



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, SEPTEMBER 10, 2024**

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

REMOTE MEETING ON ZOOM
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
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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) Approve Proclamation Declaring the Month of September 2024, to be National Service Dog Month,** 5 Minutes
[Proclamation for National Service Dog Month.docx](#)
 - 3.B **(6:15 PM) Present Community Preparedness Month Proclamation,** 5 Minutes
[Preparedness Month Proclamation 2024.docx](#)
 - 3.C **(6:20 PM) Present Proclamation Declaring September 2024 as “Puget Sound Starts Here” Month - Public Works,**
[2024 Puget Sound Starts Here Month Proclamation.docx](#)
 - 3.D **(6:25 PM) Present Proclamation Declaring September 11, 2024 as “A Day of Service and Remembrance,”** 5 Minutes
[A Day of Service and Remembrance 2024.docx](#)
4. **PUBLIC COMMENT - 6:30 PM**

In person public comment is accepted at this time on any topic of public interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. For items scheduled for a public hearing, comment is accepted from an individual only one time, either during public comment or during the hearing. Public comment is simply received by the Council, with no response, and Council cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment. Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. Remote public comment is allowed with advance notice by noon on the date of the meeting to the City Clerk, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

4.A Instructions for Providing Public Comment 30 Minutes
[Instructions for Providing Public Comment March 2024.pdf](#)

5. CONSENT AGENDA - 7:00 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 08-14-24.pdf](#)

[Council Report 8-20-2024.pdf](#)

[AP Report to Council of Cash Disbursements 08-21-24.pdf](#)

[AP Report to Council of Cash Disbursements 08-28-24.pdf](#)

[AP Report to Council of Cash Disbursements 09-04-24.pdf](#)

[Council Report 9-5-2024.pdf](#)

5.C Approve City Council Meeting Minutes

[081324 City Council Executive Minutes.pdf](#)

[081324 Regular City Council Business Meeting Minutes.pdf](#)

5.D Consider Interlocal Agreement with the Bainbridge Island School District Related to a Solar Installation at Woodward Middle School, which serves as the Carbon Offset for the Ted Spearman Justice Center - Executive

[Interlocal Agreement with School District for Photovoltaic Solar System](#)

5.E Set the Public Hearing on October 8, 2024, for Ordinance No. 2024-24 Relating to the Preliminary 2025-2026 Biennial Budget and 2025-2030 Capital Improvement Plan - Finance

[Ordinance No. 2024-24 Adopting Biennial Budget for FY 2025-2026 - Draft.docx](#)

[2025_Exhibit_A_Ordinance No. 2024-24_DRAFT.pdf](#)

[2026_Exhibit_B_Ordinance No. 2024-24_DRAFT.pdf](#)

5.F Set the Public Hearing on October 8, 2024, for Ordinance No. 2024-23 Relating to the Property Tax Levy for Collection in 2025 - Finance

[Ordinance No. 2024-23 Relating to the Levy of Property Taxes for Collection in 2025 DRAFT.docx](#)

- 5.G Ordinance No. 2024-25 Amending Bainbridge Island Municipal Code (BIMC) 2.20.060.E to Provide that Compensation to be Paid to the Presiding Judge Pro Tem and Other Judges will be Set by Separate Ordinance**
Ordinance No. 2024-25 Amending 2.20.060.E - Municipal pro tem judge compensation.docx
- 5.H Ordinance No. 2024-26 Setting the Hourly Rate to be Paid to the Presiding Judge Pro Tem and Other Judges Pro Tem at \$100.00 per Hour and Providing for CPI-U Increases Commencing January 1, 2026 - Finance**
Ordinance No. 2024-26 Establishing Compensation for Presiding Pro Tem and Other Pro Tem Judges.docx
- 5.I Authorize the City Manager to Execute a Construction Contract Change Order for the Country Club Bulkhead Reconstruction Project in the amount of \$89,923.20 (Tax Supported) - Public Works, Change Order 2_Paving.pdf**
CIP_Country Club Bulkhead Reconstruction_00781.pdf
CO 2_Country Club Bulkhead Reconstruction_Sealevel Bulkhead Builders.pdf
- 5.J Authorize the City Manager to Enter Into Amendment No. 8 of the Professional Services Agreement with Perteet, Inc. for the Eagle Harbor Fish Passage (Cooper Creek Culvert) Project Design (\$175,520.00, Storm and Surface Water Utility Fund) - Public Works**
Eagle Harbor Wyatt Way NM PSA Amendment No 8.docx
Exhibit A_EagleHarbor-Supp8-Scope-2024-08-22.pdf
EagleHarbor-Supp8-FeeWrksht-2024-08-23.pdf
CIP_Eagle Harbor Drive Cooper Creek Fish Passage_01107.pdf
- 5.K Approve the Renewal of the Interlocal Agreement for Fire Safety Services, COBI-BIFD Fire Safety Services Agreement 2025-2027.pdf**
- 6. COUNCIL ANNOUNCEMENTS - 7:05 PM**
- 7. CITY MANAGER'S REPORT - 7:15 PM**
- 7.A Receive City Manager's Report, 5 Minutes**
Eagle Harbor Drive and Valley Road Update to Council 090624.pdf
- 8. REGULAR BUSINESS**
- 8.A (7:20 PM) Receive the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2023 - Finance, 15 Minutes**
SAO_COBI Exit Presentation For Council.pdf
2023 COBI Exit Packet.pdf
City of Bainbridge Island, WA 2023 AUDITED ACFR.pdf
- 8.B (7:35 PM) Consider the Planning Commission Recommendation Related to Ordinance No. 2024-21 Prohibiting Crematoria in All Zoning Districts - Planning, 20 Minutes**
Ordinance Defining and Prohibiting Crematoria 2024-21.docx
Crematorium Memo 07192024.docx

- 8.C (7:55 PM) Discuss Annual Roads Preservation Program (Part 1) - Public Works, 30 Minutes**
Pavement Presentation Slides_Transpo.pdf
- 8.D (8:25 PM) Discuss Comprehensive Plan and Winslow Subarea Plan Draft Environmental Impact Statement (EIS) - Planning, 20 Minutes**
Presentation_09.10.2024 Comp Plan Winslow Plan Draft EIS Review.pptx
- 8.E (8:45 PM) Adopt Resolution No. 2024-11 Opposing "Initiative Measure No. 2117 Concerns Carbon Tax Credit Trading." This measure would prohibit state agencies from imposing any type of carbon tax credit trading, and repeal legislation establishing a cap and invest program to reduce greenhouse gas emissions.**
Should this measure be enacted into law? Yes [] No []. Public Comment will be accepted on this item. Remote public comment is allowed with advance notice by noon on the date of the meeting to the City Clerk, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.
10 Minutes
Resolution No 2024-11 Concerning Carbon Tax Credit Trading.docx
- 8.F (8:55 PM) Adopt Resolution No. 2024-15 Establishing Downtown Parking Time Limits and Approving an Associated Map, 10 Minutes**
Resolution No. 2024-15 Downtown Parking Time Limits.docx
Downtown Employee Permit Parking Map JUNE 2024.pdf
Parking Time Limit Map.pdf
- 8.G (9:05 PM) Consider the Planning Commission's Recommendation on the Puget Sound Energy (PSE) Request for Legislative Review of Land Use Regulations and Draft Ordinance No. 2024-04 - Planning, 20 Minutes**
DRAFT Ordinance No. 2024-04 Utility Regulations
DRAFT Ordinance No. 2024-04 Exhibit A.docx
DRAFT Ordinance No. 2024-04 Exhibit B.docx
DRAFT Ordinance No. 2024-04 Exhibit C.docx
Staff Report Ordinance No. 2024-04.pdf
PSE Submittal Bainbridge Code Amendment Analysis.pdf
PSE Submittal Bainbridge Island Code Amendment Best Available Science Review.pdf
PSE Submittal Code Amendment Narrative 3.21.24.pdf
PSE UPDATED Proposed Code Amendment BIMC2.16.020 8.06.2024.pdf
PSE_CouncilPresentation_09102024.pptx
- 8.H (9:25 PM) Confirm Appointments to Human Services Funding Task Force, 5 Minutes**
Dougherty - Redacted (Human Services Task Force).pdf
Drake - Redacted (Human Services Funding Task Force).pdf
Eide (Human Services Funding Advisory Task Force) - Redacted.pdf
Hegarty (Human Services Advisory Task Force) - Redacted.pdf
Hite - Redacted (Human Services Funding Task Force).pdf
Parsons - Redacted (Human Services Funding Task Force).pdf
Petersen - Redacted (Human Services Task Force).pdf
Sheldon (Human Services Funding Advisory Task Force) - Redacted.pdf
Thompson - Redacted (Human Services Task Force).pdf

9. ADJOURNMENT - 9:30 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: September 10, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Approve Proclamation Declaring the Month of September 2024, to be National Service Dog Month,

SUMMARY: The attached proclamation declares the month of September 2024, to be National Service Dog Month.

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize the Mayor to sign the proclamation declaring the month of September 2024, to be National Service Dog Month.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Proclamation for National Service Dog Month.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring September 2024, to be National Service Dog Month.

WHEREAS, Canine Companions is a nonprofit organization that enhances the lives of people with disabilities by providing expertly-trained service dogs and ongoing support to ensure quality partnerships; and

WHEREAS, Canine Companions and their service dogs empower people with disabilities to lead life with greater independence by providing best-in-class training, ongoing follow up services and a deeply committed community of support; and

WHEREAS, we believe in the joyful, transformative power of the human-canine bond; and

WHEREAS, National Service Dog Month aims to educate our community about the benefits of service dogs and the laws protecting them; and

WHEREAS, in the State of Washington, 1 in 8 adults have a disability and only 16,000 service dogs from accredited training programs exist nationwide.

NOW, THEREFORE, in recognition of service dogs and the adults and children with disabilities in our community, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim September 2024, to be

NATIONAL SERVICE DOG MONTH

in the City of Bainbridge Island and encourage all residents to celebrate service dogs and be respectful of the rights to access and safety afforded to the adults, children and veterans who lead more independent lives because of their assistance.

DATED this ___ day of _____, 2024

Joe Deets, Mayor



City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:15 PM) Present Community Preparedness Month Proclamation,

SUMMARY: Preparedness is an essential element for communities to be resilient and able to withstand and recover from crisis, whether natural or human-caused. Due to the level of risk and potential complications associated with being an island community, it is of the utmost importance that the concept of preparedness is embraced as a value in our community and institutionalized among City staff and partner organizations.

In 2016, the City established a vision to be a recognized leader in preparedness in Washington State. Since that time, the City has taken large strides in establishing an Emergency Management program and in generating interest and community ownership of a broad preparedness initiative.

In support of this effort, and to promote continued progress toward achieving the above vision, the City Council approved the annual issuance of a proclamation in September 2020, to recognize September as Community Preparedness Month on Bainbridge Island. As a result, the attached proclamation 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:

[Preparedness Month Proclamation 2024.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring September 2024, as the month to recognize the importance of community preparedness.

WHEREAS, Bainbridge Island's susceptibility to a wide range of hazards, both natural and manmade, demonstrate the ongoing need for the City to prepare for a broad range of emergencies and disasters; and

WHEREAS, the City has the responsibility to minimize the loss of life and property, and protect the environment by preparing for, responding to, and recovering from such events; and

WHEREAS, preparedness is the cornerstone of community resilience and is the responsibility of every citizen, business owner and organizational leader on Bainbridge Island; and

WHEREAS, the City, in partnership with numerous island agencies, organizations, and community members, is working toward becoming a recognized leader in preparedness in Washington; and

WHEREAS, the month of September is recognized nationally as Preparedness Month.

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

COMMUNITY PREPAREDNESS MONTH

in the City of Bainbridge Island and urge all residents, businesses, and organizations to actively participate in Community Preparedness Month by making a commitment to increase our level of preparedness to collectively withstand any crisis.

DATED this 10th day of September 2024

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: (6:20 PM) Present Proclamation Declaring September 2024 as “Puget Sound Starts Here” Month - Public Works,

SUMMARY: The attached proclamation declares September 2024 as “Puget Sound Starts Here Month” to raise awareness on the declining health of the ecosystem of Puget Sound and encourage stewardship that is respectful and protective of Puget Sound.

AGENDA CATEGORY: Presentation

PROPOSED BY: Public Works

RECOMMENDED MOTION: Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Each year in the month of September, communities across Western Washington celebrate “Puget Sound Starts Here” with family-friendly activities and educational programs.

Oceanographers define Puget Sound as the region of marine and brackish waters extending landward from Admiralty Inlet. It is part of the Salish Sea, a larger system of inland marine waters that includes the Strait of Georgia and the Strait of Juan de Fuca. Puget Sound features 1,332 miles of shoreline and is home to countless species of flora and fauna, including eelgrass, orcas, sea lions, herring, salmon, and shellfish. Now over 4 million people call the Puget Sound region home and enjoy the region’s exceptional quality of life. Puget Sound also creates many economic opportunities in seafood, shipping, and tourism to name a few.

The waters of Puget Sound receive large amounts of toxic pollutants in stormwater runoff. When it precipitates, the rain or snowmelt water flows over surfaces like roof tops, parking lots, driveways and streets and along the way picks up pollutants that pour into Puget Sound; common pollutants include litter not put in the trash, soil allowed to erode, metals from things like brake pads, chemical containers left out and uncovered, automotive

fluids leaking from cars, soap from car washing, pesticides and fertilizers used in yards and gardens, and fecal coliform from abandoned pet waste.

The “Puget Sound Starts Here” regional stormwater education and outreach campaign is designed to raise awareness of the health of the Puget Sound ecosystem and how the choices and activities of people effect Puget Sound and our way quality of life.

For more information on what you can do to help improve the health of Puget Sound, please visit <http://www.pugetsoundstartshere.org>.

This proclamation is one of the annual proclamations that the Mayor may sign without further Council action.

ATTACHMENTS:

[2024 Puget Sound Starts Here Month Proclamation.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring September 2024, as “Puget Sound Starts Here Month.”

WHEREAS, we resolve to protect Puget Sound and its tributaries which are the source of our communities’ well-being, health, economy, and quality of life; and

WHEREAS, we acknowledge that we are on the land of the Coast Salish People of the Water, who have stewarded this land from time immemorial; and

WHEREAS, a healthy and vibrant Puget Sound defines our Northwest and Island culture, as do our indigenous people’s stories, our tribal treaty responsibilities, and our shared legacy for future generations; and

WHEREAS, the health of Puget Sound is declining, and creatures and plants great and small, from our bull kelp forests and salmon to our orcas and shellfish, are at risk from the human impacts of stormwater runoff, loss of natural habitats, and a changing climate; and

WHEREAS, we all have the power to protect our Puget Sound treasure by working together to discover and take clean water actions through the Puget Sound Starts Here Campaign; and

WHEREAS, in the month of September the City of Bainbridge Island will join other governing bodies, organizations and community groups to strengthen stewardship of our shared watershed and encourage all to take action to improve the health of Puget Sound.

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

“PUGET SOUND STARTS HERE MONTH”

in the City of Bainbridge Island and urge residents to support clean water and healthy habitat by joining us in this special observance to discover how to make a difference and be part of the solution!

SIGNED, this 10th day of September 2024.

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:25 PM) Present Proclamation Declaring September 11, 2024 as “A Day of Service and Remembrance,”

SUMMARY: The attached proclamation declares September 11, 2024, as “A Day of Service and Remembrance.” It is one of the annual proclamations that the Mayor may sign without further City Council action.

AGENDA CATEGORY: Presentation

PROPOSED BY: City Council

RECOMMENDED MOTION:
Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[A Day of Service and Remembrance 2024.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

WHEREAS, on September 11, 2001, the American people endured with courage and heroism the worst terrorist attack on U.S. soil in the nation's history; and

WHEREAS, in response to this tragedy, Americans across the country came together in a remarkable spirit of patriotism and unity and carried out countless acts of kindness, generosity, and compassion; and

WHEREAS, community organizations and family members of 9/11 victims began observing the anniversary of September 11th as a charitable service day to honor the memory of those who were lost and those who united in response to the tragedy, including first responders and volunteers; and

WHEREAS, the Edward M. Kennedy Serve America Act, approved by Congress and enacted into law on April 21, 2009, directed September 11th to be observed and recognized as an annual "National Day of Service and Remembrance" and charged the Corporation for National and Community Service with leading this nationwide effort; and

WHEREAS, participating in service and remembrance activities on September 11th is a positive and respectful way to remember the lives of those lost, pay tribute to those who rose in service, and honor those who continue to serve our country today, including veterans, soldiers, military families, and first responders; and

WHEREAS, the Bainbridge Island American Legion, Colin Hyde Post 172 will observe the 23rd anniversary of the 9/11 terrorist attack with a ceremony beginning at 11:00 a.m. on Wednesday, September 11, 2024, at the Legion Hall on Bucklin Hill Road;

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim September 11, 2024, as

A DAY OF SERVICE AND REMEMBRANCE

in the City of Bainbridge Island and call upon the people of Bainbridge Island to honor the lives and memories of those lost through participation in community service and remembrance ceremonies on this day and throughout the year.

DATED this 11th day of September, 2024

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: Instructions for Providing Public Comment

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

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

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

Guidelines for public comment are below. Remote public comment is allowed with advance notice to the City Clerk by noon on the date of the meeting at cityclerk@bainbridgewa.gov, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

Excerpts 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 a public topic, in violation of Section 9.12.2.
- (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, under circumstances where such words constitute “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.

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9.12.2 Subjects – Whether or Not on the Current Agenda

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing. All public comment shall be made consistent with Section 5.6.

9.12.3 Use of Microphones

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

Included in Current Budget?

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Approve Accounts Payable and Payroll

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

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 08-14-24.pdf](#)

[Council Report 8-20-2024.pdf](#)

[AP Report to Council of Cash Disbursements 08-21-24.pdf](#)

[AP Report to Council of Cash Disbursements 08-28-24.pdf](#)

[AP Report to Council of Cash Disbursements 09-04-24.pdf](#)

[Council Report 9-5-2024.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS
CHECK RUN DATE: 08/14/2024

Last check from previous run: 361685 dated 8/8/2024 issued to Washington Water Service for \$174.79

Last ACH from previous run: 4331 dated 8/9/2024 issued to Westbay Auto Parts for \$286.33

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Regular Run Checks	08/14/2024	361686-361698	Total Regular Check Run	\$ 16,690.21
Regular Run ACH	08/15/2024	4332-4361	Total Regular ACH Run	\$ 904,862.10
VOID	07/17/2024	361594	ENG/COBI/Check was declined as a payee mismatch	N/A
Total Disbursements				\$ 921,552.31

Retainage Release	08/09/2024	230	Bainbridge Island Electric/WWTP electrical bundle	1,416.29
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

8/14/2024

Date

CITY OF BAINBRIDGE ISLAND

MANUAL 8/9/24 JK



JK

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 628 111100 CASH-RETAINAGE
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC									
230	08/09/2024	PRTD	50	BAINBRIDGE ISLAND EL	273863	RETREL-1273-1275	08/06/2024	RT080724	1,416.29
Invoice: RETREL-1273-1275						RET	REL WASTEWATER TREATMENT PLANT ELECTRICAL BUND		
							RETAINAGE RELEASE		

1,416.29 41628860 586000

CHECK 230 TOTAL: 1,416.29

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 1,416.29

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	1,416.29

*** GRAND TOTAL *** 1,416.29

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2024	8	70											
APP	622-213000				08/09/2024	RT080724	080924			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,416.29	
APP	628-111100				08/09/2024	RT080724	080924			CASH-RETAINAGE AP CASH DISBURSEMENTS JOURNAL			1,416.29
										JOURNAL 2024/08/70	TOTAL	1,416.29	1,416.29

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2024	8	70	08/09/2024			
	622-213000					ACCOUNTS PAYABLE	1,416.29	
	628-111100					CASH-RETAINAGE		1,416.29
FUND TOTAL							1,416.29	1,416.29

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

CITY OF BAINBRIDGE ISLAND

REGULAR 8/14/24 JK



A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
4332	08/15/2024 EFT	5	ACE HARDWARE	273929	56221	06/18/2024 08/14/24	108.05
Invoice: 56221		108.05	31011572 531100	EX/FOURTH OF JULY FLOAT SUPPLIES EX-GF-OUTREACH-SUPPLIES			
Invoice: 56136		273930	56136	06/04/2024		08/14/24	8.19
		8.19	73011768 531100	PW/FASTENERS O&M-C/E-PARKS-SUPPLIES			
Invoice: 56327		273931	56327	07/03/2024		08/14/24	23.99
		23.99	73425358 531100	PW/SHERLOCK ROLLER FRAME, POLE EXTENSIONS 12" O&M-WWTP-SUPPLIES			
Invoice: 56429		273932	56429	07/16/2024		08/14/24	218.35
		218.35	73111290 531100	PW/PLUNGE BLADE CUT, PUMP PITCHER 3" O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 56485		273933	56485	07/24/2024		08/14/24	23.57
		23.57	73111290 531100	PW/ADAPTR SCH40, PLUMBING SUPPLIES & FIXTURES O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 56495		273934	56495	07/25/2024		08/14/24	49.13
		49.13	73011215 531100	PW/SMARTFLO MAX HOSE 5/8X50 O&M-C/E-POLICE FAC-SUPPLIES			
Invoice: 56534		273935	56534	08/01/2024		08/14/24	57.28
		57.28	73415345 531100	PW/PAINTERS TAPE, MASKING PAPER, SPRYPAIN PRO OFFICE SUPPLIES			
Invoice: 56542		273936	56542	08/02/2024		08/14/24	44.50
		44.50	73011831 53110000724	PW/SPRINKLER POPUP, POLY PIPE CUTTER, SWING PIPE PD/COURT BLDG NON-CAP-SUPPLIES			
Invoice: 56543		273937	56543	08/02/2024		08/14/24	61.59
		61.59	73415345 531100	PW/ELMT GRD EXT, ROLLER GRAM, DEEP WELL PNT TRY RE OFFICE SUPPLIES			
Invoice: 56544		273938	56544	08/02/2024		08/14/24	261.95
		261.95	73011189 531100	PW/PADLOCK 3KALH #0851 X12 O&M - C/E FACIL OFC SUPPLIES			
Invoice: 56546		273939	56546	08/02/2024		08/14/24	3.90
		3.90	73011483 531100	PW/SINGLE CUT KEY O&M-GF-MECH SHOP-SUPPLIES			
Invoice: 56547		273940	56547	08/02/2024		08/14/24	17.46
		17.46	73011768 531100	PW/SCREWDRIVER BIT SET 61PC O&M-C/E-PARKS-SUPPLIES			
Invoice: 56553		273941	56553	08/05/2024		08/14/24	92.71
		92.71	73425358 531100	PW/PRIMR KITCH&BATH, BRUSH, SILICONE II K&B O&M-WWTP-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 56557				273942	56557	08/05/2024		08/14/24	24.01
				24.01	73011768 531100	PW/TILLER STEEL 15"			
						O&M-C/E-PARKS-SUPPLIES			
Invoice: 56559				273943	56559	08/05/2024		08/14/24	31.65
				31.65	73411345 531100	PW/ACE BTR K9 TRAYSET 6PC, DROPCLOTH 2LAYER			
						OFFICE SUPPLIES			
Invoice: 56562				273944	56562	08/05/2024		08/14/24	21.34
				21.34	73426355 531100	PW/TARP STRAP RUBBR 24", 19", 35"			
						O&M-SIS-SUPPLIES			
Invoice: 56566				273945	56566	08/06/2024		08/14/24	58.95
				58.95	73111290 531100	PW/TRASH CAN 32GAL BLK ACE X2			
						O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 56569				273946	56569	08/06/2024		08/14/24	137.46
				137.46	73425358 531100	PW/CLEANING WIPES, GUN NOZLE THUMB FAN, BLEACH LIQ			
						O&M-WWTP-SUPPLIES			
Invoice: 56573				273947	56573	08/06/2024		08/14/24	66.58
				66.58	73637892 531100	PW/TREATR SPOT MOSS OUT, NRTH SEED			
						O&M-ALLOC-WTR-CONSUMABLES			
Invoice: 56575				273949	56575	08/06/2024		08/14/24	13.09
				13.09	73111427 531100	PW/VALVE KEY 4-WAY			
						OFFICE SUPPLIES			
Invoice: 56588				273950	56588	08/07/2024		08/14/24	19.19
				19.19	73425358 531100	PW/PIPE JOINT COMPOUND, THREAD SEAL TAPE			
						O&M-WWTP-SUPPLIES			
								CHECK 4332 TOTAL:	1,342.94
4333 08/15/2024 EFT		4365 AUTOMATIC FUNDS TRAN		273953	131257	07/23/2024		08/14/24	112.51
Invoice: 131257				12.44	43411341 541100	FIN/DELINQUENT INVOICES			
				12.44	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
				43.81	91411891 542500	FIN - SEWER ADMIN PROF SERVICE			
				43.82	91421891 542500	GG-WTR-FAC-POSTAGE			
						GG-SWR-FAC-POSTAGE			
Invoice: BAIN2407028				273954	BAIN2407028	07/31/2024		08/14/24	153.43
				150.00	41011141 541100	FIN/B&O JULY 2024			
				3.43	41011141 542500	FIN-GF-PROF SVCS			
						FIN-GFE-POSTAGE/SHIPPING			
Invoice: 131364				274036	131364	08/02/2024		08/14/24	940.69
				229.71	43411341 541100	FIN/STATEMENT PREP AND MAIL			
				229.71	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
				240.63	91411891 542500	FIN - SEWER ADMIN PROF SERVICE			
						GG-WTR-FAC-POSTAGE			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
				240.64	91421891 542500	GG-SWR-FAC-POSTAGE				
						CHECK	4333	TOTAL:	1,206.63	
4334	08/15/2024 EFT		8904 BAINBRIDGE CHORALE	273955	BC20222023	03/03/2024		08/14/24	6,000.00	
	Invoice: BC20222023					EX/2022-2023 CULTURAL FUNDING CON				
				6,000.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES				
						CHECK	4334	TOTAL:	6,000.00	
4335	08/15/2024 EFT		5412 BENEFIT ADMINISTRATI	273957	240807	08/08/2024		08/14/24	275.00	
	Invoice: 240807					HSA/FSA BENEFITS				
				17.19	21011125 520000	COURT-BENEFITS				
				51.56	31011131 520000	EX-GF-BEN				
				34.38	41011141 520000	FIN-GF-BEN				
				11.47	51011211 520000	PD-C/E ADMIN-BENEFITS				
				22.91	61011581 520000	PCD - C/E ADMIN BENEFITS				
				51.56	71011321 520000	PW - C/E BENEFITS				
				85.93	81011881 520000	IT - C/E ADMIN BENEFITS				
						CHECK	4335	TOTAL:	275.00	
4336	08/15/2024 EFT		360 BUILDERS FIRSTSOURCE	273959	89418947	07/26/2024		08/14/24	54.59	
	Invoice: 89418947					PW/FLEXOGEN GARDEN HOSE 5/8x75				
				54.59	73011831 53110000724	PD/COURT BLDG NON-CAP-SUPPLIES				
	Invoice: 89421135			273960	89421135	07/26/2024		08/14/24	10.02	
				10.02	31011572 531100	EX/T0511 END CAP WHT 5" X2				
						EX-GF-OUTREACH-SUPPLIES				
	Invoice: 89432448			273961	89432448	07/29/2024		08/14/24	451.11	
				451.11	73011768 531100	PW/2X10-08' KD TK WRC S1S2E X5				
						O&M-C/E-PARKS-SUPPLIES				
						CHECK	4336	TOTAL:	515.72	
4337	08/15/2024 EFT		6363 LN CURTIS & SONS	273974	INV850256	07/31/2024		08/14/24	90.64	
	Invoice: INV850256					POL/UNIFORM/BOTHE				
				90.64	53011212 520000	POLICE - C/E PATROL BENEFITS				
				273975	INV850269	07/31/2024		08/14/24	189.99	
	Invoice: INV850269					POL/UNIFORM/BOTHE				
				189.99	53011212 520000	POLICE - C/E PATROL BENEFITS				
						CHECK	4337	TOTAL:	280.63	

