calming measures (Wyatt to High School Road)	In progress: Conducted additional public outreach regarding potential traffic calming measures on Grow Avenue in Q3 2023; planning a traffic circle pilot project in Q4 2023.
Point White – Schel Chelb to Lynwood: traffic calming measures, advisory shoulder striping, and crossing enhancements	Complete: New crosswalk and signage were installed on Point White Road at Schel Chelb park.
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	In progress: Permits are expected in Q4 2023, as is final construction and opening of trail.
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 program	In progress: The ZEV co-op community EV carshare program is up and running and received a second grant to install a solar EV charger and additional carshare vehicle from WSDOT. City staff are currently working with ZEV co-op to identify a location for the new charger and update the site host agreement.
Explore e-bike program and subsidy	No activity to date. E-bike subsidy programs identified as strategy for future consideration in the August 2023 Fehr & Peers report.
Programs	
Lower speed limits on the island	Complete: New speed limits went into effect in March 2023.
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.

Action	Q3 2023 Status Update
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. The updated fee will go into effect on January 1, 2024.
Plan for grant applications for Sound to Olympics Trail from High School Road to Day Road	In progress: The City received \$1.7 million in federal funding (RAISE grant) to plan the Sound to Olympics Trail (STO) from Winslow to the Agate Passage Bridge, including planning for crossing improvements at High School Road.
Develop and install community education and signage (regarding routes and connections with other trails and facilities)	In progress: Staff developing proposal for consistent route signage along STO including connections with other trails.
Other	
Hire a Mobility Manager to support implementation of the STP	Complete: Sustainable Transportation Coordinator was hired and began work in September 2023 to support implementation of non-capital projects, programs, and policies from the STP.
Hire a Project Manager to support implementation of capital projects (including those outlined in the STP)	Complete: A new Project Manager was hired in Public Works in early 2023 to work on capital projects.
Purchase a small electric sweeper to clean bike lanes and hire associated maintenance staff	In progress: A small non-electric sweeper was purchased to clear debris from separated bike lanes and sidewalks. Delivery and use of the equipment is expected in Q4 2023.
Sportsman Club Road fence and trail improvements	Complete: Public Works staff partnered with Parks to install a new fence, trail, and crosswalk on Sportsman Club Road to support student access to Sakai Intermediate School.

**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.



EXECUTIVE DEPARTMENT MEMORANDUM

Date: October 20, 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 over 90 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 selected high priority issues to keep the Council and community informed. Our reporting provides an assessment of progress on currently-approved work items to highlight areas of success and challenge.

2023 Q3 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Hiring the City's first Equity and Inclusion Manager;
- Hiring the City's first Sustainable Transportation Coordinator;
- Introduction of alternatives for the Winslow Subarea Plan for the City of Bainbridge Island;
- Meetings of a subcommittee of Councilmembers and Planning Commissions focusing on outreach related to the Comprehensive Plan and the Winslow Subarea Plan;
- Adopting updates to the Waste Reduction ordinance;
- Decision to remove the Suyematsu Historic District from the Master Lease with Friends of the Farms;
- Beginning tree management in compliance with a shade covenant related to the Crawford and M&E properties to support ongoing local agriculture, and
- Construction on the Yeomalt Drive drainage improvement project.

It is important to recognize that many Council decisions initiate significant staff work to implement.

Some high priority 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 or delay in previously identified projects.

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

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

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. The status of the City’s current year workplan priorities will be reported next at the end of the calendar year.

2023 Workplan Projects*Updated for City Council meeting on October 24, 2023***** means on the 2021 Highest Priority Project list**

	Project	Status	Notes	Category	Project Driver	Dept
67	**Develop and Implement Housing Action Plan Scorecard	Active	Staff will develop scorecard and report back to Council and community.	Land Use/ Housing	Policy	PCD
65	**Support Winslow Subarea Plan and Comprehensive Plan Steering Committee	Active	Consultant engaged to support monthly meetings. Meetings to be held as public meetings.	Land Use/ Housing	Policy	PCD
65	**Update Winslow Subarea Plan	Active	Project ongoing. Draft alternatives reviewed by the Council in Q3 2023.	Land Use/ Housing	Policy	PCD
66	Consider Sea Level Rise Adaptation policy	Active	Retaining consultant for revised scope of work.	Land Use/ Housing	Policy	PCD
69	Update Comprehensive Plan	Active	Consultants retained; initial project steps ongoing.	Land Use/ Housing	Required	PCD
	**Implement Climate Lens and Equity Lens with Winslow Subarea Plan and Comprehensive Plan Steering Committee	Active	Developing climate and equity lenses for discussion with the Steering Committee in their outreach efforts.	Land Use/ Housing	Policy	Exec, PCD
111	Consider options related to ownership of 180 Olympic Drive property	Active	Considering options related to this property.	Land Use/ Housing	Operations	Exec
110	Consider redevelopment of the 625 Winslow Way Police Station site for affordable housing	Active	Developing financial feasibility options for City-led development of affordable housing at current site of police station	Land Use/ Housing	Operations	Exec
68	Consider updates to City sign code	Active	Currently scheduled for Council review in Q4 2023. Staff will provide analysis and recommendations of regulations regarding options for regulation of signs.	Land Use/ Housing	Policy	Exec
47	Complete Manzanita Watershed Planning funded by National Transport Authority Grant	Active	Project data collection and preliminary designs on schedule; Plan to be completed in Q4 2023.	Climate/ Natural Resources	Policy	PW
48	Groundwater Management Plan	Active	Groundwater model analysis to be completed in Q4; Plan completion estimated in Q2 2024	Climate/ Natural Resources	Operations	PW

	Project	Status	Notes	Category	Project Driver	Dept
45	Complete Shoreline Management Program Periodic Review	Active	Council briefing in Q4 2023 on work plan.	Climate/ Natural Resources	Required	PCD
45	CAP: Identify project for solar panel installation per carbon offset recommendation at non-City-owned site.	Active	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 Climate Change Advisory Committee, specifically to install a 120kW photovoltaic (PV) system at a location on Bainbridge Island, and to install a 15kW PV system on the roof of the Police/Court facility. Staff released a request for proposals from solar project consultants to help identify viable sites for a 120kW system on the Island in September and plans to solicit potential locations by the end of the year.	Climate/ Natural Resources	Policy	Exec
45	CAP: Waste Reduction and Limit on Single Use Plastics	Active	On September 12th, City Council adopted Ordinance 2023-24 amending BIMC 8.24, Disposable Food Service Ware and Waste Reduction. These changes were made based on feedback from local businesses and City staff experience implementing the disposable food service ware and waste reduction requirements that went into effect in 2022 and 2023. A proposed list of food service ware items required in a home compostable form is planned for public review in October with Council review in November.	Climate/ Natural Resources	Policy	Exec
#	CAP: Zero Emissions Landscaping Tools (community-wide regulations)	Active	Develop a community ordinance restricting the use of certain types of gas-powered landscaping equipment. A community survey was released in July to obtain feedback on current practices and types of incentives to help residents and businesses convert to non-gas-powered equipment. Over 500 resident responses and 51 business responses were received. Working with REAC to think through direct outreach to workers, as well as more sustainable alternatives to gas or electric landscaping tools and lawn care techniques.	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. A Council presentation is currently planned for November 14th.	Climate/ Natural Resources	Operations	Exec

	Project	Status	Notes	Category	Project Driver	Dept
#	CAP: ETIPP Renewable Energy Technical Assistance	Active	Technical assistance program is currently underway to identify specific pathways towards 100% renewable energy for the island, and increase the community's energy resilience by allowing for portions or the entirety of the community to be able to operate as an islanded grid during outages. A second site visit was held with community stakeholders in September and a final report is anticipated in Q1 2024.	Climate/ Natural Resources	Policy	Exec
48	CAP: Evaluation of options for City approach to solid waste services	Active	Solid waste assessment from TetraTech submitted in Q2. In Q3, City Council authorized the City Manager to offer to Bainbridge Disposal a period of exclusive negotiation to prepare a solid waste collection and disposal contract, and further directed the City Manager, with the concurrence of the City Council, to assign a staff member to represent the City on the the Kitsap County Solid Waste Advisory Committee.	Climate/ Natural Resources	Policy	Exec
71	Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	Preliminary design direction approved in Q3; Right-of-way acquisition to begin and final design review in Q4.	Mobility	Capital	PW
72	Madison Avenue Bundled Project	Active	Advertisement and construction contract award scheduled for Q4; Project intentionally delayed for advantageous bid period and weather.	Mobility	Capital	PW
73	Sound to Olympic Trail Planning	Active	Final recommendations in Q4.	Mobility	Capital	PW
74	Trail Projects: Farm Trail; Lost Valley	Active	Expecting permit issuance and completion of construction in Q4.	Mobility	Operations	PW
77	Marine Patrol: · Increase visibility and patrol hours during boating season · Coordinate with BIFD to augment staffing during patrols and increase available resources - Increase boater safety inspections	Active	Additional officers will attend Basic Marine Law Enforcement Training in 2023 to replace trained officers lost in 2021 and 2022. Four officers completed the basic marine operations course during Q2 in 2023. Boating season operations have begun and tracking of hours and inspections are in progress.	Safety	Operations	POL

	Project	Status	Notes	Category	Project Driver	Dept
78	Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs · Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations. This project will continue in conjunction with island wide speed limit changes. IT is assisting with a data collection process from the City's radar feedback signs.	Safety	Operations	POL
76	Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARPA funding for Solar Panels and Emergency batteries led to restarting this effort. Interlocal agreement with Parks District approved by Council in March 2023. Interlocal agreement with School District approved by Council in June 2023.	Safety	Operations	Exec
104	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. Hosted Washington State EMD Tsunami Program staff in August 2023. Reviewed island maps and completed site visits where new tsunami signage is needed. TsunamiReady visit with NOAA/NWS on track for end of year.	Safety	Operations	Exec
	Bainbridge Island Senior Community Center Renovations Project	Active	Minor repair and maintenance will continue through end of year.	Community	Capital	PW
	American Rescue Plan Act (ARPA) project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022; reporting also completed in April 2023.	Community	Operations	Exec
	CAP: Solar Panels and Battery Energy Storage project	Active	Evaluation of six disaster hubs completed. In Q4 2022, Council authorized funding for a solar panel project at the Senior Center and solar panels and battery energy storage at Hyla School Middle School. A structural analysis of the roof of the Senior Center was completed in the spring, and specs for this project are almost finalized for release. Next steps for the Sr Center are pending Council direction on if/when to install solar panels given potential fundraising and renovation projects in current discussions with the City	Community	Policy	Exec
	Consider options related to ongoing management of Suyematsu Historic District	Active	Community process planned to begin in Q4 2023.	Community	Policy	Exec

	Project	Status	Notes	Category	Project Driver	Dept
	Coordinate programming for ongoing Community One Reads Program	Active	Building community on Bainbridge Island through reading one book together. Community voted on book in Q2 with announcement of book in Q3. In Sept, City partnered with IslandWood to host 2 nature walk events. In Oct, they will host their final naturewalk. BI Library is hosting book discussion on Oct 17 and BI	Community	Policy	Exec
	Expand communications efforts through "Questions and Answers" page on City website	Active	Implementing website to provide information to community regarding topics current on social media	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. Tree work in Q3/Q4 2023.	Community	Operations	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 and Salish Behavioral Health.	Community	Policy	Exec
	Support Council consideration of public farmland master lease revisions	Active	Council approved removing the Suyematsu Historic District from the Master Lease with Friends of the Farms in Q3 2023. Next steps will include further discussion of the Master Lease and associated exhibits.	Community	Policy	Exec
	Support Race Equity Advisory Committee	Active	2023 work plan approved in Q1. Transition from Ellen to Anshu as liaison underway.	Community	Operations	Exec
	Support Welcome Pole project on the Sound to Olympics Trail	Active	Partnering with the Suquamish Tribe, Bainbridge Island Parks & Trails Foundation and Public Art Committee. Funding for installation approved in Q1. Met to confirm support with Suquamish Tribe rep and PArks & Trails for interpretive signage.	Community	Capital	Exec
	Country Club Road Reconstruction	Active	60% design complete in Q3; permitting process underway. Construct in 2024.	Accountability	Capital	PW
	Hawley/Irene Sewer Upgrades	Active	Design complete and permitting in process; construction contract award in Q4	Accountability	Capital	PW
	Police and Court Facility Public Art Installation	Active	Funding approved; design and permitting in Q4; Installation in Q1 2024	Accountability	Operations	PW
	Police/ Court Facility Replacement Project	Active	Project currently on schedule for public open house in November 15, 2023; Move-in late 23 or early 24	Accountability	Capital	PW
	Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design underway; permits submitted; delays due to lack of Hearing Examiner for permit hearing	Accountability	Capital	PW
	Wastewater Beneficial Re-Use Project	Active	Phase II scope approved; preliminary concept design work in Q4	Accountability	Operations	PW
	Wastewater Treatment Plant Capacity Upgrades	Active	Final design technical memos and basis of design in early Q4; Award construction contract in Q1	Accountability	Operations	PW

	Project	Status	Notes	Category	Project Driver	Dept
	Wastewater Treatment Plant Outfall Replacement	Active	Design contract award in Q4	Accountability	Capital	PW
	Water and Sewer SCADA Upgrades	Active	Project to be complete in Q1; delays due to communication system coordination	Accountability	Capital	PW
	Water System Business Plan	Active	RFQ for consultant services advertised in Q3; work to begin in Q1	Accountability	Operations	PW
	Winslow Water Tank Replacement Project	Active	Construction advertisement in Q4	Accountability	Capital	PW
	Annual fleet and equipment procurement	Active	Majority of procurements on-track with exceptions for vehicles that are unavailable due to supply-chain issues.	Accountability	Capital	PW
	City Hall Security System Software Upgrades	Active	Construction contract award expected in Q4.	Accountability	Operations	PW
	Ferncliff water main extension	Active	100% design complete; Easements and construction contract award expected before end of the year.	Accountability	Capital	PW
	Negotiate Comcast Franchise Renewal	Active	Renewal expected in 2024; Delays associated with changes in City's legal team	Accountability	Operations	PW
	Pavement Condition Report Update and Project Prioritization	Active	Draft plan expected in Q4	Accountability	Operations	PW
	PSE Franchise Renewal Process	Active	City's last round of reisions complete; expect Council approval in Q1 2024.	Accountability	Operations	PW
	Sands Ave Well Rehabilitation	Active	Construction expected to be complete before end of year; setbacks due to manufacturuer-related equipment issues.	Accountability	Capital	PW
	Sewer District 7 Interlocal Agreement Update	Active	Negotiations with the District started.	Accountability	Operations	PW
	Stormwater System Plan	Active	Plan completion expected in Q1 2024.	Accountability	Operations	PW
	Yeomalt Drive Drainage Improvement Project	Active	Project will be completed in Q4.	Accountability	Capital	PW
	Laserfiche Upgrade	Active	Addition of Workflow, Forms, Archiving, Auditing Module	Accountability	Operations	IT
	MUNIS Upgrade/Cloud Migration	Active	Upgrading and migration to cloud-hosted software for City's Enterprise Resource Planning system, MUNIS.	Accountability	Operations	IT
	Provide downloadable GIS maps on City website	Active	Allow all GIS users to download existing maps.	Accountability	Operations	IT
	American Rescue Plan Act (ARPA) Grant compliance and claims	Active	The City received \$7.061 million in two payments in 2021 and 2022. Annual compliance reports due and submitted in April 2022 and 2023.	Accountability	Operations	FIN

	Project	Status	Notes	Category	Project Driver	Dept
	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
	Develop and issue banking Request for Proposals (RFP)	Active	The Finance Department is intending to seek proposals for new banking services. An RFP will be issued in Q4 2023.	Accountability	Operations	FIN
	Midbiennial Budget Modifications	Active	For 2024 Budget. Set hearing on Sept 12 for Oct 24	Accountability	Operations	FIN
	Develop Americans with Disabilities Act Transition Plan	Active	Working with Accessology, the City will create an ADA transition plan covering municipal policy, capital projects and operations. Accessology has visited sites on Bainbridge Island to review in Q2 and has been looking at City policies in Q3. In Q4 they will facilitate 10 hours of training for employees and develop their final report for submittal. In Q1 2024, the City will determine an implementation plan.	Accountability	Operations	Exec
	Develop racial equity toolkit	Active	In Q3, Equity and Inclusion Manager joined City staff. Work on a race equity lens is proceeding in tandem with a climate lens.	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
67	**Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Complete	Housing Action Plan adopted by City Council in June, 2023.	Land Use/ Housing	Policy	PCD
100	Update to Title II of the Bainbridge Island Municipal Code - Subarea Planning Process	Complete	Title II updated and Steering Committee formed and active.	Land Use/ Housing	Policy	PCD
45	CAP: Zero Emissions Landscaping Tools (City use)	Complete	Equipment transition complete. Electrical upgrades at O&M facility for charging currently underway.	Climate/ Natural Resources	Operations	PW
46	CAP: Develop options to offset carbon emissions related to Police/Court facility	Complete	Climate Change Advisory Committee presented recommendations for projects to create new carbon emissions reductions. This project stemmed from a prior decision not to pursue LEED certification at the Police/Court facility.	Climate/ Natural Resources	Policy	Exec
70	Eagle Harbor PH II Non-Motorized Project	Complete	Complete	Mobility	Capital	PW

	Project	Status	Notes	Category	Project Driver	Dept
75	All-Island Speed Limit Implementation	Complete	Project complete.	Mobility	Operations	PW
76	Consider removal of Suyematsu Historic District from Master Lease	Complete	With input from Friends of the Farms and the Historic Preservation Commission, brought proposal to Council.	Community	Policy	Exec
	Pritchard Park Outfall Replacement	Complete	Construction complete.	Accountability	Capital	PW
	Taylor Well Rehabilitation	Complete	Construction complete.	Accountability	Capital	PW
	Water/Sewer Rate Study	Complete	Complete	Accountability	Operations	PW
	Halls Hill Revegetation	Complete	Project complete.	Accountability	Capital	PW
	Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Complete	The new system was implemented in the final week of May 2023. Troubleshooting and records migration continues.	Accountability	Required	POL
78	Increase business license requirement and payment threshold to \$3k	Complete	Eliminates the requirement for a City business license unless an annual \$3k de minimis gross income threshold is met.	Accountability	Policy	FIN
	Complete labor negotiations with International Association of Machinists	Complete	Complete	Accountability	Operations	Exec
	Consider and implement changes to Ethics Program	Complete	Council training completed in Q1 2023.	Accountability	Policy	Exec
79	Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy	Exec
	Continue to investigate options to improve community cellular	Deferred	Work deferred pending staff availability.	Community	Operations	Exec
	Plan for Community Needs Assessment	Deferred	Consider scope and timing for 2024.	Community	Policy	Exec
	Complete changes to Code Compliance	Deferred	Work deferred pending staff availability.	Accountability	Policy	PCD

	Project	Status	Notes	Category	Project Driver	Dept
	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
	Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Deferred	Current priority is to renew existing franchises and then to determine which other franchises to pursue. Work deferred pending staff availability.	Accountability	Required	Exec
	Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations	Exec
63	**Consider Transfer of Development Rights (TDR) Implementation	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD
64	**Develop development regulations for small lots	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD
65	Consider Green Building Initiatives	Deferred	Will be considered by Council in Q4 2023	Climate/ Natural Resources	Policy	PCD
	Annual Sidewalk Repair Project	Deferred	Deferred to 2024	Accountability	Operations	PW
	Major vs Minor Home Based Business Code Review	Deferred	Research and possible code update.	Accountability	Policy	PCD



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:10 PM) Authorize Amendment No. 1 to the Professional Services Agreement with LMN Architects to Update the Winslow Subarea Plan (\$188,316), and Related Budget Amendment (\$201,200) ** 2023 Council High Priority Project** - Planning,

SUMMARY: City staff request the City Council to authorize the City Manager to approve Amendment No. 1 to the Professional Services Agreement with LMN Architects for the project to update the Winslow Subarea Plan, adding \$188,316 to the Agreement. The additional cost is related to 1) the City's decision to combine the Environmental Impact Statement (EIS) for the Winslow Subarea Plan and Comprehensive Plan into a single, integrated EIS, 2) added public engagement opportunities, and 3) additional City Council, Planning Commission and Steering Committee touchpoints.

The current, approved professional services agreement envisioned a plan that produced updates well in advance of the periodic update to the City's Comprehensive Plan and described the preparation of a "Limited Scope EIS" for only the updates to the Winslow Subarea Plan.

A determination of significance for the Winslow Subarea Plan update was published early at the project's initiation in 2023. With both the Winslow Subarea Plan and Comprehensive Plan projects now existing more closely, both are considering similar and complementary population, housing and employment growth scenarios. Under the State Environmental Policy Act, an EIS is to concurrently analyze impacts of projects together if there are shared considerations.

As a result, a revised Scoping Notice was issued, informing the public that the environmental analyses for both projects are being combined in one, single EIS.

If City Council chooses not to approve the contract and budget amendments, substantial public confusion and heightened potential risk of appeal will result due to the revised EIS scoping notice being formally withdrawn due to insufficient funds for the integrated EIS. Additional negative consequences include both projects removing planned, additional public involvement and community engagement events that were added after consideration of Steering Committee feedback. Not approving these amendments will create the need to consider two, individual EIS's for both projects, which state law discourages and whose costs would far exceed the cost additions for the integrated EIS described in these amendments.

AGENDA CATEGORY: Contract

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with LMN Architects to update the Winslow Subarea Plan as described in this agenda item, with approval of a subsequent budget amendment in the amount of \$201,200.

COMMUNITY ENGAGEMENT AND OUTREACH: Scope of work and contractual review and approvals in fall 2022; Steering Committee meetings in summer 2023 on scope of work changes ; city council meeting agendas in September.

FISCAL IMPACT:

Amount:	\$201,200
Ongoing Cost:	NA
One-Time Cost:	\$201,200
Included in Current Budget?	Yes

BACKGROUND: The City Council has identified updating the Winslow Subarea Plan ("WSP") as a High Priority work plan item in 2022. The last update of the WSP was completed in 2006. Updating the WSP is also identified as a priority action in the Land Use Element of the Comprehensive Plan.

The Council unanimously approved the Professional Services Agreement with LMN Architects to update to the Winslow Subarea Plan on October 11, 2022. That approved agreement described a "Limited Scope EIS" that confined itself to only the updates to the subarea.

The City Council established a Steering Committee in April 2023 to oversee the Winslow Subarea Plan Update and the Comprehensive Plan periodic review with a primary purpose to advise on those projects' community engagement events. The Steering Committee's first monthly meeting was in June 2023.

Project consultant teams are expected to attend the monthly Steering Committee meetings, which was not included in original, approved agreements. In addition, Steering Committee recommendations are reflected in the updated scope of work and professional services agreement for the Winslow project to have additional community engagement activities based on a modified work plan.

The slowed progress of the Winslow Subarea Plan and the initiation of the Comprehensive Plan periodic update provided the City an opportunity under the State Environmental Protection Act (SEPA) to combine both projects in one Environmental Impact Statement, minimizing the need and cost for two, separate determinations under SEPA.

ATTACHMENTS:

[Amendment No 1 to PSA LMN re Winslow Subarea Plan.docx](#)

[Amendment No. 1 to PSA Exhibit A Updated Scope of Services.docx](#)

FISCAL DETAILS: Amendment No. 1 to the Professional Services Agreement with LMN Architects updates the scope of services to update the Winslow Subarea Plan and complete related environmental review and additional environmental review to include the Comprehensive Plan periodic update which was developed by LMN Architects and reviewed by City staff, adds \$188,316 to the Agreement between the City and LMN, for a total cost of \$547,716.

The current project amount in the city budget is \$360,000, \$160,000 in the 2021/2022 and \$200,000 for project professional services in the 2023-2024 biennial budget to pay for this contract.

City staff are requesting a budget amendment of \$201,200 for this item, which was added to the 2024 proposed budget modifications included on tonight's agenda in the public hearing section of the packet. The equates to a total project budget of \$561,200. In addition to the contract amendment, the budget amendment adds just over \$12,000 to the budget to fund 2 additional citywide postcard mailings, to be completed by City staff.

Fund Name(s): General Fund

Coding: 64011586 541100 01242 Project number is 01242 – WINSLOW SUBAREA PLAN

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

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on November 23, 2022, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and LMN Architects, LLP, a Washington State Limited Liability Partnership (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide a variety of consultant services in connection with updating the Winslow Subarea Plan; and

WHEREAS, the City desires to increase the services provided under the Agreement, extend the term of 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 2.A. is hereby amended to read as follows:

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~December 31, 2023~~ December 31, 2024, unless sooner terminated by either party as provided below.

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

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with Attachment B, but not more than a total of ~~three hundred and fifty-nine thousand and five hundred and sixty~~ Five Hundred Forty-Seven Thousand Seven Hundred Sixteen dollars (\$~~359,560~~ \$547,716)

3. Attachment B, Scope of Services, is hereby amended to include new and updated tasks as set forth on Exhibit A.

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.

LMN ARCHITECTS, LLP

CITY OF BAINBRIDGE ISLAND

Date:_____

Date:_____

By:_____

By:_____

Name Osama Quotah, AIA, LEED AP

Blair King, City Manager

Title Partner

Tax I.D. # 91-1081766

City Bus. Lic. # 45692

EXHIBIT A

ATTACHMENT B SCOPE OF SERVICES

LMN and the consultant team will perform the following additional and new services:

Task 1.1: Project Management (Additional/Updated)– Based on changing direction from the Council and senior leadership, the schedule and approach has been adjusted beyond the number set forth in the base contract. This additional service will cover the remainder of the base contract for the prime, and additional management and invoicing time for the contract extension through March for the team. For LMN, this task also includes additional time to manage consultants and provide additional coordination between EA, the City, Nexus Planning, and the Comprehensive Plan Update. The budget assumes 1 coordination meeting per month, beginning in September 2023, through the end of 2024.

Task 2.1: Community Engagement (Additional/Updated)– This will cover the planning, materials development, facilitation, and post-production for an additional public workshop around the plan alternatives, to take place in the fall, will include both in-person and online components. Additionally, the team will plan an additional day of workshops with focus groups such as the Chamber of Commerce, youth, seniors, developers, Kitsap Transit, and BISD/BI Metro Parks and Rec District.

Task 6.1: Alternatives Development (Additional/Updated)– In order to meet various iterations of the schedule since January, the alternatives development phases has been started and stopped several times, leading to inefficiencies beyond those assumed in the initial scope. The updated schedule includes project pauses in order to maximize efficiency, so this fee also includes limited coordination and communication during those periods.

Task 7.1: Limited Scope Environmental Impact Statement (EIS, Additional/Updated)– New Desktop Qualitative Natural Resources Analysis, including:

- o Prepare general discussion on existing critical areas and shorelines, environmentally sensitive plant communities, and animal habitat in the Subarea Plan Area.
- o Provide discussion on the potential for impacts to identified environmentally sensitive natural resource features in the Subarea Plan Area under the EIS Alternatives.
- o Identify the types of mitigation measures that could be employed to minimize the potential for impacts to identified natural resources in the Subarea Plan Area.
- o Identify Significant Unavoidable Adverse Impacts anticipated under the EIS Alternatives, if any.
- o Project Management (assumes up to two meetings specifically related to Natural Resources Section).
- o Additional time for LMN and Toole to Support the EIS process.

Task 7.2 SEPA Services (New)– 2024 Periodic Update to Comprehensive Plan

The City has opted to combine the EIS for the Winslow Subarea Plan and Comprehensive Plan into a single, integrated study. This scope reflects the effort for the consultant to undertake that effort. It is assumed at this point (prior to expanded EIS Scoping) that the Comprehensive Plan Update analysis will evaluate the same elements of the environment as those identified for the Winslow Subarea Plan Update EIS, as follows:

- | | |
|---|-------------------------------|
| o Land Use | o Housing |
| o Environmental Justice | o Natural Environment |
| o Transportation | o Transportation |
| o Public Services | o Aesthetics/Visual Resources |
| o Utilities | o Population |
| o Climate Change and Greenhouse Gas Emissions | o Employment |

Technical input (technical memos) for the EIS will include the following existing City of Bainbridge Island technical team members: Transportation (subconsultant TBD); and Utilities (for water, sewer, and stormwater – City of Bainbridge Island).

The Land Use, Population, Employment and Housing sections will be based, in part, on information provided by the Nexus/SCJ team as part of the comprehensive planning update process and the land capacity analysis. It is assumed that outside of the Winslow Subarea, no additional visualizations will be necessary for visual resources.

The EIS will identify measures that if implemented, would mitigate the impacts identified. The EIS will link mitigation to development thresholds, as appropriate. All internal project meetings will be held virtually. The City of Bainbridge Island will distribute all public notices regarding scoping, the Draft EIS and the Final EIS.

Phase I – Expanded EIS Initiation and Coordination

1. Review and comment on the Expanded Scoping Summary prepared by Nexus and SCJ Alliance.
2. Participate in monthly meetings with the City, the Nexus/SCJ team, and the LMN team to ensure the City's goals, objectives and expectations are met, and to coordinate the Info Needs for the EIS.
3. Review applicable existing background information.
4. With the City and the Nexus/SCJ Alliance team, confirm reasonable alternatives for analysis in the EIS.
5. Prepare a brief Preliminary SEPA Work Plan summarizing the assumptions regarding the Comprehensive Plan alternatives to be analyzed (up to two action alternatives and the No Action Alternative assumed), elements of the environment, EIS format, etc.
6. Create an "Information Needs Memo" for the Comprehensive Plan portion of the EIS in Q4 2023: This Memo will be the framework moving forward with the technical analyses and has been a proven and valuable tool to achieve an efficient start to the SEPA process. It ensures a consistent understanding of data needs and schedule.

7. Confirm Schedule for SEPA review.
8. Initiate Preparation the Draft EIS Chapter 2 – This is the description of the Proposed Action and Alternatives. A draft of this chapter will be submitted to the City, Nexus, and LMN for review/concurrence. Chapter 2 will include the Winslow Subarea Plan alternatives as scenarios under the Comprehensive Plan Alternatives.