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC									
4338	08/15/2024	EFT	1953	FERGUSON ENTERPRISES	273976	0047312	07/11/2024	08/14/24	306.48
	Invoice: 0047312				306.48	73421355 531100	PW/WATER SUPPLIES		
							WIN COLL-SUPPLIES		
	Invoice: 0047352				273978	0047352	07/12/2024	08/14/24	40.36
					40.36	73421355 531100	PW/WATER SUPPLIES		
							WIN COLL-SUPPLIES		
	Invoice: 0050138				273979	0050138	08/06/2024	08/14/24	197.08
					197.08	73431835 531100	PW/WATER SUPPLIES		
							OFFICE SUPPLIES		
							CHECK	4338 TOTAL:	543.92
4339	08/15/2024	EFT	1517	GUARDIAN SECURITY SY	273981	1516183	08/01/2024	08/14/24	70.99
	Invoice: 1516183				70.99	51011215 541100	POL/ALARM MONITORING		
							POLICE - C/E FACIL PROF SVCS		
							CHECK	4339 TOTAL:	70.99
4340	08/15/2024	EFT	6155	HDR ENGINEERING INC	273982	1200644362	08/08/2024	08/14/24	1,349.40
	Invoice: 1200644362				1,349.40	71425352 54110001192	PW/WASTEWATER BENEFICIAL REUSE AN		
							WW BEN REUSE-PROF SVCS		
							CHECK	4340 TOTAL:	1,349.40
4341	08/15/2024	EFT	9883	INVOICE CLOUD INC	273983	2698-2024_7	07/31/2024	08/14/24	1,966.43
	Invoice: 2698-2024_7				983.21	43411341 541100	FIN/INVOICE CLOUD SERVICES JUL 2024		
					983.22	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
							FIN - SEWER ADMIN PROF SERVICE		
							CHECK	4341 TOTAL:	1,966.43
4342	08/15/2024	EFT	1496	KITSAP COUNTY SEWER	273985	KCSD7-COBI-2024-JUL	08/01/2024	08/14/24	27,232.72
	Invoice: KCSD7-COBI-2024-JUL				27,232.72	73426356 551000	PW/SEWER UTILITY CHARGE JUL 2024		
							SIS-SD#7 PROCESSING CHGS		
							CHECK	4342 TOTAL:	27,232.72
4343	08/15/2024	EFT	10439	KELLEY CREATE CO	273987	37121253	07/31/2024	08/14/24	217.11
	Invoice: 37121253				217.11	31011256 545000	EX/COPIER LEASE		
							EX-GF-EMERG PREP-RENTALS		
							CHECK	4343 TOTAL:	217.11

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635			111100		CASH													
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET									
INVOICE DTL DESC																		
4344	08/15/2024	EFT	315 KITSAP HUMANE SOCIET	274024	52025	08/01/2024		08/14/24	7,274.16									
	Invoice: 52025					ANIMAL CONTROL AND IMPOUNDING												
				7,274.16	91011393 541100	FIN - C/E ANIMAL CONTROL FEES												
						CHECK		4344 TOTAL:	7,274.16									
4345	08/15/2024	EFT	10563 HORTON WEIBEL BROUGH	273988	21076	07/15/2024		08/14/24	10,000.00									
	Invoice: 21076					LEGAL/LAW SERVICES JUNE 2024												
				10,000.00	32011281 541113	LGL-PUBLIC DEFENDER												
						CHECK		4345 TOTAL:	10,000.00									
4346	08/15/2024	EFT	1652 KITSAP TOWING & ROAD	273989	199077	08/01/2024		08/14/24	416.05									
	Invoice: 199077					POL/JULY 3RD MOVES												
				416.05	53011212 549900	PD-C/E-PATROL-MISC												
						CHECK		4346 TOTAL:	416.05									
4347	08/15/2024	EFT	6577 LAKESIDE INDUSTRIES	273990	282221	07/31/2024		08/14/24	1,129.67									
	Invoice: 282221					PW/SHINE ASPHALT PLANT 12.04 TONS												
				1,129.67	73111423 531100	OFFICE SUPPLIES												
				273991	282740	08/03/2024		08/14/24	1,128.73									
	Invoice: 282740					PW/SHINE ASPHALT PLANT 12.03 TONS												
				1,128.73	73111423 531100	OFFICE SUPPLIES												
						CHECK		4347 TOTAL:	2,258.40									
4348	08/15/2024	EFT	10483 MIRIAM TECHNOLOGIES	273992	INV-8093	08/01/2024		08/14/24	245.71									
	Invoice: INV-8093					FIN/WEBCHECK SERVICES JUL 2024												
				122.85	43411341 541100	FIN - WATER ADMIN PROF SERVICE												
				122.86	43421351 541100	FIN - SEWER ADMIN PROF SERVICE												
						CHECK		4348 TOTAL:	245.71									
4349	08/15/2024	EFT	448 PARAMETRIX INC	273993	53481	02/27/2024		08/14/24	2,549.66									
	Invoice: 53481					ENG/STO CONCEPT PLAN - 30% DESIGN												
				2,549.66	72334562 64110001213	STO CONNECTOR 30%DES-ENGINEERI												
						CHECK		4349 TOTAL:	2,549.66									
4350	08/15/2024	EFT	6333 PETROCARD INC.	273994	0527638-IN	08/01/2024		08/14/24	1,171.66									
	Invoice: 0527638-IN					PW/SHELL HEAT TRANSFER OIL S2 X DRUM												
				1,171.66	73111423 531100	OFFICE SUPPLIES												

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 0528053-IN				273995	0528053-IN	08/01/2024		08/14/24	3,015.34
				1,598.17	73638893 532000	PW/DIESEL & REGULAR FUEL			
				1,417.17	73638932 532000	O&M-FUEL USE-ALLOCATION			
						O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK	4350	TOTAL:	4,187.00
4351 08/15/2024 EFT 7727 PUGET PAVING & CONST				273997	PAYREQ1-01330	08/07/2024		08/14/24	750,170.79
Invoice: PAYREQ1-01330						ENG/2024 ANNUAL ROADS			
				750,170.79	72111421 54810001330	2024 ANNUAL ROADS PRGM-REPAIRS			
						CHECK	4351	TOTAL:	750,170.79
4352 08/15/2024 EFT 7173 SKILLINGS				273998	14269	07/16/2024		08/14/24	30,769.66
Invoice: 14269						ENG/Engineering Design Services fo			
				18,690.96	72423434 64110000820	REHAB WING PT PUMP STATION-DES			
				8,043.07	72423434 64110001086	LOWER LOVELL SLS-PROF SVCS			
				457.88	72423434 64110001085	SUNDAY COVE GRAVITY MAIN-PRO S			
				1,295.25	72424435 64110000989	SUNDAY COVE PUMP REHAB-PROF SV			
				2,282.50	72423434 64110000990	WOOD AVE PUMP STA-PROF SVCS			
Invoice: 14297				273999	14297	08/08/2024		08/14/24	26,918.30
						ENG/Engineering Design Services fo			
				21,353.19	72423434 64110000820	REHAB WING PT PUMP STATION-DES			
				5,565.11	72423434 64110001086	LOWER LOVELL SLS-PROF SVCS			
						CHECK	4352	TOTAL:	57,687.96
4353 08/15/2024 EFT 8040 SOLENIS LLC				274001	132935340	07/22/2024		08/14/24	12,003.26
Invoice: 132935340						PW/PRAESTOL K 279, 292 FLX IBC 1000L			
				12,003.26	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK	4353	TOTAL:	12,003.26
4354 08/15/2024 EFT 8132 SPECTRA LABORATORIES				274002	24-06306	08/07/2024		08/14/24	434.00
Invoice: 24-06306						PW/TKN, NITRATE, CBOD, AMMONIA TESTING			
				434.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
						CHECK	4354	TOTAL:	434.00
4355 08/15/2024 EFT 6746 SYMBOL ARTS				274003	0500918	08/06/2024		08/14/24	152.88
Invoice: 0500918						POL/BADGE RECONDITION/826			
				152.88	53011212 541100	POLICE - C/E PATROL PROF SVCS			
						CHECK	4355	TOTAL:	152.88

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE

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CHECK RUN

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INVOICE DTL DESC

4356 08/15/2024 EFT	562 T M G SERVICES INC	274006	0052147-IN	07/31/2024	08/14/24	8,426.57
Invoice: 0052147-IN		8,426.57	73411345 531100	PW/CARTRIDGE, ELECTROLYZER 5PPD X4	OFFICE SUPPLIES	
		274025	0052149-IN	07/31/2024	08/14/24	1,176.63
Invoice: 0052149-IN		1,176.63	73411345 531100	PW/TUBE, BRINE PUMP-PERISTALTIC, MOTOR CPL	OFFICE SUPPLIES	
				CHECK	4356 TOTAL:	9,603.20
4357 08/15/2024 EFT	565 TACOMA SCREW PRODUCT	274004	140117736-00	07/24/2024	08/14/24	28.95
Invoice: 140117736-00		28.95	73638935 531100	PW/AIR BRAKE BRASS FITTING FOR NYLON TUBING	O&M-STD ALLOCATION-SUPPLIES	
				CHECK	4357 TOTAL:	28.95
4358 08/15/2024 EFT	9295 TOOLE DESIGN GROUP,	274026	0SEA70178_24	07/24/2024	08/14/24	6,566.27
Invoice: 0SEA70178_24		6,566.27	72334561 64110001088	ENG/CORRIDOR IMPRVMENTS DESIGN & FI	MAD AVE NM IMPR-PROF SVCS	
				CHECK	4358 TOTAL:	6,566.27
4359 08/15/2024 EFT	4104 WA ST FERRIES	274030	RK428603	07/31/2024	08/14/24	54.35
Invoice: RK428603		54.35	53011212 543100	JUL24 WAVE2GO FERRY CHARGES	PATROL-TRAVEL/MEALS/LODGING	
				CHECK	4359 TOTAL:	54.35
4360 08/15/2024 EFT	710 WCIA	274028	082024-3865	08/08/2024	08/14/24	100.00
Invoice: 082024-3865		100.00	61011584 443410	PCD/TRANSITIONING FROM PEER TO SUPERVISOR SP	PCD-GF-ADM-TRAINING	
				CHECK	4360 TOTAL:	100.00
4361 08/15/2024 EFT	499 WESTBAY AUTO PARTS I	274033	877164	07/31/2024	08/14/24	53.84
Invoice: 877164		53.84	73638935 531100	PW/LARGE DRIP TRAY	O&M-STD ALLOCATION-SUPPLIES	
		274034	877500	08/02/2024	08/14/24	59.07
Invoice: 877500		59.07	73638935 531100	PW/HYDRL FLTR, NAPAGOLD OIL FILTER	O&M-STD ALLOCATION-SUPPLIES	
		274035	878060	08/05/2024	08/14/24	15.06
Invoice: 878060		15.06	73638935 531100	PW/NAPAGOLD AIR, OIL FILTERS	O&M-STD ALLOCATION-SUPPLIES	

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	8	129																		
APP	001-213000				08/15/2024	08/14/24	081424								GENERAL - ACCOUNTS PAYABLE				26,027.51	
															AP CASH DISBURSEMENTS JOURNAL					
APP	635-111100				08/15/2024	08/14/24	081424								CASH					904,862.10
															AP CASH DISBURSEMENTS JOURNAL					
APP	402-213000				08/15/2024	08/14/24	081424								ACCOUNTS PAYABLE				100,981.56	
															AP CASH DISBURSEMENTS JOURNAL					
APP	101-213000				08/15/2024	08/14/24	081424								STREETS - ACCOUNTS PAYABLE				753,914.81	
															AP CASH DISBURSEMENTS JOURNAL					
APP	401-213000				08/15/2024	08/14/24	081424								ACCOUNTS PAYABLE				11,386.37	
															AP CASH DISBURSEMENTS JOURNAL					
APP	631-213000				08/15/2024	08/14/24	081424								ACCOUNTS PAYABLE				3,238.84	
															AP CASH DISBURSEMENTS JOURNAL					
APP	403-213000				08/15/2024	08/14/24	081424								ACCOUNTS PAYABLE				197.08	
															AP CASH DISBURSEMENTS JOURNAL					
APP	301-213000				08/15/2024	08/14/24	081424								ACCOUNTS PAYABLE				9,115.93	
															AP CASH DISBURSEMENTS JOURNAL					
															GENERAL LEDGER TOTAL			904,862.10	904,862.10	
APP	631-130000				08/15/2024	08/14/24	081424								DUE TO/FROM CLEARING				901,623.26	
APP	001-130000				08/15/2024	08/14/24	081424								GENERAL - DUE TO/FROM CLEARING					26,027.51
APP	402-130000				08/15/2024	08/14/24	081424								DUE TO/FROM CLEARING					100,981.56
APP	101-130000				08/15/2024	08/14/24	081424								STREETS - DUE TO/FROM CLEARING					753,914.81
APP	401-130000				08/15/2024	08/14/24	081424								DUE TO/FROM CLEARING					11,386.37
APP	403-130000				08/15/2024	08/14/24	081424								DUE TO/FROM CLEARING					197.08
APP	301-130000				08/15/2024	08/14/24	081424								DUE TO/FROM CLEARING					9,115.93
															SYSTEM GENERATED ENTRIES TOTAL			901,623.26	901,623.26	
															JOURNAL 2024/08/129	TOTAL		1,806,485.36	1,806,485.36	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2024	8	129	08/15/2024	GENERAL - DUE TO/FROM CLEARING		26,027.51
001-130000					GENERAL - ACCOUNTS PAYABLE	26,027.51	
001-213000					FUND TOTAL	26,027.51	26,027.51
101 STREET FUND	2024	8	129	08/15/2024	STREETS - DUE TO/FROM CLEARING		753,914.81
101-130000					STREETS - ACCOUNTS PAYABLE	753,914.81	
101-213000					FUND TOTAL	753,914.81	753,914.81
301 CAPITAL CONSTRUCTION FUND	2024	8	129	08/15/2024	DUE TO/FROM CLEARING		9,115.93
301-130000					ACCOUNTS PAYABLE	9,115.93	
301-213000					FUND TOTAL	9,115.93	9,115.93
401 WATER OPERATING FUND	2024	8	129	08/15/2024	DUE TO/FROM CLEARING		11,386.37
401-130000					ACCOUNTS PAYABLE	11,386.37	
401-213000					FUND TOTAL	11,386.37	11,386.37
402 SEWER OPERATING FUND	2024	8	129	08/15/2024	DUE TO/FROM CLEARING		100,981.56
402-130000					ACCOUNTS PAYABLE	100,981.56	
402-213000					FUND TOTAL	100,981.56	100,981.56
403 STORM & SURFACE WATER FUND	2024	8	129	08/15/2024	DUE TO/FROM CLEARING		197.08
403-130000					ACCOUNTS PAYABLE	197.08	
403-213000					FUND TOTAL	197.08	197.08
631 CLEARING FUND	2024	8	129	08/15/2024	DUE TO/FROM CLEARING	901,623.26	
631-130000					ACCOUNTS PAYABLE	3,238.84	
631-213000					CASH		904,862.10
635-111100					FUND TOTAL	904,862.10	904,862.10

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		26,027.51
101	STREET FUND		753,914.81
301	CAPITAL CONSTRUCTION FUND		9,115.93
401	WATER OPERATING FUND		11,386.37
402	SEWER OPERATING FUND		100,981.56
403	STORM & SURFACE WATER FUND		197.08
631	CLEARING FUND		
TOTAL		901,623.26	901,623.26

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

CITY OF BAINBRIDGE ISLAND

VOID 8/8/24 JK

Handwritten signature: J.R. Shaw



A/P CASH DISBURSEMENTS JOURNAL

Handwritten circled text: JK

8/9/2024

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC									
361594	07/17/2024	VOID	102	CITY OF BAINBRIDGE I	273294	RETREQ3-FINAL-00998	07/08/2024	20230046	-1,525.00
Invoice: RETREQ3-FINAL-00998						ENG/RETAINAGE - SHADE COVENANT TREE REMOVAL			
						-1,525.00 72011593 54110000998 SHADE COVENANT-PROF SVCS			
CHECK 361594 TOTAL:									-1,525.00
NUMBER OF CHECKS 1						*** CASH ACCOUNT TOTAL ***			-1,525.00
						COUNT	AMOUNT		
TOTAL VOIDED CHECKS						1	1,525.00		
*** GRAND TOTAL ***									-1,525.00

Check was rejected by the bank as a payee mismatch. The check cannot be deposited again so it is being voided and reissued in the next check run.

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE DESC			
2024	8	62									
APP	001-213000	08/08/2024	361594	VOID				GENERAL - ACCOUNTS PAYABLE			1,525.00
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100	08/08/2024	361594	VOID				CASH		1,525.00	
								AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		1,525.00	1,525.00
APP	631-130000	08/08/2024	07/17/24	VOID				DUE TO/FROM CLEARING			1,525.00
APP	001-130000	08/08/2024	07/17/24	VOID				GENERAL - DUE TO/FROM CLEARING		1,525.00	
								SYSTEM GENERATED ENTRIES TOTAL		1,525.00	1,525.00
								JOURNAL 2024/08/62	TOTAL	3,050.00	3,050.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2024	8	62	08/08/2024			
001-130000					GENERAL - DUE TO/FROM CLEARING	1,525.00	
001-213000					GENERAL - ACCOUNTS PAYABLE		1,525.00
					FUND TOTAL	1,525.00	1,525.00
631 CLEARING FUND	2024	8	62	08/08/2024			
631-130000					DUE TO/FROM CLEARING		1,525.00
635-111100					CASH	1,525.00	
					FUND TOTAL	1,525.00	1,525.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		1,525.00
631	CLEARING FUND	1,525.00	
TOTAL		1,525.00	1,525.00

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

VENDOR NUMBER	VENDOR NAME	FILE NUMBER	FILE DATE	FILE AMOUNT
102	CITY OF BAINBRIDGE ISLAND	361594	07/17/2024	\$1,525.00

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
07/08/2024	RETREQ3-FINAL-00998	ENG/RETAINAGE - SHADE COVENANT TREE REMOVAL PO #: 20230046 - ENGINEERING Voucher #: 273294	\$1,525.00



City of Bainbridge Island

280 Madison Avenue North

Bainbridge Island, WA 98110-1812

(206) 780-8617

ENDORSEMENT MUST
MATCH PAYEE NAME

Vendor Number

102

File Number

361594

File Date

07/17/2024

*** One Thousand Five Hundred And Twenty-Five Dollars And Zero Cents ***

\$1,525.00

Pay To
The
Order Of

CITY OF BAINBRIDGE ISLAND
RETAINAGE ACCOUNT
59980459925
BAINBRIDGE ISLAND, WA 98110

361594

FILE COPY
NON-NEGOTIABLE



Request for Payment

SHADE COVENANT TREE PROJECT

City of Bainbridge Island
Public Works Department

ENGINEERING DIVISION

280 Madison Avenue N
Bainbridge Island, WA 98110
206.842.2016 Fax. 206.780.3710
PWAdmin@bainbridgewa.gov

Pay Request No. PR-3 Final
Date 7/8/2024

CONTRACTOR:
Treecycle LLC, dba Seattle Tree Care
4035 23rd Ave W
Seattle, WA 98199

Vendor ID 102 For City Use
Contract No. 10346
Project No. 2023066
Payment - Org/Obj. 72011593 / 541100
Payment - Org/Obj. n/a
PO / Ret No. 20230029 46

Description	Amount	Sales Tax	Total	Retainage	Payment
Original Contract Amount:	264,499.88	24,333.99	288,833.87	13,224.99	275,608.87
Previous Change Orders:	-23,463.23	-2,158.62	-25,621.85	-1,173.16	-24,448.69
Revised Contract Amount:	241,036.65	22,175.37	263,212.02	12,051.83	251,160.19
Less this Pay Request:	30,500.00	2,806.00	33,306.00	<u>1,525.00</u>	31,781.00
Less Pay to Date:	210,536.65	19,369.37	229,906.02	10,526.83	219,379.19
Contract Balance (Should be 0 for final C/O):	0.00	0.00	0.00	0.00	0.00

Accepted By Contractor:

☒ By checking this box, the prime contractor states that the provisions of RCW 39.12.040 have been met and all sub contractors have been paid in accordance with pre-filed statements of intent to pay prevailing wages on file with the City of Bainbridge Island.

Contractor:

Signature

/ Printed Name, Title

Date

Kelsey Grunwaldt
Member

7/9/2024

☒ The project manager certifies that they have inspected the above work, that to the best of their knowledge it is in accordance with contract requirements and that the estimated quantities are correct.

Project Manager:

Aaron Claborn, Project Manager

7/8/2024

Date

City Engineer:

Peter Corelis, P.E.

07/11/2024

Date

Public Works Director:

7/11/24

Project Financial Spreadsheet - City of Bainbridge Island

Project Name	Shade Covenant Agreement
Project Number	00998
Contractor Name	Seattle Tree Care, dba Treecycle
Contract #	2023066
PO #'s	20230079

BASE BID w/ Tax Included in bid Items					Change Order #1		Change Order#2		Revised Contract Amt.		Pay Request #1		Pay Request #2		Pay Request #3		QTY TOTAL	PAID TO DATE TOTAL	Remaining
Item #	Description	Qty	Unit	Unit Price	Total Price	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
1	Mobilization	1	LS	\$ 1,000.00	\$ 1,000.00		\$ -		\$ -	1	1,000.00	0.5	\$ 500.00			0.5	\$ 500.00	1	\$ 1,000.00
2	SPCC Plan	1	LS	\$ 2,000.00	\$ 2,000.00		\$ -		\$ -	1	2,000.00	1	\$ 2,000.00					1	\$ 2,000.00
3	Tree-Snag	16	EA	\$ 1,125.00	\$ 18,000.00	2	\$ 2,250.00		\$ -	18	20,250.00	16	\$ 18,000.00	2	\$ 2,250.00			18	\$ 20,250.00
4	Tree-Copicle	7	EA	\$ 500.00	\$ 3,500.00		\$ -		\$ -	7	3,500.00	7	\$ 3,500.00					7	\$ 3,500.00
5	Tree-Removal	68	EA	\$ 1,904.41	\$ 129,499.88	-3	\$ (5,713.23)		\$ -	65	123,786.65	65	\$ 123,786.65					65	\$ 123,786.65
6	Invasive Plant Removal - Crawford, M&E	1	LS	\$ 11,500.00	\$ 11,500.00		\$ -		\$ -	1	11,500.00	1	\$ 11,500.00					1	\$ 11,500.00
7	Invasive Plant Removal - Lovegreen Pit Mitigation	1	LS	\$ 23,000.00	\$ 23,000.00		\$ -		\$ -	1	23,000.00	0.75	\$ 17,250.00	0.25	\$ 5,750.00			1	\$ 23,000.00
LS	Site Access and Site Protection	1	LS	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -	1	5,000.00	1	\$ 5,000.00					1	\$ 5,000.00
9	Irrigation System - Mitigation	1	LS	\$ 30,000.00	\$ 30,000.00		\$ -		\$ -	1	30,000.00	0	\$ -			1	\$ 30,000.00	1	\$ 30,000.00
10	Crawford Wetland Buffer Planting	1	LS	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00		\$ -	2	2,000.00	1	\$ 1,000.00	1	\$ 1,000.00			2	\$ 2,000.00
11	Crawford Planting	1	LS	\$ 4,000.00	\$ 4,000.00	1	\$ 4,000.00		\$ -	2	8,000.00	1	\$ 4,000.00	1	\$ 4,000.00			2	\$ 8,000.00
12	Planting - Lovegreen Pit Mitigation	1	LS	\$ 11,000.00	\$ 11,000.00		\$ -		\$ -	1	11,000.00	1	\$ 11,000.00					1	\$ 11,000.00
13	Minor Change	25000	EA	\$ 1.00	\$ 25,000.00		\$ -	-25000	\$ (25,000.00)	0	0.00	0	\$ -					0	\$ -
Earned Amount					\$ 264,499.88	\$ 1,536.77	\$ (25,000.00)	\$ 241,036.65	\$ 197,536.65	\$ 13,000.00	\$ 30,500.00	\$ 241,036.65	\$ 241,036.65					\$ 241,036.65	\$ -
Retainage 5%					\$ 13,224.99	\$ 76.84	\$ (1,250.00)	\$ 12,051.83	\$ 9,876.83	\$ 650.00	\$ 1,525.00	\$ 12,051.83	\$ 12,051.83					\$ 12,051.83	\$ -
Net					\$ 251,274.89	\$ 1,459.93	\$ (23,750.00)	\$ 228,984.82	\$ 187,659.82	\$ 12,350.00	\$ 28,975.00	\$ 228,984.82	\$ 228,984.82					\$ 228,984.82	\$ -
WSST % 9.2					\$ 24,333.99	\$ 141.38	\$ (2,300.00)	\$ 22,175.37	\$ 18,173.37	\$ 1,196.00	\$ 2,806.00	\$ 22,175.37	\$ 22,175.37					\$ 22,175.37	\$ -
Total					\$ 288,833.87	\$ 1,678.15	\$ (27,300.00)	\$ 263,212.02	\$ 215,710.02	\$ 14,196.00	\$ 33,306.00	\$ 263,212.02	\$ 263,212.02					\$ 263,212.02	\$ -

Jacob Kines

From: Brigham Huish
Sent: Thursday, August 8, 2024 12:45 PM
To: Jacob Kines
Subject: FW: Positive Pay

Jacob, as requested, please see below for email thread regarding check #361594.
Thanks,
-Brig

From: Brigham Huish
Sent: Thursday, July 18, 2024 8:52 AM
To: Karl Shaw <kshaw@bainbridgewa.gov>
Subject: RE: Positive Pay

Positive pay issue partially resolved. The payment has been returned and I'll have Lisa deposit the payment to Retainage account.