Phase II – Draft EIS

1. Coordinate with the City of Bainbridge Island and the Nexus/SCJ team regarding finalization of EIS scope and team member's responsibilities.
2. Coordinate with the City and Nexus/SCJ team regarding information necessary for the Draft EIS.
3. Update the Information Needs Memo based on the finalized scope and team information needs.
4. Review and comment on the draft technical memos/information provided by the City related to Stormwater; Transportation; and, Utilities.
5. Incorporate technical memo information related to stormwater, utilities and transportation into the Preliminary Draft EIS.
6. Coordinate with the Nexus/SCJ Alliance team regarding input related to land use density/height assumptions, population, employment, and housing
7. Serve as principal author of the Preliminary Draft EIS, including Fact Sheet, Summary Chapter, EIS Sections (including Land Use, Housing, Population and Employment, Aesthetics, GHG and Climate Change, Natural Environment, Public Services, and Environmental Justice).
8. Produce the Preliminary Draft EIS and submit (electronically) to the City, Nexus/SCJ Alliance team (and LMN for Winslow subarea) for review and comment.¹
9. Revise the Preliminary Draft EIS based on comments received; submit the Updated Preliminary Draft EIS to the City (a total of two rounds of review assumed).
10. Coordinate production of the Draft EIS for issuance.
11. Attend the Draft EIS public meeting organized and run by the Nexus/SCJ team and City.²
12. Participate in up to 3 team meetings (held in Seattle) or conference calls throughout the Draft EIS phase (Phase II).

Phase III – Final EIS

1. Coordinate with the City to receive copies of all comment letters and emails received regarding the Draft EIS during the Draft EIS public comment period. Review all comments, as well as the Draft EIS public hearing testimony to identify substantive comments that require responses.
2. Participate in a meeting/conference call involving the City, Nexus/SCJ team, LMN team and other members of the project team to:
 - Confirm all substantive comments that require a response;
 - Confirm whether any comments require additional analyses.

¹ City of Bainbridge Island comments will primarily be provided as direct edits, with no new analysis or alternatives required.

² EA Engineering will produce a limited number of USB drives (~15) and hardcopies (~4) of the Draft EIS for the City. We will also prepare pdf files of the document to be placed on the City's website (this is the primary way the document will be made available to the public).

3. Distribute comment letters with identified comments to applicable consultant team members and assign responsibilities for preparation of responses to specific comments (written comments and testimony).³
4. Prepare responses to comments assigned to EA.
5. Internally review and edit all comment responses prepared by members of the project team.
6. Incorporate responses into the format of a preliminary Final EIS and internally edit that document.
7. Submit copies of the preliminary Final EIS to the City and Nexus/SCJ teams for review.
8. Revise the Preliminary Final EIS based on comments received; submit the
9. Updated Preliminary to the City (a total of two rounds of review assumed).
10. Coordinate production of the Final EIS for issuance.⁴
11. Attend up to 2 meetings/conference calls throughout the Final EIS phase.

Task 8.1: Commission and Council Coordination (Additional/Updated)– The base contract showed 3 touch points with the City Council and Planning Commission. In the first quarter of the contract, the team exceeded this based on requests from the client. With the formation of the new steering committee, and the schedule extension directed by council, our team anticipates 8 additional touch points with the Council, Commission, and committee.

Exclusions: This contract does not include detailed traffic modeling beyond what has been prepared in existing work and by others.

III. TERMS (UPDATED, STRIKEOUT/UNDERLINE)

BUSINESS TERMS

LMN Architects is pleased to present our fee proposal for planning services for the Winslow Subarea Plan. The fee proposal has been developed after careful consideration of the project needs outlined in the RFP, and our understanding of the City of Bainbridge Island's specific requirements. LMN will be the prime consultant. LMN will work with the City to carefully confirm project scope and make appropriate adjustments to ensure that the fee directly matches the City's goals and the specific requirements of the planning assignment.

Fees will be billed on a time and material basis at standard firm rates, not to exceed the amounts shown on Exhibit B. Rates will be adjusted annually in accordance with each firm's standard review practices.

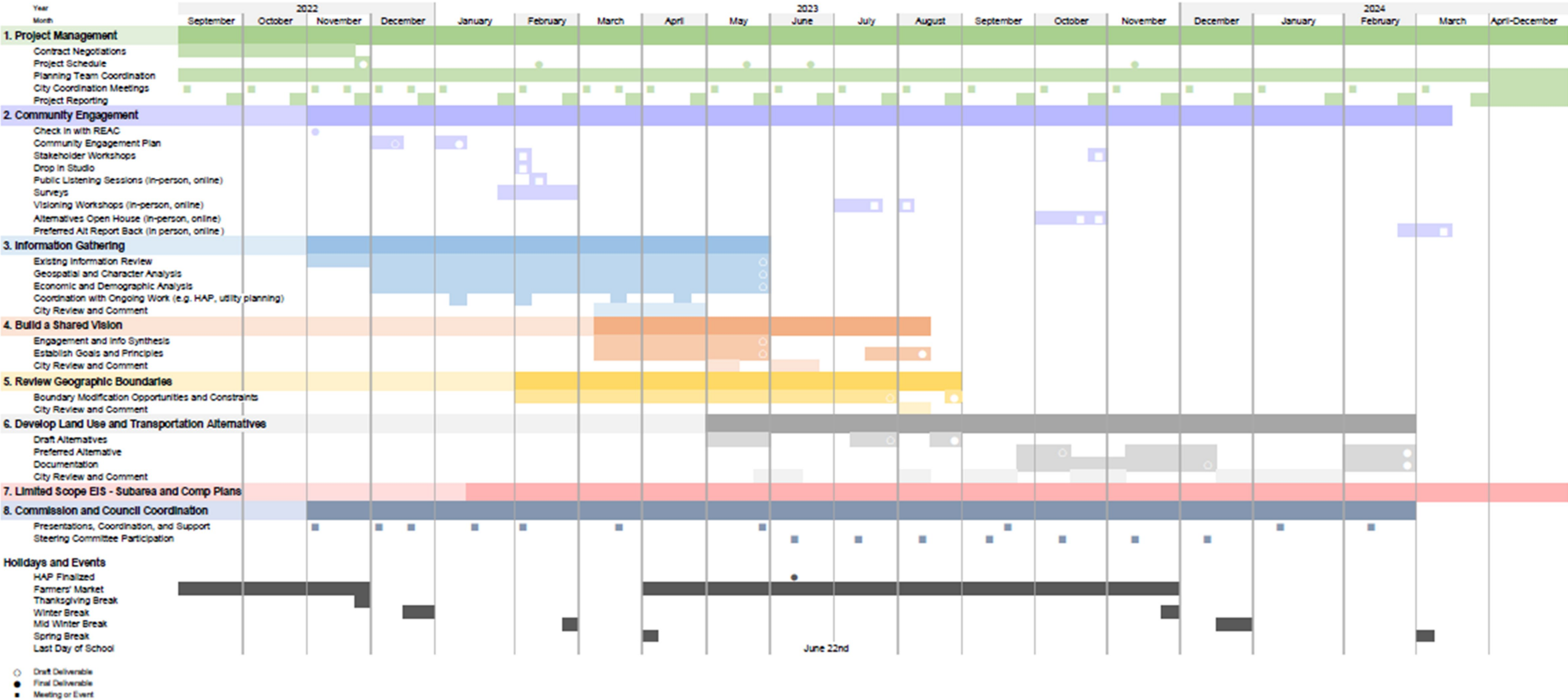
Compensation for LMN's consultants, shall be time and materials at the amount invoiced to LMN plus ~~eight~~ ten percent (~~8~~ 10 %). The consultant mark-up covers Business and Occupation (B+O) pass through tax and associated administrative record-keeping and processing.

³ Estimates up to 45 unique comments, and no new analysis of alternatives required.

⁴ EA Engineering will produce a limited number of USB drives (approximately 15) and hardcopies (approximately 4) of the Final EIS for the City. We will also prepare pdf files of the document to be placed on the City's website (this is the primary way the document will be made available to the public).

City of Bainbridge Island
Winslow Subarea Plan Update

	prime	sub 1	sub 2	sub 3	sub 4	sub 5					
	LMN	Strategic Economics	Toole	The Vida Agency	BHC Engineering	EA Est	Phase Subtotal	Consultant Markup	Reimbursable Expenses	Phase Total	
I. Base Contract	\$ 130,000	\$ 50,000	\$ 32,000	\$ 52,000	\$ 5,000	\$ 66,000	\$ 335,000	\$ 16,400	\$ 8,000	\$ 359,400	
II. Additional Services 1	\$ 80,250	\$ 4,820	\$ 5,820	\$ -	\$ -	\$ 83,965	\$ 174,855	\$ 9,461	\$ 4,000	\$ 188,316	
1.1 Project Management	\$ 20,020	\$ 1,320	\$ 1,320	\$ -	\$ -	\$ -					
2.1 Community Engagement	\$ 20,940	\$ -	\$ 1,500	\$ -	\$ -	\$ -					
6.1 Alts Add Serv	\$ 11,360	\$ -	\$ -	\$ -	\$ -	\$ -					
7.1 Addition Scope Area Winslow	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,965					
7.2 SEPA Services - Update to Comp Plan	\$ 12,480	\$ -	\$ 3,000	\$ -	\$ -	\$ 77,000					
8.1 Commission and Council Coordination	\$ 15,450	\$ 3,500	\$ -	\$ -	\$ -	\$ -					
Consultant Subtotal	\$ 210,250	\$ 54,820	\$ 37,820	\$ 52,000	\$ 5,000	\$ 149,965					
Total Budget							\$ 509,855	\$ 25,861	\$ 12,000	\$ 547,716	





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:30 PM) Authorize Amendment No. 1 to the Professional Services Agreement with Nexus Planning Services for the Periodic Update to the Comprehensive Plan (\$48,859), and Related Budget Amendment (\$44,000) ** 2023 Council High Priority Project** - Planning,

SUMMARY: City staff request that the City Council authorize the City Manager to approve Amendment No. 1 to the Professional Services Agreement with Nexus Planning Services for the Periodic Update to the Comprehensive Plan, adding \$48,859 to the Agreement. The additional cost is related to 1) the City's decision to combine the Environmental Impact Statement (EIS) for the Winslow Subarea Plan and Comprehensive Plan into a single, integrated EIS, 2) added public engagement opportunities, 3) additional City Council and Steering Committee touchpoints, and 4) recently adopted state legislation that was not in the scope of the original contract.

The budget and scope, as amended, indicate the average cost per meeting is approximately \$1,100. This includes 6 public engagement, 8 Steering Committee, 8 Planning Commission, and 6 City Council meetings.

Both the Winslow Subarea Plan and Comprehensive Plan projects are being carried out more closely than original work plans envisioned. Both are considering similar and complementary population, housing and employment growth scenarios. Under the State Environmental Policy Act, an EIS is to concurrently analyze impacts of projects together if there are shared considerations.

If City Council chooses not to approve the contract and budget amendments, substantial public confusion and heightened potential risk of appeal will result due to the revised EIS scoping notice being formally withdrawn due to insufficient funds for either project to participate in the integrated EIS. Additional negative consequences include both projects removing planned, additional public involvement and community engagement events that were added to their respective scopes of work after consideration of Steering Committee feedback. Not approving these amendments will create the need to consider two, individual EIS's for both projects, which state law discourages and whose costs would far exceed the cost additions for the integrated EIS described in these amendments.

AGENDA CATEGORY: Contract

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Nexus Planning Services for the Periodic Update to the Comprehensive Plan as described in this agenda item, with approval of a subsequent budget amendment in the amount of \$44,000.

COMMUNITY ENGAGEMENT AND OUTREACH: This project will implement the Engagement Plan adopted by City Council on 6/27/2023 with the ongoing guidance of the Steering Committee.

FISCAL IMPACT:	
Amount:	\$48,859
Ongoing Cost:	
One-Time Cost:	\$48,859
Included in Current Budget?	Yes

BACKGROUND: On 12/13/2022, City Council authorized the City Manager to release a Request for Qualifications (RFQ) for consultant services to support the 2024 Comprehensive Plan Periodic Update. Nexus Planning Services, in partnership with SCJ Alliance, was selected by the Planning Department. On 4/25/2023, the City Council authorized the City Manager to sign a contract with Nexus Planning Services.

Due to project delays to both the Comprehensive Plan Periodic Update and Winslow Subarea Plan update, timelines are now overlapping and project adjustments must be made to integrate both projects, including more closely coordinating the projects through an integrated State Environmental Policy Act (SEPA) process. For the Comprehensive Plan Periodic Update, these changes include extending the project term 6 months, increasing coordination with other consultant teams, support for additional public meetings, and addressing recently adopted 2023 legislation. These project adjustments are necessary to meet Steering Committee guidance as well as comply (as an integrated process) with the WA Growth Management Act (GMA) and the State Environmental Policy Act (SEPA).

The Comprehensive Plan is a critical work item to ensure recent policy initiatives are aligned and consistent, such as the Sustainable Transportation Plan, the Climate Action Plan, the Housing Action Plan, and the update to the Winslow Subarea Plan. Comprehensive planning is how jurisdictions tie together various more in-depth planning efforts and ensure coherence in capital facilities planning, including considerations of funding availability and how services in support of those adopted plans and policies keep pace with growth and change.

ATTACHMENTS:

[Amendment No 1 to Nexus Planning Services PSA.docx](#)

[Scope of Work for Amendment No. 1 to Nexus Planning Services PSA.docx](#)

FISCAL DETAILS: Amendment No. 1 to the Professional Services Agreement with Nexus Planning Services updates the scope of services for the Periodic Update to the Comprehensive Plan, which was developed by Nexus Planning Services and reviewed by City staff, adds \$48,859 to the Agreement between the City and Nexus Planning Services, for a total cost of \$152,674.

City staff are requesting a budget amendment of \$44,000 for this item, which will be added to the last 2023 budget adjustment for final approval in December 2023, for a total project budget of \$168,924.

This project is substantially funded by a WA Department of Commerce grant (\$125,000; state funds) authorized by City Council on 12/13/2022. The remaining \$44,000 is budgeted from the General Fund.

Fund Name(s): General Fund

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

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on September 12, 2023, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Nexus Planning Services LLC, a Washington State limited liability company (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide services in connection with the 2024 Comprehensive Plan Periodic Review; and

WHEREAS, the City desires to increase the services provided under the Agreement, to extend the term of 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 2.A. is hereby amended to read as follows:

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~June 30, 2025~~ December 31, 2025, unless sooner terminated by either party as provided below.

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

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with Attachment B, but not more than a total of ~~One Hundred Three Thousand Eight Hundred Fifteen dollars (\$103,815)~~ One Hundred Fifty-Two Thousand Six Hundred Seventy-Four dollars (\$152,674).

3. Attachment B, Scope of Services, is hereby amended in its entirety as set forth on Exhibit B.

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.

NEXUS PLANNING SERVICES LLC

CITY OF BAINBRIDGE ISLAND

Date:_____

Date:_____

By:_____

By:_____

Name_____Ryan Hughes

Blair King, City Manager

Title_____Principle/Owner

Tax I.D. #_____26-4670279

City Bus. Lic. #_____UBI# 604665962

Bainbridge Island Comprehensive Plan Periodic Update Scope

The City of Bainbridge Island is required by state law to review and if necessary update their Comprehensive Plan. The Comprehensive Plan serves as a broad policy document that guides city services and decisions regarding land use, housing, transportation, and more.

This project will complement the Winslow Subarea Plan Update by focusing on Comprehensive Plan and Zoning/Subdivision Code updates that are island-wide, and coordinate closely with the Winslow Subarea Plan Update, so that consistency is ensured and both comply with the Growth Management Act.

Task 1: Project Management, Documentation, and Communications

The consultant team will meet with Bainbridge Island staff to review project scope, schedule, budget, and deliverables to ensure expectations are clear. That meeting will cover project communication protocols, including providing team members with information needed to deal effectively with issues, including whom to inform of a specific issue and whom to contact for assistance.

The consultant team will participate in biweekly check in calls with the City's project team and will provide monthly progress reports documenting the status of both scope progress and budget expenditure.

1.1 Comprehensive Plan Workplan and Schedule

In this task, Nexus/SCJ will create a work plan with a project schedule integrating the comprehensive plan update and engagement tasks (see Task 5 for more details on the community engagement approach), including engagement with the community, the Suquamish Tribe, other agencies, the Planning Commission and City Council. The workplan and schedule will be completed within two months of contract signature. The engagement plan will be integrated into the workplan but also available as a separate deliverable for grant purposes.

1.2 Coordination with Winslow Subarea Plan Update and SEPA Process

The consultant team will participate in monthly coordination calls with the team working on the Winslow Subarea Plan update for plan coordination (State Environmental Policy Act (SEPA) EIS document coordination is addressed in Task 3 below).

1.3 Coordination with Transportation Modelling

The consultant team will participate in coordination calls with the team working on transportation modelling for Comprehensive Plan alternatives, including the required analysis for the Draft EIS and Final EIS.

Deliverables:

1.1 Kickoff meeting with staff

1.2 Work Plan and Schedule including Engagement Plan

1.3 Participation in biweekly check in calls and monthly invoices with progress reports

1.4 Participation in monthly coordination calls with the Winslow Subarea Plan project team

1.5 Participation in coordination calls with the transportation modelling project team

Task 2: Comprehensive Plan Update

This phase of work prepares the comprehensive plan periodic update, amending the plan as necessary, and proposing relevant development regulations to comply with statutory and regional requirements as well as integrating recent/current City planning efforts, including:

- Winslow Subarea Plan Update
- Housing Action Plan (scheduled for completion summer 2023)
- Sustainable Transportation Plan
- Climate Action Plan
- Utility System Plans
- Special Purpose District Comprehensive Plans and Capital Facility Plans

The update will also address the following state legislation adopted in 2023, which are applicable to and need to be integrated into this periodic update:

- ESHB 1042

- 2SSB 5412

Addressing 2023 state legislation limited to analysis of applicability and policy gap review. Also includes drafting priority proposed amendments to comprehensive plan and development code (e.g. SEPA rules.)

2.1 Policy Analysis and Update of the Policy Framework

This work establishes a baseline assessment of the existing comprehensive plan's policies for compliance with current GMA requirements, including the recently adopted state legislation listed above. It includes review and analysis of existing plans, data, and other relevant planning documents. The team will evaluate the existing comprehensive plan's policy framework and collect policy guidance from other recent policy documents, potentially including plans that are not complete but are substantially developed. This will establish a comprehensive and current policy framework, allowing for a quick and intuitive understanding and evaluation of the community's current policy environment.

The Growth Management Act (GMA) and Puget Sound Regional Council (PSRC) checklists will be used to identify required updates to the comprehensive plan and development regulations. A policy gap analysis will identify amendments needed for consistency with the planning efforts listed above.

This task will also include compiling base map data.

2.2 Land Use Needs Analysis, Targeted Change Areas, and Planning Alternatives

This task includes review of existing land use and compare it to adopted growth targets (including housing targets). While the Winslow Subarea Plan Update (a closely coordinated City project) will lead the way for accommodating growth, additional analysis may need to be conducted as part of this project to identify areas to accommodate growth outside of the Winslow Subarea to comply with population, employment, and housing growth targets. The team will determine how land use and development regulations may need to adjust to accommodate growth targets and achieve the type, mix, and scale of development envisioned in regional and local policy.

Up to three land use alternatives will be developed (which will be compared to a no change alternative) addressing potential land use changes and policy consequences of each. These scenarios will be the basis for detailed community conversation and inform the accompanying SEPA

work. A preferred alternative will be identified and may be a combination of the alternatives analyzed. All alternatives will respond to Winslow Subarea Plan alternatives, such that the analyses already being done within Winslow dovetail with island-wide analyses.

A land capacity analysis (LCA) will be performed on up to 4 alternatives (3 alternatives + preferred alternative) in the COBI ArcPro LCA Model.

2.3 Draft Comprehensive Plan and Code Amendments

Amendments to the Comprehensive Plan and municipal code will be drafted to comply with the Growth Management Act (including multi-county planning policies and countywide planning policies), recently adopted state legislation listed above, integrate the planning efforts listed above (including the adopted Winslow Subarea Plan update), and respond to updates in vision, technical analysis, internal consistency, regional policy, and community input. The team will ensure growth is adequately supported by capital facilities (see Task 5 for more details on capital facilities analysis). This effort will focus on creating consistency amongst plans and policies, including an audit of COBI's development regulations for priority code amendments needed to implement the Comprehensive Plan. Additional priority code amendments may be identified in the work plan within the assumed level of effort for this task.

2.4 Final Comprehensive Plan and Code Amendments

A final Comprehensive Plan and accompanying code amendments will be prepared for adoption by the City Council. After adoption of the amendments, a final clean copy of the full Comprehensive Plan will be produced for publication.

2.5 Implementation

The team will create an implementation table, linking capital investments and related action items identified through the update process with applicable plan policies. Actions can be framed for short-, medium-, and long-term implementation.

2.6 Discretionary Amendments (Optional, subject to budget amendment)

If the City Council determines additional discretionary amendments should be incorporated into the Comprehensive Plan Periodic Update, they will be addressed in Tasks 2.1 through 2.5 subject to

a mutually approved budget amendment.

Deliverables:

- 2.1 GMA and PSRC checklists and policy gap analysis
- 2.2 Land use analysis, targeted change areas, and planning alternatives
- 2.3 Draft comprehensive plan and code amendments (except capital facilities amendments)
- 2.4 Final comprehensive plan and code amendments (except capital facilities amendments)
- 2.5 Draft and final implementation table
- 2.6 Post adoption PSRC certification submittal

Task 3: State Environmental Policy Act (SEPA)

The Comprehensive Plan must be evaluated under SEPA. Nexus/SCJ will complete the SEPA EIS scoping process for the Comprehensive Plan periodic update, after which an integrated Draft EIS and Final EIS covering the Comprehensive Plan periodic update and Winslow Subarea Plan update will be prepared by the Winslow Subarea Plan update project team.

3.1 Background and SEPA Determination

The team will review existing State Environmental Policy Act (SEPA) documents for the Comprehensive Plan as well as the Winslow Subarea Plan Update and then work with the City's SEPA Official to develop a SEPA compliance strategy. Nexus/SCJ will draft the SEPA threshold determination with the associated SEPA Environmental Impact Statement (EIS) scoping notice and produce a SEPA scoping report, as required per SEPA rules.

3.2 Coordination with SEPA EIS Process

The consultant team will participate in up to six coordination calls with the team leading the integrated Draft EIS and Final EIS covering the Comprehensive Plan periodic update and Winslow Subarea Plan update.

Deliverables:

- 3.1 SEPA Strategy
- 3.2 SEPA Determination with EIS scoping notice
- 3.3 SEPA EIS scoping report

3.4 Up to six coordinated calls by SEPA specialist regarding the integrated Draft EIS & Final EIS3.5
Relevant contributions to the Draft EIS comment summary/response

Task 4: Community Engagement Strategy and Adoption

The best plans are supported by community. This phase of work describes the types of engagement activities the team will design, inform, or run, ensuring the Bainbridge Island community has an effective voice in this plan's development, priorities, and commitments.

4.1 Orientation Interviews

A set of orientation interviews soon after starting work is key to focusing the team's efforts on the topics and issues most relevant in the community's eyes. These interviews invite community members into the process, and will involve up to three days of meeting with people one-on-one or in small groups. The priority for interviewees will be residents with city-wide interests.

4.2 Public Outreach Events (up to 6)

The team will design and participate in up to six outreach events (in-person with remote option), preparing materials in advance with feedback from city staff. Public engagement events will be coordinated with other City events when possible. The team will work collaboratively with city staff to refine the public engagement content and outreach events during the creation of the workplan and schedule (see Deliverable 1.2), creating a progressive, inclusive, transparent, and compelling engagement series to inform the community and garner critical input. Events may include a storefront studio or other multi-day charrette-style activity, community workshops, or open-mic open houses, depending on the outreach approach outlined in the workplan and schedule.

4.3 Project Website and Social Media

The team will coordinate with the City on messaging for its website and social media platforms, helping the City to develop content as appropriate to announce events and describe project progress. We will also develop at least one online community questionnaire to explore community preferences and sort through planning alternatives.

4.4 Adoption Process

We anticipate preparing for and attending up to eight public work sessions or hearings with the Planning Commission and up to six with the City Council. We will review and summarize public comments from up to two rounds of public commenting (including written comments and public hearing comments) as well as track recommended changes to the comprehensive plan amendments.

4.5 Steering Committee

The City Council created a Steering Committee to work on this Comprehensive Plan Periodic Update as well as the Winslow Subarea Plan Update. Nexus/SCJ will attend up to eight (8) meetings of the Steering Committee.

Deliverables:

4.1 Engagement – Up to 24 orientation interviews and summary report (3 days)

4.2 Engagement – Up to six public events – meetings, presentations, displays, signs, etc., and summary reports

4.3 Engagement - Project website, social media and associated publications (web content, questionnaire, handouts, notices, etc.)

4.4 Adoption - Up to eight Planning Commission meetings and six City Council meetings

4.5 Up to three comment/response summaries coordinated with the Winslow Subarea Plan update team

Task 5: Capital Facilities Element Update

This task will ensure the Capital Facilities Element supports the other Comprehensive Plan elements consistent with GMA requirements. The team will collaborate with City staff (and the City's special districts) to ensure capital programming is consistent with the 2044 growth targets, levels of service, the preferred land use alternative, and that financial capacity is demonstrated.

5.1 Capital Facilities Element Review

GMA and PSRC checklists will be used to identify required updates to the Capital Facilities Element. A policy gap analysis will identify amendments needed for consistency with the planning efforts listed above.

5.2 Facility Capacity Analysis

The team will coordinate the capital facilities planning process with City staff (and special district staff). This task will be limited to coordination meetings/calls, providing guidance, and integrating the City's and special district's capacity assessments. Consistent with the Growth Management Act, the analysis will reflect the City's and special district's assumptions for expansion or development of new public facilities and services required during the duration of the city's comprehensive planning period.

5.3 Financial Capacity Analysis

To ensure Bainbridge Island has the financial capacity for those portions of the capital facilities plan that are funded by the City, funding strategies and sources of revenue to help pay for the identified capital improvements will be integrated into the funding section of the Capital Facilities Plan.

5.4 Draft Capital Facilities Amendments

Draft amendments will be prepared based on tasks 5.1 through 5.3.

5.5 Final Capital Facilities Amendments

Final capital facilities amendments will be prepared based on city review and feedback of the draft amendments.

Deliverables:

- 5.1 Coordinate capital facilities planning process
- 5.2 GMA and PSRC checklists and policy gap analysis for capital facilities
- 5.3 Consultant to work with relevant agencies/providers to analyze capacity
- 5.4 Project lists for each facility type with funding options
- 5.5 Draft Capital Facilities Element Amendment
- 5.6 Final Capital Facilities Element Amendment

Amended Budget 8/25/2023

Task		Original Contract	Amendment #1	Contract Total
1	Project management, documentation, and communications	8,438	18,620	27,058
2	Comprehensive Plan Update and Code Amendments	51,495	11,619	63,114
3	State Environmental Policy Act (SEPA) consultation	6,120	13,860	19,980
4	Community Engagement Strategy and Adoption	25,575	4,760	30,335
5	Capital facilities element (and plan) update	12,187	0	12,187
	Total	103,815	48,859	152,674



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:50 PM) Receive Presentation of the Proposed 2024 Mid-Biennium Budget Modification; Hold Public Hearing for Ordinance No. 2023-22 Relating to the 2024 Mid-Biennium Budget Modifications - Finance,

SUMMARY: City staff will present to Council a summary of all the proposed 2024 mid-biennium budget modifications. Following the presentation, in accordance with state law, the City Council will hold a public hearing on Ordinance No. 2023-22 relating to the 2023-2024 Biennial Budget. After the hearing, staff will receive direction from the City Council regarding the budget after which a motion may be made to forward Ordinance No. 2023-22 relating to the 2024 mid-biennium budget modifications to the November 14 business meeting.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: 1) Receive presentation of all the proposed 2024 Mid-biennium budget modifications.
2) Conduct public hearing with regard to Ordinance No. 2023-22 relating to the 2024 Mid-biennium budget modifications.
3) I move to forward Ordinance No. 2023-22 relating to the 2024 Mid-biennium budget modifications to the November 14 business meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$8,447,992
Ongoing Cost:	\$467,192
One-Time Cost:	\$7,980,800
Included in Current Budget?	

BACKGROUND: RCW 35.34.130 requires a mid-biennial review of the 2024 budget for modifications to be approved by the Council and also mandates a separate public hearing. City administration is proposing a limited number of adjustments for consideration. There is time set aside on this agenda for discussion and questions.

ATTACHMENTS:

[2024 Budget Presentation for CC 10242023.pptx](#)

[Ordinance No 2023-22 Memo of 2024 Modifications updated 20231019.docx](#)

[Ordinance No. 2023-22 Adopting Mid-Biennium Modifications to 2024 Adopted Budget.docx](#)

[Ordinance No. 2023-22 Exhibit A 20231013.pdf](#)

[Ordinance No. 2023-22 Exhibit B 20231013.pdf](#)

[Ordinance 2023-22 Exhibit C - 2023-2028 Modified Capital Improvement Plan.pdf](#)

FISCAL DETAILS: The 2024 Budget was adopted by Council last year on November 8, 2022, via Ordinance No. 2022-19. The attached Ordinance No. 2023-222 proposes modifications to the Adopted Budget.

- A total of \$8,447,992 in new operating, capital and technical amendments is being proposed, of which \$7,980,800 are one-time non-reoccurring expenditures related to scheduled capital and pre-approved projects. Reoccurring ongoing costs total \$467,192.
- The new 2024 Revised Budget as modified would be \$71,578,360.
- Total revenue to support these requests equals \$2,565,000 (grants and other revenue) for a net increase of \$5,883,000

Fund Name(s): Other

Coding:



CITY OF
BAINBRIDGE ISLAND

2024 Proposed Budget Modifications

DeWayne Pitts, CPA, CFE, Finance Director

Introduction

- Presentation on the 2024 Proposed Budget modifications
- Hold Public Hearing
- Consider Motion to forward Ordinance No. 2023-22 to November 14th meeting

2024 Summary of Proposed Modifications

- 2024 Proposed changes
 - Reflect policy or program decisions Council has previously made
 - No new programs or services
- An overall budget appropriation request of \$8.5 million
 - Revenue support of \$2.6 million
 - Net appropriation of \$5.9 million in new spending
- One-time Spending \$8.0 million
 - \$3.1 million Tax Supported Capital
 - \$4.1 million Utility Capital
 - \$800k in Operating
- Ongoing Operating totals \$470k
 - **\$170k Tax supported**
 - \$300k Utility supported

Presentation Agenda

- 2023 - 2024 Financial Highlights
- 2023 Revenue and Expense Forecast
- 2024 Proposed Budget Modifications
- 2024 Revenue and Expense Forecast After Proposed Modifications
- 10 Year Capacity Charts with Proposed Modifications

2023-2024 Financial Highlights

2023 Financial Highlights

- Overall City financial condition remains healthy
- Inflationary environment is increasing costs to deliver services and projects
- Both Revenue and Expenditures are performing close to budget
 - Revenue
 - 4% over in Tax supported
 - 3% over in Utilities
 - Expenses
 - 4% under in Tax supported
 - 10% under in Utilities (excludes Capital)

2023 Financial Highlights

- Projected General Fund balance (Net of Reserves):
 - Expected to decrease \$2.3 million to \$13.4 million
 - Balance Still high – roughly 8 months of operating expenses

2024 Financial Highlights

- Tax Supported Modified Revenue Forecast close to Adopted Budget (within 1%)
- Projected Ending General Fund Balance (after modifications) close to Adopted Budget
- Long-term Forecast beyond 2024
 - Ongoing revenues may not support ongoing expenses
 - Will need to increase ongoing revenues or decrease ongoing expenses
 - We will begin working on the 2025-2026 early in 2024 and present a balanced budget in September

2023 Budget vs. Revised Forecast

Revenue

2023 Year-end Revenue Budget vs. Forecast – General Fund

GENERAL FUND	2023 Budget	2023 Forecast	\$ Change	% Change
Property Tax	8,280,000	8,279,000	(1,000)	0%
Sales and Use Tax	7,080,000	7,345,000	265,000	4%
Utility Tax	3,292,000	3,467,000	175,000	5%
B&O and Franchise	1,337,000	1,402,000	65,000	5%
Investment Revenue	515,000	1,673,000	1,158,000	225%
Intergovernmental Revenue*	612,000	492,000	(120,000)	-20%
Other Revenues	449,000	570,000	121,000	27%
GENERAL FUND TOTALS	21,565,000	23,228,000	1,663,000	8%

* 2023 Forecast revenue excludes \$4 million in one-time American Rescue Act (ARPA) revenue (\$3.5 in GF) recognized in April 2023.

2023 Year-end Revenue Budget vs. Forecast – Other Tax Supported

OTHER TAX SUPPORTED FUNDS	2023 Budget	2023 Forecast	\$ Change	%
Streets*	924,000	1,190,000	266,000	29%
REET	3,257,000	2,632,000	-625,000	-19%
Building, Development*	2,090,000	1,449,000	-641,000	-31%
Transportation Benefit	655,000	787,000	132,000	20%
Transportation Impact Fee	110,000	79,000	-31,000	-28%
Civic Improvement	341,000	396,000	55,000	16%
Affordable Housing	523,000	830,000	307,000	59%
Total Other Tax Supported	7,900,000	7,363,000	-537,000	-7%
TAX SUPPORTED FUNDS TOTALS	29,465,000	30,591,000	1,126,000	4%

* 2023 Forecast revenue excludes \$4 million in one-time American Rescue Act (ARPA) revenue (\$3.5 in GF) recognized in April 2023.

2023 Year-end Revenue Budget vs. Forecast – Utility

Utility Funds	2023 Budget	2023 Forecast	\$ Change	%
Water	1,827,500	1,875,000	47,500	3%
Sewer	4,993,000	5,029,000	71,000	1%
Storm and Surface Water	3,282,000	3,568,000	166,000	5%
UTILITIES TOTAL	10,102,500	10,472,000	284,500	3%

2023 Budgeted vs. Revised Forecast Expenses

2023 Year-end Expense Budget vs. Forecast – Tax Supported

TAX SUPPORTED				
Fund	2023 Budget	2023 Forecast	\$ Change	%
General Fund*	27,900,000	26,900,000	(1,000,000)	-4%
Streets	3,400,000	3,300,000	(100,000)	-3%
REET*	2,400,000	2,400,000	-	0%
Building, Development	3,500,000	3,400,000	(100,000)	-3%
Transportation Benefit*	1,500,000	1,400,000	(100,000)	-7%
Civic Improvement	380,000	350,000	(30,000)	-8%
Affordable Housing	112,000	70,000	(42,000)	-38%
Totals	39,192,000	37,820,000	(1,372,000)	-4%
* Includes Transfers out				

2023 Year-end Expense Budget vs. Forecast - Utility

UTILITY				
Fund	2023 Budget	2023 Forecast	\$ Change	%
Water	2,000,000	2,000,000	-	0%
Sewer	4,200,000	3,600,000	(600,000)	-14%
Storm and Surface Water	2,500,000	2,200,000	(300,000)	-12%
Totals	8,700,000	7,800,000	(900,000)	-10%
* Excludes Capital Projects				

2023 Year-end General Fund Balance Projection

	Beginning Fund Balance	Ending Fund Balance	\$ Change	Notes
Total General Fund Balance	\$ 22,500,000	\$ 22,500,000	\$ -	
Emergency Reserve	1,000,000	1,000,000	-	
General Fund Stability	5,300,000	5,800,000	500,000	25% of General Fund Ongoing Revenues
Other Reserves	500,000	500,000	-	Police Investigative, Public Arts, Public Education and Government (PEG)
ARPA Commitments	-	1,800,000	1,800,000	Set aside for Affordable Housing, & other projects
Total Reserves	6,800,000	9,100,000	2,300,000	
Excess Over Reserves	\$ 15,700,000	\$ 13,400,000	\$ (2,300,000)	

October 24, 2023

2024 Requested Budget Modifications

2024 Summary of Proposed Modifications

Grouped into Four Buckets

1. Continuation of Prior Approved Council Priorities
2. Operating Priorities
3. Capital Projects
4. Technical

2024 Summary of Proposed Modifications

1. Continuation of Prior Approved Council Priorities (Operating)

- ✓ Winslow Subarea Professional Services - \$201,200
- ✓ Lobbying Services - \$51,600
- ✓ Comprehensive Plan Transportation Element - \$75,000
- ✓ Juneteenth Celebration - \$15,000
- ✓ Volunteer Recognition event – \$5,000
- ✓ City Attorney Contract - \$0 (Net)
 - ✓ Hold City Attorney and Deputy City Attorney Vacant
 - ✓ Increase professional services

2024 Summary of Proposed Modifications

2. Operating Priorities (Tax Supported)

- ✓ Marine Unit Police Officer - \$42,000 (Freeze Harbormaster Position)
- ✓ Communication & Website/Social Media - \$128,000
- ✓ Cybersecurity Grant – \$80,000
- ✓ Continuation of Part Time Planning Position – \$65,000 (800 hours)
- ✓ Hold Vacant Two Planning Department Positions – (\$250,000)
 - ✓ Planning Admin - Vacated Late 2022
 - ✓ Building Inspector - Vacated Oct 2023

2024 Summary of Proposed Modifications

2. Operating Priorities (Utilities)

- ✓ Water and Sewer Operation changes – \$350,000

2024 Summary of Proposed Modifications

3. Continuation of Prior Approved Council Priorities - (Capital)

- ✓ Seattle to Olympic Trail Grant - \$1,700,000
- ✓ Ted Spearman Carbon Offset Program - \$780,000
- ✓ Electric Charging Station - \$160,000
- ✓ Springbrook Fish Passage Grant Match - \$959,000
 - Grant = \$770,000
 - City Match = \$189k

2024 Summary of Proposed Modifications

3. Other Capital (Tax Supported)

- ✓Country Club Bulkhead - \$250,000

2024 Summary of Proposed Modifications

3. Capital (Water)

- ✓ Winslow Supply Well* – \$208,000
- ✓ Fletcher Bay Well Rehab/Pump Replacement* - \$150,000

** Previously discussed with Council June 27,2023 with Utility Rate increases*

2024 Summary of Proposed Modifications

3. Capital (Sewer)

- ✓ Sewer Treatment Plant Upgrades* – \$1,423,000
- ✓ Sewer Treatment Plant Outfall Extension* – \$700,000
- ✓ Wing Point Pump Station* – \$648,000
- ✓ Island Terrace Pump Station* - \$180,000

** Previously discussed with Council June 27,2023 with Utility Rate increases*

2024 Summary of Proposed Modifications

4. Technical changes

- ✓ Previously approved in June 2023 budget amendment- \$ 492,000
- ✓ Increase transfer to the Building, Development and Services Fund - \$561,500

2024 Modified Revenue Forecast

2024 Modified Revenue Forecast – Tax Supported

TAX SUPPORTED				
Fund	2024 Budget	2024 Modified	2024 Change	%
General Fund	22,208,000	23,087,000	879,000	4%
Streets	932,000	1,115,000	183,000	20%
REET	3,507,000	2,550,000	(957,000)	-27%
Building, Development	2,236,000	1,536,000	(700,000)	-31%
Transportation Benefit	665,000	817,000	152,000	23%
Transportation Impact Fee	115,000	117,000	2,000	2%
Civic Improvement	341,000	348,000	7,000	2%
Affordable Housing	559,000	830,000	271,000	48%
Totals	30,563,000	30,400,000	(163,000)	-1%

2024 Modified Revenue Forecast - Utility

UTILITY				
Fund	2024 Budget	2024 Modified	\$ Change	%
Water	1,945,000	2,377,000	432,000	22%
Sewer	5,328,000	5,369,000	41,000	1%
Storm and Surface Water	3,307,000	4,243,000	936,000	28%
Totals	10,580,000	11,989,000	1,409,000	13%

* SSWM includes \$770k in grant funds

2024 Modified Expenditure Forecast

2024 Expense Adopted vs. Modification Requests – Tax Supported

TAX SUPPORTED				
Fund	2024 Budget	2024 Modified	\$ Change	%
General Fund*	26,300,000	28,900,000	2,600,000	10%
Streets	4,100,000	4,200,000	100,000	2%
REET*	3,200,000	3,200,000	-	0%
Building, Development	3,500,000	3,400,000	(100,000)	-3%
Transportation Benefit*	600,000	600,000	-	0%
Civic Improvement	350,000	350,000	-	0%
Affordable Housing	2,200,000	2,200,000	-	0%
Totals	40,250,000	42,850,000	2,600,000	6%
* Includes Transfers out				

2024 Expense Adopted vs. Modification Requests - Utility

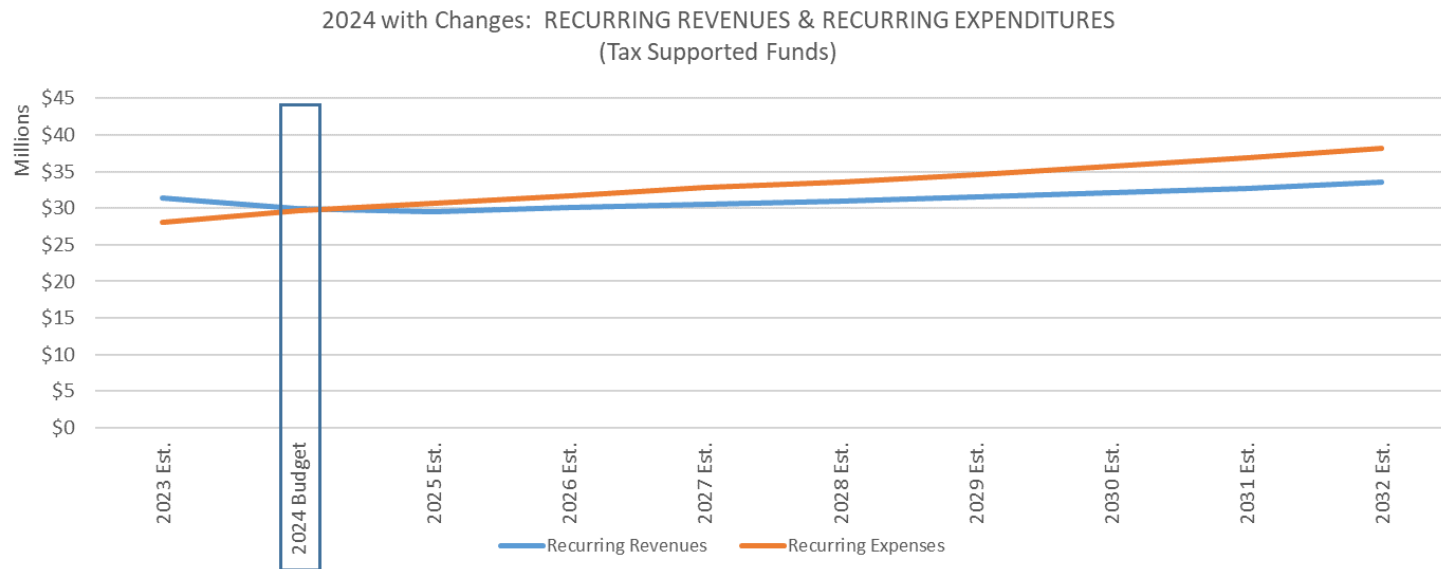
UTILITY				
Fund	2024 Budget	2024 Modified	\$ Change	%
Water	3,547,000	4,180,000	633,000	18%
Sewer	6,516,000	9,771,000	3,255,000	50%
Storm and Surface Water	3,969,000	5,012,000	1,043,000	26%
Totals	14,032,000	18,963,000	4,931,000	35%
<i>* Includes Capital Projects</i>				

2024 Revised Projected Ending General Fund Balance After Modifications

	2024 Adopted Ending Fund Balance	2024 Modified Ending Fund Balance	\$ Change	Notes
Total General Fund Balance	\$ 14,430,000	\$ 15,950,000	\$ 1,520,000	
Emergency Reserve	1,000,000	1,000,000	-	
General Fund Stability	5,500,000	5,750,000	250,000	25% of General Fund Ongoing Revenues
Other Reserves	550,000	550,000	-	Police Investigative, Public Arts, Public Education and Government (PEG)
ARPA Commitments	-	1,200,000	1,200,000	Affordable Housing Set Aside
Total Reserves	7,050,000	8,500,000	1,450,000	
Excess Over Reserves	\$ 7,380,000	\$ 7,450,000	\$ 70,000	

October 24, 2023

Recurring Revenues and Expenditures – w/Proposed 2024 Modifications

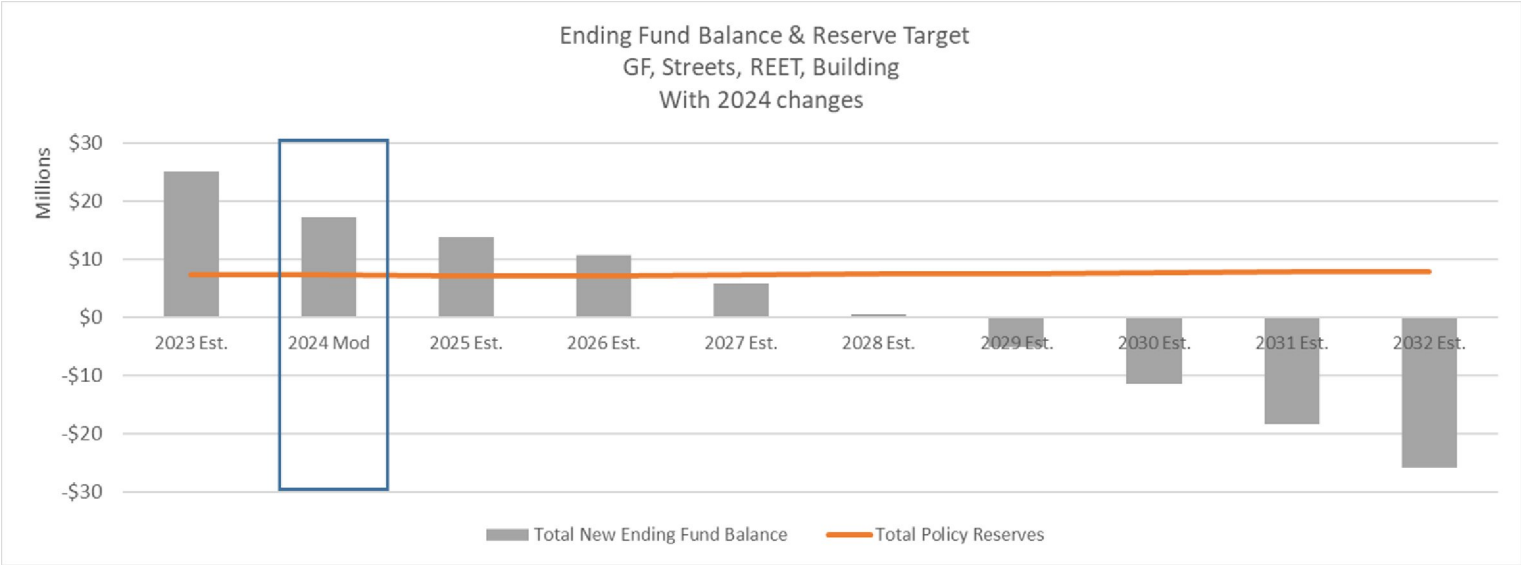


Proposed Budget w 2024 Modifications

	2023 Est.	2024 Modified	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.	2031 Est.	2032 Est.
Recurring Revenues	31,321,000	29,977,000	29,536,000	30,021,000	30,464,000	30,959,000	31,519,000	32,127,000	32,750,000	33,506,000
Recurring Expenses	28,018,000	29,599,000	30,734,000	31,720,000	32,766,000	33,572,000	34,514,000	35,672,000	36,869,000	38,112,000
Difference	3,303,000	378,000	(1,198,000)	(1,699,000)	(2,302,000)	(2,613,000)	(2,995,000)	(3,545,000)	(4,119,000)	(4,606,000)

October 24, 2023

Ending Fund Balance & Reserves with 2024 Modifications



Proposed Budget w 2024 Modifications

	2023 Est.	2024 Modified	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.	2031 Est.	2032 Est.
Total New Ending Fund Balance	24,959,000	17,139,000	13,683,000	10,728,000	5,776,000	490,000	(5,213,000)	(11,499,000)	(18,392,000)	(25,924,000)
Total Police Reserves	7,354,000	7,291,000	7,170,000	7,075,000	7,324,000	7,421,000	7,524,000	7,638,000	7,754,000	7,872,000
Excess over Reserves	17,605,000	9,848,000	6,513,000	3,653,000	(1,548,000)	(6,931,000)	(12,737,000)	(19,137,000)	(26,146,000)	(33,796,000)



CITY OF
BAINBRIDGE ISLAND

Questions?



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department
Memorandum

Date: October 24, 2023

To: City Council
Blair King, City Manager

From: DeWayne Pitts, Director of Finance and Administrative Services

Subject: City of Bainbridge Island 2024 Budget Modifications

The City of Bainbridge Island prepares a biennial budget, which provides a financial plan for two years and is intended to allow both the Council and City administration to set longer-term priorities and plans. The biennial budget cycle also supports efficient operations by minimizing budget development activities in mid-cycle years. The Council approved a budget for 2024 late in the fall of 2022 to which City administration is now proposing a modest number of modifications for consideration. The proposed budget adjustments, which do not propose substantial changes to the programs and services currently offered by the City, are listed in this memo. The adjustments enhance the City's ability to complete the 2024 work plan that is already in place and responds to Council and community support requests.

Modifications can be grouped as follows:

- Continuation of Prior Actions - These budget adjustments include items which further the City's commitment to previous council decisions.
- Operating Priorities – These budget adjustments include items that are necessary to maintain City operations at current capacity, uphold the City's socioeconomic commitments, and comply with regulation requirements.
- Capital Projects – These budget adjustments reflect changes to our existing Capital Improvement Plan in response to receipt of additional grant funding, change in existing conditions, additional of new council priority projects, and newly adopted rate increases.
- Technical Requests – These budgeted adjustments represent corrections to prior budget appropriations, move appropriation between funds or projects, or increase budget appropriations for ongoing decisions made with prior BUAs.

The 2024 budget modifications are as follows:

[Continuation of Prior Actions – 9 items - \\$362,800](#)

- Winslow Subarea Plan Professional Services - \$201,200 – a council high priority project, this one-time increase covers the cost of the contract amendment with LMN Architects, with added funds for two island-wide postcard mailings regarding engagement opportunities during the upcoming project phases.
- Ted Spearman Justice Center (TSJC) IT costs - \$15,000 – Use existing PEG funds to pay for ongoing information technology costs for the TSJC, including network switches, licensing, and maintenance.
- Hold Vacant: Deputy City Attorney - (\$176,000) – funding associated with this position will be used for ongoing outside legal services and the City's outside contract City Attorney. *Approved by Council September 12, 2023.*
- Hold Vacant: City Attorney - (\$245,000) – funding associated with this position will be used for ongoing outside legal services and the outside City Attorney contract with Ogden Murphy Wallace. *Approved by Council September 12, 2023.*
- Outside City Attorney Contract - \$421,000 – Contract with Ogden Murphy Wallace for the provision of City Attorney and Deputy City Attorney services. Ongoing costs are estimated at \$35,000/mo. *Approved by Council approved September 12, 2023.*
- Lobbying Services - \$51,600 – *Approved by Council approved August 8, 2023*, this allows the City to obtain pro-Bainbridge lobbying services on an ongoing basis to facilitate the City in the following categories:
 - o Education and communication concerning legislative activities.
 - o Securing funding for specific community needs.
 - o Pro/Con advocacy.
 - o Representation and advocacy before regulatory agencies.
- Comprehensive Plan Transportation Element Update - \$75,000 – This one-time cost is required for work to be completed in coordination with the broader Comprehensive Plan update. The work will consist of three core tasks: 1) analyzing the transportation impacts of the chosen Comprehensive Plan alternatives; 2) shifting development-related transportation and traffic analysis to a multi-modal approach; 3) updating the transportation element to reflect the Sustainable Transportation Plan.
- Juneteenth Celebration Event - \$15,000 – Expenses for planning, programming, and supplies to coordinate an annual Juneteenth celebration.
- Annual Volunteer Recognition Event - \$5,000 – A new ongoing event recognizing the City's 800+ volunteers, to be held annually in April.

Operating Priorities: Tax Supported – 7 items - \$87,000

- Communications Budget Increase - \$128,000 – Ongoing increases to Communications budget to accomplish key Communications goals; includes:
 - o \$45,000 for media for website and social media content.
 - o \$47,000 for COBI Connects (this increase brings the budget in line with historical trends).
 - o \$19,500 for approximately 3 print communications/mailers, a method that has proven effective for Island residents.
 - o \$10,000 for the Weekly Video Update contract.

- o \$6,500 in added general costs for training, memberships, dues/subscriptions, and software maintenance.
- Freeze position: Harbormaster - (\$94,750) – The position of Harbormaster was created in 2001 to implement the newly developed Harbor Management Plan and support the work of the former Harbor Commission. Since that time, the work of this position has increasingly focused on enforcement issues of existing regulations in the Island's waters, as well as an increased involvement in Emergency Management. The recent vacancy in this position triggered an evaluation of the tasks and responsibilities of the role. Much of the current work relied on the enforcement authority vested in commissioned police officers. Feedback from community meetings also suggested an increased presence on the water was desired to address boating and navigation concerns in the island's harbors. Merging this role into a sworn position will reduce duplication of efforts while increasing capacity for proactive patrol and public safety on the water.
- Add: Marine Officer (Sworn position) - \$161,500 – Includes salary and benefits for +1FTE as well as one-time estimated officer onboarding costs of approx. \$25,000. *See Harbormaster vacancy description for additional information.*
- Cybersecurity Grants: Network Equipment & IP Address Migration - \$80,000 – Grant funded, this one-time increase helps the City to replace existing end-of-life network equipment, and cover professional services to assist in IP address migrations in the City's efforts to mitigate potential cyber-attacks.
- Temporary Part-Time Planning Help - \$65,000 – Continuation of existing temporary staffing through 2024 to assist the department Smartgov team configure land use permits. This work strives to eliminate long permitting delays due to improper system configuration by streamlining assignments, processing, and predictability. This work is anticipated to require 800 hours to complete (.38 FTE) and will not require benefits.
- Hold Vacant: Building Inspector/Plans Examiner - (\$139,600) – Vacated in October 2023, this would hold the position vacant and remove budgeted salary and benefits in 2024.
- Hold Vacant: Planning Admin - (\$113,150) – Vacant since late 2022, this would hold the position vacant, and remove budgeted salary and benefits in 2024.

Operating Priorities: Utility Supported – 3 items - \$350,000

- Cla-Val Automatic Valve Maintenance - \$85,000 – Performance of this work is required ever 4-6 years and was not included in the existing biennial budget. The work is especially critical in 2024 as it will help ensure a smooth transition when bringing the new water tank online.
- Head of Bay Well Decommissioning - \$75,000 – This work is required in accordance with the State Department of Health regulations. One of the Head of Bay wells was taken offline several years ago but never decommissioned.
- Wastewater Treatment Plant (WWTP) Operating Improvements - \$190,000 – This work is required to keep the WWTP performing correctly, and to ensure coordination with upcoming capital upgrade improvements. The work will include cleaning and inspecting clarifiers, load testing generators, replacing grit valve activators, repairing Return-Activated Sludge (RAS) pumps, etc.

Capital Projects – 11 items - \$7,158,200

- Country Club Bulkhead - \$250,000 – Additional funding is needed to address the cost of project mitigation as indicated by a federal permitting agency.
 - o *New project total: \$932,000*
- Springbrook Fish Passage - \$959,000 – New grant opportunities include a City match requirement of 20%. This increases the transportation component by \$176,000 and the SSWM component by \$783,000.
 - o *New (Transportation) project total: \$326,000*
 - o *New (SSWM) project total: \$3,025,000*
 - o *New overall project total: \$3,351,000*
- STO Long Range Plan - \$1,700,000 – Increase project scope and budget due to the receipt of the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant. This grant was made possible by the sponsorship of the City of Port Angeles and provides a total of \$16.1 million in grant funding to address approximately 100 miles of gaps in multi-use trails between the Puget Sound and Pacific Ocean.
 - o *New project total: \$1,941,000*
- Ted Spearman Justice Center Carbon Offset Program - \$780,000 – This new project in conjunction with the climate office. *Approved by Council June 27, 2023.*
 - o *New project total: \$780,000*
- Electric Car Charging Station - \$160,000 – Increase needed to address the charging needs of the growing City electric vehicle fleet.
 - o *New project total: \$309,000*
- Fletcher Bay Well Rehabilitation/Pump Replacement - \$150,000 – Project scope needs to be increased after a survey was conducted of existing conditions, identifying existing conditions that need to be addressed.
 - o *New project total: \$400,000*
- Winslow Supply Well - \$208,000 – This project was “below the line” in the current biennium as it was previously unfunded. This is being added back after the utility rate increases in 2023. *Discussed with Council June 27, 2023, with BUA-1.*
 - o *New project total: \$1,065,000*
- Wastewater Treatment Plant Upgrades - \$1,423,300 – Project scope has increased since the adoption of the original CIP.
 - o *New project total: \$3,940,000*
- Wing Point Pump Station - \$647,900 – This project was “below the line” in the current biennium as it was previously unfunded. This is being added back after the utility rate increases in 2023. *Discussed with Council June 27, 2023, with BUA-1.*
 - o *New project total: \$1,850,000*
- Island Terrace Pump Station Rehabilitation - \$180,000 – This project was “below the line” in the current biennium as it was previously unfunded. This is being added back after the utility rate increases in 2023. *Discussed with Council June 27, 2023, with BUA-1.*
 - o *New project total: \$724,000*

- Wastewater Treatment Plant Outfall Extension - \$700,000 – This project was “below the line” in the current biennium as it was previously unfunded. This is being added back after the utility rate increases in 2023. *Discussed with Council June 27, 2023, with BUA-1.*
 - o *New project total: \$6,350,000*

Technical Requests: Operating – 6 items* – \$465,200

**All items discussed with Council June 27, 2023, with BUA-1*

- Public Art Program Extension - \$27,400 – Continuation of the “Something New” Public Art program into its eighth year.
- Camino Tech Software Maintenance - \$10,000 – Ongoing costs for software maintenance. This software provides an online guide based on project type for residential and tree vegetation work and integrates with the existing GIS and SmartGov software programs.
- Tyler SSRS Software Maintenance - \$5,000 – Reporting software added in 2023 as part of the Munis SaaS migration, this is the ongoing maintenance costs for that software.
- Bainbridge Island Landfill Monitoring - \$70,000 – The City is obligated by regulatory requirement to continue monitoring the former Vincent Road Landfill until the year 2031. This increase supports the need in 2023 and 2024 for additional periodic monitoring services that were missed but should have been included in the 2023-2024 budget cycle.
- FTE Add: 1 GIS Specialist - \$133,000 – This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist.
- FTE Add: 2 Utility Technicians - \$219,800 – This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians.

Technical Requests: Capital – 4 items - \$26,400

- Bucklin Hill - \$10,000 – Increase brings total appropriations in line with overall project budget in the adopted Capital Improvement Plan.
- Winslow Water Tank - \$431,000 – Moves 2024 Fireflow/Pipeline budget over to the Water Tank after the two projects were combined in 2023.
- Fireflow/Pipeline Improvements – (\$431,000) - Moves 2024 Fireflow/Pipeline budget over to the Water Tank after the two projects were combined in 2023.
- Eagle Harbor Cooper Creek - \$16,400 – Increase brings total appropriations in line with overall project budget in the adopted Capital Improvement Plan.

The total of all 2024 requests is \$8,448,000, \$2,565,000 of which is grant or revenue funded, for a net request of \$5,883,000. A total of \$3.3 million of the Capital requests are additions to the Capital Improvement Plan for projects that were previously unfunded prior to the Water/Sewer rate increases, which began in 2023.

With these proposed adjustments, the 2024 budget continues to meet the City’s guiding fiscal priorities; hold recurring expenses less than recurring revenues, and fully fund all policy reserves.

Thank you for your consideration of these requests.

Public Hearing Draft for 2024 Mid-Biennium Budget Hearing

ORDINANCE NO. 2023-22

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting mid-biennium modifications to the final budget of the City for the fiscal year ending December 31, 2024, which is the second year of the biennial budget.