Check Exceptions Decisioned

Decision	Account	Check	Issued Date	Void Date	Amount	Amount Paid	Exception Reason	Payee	
Return-None	Operating Account - *9677	00000361594	07/17/2024	n/a	\$1,525.00	\$1,525.00	Payee Mismatch	CITY OF BAINBRIDGE ISLAND	CIT INB SLA AIN. COI

Thanks,
-Brig

From: Brigham Huish
Sent: Thursday, July 18, 2024 8:39 AM
To: Karl Shaw <kshaw@bainbridgewa.gov>
Subject: RE: Positive Pay

Sounds good.
Thanks,
-Brig

From: Karl Shaw <kshaw@bainbridgewa.gov>
Sent: Thursday, July 18, 2024 8:38 AM
To: Brigham Huish <bhuish@bainbridgewa.gov>
Subject: RE: Positive Pay

I'd say not approve and have her redeposit to the retainage account. Watch her do it to make sure she picks the retainage account this time.

From: Brigham Huish <bhuish@bainbridgewa.gov>
Sent: Thursday, July 18, 2024 8:36 AM
To: Karl Shaw <kshaw@bainbridgewa.gov>
Subject: FW: Positive Pay

It appears this payment was meant to be deposited into the retainage account. Please see below. Do we approve and do a bank transfer or not approve and have Lisa redeposit?

Account	Check ↑	Issued Date		
Operating Acct - *9677	00000361594 	07/17/2024		

Issued Amount	Amount Paid	Exception Reason	Payee	Read Payee
\$1,525.00	\$1,525.00	Payee Mismatch	CITY OF BAINBRIDGE ISLAND	CITY OF BAINBRIDGE ISLAND RETAINAGE ACCOUNT



Thanks,
-Brig

From: Umpqua Bank <alertsbusiness@alerts.umpquabank.com>
Sent: Thursday, July 18, 2024 7:54 AM
To: Brigham Huish <bhuish@bainbridgewa.gov>
Subject: Positive Pay

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.



City of Bainbridge Island

BRIGHAM HUIISH

Hello from Umpqua!

A new check Positive Pay Exception Item was identified for account *9677. Click on the Positive Pay link online to generate the Positive Pay Exception Report, and make a decision on the items. Decisions and Approvals for Decisions can be made from 7:30am to 1:00pm PT on regular business days. If no decision is made and approved (if applicable) during the window, your company's Auto Exception Decision will be applied.

If you have any questions, please contact us at 866-563-1010, treasurymanagement@umpquabank.com or securely using Commercial Online Banking.

Thanks for banking with us.

Note: This email was automatically generated. Please do not respond to this email address; it comes from an automated alert system, which is not monitored for responses.

To manage this alert, log on to Commercial Online Banking, and click on Manage alerts on the Administration menu. For more information, log on to Commercial Online Banking or contact us.

CITY OF BAINBRIDGE ISLAND

REGULAR 8/14/24 JK



A/P CASH DISBURSEMENTS JOURNAL

JK

CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
361686	08/14/2024	PRTD	1235 AT&T ONENET SERVICE	273951	1279380608	08/01/2024		08/14/24	9.96	
	Invoice: 1279380608									
				9.96	91011215 542100	POL/FAX LONG DISTANCE				
						GG-C/E-PD-PHONE				
				273952	1279389076	08/01/2024		08/14/24	.77	
	Invoice: 1279389076									
				.77	91011189 542100	PCD/FAX LONG DISTANCE				
						GG-C/E-CITY HALL-PHONE				
						CHECK	361686	TOTAL:	10.73	
361687	08/14/2024	PRTD	57 BAY HAY & FEED	273956	1969197	07/19/2024		08/14/24	17.91	
	Invoice: 1969197									
				17.91	91011897 547200	PROPANE BULK 4.7 GALLONS				
						GG-C/E-O&M YARD FAC-PROPANE				
						CHECK	361687	TOTAL:	17.91	
361688	08/14/2024	PRTD	10606 BRAUMOELLER, RICK	273958	BLD25716 R-SFR	08/06/2024		08/14/24	4,000.60	
	Invoice: BLD25716 R-SFR									
				4,000.60	47148 322100	PERMIT BLD25716 R-SFR REFUND FEES				
						BUILDINGS, STRUCT. & EQ				
						CHECK	361688	TOTAL:	4,000.60	
361689	08/14/2024	PRTD	551 CENTURYLINK	273962	0470AUG24	08/03/2024		08/14/24	153.50	
	Invoice: 0470AUG24									
				153.50	91011189 542100	CH FIRE ALARM MONIT				
						GG-C/E-CITY HALL-PHONE				
				273963	3403AUG24	08/03/2024		08/14/24	82.17	
	Invoice: 3403AUG24									
				82.17	91011755 542100	COMMONS FIRE ALARM MONIT				
						GG-C/E-COMMONS-PHONE				
				273964	4059AUG24	08/03/2024		08/14/24	65.94	
	Invoice: 4059AUG24									
				65.94	91411891 542100	FLETCHER BAY WELL TELEM				
						GG-WTR-FAC-PHONE				
				273965	5311AUG24	08/03/2024		08/14/24	84.99	
	Invoice: 5311AUG24									
				84.99	91415345 542100	ROCKAWAY BEACH PRV TELEMTRY				
						GG-WTR ROCKAWAY-PHONES				
				273966	5378AUG24	08/03/2024		08/14/24	65.94	
	Invoice: 5378AUG24									
				65.94	91411891 542100	HEAD OF BAY WELL TELEM				
						GG-WTR-FAC-PHONE				
				273967	5516AUG24	08/03/2024		08/14/24	137.87	
	Invoice: 5516AUG24									
				137.87	91011215 542100	POL TI MANDUS				
						GG-C/E-PD-PHONE				
				273968	5640AUG24	08/03/2024		08/14/24	153.50	
	Invoice: 5640AUG24									
				153.50	91011897 542100	O&M FIRE ALARM MONIT				
						GG-C/E-O&M YARD FAC-PHONE				

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: 5826AUG24	273969	5826AUG24	08/03/2024	08/14/24	50.35
	50.35	91411891 542100	SAND AVE WELL TELEM GG-WTR-FAC-PHONE		
Invoice: 6299AUG24	273970	6299AUG24	08/06/2024	08/14/24	84.99
	84.99	91411891 542100	259 FERNCLIFF PRV TELEM GG-WTR-FAC-PHONE		
Invoice: 8490AUG24	273971	8490AUG24	08/03/2024	08/14/24	194.41
	194.41	91011189 542100	CH SECUIRTY ALARM MONIT GG-C/E-CITY HALL-PHONE		
Invoice: 9008AUG24	273972	9008AUG24	08/03/2024	08/14/24	84.99
	84.99	91421891 542100	VILLAGE SEWER PUMP GG-SWR-FAC-PHONE		
Invoice: 9952AUG24	273973	9952AUG24	08/03/2024	08/14/24	73.43
	73.43	91011189 542100	CH ELEVATOR SVC LINE GG-C/E-CITY HALL-PHONE		
			CHECK	361689 TOTAL:	1,232.08
361690 08/14/2024 PRTD 102 CITY OF BAINBRIDGE I	273294	RETREQ3-FINAL-00998	07/08/2024 20230046	08/14/24	1,525.00
Invoice: RETREQ3-FINAL-00998			ENG/RETAINAGE - SHADE COVENANT TREE REMOVAL		
	1,525.00	72011593 54110000998	SHADE COVENANT-PROF SVCS		
			CHECK	361690 TOTAL:	1,525.00
361691 08/14/2024 PRTD 10565 GANNETT MEDIA CORP	273980	0006540802	07/31/2024	08/14/24	407.44
Invoice: 0006540802			ENG,CC,PCD/KITSAP SUN ADS JUL 2024		
	207.60	63470586 544000	CUR-DEV-ZONING-ADV		
	13.32	72011182 54400001251	625 WINSLOW-ADV		
	27.92	11011113 544000	COUNCIL - LEGAL NOTICES		
	158.60	72334562 64400000968	C40-EAGLE HARBOR PH1-ADV		
			CHECK	361691 TOTAL:	407.44
361692 08/14/2024 PRTD 1505 KITSAP COUNTY TREASU	273986	JUL24	08/06/2024	08/14/24	29.13
Invoice: JUL24			OUT COURT REMIT JUL 2024		
	29.13	41612860 586000	CRIME VICTIMS-OUT		
			CHECK	361692 TOTAL:	29.13
361693 08/14/2024 PRTD 10497 PROCOM LLC	273996	110539	07/31/2024	08/14/24	156.00
Invoice: 110539			PW/OCCUPATIONAL HEALTH SCREENING		
	156.00	73637891 541100	PROFESSIONAL SERVICES		

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

					INVOICE DTL DESC			
					CHECK	361693 TOTAL:		156.00
361694	08/14/2024	PRTD	8129 SMARSH INC	274000	INV-201909	07/31/2024	08/14/24	83.45
Invoice: INV-201909					83.45 81011881 548500	IT/ARCHIVING CELL PHONE TEXT MESSAGES IT - C/E COMPUTER SUPPORT		
					CHECK	361694 TOTAL:		83.45
361695	08/14/2024	PRTD	8243 TILZ	274005	102-34726	08/06/2024	08/14/24	282.50
Invoice: 102-34726					282.50 73111423 531100	PW/BAINBRIDGE BOUNTY X5 OFFICE SUPPLIES		
					CHECK	361695 TOTAL:		282.50
361696	08/14/2024	PRTD	1485 VERIZON WIRELESS	274027	9970481288	08/01/2024	08/14/24	5,883.03
Invoice: 9970481288					51.46 91425358 542100	CITY WIDE WIRELESS SERVICES		
					154.38 91421891 542100	GG-WWTP-TELEPHONE/FAX		
					51.46 91411891 542100	GG-SWR-FAC-PHONE		
					51.46 91415345 542100	GG-WTR-FAC-PHONE		
					120.03 73411345 542100	GG-WTR ROCKAWAY-PHONES		
					5,454.24 91011189 542100	O&M-WTR MAINT-PHONE/POSTAGE GG-C/E-CITY HALL-PHONE		
					CHECK	361696 TOTAL:		5,883.03
361697	08/14/2024	PRTD	938 WA ST DEPT OF HEALTH	274029	07138F-24	08/09/2024	08/14/24	248.90
Invoice: 07138F-24					248.90 73637892 549100	PW/2024 OPERATING PERMIT, CERTIFICATION FEES O&M-ALLOC-WTR-DUES/SUBSCR		
					CHECK	361697 TOTAL:		248.90
361698	08/14/2024	PRTD	2251 WA ST TREASURER	274031	JUL24 SBCC	08/06/2024	08/14/24	386.00
Invoice: JUL24 SBCC					386.00 41652860 586000	OUT COURT REMIT SBCC JUN 2024 SBCC BLDG.-OUT		
					274032 JUL24	08/06/2024	08/14/24	2,427.44
Invoice: JUL24					932.32 41611860 586000	OUT COURT REMIT JUL 2024		
					545.11 41610860 586000	PSEA 60% OUT		
					.39 41619860 586000	PSEA 30% OUT		
					176.03 41619860 586886	PSEA 3 - STATE DISB OUT		
					88.11 41616860 586000	ST GENERAL FUND 93-OUT		
					409.89 41614860 586000	THEFT PRV&TR BRAIN INJ-OUT		
					88.07 41618860 586000	JUDICIAL INFO SYST.-OUT		
					.69 41618860 586000	TRAUMA CARE-OUT		
					.43 41618860 586000	TRAUMA CARE-OUT		
					2.48 41618860 586000	TRAUMA CARE-OUT		

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC									
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38.88	41616860	586812	ACCESS COMM ACCT
38.89	41616860	586813	MULTIMODAL ACCT
106.15	41618860	586896	DOL TECH SUPPORT-OUT

CHECK 361698 TOTAL: 2,813.44

NUMBER OF CHECKS 13 *** CASH ACCOUNT TOTAL *** 16,690.21

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	13	16,690.21

*** GRAND TOTAL *** 16,690.21

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2024	8	126											
APP	001-213000				08/14/2024	08/14/24	081424			GENERAL - ACCOUNTS PAYABLE		7,927.45	
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				08/14/2024	08/14/24	081424			CASH			16,690.21
										AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000				08/14/2024	08/14/24	081424			ACCOUNTS PAYABLE		4,208.20	
										AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000				08/14/2024	08/14/24	081424			ACCOUNTS PAYABLE		575.16	
										AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000				08/14/2024	08/14/24	081424			ACCOUNTS PAYABLE		290.83	
										AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000				08/14/2024	08/14/24	081424			ACCOUNTS PAYABLE		158.60	
										AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000				08/14/2024	08/14/24	081424			ACCOUNTS PAYABLE		2,842.57	
										AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000				08/14/2024	08/14/24	081424			ACCOUNTS PAYABLE		404.90	
										AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000				08/14/2024	08/14/24	081424			STREETS - ACCOUNTS PAYABLE		282.50	
										AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL												16,690.21	16,690.21
APP	631-130000				08/14/2024	08/14/24	081424			DUE TO/FROM CLEARING		16,285.31	
APP	001-130000				08/14/2024	08/14/24	081424			GENERAL - DUE TO/FROM CLEARING			7,927.45
APP	407-130000				08/14/2024	08/14/24	081424			DUE TO/FROM CLEARING			4,208.20
APP	401-130000				08/14/2024	08/14/24	081424			DUE TO/FROM CLEARING			575.16
APP	402-130000				08/14/2024	08/14/24	081424			DUE TO/FROM CLEARING			290.83
APP	301-130000				08/14/2024	08/14/24	081424			DUE TO/FROM CLEARING			158.60
APP	650-130000				08/14/2024	08/14/24	081424			DUE TO/FROM CLEARING			2,842.57
APP	101-130000				08/14/2024	08/14/24	081424			STREETS - DUE TO/FROM CLEARING			282.50
SYSTEM GENERATED ENTRIES TOTAL												16,285.31	16,285.31
JOURNAL 2024/08/126 TOTAL												32,975.52	32,975.52

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 8	126	08/14/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	7,927.45	7,927.45
				FUND TOTAL	7,927.45	7,927.45
101 STREET FUND 101-130000 101-213000	2024 8	126	08/14/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	282.50	282.50
				FUND TOTAL	282.50	282.50
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 8	126	08/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	158.60	158.60
				FUND TOTAL	158.60	158.60
401 WATER OPERATING FUND 401-130000 401-213000	2024 8	126	08/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	575.16	575.16
				FUND TOTAL	575.16	575.16
402 SEWER OPERATING FUND 402-130000 402-213000	2024 8	126	08/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	290.83	290.83
				FUND TOTAL	290.83	290.83
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 8	126	08/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,208.20	4,208.20
				FUND TOTAL	4,208.20	4,208.20
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 8	126	08/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	16,285.31 404.90	16,690.21
				FUND TOTAL	16,690.21	16,690.21
650 AGENCY FUND 650-130000 650-213000	2024 8	126	08/14/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,842.57	2,842.57
				FUND TOTAL	2,842.57	2,842.57

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		7,927.45
101	STREET FUND		282.50
301	CAPITAL CONSTRUCTION FUND		158.60
401	WATER OPERATING FUND		575.16
402	SEWER OPERATING FUND		290.83
407	BUILDING & DEVELOPMENT FUND		4,208.20
631	CLEARING FUND	16,285.31	
650	AGENCY FUND		2,842.57
TOTAL		16,285.31	16,285.31

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



CITY OF
BAINBRIDGE ISLAND

PAYROLL REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

PAYROLL CHECK RUN: 08 - 20 - 2024

Run Type	Date	Check # Sequence	Comments	Amount
Normal	8/5/2024	110485-110493	Vendor check run (Paper Checks)	\$364,154.25
Normal	8/20/2024	61763-61906	Regular check run (Direct Dep)	\$430,418.44
EFTPS	8/20/2024	EFTPS	Federal Tax Electronic Transfer	\$160,297.42
EFT	8/20/2024	ACH	DSHS	\$147.08
Normal	8/20/2024	110494-110501	Vendor check run (Paper Checks)	\$134,605.09
			TOTAL:	\$ 1,089,622.28

Prepared and Reviewed by: 
DeAnna Houser, Payroll Specialist

Date 08/19/2024

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.


Carrie Freitas, Budget Manager

Date 8/19/2024



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS
CHECK RUN DATE: 08/21/2024

Last check from previous run: 361698 dated 8/14/2024 issued to WA ST Treasurer for \$2,813.44

Last ACH from previous run: 4361 dated 8/15/2024 issued to Westbay Auto Parts for \$127.97

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Manual ACH	08/20/2024	4362	City of Bainbridge Island/Utility billing - Aug. 2024	\$ 11,492.68
Manual ACH	08/20/2024	4363	WA State DOR/Excise taxes - Jul. 2024	\$ 19,846.22
Regular Run Checks	08/21/2024	361699-361715	Total Regular Check Run	\$ 61,149.96
Regular Run ACH	08/22/2024	4364-4404	Total Regular ACH Run	\$ 669,972.29
			Total Disbursements	\$ 762,461.15

Retainage Release	08/15/2024	231	Geostabilization International/Yeomalt Point Dr slide	7,440.93
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

8/21/2024

Date

A/P CASH DISBURSEMENTS JOURNAL



CASH ACCOUNT: 628		111100		CASH-RETAINAGE													
CHECK NO	CHK	DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET						
INVOICE DTL DESC																	
231	08/15/2024	PRTD	9906	GEOSTABILIZATION	INT	274070	RETREL-01166	08/14/2024		RT081424	7,440.93						
Invoice: RETREL-01166								RET REL YEOMALT POINT DR	SLIDE REPAIR								
						7,440.93	41628860 586000	RETAINAGE RELEASE									
										CHECK	231 TOTAL:	7,440.93					
NUMBER OF CHECKS								1	*** CASH ACCOUNT TOTAL ***				7,440.93				
								COUNT	AMOUNT								
TOTAL PRINTED CHECKS								1	7,440.93								
												*** GRAND TOTAL ***	7,440.93				

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT		EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2024	8	135									
APP	622-213000		08/15/2024	RT081424	081524			ACCOUNTS PAYABLE		7,440.93	
								AP CASH DISBURSEMENTS JOURNAL			
APP	628-111100		08/15/2024	RT081424	081524			CASH-RETAINAGE			7,440.93
								AP CASH DISBURSEMENTS JOURNAL			
								JOURNAL 2024/08/135	TOTAL	7,440.93	7,440.93

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2024	8	135	08/15/2024			
	622-213000					ACCOUNTS PAYABLE	7,440.93	
	628-111100					CASH-RETAINAGE		7,440.93
FUND TOTAL							7,440.93	7,440.93

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

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
4362	08/20/2024	MANL	103 CITY OF BAINBRIDGE I	274183	10717AUG24		
Invoice: 10717AUG24							
		93.72	91011722 547500	08/01/2024		UBAUG24	93.72
				1270 MADISON LIBRARY			
				GG-C/E-LIBRARY-COBI WTR/SWR			
		274184	0727AUG24	08/01/2024		UBAUG24	2,571.78
Invoice: 0727AUG24							
		2,571.78	91011722 547500	08/01/2024		UBAUG24	2,571.78
				1270 MADISON LIBRARY			
				GG-C/E-LIBRARY-COBI WTR/SWR			
		274185	11015AUG24	08/01/2024		UBAUG24	2,632.76
Invoice: 11015AUG24							
		2,632.76	91425358 547500	08/01/2024		UBAUG24	2,632.76
				1220 DONALD PLACE			
				GG-WWTP-WATER/SEWER			
		274186	11122AUG24	08/01/2024		UBAUG24	61.90
Invoice: 11122AUG24							
		61.90	91011215 547500	08/01/2024		UBAUG24	61.90
				625 WINSLOW WAY			
				GG-C/E-PD-COBI WTR/SWR			
		274187	11762AUG24	08/01/2024		UBAUG24	39.68
Invoice: 11762AUG24							
		39.68	91011768 547500	08/01/2024		UBAUG24	39.68
				WINLSO WAY-DRINKG FNTN			
				GG-C/E-PARKS-WTR/SWR			
		274188	11805AUG24	08/01/2024		UBAUG24	415.26
Invoice: 11805AUG24							
		415.26	91011768 547500	08/01/2024		UBAUG24	415.26
				RAINBRINGER IRRIGATION METER			
				GG-C/E-PARKS-WTR/SWR			
		274189	11806AUG24	08/01/2024		UBAUG24	13.02
Invoice: 11806AUG24							
		13.02	91011768 547500	08/01/2024		UBAUG24	13.02
				MADISON & HIGH SCHOOL IRRIGATION			
				GG-C/E-PARKS-WTR/SWR			
		274190	11982AUG24	08/01/2024		UBAUG24	1,767.62
Invoice: 11982AUG24							
		1,767.62	91011189 547500	08/01/2024		UBAUG24	1,767.62
				280 MADISON AVE N			
				GG-C/E-CITY HALL-COBI WTR/SWR			
		274191	11983AUG24	08/01/2024		UBAUG24	1,331.36
Invoice: 11983AUG24							
		1,331.36	91011189 547500	08/01/2024		UBAUG24	1,331.36
				CITY HALL IRRIGATION METER			
				GG-C/E-CITY HALL-COBI WTR/SWR			
		274192	12754AUG24	08/01/2024		UBAUG24	524.12
Invoice: 12754AUG24							
		524.12	91011768 547500	08/01/2024		UBAUG24	524.12
				BLACKBIRD IRRIGATION METER			
				GG-C/E-PARKS-WTR/SWR			
		274193	12893AUG24	08/01/2024		UBAUG24	776.78
Invoice: 12893AUG24							
		474.70	91011215 547500	08/01/2024		UBAUG24	776.78
		302.08	91011255 547500	08/01/2024		UBAUG24	776.78
				8804 MADISON AVE N			
				GG-C/E-PD-COBI WTR/SWR			
				GG-C/E-COURT BLDG-WTR/SWR			
		274194	12894AUG24	08/01/2024		UBAUG24	17.14
Invoice: 12894AUG24							
		10.47	91011215 547500	08/01/2024		UBAUG24	17.14
		6.67	91011255 547500	08/01/2024		UBAUG24	17.14
				8804 MADISON AVE N			
				GG-C/E-PD-COBI WTR/SWR			
				GG-C/E-COURT BLDG-WTR/SWR			
		274195	13145AUG24	08/01/2024		UBAUG24	594.06
Invoice: 13145AUG24							
				HWY 305 - STO TRAIL			

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
				594.06	91111262 547500	GG-STREETS-TRAILS-CITY	WTR/SWR		
Invoice: 13227AUG24				274196	13227AUG24	08/01/2024		UBAUG24	93.96
						OLYMPIC DR SE			
				93.96	91111262 547500	GG-STREETS-TRAILS-CITY	WTR/SWR		
Invoice: 13291AUG24				274197	13291AUG24	08/01/2024		UBAUG24	559.52
						OLYMPIC IMPROVEMENT METER			
				559.52	91111262 547500	GG-STREETS-TRAILS-CITY	WTR/SWR		
CHECK								4362 TOTAL:	11,492.68
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***			11,492.68
						COUNT	AMOUNT		
TOTAL MANUAL CHECKS						1	11,492.68		
								*** GRAND TOTAL ***	11,492.68

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2024	8	210											
APP	001-213000				08/20/2024	UBAUG24	082024			GENERAL - ACCOUNTS PAYABLE		7,612.38	
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				08/20/2024	UBAUG24	082024			CASH			11,492.68
										AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000				08/20/2024	UBAUG24	082024			ACCOUNTS PAYABLE		2,632.76	
										AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000				08/20/2024	UBAUG24	082024			STREETS - ACCOUNTS PAYABLE		1,247.54	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		11,492.68	11,492.68
APP	631-130000				08/20/2024	UBAUG24	082024			DUE TO/FROM CLEARING		11,492.68	
APP	001-130000				08/20/2024	UBAUG24	082024			GENERAL - DUE TO/FROM CLEARING			7,612.38
APP	402-130000				08/20/2024	UBAUG24	082024			DUE TO/FROM CLEARING			2,632.76
APP	101-130000				08/20/2024	UBAUG24	082024			STREETS - DUE TO/FROM CLEARING			1,247.54
										SYSTEM GENERATED ENTRIES TOTAL		11,492.68	11,492.68
										JOURNAL 2024/08/210 TOTAL		22,985.36	22,985.36