WHEREAS, the City of Bainbridge Island adopted Ordinance No. 2008-11 providing for a biennial budget process for years after 2010; and

WHEREAS, the City adopted Ordinance No. 2013-23 providing for a mid-biennial review of the budget; and

WHEREAS, on November 8, 2022, the City of Bainbridge Island adopted a biennial budget for 2023 and 2024 via Ordinance No. 2022-19; and

WHEREAS, on November 08, 2023, the City Council adopted the 2023-2028 Capital Improvement Plan via Ordinance No. 2022-23; and

WHEREAS, on June 09, 2023, the City Council adopted modifications to the 2023-2024 biennial budget including updates to the 2023-2028 Capital Improvement Plan via Ordinance No. 2023-15; and

WHEREAS, modifications to the budget were submitted to the City Manager with estimates of revenues, and based on requests from all departments for expenditures for the fiscal year ending December 31, 2024 (these dates being prior to the dates required by law); and

WHEREAS, the modifications to the biennial budget were presented to the City Council at a City Council meeting on October 24, 2023; and

WHEREAS, on October 24, 2023, pursuant to Chapter 2.82 of the Bainbridge Island Municipal Code and RCW 35A.34.130, the City Council held a public hearing regarding this ordinance and the proposed modifications to the biennial budget; and

WHEREAS, the City Council considered proposed modifications to the biennial budget at a Council meeting on October 24, 2023 for the purpose of adopting a final budget for 2024, and at which meeting the City Council made such changes as it deemed necessary and proper; and

WHEREAS, on November [14], 2023, the City Council adopted this Ordinance No. 2023-22 and thereby adopted a final budget for 2024.

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

Section 1. The budget for fiscal year 2024 is hereby modified and adopted as the result of the City's mid-biennium review. The entire modified budget document is to be placed on file with the office of the City Clerk for public inspection.

Section 2. Ordinance No. 2022-19 and the 2024 budget are each amended as shown in the attached **Exhibit A**.

Section 3. Attached hereto as **Exhibit B** (to the 2024 Modified Budget) are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined in summary form for the modified budget.

Section 4. The 2024 update of the 2023-2028 six-year Capital Improvement Plan, attached as **Exhibit C**, is adopted as of the effective date of this ordinance.

Section 5. This ordinance authorizes the City Manager to reformat **Exhibit C** into a final edition for publication and to reformat and transmit **Exhibit C** to the State of Washington as the City's annual State Transportation Improvement Program ("STIP"), as applicable.

Section 6. The City Manager may authorize transfers of budget authority within a fund as needed but may not transfer budget authority from one fund to another without the prior approval of the City Council.

Section 7. Because the amounts of revenues and expenditures to be recorded in the Building and Development Services Fund are not clearly fixed and because the Building and Development Services Fund receives operating transfers from the General Fund, this Budget authorizes additional amounts to be spent from the Building and Development Services Fund and to be covered by additional operating transfers from the General Fund provided that the total expenditures for these two funds shall be no more than the amount authorized by this ordinance.

Section 8. A complete copy of the final budget for 2024, as modified by the mid-biennium review, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

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

Section 10. This ordinance shall take effect on January 1, 2024.

PASSED by the City Council this ____ day of _____, 2023.

APPROVED by the Mayor this ____ day _____, 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	September 8, 2023
PASSED BY THE CITY COUNCIL:	_____, 2023
PUBLISHED:	_____, 2023
EFFECTIVE DATE:	January 1, 2024
ORDINANCE NO.:	2023-22

Attached:

Exhibit A - Crosswalk Summary by Fund

Exhibit B – Table 1 – Summary by Fund and Department

Exhibit B – Table 2 – Summary of Technical/Administrative Adjustments

Exhibit B – Table 3 – Summary of Supporting Interfund Transfers

Exhibit C – 2024 Update of the 2023-2028 Capital Improvement Plan (“CIP”)

**CITY OF BAINBRIDGE ISLAND - 2023 REVISED BUDGET
SUMMARY BY FUND**

Exhibit A - Crosswalk by Fund
ORDINANCE NO. 2023-22

CITY FUNDS		2024 EXPENDITURES				
		2024 ADOPTED BUDGET	Supporting Transfers (See Ord Section 6)	Ord. No. 2023-22 Technical Amendments	Ord. No. 2023-22 Operating and Capital Amendments	2024 REVISED Budget (As Modified)
001	GENERAL FUND	\$ 26,324,897	\$ 1,937,500	\$ 138,993	\$ 515,226	\$ 28,916,616
101	STREET FUND	\$ 4,110,936	\$ -	\$ 26,593	\$ 75,000	\$ 4,212,529
103	REAL ESTATE EXCISE TAX FUND	\$ 3,227,064	\$ -	\$ -	\$ -	\$ 3,227,064
104	CIVIC IMPROVEMENT FUND	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
108	AFFORDABLE HOUSING FUND	\$ 2,230,565	\$ -	\$ -	\$ -	\$ 2,230,565
171	TRANSPORTATION BENEFIT FUND	\$ 603,337	\$ -	\$ -	\$ -	\$ 603,337
173	TRANSPORTATION IMPACT FEE FUND	\$ -	\$ -	\$ -	\$ -	\$ -
199	ARPA FUND	\$ 2,020,000	\$ (2,020,000)	\$ -	\$ -	\$ -
201	GO BOND FUND	\$ 927,665	\$ -	\$ -	\$ -	\$ 927,665
203	LID BOND FUND	\$ -	\$ -	\$ -	\$ -	\$ -
301	CAPITAL CONSTRUCTION FUND	\$ 5,065,596	\$ -	\$ 10,000	\$ 2,890,000	\$ 7,965,596
401	WATER FUND	\$ 3,547,178	\$ -	\$ 114,515	\$ 518,000	\$ 4,179,693
402	SEWER FUND	\$ 6,515,759	\$ -	\$ 114,515	\$ 3,141,200	\$ 9,771,474
403	STORM & SURFACE WATER FUND	\$ 3,969,038	\$ -	\$ 86,954	\$ 955,510	\$ 5,011,502
407	BUILDING & DEVELOPMENT FUND	\$ 3,550,834	\$ -	\$ -	\$ (138,515)	\$ 3,412,319
501	EQUIPMENT RENTAL & REVOLVING FUND	\$ 770,000	\$ -	\$ -	\$ -	\$ 770,000
	TOTAL EXPENDITURES	\$ 63,212,869	\$ (82,500)	\$ 491,571	\$ 7,956,421	\$ 71,578,360

Exhibit B to Ordinance No. 2023-22

2024 BUDGET AMENDMENTS
Presented to City Council
Approved on _____, 2023

Exhibit B Table 1

SUBJECT	DESCRIPTION	FUND / Department	Revenue	Change amount requested	Change to Appropriation	One-Time or On-going?
BUDGET AMENDMENTS						
Hold Vacant: City Attorney and Deputy City Attorney	Budgeted salary & benefit costs for these positions will be used instead for the professional services contract with Ogden Murphy Wallace for City attorney services. <i>Council approved September 12, 2023</i>	General/Executive		\$ (244,000)	Decrease	Ongoing
Professional Services agreement in lieu of salaried City Attorney services	Contracted professional services with Ogden Murphy Wallace for City Attorney services. <i>Council approved September 12, 2023</i>	General/Executive		\$ 244,000	Increase	Ongoing
Lobbying Services	Obtain lobbying services to facilitate the City with: education & communication concerning legislative activities, securing funding for specific community needs, pro/con advocacy, and representation and advocacy before regulatory agencies. <i>Council approved August 8, 2023</i>	General/Executive		\$ 50,000	Increase	Ongoing
Juneteenth Celebration	Expenses for planning, programming, and supplies to coordinate an annual Juneteenth celebration.	General/Executive		\$ 15,000	Increase	Ongoing
Communications Budget Increase	To bring budget in line with anticipated costs for COBI Connects, Weekly Video Update, Island-wide mailings, and general training, subscription, and software maintenance costs.	General/Executive		\$ 83,000	Increase	Ongoing
Media Content for City Website and Social Media	Added funding for website and social media content.	General/Executive		\$ 45,000	Increase	Ongoing
Annual Volunteer Recognition Event	Annual event recognizing the City's 800+ volunteers, to be held annually in April.	General/Executive		\$ 5,000	Increase	Ongoing
Ted Spearman Justice Center (TJSC) IT Costs	Use Existing PEG funds to pay for ongoing information technology costs for the TSJC, including network switches, licensing, and maintenance.	General (PEG)/Information Technology	\$ 15,000	\$ 15,000	Increase	Ongoing
Cybersecurity Grants: Network Equipment & IP Address Migration	This grant will allow the City to replace existing end-of-life network equipment, and cover professional services to assist in IP address migration in the City's efforts to mitigate potential cyber-attacks.	General/Information Technology	\$ 80,000	\$ 80,000	Increase	One-Time
Eliminate: Harbormaster position	This merges the Harbormaster role with that of an added Marine officer in order to address community concerns while continuing the existing tasks and responsibilities of the existing role.	General/Public Safety		\$ (94,738)	Decrease	Ongoing
Add: Police Officer - Marine Unit	To increase presence on the water and address boating and navigation concerns in the Island's harbors, as well as continuing the responsibilities previously held by the Harbormaster position.	General/Public Safety		\$ 136,500	Increase	Ongoing
Marine Officer Onboarding	Costs associated with onboarding new marine officer.	General/Public Safety		\$ 25,000	Increase	One-Time
Winslow Subarea Professional Services	A council high-priority project, this covers the cost of the contract amendment with LMN Architects, with added funds for two island-wide postcard mailings regarding engagement opportunities during the project phases.	General/Planning		\$ 201,200	Increase	One-Time
Hold Vacant: Building Inspector/Plans Examiner Position	Vacated in October 2023, this position will be held vacant in 2024.	General/Planning		\$ (17,450)	Decrease	Ongoing
Hold Vacant: Admin III	Vacant for all of 2023, this position will be held vacant in 2024.	General/Planning		\$ (28,286)	Decrease	Ongoing
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ 138,993		
	TOTAL GENERAL FUND INCREASE		\$ 95,000	\$ 654,219		
Hold Vacant: City Attorney and Deputy City Attorney	Budgeted salary & benefit costs for these positions will be used instead for the professional services contract with Ogden Murphy Wallace for City attorney services. <i>Council approved September 12, 2023</i>	Street/Executive		\$ (36,000)	Decrease	Ongoing
Professional Services agreement in lieu of salaried City Attorney services	Contracted professional services with Ogden Murphy Wallace for City Attorney services. <i>Council approved September 12, 2023</i>	Street/Executive		\$ 36,000	Increase	Ongoing

SUBJECT	DESCRIPTION	FUND / Department	Revenue	Change amount requested	Change to Appropriation	One-Time or On-going?
Comprehensive Plan Transportation Element Update	For transportation components of the broader comprehensive plan update work being done by the Planning dept.	General/Public Works		\$ 75,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ 26,593		
	TOTAL STREET FUND INCREASE		\$ -	\$ 101,593		
Country Club Bulkhead	Additional funding to address the cost of project mitigation as required by Federal permitting agency.	Capital/Public Works		\$ 250,000	Increase	One-Time
STO Long Range Plan	Increase project scope and budget due to the acceptance of the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) federal grant.	Capital/Public Works	\$ 1,700,000	\$ 1,700,000	Increase	One-Time
Ted Spearman Justice Center Carbon Offset Program	New project added in conjunction with the City Climate office. <i>Council approved June 27, 2023</i>	Capital/Public Works		\$ 780,000	Increase	One-Time
Electric Charging Station	Increase in project scope needed to address the charging needs of the growing City electric fleet.	Capital/Public Works		\$ 160,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ 10,000	Increase	One-Time
	TOTAL CAPITAL CONSTRUCTION FUND INCREASE		\$ 1,700,000	\$ 2,900,000		
Hold Vacant: City Attorney and Deputy City Attorney	Budgeted salary & benefit costs for these positions will be used instead for the professional services contract with Ogden Murphy Wallace for City attorney services. <i>Council approved September 12, 2023</i>	Water/Executive		\$ (11,000)	Decrease	Ongoing
Professional Services agreement in lieu of salaried City Attorney services	Contracted professional services with Ogden Murphy Wallace for City Attorney services. <i>Council approved September 12, 2023</i>	Water/Executive		\$ 11,000	Increase	Ongoing
Cla-Val Automatic Valve Maintenance	Work that is required every 4-6 years. Critical in 2024 to help ensure a smooth transition when bringing the new water tank online.	Water/Public Works		\$ 85,000	Increase	One-Time
Head of Bay Well Decommissioning	Required in accordance with the State Department of Health regulations. The well was taken offline several years ago but never decommissioned.	Water/Public Works		\$ 75,000	Increase	One-Time
Capital: Fletcher Bay Well Rehab/Pump Replacement	Increase in project scope after survey of existing conditions identified that will need to be addressed.	Water/Public Works		\$ 150,000	Increase	One-Time
Capital: Winslow Supply Well	Adding 2024 budget for project that was moved "above the line" after the water rate increase. <i>Discussed with 2023 BUA-1 on June 27, 2023</i>	Water/Public Works		\$ 208,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ 114,515		
	TOTAL WATER FUND INCREASE		\$ -	\$ 632,515		
Hold Vacant: City Attorney and Deputy City Attorney	Budgeted salary & benefit costs for these positions will be used instead for the professional services contract with Ogden Murphy Wallace for City attorney services. <i>Council approved September 12, 2023</i>	Sewer/Executive		\$ (25,000)	Decrease	Ongoing
Professional Services agreement in lieu of salaried City Attorney services	Contracted professional services with Ogden Murphy Wallace for City Attorney services. <i>Council approved September 12, 2023</i>	Sewer/Executive		\$ 25,000	Increase	Ongoing
WWTP Operating Improvements	Work that will be required to keep the WWTP performing correctly, and to ensure coordination with upcoming capital upgrade improvements.	Sewer/Public Works		\$ 190,000	Increase	One-Time
Capital: WWTP Upgrades	Increase in project scope since the adoption of the original CIP.	Sewer/Public Works		\$ 1,423,300	Increase	One-Time
Capital: Wing Point Pump Station	Adding 2024 budget for project that was moved "above the line" after the sewer rate increases. <i>Discussed with 2023 BUA-1 on June 27, 2023</i>	Sewer/Public Works		\$ 647,900	Increase	One-Time
Capital: Island Terrace Pump Station	Adding 2024 budget for project that was moved "above the line" after the sewer rate increases. <i>Discussed with 2023 BUA-1 on June 27, 2023</i>	Sewer/Public Works		\$ 180,000	Increase	One-Time
Capital: WWTP Outfall Extension	Adding 2024 budget for project that was moved "above the line" after the sewer rate increases. <i>Discussed with 2023 BUA-1 on June 27, 2023</i>	Sewer/Public Works		\$ 700,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ 114,515		One-Time
	TOTAL SEWER FUND INCREASE		\$ -	\$ 3,255,715		
Hold Vacant: City Attorney and Deputy City Attorney	Budgeted salary & benefit costs for these positions will be used instead for the professional services contract with Ogden Murphy Wallace for City attorney services. <i>Council approved September 12, 2023</i>	SSWM/Executive		\$ (16,000)	Decrease	Ongoing

SUBJECT	DESCRIPTION	FUND / Department	Revenue	Change amount requested	Change to Appropriation	One-Time or On-going?
Winslow Water Tank	Move remaining Fireflow/Pipeline Improvement budget to Water Tank project. <i>Council approved June 27, 2023</i>	Water/Public Works		431,000	Increase	One-Time
Fireflow/Pipeline Improvements	Move remaining Fireflow/Pipeline Improvement budget to Water Tank project. <i>Council approved June 27, 2023</i>	Water/Public Works		\$ (431,000)	Decrease	One-Time
	TOTAL WATER FUND IMPACT			\$ 114,515		
Add: GIS Specialist	FTE approved in 2023, this is the Sewer Fund portion (20%) of the 2024 position allocation. <i>Council approved June 27, 2023</i>	Sewer/Public Works		\$ 26,593	Increase	Ongoing
Add: Utilities Technicians x2	FTE approved in 2023, this is the Sewer Fund portion (40%) of the 2024 position allocation. <i>Council approved June 27, 2023</i>	Sewer/Public Works		\$ 87,922	Increase	Ongoing
	TOTAL SEWER FUND IMPACT			\$ 114,515		
Add: GIS Specialist	FTE approved in 2023, this is the SSWM Fund portion (20%) of the 2024 position allocation. <i>Council approved June 27, 2023</i>	SSWM/Public Works		\$ 26,593	Increase	Ongoing
Add: Utilities Technicians x2	FTE approved in 2023, this is the SSWM Fund portion (20%) of the 2024 position allocation. <i>Council approved June 27, 2023</i>	SSWM/Public Works		\$ 43,961	Increase	Ongoing
Eagle Harbor Drive Cooper Creek Fish Passage	Total amount appropriated does not agree with Adopted CIP project total.	SSWM/Public Works		16,400	Increase	One-Time
	TOTAL SSWM FUND IMPACT			\$ 86,954		
	TOTAL TECHNICAL & ADMINISTRATIVE ADJUSTMENTS			\$ 491,571		

Exhibit B Table 3

SUPPORTING TRANSFERS						
Springbrook Fish Passage	Transfer to SSWM - increase in General Fund contribution due to grant match requirements.	General/Public Works		\$ 176,000	Increase	One-Time
Country Club Bulkhead Reconstruction	Transfer to Capital - increase in project budget.	General/Public Works		\$ 250,000	Increase	One-Time
Ted Spearman Justice Center Carbon Offset	Transfer to Capital - funding for new project.	General/Public Works		\$ 780,000	Increase	One-Time
Electric Car Charging Stations	Transfer to Capital - increase in project budget.	General/Public Works		\$ 160,000	Increase	One-Time
Bucklin Hill	Transfer to Capital - technical adjustment to match total approved CIP appropriations.	General/Public Works		\$ 10,000	Increase	One-Time
Building & Development Fund Support	Transfer to BDS - increase in General fund support due to reduction in 2024 revenue forecast.	General/Finance		\$ 561,500	Increase	One-Time
	TOTAL GENERAL FUND IMPACT			\$ 1,937,500		
ARPA Transfers	Transfer to Affordable Housing - this transaction moves ARPA contributions to the Affordable Housing fund to pay for the \$2 million Housing Resources Bainbridge project previously approved by council in the 2024 adopted budget.	ARPA/Finance		\$ (2,020,000)	Decrease	One-Time
	TOTAL ARPA FUND IMPACT			\$ (2,020,000)		
	TOTAL SUPPORTING TRANSFERS			\$ (82,500)		

CITY OF BAINBRIDGE ISLAND

2023-2028 CAPITAL IMPROVEMENT PLAN



2024 MODIFIED BUDGET

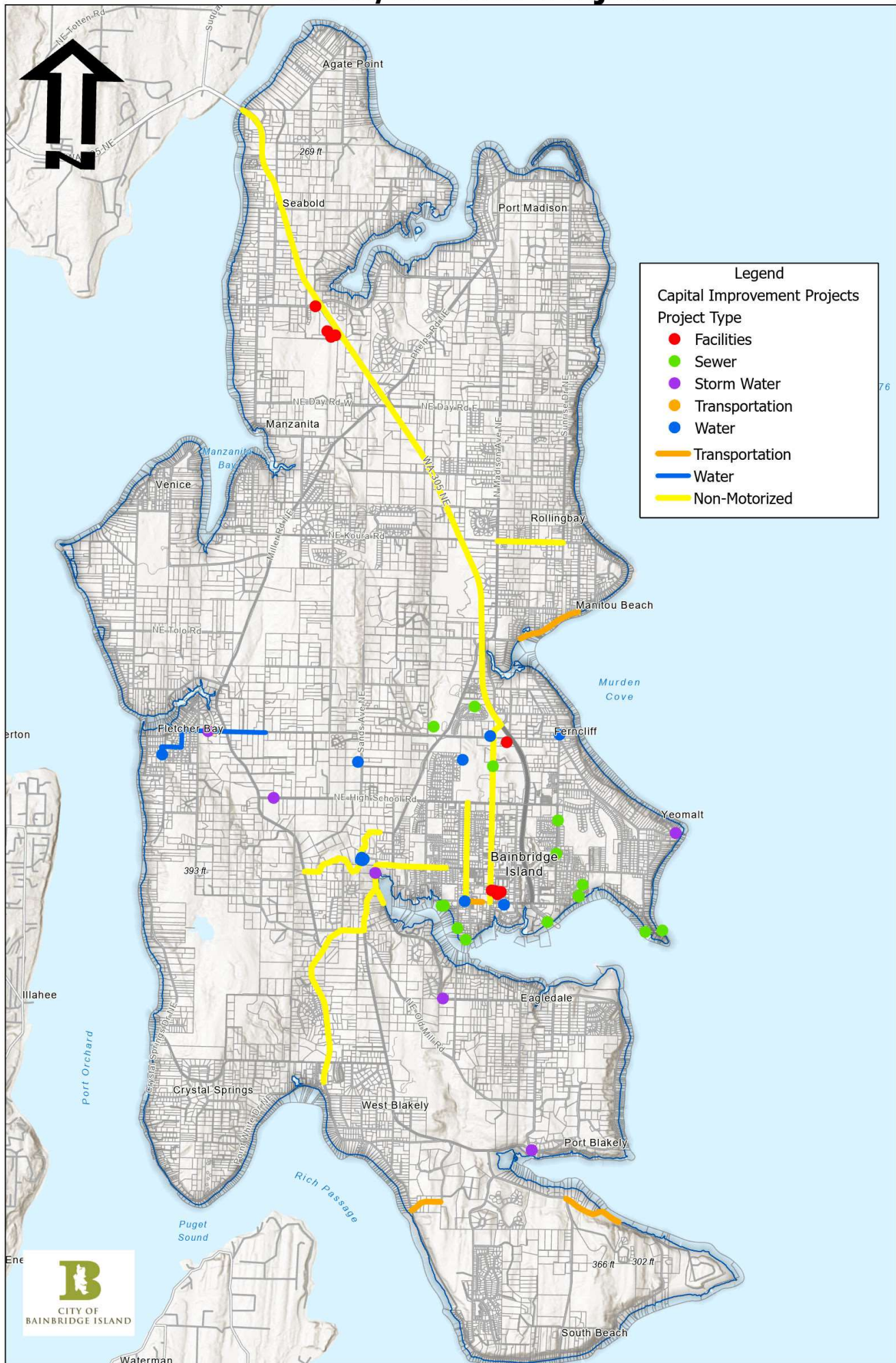


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City of Bainbridge Island
Total CIP (2023 - 2028)
2024 Modified Budget

Category	Prior Years	2023	2024	2025	2026	2027	2028	2029 - 2042	Total
In (1000s)									
Transportation Projects	451	858	1,180	1,725	645	-	-	-	4,859
<i>Transportation Grants</i>	-	-	-	-	-	-	-	-	-
Non Motorized Projects	1,537	4,556	3,038	-	-	-	-	-	9,131
<i>Non Motorized Grants</i>	1,485	902	2,435	-	-	-	-	-	4,822
Fleet and Equipment	-	1,090	770	625	735	950	1,205	-	5,375
Facility Projects	20,616	1,442	1,479	80	-	-	-	-	23,618
<i>Facility Grants</i>	113	-	-	-	-	-	-	-	113
Water Projects	565	3,487	11,523	10,069	732	1,855	250	11,840	40,320
<i>Water Grants</i>	-	-	-	-	-	-	-	-	-
Sewer Projects	2,441	2,359	5,308	6,443	2,221	7,039	700	13,400	39,911
<i>Sewer Grants</i>	-	-	-	-	-	-	-	-	-
SSWM Projects	418	2,354	1,808	593	-	-	-	-	5,173
<i>SSWM Grants</i>	85	-	770	1,800	-	-	-	-	2,655
Utility Funding	3,424	8,200	18,638	17,105	2,953	8,894	950	25,240	85,404
General Govt Funding	22,604	7,946	6,467	2,430	1,380	950	1,205	-	42,983
Total Project Cost Less Grants	26,028	16,146	25,106	19,535	4,333	9,844	2,155	25,240	128,386
<i>Grant Totals</i>	1,683	902	3,205	1,800	-	-	-	-	7,590
TOTAL PROJECT COST	27,711	17,048	28,311	21,335	4,333	9,844	2,155	25,240	135,976

2023/2024 CIP Projects



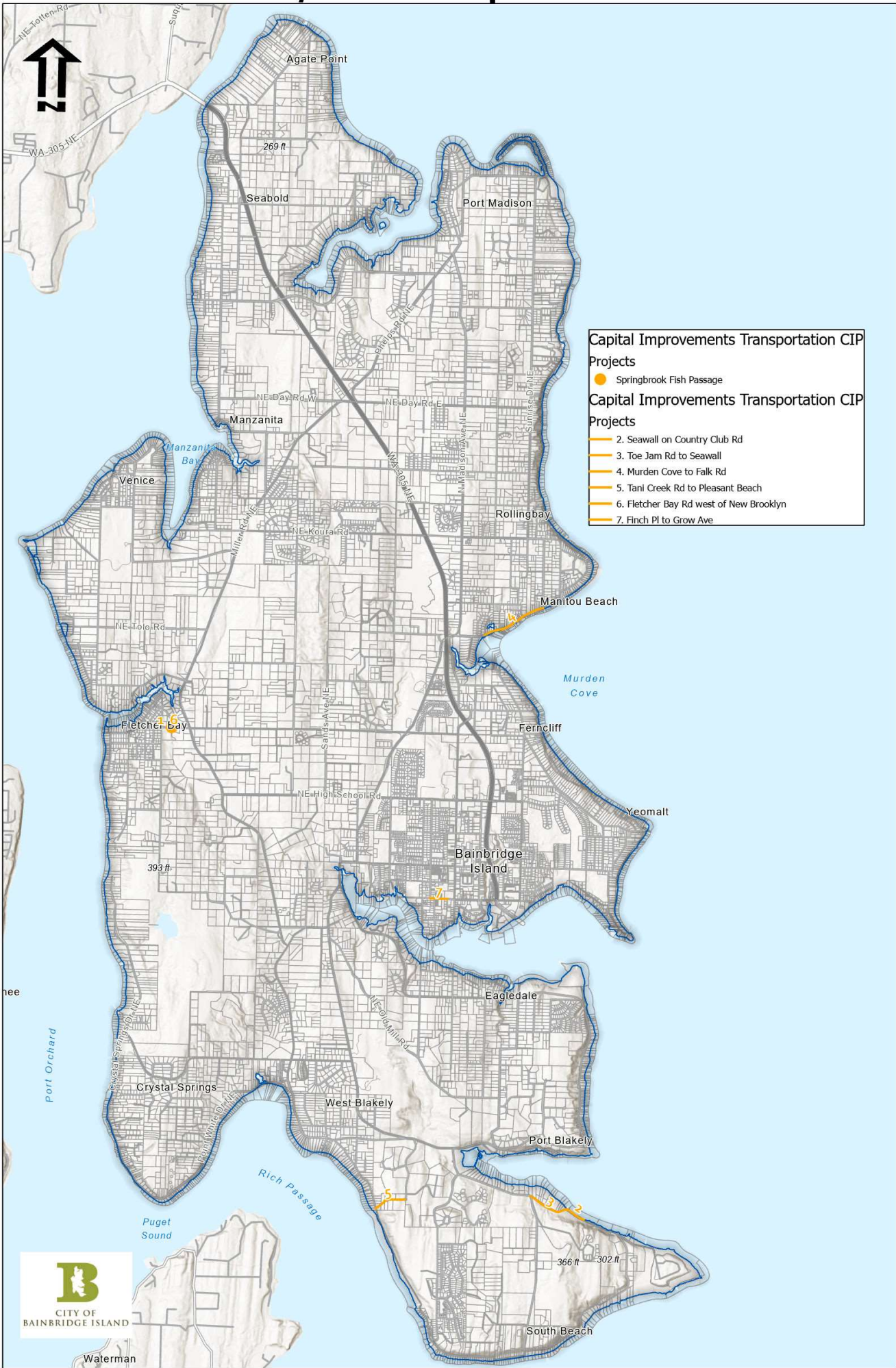
City of Bainbridge Island
Transportation CIP (2023 - 2028)
2024 Modified Budget

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
TRANSPORTATION PROJECTS - 6-YEAR CIP																
Country Club Bulkhead Reconstruction <i>at Seawall</i>				Y				15	-	917	-	-	-	-	-	932
Country Club Rd Reconstruction <i>Past Toe Jam to Seawall</i>				Y				386	599	-	-	-	-	-	-	985
Manitou Beach Rd & Bulkhead Repair <i>Manitou Beach Rd</i>				Y				-	259	-	1,075	-	-	-	-	1,334
Pleasant Beach Drive Extension <i>Tani Creek to Pleasant Beach</i>				Y				-	-	87	375	-	-	-	-	462
Springbrook Fish Passage <i>Fletcher Bay Rd</i>	x			Y				50	-	176	100	-	-	-	-	326
Winslow Way West <i>Finch to Grow Ave</i>				Y	Y			-	-	-	175	645	-	-	-	820
City Funding								451	858	1,180	1,725	645	-	-	-	4,859
Grant Totals								-	-	-	-	-	-	-	-	-
TOTALS								451	858	1,180	1,725	645	-	-	-	4,859

2023 BUA

2024 Mod

2023/2024 Transportation CIP



Project: Country Club Bulkhead Reconstruction

Number: 00781

Location: Seawall on Country Club Road

Project Description



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

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

Schedule: 2020: Design and permitting; 2024: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	917	-	-	-	-	-	917
REET	15	-	-	-	-	-	-	-	15
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	15	-	917	-	-	-	-	-	932
FUNDING USES (1000's)									
Project Management	-	-	17	-	-	-	-	-	17
Design/Construction	15	-	900	-	-	-	-	-	915
Sub-total	15	-	917	-	-	-	-	-	932

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

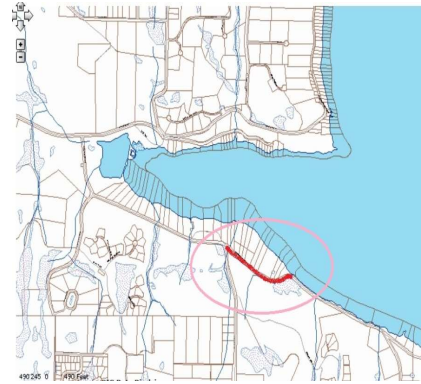
Project: Country Club Road Reconstruction

Number:

00712

Location: Toe Jam Road to the Seawall

Project Description



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

Benefit: Roadway preservation.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	61	599	-	-	-	-	-	-	660
REET	325	-	-	-	-	-	-	-	325
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	386	599	-	-	-	-	-	-	985
FUNDING USES (1000's)									
Project Management	65	24	-	-	-	-	-	-	89
Design/construction	321	575	-	-	-	-	-	-	896
Sub-total	386	599	-	-	-	-	-	-	985

Estimated Impact on Future Operating Budget

	Prior Yrs	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Manitou Beach Rd and Bulkhead Stabilization

Number: 01226

Location: Murden Cove - Falk

Project Description



Description: This project will evaluate roadway, stabilization and flooding conditions along Manitou Beach Drive, and design and construct improvements that will limit long-term impacts on the roadway conditions.

Benefit: Preservation of roadway conditions for vehicular and non-motorized use.

Schedule: YR1:Design/permitting, YR3: Construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
REET Fund	-	259	-	1,075	-	-	-	-	1,334
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	259	-	1,075	-	-	-	-	1,334
FUNDING USES (1000's)									
Project Management	-	9	-	50	-	-	-	-	59
Design/construction	-	250	-	1,025	-	-	-	-	1,275
Sub-total	-	259	-	1,075	-	-	-	-	1,334

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

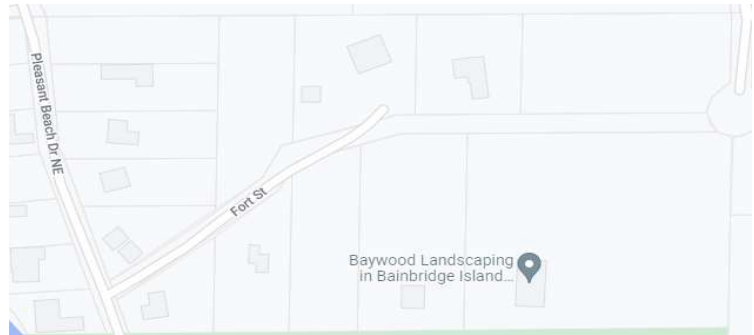
Project: Pleasant Beach Drive Extension

Number:

01227

Location: Tani Creek to Pleasant Beach

Project Description



Description: The project proposes to improve vehicular and fire safety, and reduce the maintenance and operations costs of the existing Pleasant Beach/Fort Street, by reconfiguring the roadway geometry and access locations.

Benefit: Vehicular and fire safety, and reduced long-term maintenance costs.

Schedule: YR 1: Design; YR 2: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
REET Fund	-	-	87	375	-	-	-	-	462
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	87	375	-	-	-	-	462
FUNDING USES (1000's)									
Project Management	-	-	8	15	-	-	-	-	23
Design/construction	-	-	79	360	-	-	-	-	439
Sub-total	-	-	87	375	-	-	-	-	462

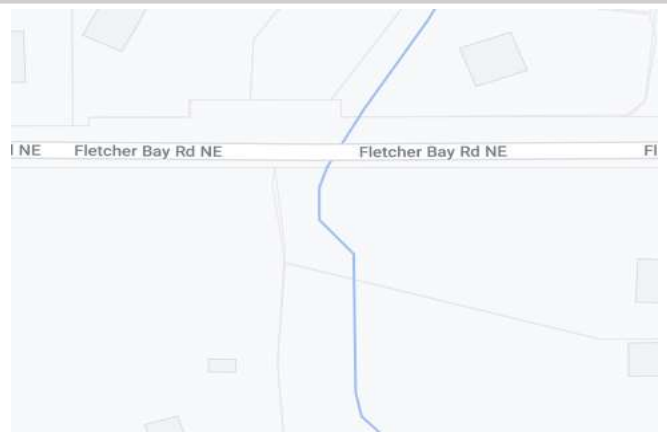
Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Springbrook Fish Passage
Location: Fletcher Bay Road west of New Brooklyn

Number: 01159

Project Description



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

Benefit:

Schedule: YR 1: Design

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	50	-	176	100	-	-	-	-	326
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	50	169	26	125	-	-	-	-	370
Federal Grant	-	-	770	1,800	-	-	-	-	2,570
State Grant	85	-	-	-	-	-	-	-	85
Sub-total	185	169	972	2,025	-	-	-	-	3,351
FUNDING USES (1000's)									
Project Management	4	3	13	25	-	-	-	-	45
Design/construction	181	166	959	2,000	-	-	-	-	3,306
Sub-total	185	169	972	2,025	-	-	-	-	3,351

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Winslow Way West
Location: Finch Pl to Grow Ave

Number: **TBD**

Project Description



Description: Roadway reconstruction and sidewalk infill between Finch Place and Grow Avenue.

Benefit:

Schedule: YR1:Design/permitting, YR2: Construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
REET Fund	-	-	-	175	645	-	-	-	820
Water Fund	-	-	-	75	300	-	-	-	375
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	250	945	-	-	-	1,195
FUNDING USES (1000's)									
Project Management	-	-	-	11	45	-	-	-	56
Design/construction	-	-	-	239	900	-	-	-	1,139
Sub-total	-	-	-	250	945	-	-	-	1,195

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

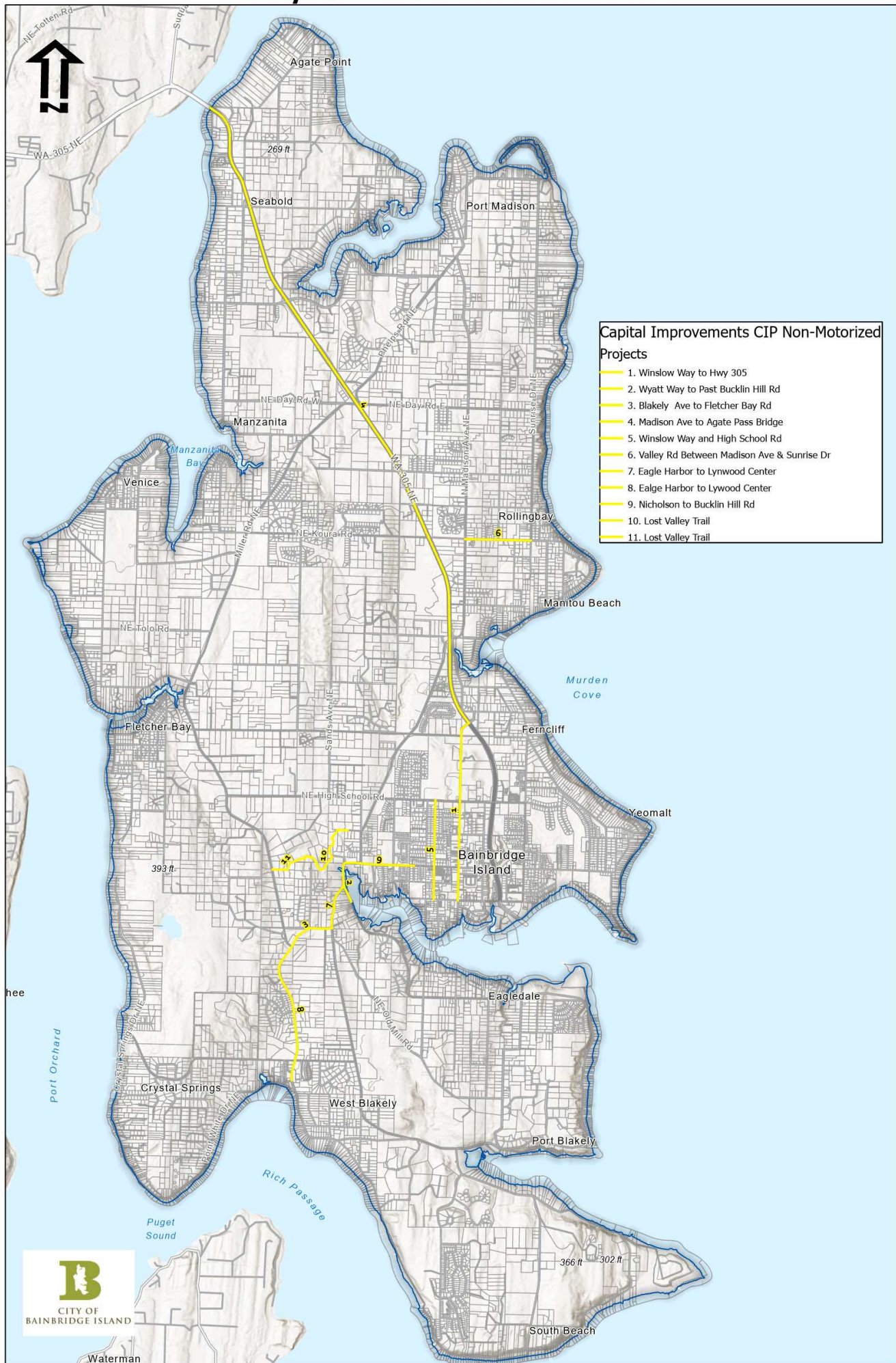
City of Bainbridge Island
Non-Motorized Transportation CIP (2023- 2028)
2024 Modified Budget

Project / Location	Grant Eligible	Grant Awarded	Grant Funds/ Donations	Tax Supported	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029- 2042	Total
NON-MOTORIZED PROJECTS - 6-YEAR CIP																
Bundled Madison Avenue Nonmotorized & Sewer Improvements Project <i>Winslow to SR305</i>	x	x	1,410	Y		Y		2,375	3,365	-	-	-	-	-	-	5,740
Connecting Centers: Eagle Harbor/Wyatt Non- Motorized Improvements <i>Shoreline to Nicholson</i>	x	x	1,512	Y				375	1,308	2,833	-	-	-	-	-	4,517
Connecting Centers: Bucklin Hill Non-Motorized Improvements <i>Blakely - Fletcher Bay</i>	x		-	Y				57	277	836	-	-	-	-	-	1,170
STO Long Range Plan <i>STO Trail</i>	x		1,775	Y				215	17	1,708	-	-	-	-	-	1,941
Grow Avenue Traffic Calming <i>Grow Ave</i>	x			Y				-	-	95	-	-	-	-	-	95
Connecting Centers: Lynwood Center <i>Bucklin to Lynwood</i>	x			Y				-	200	-	-	-	-	-	-	200
Connecting Centers: Valley Road <i>Madison to Sunrise</i>	x			Y				-	150	-	-	-	-	-	-	150
Lost Valley Trail <i>Head of Bay to Fletcher Bay Road</i>	x		125	Y				-	140	-	-	-	-	-	-	140
City Project Funding									1,537	4,556	3,038	-	-	-	-	9,131
Grant Totals									1,485	902	2,435	-	-	-	-	4,822
TOTALS									3,022	5,458	5,473	-	-	-	-	13,953

2023 BUA

2024 Mod

2023/2024 Non-Motorized CIP



Project: Bundled Madison Ave Non-Motorized & Sewer Improvements

Number:

01088

Location: Winslow to SR305

Project Description



Description: This project will widen the existing east-side sidewalk to 5-feet or greater, and include sections of landscape buffer plus re-striping. Driveways and ramps on the both sides will be upgraded to meet current standards. This project is bundled with sewer improvements along Madison Avenue.

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

Schedule: YR1: Design; YR2 Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	209	-	-	-	-	-	-	-	209
REET	731	505	-	-	-	-	-	-	1,236
TBF	25	860	-	-	-	-	-	-	885
Sewer Fund	792	15	-	-	-	-	-	-	807
SSWM Fund	-	-	-	-	-	-	-	-	-
ARPA	-	2,000	-	-	-	-	-	-	2,000
Federal Grant	1,410	-	-	-	-	-	-	-	1,410
Sub-total	3,167	3,380	-	-	-	-	-	-	6,547
FUNDING USES (1000's)									
Project Management	117	64	-	-	-	-	-	-	181
Design/construction	3,050	3,316	-	-	-	-	-	-	3,316
Sub-total	3,167	3,380	-	-	-	-	-	-	6,547

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements

Number:

00968

Location: Wyatt to past Bucklin Hill

Project Description



Description: Provide non-motorized improvements along Eagle Harbor Drive from the shoreline to Head of the Bay, and along Wyatt from the Head of the Bay to Nicholson Place. Improvements will include a mix of shoulders, vertically and physically separated paths, and safety improvements at the Finch/Wyatt intersection.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2023: Design; 2024: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	4	-	-	-	-	-	-	-	4
REET	370	531	2,098	-	-	-	-	-	3,000
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	777	735	-	-	-	-	-	1,512
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	375	1,308	2,833	-	-	-	-	-	4,517
FUNDING USES (1000's)									
Project Management	30	31	33	-	-	-	-	-	95
Design/construction	345	1,277	2,800	-	-	-	-	-	4,422
Sub-total	375	1,308	2,833	-	-	-	-	-	4,517

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Connecting Centers: Bucklin Hill Non-Motorized Improvements

Number:

00723

Location: Blakely to Fletcher

Project Description



Description: Provide non-motorized improvements along Bucklin Hill and Lynwood Center Roads between Blakely and Fletcher Bay Road. Improvements will include a mix of shoulders, vertically and physically separated paths and associated safety improvements.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YRI: Construction (in-house design)

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	57	277	836	-	-	-	-	-	1,170
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	57	277	836	-	-	-	-	-	1,170
FUNDING USES (1000's)									
Project Management	10	11	36	-	-	-	-	-	57
Design/construction	47	266	800	-	-	-	-	-	1,113
Sub-total	57	277	836	-	-	-	-	-	1,170

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: STO Long-Range Plan

Number:

01213

Location:

Project Description



Description: This project will develop a high-level plan for the alignment of the Sound to Olympics Trail from Madison Avenue to the Agate Pass Bridge, and a more detailed design plan for the trail segment between Sakai Pond and Madison Avenue.

Benefit: Concept and design plans for trail alignment will aid in the procurement of grant funds for the project implementation.

Schedule: YR 1: Design

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
TBD	140	17	8	-	-	-	-	-	166
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	75	-	-	-	-	-	-	-	75
Federal Grant	-	-	1,700	-	-	-	-	-	1,700
Sub-total	215	17	1,708	-	-	-	-	-	1,941
FUNDING USES (1000's)									
Project Management	-	17	15	-	-	-	-	-	33
Design	215	-	1,693	-	-	-	-	-	1,908
Sub-total	215	17	1,708	-	-	-	-	-	1,941

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Grow Ave Traffic Calming

Number:

01089

Location: Grow Ave

Project Description



Description: Project will include minor traffic calming improvements such as speed humps, chicanes, neighborhood traffic circles and/or other applications between Winslow Way and High School Road.

Benefit: Project will mitigate speeding and improve pedestrian and bicyclist safety on Grow Avenue.

Schedule: YRI: Design and construct

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
TBD	-	-	95	-	-	-	-	-	95
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	95	-	-	-	-	-	95

FUNDING USES (1000's)

Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	-	95	-	-	-	-	-	95
Sub-total	-	-	95	-	-	-	-	-	95

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Connecting Centers - Lynwood Center Non-Motorized Improvements

Number:

TBD

Location: Eagle Harbor to Lynwood Center

Project Description

Description: Non-motorized improvements between Eagle Harbor Drive and Lynwood Center.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: YRI: Design

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	200	-	-	-	-	-	-	200
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	200	-	-	-	-	-	-	200
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	200	-	-	-	-	-	-	200
Sub-total	-	200	-	-	-	-	-	-	200

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Connecting Centers - Valley Road Non-Motorized Improvements

Number:

01287

Location: NE Valley Road between Madison Ave & Sunrise Dr

Project Description

Description: The corridor is the northernmost segment of the “Connecting Centers” scenario, which envisions connecting all of the city’s centers (Lynwood, Island Center, Winslow and Rolling Bay) with safe facilities for non-motorized travel.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YRI: Design

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	150	-	-	-	-	-	-	150
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	150	-	-	-	-	-	-	150
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	150	-	-	-	-	-	-	150
Sub-total	-	150	-	-	-	-	-	-	150

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

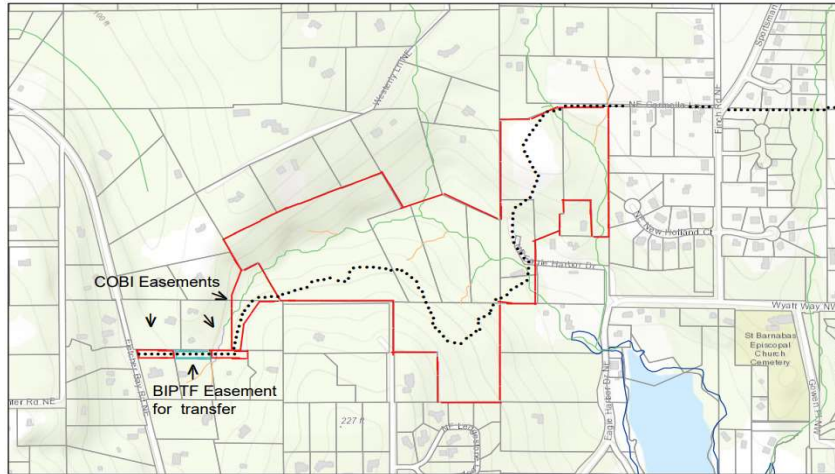
Project: Lost Valley Trail

Number:

01281

Location: Head of Bay to Fletcher Bay Road

Project Description



Description: This project is a pedestrian trail with required critical area mitigation. The project funding was donated to the City by the Bainbridge Island Parks and Trails Foundation. The City is providing \$15k for securing a trail easement and providing project management.

Benefit: The pedestrian trail will provide a connection between existing trails in the vicinity, and will protect the environment by focusing use in the prescribed areas.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	15	-	-	-	-	-	-	15
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	125	-	-	-	-	-	-	125
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	140	-	-	-	-	-	-	140

FUNDING USES (1000's)

Project Management	-	5	-	-	-	-	-	-	5
Design/construction	-	135	-	-	-	-	-	-	135
Sub-total	-	140	-	-	-	-	-	-	140

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

City of Bainbridge Island
FLEET and EQUIPMENT CIP (2023 - 2028)
2024 Modified Budget

Project	General Rent	Streets Rent	Water Rent	Sewer Rent	SSWM Rent	2023	2024	2025	2026	2027	2028	Total
FLEET & EQUIPMENT - 6-YEAR CIP (1000s)												
Police Vehicles (2)	100%					-	190	200	210	220	230	1,050
Vactor Truck				50%	50%	650	-	-	-	-	-	650
Electric Sedan	20%	20%	20%	20%	20%	70	-	-	-	-	-	70
Medium Duty Pickup	20%	20%	20%	20%	20%	200	-	-	-	-	-	200
Electric Sidewalk Sweeper/Plow		100%				70	-	-	-	-	-	70
Landscape Trailer	20%	20%	20%	20%	20%	30	-	-	-	-	-	30
Electric Sedan	20%	20%	20%	20%	20%	70	-	-	-	-	-	70
Electric SUV	20%	20%	20%	20%	20%	-	70	-	-	-	-	70
City Hall Vehicle	100%					-	70	-	-	-	-	70
Electric SUV	100%					-	70	-	-	-	-	70
Truck Cab and Chassis		50%			50%	-	300	-	-	-	-	300
Salt Brine System		100%				-	70	-	-	-	-	70
Heavy Duty Pickup	20%	80%				-	-	175	-	-	-	175
Asphalt Patch Machine		100%				-	-	250	-	-	-	250
Forklift	20%	20%	20%	20%	20%	-	-	-	50	-	-	50
Street Sweeper		20%			80%	-	-	-	325	-	-	325
Pup Trailer		50%			50%	-	-	-	150	-	-	150
Electric Sedan	100%					-	-	-	-	80	-	80
Ravo Street Sweeper		20%			80%	-	-	-	-	500	-	500
Electric Medium Pick-up	20%	20%	20%	20%	20%	-	-	-	-	120	-	120
Commercial Mower					100%	-	-	-	-	30	-	30
Backhoe	20%	20%	20%	20%	20%	-	-	-	-	-	350	350
Dump Truck	20%	20%	20%	20%	20%	-	-	-	-	-	325	325
Roadside Mower		100%				-	-	-	-	-	300	300
TOTALS						1,090	770	625	735	950	1,205	5,375



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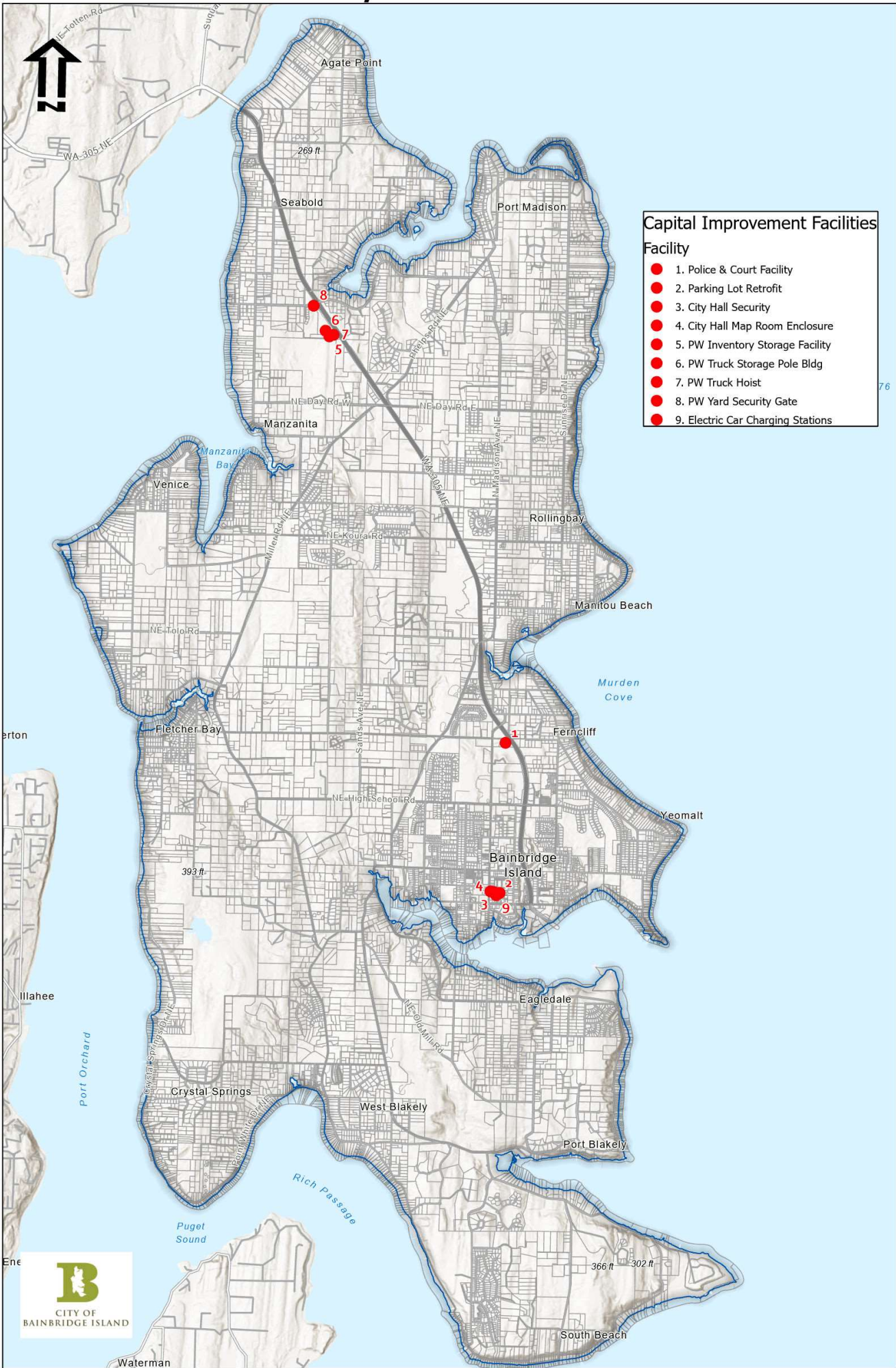
**City of Bainbridge Island
Facilities CIP (2023 - 2028)
2024 Modified Budget**

Project	Grant Eligible	Grant Awarded	Grant/ Donations Funds	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FACILITIES PROJECTS - 6-YEAR CIP																
Police and Municipal Court Building				Y				20,320	1,100	-	-	-	-	-	-	21,420
Ted Spearman Carbon Offset				Y				-	-	780	-	-	-	-	-	780
City Hall Parking Lot Retrofit	x		113	Y				224	18	14	-	-	-	-	-	255
City Hall Security				Y				160	11	-	-	-	-	-	-	171
City Hall Map Room Enclosure				Y				-	260	-	-	-	-	-	-	260
PW Inventory Storage Facility				Y				-	3	210	-	-	-	-	-	213
PW Truck Storage Pole Building				Y				-	3	110	-	-	-	-	-	113
PW Truck Hoist				Y				-	3	116	-	-	-	-	-	119
PW Yard Security Gate				Y				-	1	89	-	-	-	-	-	91
Electric Vehicle Charging Stations				Y				25	44	160	80	-	-	-	-	309
City Total								20,616	1,442	1,479	80	-	-	-	-	23,618
Grant Totals								113	-	-	-	-	-	-	-	113
TOTALS								20,729	1,442	1,479	80	-	-	-	-	23,730

2023 BUA

2024 Mod

2023/2024 Facilities CIP



Project: Police and Municipal Court Facility
Location: 8804 Madison

Number: 00724

Project Description



Description: This project provides for the replacement of the Police Station and relocation of the Municipal Court.

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

Schedule: Construction in 2023.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	10,601	1,100	-	-	-	-	-	-	11,701
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
REET	1,719	-	-	-	-	-	-	-	1,719
Long-Term Debt	8,000	-	-	-	-	-	-	-	8,000
Sub-total	20,320	1,100	-	-	-	-	-	-	21,420
FUNDING USES (1000's)									
Project Management	200	-	-	-	-	-	-	-	200
Pre-design	450	-	-	-	-	-	-	-	450
Acquisition	8,975	-	-	-	-	-	-	-	8,975
Design	672	-	-	-	-	-	-	-	672
Construction	10,023	1,100	-	-	-	-	-	-	11,123
Sub-total	20,320	1,100	-	-	-	-	-	-	21,420

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating		100	100	100	100	100	100	1,400	2,000
Debt Service	482	510	508	510	511	507	507	6,620	10,155
Sub-total	482	610	608	610	611	607	607	8,020	12,155

Project: Ted Spearman Justice Center Carbon Offset
Location: TBD

Number: **TBD**

Project Description

Description: Install a 120kW solar photovoltaic (PV) project to offset approximately 274 metric tons of carbon emissions associated with operation of the new Ted Spearman Justice Center. This system may be located on an existing rooftop, ground mounted, part of a new or existing carport structure, etc. The City will solicit potential sites for consideration via an application process open to public agencies on the Island (such as schools, fire stations, parks, etc.).

Benefit: This project will generate renewable energy to offset approximately 274 metric tons of carbon dioxide emissions from 2024-2045 associated with operation of the new Ted Spearman Justice Center. By 2045, electricity supplied for the building from PSE is required to be 100% renewable or non-emitting, per the State’s Clean Energy Transformation Act.

Schedule: Installation in late 2024/early 2025.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	780	-	-	-	-	-	780
REET	-	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-	-	-	-
Sub-total	-	-	780	-	-	-	-	-	780
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design	-	-	150	-	-	-	-	-	150
Construction	-	-	630	-	-	-	-	-	630
Sub-total	-	-	780	-	-	-	-	-	780

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating									-
Debt Service									-
Sub-total	-	-	-	-	-	-	-	-	-

Project: City Hall Parking Lot Retrofit

Number:

01118

Location: City Hall

Project Description



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

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

Schedule: YR 1: Design and construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
REET Fund	111	18	14	-	-	-	-	-	144
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
State Grant	113	-	-	-	-	-	-	-	113
Sub-total	224	18	14	-	-	-	-	-	256

FUNDING USES (1000's)

Project Management	-	18	14	-	-	-	-	-	32
Design/construction	224	-	-	-	-	-	-	-	224
Sub-total	224	18	14	-	-	-	-	-	256

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: City Hall Security

Number:

01092

Location: City Hall

Project Description



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

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

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

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	160	11	-	-	-	-	-	-	171
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	160	11	-	-	-	-	-	-	171
FUNDING USES (1000's)									
Project Management	10	11	-	-	-	-	-	-	21
Design/construction	150	-	-	-	-	-	-	-	150
Sub-total	160	11	-	-	-	-	-	-	171

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: City Hall Map Room Enclosure

Number:

01228

Location: City Hall

Project Description



Description: This project proposes to enclose the City Hall Map Room to increase the usability of the space for private in-person and remote meetings.

Benefit: The improvements will expand available meeting space at City Hall for staff, City Committees and other community purposes.

Schedule: YR 1: Design and Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	260	-	-	-	-	-	-	260
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	260	-	-	-	-	-	-	260

FUNDING USES (1000's)

Project Management	-	6	-	-	-	-	-	-	6
Design/construction	-	254	-	-	-	-	-	-	254
Sub-total	-	260	-	-	-	-	-	-	260

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Public Works Inventory Storage Facility

Number:

01229

Location: Hidden Cove PW Yard

Project Description

Description: This project will provide dry storage for critical operations and maintenance small equipment and parts.

Benefit: The project will improve current sub-standard size and conditions of Operations and Maintenance storage facilities.

Schedule: YR 1: Procurement/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	3	210	-	-	-	-	-	213
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	3	210	-	-	-	-	-	213
FUNDING USES (1000's)									
Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	204	-	-	-	-	-	204
Sub-total	-	3	210	-	-	-	-	-	213

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Public Works Truck Storage Pole Building

Number:

01230

Location: Hidden Cove PW Yard

Project Description

Description: The Public Works truck storage pole building is needed to preserve the maintenance life of heavy equipment and vehicles at the Public Works facility. The building will house 4-8 vehicles.

Benefit: Storing large equipment and vehicles (between 4 and 8) will extend the assets' life and reduce time needed for repairs and maintenance.