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2024	8	210	08/20/2024			
001-130000					GENERAL - DUE TO/FROM CLEARING		7,612.38
001-213000					GENERAL - ACCOUNTS PAYABLE	7,612.38	
					FUND TOTAL	7,612.38	7,612.38
101 STREET FUND	2024	8	210	08/20/2024			
101-130000					STREETS - DUE TO/FROM CLEARING		1,247.54
101-213000					STREETS - ACCOUNTS PAYABLE	1,247.54	
					FUND TOTAL	1,247.54	1,247.54
402 SEWER OPERATING FUND	2024	8	210	08/20/2024			
402-130000					DUE TO/FROM CLEARING		2,632.76
402-213000					ACCOUNTS PAYABLE	2,632.76	
					FUND TOTAL	2,632.76	2,632.76
631 CLEARING FUND	2024	8	210	08/20/2024			
631-130000					DUE TO/FROM CLEARING	11,492.68	
635-111100					CASH		11,492.68
					FUND TOTAL	11,492.68	11,492.68

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		7,612.38
101	STREET FUND		1,247.54
402	SEWER OPERATING FUND		2,632.76
631	CLEARING FUND		
		11,492.68	
TOTAL		11,492.68	11,492.68

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

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE

PO

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				INVOICE DTL DESC					
4363	08/20/2024	MANL	124 WA ST DEPT OF REVENU	274199	JUL24	08/19/2024	ETJUL24	19,846.22	
Invoice: JUL24				JULY 2024 EXCISE TAXES					
				543.51	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				8,225.99	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				30.18	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				9.45	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				6.93	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				145.81	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
				9,792.65	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				843.27	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				5.63	73011831 53110000724	PD/COURT BLDG NON-CAP-SUPPLIES			
				109.98	31011131 53110001359	VOLUNTEER APPR EVENT-SUPPLIES			
				20.28	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
				5.33	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
				57.48	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
				-17.01	73011831 53110000724	PD/COURT BLDG NON-CAP-SUPPLIES			
				40.94	51011211 53110000649	NAT'L NIGHT OUT-SUPPLIES			
				25.80	73425358 531100	O&M-WWTP-SUPPLIES			
				CHECK		4363 TOTAL:			19,846.22
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			19,846.22
						COUNT	AMOUNT		
TOTAL MANUAL CHECKS						1	19,846.22		
						*** GRAND TOTAL ***			19,846.22

CLERK: jkines

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 8	211	08/20/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	165.15	165.15
				FUND TOTAL	165.15	165.15
101 STREET FUND 101-130000 101-213000	2024 8	211	08/20/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	57.48	57.48
				FUND TOTAL	57.48	57.48
401 WATER OPERATING FUND 401-130000 401-213000	2024 8	211	08/20/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,352.54	10,352.54
				FUND TOTAL	10,352.54	10,352.54
402 SEWER OPERATING FUND 402-130000 402-213000	2024 8	211	08/20/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,125.24	9,125.24
				FUND TOTAL	9,125.24	9,125.24
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 8	211	08/20/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	145.81	145.81
				FUND TOTAL	145.81	145.81
631 CLEARING FUND 631-130000 635-111100	2024 8	211	08/20/2024	DUE TO/FROM CLEARING CASH	19,846.22	19,846.22
				FUND TOTAL	19,846.22	19,846.22

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		165.15
101	STREET FUND		57.48
401	WATER OPERATING FUND		10,352.54
402	SEWER OPERATING FUND		9,125.24
403	STORM & SURFACE WATER FUND		145.81
631	CLEARING FUND		
		19,846.22	
TOTAL		19,846.22	19,846.22

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

CITY OF BAINBRIDGE ISLAND

REGULAR 8/21/24 JK



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A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
4364	08/22/2024 EFT	5	ACE HARDWARE	274038	56589	08/07/2024 08/21/24	42.57
	Invoice: 56589					PW/SMARTSEED PNW MIX, BULB LED 18W	
		42.57	73421355 531100			WIN COLL-SUPPLIES	
	Invoice: 56591	274039	56591	08/07/2024		08/21/24	28.35
		28.35	73011831 53110000724			PW/COUPLE COMP, TEE COMP, ELBOW 90DEG COMP	
						PD/COURT BLDG NON-CAP-SUPPLIES	
	Invoice: 56594	274040	56594	08/08/2024		08/21/24	22.67
		22.67	73011183 531100			PW/DRYWALL REPAIR CLIPS, WALL REPAIR FABRIC	
						O&M-C/E-CH FAC-SUPPLIES	
	Invoice: 56595	274041	56595	08/08/2024		08/21/24	61.13
		61.13	73011768 531100			PW/SPRINKL POP-UP 4" 50' X2	
						O&M-C/E-PARKS-SUPPLIES	
	Invoice: 56600	274042	56600	08/08/2024		08/21/24	48.69
		48.69	73011183 531100			PW/SPRAY BOTTLE, CLOTH PLUMBER, FASTENERS	
						O&M-C/E-CH FAC-SUPPLIES	
	Invoice: 56608	274043	56608	08/08/2024		08/21/24	22.84
		22.84	73011768 531100			PW/INSERT COUPLIN, COUPL FUNNYPIPE	
						O&M-C/E-PARKS-SUPPLIES	
	Invoice: 56609	274044	56609	08/08/2024		08/21/24	9.80
		9.80	73011768 531100			PW/ELBOW 3/4"MX3/8" FUNNYPIPE	
						O&M-C/E-PARKS-SUPPLIES	
	Invoice: 56383	274071	56383	07/11/2024		08/21/24	27.29
		27.29	73011189 531100			PW/LINE TRIMR .105 PROF165'	
						O&M - C/E FACIL OFC SUPPLIES	
	Invoice: 56411	274072	56411	07/15/2024		08/21/24	20.73
		20.73	73111290 531100			PW/JIGSAW BLD 3" 14T, 24T 3PK	
						O&M-STREET-MAINT O/H-SUPPLIES	
	Invoice: 56612	274073	56612	08/09/2024		08/21/24	7.43
		7.43	73011897 531100			PW/FASTENERS	
						O&M-C/E-PWY FAC-SUPPLIES	
	Invoice: 56626	274074	56626	08/13/2024		08/21/24	188.82
		188.82	73415345 531100			PW/PRIME SEALR, ROLLER FRAME 7", TRAYSET	
						OFFICE SUPPLIES	
	Invoice: 56627	274075	56627	08/13/2024		08/21/24	45.21
		45.21	73011768 531100			PW/VARNISH EXT SAT, PAINT BRUSH FOAM 4"W	
						O&M-C/E-PARKS-SUPPLIES	
	Invoice: 56605	274086	56605	08/08/2024		08/21/24	27.22
		27.22	72431832 53110001277			ENG/PRO SPRAY BOTTLE, BIT DRILL, TOWELS, FASTENERS	
						MONSANTO PCB SETTLEMENT-SUPPLY	

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

						CHECK	4364 TOTAL:	552.75
4365 08/22/2024 EFT	55 SOUND PUBLISHING, IN	274139	8144005	07/31/2024	08/21/24			1,115.00
Invoice: 8144005				POL/FULL PAGE AD NATIONAL NIGHT OUT				
		1,115.00	51011211 54400000649	NAT'L NIGHT OUT-ADVERTISING				
				CHECK	4365 TOTAL:			1,115.00
4366 08/22/2024 EFT	8889 BAINBRIDGE ARTISAN R	274077	2024-Q2-3	07/02/2024	08/21/24			5,964.78
Invoice: 2024-Q2-3				EX/2024-2025 BARN CULTURAL FUNDIN				
		5,964.78	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES				
				CHECK	4366 TOTAL:			5,964.78
4367 08/22/2024 EFT	64 BAINBRIDGE ISLAND AR	274076	2024-Q2	08/09/2024	08/21/24			8,863.14
Invoice: 2024-Q2				EX/SOMETHING NEW REIMBURSEMENT				
		8,863.14	31024759 54110001283	SOMETHING NEW PH6-PROF SVCS				
				CHECK	4367 TOTAL:			8,863.14
4368 08/22/2024 EFT	360 BUILDERS FIRSTSOURCE	274045	89456442	08/01/2024	08/21/24			88.68
Invoice: 89456442				PW/POWER GRAB CONST ADHESIVE, CAULK GUN 9"				
		88.68	73011182 53110001251	625 WINSLOW-AFF HSG-SUPPLIES				
				CHECK	4368 TOTAL:			88.68
4369 08/22/2024 EFT	9019 CITIES DIGITAL, INC.	274049	60933	07/26/2024	08/21/24			2,110.06
Invoice: 60933				IT/ADDITIONAL LASERFICHE FULL LICENSES FOR COURT				
		2,110.06	81011881 548500	IT - C/E COMPUTER SUPPORT				
				CHECK	4369 TOTAL:			2,110.06
4370 08/22/2024 EFT	10374 ASGN INCORPORATED	274167	005211191	07/17/2024	08/21/24			836.00
Invoice: 005211191				EX/W-E 7/14/24 MICHAEL MCKEOGH SERVICES				
		836.00	31011572 541100	EX-GF-OUTREACH-PROF SVCS				
Invoice: 005211228				07/22/2024	08/21/24			616.00
		274168	005211228	EX/W-E 7/21/24 MICHAEL MCKEOGH SERVICES				
		616.00	31011572 541100	EX-GF-OUTREACH-PROF SVCS				
Invoice: 005211229				07/22/2024	08/21/24			112.50
		274169	005211229	EX/W-E 7/14/24 GWENDOLYN WOOD SERVICES				
		112.50	31011572 54110001015	NEWSLETTER-PROF SVCS				
Invoice: 005211312				07/29/2024	08/21/24			765.00
		274170	005211312	EX/W-E 7/21/24 GWENDOLYN WOOD SERVICES				

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC							
		765.00	31011572 54110001015	NEWSLETTER-PROF SVCS			
Invoice: 005211440		274171	005211440	08/05/2024		08/21/24	157.50
				EX/W-E 7/28/24	GWENDOLYN WOOD SERVICES		
		157.50	31011572 54110001015	NEWSLETTER-PROF SVCS			
				CHECK	4370	TOTAL:	2,487.00
4371 08/22/2024 EFT	10190 DTG ENTERPRISES INC	274051	29059379	08/12/2024		08/21/24	236.02
Invoice: 29059379				PW/PORTABLE RESTROOM RENTALS			
		118.01	73435838 545000	O&M-DECANT-RENTS			
		118.01	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
				CHECK	4371	TOTAL:	236.02
4372 08/22/2024 EFT	8996 EDINGER ASSOCIATES P	274052	9530	08/12/2024		08/21/24	990.00
Invoice: 9530				LEGAL/KKOL LICENSING JUL 2024			
		990.00	32011152 54111100955	CHALLENGE KKOL RADIO STATION			
				CHECK	4372	TOTAL:	990.00
4373 08/22/2024 EFT	4639 ENNIS-FLINT, INC.	272284	282535	05/09/2024		08/21/24	-4.00
Invoice: 282535				PW/OVERCHARGE ON FREIGHT/SHIPPING			
		-4.00	73111264 53110000908	PAVEMENT MARKINGS-SUPPLY			
Invoice: 284518		274053	284518	07/31/2024		08/21/24	199.37
				PW/MAGNUM REGULATOR, TORCH HOSE			
		199.37	73111264 53110000908	PAVEMENT MARKINGS-SUPPLY			
				CHECK	4373	TOTAL:	195.37
4374 08/22/2024 EFT	2646 FINANCIAL CONSULTANT	274084	18299	08/13/2024		08/21/24	130.92
Invoice: 18299				POL/MZL TIMER			
		130.92	53011212 548100	POLICE - C/E PATROL MAINTENANC			
				CHECK	4374	TOTAL:	130.92
4375 08/22/2024 EFT	1953 FERGUSON ENTERPRISES	274085	0046322	08/12/2024		08/21/24	277.52
Invoice: 0046322				PW/WATER SUPPLIES			
		277.52	73411345 531100	OFFICE SUPPLIES			
Invoice: 0050141		274087	0050141	08/12/2024		08/21/24	780.07
				PW/WATER SUPPLIES			
		780.07	73421355 531100	WIN COLL-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

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INVOICE DTL DESC

						CHECK	4375 TOTAL:	1,057.59
4376 08/22/2024 EFT	8520 FRANCISCAN MEDICAL G	274140	OMF6 JUL24	08/15/2024	08/21/24			75.00
Invoice: OMF6 JUL24		75.00	53011212 541100	POL/OCCUPATIONAL HEALTH TESTING				
				POLICE - C/E PATROL PROF SVCS				
				CHECK	4376 TOTAL:			75.00
4377 08/22/2024 EFT	513 GRAINGER	274089	9211328100	08/09/2024	08/21/24			293.61
Invoice: 9211328100		293.61	73425358 531100	PW/TUBING 50 FT, GREASE 5.5 OZ LUBRICANT				
				O&M-WWTP-SUPPLIES				
Invoice: 9213779805		274090	9213779805	08/13/2024	08/21/24			215.81
		215.81	73425358 531100	PW/FUSE CLASS CC/CD 4A CCMR SERIES				
				O&M-WWTP-SUPPLIES				
Invoice: 9214427172		274091	9214427172	08/13/2024	08/21/24			109.74
		109.74	73425358 531100	PW/ABSORBENT SOCK UNIVERSAL 3 FT 6"				
				O&M-WWTP-SUPPLIES				
				CHECK	4377 TOTAL:			619.16
4378 08/22/2024 EFT	10439 KELLEY CREATE CO	274059	37197027	08/12/2024	08/21/24			318.86
Invoice: 37197027		318.86	72011321 545000	ENG/COPIER LEASE				
				ENG - C/E ADMIN RENTS & LEASES				
Invoice: 37197026		274095	37197026	08/12/2024	08/21/24			316.68
		316.68	61470581 545000	PCD/COPIER LEASE				
				PCD - DEV ADMIN RENTS & LEASES				
Invoice: 37197028		274096	37197028	08/12/2024	08/21/24			361.46
		361.46	61470581 545000	PCD/COPIER LEASE				
				PCD - DEV ADMIN RENTS & LEASES				
				CHECK	4378 TOTAL:			997.00
4379 08/22/2024 EFT	9852 KISSLER ENTERPRISES	274097	11301	07/31/2024	08/21/24			8,090.00
Invoice: 11301		8,090.00	73425358 54790100551	PW/WWTP BIOSOLIDS HAULING TO BARR TECH				
				BIOSOLIDS WASTE DISPOSAL				
				CHECK	4379 TOTAL:			8,090.00
4380 08/22/2024 EFT	1851 KRAZAN & ASSOCIATES	274172	INV J604697-5873	07/31/2024	08/21/24			4,445.00
Invoice: INV J604697-5873		4,445.00	72111421 54110001330	ENG/ON CALL TESTING SERVICES				
				2024 ANNUAL ROADS PRGM-PRO SVC				

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
						CHECK	4380	TOTAL:	4,445.00
4381	08/22/2024	EFT	6577 LAKESIDE INDUSTRIES	274098	283692	08/10/2024		08/21/24	652.09
	Invoice: 283692					PW/SHINE ASPHALT PLANT 6.95 TONS			
				652.09	73111423 531100	OFFICE SUPPLIES			
						CHECK	4381	TOTAL:	652.09
4382	08/22/2024	EFT	5011 LEXISNEXIS RISK SOLU	274099	1272084-20240731	07/31/2024		08/21/24	218.40
	Invoice: 1272084-20240731					POL/MONTHLY SUBSCRIPTION			
				218.40	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
						CHECK	4382	TOTAL:	218.40
4383	08/22/2024	EFT	5262 LIDEN LAND DEV & EXC	274061	PAYREQ1-01089	08/05/2024		08/21/24	88,998.71
	Invoice: PAYREQ1-01089					ENG/GROW AVENUE TRAFFIC CALMING			
				88,998.71	72321953 66300001089	GROW TRAFFIC CALMING-CONSTR			
						CHECK	4383	TOTAL:	88,998.71
4384	08/22/2024	EFT	5607 LMN ARCHITECTS	274062	64272	04/24/2024		08/21/24	7,268.55
	Invoice: 64272					PCD/PROFESSIONAL SERVICES MAR 2024			
				7,268.55	64011586 54110001242	WINSLOW SUBAREA PLAN-PROF SVCS			
				274063	64428	06/25/2024		08/21/24	712.80
	Invoice: 64428					PCD/PROFESSIONAL SERVICES MAY 2024			
				712.80	64011586 54110001242	WINSLOW SUBAREA PLAN-PROF SVCS			
						CHECK	4384	TOTAL:	7,981.35
4385	08/22/2024	EFT	10193 MEYERS EMERGENCY MAN	274064	INV-000031	07/31/2024		08/21/24	15,000.00
	Invoice: INV-000031					EX/6 PALLETS EMERGENCY WATER HUBS TRAILERS			
				15,000.00	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
						CHECK	4385	TOTAL:	15,000.00
4386	08/22/2024	EFT	2574 NATIONAL BARRICADE C	274066	314514	07/31/2024		08/21/24	2,244.06
	Invoice: 314514					PW/POST 14GA GALV SQUARE PERF 2"x2"x10'			
				2,244.06	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
				274067	314515	07/31/2024		08/21/24	1,058.15
	Invoice: 314515					PW/ALUMINUM ROAD SIGNS			
				1,058.15	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
				274068	314516	07/31/2024		08/21/24	828.83
	Invoice: 314516					PW/ALUMINUM ROAD SIGNS			

A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC							
		828.83	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 314517		274100	314517	07/31/2024		08/21/24	4,242.42
		4,242.42	73111264 531100	PW/FLEXIBLE GUIDE POST 48", 27" SINGLE CURVE			
				O&M-STREET-TRAF CONTROL-SUPPLY			
				CHECK	4386	TOTAL:	8,373.46
4387 08/22/2024 EFT	8581 GOVERNMENTJOBS.COM,	274101	INV-43164	11/28/2024		08/21/24	5,748.29
Invoice: INV-43164				IT/BIDDLE ONLINE TESTING MODULE			
		5,748.29	81011881 548500	IT - C/E COMPUTER SUPPORT			
				CHECK	4387	TOTAL:	5,748.29
4388 08/22/2024 EFT	2430 OGDEN MURPHY WALLACE	274103	895154	08/12/2024		08/21/24	77,232.68
Invoice: 895154				LEGAL/PROFESSIONAL SERVICES JUL 2024			
		284.50	32471152 54111401217	HEX-GERLACH BLD PRMT (OMW-HEX)			
		78.00	32470152 54111100897	PRES RESP SHORE(CT OF APPEALS)			
		764.40	32470152 54111101306	LIT-GERLACH CLAIM FOR DAMAGES			
		398.28	34470586 54111101352	2024 GERLACH LUPA APPEAL SUP			
		26,839.80	32470152 54111101357	HEX-SPERLING APPEAL			
		78.00	32011152 54111001046	LGL-PSE FRANCHISE			
		1,119.80	32011152 54111001131	ETHICS BOARD LEGAL ADVISOR			
		1,794.00	32011541 54111001270	GEN'L PRR WORK-OUTSIDEATTORNEY			
		45,875.90	32011541 54111001298	CITY ATTORNEY			
				CHECK	4388	TOTAL:	77,232.68
4389 08/22/2024 EFT	10011 PACIFICA LAW GROUP L	274104	91810	08/06/2024		08/21/24	6,300.39
Invoice: 91810				EX/PROFESSIONAL SERVICES JUL 2024			
		6,300.39	31011551 54111001251	625 WINSLOW-AFF HSG-LEGAL ADV			
				CHECK	4389	TOTAL:	6,300.39
4390 08/22/2024 EFT	6333 PETROCARD INC.	274106	0528475-IN	08/08/2024		08/21/24	3,308.26
Invoice: 0528475-IN				PW/DIESEL & REGULAR FUEL			
		1,390.36	73638893 532000	O&M-FUEL USE-ALLOCATION			
		1,917.90	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
				CHECK	4390	TOTAL:	3,308.26
4391 08/22/2024 EFT	8922 REXEL USA INC.	274107	5K07618	08/07/2024		08/21/24	668.72
Invoice: 5K07618				PW/ELECTRICAL SUPPLIES			
		668.72	73011768 531100	O&M-C/E-PARKS-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635			111100		CASH											
CHECK NO	CHK	DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET					
INVOICE DTL DESC																
										CHECK	4391 TOTAL:	668.72				
4392	08/22/2024	EFT		9349	PROPANE NORTHWEST	274108	1514219032	08/06/2024		08/21/24	420.25					
		Invoice: 1514219032														
						420.25	91011897 547200	PROPANE 241.30 GALLONS								
						GG-C/E-O&M YARD FAC-PROPANE										
										CHECK	4392 TOTAL:	420.25				
4393	08/22/2024	EFT		6685	REGIONAL DISPOSAL CO	274115	0000001333	07/31/2024		08/21/24	1,103.39					
		Invoice: 0000001333														
						1,103.39	73425358 54790100551	PW/BIO SOLIDS DISPOSAL CHARGES								
						BIOSOLIDS WASTE DISPOSAL										
										CHECK	4393 TOTAL:	1,103.39				
4394	08/22/2024	EFT		9910	SEIDL, MICHAEL TIMOT	274142	2231	08/05/2024		08/21/24	4,225.00					
		Invoice: 2231														
						4,225.00	31011572 54110001184	EX/VIDEO PRODUCTION AND PHOTOGRAP								
						CITY MNGR VIDEO UPDATE-PROF SV										
										CHECK	4394 TOTAL:	4,225.00				
4395	08/22/2024	EFT		8744	SOUND PACIFIC CONSTR	274113	PAYREQ4-1088-1100	08/08/2024		08/21/24	312,946.42					
		Invoice: PAYREQ4-1088-1100														
						287,417.64	72334561 66300001088	ENG/MAD AVE NMI & VILLAGE BASIN IM								
						25,528.78	72423434 66300001100	MAD AVE NM IMPR-CONSTR								
						BUNDLED MAD AVE SWR-CONSTR										
										CHECK	4395 TOTAL:	312,946.42				
4396	08/22/2024	EFT		8132	SPECTRA LABORATORIES	274116	24-06389	08/12/2024		08/21/24	30.00					
		Invoice: 24-06389														
						30.00	73011897 54110000391	PW/TOTAL COLIFORM, E COLI TESTING								
						LAB SVCS-PWY FAC										
		Invoice: 24-06390														
						90.00	73411345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING								
						LAB SVCS-WATER										
		Invoice: 24-06431														
						933.00	73411345 54110000391	08/13/2024		08/21/24	933.00					
						PW/VOC WA TESTING										
						LAB SVCS-WATER										
		Invoice: 24-06487														
						434.00	73425358 54110000391	08/14/2024		08/21/24	434.00					
						PW/TKN, NITRATE, CBOD, AMMONIA TESTING										
						LAB & TESTING SVCS-WWTP										
		Invoice: 24-06535														
						30.00	73415345 54110000391	08/15/2024		08/21/24	30.00					
						PW/TOTAL COLIFORM, E COLI TESTING										
						LAB SVCS-WATER ROCKAWAY										

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 24-06536				274146	24-06536	08/15/2024		08/21/24	90.00
				90.00	73411345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING LAB SVCS-WATER			
						CHECK	4396	TOTAL:	1,607.00
4397	08/22/2024 EFT	2467	STAPLES	274119	7001591826	07/31/2024		08/21/24	62.78
Invoice: 7001591826				62.78	61011581 531100	PCD/COPY PAPER PCD - C/E ADMIN SUPPLIES			
Invoice: 7001591812				274120	7001591812	07/31/2024		08/21/24	139.08
				139.08	73637891 531100	PW/BLACK TONER, PAPER OFFICE SUPPLIES			
						CHECK	4397	TOTAL:	201.86
4398	08/22/2024 EFT	4576	TETRA TECH INC	274121	52283851	08/08/2024		08/21/24	22,122.95
Invoice: 52283851				22,122.95	72423434 64110001106	ENG/WINSLOW WWTP UPGRADE DESIGN WWTP OUTFALL EXT-PROF SVCS			
Invoice: 52288405				274122	52288405	08/15/2024		08/21/24	37,142.82
				37,142.82	72423434 64110001187	ENG/WINSLOW WWTP UPGRADE DESIGN WWTP CAPACITY UPGR-PROF SVCS			
						CHECK	4398	TOTAL:	59,265.77
4399	08/22/2024 EFT	10124	THUILLIER, JENNIFER	274147	202446	07/31/2024		08/21/24	1,502.00
Invoice: 202446				1,502.00	31011572 541100	EX/GRAPHIC AND COMMUNICATION SUPP EX-GF-OUTREACH-PROF SVCS			
						CHECK	4399	TOTAL:	1,502.00
4400	08/22/2024 EFT	1152	HD SUPPLY INC	274128	INV00434177	07/25/2024		08/21/24	68.80
Invoice: INV00434177				68.80	73425358 531100	PW/DET-O-JET LOW FOAMING DETERGENT 1 GAL O&M-WWTP-SUPPLIES			
						CHECK	4400	TOTAL:	68.80
4401	08/22/2024 EFT	7821	VESTIS	274129	5120517010	08/08/2024		08/21/24	54.25
Invoice: 5120517010				54.25	73638893 589310	PW/COVERALL LS COTTON, PANT DICKIES LAUNDRY SERVICES			
						CHECK	4401	TOTAL:	54.25