Schedule: YR 1: Procurement/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	3	110	-	-	-	-	-	113
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	3	110	-	-	-	-	-	113
FUNDING USES (1000's)									
Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	104	-	-	-	-	-	104
Sub-total	-	3	110	-	-	-	-	-	113

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Public Works Truck Hoist

Number: 01231

Location: Hidden Cove PW Yard

Project Description

Description: The Public Works truck hoist replaces an existing lift that is over twenty years old and is used on heavy duty equipment or dump truck sized vehicles. The lift is needed to continue safely maintaining heavy duty equipment and maintain the continuity of operations.

Benefit: The lift is needed for maintaining heavy duty equipment and providing for continuity of operations.

Schedule: YR 1: Procurement/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	3	116	-	-	-	-	-	119
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	3	116	-	-	-	-	-	119
FUNDING USES (1000's)									
Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	110	-	-	-	-	-	110
Sub-total	-	3	116	-	-	-	-	-	119

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Public Works Yard Security Gate

Number:

01232

Location: Hidden Cove PW Yard

Project Description



Description: The Public Works facility security gate upgrade project is to replace the existing facility with a motorized gate that can be accessed by key card or code. The gate will improve safety and security of the facility and prevent break-ins.

Benefit: The gate will improve safety and security of the facility that has experienced several break-ins over the last five years.

Schedule: YR 1: Procurement/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	1	89	-	-	-	-	-	91
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	1	89	-	-	-	-	-	91

FUNDING USES (1000's)

Project Management	-	1	4	-	-	-	-	-	6
Design/construction	-	-	85	-	-	-	-	-	85
Sub-total	-	1	89	-	-	-	-	-	91

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Electric Charging Stations

Number:

01185

Location:

Project Description



Description: Electric vehicle charging stations, and related electrical infrastructure, are planned to be installed at City Hall and the Public Works Maintenance Facility to support the conversion of City fleet vehicles from gas to electric power.

Benefit: Progress towards the City's goal of reducing greenhouse gas emissions in City operations.

Schedule: YR 1: Procurement/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	25	44	160	80	-	-	-	-	309
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	25	44	160	80	-	-	-	-	309

FUNDING USES (1000's)

Project Management	-	9	-	-	-	-	-	-	9
Design/construction	25	35	160	80	-	-	-	-	300
Sub-total	25	44	160	80	-	-	-	-	309

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

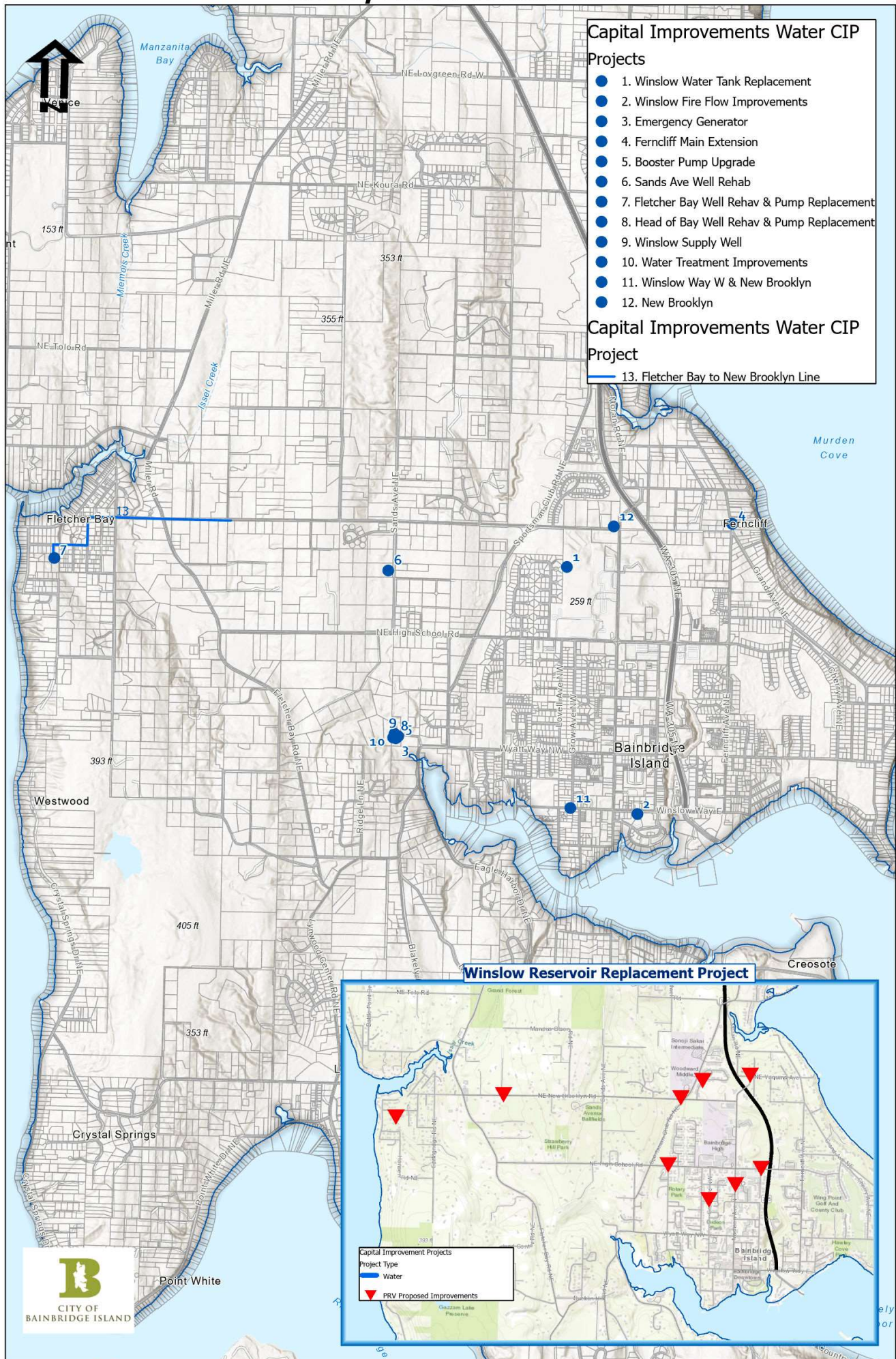
City of Bainbridge Island
Water CIP (2023-2028)
2024 Modified Budget

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
WATER PROJECTS - 6-YEAR CIP (1000s)																
Winslow Water Tank Replacement <i>New Brooklyn</i>	x				Y			553	1,019	10,698	9,994	-	-	-	-	22,264
Emergency Generator <i>Head of the Bay</i>					Y			-	70	155	-	-	-	-	-	225
Ferncliff Main Extension <i>Ferncliff Ave</i>	x				Y			12	1,498	-	-	-	-	-	-	1,510
Booster Pump Upgrade <i>Head of the Bay</i>					Y			-	168	-	-	-	-	-	-	168
Sands Ave Well Rehabilitation <i>Sands Ave</i>					Y			-	481	-	-	-	-	-	-	481
Fletcher Bay well Rehabilitation <i>Fletcher Bay</i>					Y			-	250	150	-	-	-	-	-	400
Head of the Bay well Rehabilitation <i>Head of the Bay</i>					Y			-	-	312	-	-	-	-	-	312
Winslow Supply Well <i>TBD</i>					Y			-	-	208	-	17	840	-	-	1,065
Water Treatment Improvements <i>Head of the Bay</i>					Y			-	-	-	-	415	1,015	-	-	1,430
Winslow Way West <i>Winslow Way</i>					Y			-	-	-	75	300	-	-	-	375
Long-Term Replacement Projects <i>TBD</i>					Y			-	-	-	-	-	-	250	11,840	12,090
TOTAL ALL WATER PROJECTS - (1000s)																
City Funding								565	3,487	11,523	10,069	732	1,855	250	11,840	40,320
Grant Totals								-	-	-	-	-	-	-	-	-
TOTAL								565	3,487	11,523	10,069	732	1,855	250	11,840	40,320

2023 BUA

2024 Mod

2023/2024 Water CIP



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	37	-	-	-	-	-	153
Design/construction	474	982	10,661	9,994	-	-	-	-	22,111
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	-	34	606	1,200	1,470	1,500	1,479	18,258	24,547
Sub-total	-	34	606	1,200	1,470	1,500	1,479	18,258	24,547

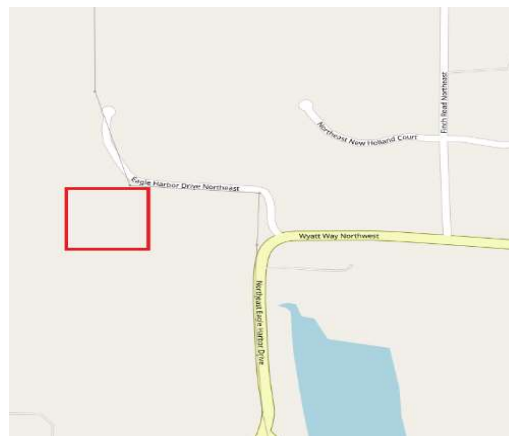
Project: Emergency Generator

Number:

01098

Location: Head of Bay

Project Description



Description: Install an emergency generator to provide a permanent, redundant power source for the well site that provides 25% of the supply for the system.

Benefit: Improves system reliability in the event of power outages.

Schedule: YR 1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	70	155	-	-	-	-	-	225
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	70	155	-	-	-	-	-	225
FUNDING USES (1000's)									
Project Management	-	7	11	-	-	-	-	-	18
Design/construction	-	63	144	-	-	-	-	-	-
Sub-total	-	70	155	-	-	-	-	-	225

Estimated Impact on Future Operating Budget

	Prior Yrs	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Ferncliff Main Extension

Number:

01170

Location: Ferncliff Ave

Project Description



Description: This project will extend the existing water main in Ferncliff Avenue to serve the Ferncliff Water Association properties (18), and the City's isolated Casey Street water system properties (9). The project is subject to a low-interest loan from the State of Washington which includes 50% loan forgiveness upon completion of the project.

Benefit: The extension will extend water availability to new customers in the service area, and reduce long-term maintenance costs associated with the Casey Street water system.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior							2029-	
	Yrs.	2023	2024	2025	2026	2027	2028	2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	12	1,098	-	-	-	-	-	-	1,110
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Loan	-	400	-	-	-	-	-	-	400
Sub-total	12	1,498	-	-	-	-	-	-	1,510
FUNDING USES (1000's)									
Proj. Management	-	26	-	-	-	-	-	-	26
Design/construction	12	1,472	-	-	-	-	-	-	1,484
Sub-total	12	1,498	-	-	-	-	-	-	1,510

Estimated Impact on Future Operating Budget

	Prior							2029-	
	Yrs.	2023	2024	2025	2026	2027	2028	2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	27	28	28	27	27	357	494
Sub-total	-	-	27	28	28	27	27	357	494

Project: Booster Pump Upgrade

Number:

01233

Location: Head of the Bay

Project Description



Description: Currently, the secondary booster pump is limited to half capacity of the primary booster pump at the Head of the Bay. The replacement of the secondary booster pump to match water rights is needed to provide redundancy and the ability to continue water operations at full capacity.

Benefit: Improve system reliability.

Schedule: YRI: Design/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	168	-	-	-	-	-	-	168
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	168	-	-	-	-	-	-	168
FUNDING USES (1000's)									
Proj. Management	-	7	-	-	-	-	-	-	7
Design/construction	-	161	-	-	-	-	-	-	161
Sub-total	-	168	-	-	-	-	-	-	168

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Sands Ave Rehabilitation

Number:

01183

Location: Sands Ave

Project Description



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Sands Avenue well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YRI: Design/Construction

Capital Funding (1000's)

	Prior							2029-	
	Yrs.	2023	2024	2025	2026	2027	2028	2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	481	-	-	-	-	-	-	481
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	481	-	-	-	-	-	-	481
FUNDING USES (1000's)									
Proj. Management	-	-	-	-	-	-	-	-	-
Design/construction	-	481	-	-	-	-	-	-	481
Sub-total	-	481	-	-	-	-	-	-	481

Estimated Impact on Future Operating Budget

	Prior							2029-	
	Yrs.	2023	2024	2025	2026	2027	2028	2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Fletcher Bay well rehabilitation and pump replacement

Number:

01244

Location: Fletcher Bay

Project Description



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Fletcher Bay well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YRI: Design/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	250	150	-	-	-	-	-	400
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	250	150	-	-	-	-	-	400
FUNDING USES (1000's)									
Proj. Management	-	12	6	-	-	-	-	-	18
Design/construction	-	238	144	-	-	-	-	-	382
Sub-total	-	250	150	-	-	-	-	-	400

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

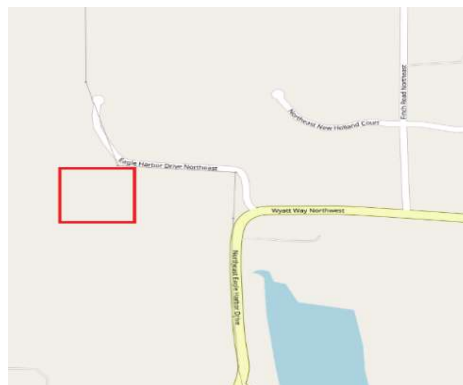
Project: Head of the Bay well rehabilitation and pump replacement

Number:

01247

Location: Head of the Bay

Project Description



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Head of the Bay well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YRI: Design/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	312	-	-	-	-	-	312
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	312	-	-	-	-	-	312
FUNDING USES (1000's)									
Proj. Management	-	-	12	-	-	-	-	-	12
Design/construction	-	-	300	-	-	-	-	-	300
Sub-total	-	-	312	-	-	-	-	-	312

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Winslow Supply Well

Number:

01234

Location: TBD

Project Description

Description: As addressed in the City's Water System Plan, a new supply well at the Head of the Bay or the Sands Well site is planned to add redundancy to the City's water supply system. The site location will be determined by further study of feasibility and availability of water rights.

Benefit:

Schedule: YR1: Planning; YR2: Construction

Capital Funding (1000's)

	Prior							2029-	
	Yrs.	2023	2024	2025	2026	2027	2028	2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	208	-	17	840	-	-	1,065
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	208	-	17	840	-	-	1,065
FUNDING USES (1000's)									
Proj. Management	-	-	8	-	17	40	-	-	65
Design/construction	-	-	200	-	-	800	-	-	1,000
Sub-total	-	-	208	-	17	840	-	-	1,065

Estimated Impact on Future Operating Budget

	Prior							2029-	
	Yrs.	2023	2024	2025	2026	2027	2028	2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Water Treatment Improvements

Number:

00816

Location: Head of the Bay

Project Description



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

Benefit: Improve water quality for the system.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	415	1,015	-	-	1,430
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	415	1,015	-	-	1,430
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	5	-	-	5
Design/construction	-	-	-	-	415	1,010	-	-	1,425
Sub-total	-	-	-	-	415	1,015	-	-	1,430

Estimated Impact on Future Operating Budget

	Prior Yr:	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Winslow Way West

Number:

TBD

Location: New Brooklyn

Project Description



Description: Replace aging water mains in Winslow Way at Grow Avenue prior to roadway reconstruction.

Benefit: Provides for reliable water service in the Winslow area.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
REET Fund	-	-	-	175	645	-	-	-	820
Water Fund	-	-	-	75	300	-	-	-	375
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	250	945	-	-	-	1,195
FUNDING USES (1000's)									
Project Management	-	-	-	11	45	-	-	-	56
Design/construction	-	-	-	239	900	-	-	-	1,139
Sub-total	-	-	-	250	945	-	-	-	1,195

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

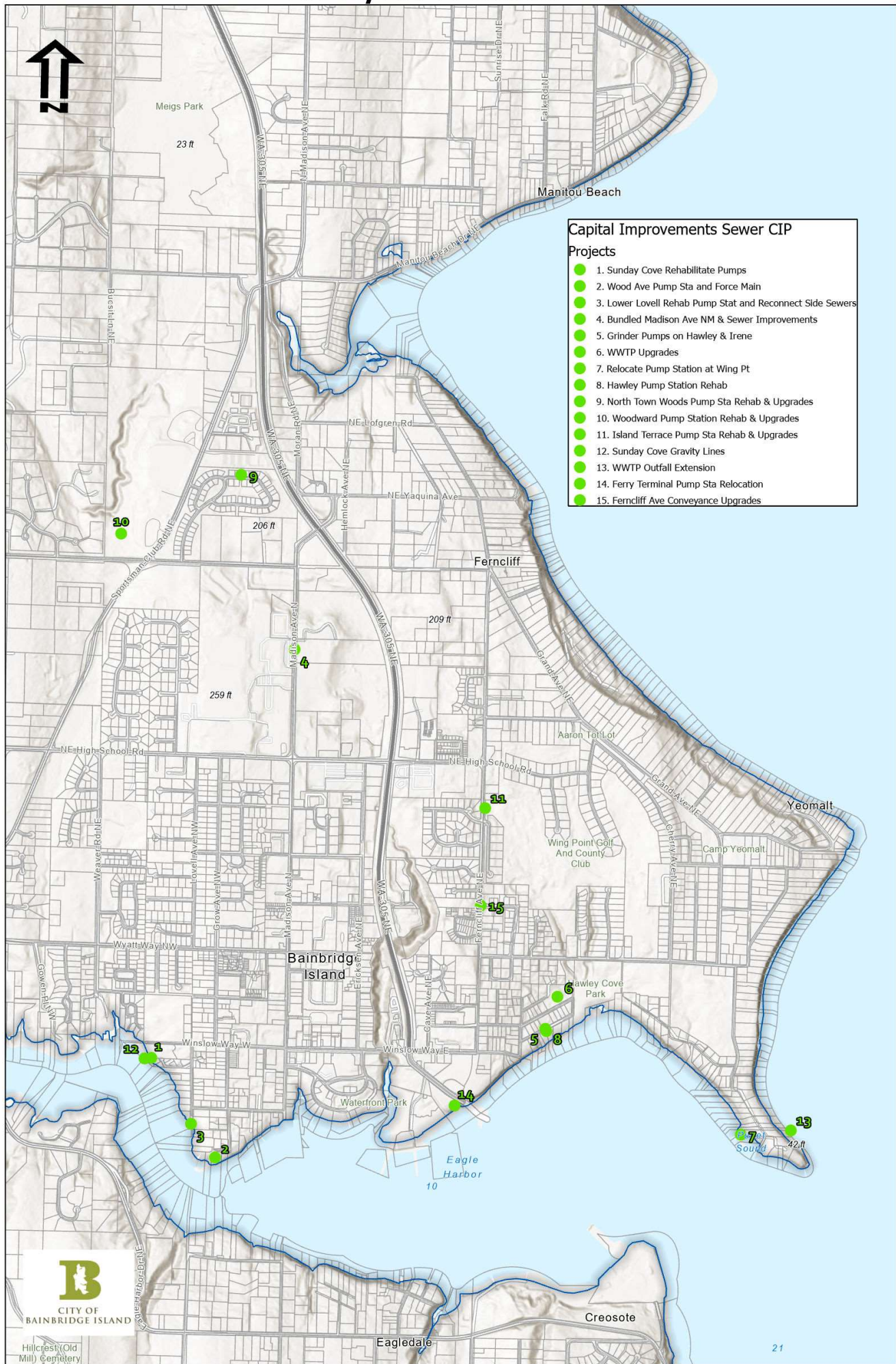
City of Bainbridge Island
Sewer CIP (2023 - 2028)
2024 Modified Budget

Project	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
SEWER PROJECTS - 6-YEAR CIP (1000s)																
Rehabilitate Pumps <i>Sunday Cove</i>						Y		95	50	450	355	-	-	-	-	950
Pump Station & Force Main <i>Wood Ave</i>						Y		506	-	-	3,470	-	-	-	-	3,975
Rehabilitate Pump Station (Lower Lovell) <i>Lower Lovell</i>						Y		254	-	800	571	-	-	-	-	1,625
Bundled Madison Avenue Nonmotorized & Sewer Improvements Project <i>Madison Ave</i>				Y		Y		792	15	-	-	-	-	-	-	807
Hawley Irene Grinders <i>Hawley/Irene</i>						Y		396	-	-	-	-	-	-	-	396
Wastewater Treatment Plant (WWTP) Upgrades <i>WWTP</i>						Y		164	834	2,142	-	800	-	-	-	3,940
Relocate Pump Station <i>Wing Point</i>						Y		100	1,100	650	-	-	-	-	-	1,850
Hawley Pump <i>Lower Hawley</i>						Y		-	-	124	320	320	-	-	-	764
North Town Woods Pump <i>NW Winslow</i>						Y		-	-	118	262	262	-	-	-	642
Woodward Pump <i>NW Winslow</i>						Y		-	-	133	-	317	317	-	-	767
Rehabilitate Pump Station (Island Terrace) <i>Island Terrace</i>						Y		-	-	180	-	272	272	-	-	724
Install Gravity Sewers <i>Sunday Cove</i>						Y		135	10	11	1,465	-	-	-	-	1,621
Extend WWTP Outfall <i>Wing Point</i>						Y		-	350	700	-	-	5,300	-	-	6,350
Ferncliff Ave Conveyance Upgrades <i>Ferncliff Ave</i>						Y		-	-	-	-	250	1,000	-	-	1,250
Ferry Terminal Pump Station Relocation <i>Winslow</i>						Y		-	-	-	-	-	150	700	-	850
Long Term Replacement Projects <i>Various</i>						Y		-	-	-	-	-	-	-	13,400	13,400
City Total								2,441	2,359	5,308	6,443	2,221	7,039	700	13,400	39,911
Grant Total								-	-	-	-	-	-	-	-	-
TOTAL								2,441	2,359	5,308	6,443	2,221	7,039	700	13,400	39,911

2023 BUA

2024 Mod

2023/2024 Sewer CIP



Project: Rehabilitate Pumps

Number:

00989

Location: Sunday Cove

Project Description



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

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

Schedule: YR1: Design and construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	56	-	257	355	-	-	-	-	669
SSWM Fund	-	-	-	-	-	-	-	-	-
PWTF Loan	39	50	193	-	-	-	-	-	281
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	95	50	450	355	-	-	-	-	950

FUNDING USES (1000's)

Project Management	7	7	8	-	-	-	-	-	22
Design/construction	88	43	442	355	-	-	-	-	928
Sub-total	95	50	450	355	-	-	-	-	950

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	2	5	17	17	17	17	221	296
Sub-total	-	2	5	17	17	17	17	221	296

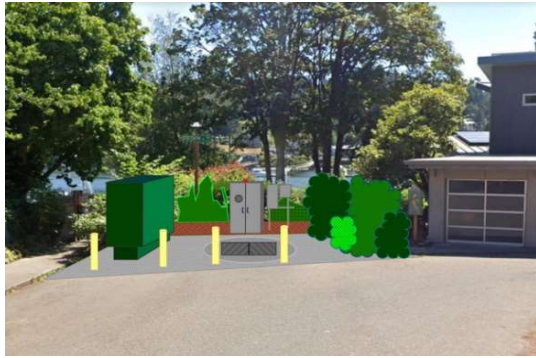
Project: Pump Station and Force Main

Number:

00990

Location: Wood Ave

Project Description



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

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

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

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	300	7	4	2,448	-	-	-	-	2,759
SSWM Fund	-	-	-	-	-	-	-	-	-
PWTF Loan	205	-	-	1,011	-	-	-	-	1,216
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	506	7	4	3,459	-	-	-	-	3,975

FUNDING USES (1000's)

Project Management	13	4	4	-	-	-	-	-	20
Design/construction	493	3	-	3,459	-	-	-	-	3,955
Sub-total	506	7	4	3,459	-	-	-	-	3,975

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	12	12	12	79	79	79	1,027	1,300
Sub-total	-	12	12	12	79	79	79	1,027	1,300

Project: Rehabilitate Pump Station and Re-connect Side Sewers

Number:

01086

Location: Lower Lovell

Project Description



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

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

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	151	62	406	509	-	-	-	-	1,128
SSWM Fund	-	-	-	-	-	-	-	-	-
PWTF Loan	103	-	394	-	-	-	-	-	497
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	254	62	800	509	-	-	-	-	1,625
FUNDING USES (1000's)									
Project Management	30	26	20	-	-	-	-	-	75
Design/construction	224	36	780	509	-	-	-	-	1,550
Sub-total	254	62	800	509	-	-	-	-	1,625

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	6	6	31	31	31	31	403	539
Sub-total	-	6	6	31	31	31	31	403	539

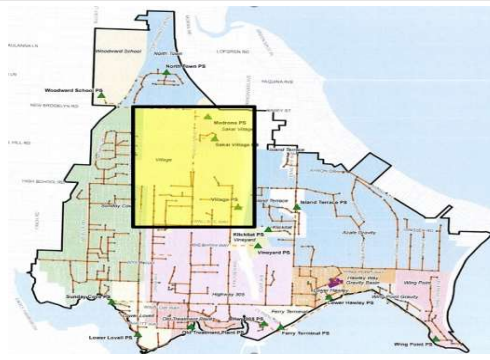
Project: Bundled Madison Avenue Nonmotorized & Sewer Improvements

Number:

01100

Location: Madison Ave

Project Description



Description: This project will construct a new sewer force main in Madison Avenue between the New Brooklyn sewer pump station and High School Road in conjunction with the Madison Avenue Sidewalk project. The purpose of the main is to more adequately serve the existing and future development in the Village Pump Station sewer area.

Benefit: Improves reliability of sewer collection system.

Schedule: YR1: Design and Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	209	-	-	-	-	-	-	-	209
REET Fund	731	505	-	-	-	-	-	-	1,236
Trans. Benefit Fund	25	860	-	-	-	-	-	-	885
Sewer Fund	792	15	-	-	-	-	-	-	807
Federal Grant	1,410	-	-	-	-	-	-	-	1,410
ARPA	-	2,000	-	-	-	-	-	-	2,000
Sub-total	3,167	3,380	-	-	-	-	-	-	6,547

FUNDING USES (1000's)

Project Management	117	64	-	-	-	-	-	-	181
Design/construction	3,050	3,316	-	-	-	-	-	-	6,366
Sub-total	3,167	3,380	-	-	-	-	-	-	6,547

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

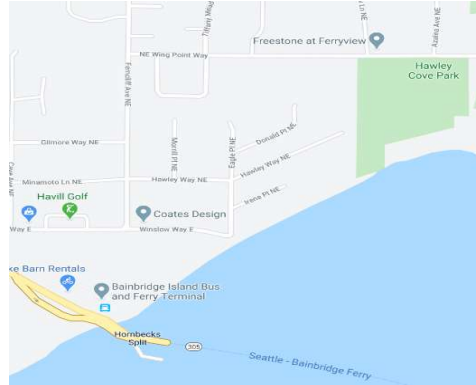
Project: Hawley/Irene Grinder Pumps

Number:

01103

Location:

Project Description



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

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

Schedule: YR1: Design and YR2:Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	20	376	-	-	-	-	-	-	396
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	20	376	-	-	-	-	-	-	396
FUNDING USES (1000's)									
Project Management	17	36	-	-	-	-	-	-	53
Design/Construction	3	340	-	-	-	-	-	-	343
Sub-total	20	376	-	-	-	-	-	-	396

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: WWTP Upgrades

Number:

01187

Location: WWTP

Project Description



Description: The Wastewater Treatment Plant requires near-term capacity upgrades to ensure compliance with the City's wastewater discharge permit issued by the Department of Ecology. The near-term improvements include optimization of settling capacity; replacing the UV disinfection system; modifying existing clarifiers and improving sludge dewatering.

Benefit: Compliance with state requirements.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	164	943	2,033	-	800	-	-	-	3,940
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	164	943	2,033	-	800	-	-	-	3,940
FUNDING USES (1000's)									
Project Management	-	12	35	-	-	-	-	-	47
Design/construction	164	931	1,998	-	800	-	-	-	3,893
Sub-total	164	943	2,033	-	800	-	-	-	3,940

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

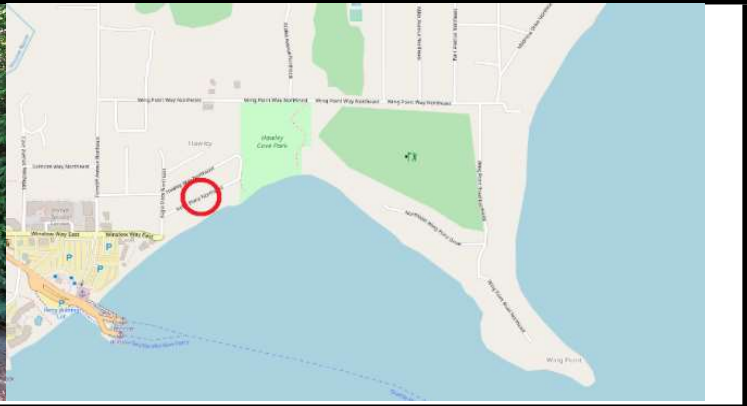
Project: Wing Point Pump Relocation

Number:

00820

Location: Wing Point

Project Description



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

Benefit: Improves reliability of current sewer collection system.