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

4402 08/22/2024 EFT	9373 VISIT BAINBRIDGE ISL	274130	2024-Q3.1	07/31/2024	08/21/24	11,905.73
Invoice: 2024-Q3.1				2024 VBI LTAC FUNDING		
		11,905.73	91140573 541100	GG-TOUR-PROF SERVICES		
				CHECK	4402 TOTAL:	11,905.73
4403 08/22/2024 EFT	605 WA ST AUDITOR'S OFFI	274131	L162763	08/12/2024	08/21/24	23,855.65
Invoice: L162763				2023 ACCOUNTABILITY, ACFR, FINANCIAL AUDITS		
		14,065.83	91011423 541100	FIN-C/E STATE AUDITOR		
		1,849.58	91111433 541100	FIN-STREET-STATE AUDITOR		
		1,281.53	91411341 541100	GG-WTR-ADM-PROF SVCS		
		2,962.54	91421351 541100	GG-SWR-ADM-PROF SVCS		
		1,590.04	91431383 541100	GG-SSWM-ADM-PROF SVCS		
		1,053.06	91470148 541100	FIN-DEV-STATE AUDITOR		
		1,053.07	91471148 541100	FIN-BLDG-STATE AUDITOR		
				CHECK	4403 TOTAL:	23,855.65
4404 08/22/2024 EFT	499 WESTBAY AUTO PARTS I	274135	876557	07/29/2024	08/21/24	28.31
Invoice: 876557				PW/FUEL FILTER		
		28.31	73638935 531100	O&M-STD ALLOCATION-SUPPLIES		
Invoice: 878486				08/07/2024	08/21/24	207.81
		207.81	73111423 531100	PW/1996 FORD F250 FUEL TANK, FUEL PUMP LOCK RING		
				OFFICE SUPPLIES		
Invoice: 878512				08/07/2024	08/21/24	12.51
		12.51	73637941 531100	PW/SW MOM NC 3		
				VACTOR R&M-SUPPLIES		
Invoice: 879423				08/12/2024	08/21/24	19.66
		19.66	73638935 531100	PW/DUAL ADHESIVE SYSTEM		
				O&M-STD ALLOCATION-SUPPLIES		
Invoice: 879397				08/12/2024	08/21/24	48.06
		48.06	73637941 531100	PW/SWITCH		
				VACTOR R&M-SUPPLIES		
				CHECK	4404 TOTAL:	316.35

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 41 *** CASH ACCOUNT TOTAL *** 669,972.29

	COUNT	AMOUNT
TOTAL EFT'S	41	669,972.29

*** GRAND TOTAL *** 669,972.29

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	8	214																		
APP	402-213000				08/22/2024	08/21/24	082124									ACCOUNTS PAYABLE			98,895.08	
																AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100				08/22/2024	08/21/24	082124									CASH				669,972.29
																AP CASH DISBURSEMENTS JOURNAL				
APP	001-213000				08/22/2024	08/21/24	082124									GENERAL - ACCOUNTS PAYABLE			127,625.57	
																AP CASH DISBURSEMENTS JOURNAL				
APP	101-213000				08/22/2024	08/21/24	082124									STREETS - ACCOUNTS PAYABLE			15,744.04	
																AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000				08/22/2024	08/21/24	082124									ACCOUNTS PAYABLE			2,890.87	
																AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000				08/22/2024	08/21/24	082124									ACCOUNTS PAYABLE			1,735.27	
																AP CASH DISBURSEMENTS JOURNAL				
APP	407-213000				08/22/2024	08/21/24	082124									ACCOUNTS PAYABLE			31,149.25	
																AP CASH DISBURSEMENTS JOURNAL				
APP	301-213000				08/22/2024	08/21/24	082124									ACCOUNTS PAYABLE			376,416.35	
																AP CASH DISBURSEMENTS JOURNAL				
APP	631-213000				08/22/2024	08/21/24	082124									ACCOUNTS PAYABLE			3,610.13	
																AP CASH DISBURSEMENTS JOURNAL				
APP	104-213000				08/22/2024	08/21/24	082124									CIVIC IMPR - ACCOUNTS PAYABLE			11,905.73	
																AP CASH DISBURSEMENTS JOURNAL				
																GENERAL LEDGER TOTAL			669,972.29	669,972.29
APP	631-130000				08/22/2024	08/21/24	082124									DUE TO/FROM CLEARING			666,362.16	
APP	402-130000				08/22/2024	08/21/24	082124									DUE TO/FROM CLEARING				98,895.08
APP	001-130000				08/22/2024	08/21/24	082124									GENERAL - DUE TO/FROM CLEARING			127,625.57	
APP	101-130000				08/22/2024	08/21/24	082124									STREETS - DUE TO/FROM CLEARING			15,744.04	
APP	401-130000				08/22/2024	08/21/24	082124									DUE TO/FROM CLEARING			2,890.87	
APP	403-130000				08/22/2024	08/21/24	082124									DUE TO/FROM CLEARING			1,735.27	
APP	407-130000				08/22/2024	08/21/24	082124									DUE TO/FROM CLEARING			31,149.25	
APP	301-130000				08/22/2024	08/21/24	082124									DUE TO/FROM CLEARING			376,416.35	
APP	104-130000				08/22/2024	08/21/24	082124									CIVIC IMPR DUE TO/FROM CLEAR'G			11,905.73	
																SYSTEM GENERATED ENTRIES TOTAL			666,362.16	666,362.16
																JOURNAL 2024/08/214	TOTAL		1,336,334.45	1,336,334.45

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 8	214	08/22/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE FUND TOTAL	127,625.57 127,625.57	127,625.57 127,625.57
101 STREET FUND 101-130000 101-213000	2024 8	214	08/22/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE FUND TOTAL	15,744.04 15,744.04	15,744.04 15,744.04
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2024 8	214	08/22/2024	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE FUND TOTAL	11,905.73 11,905.73	11,905.73 11,905.73
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 8	214	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	376,416.35 376,416.35	376,416.35 376,416.35
401 WATER OPERATING FUND 401-130000 401-213000	2024 8	214	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	2,890.87 2,890.87	2,890.87 2,890.87
402 SEWER OPERATING FUND 402-130000 402-213000	2024 8	214	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	98,895.08 98,895.08	98,895.08 98,895.08
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 8	214	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	1,735.27 1,735.27	1,735.27 1,735.27
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 8	214	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	31,149.25 31,149.25	31,149.25 31,149.25
631 CLEARING FUND	2024 8	214	08/22/2024			

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF	DATE	DEBIT	CREDIT
ACCOUNT					ACCOUNT DESCRIPTION		
631-130000					DUE TO/FROM CLEARING	666,362.16	
631-213000					ACCOUNTS PAYABLE	3,610.13	
635-111100					CASH		669,972.29
					FUND TOTAL	669,972.29	669,972.29

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		127,625.57
101	STREET FUND		15,744.04
104	CIVIC IMPROVEMENT FUND		11,905.73
301	CAPITAL CONSTRUCTION FUND		376,416.35
401	WATER OPERATING FUND		2,890.87
402	SEWER OPERATING FUND		98,895.08
403	STORM & SURFACE WATER FUND		1,735.27
407	BUILDING & DEVELOPMENT FUND		31,149.25
631	CLEARING FUND		
TOTAL		666,362.16	666,362.16

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

CITY OF BAINBRIDGE ISLAND

REGULAR 8/21/24 JK



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
361699	08/21/2024	PRTD	5623 BHC CONSULTANTS	274078	0020936	08/14/2024		08/21/24	9,665.61
	Invoice: 0020936					ENG/COMP PLAN SEWER UPDATE			
				9,665.61	72421352 54110001305	SWR-COMP PLAN ANLYS - PRF SVC			
						CHECK	361699	TOTAL:	9,665.61
361700	08/21/2024	PRTD	5923 THE BLOEDEL RESERVE	274079	2024-Q2	08/13/2024		08/21/24	3,700.00
	Invoice: 2024-Q2					EX/2024-2025 BLOEDEL CULTURAL FUN			
				3,700.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK	361700	TOTAL:	3,700.00
361701	08/21/2024	PRTD	551 CENTURYLINK	274080	0590AUG24	08/08/2024		08/21/24	548.18
	Invoice: 0590AUG24					TSJC-ELEVATOR LINE & STAFF LINES			
				335.00	91011215 542100	GG-C/E-PD-PHONE			
				213.18	91011251 542100	GG-GF-COURT PHONE/POSTAGE			
				274081	1035AUG24	08/08/2024		08/21/24	84.99
	Invoice: 1035AUG24					210 MADISON AVE SLS TELEM			
				84.99	91421891 542100	GG-SWR-FAC-PHONE			
				274082	2962AUG24	08/08/2024		08/21/24	-29.36
	Invoice: 2962AUG24					TSJC-FIRE PANEL & CITIZEN LOBBY PHONE			
				-17.94	91011215 542100	GG-C/E-PD-PHONE			
				-11.42	91011251 542100	GG-GF-COURT PHONE/POSTAGE			
				274083	6203AUG24	08/08/2024		08/21/24	117.91
	Invoice: 6203AUG24					E-PHONE @ WFP DOCK			
				117.91	91011757 542100	GG-GF-WFP DOCK-PHONE			
						CHECK	361701	TOTAL:	721.72
361702	08/21/2024	PRTD	8253 CHS POULSBO	274046	YG4-052615	07/10/2024		08/21/24	1,220.03
	Invoice: YG4-052615					PW/SALT BAG EX COARSE 50# X98			
				1,220.03	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
				274048	YG4-052623	07/10/2024		08/21/24	610.01
	Invoice: YG4-052623					PW/SALT BAG EX COARSE 50# X49			
				610.01	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
						CHECK	361702	TOTAL:	1,830.04
361703	08/21/2024	PRTD	102 CITY OF BAINBRIDGE I	274050	RETREQ1-01089	08/05/2024	20240042	08/21/24	4,684.14
	Invoice: RETREQ1-01089					ENG/RETAINAGE - GROW AVE TRAFFIC CALMING			
				4,684.14	72321953 66300001089	GROW TRAFFIC CALMING-CONSTR			

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

					INVOICE DTL DESC			
					CHECK	361703 TOTAL:	4,684.14	
361704	08/21/2024	PRTD	8514 HERITAGE-CRYSTAL CLE	274058	18819379	07/31/2024	08/21/24	516.86
Invoice: 18819379				516.86	73638935 531100	PW/55G OIL FILTER RECYCLE, 55G USED ETHYLENE GLYCO O&M-STANDARD ALLOCATION-SUPPLIES		
					CHECK	361704 TOTAL:	516.86	
361705	08/21/2024	PRTD	4850 HOME DEPOT CREDIT SE	274092	809103070	06/10/2024	08/21/24	4,215.71
Invoice: 809103070				4,215.71	73111290 531100	PW/2PLY TISSUE, PAPER TOWELS, TRASH BAGS O&M-STREET-MAINT O/H-SUPPLIES		
Invoice: 809338783				274093	809338783	06/11/2024	08/21/24	617.85
				617.85	73011189 531100	PW/NATUR-BAG 23GAL CAN LNR .9MIL 25RL X6 O&M - C/E FACIL OFC SUPPLIES		
Invoice: 813128808				274141	813128808	07/03/2024	08/21/24	6,690.68
				6,690.68	73011189 531100	PW/23X17X48 4M 3" WIRE 75/RL X100 O&M - C/E FACIL OFC SUPPLIES		
					CHECK	361705 TOTAL:	11,524.24	
361706	08/21/2024	PRTD	2306 KITSAP COUNTY PROSEC	274060	AUG24	08/06/2024	08/21/24	11,317.63
Invoice: AUG24				11,317.63	32011521 541112	LEGAL/FOURTH AMENDMENT TO PROSECUTIO LGL-OUTSIDE PROSECUTOR		
					CHECK	361706 TOTAL:	11,317.63	
361707	08/21/2024	PRTD	338 KITSAP COUNTY SHERIF	274094	24000118	08/06/2024	08/21/24	1,499.72
Invoice: 24000118				1,499.72	51011236 551000	POL/PRISONER BOARD/JULY POLICE - C/E PRISONER DETENT'N		
					CHECK	361707 TOTAL:	1,499.72	
361708	08/21/2024	PRTD	493 MODERN COLLISION REB	274065	51066	08/01/2024	08/21/24	308.87
Invoice: 51066				308.87	73637959 54810000856	PW/2017 FORD F-250 AC REPAIRS MECH P/U-20%GF,STR,WTR,SWR,SWM		
					CHECK	361708 TOTAL:	308.87	
361709	08/21/2024	PRTD	9175 NORTHERN EQUIPMENT R	274102	5640	08/13/2024	08/21/24	509.82
Invoice: 5640				509.82	73431835 548100	PW/AIR COMPRESSOR, 90LB AIR HAMMER RENTALS REPAIRS & MAINTENANCE		

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC							
				CHECK	361709	TOTAL:	509.82
361710	08/21/2024 PRD	6522	PETERSEN BROTHERS IN	274105	2407401	07/27/2024	08/21/24
Invoice: 2407401						PW/W-BEAM GUARDRIAL PLATES, TYPE 10 ANCHOR, WOOD	
		13,251.77	73111427	548100	O&M-ACCESS RDSIDE R&M		13,251.77
				CHECK	361710	TOTAL:	13,251.77
361711	08/21/2024 PRD	1205	PUGET SOUND ENERGY	274109	1716JUL24	08/09/2024	08/21/24
Invoice: 1716JUL24		18.92	91415345	547100	ROCKAWAY INTERITE PRV		18.92
						GG-ROCKAWAY BCH-UTILITIES	
Invoice: 2505JUL24		14.76	91011739	547100	278 WINSLOW WAY E KIOSK		14.76
						COMM EVENTS-ELECTRICITY	
Invoice: 8206JUL24		13.64	91411345	547100	515 FERNCLIFF AVE PRV		13.64
						GG-WTR-ELECTRIC	
				CHECK	361711	TOTAL:	47.32
361712	08/21/2024 PRD	601	SOUND REPROGRAPHICS	274114	105679	07/24/2024	08/21/24
Invoice: 105679		36.52	51011211	53110000649	POL/NATIONAL NIGHT OUT SUPPLIES		36.52
						NAT'L NIGHT OUT-SUPPLIES	
Invoice: 106002		117.36	73111427	54810000354	PW/RED OAK HERITAGE TREE AT BIHM		117.36
						TREE PRES & REMOVAL-ROADS	
Invoice: 105526		66.25	51011211	53110000649	POL/NATIONAL NIGHT OUT POSTERS		66.25
						NAT'L NIGHT OUT-SUPPLIES	
Invoice: 105502		560.67	51011211	53110000649	POL/NATIONAL NIGHT OUT BANNERS		560.67
						NAT'L NIGHT OUT-SUPPLIES	
Invoice: 105864		89.43	51011211	53110000649	POL/NATIONAL NIGHT OUT BOOTH SIGNS		89.43
						NAT'L NIGHT OUT-SUPPLIES	
				CHECK	361712	TOTAL:	870.23
361713	08/21/2024 PRD	8243	TILZ	274123	102-34882	08/08/2024	08/21/24
Invoice: 102-34882		65.00	91011897	547900	YARD WASTE		65.00
						GG-C/E-O&M YARD FAC-GARBAGE	

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 102-34884				274124	102-34884	08/08/2024		08/21/24	104.00
				104.00	91011897 547900	YARD WASTE GG-C/E-O&M YARD FAC-GARBAGE			
Invoice: 102-34906				274126	102-34906	08/08/2024		08/21/24	130.00
				130.00	91011897 547900	YARD WASTE GG-C/E-O&M YARD FAC-GARBAGE			
Invoice: 102-34917				274127	102-34917	08/08/2024		08/21/24	65.00
				65.00	91011897 547900	YARD WASTE GG-C/E-O&M YARD FAC-GARBAGE			
CHECK 361713 TOTAL:									364.00
361714	08/21/2024	PRTD	1945 WA ST DEPT LABOR & I	274180	349932	08/16/2024		08/21/24	251.40
Invoice: 349932				251.40	73011215 549800	PW/TSJC ANNUAL OPERATING CERTIFICATE RENEWAL O&M-C/E-POLICE FAC-PERMITS			
CHECK 361714 TOTAL:									251.40
361715	08/21/2024	PRTD	522 WA ST DEPT OF TRANSP	274134	RE-313-ATB40813203	08/13/2024		08/21/24	86.59
Invoice: RE-313-ATB40813203				86.59	72334561 64110001088	ENG/ADMINISTRATIVE SERVICES MADISON AVE NMI PROJEC MAD AVE NM IMPR-PROF SVCS			
CHECK 361715 TOTAL:									86.59
NUMBER OF CHECKS 17 *** CASH ACCOUNT TOTAL ***									61,149.96
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						17	61,149.96		
*** GRAND TOTAL ***									61,149.96

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
												LINE	DESC				
2024	8	213															
APP	402-213000				08/21/2024	08/21/24	082124					ACCOUNTS PAYABLE				9,750.60	
												AP CASH DISBURSEMENTS JOURNAL					
APP	635-111100				08/21/2024	08/21/24	082124					CASH					61,149.96
												AP CASH DISBURSEMENTS JOURNAL					
APP	001-213000				08/21/2024	08/21/24	082124					GENERAL - ACCOUNTS PAYABLE				25,845.64	
												AP CASH DISBURSEMENTS JOURNAL					
APP	631-213000				08/21/2024	08/21/24	082124					ACCOUNTS PAYABLE				2,655.77	
												AP CASH DISBURSEMENTS JOURNAL					
APP	301-213000				08/21/2024	08/21/24	082124					ACCOUNTS PAYABLE				4,770.73	
												AP CASH DISBURSEMENTS JOURNAL					
APP	101-213000				08/21/2024	08/21/24	082124					STREETS - ACCOUNTS PAYABLE				17,584.84	
												AP CASH DISBURSEMENTS JOURNAL					
APP	403-213000				08/21/2024	08/21/24	082124					ACCOUNTS PAYABLE				509.82	
												AP CASH DISBURSEMENTS JOURNAL					
APP	401-213000				08/21/2024	08/21/24	082124					ACCOUNTS PAYABLE				32.56	
												AP CASH DISBURSEMENTS JOURNAL					
												GENERAL LEDGER TOTAL				61,149.96	61,149.96
APP	631-130000				08/21/2024	08/21/24	082124					DUE TO/FROM CLEARING				58,494.19	
APP	402-130000				08/21/2024	08/21/24	082124					DUE TO/FROM CLEARING					9,750.60
APP	001-130000				08/21/2024	08/21/24	082124					GENERAL - DUE TO/FROM CLEARING					25,845.64
APP	301-130000				08/21/2024	08/21/24	082124					DUE TO/FROM CLEARING					4,770.73
APP	101-130000				08/21/2024	08/21/24	082124					STREETS - DUE TO/FROM CLEARING					17,584.84
APP	403-130000				08/21/2024	08/21/24	082124					DUE TO/FROM CLEARING					509.82
APP	401-130000				08/21/2024	08/21/24	082124					DUE TO/FROM CLEARING					32.56
												SYSTEM GENERATED ENTRIES TOTAL				58,494.19	58,494.19
												JOURNAL 2024/08/213	TOTAL			119,644.15	119,644.15

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 8	213	08/21/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	25,845.64	25,845.64
				FUND TOTAL	25,845.64	25,845.64
101 STREET FUND 101-130000 101-213000	2024 8	213	08/21/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	17,584.84	17,584.84
				FUND TOTAL	17,584.84	17,584.84
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 8	213	08/21/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,770.73	4,770.73
				FUND TOTAL	4,770.73	4,770.73
401 WATER OPERATING FUND 401-130000 401-213000	2024 8	213	08/21/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	32.56	32.56
				FUND TOTAL	32.56	32.56
402 SEWER OPERATING FUND 402-130000 402-213000	2024 8	213	08/21/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,750.60	9,750.60
				FUND TOTAL	9,750.60	9,750.60
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 8	213	08/21/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	509.82	509.82
				FUND TOTAL	509.82	509.82
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 8	213	08/21/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	58,494.19 2,655.77	61,149.96
				FUND TOTAL	61,149.96	61,149.96

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		25,845.64
101	STREET FUND		17,584.84
301	CAPITAL CONSTRUCTION FUND		4,770.73
401	WATER OPERATING FUND		32.56
402	SEWER OPERATING FUND		9,750.60
403	STORM & SURFACE WATER FUND		509.82
631	CLEARING FUND		
		58,494.19	
TOTAL		58,494.19	58,494.19

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



CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS
CHECK RUN DATE: 08/28/2024

Last check from previous run: 361715 dated 8/21/2024 issued to WA ST Dept of Transportation for \$86.59

Last ACH from previous run: 4404 dated 8/22/2024 issued to Westbay Auto Parts for \$316.35

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Manual check	08/22/2024	361716	ENG/WA ST Dept of Transportation/Water tank permit	\$ 300.00
Manual ACH	08/22/2024	4405	US Bank/Credit card purchases - Jul. 2024	\$ 63,232.59
Manual ACH	08/27/2024	4406	WA State DOL/Firearm permits - Aug. 2024	\$ 162.00
Regular Run Checks	08/28/2024	361717-361733	Total Regular Check Run	\$ 236,346.74
Regular Run ACH	08/29/2024	4407-4443	Total Regular ACH Run	\$ 338,533.41
Total Disbursements				\$ 638,574.74

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

8/28/2024

Date

A/P CASH DISBURSEMENTS JOURNAL



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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
4405	08/22/2024	PRTD	7314 US BANK	273543	071024CF	07/10/2024 USBJUL24	135.00
Invoice: 071024CF				135.00	41011144 443410	FIN/GFOA/ANNUAL GOV'T GAAP UPDATE AS FIN - C/E TRAINING	
Invoice: 071024CF-A				273544	071024CF-A	07/10/2024 USBJUL24	32.90
				32.90	41011141 539100	FIN/T&C/FINANCE MEETING SNACKS FIN-NON TRAVEL FOOD/SNACK	
Invoice: 071524CF				273545	071524CF	07/15/2024 USBJUL24	35.00
				35.00	41011144 443410	FIN/GFOA/DESIGN A BETTER BUDGET AS FIN - C/E TRAINING	
Invoice: 071724CF				273546	071724CF	07/17/2024 USBJUL24	215.00
				215.00	41011141 531100	FIN/STAPLES/FINANCE OFFICE SUPPLIES FIN-GF-SUPPLIES	
Invoice: 062624KS				273547	062624KS	06/26/2024 USBJUL24	85.00
				85.00	41011144 443410	FIN/GFOA/ACCOUNTING CHANGES KS FIN - C/E TRAINING	
Invoice: 071224KS				273548	071224KS	07/12/2024 USBJUL24	200.00
				200.00	41011144 443410	FIN/MRSC/1ST AMMENDMENT AUDITS KS,LF,JK,BH,MCS FIN - C/E TRAINING	
Invoice: 062724KM				273549	062724KM	06/27/2024 USBJUL24	134.50
				134.50	72111421 53110001330	ENG/CLICK2MAIL/2024 ANNUAL ROADS POST CARDS 2024 ANNUAL ROADS PRGM-SUPPLY	
Invoice: 071124KM				273550	071124KM	07/11/2024 USBJUL24	150.08
				150.08	72431831 549100	ENG/ENVIROCERT INTERNATIONAL/RENEW 1 YEAR CESSWI ENG - SSWM ADM MISCELLANEOUS	
Invoice: 071224KM				273551	071224KM	07/12/2024 USBJUL24	7.00
				7.00	72637319 54110000809	ENG/WSDOT/GOOD TO GO TOLL - SR 99 WATER QUAL FLOW MONIT-PRO SVCS	
Invoice: 071824KM				273552	071824KM	07/18/2024 USBJUL24	15.28
				15.28	72637319 53110000809	ENG/BI ACE HARDWARE/TEST KIT WATER QUALITY WATER QUAL FLOW MONIT-SUPPLIES	
Invoice: 072424KM				273553	072424KM	07/24/2024 USBJUL24	60.21
				60.21	72637319 53110000809	ENG/CHEMWORLD/DEIONIZED WATER WATER QUAL FLOW MONIT-SUPPLIES	
Invoice: 070324DM				273597	070324DM	07/03/2024 USBJUL24	156.15
				156.15	73011768 531100	PW/AMAZON/FORK PALLET EXTENSIONS O&M-C/E-PARKS-SUPPLIES	
Invoice: 071624DM				273598	071624DM	07/16/2024 USBJUL24	42.06
				42.06	73011768 531100	PW/HOME DEPOT/SUPPLIES O&M-C/E-PARKS-SUPPLIES	

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 071624DM-A		273599	071624DM-A	07/16/2024		USBJUL24	139.66
		139.66	73425358 531100	PW/HOME DEPOT/SUPPLIES O&M-WWTP-SUPPLIES			
Invoice: 071824DM		273605	071824DM	07/18/2024		USBJUL24	464.09
		464.09	73011182 53110001251	PW/AMAZON/PILOT ROCK 8' PORTABLE TABLE 625 WINSLOW-AFF HSG-SUPPLIES			
Invoice: 071824DM-A		273607	071824DM-A	07/18/2024		USBJUL24	432.60
		432.60	73011182 53110001251	PW/WILCO FARM STORE/STOCK TANKS 625 WINSLOW-AFF HSG-SUPPLIES			
Invoice: 062924RA		273609	062924RA	06/29/2024		USBJUL24	36.83
		36.83	63470586 542450	PCD/CLICK2MAIL/POSTCARDS FOR PLN52680, 52809 PCD-PLANNING-COMM OUTREACH			
Invoice: 070324RA		273610	070324RA	07/03/2024		USBJUL24	18.48
		18.48	63470586 542450	PCD/CLICK2MAIL/POSTCARDS FOR PLN52828 PCD-PLANNING-COMM OUTREACH			
Invoice: 071924RA		273611	071924RA	07/19/2024		USBJUL24	55.11
		55.11	63470586 542450	PCD/CLICK2MAIL/POSTCARDS FOR PLN52754 PCD-PLANNING-COMM OUTREACH			
Invoice: 062724MB		273612	062724MB	06/27/2024		USBJUL24	61.22
		61.22	73011831 53110000724	PW/AIREFCO/SNESOR BOARD PD/COURT BLDG NON-CAP-SUPPLIES			
Invoice: 062624MB		273613	062624MB	06/26/2024		USBJUL24	21.29
		21.29	73011831 53110001353	PW/HOME DEPOT/SUPPLIES TSJC-ELECT/COMM UPGRADE-SUPPLY			
Invoice: 062624MB-A		273614	062624MB-A	06/26/2024		USBJUL24	78.04
		78.04	73425358 531100	PW/HOME DEPOT/SUPPLIES O&M-WWTP-SUPPLIES			
Invoice: 070124MB		273615	070124MB	07/01/2024		USBJUL24	-326.63
		-326.63	73011831 53110000724	PW/AIREFCO/CONTRACTOR TSJC HVAC PD/COURT BLDG NON-CAP-SUPPLIES			
Invoice: 070124MB-A		273616	070124MB-A	07/01/2024		USBJUL24	-370.26
		-370.26	73011831 53110000724	PW/AIREFCO/CONTRACTOR TSJC HVAC PD/COURT BLDG NON-CAP-SUPPLIES			
Invoice: 070424KB		273617	070424KB	07/04/2024		USBJUL24	25.65
		25.65	33011161 535500	HR/AMAZON/COMPUTER MOUSE HR-GF-COMPUTER PARTS & EQ			
Invoice: 072424KB		273618	072424KB	07/24/2024		USBJUL24	125.00
		125.00	33011161 544000	HR/NEOGOV/JOB AD ENGINEER HR-C/E-ADVERTISING			

A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 070124JR		273619	070124JR	07/01/2024		USBJUL24	300.00
		300.00	73637891 545000	PW/STORAGE98110/STORAGE UNIT RENTAL RENTS & LEASES - OPERATING			
Invoice: 070124JR-A		273620	070124JR-A	07/01/2024		USBJUL24	450.00
		450.00	73637891 545000	PW/STORAGE98110/STORAGE UNIT RENTAL RENTS & LEASES - OPERATING			
Invoice: 062524JR		273621	062524JR	06/25/2024		USBJUL24	-152.65
		-152.65	73011183 531100	PW/ELECTRICAL.COM/ELECTRONIC THERMOSTAT RETURN O&M-C/E-CH FAC-SUPPLIES			
Invoice: 062624JR		273622	062624JR	06/26/2024		USBJUL24	-190.30
		-190.30	73637892 443410	PW/HOLIDAY INN EXPRESS/HOTEL T EDWARDS CREDIT O&M-ALLOC-WTR-TRAINING			
Invoice: 062624JR-A		273623	062624JR-A	06/26/2024		USBJUL24	380.60
		380.60	73637892 443410	PW/HOLIDAY INN EXPRESS/HOTEL T EDWARDS O&M-ALLOC-WTR-TRAINING			
Invoice: 062724JR		273624	062724JR	06/27/2024		USBJUL24	47.07
		47.07	73637891 531100	PW/AMAZON/PLASTIC BAGS, PEPPERMINT SPRAY OFFICE SUPPLIES			
Invoice: 062824JR		273625	062824JR	06/28/2024		USBJUL24	8.97
		8.97	73111427 531100	PW/USPS/CERTIFIED LETTER OFFICE SUPPLIES			
Invoice: 070124JR-B		273626	070124JR-B	07/01/2024		USBJUL24	62.15
		62.15	73425358 531100	PW/RASKIN.COM/FLOOR CLEANER WWTP O&M-WWTP-SUPPLIES			
Invoice: 070224JR		273628	070224JR	07/02/2024		USBJUL24	135.33
		135.33	73637891 531100	PW/COSTCO/BATTERIES, SUPPLIES OFFICE SUPPLIES			
Invoice: 070224JR-A		273629	070224JR-A	07/02/2024		USBJUL24	816.64
		816.64	73637891 531100	PW/COSTCO/WATER BOTTLES OFFICE SUPPLIES			
Invoice: 070224JR-B		273630	070224JR-B	07/02/2024		USBJUL24	7.22
		7.22	73011183 531100	PW/UPS STORE/RETURN POSTAGE O&M-C/E-CH FAC-SUPPLIES			
Invoice: 070224JR-C		273631	070224JR-C	07/02/2024		USBJUL24	32.10
		32.10	73011183 531100	PW/BLACKHAWK SUPPLY/DUCT TEMP SENSOR O&M-C/E-CH FAC-SUPPLIES			
Invoice: 070324JR		273632	070324JR	07/03/2024		USBJUL24	62.73
		62.73	73637891 531100	PW/AMAZON/PENS AND TAGS OFFICE SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 070524JR		273633	070524JR	07/05/2024		USBJUL24	856.38
		856.38	73425358 531100	PW/AMAZON/OFFICE CHAIRS WWTP O&M-WWTP-SUPPLIES			
Invoice: 070824JR		273634	070824JR	07/08/2024		USBJUL24	65.40
		65.40	73011189 531100	PW/FERGUSON.COM/SLOAN VACCUUM REPAIR KIT O&M - C/E FACIL OFC SUPPLIES			
Invoice: 070924JR		273635	070924JR	07/09/2024		USBJUL24	146.54
		146.54	73011183 531100	PW/HOME DEPOT/CEILING TILES O&M-C/E-CH FAC-SUPPLIES			
Invoice: 071024JR		273636	071024JR	07/10/2024		USBJUL24	464.70
		464.70	73637891 531100	PW/LEATHERMAN.COM/MULTI PURPOSE TOOLS OFFICE SUPPLIES			
Invoice: 071024JR-A		273637	071024JR-A	07/10/2024		USBJUL24	232.34
		232.34	73638935 531100	PW/LEATHERMAN.COM/MULTI PURPOSE TOOLS O&M-STD ALLOCATION-SUPPLIES			
Invoice: 071024JR-B		273638	071024JR-B	07/10/2024		USBJUL24	464.68
		464.68	73425358 531100	PW/LEATHERMAN.COM/MULTI PURPOSE TOOLS O&M-WWTP-SUPPLIES			
Invoice: 071024JR-C		273640	071024JR-C	07/10/2024		USBJUL24	1,045.53
		1,045.53	73637946 531100	PW/LEATHERMAN.COM/MULTI PURPOSE TOOLS ALLOC-1/3 TO EACH UTIL-SUPPLY			
Invoice: 071024JR-D		273641	071024JR-D	07/10/2024		USBJUL24	1,045.53
		1,045.53	73111290 531100	PW/LEATHERMAN.COM/MULTI PURPOSE TOOLS O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 071024JR-E		273642	071024JR-E	07/10/2024		USBJUL24	232.34
		232.34	73011189 531100	PW/LEATHERMAN.COM/MULTI PURPOSE TOOLS O&M - C/E FACIL OFC SUPPLIES			
Invoice: 071024JR-F		273643	071024JR-F	07/10/2024		USBJUL24	167.92
		167.92	73637891 531100	PW/LEATHERMAN.COM/MULTI PURPOSE TOOLS OFFICE SUPPLIES			
Invoice: 071024JR-G		273644	071024JR-G	07/10/2024		USBJUL24	8.73
		8.73	73111427 531100	PW/USPS/CERTIFIED LETTER OFFICE SUPPLIES			
Invoice: 071624JR		273645	071624JR	07/16/2024		USBJUL24	340.00
		340.00	73637892 443410	PW/CYBERSOURCE/WATER OPERATOR CLASS BD O&M-ALLOC-WTR-TRAINING			
Invoice: 071724JR		273646	071724JR	07/17/2024		USBJUL24	11.26
		11.26	73637939 531100	PW/USPS/CERTIFIED LETTER O&M ALLOC-FLEET UPGRADES-SUPL			

A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 072024JR		273647	072024JR	07/20/2024		USBJUL24	125.94
		125.94	73637891 531100	PW/COSTCO/LIQUID IV OFFICE SUPPLIES			
Invoice: 072424JR		273648	072424JR	07/24/2024		USBJUL24	20.08
		20.08	73637891 531100	PW/USPS/POSTAGE TOOL WARRANTY, CERTIFIED LETTER OFFICE SUPPLIES			
Invoice: 071324JR		273649	071324JR	07/13/2024		USBJUL24	-184.94
		-184.94	73011831 53110000724	PW/PTAC SOLUTIONS/SENSOR BOARDS RETURN CREDIT PD/COURT BLDG NON-CAP-SUPPLIES			
Invoice: 062524MH		273650	062524MH	06/25/2024		USBJUL24	65.13
		65.13	73425358 548100	PW/SOUND REPROGRAPHICS/FED EX FOR SAMPLES O&M-WWTP-REPAIRS			
Invoice: 070124MH		273651	070124MH	07/01/2024		USBJUL24	280.50
		280.50	73425358 531100	PW/LEDTRONICS 1/11VAC-6VDC BA9 MIN BAV O&M-WWTP-SUPPLIES			
Invoice: 070424MH		273652	070424MH	07/04/2024		USBJUL24	384.33
		384.33	73425358 531100	PW/U-LINE/UTILITY CART WITH WHEELS O&M-WWTP-SUPPLIES			
Invoice: 071224MH		273653	071224MH	07/12/2024		USBJUL24	100.00
		100.00	73425358 443410	PW/PRO TRAIN ASSOC/LIVE ONLINE WORKSHOP MH O&M-WWTP-TRAINING			
Invoice: 062524RN		273654	062524RN	06/25/2024		USBJUL24	996.69
		996.69	73011319 53110000827	PW/SPRINKLER WAREHOUSE/RAIN BIRD VALVES FARM MAINT PROJECTS TBD-SUPPLY			
Invoice: 062524RN-A		273655	062524RN-A	06/25/2024		USBJUL24	317.03
		317.03	73411345 548100	PW/UPS STORE/FED EX SAMPLES REPAIRS & MAINTENANCE			
Invoice: 062424RN		273656	062424RN	06/24/2024		USBJUL24	17.94
		17.94	73411345 531100	PW/SAFEWAY/ICE OFFICE SUPPLIES			
Invoice: 062524BL		273657	062524BL	06/25/2024		USBJUL24	56.65
		56.65	91029179 539100	FRED MEYERS/WELLNESS - CITY SWAP LUNCH GG-SELF INS-WELLNESS-FOOD/BEV			
Invoice: 062624BL		273658	062624BL	06/26/2024		USBJUL24	50.24
		50.24	91029179 539100	SAFEWAY/WELLNESS - CITY SWAP LUNCH GG-SELF INS-WELLNESS-FOOD/BEV			
Invoice: 062624BL-A		273660	062624BL-A	06/26/2024		USBJUL24	294.46
		294.46	91029179 539100	SAFEWAY/WELLNESS - CITY SWAP LUNCH GG-SELF INS-WELLNESS-FOOD/BEV			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 070224BL		273661	070224BL	07/02/2024		USBJUL24	402.72
		402.72	33011161 544000	HR/INDEED/JOB ADS BLDG INSPECTOR, EVID TECH HR-C/E-ADVERTISING			
Invoice: 071924BL		273662	071924BL	07/19/2024		USBJUL24	56.36
		56.36	91029179 531100	AMAZON/WELLNESS - CORNHOLE, EMERGENCY PREPAREDNESS GG-SELF INS-WELLNESS-SUPPLIES			
Invoice: 062624MS		273663	062624MS	06/26/2024		USBJUL24	6.83
		6.83	61011581 531100	PCD/DOLLAR TREE/STAFF RETREAT SUPPLIES PCD - C/E ADMIN SUPPLIES			
Invoice: 062624MS-A		273664	062624MS-A	06/26/2024		USBJUL24	39.59
		39.59	63470588 531100	PCD/AMAZON/40' TAPE MEASURE FOR PLANNERS CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 062824MS		273665	062824MS	06/28/2024		USBJUL24	12.54
		12.54	61011581 531100	PCD/WALMART/FOOD STORAGE CONTAINERS PCD - C/E ADMIN SUPPLIES			
Invoice: 070424MS		273666	070424MS	07/04/2024		USBJUL24	14.98
		14.98	61470581 549100	PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER PCD - DEV ADMIN DUES/SUBSCR			
Invoice: 070324MS		273667	070324MS	07/03/2024		USBJUL24	530.00
		530.00	61470581 545000	PCD/STORAGE 98110/ARCHIVE RECORDS STORAGE UNIT PCD - DEV ADMIN RENTS & LEASES			
Invoice: 070324MS-A		273668	070324MS-A	07/03/2024		USBJUL24	450.00
		450.00	61470581 545000	PCD/STORAGE 98110/ARCHIVE RECORDS STORAGE UNIT PCD - DEV ADMIN RENTS & LEASES			
Invoice: 070324MS-B		273669	070324MS-B	07/03/2024		USBJUL24	23.30
		23.30	62471591 531100	PCD/USPS/RETURNING ANDREAS PERSONAL ITEMS BLDG-SUPPLIES			
Invoice: 070424MS-A		273670	070424MS-A	07/04/2024		USBJUL24	558.23
		558.23	61011584 443410	PCD/WHOVA/PLANNING DIRECTORS CONFERENCE PCD-GF-ADM-TRAINING			
Invoice: 070424MS-B		273671	070424MS-B	07/04/2024		USBJUL24	150.00
		150.00	63011586 443410	PCD/DEPT OF ECOLOGY/TRAINING JENNY M CUR - C/E TRAINING TRAVEL			
Invoice: 070424MS-C		273672	070424MS-C	07/04/2024		USBJUL24	4.80
		4.80	63011586 443410	PCD/DEPT OF ECOLOGY/CONVENIENCE FEE CUR - C/E TRAINING TRAVEL			
Invoice: 070824MS		273673	070824MS	07/08/2024		USBJUL24	9.11
		9.11	61011581 531100	PCD/AMAZON/OFFICE SUPPLIES PCD - C/E ADMIN SUPPLIES			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 071024MS		273674	071024MS	07/10/2024		USBJUL24	24.64
		24.64	61011581 531100	PCD/AMAZON/STAFF RETREAT SUPPLIES PCD - C/E ADMIN SUPPLIES			
Invoice: 071224MS		273675	071224MS	07/12/2024		USBJUL24	101.16
		101.16	61011581 531100	PCD/AMAZON/STAFF RETREAT & OFFICE SUPPLIES PCD - C/E ADMIN SUPPLIES			
Invoice: 071524MS		273676	071524MS	07/15/2024		USBJUL24	14.72
		14.72	61011581 531100	PCD/TJ MAXX/STAFF RETREAT SUPPLIES PCD - C/E ADMIN SUPPLIES			
Invoice: 072224MS		273677	072224MS	07/22/2024		USBJUL24	18.22
		18.22	61011581 531100	PCD/WALMART/STAFF RETREAT SUPPLIES PCD - C/E ADMIN SUPPLIES			
Invoice: 072524MS		273678	072524MS	07/25/2024		USBJUL24	105.00
		105.00	63011586 443410	PCD/DEPT OF ECOLOGY/TRAINING JOANNE M CUR - C/E TRAINING TRAVEL			
Invoice: 072524MS-A		273679	072524MS-A	07/25/2024		USBJUL24	3.36
		3.36	63011586 443410	PCD/DEPT OF ECOLOGY/CONVENIENCE FEE CUR - C/E TRAINING TRAVEL			
Invoice: 062524PN		273698	062524PN	06/25/2024		USBJUL24	110.11
		110.11	11011116 539100	CC/TERIYAKI TOWN/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 070224PN		273699	070224PN	07/02/2024		USBJUL24	150.00
		150.00	31011131 549100	EX/BI ROTARY/Q2 DUES BK EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 070924PN		273700	070924PN	07/09/2024		USBJUL24	13.08
		13.08	11011116 539100	CC/SAFEWAY/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 071024PN		273701	071024PN	07/10/2024		USBJUL24	182.09
		182.09	11011116 539100	CC/PLATE & PINT/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 071424PN		273702	071424PN	07/14/2024		USBJUL24	601.50
		601.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKER #9008 CLERK-RENTS			
Invoice: 071624PN		273703	071624PN	07/16/2024		USBJUL24	601.50
		601.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKER #9009 CLERK-RENTS			
Invoice: 071924PN		273704	071924PN	07/19/2024		USBJUL24	150.05
		150.05	11011116 539100	CC/THUY'S/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 072324PN		273705	072324PN	07/23/2024		USBJUL24	110.54
		110.54	31011131 531100	EX/VISTAPRINT/ROUND "THANK YOU" STICKERS BK		EX-GF-SUPPLIES	
Invoice: 072324PN-A		273706	072324PN-A	07/23/2024		USBJUL24	172.84
		172.84	11011116 539100	CC/GINN D THAI/CITY COUNCIL MTG DINNER		COUNCIL-NON TRAVEL FOOD/SNACK	
Invoice: 070124JS		273707	070124JS	07/01/2024		USBJUL24	554.12
		554.12	21011125 531100	CRT/ETSY/PHOTO FRAME FOR JUDGE PICTURES		COURT-SUPPLIES	
Invoice: 070124JS-A		273708	070124JS-A	07/01/2024		USBJUL24	3.00
		3.00	21011125 531100	CRT/SOUND REPRO/JUDGE PICTURE		COURT-SUPPLIES	
Invoice: 070524JS		273709	070524JS	07/05/2024		USBJUL24	150.00
		150.00	21011125 549100	CRT/NACM/NAT'L COURT ADMIN ASSOC DUES		COURT-DUES/SUBSCR/MEMBERSHIPS	
Invoice: 070524JS-A		273710	070524JS-A	07/05/2024		USBJUL24	111.94
		111.94	21011125 545000	CRT/PITNEY BOWES/LEASE PAYMENT		COURT-RENTS & LEASES	
Invoice: 070524JS-B		273711	070524JS-B	07/05/2024		USBJUL24	111.94
		111.94	21011125 545000	CRT/PITNEY BOWES/LEASE PAYMENT		COURT-RENTS & LEASES	
Invoice: 070524JS-C		273712	070524JS-C	07/05/2024		USBJUL24	111.94
		111.94	21011125 545000	CRT/PITNEY BOWES/LEASE PAYMENT		COURT-RENTS & LEASES	
Invoice: 070524JS-D		273714	070524JS-D	07/05/2024		USBJUL24	209.33
		209.33	21011125 531100	CRT/PITNEY BOWES/POSTAGE MACHINE INK		COURT-SUPPLIES	
Invoice: 071224JS		273715	071224JS	07/12/2024		USBJUL24	517.50
		517.50	21011125 531100	CRT/PITNEY BOWES/POSTAGE MACHINE INK		COURT-SUPPLIES	
Invoice: 071224JS-A		273716	071224JS-A	07/12/2024		USBJUL24	106.10
		106.10	21011125 531100	CRT/AMAZON/COPY PAPER, KITCHEN MAT		COURT-SUPPLIES	
Invoice: 071624JS		273717	071624JS	07/16/2024		USBJUL24	32.74
		32.74	91029179 531100	CRT/AMAZON/WELLNESS ROOM YOGA MATS		GG-SELF INS-WELLNESS-SUPPLIES	
Invoice: 072224JS		273718	072224JS	07/22/2024		USBJUL24	78.48
		78.48	21011125 531100	CRT/AMAZON/A-Z TAB DIVIDERS		COURT-SUPPLIES	