Schedule: 2020: Design; 2024: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	102	1,100	648	-	-	-	-	-	1,850
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	102	1,100	648	-	-	-	-	-	1,850

FUNDING USES (1000's)									
Project Management	4	5	8	-	-	-	-	-	17
Design/construction	98	1,095	640	-	-	-	-	-	1,833
Sub-total	102	1,100	648	-	-	-	-	-	1,850

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Rehabilitate Pump Station

Number:

01102

Location: Lower Hawley

Project Description



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

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

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	4	121	320	320	-	-	-	764
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	4	121	320	320	-	-	-	764

FUNDING USES (1000's)

Project Management	-	4	10	-	-	-	-	-	13
Design/construction	-	-	111	320	320	-	-	-	751
Sub-total	-	4	121	320	320	-	-	-	764

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: North Town Woods Pump

Number:

01104

Location:

Project Description



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

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

Schedule: YR1: design. YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	2	137	241	262	-	-	-	642
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	2	137	241	262	-	-	-	642
FUNDING USES (1000's)									
Project Management	-	2	5	-	-	-	-	-	7
Design/construction	-	-	132	241	262	-	-	-	635
Sub-total	-	2	137	241	262	-	-	-	642

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Woodward Pump

Number:

01125

Location:

Project Description



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

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

Schedule: YR1: Design; YR4: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	2	131	-	317	317	-	-	767
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	2	131	-	317	317	-	-	767
FUNDING USES (1000's)									
Project Management	-	2	5	-	-	-	-	-	7
Design/construction	-	-	126	-	317	317	-	-	760
Sub-total	-	2	131	-	317	317	-	-	767

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Rehabilitate Pump Station

Number:

01105

Location: Island Terrace

Project Description



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

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

Schedule: YR1: design. YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	180	-	272	272	-	-	724
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	180	-	272	272	-	-	724
FUNDING USES (1000's)									
Project Management	-	-	7	-	-	-	-	-	7
Design/construction	-	-	173	-	272	272	-	-	717
Sub-total	-	-	180	-	272	272	-	-	724

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

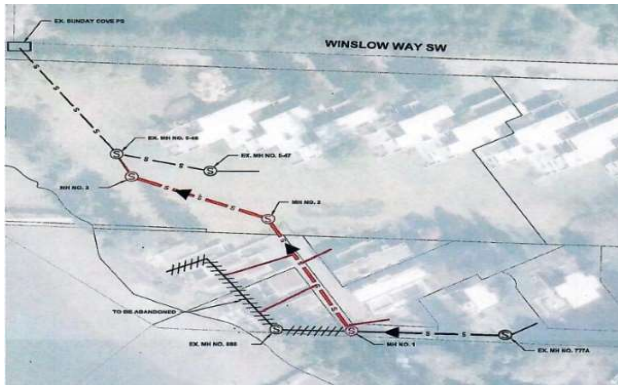
Project: Install Gravity Sewers

Number:

01085

Location: Sunday Cove

Project Description



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

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the Schedule: 2020: Design; 2026: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	135	10	80	1,396	-	-	-	-	1,621
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	135	10	80	1,396	-	-	-	-	1,621
FUNDING USES (1000's)									
Project Management	3	5	2	-	-	-	-	-	11
Design/construction	132	5	78	1,396	-	-	-	-	1,610
Sub-total	135	10	80	1,396	-	-	-	-	1,621

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

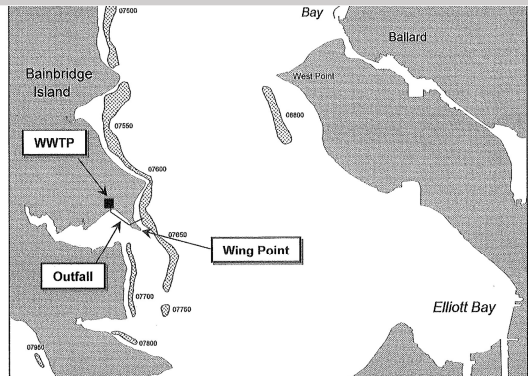
Project: Extend WWTP Outfall

Number:

01106

Location: Wing Point

Project Description



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

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

Schedule: YR1: design, YR2: construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	350	700	-	-	5,300	-	-	6,350
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	350	700	-	-	5,300	-	-	6,350
FUNDING USES (1000's)									
Project Management	-	7	10	-	-	-	-	-	16
Design/construction	-	343	690	-	-	5,300	-	-	6,334
Sub-total	-	350	700	-	-	5,300	-	-	6,350

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Ferncliff Ave Conveyance Upgrades

Number:

01235

Location: Ferncliff Ave

Project Description

Description: The Ferncliff water line extension is intended to serve two small water systems, the City's Casey Street water system, which was purchased by the City in 2018, and the Ferncliff Water Association system, which is seeking options in lieu of rebuilding an aging system.

Benefit:

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	250	1,000	-	-	1,250
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	250	1,000	-	-	1,250
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	-	-	-	250	1,000	-	-	1,250
Sub-total	-	-	-	-	250	1,000	-	-	1,250

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Ferry Terminal Pump Station Relocation

Number: TBD

Location: Ferry Terminal

Project Description

Description:

Benefit:

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	150	700	-	850
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	150	700	-	850
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	-	-	-	-	150	700	-	850
Sub-total	-	-	-	-	-	150	700	-	850

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-



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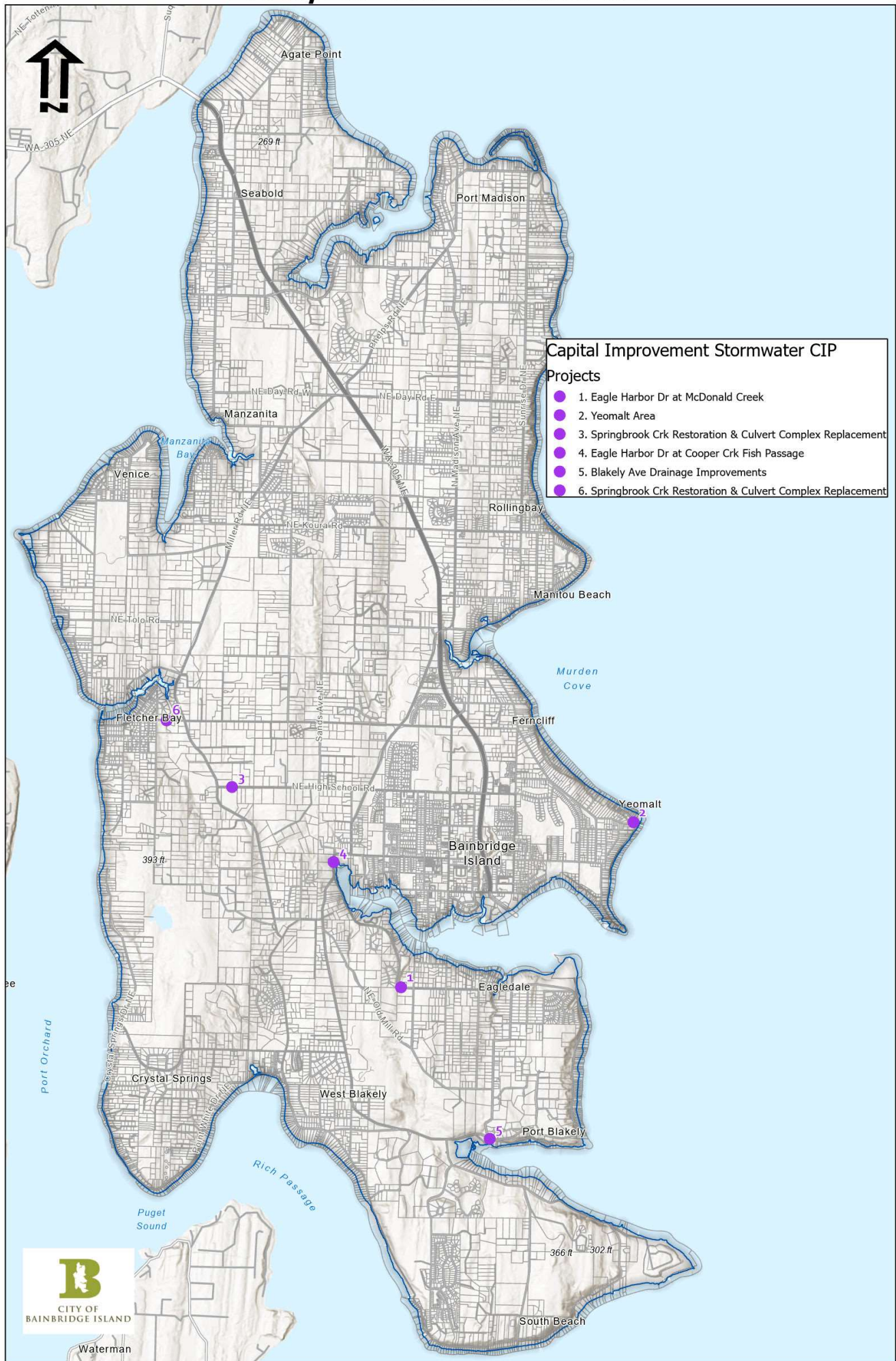
City of Bainbridge Island
Stormwater CIP (2023- 2028)
2024 Modified Budget

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																
Eagle Hrbr. Dr. @ McDonald Creek Culvert <i>Eagle Harbor Dr</i>			-				Y	276	100	-	-	-	-	-	-	376
Yeomalt Area Drainage Improvements <i>Yeomalt Area</i>			-				Y	68	723	-	-	-	-	-	-	791
Springbrook Creek Restoration and Culvert Complex Replacement <i>High School Rd & Fletcher</i>	x		-				Y	-	310	1,250	-	-	-	-	-	1,560
Springbrook Fish Passage <i>Fletcher Bay Rd</i>	x		2,655	Y			Y	135	169	796	1,925	-	-	-	-	3,025
Eagle Harbor Drive Cooper Creek Fish Passage <i>Head of Bay</i>	x		-				Y	24	1,052	532	-	-	-	-	-	1,608
Blakely Ave. Drainage Improvements <i>Blakely & Halls Hill</i>			-				Y	-	-	-	468	-	-	-	-	468
City Funding								418	2,354	1,808	593	-	-	-	-	5,173
Grant Totals								85	-	770	1,800	-	-	-	-	2,655
TOTAL								503	2,354	2,578	2,393	-	-	-	-	7,828

2023 BUA

2024 Mod

2023/2024 Stormwater CIP



Project: Eagle Harbor Drive at McDonald Creek

Number:

00823

Location: 5530 Eagle Harbor Drive

Project Description



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

Benefit: Preservation of roadway and drainage system.

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

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	276	100	-	-	-	-	-	-	376
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	276	100	-	-	-	-	-	-	376
FUNDING USES (1000's)									
Project Management	20	-	-	-	-	-	-	-	20
Design/construction	256	100	-	-	-	-	-	-	356
Sub-total	276	100	-	-	-	-	-	-	376

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Yeomalt Area Drainage Improvements

Number:

00663

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

Project Description



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

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

Schedule: 2021: Design; 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	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	68	723	-	-	-	-	-	-	791
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	68	723	-	-	-	-	-	-	791
FUNDING USES (1000's)									
Project Management	15	21	-	-	-	-	-	-	36
Design/construction	53	702	-	-	-	-	-	-	755
Sub-total	68	723	-	-	-	-	-	-	791

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

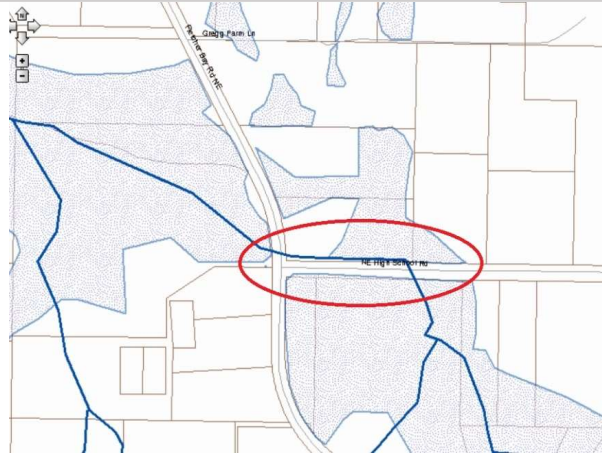
Project: Springbrook Creek Restoration and Culvert Complex Replacement

Number:

01236

Location: Vicinity of High School and Fletcher Intersection

Project Description



Description: Upgrade failing complex of culverts across High School and Fletcher Bay Roads to fish passage culverts and restore section of creek that has been degraded.

Benefit: Preserve roadway and improve environmental conditions

Schedule: YR 1: Design; YR 2: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	310	1,250	-	-	-	-	-	1,560
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	-	310	1,250	-	-	-	-	-	1,560

FUNDING USES (1000's)

Project Management	-	10	38	-	-	-	-	-	48
Design/construction	-	300	1,212	-	-	-	-	-	1,512
Sub-total	-	310	1,250	-	-	-	-	-	1,560

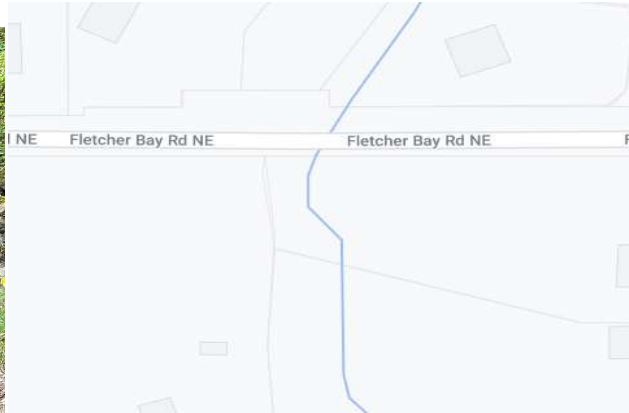
Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Springbrook Fish Passage
Location: Fletcher Bay Road west of New Brooklyn

Number: 01159

Project Description



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

Benefit: Provide a more adequate infrastructure for fish passage.

Schedule: YR 1: Design YR 2: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	50	-	176	100	-	-	-	-	326
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	50	169	26	125	-	-	-	-	370
Federal Grant	-	-	770	1,800	-	-	-	-	2,570
State Grant	85	-	-	-	-	-	-	-	85
Sub-total	185	169	972	2,025	-	-	-	-	3,351

FUNDING USES (1000's)

Project Management	1	20	9	25	-	-	-	-	55
Design/construction	184	149	963	2,000	-	-	-	-	3,296
Sub-total	185	169	972	2,025	-	-	-	-	3,351

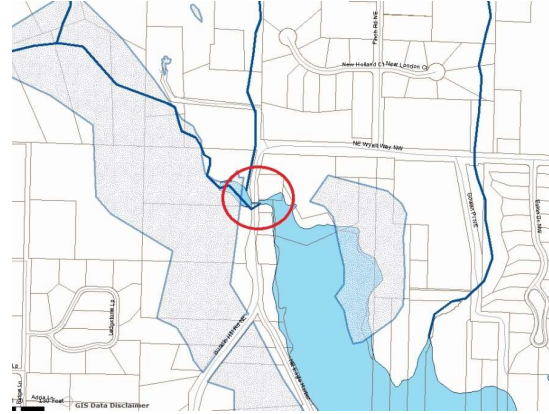
Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

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

Number: 01107

Project Description



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

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

Schedule: 2021: Design; 2024 Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	24	52	1,531	-	-	-	-	-	1,608
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	24	52	1,531	-	-	-	-	-	1,608
FUNDING USES (1000's)									
Proj. Management	7	15	2	-	-	-	-	-	25
Design/construction	17	37	1,529	-	-	-	-	-	1,583
Sub-total	24	52	1,531	-	-	-	-	-	1,608

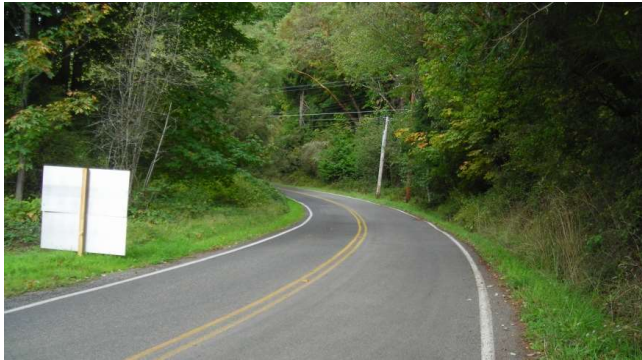
Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Blakely Ave. Drainage Improvements
Location: Blakely Hills and Halls Hill intersection

Number: 01225

Project Description



Description: Restoration of downstream drainage channel and potential culvert replacement across Blakely Avenue near the intersection with Halls Hill Road. Portions of the improvements may be located outside of the ROW and on Park property.

Benefit: Addresses water on roadway and poor drainage.

Schedule: YR 1: Design and Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	468	-	-	-	-	468
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	\$0	\$0	\$0	\$468	\$0	\$0	\$0	\$0	\$468
FUNDING USES (1000's)									
Project Management				18					18
Design/construction				450					450
Sub-total	\$0	\$0	\$0	\$468	\$0	\$0	\$0	\$0	\$468

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:20 PM) Hold Public Hearing for Ordinance No. 2023-21 and Relating to the Property Tax Levy for Collection in 2024 and Adopt Ordinance No. 2023-21 - Finance,

SUMMARY: In accordance with state law, the City is required to have a public hearing to levy property taxes for 2024. In addition, the City must certify its desired levy amount via ordinance for 2024 to the County Assessor no later than November 30, 2023. This agenda item is for the City Council to hold a public hearing on Ordinance No. 2023-21 related to property taxes before setting the final levy amount.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Conduct public hearing.

I move to adopt Ordinance No. 2023-21 relating to the property tax levy for collection in 2024.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

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

There are three steps to complete the necessary requirements:

- First, a public hearing needs to be scheduled by the Council.
- Second, a public hearing must take place.
- And third, the ordinance must be adopted by the Council that states both the dollar increase and the percentage change from the prior year.

The City must certify its desired levy amount each year via ordinance to the County Assessor no later than November 30th in order to levy taxes for the subsequent budget year. The 2024 proposed property tax estimate is calculated by the Kitsap County Assessor's Office.

ATTACHMENTS:

[2024 Property Tax for CC 10242023.pptx](#)

[Ordinance No. 2023-21 Relating to the Levy of Property Taxes for Collection in 2024.docx](#)

[City of Bainbridge Island Levy Limit Calculation 9 26 2023 TY2024.pdf](#)

FISCAL DETAILS: The City of Bainbridge Island's property tax levy represents about 9% of the average property tax bill.

Property taxes are the single largest revenue source for the City representing approximately 40% of total general fund revenues or \$8.5 million. The 2023-2024 Adopted Budget was constructed with the assumption that this rate would increase by the amount allowed by law which is 1% plus new construction and prior year refunds.

The 2024 Property Tax levy for collection in 2024 is calculated to be the previous year's highest allowed levy of \$8,295,649 plus a maximum allowed increase of 1% or \$82,952 plus \$74,597 for new construction and \$22,095 for prior year refunds bringing the total levy amount to \$8,474,735 or 1.8 percent higher than the actual prior year levy.

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

2024 Property Tax Public Hearing

October 24, 2023

DeWayne Pitts, CPA, CFE, Finance Director

Property Tax Process

- RCW 84.55.120 requires all taxing district's that collect regular levies hold a public hearing
- Ordinance 2023-21 sets the levy amount to be collected in 2024
- State law limits increase to 1%, plus the value of new construction and tax refunds
- Property Tax Levy must be certified to the County Assessor by November 30th

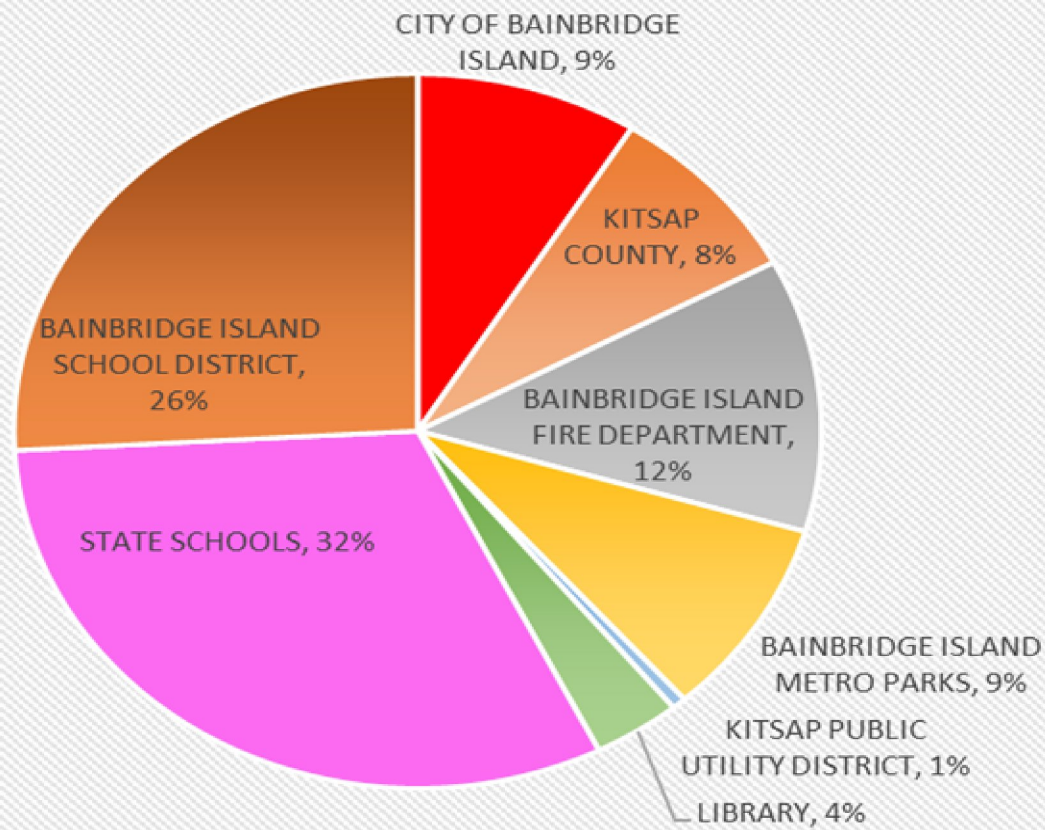
2024 Property Tax Revenue

- Single largest revenue source
- Roughly 40% of General Fund Revenue
- The City's portion of the overall property tax bill is about 9%

2024 Property Tax Calculation

	<u>2024</u>	
Previous years levy	8,319,649	
Less: Prior Year Tax Refunds	(24,557)	
1% increase	82,951	
New highest allowed levy	8,378,043	a
Add in New Construction	74,597	b
2024 Estimated Tax refunds	22,095	c
Estimated Total Levy for 2024	8,474,735	a+b+c

2023 Property Tax Distribution



October 24, 2023

Property Tax Next Steps

- Conduct the public hearing and answer any questions
- Consider Adopting Ordinance 2023-21

Public Hearing Draft for Property Tax Levy Revenue Hearing

ORDINANCE NO. 2023-21

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the levy of property taxes for the City of Bainbridge Island for the fiscal year commencing January 1, 2024, on all real and personal property within the City that is subject to taxation; levying general property taxes for the purpose of providing sufficient revenue to carry on the usual activities of the City as required by law,

WHEREAS, the City Council of Bainbridge Island has considered the financial requirements of the City for 2024 as set forth in the 2023-2024 Adopted Biennial Budget that has been provided by the City Manager to the City Council, and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property which are included therein; and

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

WHEREAS, the City Council properly provided notice of and conducted the public hearing on October 24, 2023, to consider the City's revenue sources for the City's 2024 General Fund budget; and

WHEREAS, the previous year's actual levy was \$8,319,649; and

WHEREAS, the City Council, after hearing and duly considering the relevant information and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year's highest allowed levy equal to 1% percent of the amount levied for collection in 2023 as authorized by Chapter 84.55 RCW (see, e.g., RCW 84.55.005, RCW 84.55.010), in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City and in its best interest.

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

Section 1. The 2023 regular property tax levy for collection in 2024 is declared to be the previous year's levy of \$8,319,649 plus an increase of \$58,394, which was an increase of .7019% percent, plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 of \$74,597, and any increase in the value of state-assessed property, as well as any additional amounts resulting from any refunds made of \$22,095. The estimated total based on the figures provided by the Kitsap County Assessor's Office at this point is \$8,474,735.

Section 2. This ordinance shall be certified to the proper Kitsap County officials, as provided by law. The taxes levied in this ordinance shall be collected and paid to the Director of Finance and Administrative Services of the City of Bainbridge Island at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

Section 3. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. This ordinance shall take effect on January 1, 2024, after its passage, approval, and publication as required by law.

PASSED by the City Council this __ day of _____, 2023.

APPROVED by the Mayor this __ day of _____, 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK
PASSED BY THE CITY COUNCIL
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:

September 8, 2023
_____, 2023
_____, 2023
January 1, 2024
2023-21

2024 TAX YEAR LEVY LIMIT CALCULATION

CITY OF BAINBRIDGE ISLAND

District # 8730

Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 8,319,649

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

Highest Allowed Levy Since 1986 = 8,295,092

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

1% Increase to Highest Allowed Levy = 8,378,043

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is \$58,394 and 0.7019%.

Amount due to New Construction = 74,597

New construction assessed value 115,050,150 X .648389 (the prior year's levy rate) = 74,597

Amount due to Increase in Utilities = 0

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

AV of Annexed Property = 0

Amount due to Annexations = 0

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

Current Total Assessed Value = 13,510,267,199

This amount may fluctuate until values are final in January.

Tax Refunds & Canceled Taxes less Supplements = 22,095

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

Projected Levy Rate = .625646

Maximum Levy Rate = 2.740767

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

ESTIMATED TOTAL LEVY LIMIT AMOUNT = 8,474,735



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:30 PM) Consider Ordinance No. 2023-25 Repealing Moratorium on Inns in Neighborhood Centers and Adopting New Regulations - Planning,

SUMMARY: Draft Ordinance No. 2023-25 updates the City's regulations on "Inns" in Neighborhood Center (NC) zones in the following ways:

1. The ordinance repeals the temporary moratorium on new inns in NC zones that was approved by Ordinance No. 2022-25.

2. The ordinance adds new regulations for "inns" in NC zones, specifically making "inns" a conditional use in NC zones and adding new "Use Specific Standards" for inns in NC zones to:

- limit the total number of inns in each neighborhood center to 3 in Lynwood Center and 1 in both Rolling Bay and Island Center;
- prohibit inns on adjacent properties, and;
- require that inns within a NC area are separately owned and operated.

Draft Ordinance No. 2023-25 follows through on the policy direction provided by the City Council on May 9, 2023. At this time, there are not any existing or planned inns in Rolling Bay and Island Center. Lynwood Center has 2 constructed inns and one that has received final site plan approval.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to forward Ordinance No. 2023-25 to the November 14, 2023, City Council business meeting for consideration of adoption.

COMMUNITY ENGAGEMENT AND OUTREACH: Several city council meeting agendas discussing and formerly acting on Inns in NC zones; Public comment was taken at the 8/24 and 9/28 Planning Commission meetings. City staff mailed postcards with the public hearing information to the 3 NC areas.

FISCAL IMPACT:

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

BACKGROUND: “Inns” are defined in Bainbridge Island Municipal Code 18.36.030 as “a building or group of buildings containing up to 15 guest rooms, where, for compensation, lodging is provided for transient visitors.”

On December 13, 2022, the City Council adopted Ordinance No. 2022-05, a one-year moratorium on the development of new inns in the Neighborhood Center Zoning District. Moratoria, or interim zoning ordinances, are permissible under the Revised Code of Washington and require a public hearing within 60 days of adoption, per 35A.63.220 and 36.70A.390. The City Council enacted the moratorium to address situations in which a common owner and/or operator may own or operate more than one inn on abutting or nearby properties, thereby creating a group of buildings that functionally operates as a hotel rather than as individual inns. The City Council held the required public hearing on the moratorium on January 24, 2023.

On May 9, 2023, the City Council discussed the moratorium, and possible new regulations on inns. At the close of the discussion, the City Council provided policy direction to staff by approving the following motion:

I move to direct staff to prepare an ordinance providing flexibility for the definition of inns in Lynwood Center, while clarifying the numerical limitations on inns in all other neighborhood centers.

The Planning Commission held a study session on draft Ordinance No. 2023-25 on August 24, 2023. The City Council received an overview presentation on Draft Ordinance No. 2023-25 at their September 12, 2023 meeting. The City Council confirmed that the Planning Commission should hold a public hearing and ultimately, make a recommendation on the Ordinance to the City Council.

The Planning Commission held a public hearing on Ordinance No. 2023-25 on September 28, 2023, and after closing the public hearing, continued discussion of the draft ordinance. The Planning Commission voted to amend the ordinance to change “inns” from a “permitted” to a “conditional” use in Neighborhood Center areas, and reduce from “2” to “1” the number of future inns in the Rolling Bay and Island Center areas.

The Planning Commission then made a recommendation of approval of amended Ordinance No. 2023-25 to the City Council.

The temporary moratorium on new inns in NC zones that was enacted with Ordinance No. 2022-25 expires on December 13, 2023. If that moratorium expires prior to approval of new “inn” regulations, the existing regulations, which permit “inns” in NC zones, would be in effect.

ATTACHMENTS:

[Ordinance No. 2023-25 Repealing Moratorium on Inns in Neighborhood Centers and Adopting New Regulations.docx](#)

[Ordinance No. 2023-25 Exhibit A.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2023-25

AN ORDINANCE of the City of Bainbridge Island, Washington, repealing Ordinance No. 2022-25 that placed a moratorium on new inns in Neighborhood Center zones, and amending BIMC Table 18.09.020 and Section 18.09.030 to add new *Use Specific Standards* for inns in Neighborhood Center zones.

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

WHEREAS, Policy 9.8 of the Land Use Element of the City's Comprehensive Plan states that Neighborhood Centers achieve a mix of neighborhood-scale businesses, public uses, and housing which are compatible with the scale and intensity of the surrounding residential neighborhood, and which minimizes the impact of noise, odor, lighting, fire safety, and transportation on the neighborhood; and

WHEREAS, in accordance with the City of Bainbridge Island Municipal Code ("BIMC"), "inns" are defined in BIMC 18.36.030, in relevant part, as "a building or group of buildings containing up to 15 guest rooms, where, for compensation, lodging is provided for transient visitors. ... An inn is not a hotel, motel or bed and breakfast lodging as defined and regulated elsewhere in this title;" and

WHEREAS, the City Council is concerned about the manner in which the City is interpreting and implementing some of the City's regulations regarding inns, particularly in situations in which a common owner and/or operator may own or operate more than one inn on abutting properties, or properties that are in near proximity, and thereby create a situation in which although each inn may contain 15 or fewer guest rooms on a particular lot or parcel, a "group of buildings" is created on those lots or parcels in near proximity that exceeds the limit of 15 guest rooms, and such a use functionally creates a combination of lots or parcels that could operate as a hotel rather than as individual inns, and the impacts from the combined use exceed what is intended by the City's regulations; and

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

WHEREAS, the City Council enacted a one-year moratorium under RCW 35A.63.220 and RCW 36.70A.390 by approving Ordinance No. 2022-25 on December 13, 2022 providing the City Council with additional time to review the City's land use regulations and Comprehensive Plan related to this issue and, if necessary, adopt amendments accordingly; and

WHEREAS, pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council held a public hearing on January 24, 2023, within 60 days of adoption of Ordinance No. 2022-25; and

WHEREAS, the City Council discussed options for updating regulations for inns in Neighborhood Center areas at the May 9, 2023 City Council meeting, and after consideration of the potential land use issues that could be created by allowing an unlimited number of inns in Neighborhood Center areas, the City proposes to update the regulations to limit the total number of inns in each neighborhood centers; and

WHEREAS, the Planning Commission considered draft Ordinance No. 2023-25 on August 24, 2023, and

WHEREAS, the Planning Commission held a public hearing on Ordinance No. 2023-25 on September 28, 2023, and after closing the public hearing, amended this ordinance to change “inns” from a “permitted” to a “conditional” use in Neighborhood Center areas, and reduce from “2” to “1” the number of future inns in the Rolling Bay and Island Center areas; and

WHEREAS, the Planning Commission made a recommendation of approval of amended Ordinance No. 2023-25 to the City Council; and

WHEREAS, notice was given on September 14, 2023, to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, on October 24, 2023 the City Council discussed the Planning Commission recommendation on Ordinance No. 2023-25; and

WHEREAS, on XXXX, 2023, the City Council continued discussion on Ordinance No. 2023-25 and XXXX; and

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

Section 1. Moratorium Repealed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, the City hereby repeals the temporary moratorium on new inns in Neighborhood Center areas that was approved by Ordinance No. 2022-25.