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 072224JS-A		273719	072224JS-A	07/22/2024		USBJUL24	78.10
		78.10	21011125 531100	CRT/AMAZON/DIVIDERS, BINDERS, THREE HOLE PUNCH COURT-SUPPLIES			
Invoice: 072324JS		273720	072324JS	07/23/2024		USBJUL24	23.77
		23.77	21011125 531100	CRT/AMAZON/STICKY NOTES, PENS COURT-SUPPLIES			
Invoice: 072324JS-A		273721	072324JS-A	07/23/2024		USBJUL24	13.76
		13.76	21011125 531100	CRT/AMAZON/FOLDERS COURT-SUPPLIES			
Invoice: 072324JS-B		273722	072324JS-B	07/23/2024		USBJUL24	55.46
		55.46	21011125 53110000649	CRT/AMAZON/NATIONAL NIGHT OUT SUPPLIES NAT'L NIGHT OUT-SUPPLIES			
Invoice: 072324JS-C		273723	072324JS-C	07/23/2024		USBJUL24	7.63
		7.63	21011125 531100	CRT/AMAZON/COLORED FILE FOLDERS COURT-SUPPLIES			
Invoice: 071624JS-A		273724	071624JS-A	07/16/2024		USBJUL24	46.49
		46.49	91029179 531100	CRT/AMAZON/WELLNESS ROOM WEIGHTS, STRETCH BALL GG-SELF INS-WELLNESS-SUPPLIES			
Invoice: 071624JS-B		273725	071624JS-B	07/16/2024		USBJUL24	27.29
		27.29	91029179 531100	CRT/AMAZON/WELLNESS ROOM WEIGHTS, STRETCH BALL GG-SELF INS-WELLNESS-SUPPLIES			
Invoice: 070124KY		273727	070124KY	07/01/2024		USBJUL24	107.96
		107.96	73411345 531100	PW/AMAZON/HUBBELL WEATHERPROOF INLET OFFICE SUPPLIES			
Invoice: 070124KY-A		273728	070124KY-A	07/01/2024		USBJUL24	107.95
		107.95	73411345 531100	PW/AMAZON/HUBBELL WEATHERPROOF INLET OFFICE SUPPLIES			
Invoice: 070124KY-B		273730	070124KY-B	07/01/2024		USBJUL24	288.41
		288.41	73011897 531100	PW/AMAZON/RACOR FUEL FILTER, WATER SEPARATOR O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 070124KY-C		273731	070124KY-C	07/01/2024		USBJUL24	567.80
		567.80	73638935 531100	PW/AMAZON/1000 WATT COOLANT HEATER O&M-STD ALLOCATION-SUPPLIES			
Invoice: 070124KY-D		273732	070124KY-D	07/01/2024		USBJUL24	49.09
		49.09	73501448 66400001333	PW/AMAZON/MAGNETIC MIC ELECTRIC SEDAN REPL #43			
Invoice: 070124KY-E		273733	070124KY-E	07/01/2024		USBJUL24	49.09
		49.09	73501448 66400001334	PW/AMAZON/MAGNETIC MIC ELECTRIC SEDAN REPL #44			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 070124KY-F		273734	070124KY-F	07/01/2024		USBJUL24	49.09
		49.09	73501448 66400001335	PW/AMAZON/MAGNETIC MIC ELECTRIC SEDAN REPL #45			
Invoice: 070924KY		273735	070924KY	07/09/2024		USBJUL24	636.34
		636.34	73111290 531100	PW/STROBES R US/HERO HIDE-A-WAYS O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 072224KY		273736	072224KY	07/22/2024		USBJUL24	21.77
		21.77	73111427 531100	PW/AMAZON/NICHE STARTER FOR SUZUKI OFFICE SUPPLIES			
Invoice: 070224BK		273796	070224BK	07/02/2024		USBJUL24	1,110.00
		1,110.00	31011134 443410	EX/ICMA/2024 ANNUAL CONFERENCE 9/21-9/25 EX-GF-TRAINING			
Invoice: 070224BK-A		273797	070224BK-A	07/02/2024		USBJUL24	456.20
		456.20	31011134 443410	EX/ALASKA AIR/FLIGHT TO ICMA ANNUAL CONFERENCE EX-GF-TRAINING			
Invoice: 071324BK		273798	071324BK	07/13/2024		USBJUL24	88.46
		88.46	31011572 548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 071924BK		273799	071924BK	07/19/2024		USBJUL24	5.47
		5.47	31011572 548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 071124AW		273800	071124AW	07/11/2024		USBJUL24	5.57
		5.57	31011721 539100	EX/CAFFE COCINA/COFFEE COMMUNITY MEMBER DEI-NON-TRAVEL FOOD/BEV			
Invoice: 071124AW-A		273801	071124AW-A	07/11/2024		USBJUL24	19.72
		19.72	31011721 539100	EX/KACHAI THAI KITCHEN/LUNCH KPHD EQUITY REPS DEI-NON-TRAVEL FOOD/BEV			
Invoice: 071624AW		273802	071624AW	07/16/2024		USBJUL24	10.60
		10.60	31011721 539100	EX/CAFE HITCHCOCK/COFFEE COMMUNITY MEMBER DEI-NON-TRAVEL FOOD/BEV			
Invoice: 062824RL		273803	062824RL	06/28/2024		USBJUL24	857.51
		857.51	31011131 545000	EX/PB LEASING/POSTAGE MACHINE CITY HALL LEASE EX-GF-RENTS & LEASES			
Invoice: 063024RL		273804	063024RL	06/30/2024		USBJUL24	19.66
		19.66	31011131 549900	EX/AMAZON/PERSONAL CHARGE - ERROR EX-GF-MISC			
Invoice: 071324RL		273806	071324RL	07/13/2024		USBJUL24	14.99
		14.99	31011131 549100	EX/KITSAP SUN/MONTHLY SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 070924ES		273807	070924ES	07/09/2024		USBJUL24	288.00
		288.00	91011497 54790401194	RIDWELL/COLLECTION RECYCLING SPECIALIZED PRODUCTS GREEN TEAM-RECYCLING SVCS			
Invoice: 062624AL		273808	062624AL	06/26/2024		USBJUL24	65.59
		65.59	31011256 531100	EX/E TRAILER CORPS/EXTRA TRAILER KEYS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 062624AL-A		273809	062624AL-A	06/26/2024		USBJUL24	371.16
		371.16	31011256 531100	EX/COSTCO/HUBS SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 062624AL-B		273810	062624AL-B	06/26/2024		USBJUL24	229.26
		229.26	31011256 531100	EX/COSTCO/HUBS SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 062624AL-C		273811	062624AL-C	06/26/2024		USBJUL24	393.06
		393.06	31011256 531100	EX/COSTCO/HUBS SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 062724AL		273812	062724AL	06/27/2024		USBJUL24	168.15
		168.15	31011256 531100	EX/ALPHACARD/BADGE PRINTER RIBBON EX-GF-EMERG PREP-SUPPLIES			
Invoice: 070124AL		273813	070124AL	07/01/2024		USBJUL24	25.11
		25.11	31011256 531100	EX/AMAZON/CERT SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 070124AL-A		273814	070124AL-A	07/01/2024		USBJUL24	120.00
		120.00	81011881 542100	IT/STARLINK/MONTHLY SUBSCRIPTION TSJC IT - C/E COMMUNICATION			
Invoice: 070124AL-B		273815	070124AL-B	07/01/2024		USBJUL24	300.00
		300.00	31011256 542100	EX/STARLINK/MONTHLY SUBSCRIPTION MOBILE UNITS HUBS EX-GF-EMERG PREP-PHONE			
Invoice: 070124AL-C		273816	070124AL-C	07/01/2024		USBJUL24	40.63
		40.63	31011256 531100	EX/AMAZON/TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 070124AL-D		273817	070124AL-D	07/01/2024		USBJUL24	87.36
		87.36	31011256 542100	EX/ZOLEO/MONTHLY SUBSCRIPTION EX-GF-EMERG PREP-PHONE			
Invoice: 070224AL		273818	070224AL	07/02/2024		USBJUL24	150.00
		150.00	31011256 549100	EX/BI ROTARY/QUARTERLY DUES EX-GF-EMERG PREP-DUES/SUBSCRIP			
Invoice: 070224AL-A		273820	070224AL-A	07/02/2024		USBJUL24	225.06
		225.06	31011256 539100	EX/COSTCO/ROTARY AUCTION - VOLUNTEER SNACKS EX-GF-EMERG PREP-NON TR MEALS			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 070324AL		273821	070324AL	07/03/2024		USBJUL24	286.20
		286.20	31011256 443410	EX/ALASKA AIR/FLIGHT TO DENVER IAEM CONFERENCE EX-GF-EMERG PREP-TRAINING			
Invoice: 070324AL-A		273822	070324AL-A	07/03/2024		USBJUL24	467.34
		467.34	31011256 539100	EX/COQUETTE/LUNCH MYN CAPTAINS SUMMER MTG EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 070424AL		273823	070424AL	07/04/2024		USBJUL24	144.94
		144.94	21011125 545000	CRT/KELLEY CONNECT/COPIER LEASE COURT-RENTS & LEASES			
Invoice: 070424AL-A		273824	070424AL-A	07/04/2024		USBJUL24	219.28
		219.28	61470581 545000	PCD/KELLEY CONNECT/COPIER LEASE PCD - DEV ADMIN RENTS & LEASES			
Invoice: 070424AL-B		273825	070424AL-B	07/04/2024		USBJUL24	408.27
		408.27	61470581 545000	PCD/KELLEY CONNECT/COPIER LEASE PCD - DEV ADMIN RENTS & LEASES			
Invoice: 070424AL-C		273826	070424AL-C	07/04/2024		USBJUL24	543.24
		543.24	72011321 545000	ENG/KELLEY CONNECT/COPIER LEASE ENG - C/E ADMIN RENTS & LEASES			
Invoice: 070524AL		273827	070524AL	07/05/2024		USBJUL24	92.50
		92.50	31011256 541100	EX/NCSI/VOLUNTEER BACKGROUND CHECKS EX-GF-EMERG PREP-PROF SVCS			
Invoice: 070524AL-A		273829	070524AL-A	07/05/2024		USBJUL24	21.12
		21.12	31011256 539100	EX/TOWN & COUNTRY/4TH OF JULY VOLUNTEER SNACKS EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 070824AL		273830	070824AL	07/08/2024		USBJUL24	13.06
		13.06	31011256 531100	EX/AMAZON/MRC SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 070824AL-A		273832	070824AL-A	07/08/2024		USBJUL24	9.99
		9.99	31011256 539100	EX/COSTCO/ROTARY AUCTION VOLUNTEER SNACKS EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 070824AL-B		273833	070824AL-B	07/08/2024		USBJUL24	359.87
		359.87	31011256 531100	EX/AMAZON/MRC SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 071224AL		273834	071224AL	07/12/2024		USBJUL24	12.19
		12.19	31011256 539100	EX/SAFEWAY/SNACKS MYN CAPTAINS SUMMER MTG EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 071924AL		273835	071924AL	07/19/2024		USBJUL24	98.25
		98.25	31011256 531100	EX/AMAZON/MRC TRAINING SUPPLIES EX-GF-EMERG PREP-SUPPLIES			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 072424AL		273836	072424AL	07/24/2024		USBJUL24	48.64
		48.64	31011256 443410	EX/YARDBIRD/CERT CONFERENCE - DINNER			
				EX-GF-EMERG PREP-TRAINING			
Invoice: 072424AL-A		273837	072424AL-A	07/24/2024		USBJUL24	448.27
		448.27	31011256 531100	EX/AMAZON/MRC TRAINING SUPPLIES			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 072524AL		273838	072524AL	07/25/2024		USBJUL24	28.03
		28.03	31011256 531100	EX/AMAZON/TRAILER SUPPLIES			
				EX-GF-EMERG PREP-SUPPLIES			
Invoice: 072524AL-A		273839	072524AL-A	07/25/2024		USBJUL24	16.10
		16.10	31011256 443410	EX/MARRIOTT MARQUIS DC/CERT CONFERENCE BREAKFAST			
				EX-GF-EMERG PREP-TRAINING			
Invoice: 072224AN		273840	072224AN	07/22/2024		USBJUL24	1,195.46
		1,195.46	31011131 53110001359	EX/C SANDERS EMBLEM & DESIGN/PINS VOLUNTEER APPREC			
				VOLUNTEER APPR EVENT-SUPPLIES			
Invoice: 072424AN		273841	072424AN	07/24/2024		USBJUL24	90.99
		90.99	31011131 53110001359	EX/WORLD CENTRIC/DISPOSABLE FOOD SERVICE WARE			
				VOLUNTEER APPR EVENT-SUPPLIES			
Invoice: 071724HB		273860	071724HB	07/17/2024		USBJUL24	374.47
		374.47	31011492 44341001195	EX/UNITED AIRLINES/AIRFARE FROM DC TO SEATTLE			
				CAP-TRANSP & FUELS-TRAINING			
Invoice: 072524HB		273861	072524HB	07/25/2024		USBJUL24	64.79
		64.79	31011492 44341001195	EX/LYFT/LYFT FROM AIRPORT			
				CAP-TRANSP & FUELS-TRAINING			
Invoice: 071724HB-A		273862	071724HB-A	07/17/2024		USBJUL24	-308.10
		-308.10	31011492 44341001195	EX/ALASKA AIRLINES/AIRFARE REFUND			
				CAP-TRANSP & FUELS-TRAINING			
Invoice: 070124LB		273864	070124LB	07/01/2024		USBJUL24	11.98
		11.98	51011211 549100	POL/KITSAP SUN/DIGITAL SUBSCRIPTION			
				PD-C/E-ADM-DUES/SUBCR/MEMBRSHIP			
Invoice: 070224LB		273865	070224LB	07/02/2024		USBJUL24	34.11
		34.11	51011215 531100	POL/STAPLES/READY INDEX NUMERIC PAPER DIVIDERS			
				POLICE - C/E FACIL SUPPLIES			
Invoice: 070124LB-A		273866	070124LB-A	07/01/2024		USBJUL24	423.00
		423.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE RENT			
				POLICE - C/E PATROL RENTS			
Invoice: 071824LB		273867	071824LB	07/18/2024		USBJUL24	100.00
		100.00	53011212 443410	POL/GOOD TO GO/TOLL BRIDGE FEES			
				POLICE - C/E PATROL TRAINING			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 071824LB-A		273868	071824LB-A	07/18/2024		USBJUL24	1.30
		1.30	51011215 531100	POL/ACE HARDWARE/EXTRA MAILBOX KEY POLICE - C/E FACIL SUPPLIES			
Invoice: 062524JB		273869	062524JB	06/25/2024		USBJUL24	3.00
		3.00	53011212 443410	POL/ORCA/TRAVEL POLICE - C/E PATROL TRAINING			
Invoice: 062524JB-A		273870	062524JB-A	06/25/2024		USBJUL24	34.80
		34.80	53011212 443410	POL/SUPER READY TRANSPORT/TRANSPORTATION POLICE - C/E PATROL TRAINING			
Invoice: 062524JB-B		273871	062524JB-B	06/25/2024		USBJUL24	24.53
		24.53	53011212 443410	POL/AIRPORT CONCESSIONS/FOOD POLICE - C/E PATROL TRAINING			
Invoice: 062624JB		273872	062624JB	06/26/2024		USBJUL24	19.31
		19.31	53011212 443410	POL/LEGENDS PUB/FOOD POLICE - C/E PATROL TRAINING			
Invoice: 062624JB-A		273873	062624JB-A	06/26/2024		USBJUL24	18.23
		18.23	53011212 443410	POL/SQUATTERS PUB/FOOD POLICE - C/E PATROL TRAINING			
Invoice: 062724JB		273874	062724JB	06/27/2024		USBJUL24	21.88
		21.88	53011212 443410	POL/RR BBQ/FOOD POLICE - C/E PATROL TRAINING			
Invoice: 062824JB		273876	062824JB	06/28/2024		USBJUL24	31.05
		31.05	53011212 443410	POL/UTE CAB/TRANSPORTATION POLICE - C/E PATROL TRAINING			
Invoice: 062824JB-A		273877	062824JB-A	06/28/2024		USBJUL24	17.27
		17.27	53011212 443410	POL/SMASHBURGER/FOOD POLICE - C/E PATROL TRAINING			
Invoice: 062824JB-B		273878	062824JB-B	06/28/2024		USBJUL24	1,129.95
		1,129.95	54025212 532000	POL/ELLIOTT BAY MARINA/FUEL MARINE - FUEL			
Invoice: 070424JB		273879	070424JB	07/04/2024		USBJUL24	624.46
		624.46	54025212 532000	POL/PORT OF BROWNSVILLE/FUEL MARINE - FUEL			
Invoice: 071324JB		273880	071324JB	07/13/2024		USBJUL24	27.29
		27.29	54025212 531100	POL/ACE HARDWARE/2" COMBO SHACKLE MARINE - SUPPLIES			
Invoice: 070924AB		273881	070924AB	07/09/2024		USBJUL24	175.00
		175.00	53011212 443410	POL/LLRMI/REGISTRATION AB POLICE - C/E PATROL TRAINING			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 070124ZB		273882	070124ZB	07/01/2024		USBJUL24	-478.92
		-478.92	53011212 44341000962	POL/PRICELINE NATIONAL CAR/CAR RENTAL CREDIT TRACKING CANINE-TRAINING			
Invoice: 070124ZB-A		273883	070124ZB-A	07/01/2024		USBJUL24	359.94
		359.94	53011212 54110000962	POL/ALDER CREEK PET LODGE/K9 BOARDING TRACKING CANINE-PROF SVCS			
Invoice: 071024ZB		273884	071024ZB	07/10/2024		USBJUL24	54.53
		54.53	53011212 53110000962	POL/CHEWY/K9 FOOD TRACKING CANINE-SUPPLIES			
Invoice: 071324JC		273885	071324JC	07/13/2024		USBJUL24	62.08
		62.08	51011211 543100	POL/ROAD RUNNER/FUEL AMERICAN LEGION CONF PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 071324JC-A		273886	071324JC-A	07/13/2024		USBJUL24	52.45
		52.45	51011211 543100	POL/WAFFLES CAFFE/FOOD AMERICAN LEGION CONF PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 071224JC		273887	071224JC	07/12/2024		USBJUL24	54.00
		54.00	51011211 543100	POL/PROOF/FOOD AMERICAN LEGION CONF PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 071324JC-B		273888	071324JC-B	07/13/2024		USBJUL24	183.02
		183.02	51011211 543100	POL/HILTON GARDEN INN PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 071324JC-C		273889	071324JC-C	07/13/2024		USBJUL24	210.07
		210.07	51011211 543100	POL/HILTON GARDEN INN/HOTEL AMERICAN LEGION CONF PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 072124JC		273890	072124JC	07/21/2024		USBJUL24	247.97
		247.97	51011214 443410	POL/AMERICAN AIRLINES/AIRFARE PD-C/E-ADMIN-TRAINING			
Invoice: 062824JF		273891	062824JF	06/28/2024		USBJUL24	49.98
		49.98	53011212 539100	POL/CENTRAL MARKET/LUNDGRENS GOOD BYE CHEESECAKES PATROL-NON TRAVEL FOOD/SNACK			
Invoice: 063024JF		273892	063024JF	06/30/2024		USBJUL24	112.45
		112.45	53011212 531100	POL/AMAZON/EARMUFFS LEBEAU, BOTHE PD-C/E-PATROL SUPPLIES			
Invoice: 070924JF		273893	070924JF	07/09/2024		USBJUL24	2,762.76
		2,762.76	53011212 531100	POL/HEARTSMART/HEARTSTART BATTERY, SMART PADS PD-C/E-PATROL SUPPLIES			
Invoice: 062624EH		273894	062624EH	06/26/2024		USBJUL24	21.38
		21.38	52011212 543100	POL/RENEGADO TACOS/FOOD FOR BACKGROUNDS PD-INV-TRAVEL/MEALS/LODGING			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 062624EH-A		273895	062624EH-A	06/26/2024		USBJUL24	31.69
		31.69	52011212 543100	POL/SEA MICASA CANTINA/FOOD FOR BACKGROUNDS PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 062724EH		273896	062724EH	06/27/2024		USBJUL24	22.02
		22.02	52011212 543100	POL/RUBY TUESDAY/FOOD FOR BACKGROUNDS PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 062724EH-A		273897	062724EH-A	06/27/2024		USBJUL24	4.93
		4.93	52011212 543100	POL/MURPHY/FUEL FOR BACKGROUND PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 062824EH		273898	062824EH	06/28/2024		USBJUL24	3.29
		3.29	52011212 543100	POL/HUDSONS/WATER FOR BACKGROUNDS PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 062824EH-A		273899	062824EH-A	06/28/2024		USBJUL24	530.41
		530.41	52011212 543100	POL/HERTZ/TRANSPORTATION FOR BACKGROUNDS PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 071624EH		273900	071624EH	07/16/2024		USBJUL24	16.37
		16.37	51011215 531100	POL/ACE HARDWARE/BATTERIES POLICE - C/E FACIL SUPPLIES			
Invoice: 072324KL		273901	072324KL	07/23/2024		USBJUL24	123.48
		123.48	51011214 443410	POL/DELTA AIR/AIRFARE PD-C/E-ADMIN-TRAINING			
Invoice: 072324KL-A		273902	072324KL-A	07/23/2024		USBJUL24	168.10
		168.10	51011214 443410	POL/ALASKA AIR/AIRFARE PD-C/E-ADMIN-TRAINING			
Invoice: 071124CM		273903	071124CM	07/11/2024		USBJUL24	667.21
		667.21	54025212 532000	POL/PORT OF BROWNSVILLE/FUEL FOR MARINE 8 MARINE - FUEL			
Invoice: 072224CM		273904	072224CM	07/22/2024		USBJUL24	10.61
		10.61	53011212 443410	POL/BBQ PETES/MEAL POLICE - C/E PATROL TRAINING			
Invoice: 072324CM		273905	072324CM	07/23/2024		USBJUL24	5.50
		5.50	53011212 443410	POL/GOOD TO GO/BRIDGE TOLLS POLICE - C/E PATROL TRAINING			
Invoice: 072324CM-A		273906	072324CM-A	07/23/2024		USBJUL24	13.63
		13.63	53011212 443410	POL/BBQ PETES/MEAL POLICE - C/E PATROL TRAINING			
Invoice: 072424CM		273907	072424CM	07/24/2024		USBJUL24	5.50
		5.50	53011212 443410	POL/GOOD TO GO/BRIDGE TOLLS POLICE - C/E PATROL TRAINING			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 072424CM-A		273908	072424CM-A	07/24/2024		USBJUL24	16.44
		16.44	53011212 443410	POL/BBQ PETES/MEAL			
				POLICE - C/E PATROL TRAINING			
Invoice: 062524NQ		273909	062524NQ	06/25/2024		USBJUL24	10.94
		10.94	53011212 443410	POL/CHIPOTLE/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062524NQ-A		273910	062524NQ-A	06/25/2024		USBJUL24	14.30
		14.30	53011212 443410	POL/PANDA EXPRESS/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062424NQ-A		273911	062424NQ-A	06/24/2024		USBJUL24	23.97
		23.97	53011212 443410	POL/FOUNDATION JUICE/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062524NQ-B		273912	062524NQ-B	06/25/2024		USBJUL24	18.70
		18.70	53011212 443410	POL/HOLIDAY INN/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062624NQ		273913	062624NQ	06/26/2024		USBJUL24	17.08
		17.08	53011212 443410	POL/HOLIDAY INN/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062624NQ-A		273914	062624NQ-A	06/26/2024		USBJUL24	23.23
		23.23	53011212 443410	POL/FOUNDATION JUICE/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062724NQ		273915	062724NQ	06/27/2024		USBJUL24	17.08
		17.08	53011212 443410	POL/HOLIDAY INN/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062824NQ		273916	062824NQ	06/28/2024		USBJUL24	41.01
		41.01	53011212 443410	POL/7 ELEVEN/FUEL			
				POLICE - C/E PATROL TRAINING			
Invoice: 062824NQ-A		273917	062824NQ-A	06/28/2024		USBJUL24	22.25
		22.25	53011212 443410	POL/WS FERRIES/FERRY			
				POLICE - C/E PATROL TRAINING			
Invoice: 062724NQ-A		273918	062724NQ-A	06/27/2024		USBJUL24	23.23
		23.23	53011212 443410	POL/FOUNDATION JUICE/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062824NQ-B		273919	062824NQ-B	06/28/2024		USBJUL24	19.49
		19.49	53011212 443410	POL/NUYU JUICE BAR/FOOD			
				POLICE - C/E PATROL TRAINING			
Invoice: 062824NQ-C		273920	062824NQ-C	06/28/2024		USBJUL24	17.08
		17.08	53011212 443410	POL/HOLIDAY INN/FOOD			
				POLICE - C/E PATROL TRAINING			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 062824NQ-D		273921	062824NQ-D	06/28/2024		USBJUL24	19.79
		19.79	53011212 443410	POL/HOLIDAY INN/FOOD			
Invoice: 062824NQ-E		273922	062824NQ-E	06/28/2024		USBJUL24	937.14
		937.14	53011212 443410	POL/HOLIDAY INN/HOTEL			
Invoice: 070624WS		273923	070624WS	07/06/2024		USBJUL24	112.70
		112.70	53011212 539100	POL/JERSEY MIKES/ROTARY AUCTION LUNCH FOR CREW			
Invoice: 072324WS		273924	072324WS	07/23/2024		USBJUL24	65.51
		65.51	51011215 535500	POL/AMAZON/MONITOR STAND			
Invoice: 072424WS		273925	072424WS	07/24/2024		USBJUL24	90.53
		90.53	51011211 531100	POL/SALSBURY INDUSTRIES/NUMBERS FOR PATROL LOCKERS			
Invoice: 071324BS		273926	071324BS	07/13/2024		USBJUL24	118.45
		118.45	54025212 531100	POL/AMAZON/FLAGS FOR MARINE 8			
Invoice: 072424BS		273927	072424BS	07/24/2024		USBJUL24	527.84
		527.84	54025212 532000	POL/PORT LUDLOW MARINA/FUEL			
Invoice: 071924PC		273928	071924PC	07/19/2024		USBJUL24	46.82
		46.82	63470588 539100	PCD/CASA ROJAS/WORKING DINNER WITH VENDOR			
Invoice: 062424SH		274007	062424SH	06/24/2024		USBJUL24	68.88
		68.88	31011572 531100	EX/HOBBY LOBBY/JULY 4TH PARADE SUPPLIES			
Invoice: 070224SH		274008	070224SH	07/02/2024		USBJUL24	15.96
		15.96	31011572 549100	EX/SEATTLE TIMES/DIGITAL SUBSCRIPTION			
Invoice: 070624SH		274009	070624SH	07/06/2024		USBJUL24	32.75
		32.75	31011572 548500	EX/MOTION ARRAY/VIDEO TEMPLATES			
Invoice: 071224SH		274010	071224SH	07/12/2024		USBJUL24	1,282.34
		1,282.34	51011211 53110000649	POL/NATIONAL EVENT PROS/INFLATABLE SLIDE NATIONAL			
Invoice: 071724SH		274011	071724SH	07/17/2024		USBJUL24	504.00
		504.00	51011211 53110000649	POL/NATW/SWAG, PRIZES NATIONAL NIGHT OUT			

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		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 071724SH-A		274012	071724SH-A	07/17/2024		USBJUL24	14.99
		14.99	31011572 549100	EX/KITSAP SUN/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 071724SH-B		274013	071724SH-B	07/17/2024		USBJUL24	500.00
		500.00	51011211 53110000649	POL/DIRTY DOG/DEPOSIT FOOD TRUCK NATIONAL NIGHT NAT'L NIGHT OUT-SUPPLIES			
Invoice: 062524LS		274014	062524LS	06/25/2024		USBJUL24	19.96
		19.96	31011131 549100	EX/ST SUBSCRIPTIONS/SEATTLE TIMES SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 070124LS		274015	070124LS	07/01/2024		USBJUL24	220.41
		220.41	51011211 53110000589	POL/STUFFED SAFARI/BRADED ITEMS POLICE-COMMUNITY PD-COMM OUTREACH-SUPPLIES			
Invoice: 070924LS		274016	070924LS	07/09/2024		USBJUL24	114.92
		114.92	31011551 53910001251	EX/COQUETTE/AFFORDABLE HOUSING RFQ MEETING 625 WINSLOW-AFF HSG-FOOD/BEV			
Invoice: 071024LS		274017	071024LS	07/10/2024		USBJUL24	70.98
		70.98	51011211 53110000589	POL/STUFFED SFARI/BRADED ITEMS POLICE-COMMUNITY PD-COMM OUTREACH-SUPPLIES			
Invoice: 071224LS		274018	071224LS	07/12/2024		USBJUL24	958.23
		958.23	51011211 53110000589	POL/CUSTOM INK/BRADED ITEMS POLICE-COMMUNITY PD-COMM OUTREACH-SUPPLIES			
Invoice: 071624LS		274019	071624LS	07/16/2024		USBJUL24	100.86
		100.86	31011572 531100	EX/AMAZON/COMMUNICATION ENGAGEMENT SUPPLIES EX-GF-OUTREACH-SUPPLIES			
Invoice: 071824LS		274020	071824LS	07/18/2024		USBJUL24	3,204.02
		3,204.02	51011211 53110000589	POL/CUSTOM INK/BRADED ITEMS POLICE-COMMUNITY PD-COMM OUTREACH-SUPPLIES			
Invoice: 071924LS		274021	071924LS	07/19/2024		USBJUL24	127.76
		127.76	51011211 53110000589	POL/STICKER MULE/SPECIALTY STICKER POLICE-COMMUNIT PD-COMM OUTREACH-SUPPLIES			
Invoice: 072324LS		274022	072324LS	07/23/2024		USBJUL24	19.96
		19.96	31011131 549100	EX/ST SUBSCRIPTIONS/SEATTLE TIMES SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 072324LS-A		274023	072324LS-A	07/23/2024		USBJUL24	68.20
		68.20	31011572 531100	EX/AMAZON/COMMUNICATION ENGAGEMENT SUPPLIES EX-GF-OUTREACH-SUPPLIES			
Invoice: 070224TA		274037	070224TA	07/02/2024		USBJUL24	-299.58
		-299.58	21011125 548500	CRT/ZOOM/COURT TRANSF TO CITY ACCOUNT CREDIT COURT-SOFTWARE SUPPORT MAINT			

A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
Invoice: 070524BH		274069	070524BH	07/05/2024		USBJUL24	1,746.81
		1,746.81	62471596 549900	PCD/ENTERPRISE CAR RENTAL/PERSONAL CHARGE IN BLDG-MISC			ERROR
Invoice: 062824MD		274149	062824MD	06/28/2024		USBJUL24	119.69
		119.69	81011881 548500	IT/ADOBE SOFTWARE/ADOBE ILLUSTRATOR HB			IT - C/E COMPUTER SUPPORT
Invoice: 062824MD-A		274150	062824MD-A	06/28/2024		USBJUL24	94.44
		94.44	81011881 535500	IT/AMAZON/COOLING FAN O&M NETWORK CLOSET			IT - C/E COMPUTER PARTS & EQ
Invoice: 070124MD		274151	070124MD	07/01/2024		USBJUL24	49.64
		49.64	81011881 531100	IT/AMAZON/O&M CLOSET FILE LABELS, PENCILS			IT - C/E SUPPLIES
Invoice: 070224MD		274152	070224MD	07/02/2024		USBJUL24	3,778.29
		3,778.29	81011881 535500	IT/MICROSOFT CORP/HIGH-END LAPTOP FOR SH			IT - C/E COMPUTER PARTS & EQ
Invoice: 070224MD-A		274153	070224MD-A	07/02/2024		USBJUL24	15.29
		15.29	81011881 531100	IT/AMAZON/SHARPIE FINE-POINT PENS			IT - C/E SUPPLIES
Invoice: 070424MD		274154	070424MD	07/04/2024		USBJUL24	77.19
		77.19	81011881 548500	IT/CLEVERBRIDGE/WINZIP COMPRESSION SOFTWARE			IT - C/E COMPUTER SUPPORT
Invoice: 070924MD		274155	070924MD	07/09/2024		USBJUL24	4,846.90
		4,846.90	81011881 548500	IT/FIREWALLS.COM/UNIFIED THREAT PROTECTION FIREWAL			IT - C/E COMPUTER SUPPORT
Invoice: 070924MD-A		274156	070924MD-A	07/09/2024		USBJUL24	115.42
		115.42	81011881 535500	IT/AMAZON/LEVITON QUICKPORT CONNECTOR, CAT 6 25-PK			IT - C/E COMPUTER PARTS & EQ
Invoice: 070924MD-B		274157	070924MD-B	07/09/2024		USBJUL24	12.00
		12.00	81011881 548500	IT/WETRANSFER/POLICE EMAIL ENCRYPTION SOFTWARE			IT - C/E COMPUTER SUPPORT
Invoice: 071024MD		274158	071024MD	07/10/2024		USBJUL24	26.20
		26.20	81011881 531100	IT/AMAZON/FULL-SHEET LINED STICKY PAGES			IT - C/E SUPPLIES
Invoice: 071024MD-A		274159	071024MD-A	07/10/2024		USBJUL24	130.48
		130.48	81011881 535500	IT/AMAZON/ERGONOMIC KEYBOARD			IT - C/E COMPUTER PARTS & EQ
Invoice: 071224MD		274160	071224MD	07/12/2024		USBJUL24	46.12
		46.12	81011881 548500	IT/PDQ.COM/PDQ CONNECT SOFTWARE LICENSES			IT - C/E COMPUTER SUPPORT