Section 2. Table 18.09.020 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A.

Section 3. Section 18.09.030.D. of the Bainbridge Island Municipal Code is hereby amended to read as follows:

D. Commercial Sales and Service.

1. Inns. Inns in Neighborhood Center zones must meet the following standards:
~~Repealed by Ord. 2021-03.~~
 - a. The Rolling Bay and Island Center Neighborhood Center zones are limited to no more than 1 inn each. The Lynwood Center Neighborhood Center zone is limited to no more than 3 inns.
 - b. New inns may not be located contiguous or adjacent to properties with existing inns.
 - c. New inns within a Neighborhood Center zone shall be separately owned and operated.

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

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

PASSED by the City Council this XXX day of XXX, 2023.

APPROVED by the Mayor this XXX day of XXX, 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER:

2023-25

Exhibit A to Ordinance No. 2023-25

EXCERPT Table 18.09.020 Use Table

"P" = Permitted Use	"A" = Accessory Use										Additional use restrictions for Chapters 16.12 and 16.20 BIMC may apply to shoreline or critical area properties									
"C" = Conditional Use	"CA" = Conditional Accessory Use																			
Blank = Prohibited Use	"T" = Temporary Use																			
ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate	Ferry [1]					
COMMERCIAL SALES AND SERVICE																				
Note: Commercial Sales and Service uses may be subject to additional requirements in BIMC 16.12.040.D, Commercial Development.																				
Accommodation																				
Bed and Breakfast (3+ bedrooms)	C	C	C	C	C	C	C	C	C	C	P	P	P	P	P	P	P			
Inn											P	P	P	P	P	P	PC			D.1
Hotel																P				



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 24, 2023

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:45 PM) Authorize Execution of Contract for State Lobbying Services - Executive,

SUMMARY: In August, the City issued a request for qualifications for state lobbying services. A subcommittee comprising of Councilmembers Deets, Moriwaki, and Quitslund and the City Manager interviewed three firms that submitted qualifications. The subcommittee selected Gordon Thomas Honeywell Government Relations for recommendation and approval by the full City Council to lobby for the City of Bainbridge Island in Olympia.

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION: I authorize the City Manager to execute the contract for state lobbying services with Gordon Thomas Honeywell Government Relations for a not to exceed amount of \$53,100 per year.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$51,600 per year paid in monthly installments plus travel expenses up to \$1,500 per year.
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: In August, the City put out a request for qualifications for state lobbying services. On October 6, a subcommittee comprising three Councilmembers and the City Manager interviewed three firms that submitted qualifications. The subcommittee selected Gordon Thomas Honeywell Government Relations for recommendation and approval by the full City Council to lobby for the City of Bainbridge Island in Olympia. Gordon Thomas Honeywell has significant experience working with local governments, and our represented lobbyist, Briahna Murray, has been advocating on behalf of clients to the Washington State Legislature and the State Executive Branch for over 15 years.

Clients of Ms. Murray have formally recognized her exceptional service, professionalism, responsiveness, and advocacy. Ms. Murray's knowledge of public policy issues and her ability to strategically navigate the Washington State government is an invaluable combination. Through her advocacy, she has developed expertise in advocating for issues intersecting with state budgets, tax and finance, growth management,

transportation, criminal justice, housing, human services, and more. Ms. Murray is respected and well-liked by legislators from across the entire state of Washington and from both political parties.

ATTACHMENTS:

[Gordon Thomas Honeywell City of Bainbridge Island Professional Services Agreement.docx](#)

[Pre-2024 Session Presentation - Bainbridge Island.pptx](#)

[Developing a Legislative Agenda Handout.docx](#)

[What to expect in 2024 - Bainbridge Island.docx](#)

[Gordon Thomas Honeywell Government Relations List of Clients.pdf](#)

FISCAL DETAILS: The agreement is for two years, with a monthly cost of \$4,300/month, excluding travel expenses. This totals \$111,800 from November 1, 2023 until December 31, 2025. This will be included in the 2024 budget modifications.

Fund Name(s):

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Gordon Thomas Honeywell Government Relations, a Washington State corporation (“Consultant”)

WHEREAS, the City needs professional services in connection with representing the City on legislative issues during the Washington State Legislative Session in Olympia; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2025, unless sooner terminated by either party as provided below.

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

3. PAYMENT

A. The City shall pay the Consultant a monthly base rate of Four Thousand Three Hundred Dollars (\$4,300), plus travel expenses up to Three Thousand Two Hundred Fifty Dollars (\$3,250), in accordance with **Attachment B**, but not more than a total of One Hundred Fifteen Thousand Fifty Dollars (\$115,050).

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

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

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

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

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

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

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

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

10. INSURANCE

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

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

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

To the Consultant: Gordon Thomas Honeywell Government Relations
 1201 Pacific Avenue, Suite 2100
 Tacoma, Washington, 98402
 Attention: Briahna Murray

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

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

GORDON THOMAS HONEYWELL
GOVERNMENT RELATIONS

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A INSURANCE REQUIREMENTS

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

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

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

ATTACHMENT B SCOPE OF SERVICES

The following is to be used as a general guide and may not include all work necessary to accomplish the work of lobbying.

LOBBYIST SERVICES: Lobbyist to provide lobbying and monitoring representation on behalf of client in the State of Washington and to provide the following services:

1. Work with the City of Bainbridge Island to develop and refine a legislative agenda for the upcoming session/year. Provide guidance in the development of the annual legislative action plan with staff and the City Council.
2. Develop strategies to achieve the desired legislative results. Draft letters and talking points on legislation as necessary.
3. Implement the aforementioned strategies. This includes, but not limited to meeting with legislators, legislative staff, and Governor's Office and agencies; representation before legislative committees; arranging for City of Bainbridge Island to meet with legislators, and/or testify; and attending other events on the City of Bainbridge Island's behalf and creating opportunities to build and strengthen City relationships with legislators and State agencies.
4. Monitor legislation, arrange for bill sponsorship, perform issue analysis and brief City officials on legislative issues.
5. Coach City representatives, when necessary, on how to present testimony, interact with legislators, and be successful advocates in helping to advance goals.
6. Consult regularly with City Manager and provide the City with weekly reports and tracking lists during the legislative session. Provide the City with monthly reports during the legislative interim.
7. Maintain close working relationships with the City Manager and designated members of City Staff.
8. Identify and secure funding for City and community needs.
9. Timely inform the City Manager of developments concerning priorities and unexpected issues that arise and may impact the City of Bainbridge Island. Land use is a topic of particular interest.
10. Provide updates to City Council through electronic meeting platforms like Zoom and meet in-person with staff and Council as necessary.
11. Represent the City's interest before state agencies and departments.

City of Bainbridge Island

Preparing for the 2024 Legislative Session

Briahna Murray
State Lobbyist, Partner
Gordon Thomas Honeywell
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Introduction

- ▶ Briahna Murray is City of Bainbridge Island's lead lobbyist and primary point of contact.
 - ▶ Experience & Philosophy
- ▶ Supported by the GTH-GOV team.

Overview

What to
expect in
2024?

Developing
a Legislative
Agenda

Next Steps

2024 Session Expectations

- ▶ Second year of the two-year biennium, 60-day session
- ▶ Politics
 - ▶ November 2024 “campaign season” to follow session
 - ▶ All members of the House and roughly half the members of the Senate will be up for re-election

2024 Session Expectations, Cont.

- ▶ Tasks before the 2024 Legislature:
 - ▶ Develop mid-biennium supplemental operating, capital, and transportation budgets
 - ▶ Consider and adopt policy bills; bills that did not pass in 2023.
- ▶ Challenges the Legislature faces in 2024

2024 Session Expectations, Cont.

- ▶ City-Specific Issues Expected in 2024
 - ▶ Continued conversation on land use
 - ▶ Affordable Housing
 - ▶ Fiscal
 - ▶ Public safety

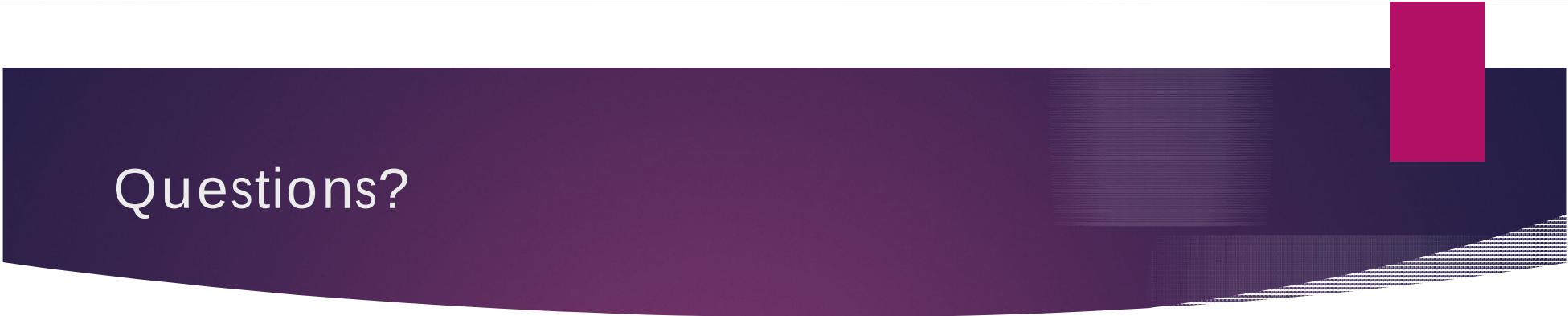
2024 Draft Legislative Agenda

Developing 2024 Legislative Agenda

- ▶ Recognize that it is a short session
- ▶ Consider return on investment
- ▶ Focus on 3-5 items, provide direction on an array of issues

Next Steps/Timeline

- ▶ November: Develop and adopt legislative agenda
- ▶ December: Meet with legislative delegation
- ▶ January 8th – March 7th: Legislative Session
 - ▶ Regular Reports
 - ▶ Trips to Olympia
 - ▶ Testimony/Public Comment Options
- ▶ April: Develop 2025-26 Goals and Objectives



Questions?

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Developing a Successful Legislative Agenda/Funding Request

- Legislative agenda should be a biennium agenda. The Legislature operates on a two-year cycle; the legislative agenda needs to match that cycle.
- Legislative agenda needs to be focused. Legislators only have so much bandwidth. Pick 2-3 things that you want the delegation to take seriously. It's okay for the city to take positions/express support or concerns on multiple pieces of legislation, but the requests to the delegation should be very focused. (Sometimes this distinction can be accomplished w/ two different documents (legislative agenda and policy manual).
- If possible, legislative agenda needs to convey a story/theme. What is the 5-second one-line story? And, how does each legislative agenda item fit with the City's main goals.
 - o Examples:
 - Kenmore: Not a drive through City, we need a sense of place (agenda items: SR 522 funding to add sidewalks and address traffic, signage into the city, funding for a town green).
 - Port Orchard: City's main goal: Revitalize a downtown waterfront (agenda items: legislation for r/w of navy-owned property along water, funding for a waterfront boardwalk).
- It's important that legislative agenda items have full support of the council, executive, and the community. Don't air dirty laundry in Olympia.
- Capital Funding Requests:
 - o Make funding requests during odd-numbered years.
 - o Project needs to be visible and it needs to have community support. Legislators do not want to fund a project that their constituents will oppose or don't know about.
 - o How close to readiness to proceed is the project in terms of using the state's funding?
 - o If, as often happens, the capital grant is less than the requested amount, how can a useable product be created from fewer resources?
 - o The state prefers to be a partner, or even "last in" in funding projects, not the sole funder. Have other funding sources (grant or loan programs) been pursued? Is the City willing to make a local contribution, including taking on debt from bonds or loans, to make a high priority project happen?
 - o Is there a benefit/nexus to the state? Not necessary, but helps.
 - o Does it create jobs? Or accomplish another state policy goal (environment cleanup)?
- Transportation Funding Requests
 - o Is there a nexus to the state? Is it a state highway or did the state previously own the road?
 - o Are there safety concerns. The project becomes more imminent if it a dangerous condition.
 - o Will completing the transportation project open up an area to economic development?
 - o It is important for a large transportation funding request to have regional support.



What to Expect During the 2024 Session

The 2024 legislative session will mark the second year of the 2023-25 legislative biennium. As a reminder, the state operates on a two-year cycle, with 2024 being the second year of that two-year cycle and is scheduled to begin on January 8, 2024, and last for 60 consecutive calendar days.

2024 Legislature – The Politics

Over half the Senate and all the House of Representatives will be [up for election in 2024](#). The upcoming election will likely influence what the Legislature decides to address during the 2024 session, as any action or lack thereof can have an impact on an incumbent's race.

The Democrats will continue to hold a strong majority in both chambers. The current political party breakdown for each chamber is as follows:

House of Representatives: 58 Democrats and 40 Republicans

State Senate: 29 Democrats, 20 Republicans

The 2024 session will serve as an opportunity for the Legislature to make amendments to the 2023-25 budgets, and to reconsider any bill that was introduced but did not pass during the 2023 session. Although slight changes may occur, legislative caucus leadership, committee structures, and committee memberships will remain the same.

One of the known changes is that former Chair of the Senate Ways & Means Committee, Senator Christine Rolfes (D-Bainbridge Island) resigned from the Senate following her appointment to the Kitsap County Commission in Spring 2023. Rep. Drew Hansen (D-Bainbridge Island) was appointed to fill her seat in the Senate. Shortly after, [Greg Nance](#) was appointed to fill Rep. Hansen's seat in the House. With Sen. Rolfes' departure from the Senate, her role as lead operating budget writer was left vacant. Senator June Robinson (D-Everett) was selected to become the new Chair.

Federal Court Requires Redistricting to be Revisited: Every 10 years, Washington State redraws legislative district boundaries to ensure that each district contains an equal number of people. In 2021, the Washington State Redistricting Commission submitted their recommended maps to the legislature, albeit late, and the legislature approved the maps during the 2022 legislative session. Following the release of the maps, a lawsuit was filed claiming the boundaries of the 15th legislative district in Yakima and Tri-Cities violated federal voting rights laws by undermining the ability of Latino voters to participate equally in elections. In August 2023, a federal judge ruled in favor of the plaintiff and provided the State with two options to come into compliance: 1) Reconvene the Washington State Redistricting Commission to submit new legislative district boundaries to the Legislature by January 8, 2023 and enacted by the Legislature by February 7, 2023, which would require the Legislature to convene a special

session. 2) If the Commission does not convene, then the federal court will redraw the boundaries. Under either option, the new districts will be transmitted to the Secretary of State on or before March 25, 2024, so that it will be in effect for the 2024 elections. Governor Jay Inslee, Speaker of the House of Representatives Laurie Jenkins (D-Tacoma), and Senate Majority Leader Andy Billig (D-Spokane) have [publicly stated](#) that they do not plan to hold a special session and will defer to the federal court to redraw the legislative district boundaries. [Republicans](#) have argued that the state has a duty to reconvene the Washington Redistricting Commission, and deferring to the federal court is the state abdicating its power to another level of government.

2024 Legislative Session on the Horizon

Housing Policy and Funding: During the 2023 session, the Legislature invested approximately \$1 billion in affordable housing and shelter through the capital and operating budgets. Advocates for housing are indicating that while this is significant, it is not enough and that additional investments need to be made, especially to serve those households making 0-50% of the area median income. Advocates have gone as far as to criticize the efforts of the 2023 Legislature as focusing too much on spurring market-rate housing, and not dedicating the same level of resources or effort to address housing for the lowest-income populations. A version of last session's proposal, [House Bill 1628](#), to **increase real estate excise taxes** for affordable housing is likely to return in 2024. Additionally, legislators are planning to consider a bill regarding **rent stabilization** and **incentives to convert commercial and market-rate residential buildings to affordable housing**.

Land Use and Development Regulations: During the 2023 session, the Legislature enacted over a dozen bills directing changes in local land use and development regulations to prompt more housing. Legislators and stakeholders have identified technical issues and unintended consequences that will likely be addressed in **“trailer” land use bills** in 2024. Additionally, the Legislature is likely to reconsider proposals on **transit-oriented development** and **lot splitting** that did not pass in 2024.

Transportation/Public Works:

The Senate and House Transportation Committee Chairs, Senator Marko Liias (D-Edmonds) and Representative Jake Fey (D-Tacoma) have indicated that they will **be focused on how best to manage rising project costs** during the 2024 session. The Washington State Department of Transportation (WSDOT) estimates that each project is costing upwards of 30% more than the amounts appropriated in the state transportation budget and associated funding packages. For example, WSDOT briefed the I-405/SR 167 Executive Advisory Group (EAG) on a \$275 million funding shortfall to execute projects along that corridor alone. The Transportation Committee Chairs are encouraging WSDOT to address this shortfall through revenue adjustments and project delays along the corridor. The Washington State Transportation Commission is evaluating potential toll increases along the corridor to improve corridor performance and increase revenues.

The Legislature will be looking at **project delays and additional revenue** to balance rising project costs throughout the state; however, the soonest the Legislature is likely to adopt another transportation revenue package is in 2025.

2022 was the deadliest on Washington roadways in three decades. Thus far, 2023 has been deadlier than 2022. There are four factors contributing to a significant number of deadly crashes: driving under the influence of alcohol, distracted driving, speeding, and not wearing a seatbelt. Additionally, the Washington Traffic Safety Commission has also identified that there is an increased crash occurrence amongst those aged 18-24 and a need to provide greater access to driver's education. In 2024, the Legislature is likely to continue to explore ways to **reduce traffic fatalities**.

Climate/Environment:

Climate Commitment Act Revenues Higher than Forecasted: In 2021, the Washington State Legislature passed its version of a cap-and-trade program, the Climate Commitment Act (CCA), which auctions greenhouse gas emissions allowances. Since the program became operational in February 2023, auctions of carbon emission allowances have generated approximately a billion dollars, far outpacing forecasted revenues. When the Legislature approved the CCA, the Department of Ecology estimated it would bring in approximately \$220 million in 2023 and close to \$500 million every year thereafter. Revised estimates in 2022 suggested the state would generate \$480 million in 2023. Industries obligated to participate in the auction have stated that the rising costs are causing increased fuel and utility costs.

In the supplemental budgets, legislators will need to agree on how to spend additional state revenue generated by the May 2023 carbon auction.

During the 2024 legislative session, legislators will be grappling with how to modify the CCA to reduce costs on emitters. Washington State Senator and gubernatorial candidate Mark Mullet (D-Issaquah) has [announced one proposal](#), which proposes using the additional revenues collected by the CCA to lower car tabs statewide in 2025 and 2026, and lowering the price of allowances at auction to align with California's cap-and-trade program. Additionally, Representative April Connors (R-Kennewick) and Representative Mary Dye (R-Pomeroy) have proposed the [Carbon Auction Relief \(CAR\) Payment program](#), which would not make changes to the Climate Commitment Act, but would direct excess revenues under the program to send \$100 to each registered vehicle owner starting on July 1, 2024 at the time of their vehicle tab renewal. More proposals are expected to be announced as the 2024 Legislative Session nears. It's unclear of their prospects for advancing – Senate Ways & Means Chair, Senator June Robinson is quoted in a [Washington State Standard article](#) that “she’s ‘honestly not sure’ how lawmakers will handle the extra money generated from the sale of pollution allowances through the Climate Commitment Act. ‘I think it’s too new,’ she said. ‘Any change would be a big lift and hard to get done in a supplemental budget.’”

During the 2023 legislative session, the Legislature considered the **WRAP Act**, which would have established an extended product stewardship project, post-consumer recycled content requirements, and a bottle recycling program. The Legislature is likely to revisit this policy discussion in 2024.

Public Safety: The Legislature is likely to continue its ongoing discussion on public safety during the 2024 session and will consider proposals regarding **vehicular pursuits** and **interrogation of juveniles**. Additionally, consideration will be given to various proposals to increase **law enforcement recruitment and retention**.

Behavioral Health: New Senate Ways & Means Committee Chair, Senator June Robinson (D-Everett) publicly stated that the biggest fiscal challenge lawmakers will face this session is shoring up the state's behavioral health system, which is under scrutiny from what's known as the Trueblood lawsuit and a related settlement agreement. In July, the Department of Social and Human Services (DSHS) was ordered by a federal judge to pay \$100 million in fines for failing to comply with the [Trueblood settlement](#) and specifically not providing pre-trial detainees timely competency and restoration services. As part of that federal order, DSHS was directed to stop admitting civil conversion patients to state hospitals. "Civil conversion patients" are those criminal defendants whose felony charges have been dismissed for reasons of incompetency to stand trial and are then referred to DSHS to evaluate whether they should be civilly committed to a psychiatric facility. A civil conversion patient lacks the same rights as a Trueblood Class Member because Class Members possess rights under the Due Process Clause of the Fourteenth Amendment to receive timely competency evaluation and restoration treatment while they face criminal charges. Civil Conversion patients do not possess these same rights because they no longer face criminal charges and are not held in jail. Civil conversion patients and Trueblood Class Members have competing needs for beds. While the state is facing the federal order for failing to comply with the Trueblood settlement, nearly two dozen Washington counties have also sued DSHS for not providing services for "civil conversion" patients. Washington State currently has nearly 700 competency restoration beds.

Tax Policy: The Legislature does not traditionally tackle tax policy during short non-budget legislative sessions. However, we are expecting them to revisit a 2023 proposal to remove/increase the **1% growth limit on property tax levies** for local governments.

Association of Washington Cities Legislative Priorities

While a number of monumental changes were made during the 2023 legislative session, there are several local government priorities that remain and will require continued advocacy into 2024. All bills introduced during the 2023 session that did not pass will be automatically reintroduced in the 2024 session.

The Association of Washington Cities' [Legislative Priorities Committee](#) has wrapped up its work developing priority recommendations. The recommendations were considered and finalized by the AWC Board of Directors at its meeting in late September. The board adopted four priorities, listed below, along with a variety of other significant and support items.

Four recommended legislative priorities:

1. **Public safety – Officer recruitment and retention**
 - Additional funding tools and resources to support officer recruitment and retention, including but not limited to updating the Public Safety Sales Tax to allow an option to

- implement by councilmanic authority and providing greater flexibility on use of the funds.
- Expanded access to mandated training, especially for the Basic Law Enforcement Academy (BLEA), including more regional academies to get new officers on the street faster and to support recruitment and retention.
2. Infrastructure investment
- Continued state investment in local infrastructure (traditional and broadband), particularly for operations and maintenance.
 - Expanded funding options for state and local transportation, particularly for preservation and maintenance.
 - Climate Commitment Act funding for city priorities that support carbon reduction and climate resiliency.
3. Behavioral health
- Greater access to the entire continuum of behavioral health services and substance use disorder (SUD) treatment for adults and juveniles, including crisis treatment, inpatient, intensive outpatient, and ongoing behavioral and mental health treatment and SUD treatment. This includes, but is not limited to, support to improve workforce and staffing issues at community treatment centers, and additional state funding for establishment and expansion of treatment facilities.
4. Property tax cap
- Revise the property tax cap to tie it to inflation, up to 3%, and population growth factors, so that local elected officials can adjust the local property tax rate to better serve their communities. The current 1% cap has created a structural deficit in the city revenue and expenditure model, resulting in a reliance on regressive revenues and artificially restricting the use of property taxes to fund community needs.

In addition to the recommendations on priorities, the board approved the following significant issues and support issues for 2024:

Significant Issues:

Drug possession and fentanyl crisis

- Direct funding to help offset cities' costs for implementing the new Blake/drug possession law including funding for staffing, law enforcement assisted diversion, co-responder teams, therapeutic courts, and diversion programs.
- Technical fixes to address implementation issues related to SB 5536 (2023) that have been identified.

Affordable housing

- Expand real estate excise tax (REET) authority for state and locals (House Bill 1628) to fund affordable housing.
- Develop an approach to transit-oriented development density increases that addresses affordable housing needs, reflects existing and future community transportation modes,

maintains consistency with local community development needs, and promotes complete communities with walkability and multimodal access to services.

- Remove barriers to condominium development and ownership.

Police officer recruitment and retention

- Pursue changes to eligibility requirements to allow those in DACA status to serve as police officers.
- Support changes that allow for part-time positions to be covered in the LEOFF 2 pension system.

Land use

- Allow cities time to implement recently adopted planning and zoning changes consistent with comprehensive plan update process. Provide adequate time, technical and financial support for land use and planning requirements.

Public safety – auto theft and property crime

- Further expand crimes eligible for pursuit to include auto theft and some property crimes.
- Support additional tools to address auto theft and property crime including additional investment in auto-theft prevention and enforcement programs and regional property crimes task forces and prosecution.

Public Records Act

- Explore ways to reduce the impact of abusive public records requests and litigation.

Culverts

- Support that State funding be provided for repairing and replacing fish-blocking locally owned culverts as a part of the State's overall resolution to the culvert injunction.

Water rights

- Work with the state to ensure that municipal water needs can be sustainably managed to meet present and future demand.

Liability

- Protect against liability expansion and new policies that would drive additional claims and litigation increasing costs especially in the area of law enforcement and public safety, and human resources.
- Explore tort reforms that would reduce liability and related costs for cities.

Producer responsibility for packaging

- Support proposals to establish a product stewardship framework for packaging.

Climate

- Seek direct Climate Commitment Act funding for city efforts/programs related to reducing or responding to the impact of climate change.

Emergency management

- Expand funding to cities for prevention, planning, response, and recovery for wildfires and other natural disasters.

Revenue options

- Support efforts to review and revise both state and local tax structures such that they rely less on regressive revenue options. Changes to the state tax structure should not negatively impact cities' revenue authority and should allow cities revenue flexibility to address their community's needs.

Support Issues:

Net ecological gain

- Support efforts to make progress on incorporating ecological improvement over time into environmental regulations rather than no net loss, while also defending against legal exposure and unfunded mandates.

Body worn cameras and dash cameras

- Support local efforts to implement use of body cameras and dash cameras as a tool to increase transparency during law enforcement interactions with members of the public. Explore updates to the Public Records Act to further protect privacy and reduce the costs associated with use of camera technology.

Childcare

- Support policies that expand access to affordable, quality childcare in Washington.
- Support policies that expand access to preschool including universal Pre-K.

State Infrastructure Bank

- Support the creation of a state-sponsored financing cooperative option that focuses on low interest (less than market rate) public infrastructure financing.

Audits

- Support further dialogue in identifying solutions to the delays cities experience with the state-required annual financial statement auditing processes conducted by the State Auditor's Office.

Housing Trust Fund

- Increase Housing Trust Fund (HTF) grants for cities and towns, especially for projects in small and medium sized jurisdictions in rural parts of the state and including dedicated funding for affordable home ownership and workforce housing statewide.

Elections

- Support policies that preserve local control and input regarding how local elections are administered.

Below is a full list of clients represented by all of GTH-GOV within all its business groups. Those clients in bold are those also listed above as being represented by Ms. Murray, Ms. Helder, and Ms. Cocci.

WA State Clients

Benton County
 Carahsoft - Rubrik
 Cascade Water Alliance
City of Aberdeen
 City of Battle Ground
City of Bellevue
City of Blaine
City of Bothell
City of Covington
 City of Gig Harbor
City of Hoquiam
City of Issaquah
 City of Kelso
City of Kenmore
City of Kent
 City of La Center
City of Lakewood
City of Lake Forest Park
 City of Longview
City of Lynden
City of Mountlake Terrace
City of Newcastle
City of Othello
City of Pasco
 City of Port Orchard
City of Redmond
 City of Seatac
City of Spokane Valley
City of Sultan
City of Tacoma
 Clark County
 Coalition of Ignition Interlock Manufacturers
 Cowlitz County PUD
Economic Alliance Snohomish County
 Elevance
 Evergreen Forest Stewards (Port Blakely Tree Farms)
 FedEx Corporation
Food Northwest
Goodwill – Olympics & Rainier Region
Greater Grays Harbor, Inc.
HDG, LP
 Highline College
 Inland Power and Light
 Island County
Jaguar Transport Holdings LLC
 Lewis County
 Lewis County Public Utilities
McCain Foods
 NOLA
 Pacific Coast Shellfish Growers Association (PCSGA)
 Palo Alto Networks, Inc.

Pierce Transit
Port of Allyn
 Port of Longview
 Port of Pasco
 PRA Group, Inc.
Puget Sound & Pacific Railroad (PSAP)
 RELX, Inc.
 Skagit County
 Snohomish County
SSMCP
 Tacoma Public Utilities
 Total Wine & More
Urban Housing Ventures
Washington Association of Nurse Anesthetists (WANA)
 Washington Association of Wheat Growers
 Washington Grain Commission
Washington Highway Users Federation
 Washington Independent Energy Distributors
 Washington Potato & Onion Association
 Washington State Potato Commission
 Washington Water Utility Council
Watco Companies, LLC
 Yakima County

Multi-State Clients

STACS DNA
 Thermo Fisher
 DNA Justice Project

Federal Clients

Benton County
 City of Aberdeen
 City of Bothell
 City of Hoquiam
 City of Kelso
 City of Pasco
 City of SeaTac
 Comcast Corporation
 Intercity Transit
 Pierce County
 Port of Vancouver
 Snohomish County
 Tacoma Public Utilities
 Thermo Fisher
 Yakima County

International Clients

Thermo Fisher Scientific
 University of North Texas- Costa Rica/Panama
 University of North Texas – Northern Triangle