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 071524MD				274161	071524MD	07/15/2024		USBJUL24	21.84
				21.84	81011881 548500	IT/OPEN.AI CHATGPT/SUBSCRIPTION AI SERVICE IT - C/E COMPUTER SUPPORT			
Invoice: 071624MD				274162	071624MD	07/16/2024		USBJUL24	1,124.16
				1,124.16	81011881 548500	IT/FIREWALLS.COM/FORIANALYZER CLOUD LOGGING IT - C/E COMPUTER SUPPORT			
Invoice: 071924MD				274163	071924MD	07/19/2024		USBJUL24	8.16
				8.16	81011881 548500	IT/WETRANSFER/POLICE EMAIL ENCRYPTION REMAINING IT - C/E COMPUTER SUPPORT			
Invoice: 072224MD				274164	072224MD	07/22/2024		USBJUL24	3,693.14
				3,693.14	81011881 548500	IT/AUTODESK/AUTODESK SOFTWARE AC IT - C/E COMPUTER SUPPORT			
Invoice: 072224MD-A				274165	072224MD-A	07/22/2024		USBJUL24	97.46
				97.46	81011881 535500	IT/AMAZON/NOTEBOOKS, USB-ADAPTER, KEYBOARD IT - C/E COMPUTER PARTS & EQ			
Invoice: 072424MD				274166	072424MD	07/24/2024		USBJUL24	14.19
				14.19	81011881 548500	IT/ARLO/VIDEO CLOUD STORAGE SERVICE IT - C/E COMPUTER SUPPORT			
								CHECK 4405 TOTAL:	63,232.59
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			63,232.59
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						1	63,232.59		
								*** GRAND TOTAL ***	63,232.59

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	8	221																		
APP	001-213000															GENERAL - ACCOUNTS PAYABLE			49,448.05	
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH				63,232.59
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
APP	101-213000															STREETS - ACCOUNTS PAYABLE			1,855.84	
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000															ACCOUNTS PAYABLE			150.08	
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
APP	631-213000															ACCOUNTS PAYABLE			5,060.13	
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000															ACCOUNTS PAYABLE			2,430.87	
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
APP	407-213000															ACCOUNTS PAYABLE			3,589.47	
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000															ACCOUNTS PAYABLE			550.88	
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
APP	501-213000															ER&R-ACCOUNTS PAYABLE			147.27	
	08/22/2024	USBJUL24							082224							AP CASH DISBURSEMENTS JOURNAL				
																GENERAL LEDGER TOTAL			63,232.59	63,232.59
APP	631-130000															DUE TO/FROM CLEARING			58,172.46	
	08/22/2024	USBJUL24							082224											
APP	001-130000															GENERAL - DUE TO/FROM CLEARING				49,448.05
	08/22/2024	USBJUL24							082224											
APP	101-130000															STREETS - DUE TO/FROM CLEARING				1,855.84
	08/22/2024	USBJUL24							082224											
APP	403-130000															DUE TO/FROM CLEARING				150.08
	08/22/2024	USBJUL24							082224											
APP	402-130000															DUE TO/FROM CLEARING				2,430.87
	08/22/2024	USBJUL24							082224											
APP	407-130000															DUE TO/FROM CLEARING				3,589.47
	08/22/2024	USBJUL24							082224											
APP	401-130000															DUE TO/FROM CLEARING				550.88
	08/22/2024	USBJUL24							082224											
APP	501-130000															ER&R-DUE TO/FROM CLEARING				147.27
	08/22/2024	USBJUL24							082224											
																SYSTEM GENERATED ENTRIES TOTAL			58,172.46	58,172.46
																JOURNAL 2024/08/221	TOTAL		121,405.05	121,405.05

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 8	221	08/22/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	49,448.05	49,448.05
				FUND TOTAL	49,448.05	49,448.05
101 STREET FUND 101-130000 101-213000	2024 8	221	08/22/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	1,855.84	1,855.84
				FUND TOTAL	1,855.84	1,855.84
401 WATER OPERATING FUND 401-130000 401-213000	2024 8	221	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	550.88	550.88
				FUND TOTAL	550.88	550.88
402 SEWER OPERATING FUND 402-130000 402-213000	2024 8	221	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,430.87	2,430.87
				FUND TOTAL	2,430.87	2,430.87
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 8	221	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.08	150.08
				FUND TOTAL	150.08	150.08
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 8	221	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,589.47	3,589.47
				FUND TOTAL	3,589.47	3,589.47
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2024 8	221	08/22/2024	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	147.27	147.27
				FUND TOTAL	147.27	147.27
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 8	221	08/22/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	58,172.46 5,060.13	63,232.59
				FUND TOTAL	63,232.59	63,232.59

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		49,448.05
101	STREET FUND		1,855.84
401	WATER OPERATING FUND		550.88
402	SEWER OPERATING FUND		2,430.87
403	STORM & SURFACE WATER FUND		150.08
407	BUILDING & DEVELOPMENT FUND		3,589.47
501	EQUIPMENT RENTAL & REVOLVING		147.27
631	CLEARING FUND		
TOTAL		58,172.46	58,172.46

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

A/P CASH DISBURSEMENTS JOURNAL

JK

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

				INVOICE		DTL	DESC			
4406	08/27/2024	MANL	969 DEPARTMENT OF LICENS	274248	AUG24FA	08/21/2024	FAAUG24			162.00
Invoice: AUG24FA						POL/AUG	2024 CPLS			
				162.00	41654860 586000	CPL	GUN PERMIT-STATE SHARE OUT			
						CHECK	4406 TOTAL:			162.00
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***				162.00
						COUNT	AMOUNT			
				TOTAL MANUAL CHECKS		1	162.00			
								*** GRAND TOTAL ***		162.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC		
2024	8	241									
APP	650-213000	08/27/2024	FAAUG24	082724					ACCOUNTS PAYABLE		162.00
APP	635-111100	08/27/2024	FAAUG24	082724					AP CASH DISBURSEMENTS JOURNAL		
									CASH		162.00
									AP CASH DISBURSEMENTS JOURNAL		
									GENERAL LEDGER TOTAL	162.00	162.00
APP	631-130000	08/27/2024	FAAUG24	082724					DUE TO/FROM CLEARING	162.00	
APP	650-130000	08/27/2024	FAAUG24	082724					DUE TO/FROM CLEARING		162.00
									SYSTEM GENERATED ENTRIES TOTAL	162.00	162.00
									JOURNAL 2024/08/241	TOTAL	324.00
											324.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631	CLEARING FUND	2024	8	241	08/27/2024			
	631-130000					DUE TO/FROM CLEARING	162.00	
	635-111100					CASH		162.00
						FUND TOTAL	162.00	162.00
650	AGENCY FUND	2024	8	241	08/27/2024			
	650-130000					DUE TO/FROM CLEARING		162.00
	650-213000					ACCOUNTS PAYABLE	162.00	
						FUND TOTAL	162.00	162.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
631	CLEARING FUND	162.00	
650	AGENCY FUND		162.00
TOTAL		162.00	162.00

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

CITY OF BAINBRIDGE ISLAND

REGULAR 8/28/24 JK



A/P CASH DISBURSEMENTS JOURNAL

JK

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
4407	08/29/2024 EFT	9249 911	SUPPLY INC	274249	INV-2-40647	08/20/2024	08/28/24 510.94
	Invoice: INV-2-40647			510.94	53011212 520000	POL/UNIFORM/DAOG POLICE - C/E PATROL BENEFITS	
					CHECK	4407 TOTAL:	510.94
4408	08/29/2024 EFT	5	ACE HARDWARE	274201	56637	08/15/2024	08/28/24 85.75
	Invoice: 56637			85.75	73431835 531100	PW/THREAD SEAL TAPE, SMART STRAW 12OZ, SHOPTOWEL OFFICE SUPPLIES	
	Invoice: 56647			274202	56647	08/19/2024	08/28/24 50.20
				50.20	73111423 531100	PW/LEADER HOSE 6', PUMP DRILL POWERED OFFICE SUPPLIES	
	Invoice: 56649			274203	56649	08/19/2024	08/28/24 28.38
				28.38	73011768 531100	PW/PADLOCK COMB 2-1/4" RESET O&M-C/E-PARKS-SUPPLIES	
	Invoice: 56652			274204	56652	08/20/2024	08/28/24 88.47
				88.47	73011768 531100	PW/FASTENERS, SPRYVARNISH SATNI 11.5OZ O&M-C/E-PARKS-SUPPLIES	
					CHECK	4408 TOTAL:	252.80
4409	08/29/2024 EFT	1030	SUNBELT RENTALS	274262	157969818-0001	08/14/2024	08/28/24 467.03
	Invoice: 157969818-0001			467.03	73111423 545000	PW/DOUBLE DRUM RIFE-ON ROLLER RENTAL RENTS & LEASES - OPERATING	
	Invoice: 158085949-0002			274264	158085949-0002	08/15/2024	08/28/24 274.68
				274.68	73111423 545000	PW/DIESEL AIR COMPRESSOR, AIR HAMMER RENTALS RENTS & LEASES - OPERATING	
	Invoice: 158085949-0003			274265	158085949-0003	08/15/2024	08/28/24 89.05
				89.05	73111423 548100	PW/JUMPING JACK TAMPER RENTAL REPAIRS & MAINTENANCE	
					CHECK	4409 TOTAL:	830.76
4410	08/29/2024 EFT	7726	AIR MANAGEMENT SOLUT	274206	0001144233	08/14/2024	08/28/24 5,022.48
	Invoice: 0001144233			5,022.48	73011183 54810000707	PW/MAJOR HVAC MAINTENANCE CITY HALL CH HVAC-REPAIRS	
	Invoice: 0001145114			274207	0001145114	08/14/2024	08/28/24 1,675.59
				1,675.59	73011897 54810000707	PW/MAJOR HVAC MAINTENANCE PWOM PWY HVAC-REPAIRS	
	Invoice: 0001146914			274208	0001146914	08/14/2024	08/28/24 1,368.51
				1,368.51	73011215 54810000707	PW/REPLACE 2 COMPRESSOR CONTACTORS TSJC PD HVAC-REPAIRS	

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

						CHECK	4410 TOTAL:	8,066.58
4411 08/29/2024 EFT	1258 ALPINE PRODUCTS INC	274205	TM-226320	08/09/2024	08/28/24			146.43
Invoice: TM-226320				PW/GUN CABLE LL 3400				
		146.43	73111264 53110000908	PAVEMENT MARKINGS-SUPPLY				
				CHECK	4411 TOTAL:			146.43
4412 08/29/2024 EFT	45 BAINBRIDGE ISLAND CH	274212	2024-Q3.1	07/31/2024	08/28/24			5,731.01
Invoice: 2024-Q3.1				2024 LTAC BI CHAMBER FUNDING				
		5,731.01	91140573 541100	GG-TOUR-PROF SERVICES				
				CHECK	4412 TOTAL:			5,731.01
4413 08/29/2024 EFT	50 BAINBRIDGE ISLAND EL	274211	20240085	07/30/2024	08/28/24			2,085.51
Invoice: 20240085				ENG/SANDS AVE WELL REHAB PROJECT ELECTRICAL WORK				
		2,085.51	72413434 66300001183	SANDS AVE WELL REHAB-CONSTR				
				CHECK	4413 TOTAL:			2,085.51
4414 08/29/2024 EFT	360 BUILDERS FIRSTSOURCE	274213	90765068	08/13/2024	08/28/24			-1,012.74
Invoice: 90765068				PW/INCISED CEDARTONE 2X12-16', 10', 8'				
		-1,012.74	73011768 531100	O&M-C/E-PARKS-SUPPLIES				
				08/13/2024	08/28/24			1,012.74
Invoice: 89515204				PW/INCISED CEDARTONE 2X12-16', 10', 8'				
		1,012.74	73011768 531100	O&M-C/E-PARKS-SUPPLIES				
				08/13/2024	08/28/24			346.78
Invoice: 89517040				PW/2X6-8', 2X4-8', 2X2-8' WRC KD SEL DECK				
		346.78	73011768 531100	O&M-C/E-PARKS-SUPPLIES				
				08/14/2024	08/28/24			5.01
Invoice: 89521300				PW/T0511 END CAP WHT 5" 20 PACK				
		5.01	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
				CHECK	4414 TOTAL:			351.79
4415 08/29/2024 EFT	9449 CASCADE COLUMBIA DIS	274217	903476	08/13/2024	08/28/24			997.59
Invoice: 903476				PW/SODIUM HYPOCHLORITE, CAUSTIC SODA				
		997.59	73425358 531100	O&M-WWTP-SUPPLIES				
				CHECK	4415 TOTAL:			997.59

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635			111100		CASH															
CHECK NO	CHK	DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET										
INVOICE DTL DESC																				
4416	08/29/2024	EFT		104	CITY OF BREMERTON	274251	BPD0003164	08/14/2024		08/28/24	400.00									
	Invoice: BPD0003164					400.00	53011212 545000	POL/RANGE RENTAL												
								POLICE - C/E PATROL RENTS												
								CHECK		4416 TOTAL:	400.00									
4417	08/29/2024	EFT		142	COPIERS NORTHWEST IN	274252	INV2873896	08/22/2024		08/28/24	681.96									
	Invoice: INV2873896					340.98	31011131 545000	EX,FIN/COPIER LEASE												
						340.98	41011141 545000	EX-GF-RENTS & LEASES												
								FIN-GF-RENTS & LEASES												
								CHECK		4417 TOTAL:	681.96									
4418	08/29/2024	EFT		6363	LN CURTIS & SONS	274253	INV856354	08/19/2024		08/28/24	132.02									
	Invoice: INV856354					132.02	53011212 520000	POL/UNIFORM/BOTHE												
								POLICE - C/E PATROL BENEFITS												
								CHECK		4418 TOTAL:	132.02									
4419	08/29/2024	EFT		7016	CUSTOM PRINTING	274221	11148	07/25/2024		08/28/24	30.36									
	Invoice: 11148					30.36	31011256 541100	EX/WASH TEAM PRESENTATIONS & BOOTH FARMERS MARKET												
								EX-GF-EMERG PREP-PROF SVCS												
	Invoice: 11149					274222	11149	07/31/2024		08/28/24	18.56									
						18.56	31011256 541100	EX/WASH TEAM PRESENTATIONS & BOOTH FARMERS MARKET												
								EX-GF-EMERG PREP-PROF SVCS												
								CHECK		4419 TOTAL:	48.92									
4420	08/29/2024	EFT		10231	EMPIRE WELL DRILLING	274224	PAYREQ2-FINAL-01183	08/20/2024		08/28/24	71,203.92									
	Invoice: PAYREQ2-FINAL-01183					71,203.92	72413434 66300001183	ENG/SANDS AVE WELL REHAB DESIGN AN												
								SANDS AVE WELL REHAB-CONSTR												
								CHECK		4420 TOTAL:	71,203.92									
4421	08/29/2024	EFT		2342	ENVIRONMENTAL SCIENC	274225	199290	08/19/2024		08/28/24	108.92									
	Invoice: 199290					108.92	64011586 54110101237	PCD/PROFESSIONAL SERVICES JUN 2024												
								ST DOE-SEA LEVEL RISE-PROF SVC												
								CHECK		4421 TOTAL:	108.92									
4422	08/29/2024	EFT		1953	FERGUSON ENTERPRISES	274226	0050075	08/07/2024		08/28/24	7,341.79									
	Invoice: 0050075					7,341.79	73411345 531100	PW/WATER SUPPLIES												
								OFFICE SUPPLIES												

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC							
				CHECK	4422	TOTAL:	7,341.79
4423	08/29/2024 EFT	8292	FLYING WRENCH SERVIC	274227	31992	08/16/2024	08/28/24
	Invoice: 31992					PW/2004 VOLVO VHD TRANSMISSION REPAIRS	5,763.50
		5,763.50	73637941	548100		VACTOR R&M-REPAIRS	
				CHECK	4423	TOTAL:	5,763.50
4424	08/29/2024 EFT	513	GRAINGER	274230	9210112240	08/08/2024	08/28/24
	Invoice: 9210112240			61.86	73425358	531100	PW/PUMP HEAD REPAIR KIT
							O&M-WWTP-SUPPLIES
	Invoice: 9211328118			274231	9211328118	08/09/2024	08/28/24
				124.50	73011897	531100	PW/REPAIR KIT
							O&M-C/E-PWY FAC-SUPPLIES
	Invoice: 9212040035			274232	9212040035	08/12/2024	08/28/24
				45.07	73011897	531100	PW/OUTLET CHROME SINGLE CHECK VACUUM BRKR
							O&M-C/E-PWY FAC-SUPPLIES
				CHECK	4424	TOTAL:	231.43
4425	08/29/2024 EFT	253	HACH COMPANY	274054	2227292	08/06/2024	08/28/24
	Invoice: 2227292			-12,277.27	73425358	53110001329	PW/AS950 AWRS SENS RETURN CREDIT
							NUTRIENT REDUCTION GRANT-SUPL
	Invoice: 2227346			274055	2227346	08/07/2024	08/28/24
				-5,641.27	73425358	53110001329	PW/AWRS BASE UNIT W/HEATER RETURN CREDIT
							NUTRIENT REDUCTION GRANT-SUPL
	Invoice: 14060174			274056	14060174	06/06/2024	08/28/24
				5,641.27	73425358	53110001329	PW/AWRS BASE UNIT W/HEATER 115V
							NUTRIENT REDUCTION GRANT-SUPL
	Invoice: 14121791			274057	14121791	07/25/2024	08/28/24
				12,277.27	73425358	53110001329	PW/AS950 AWRS SENS 115V W/HTR
							NUTRIENT REDUCTION GRANT-SUPL
	Invoice: 14119484			274233	14119484	07/23/2024	08/28/24
				66.44	72011322	54110000485	ENG/ANNUAL MAINTENANCE DATA LOGGER HL4 WATER QUALI
				66.44	72637319	54110000809	GROUNDWTR MNGT PRGM-PROF SVCS
							WATER QUAL FLOW MONIT-PRO SVCS
				CHECK	4425	TOTAL:	132.88
4426	08/29/2024 EFT	3114	JOHNSON CONTROLS FIR	274234	1-133126058896	05/30/2024	08/28/24
	Invoice: 1-133126058896			2,960.20	73011183	54110000390	PW/ALARM MONITORING
							FAC BLDG/FIRE ALARM-CITY HALL

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

Invoice: 1-133730407926		274235	1-133730407926	07/17/2024	08/28/24	2,513.05
		2,513.05	73011183 54110000390	PW/ALARM MONITORING FAC BLDG/FIRE ALARM-CITY HALL		
				CHECK	4426 TOTAL:	5,473.25
4427 08/29/2024 EFT	10439 KELLEY CREATE CO	274255	37246346	08/19/2024	08/28/24	90.64
Invoice: 37246346		90.64	51011211 545000	POL/ADMIN COPIER LEASE PD-C/E-ADMIN RENTS/LEASE		
				CHECK	4427 TOTAL:	90.64
4428 08/29/2024 EFT	8549 KINGWEST, LLC	274236	836335	08/16/2024	08/28/24	5,350.80
Invoice: 836335		5,350.80	73111427 54110000354	PW/REMOVED 2 PINE TREES 7633 WEAVER RD NE TREE PRES/REMOVAL-RD-PROF SVCS		
				CHECK	4428 TOTAL:	5,350.80
4429 08/29/2024 EFT	5717 MAKERS ARCHITECTURE	274237	2257-16	08/22/2024	08/28/24	676.25
Invoice: 2257-16		676.25	31011492 54110001195	EX/ELEC VEHICLE OPTIONS/FACILITY CAP-TRANSP & FUELS-PROF SVCA		
				CHECK	4429 TOTAL:	676.25
4430 08/29/2024 EFT	6279 MENG ANALYSIS	274238	2024905-101	07/31/2024	08/28/24	1,700.00
Invoice: 2024905-101		1,317.50	73011821 54110001332	PW/2024 FACILITY CONDITION ASSESS FACILITY COND ASSESS-PROF SVCS		
		35.70	73411345 54110001332	FACILITY ASSESSMENT-PROF SVCS		
		83.30	73425358 54110001332	FACILITY ASSESSMENT-PROF SVCS		
		263.50	73431835 54110001332	FACILITY ASSESSMENT-PROF SVCS		
				CHECK	4430 TOTAL:	1,700.00
4431 08/29/2024 EFT	10360 MERCHANT PATROL SECU	274256	3966	08/01/2024	08/28/24	1,012.20
Invoice: 3966		1,012.20	21011125 541100	CRT/COURT SECURITY JUL 2024 COURT-PROF SERVICES		
				CHECK	4431 TOTAL:	1,012.20
4432 08/29/2024 EFT	9263 BELLEVUE PRINTING LL	274239	60403	07/30/2024	08/28/24	6,678.50
Invoice: 60403		3,339.25	61011586 54110000930	PCD/POSTCARDS DEIS RECYCLED GLOSS COVER EDDM COMP PLAN-PROF SVCS		
		3,339.25	64011586 54110001242	WINSLOW SUBAREA PLAN-PROF SVCS		

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
						CHECK	4432	TOTAL:	6,678.50
4433	08/29/2024	EFT	10265 HUGHES, RYAN	274240	231	07/18/2024		08/28/24	2,355.00
	Invoice: 231					PCD/2024 COMPREHENSIVE PLAN UPDATE			
				2,355.00	61011586 54110000930	COMP PLAN-PROF SVCS			
				274241	234	08/15/2024		08/28/24	2,161.25
	Invoice: 234					PCD/2024 COMPREHENSIVE PLAN UPDATE			
				2,161.25	61011586 54110000930	COMP PLAN-PROF SVCS			
						CHECK	4433	TOTAL:	4,516.25
4434	08/29/2024	EFT	10505 OSBORN CONSULTING IN	274243	10036	08/20/2024		08/28/24	28,123.04
	Invoice: 10036					ENG/MAC'S DAM FEASIBILITY STUDY			
				28,123.04	72433438 64110000823	EH@MCDONALD CR CULVERT-DES			
						CHECK	4434	TOTAL:	28,123.04
4435	08/29/2024	EFT	5646 PERTEET INC	274259	20220099.0000-26	08/15/2024		08/28/24	50,383.15
	Invoice: 20220099.0000-26					ENG/EH DR / WW + COOPER CREEK - PR			
				49,058.75	72334562 64110000968	C40-EAGLE HARBOR PH1-PROF SVCS			
				1,324.40	72433438 64110001107	C40-EAGLE HRBR FISH PASS-PRFSV			
						CHECK	4435	TOTAL:	50,383.15
4436	08/29/2024	EFT	6333 PETROCARD INC.	274244	0529885-IN	08/15/2024		08/28/24	3,418.05
	Invoice: 0529885-IN					PW/DIESEL & REGULAR FUEL			
				1,567.59	73638893 532000	O&M-FUEL USE-ALLOCATION			
				1,850.46	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK	4436	TOTAL:	3,418.05
4437	08/29/2024	EFT	8468 SPECIALIZED PAVEMENT	274245	PAYREQ1-00235	08/15/2024		08/28/24	113,735.63
	Invoice: PAYREQ1-00235					PW/2024 ROAD STRIPING			
				113,735.63	73111264 54810000235	ROAD STRIPING-CONTRACT WORK			
						CHECK	4437	TOTAL:	113,735.63
4438	08/29/2024	EFT	2467 STAPLES	274246	7000509505	04/30/2024		08/28/24	70.62
	Invoice: 7000509505					PW/BLACK TONER CARTRIDGE			
				70.62	73637891 531100	OFFICE SUPPLIES			
				274247	7000509505-2	04/30/2024		08/28/24	65.97
	Invoice: 7000509505-2					PW/PAPER, PAD PERF LTER CAN 12PK			
				65.97	73637891 531100	OFFICE SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

						CHECK	4438 TOTAL:	136.59
4439 08/29/2024 EFT	5730 SUMMIT LAW GROUP	274260	156551	08/15/2024	08/28/24			
Invoice: 156551		896.00	32011152 54111000870	LEGAL/PROFESSIONAL SERVICES	JUL 2024			
		274261	156552	08/15/2024	08/28/24			
Invoice: 156552		2,952.00	32011152 54111000274	LEGAL/PROFESSIONAL SERVICES	JUL 2024			
				LGL-HR (NON-BARGAINING)				
				LGL-LABOR NEGOTIATIONS				
						CHECK	4439 TOTAL:	3,848.00
4440 08/29/2024 EFT	1152 HD SUPPLY INC	274277	INV00453229	08/14/2024	08/28/24			
Invoice: INV00453229		408.57	73421355 531100	PW/DIAMONG GRIP POWDER FREE	LATEX GLOVES LARGE			
				WIN COLL-SUPPLIES				
						CHECK	4440 TOTAL:	408.57
4441 08/29/2024 EFT	7821 VESTIS	274279	5120521154	08/15/2024	08/28/24			
Invoice: 5120521154		54.25	73638893 589310	PW/COVERALL LS COTTON, PANT	DICKIES			
				LAUNDRY SERVICES				
						CHECK	4441 TOTAL:	54.25
4442 08/29/2024 EFT	499 WESTBAY AUTO PARTS I	274284	880213	08/15/2024	08/28/24			
Invoice: 880213		16.61	73638935 531100	PW/RELAY				
				O&M-STD ALLOCATION-SUPPLIES				
						CHECK	4442 TOTAL:	16.61
4443 08/29/2024 EFT	10608 WIRELESS SUPPLY LLC	274285	00019345	08/16/2024	08/28/24			
Invoice: 00019345		7,892.88	31011256 53110001345	EX/CABLING EOC BUILD OUT TSJC				
				TSJC EOC-SUPPLIES				
						CHECK	4443 TOTAL:	7,892.88

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 37 *** CASH ACCOUNT TOTAL *** 338,533.41

	COUNT	AMOUNT
TOTAL EFT'S	37	338,533.41

*** GRAND TOTAL *** 338,533.41

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2024	8	245											
APP	001-213000				08/29/2024	08/28/24	082824			GENERAL - ACCOUNTS PAYABLE		42,159.46	
										AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100				08/29/2024	08/28/24	082824			CASH			338,533.41
										AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000				08/29/2024	08/28/24	082824			ACCOUNTS PAYABLE		29,796.69	
										AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000				08/29/2024	08/28/24	082824			STREETS - ACCOUNTS PAYABLE		120,113.82	
										AP CASH DISBURSEMENTS JOURNAL			
APP	104-213000				08/29/2024	08/28/24	082824			CIVIC IMPR - ACCOUNTS PAYABLE		5,731.01	
										AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000				08/29/2024	08/28/24	082824			ACCOUNTS PAYABLE		80,666.92	
										AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000				08/29/2024	08/28/24	082824			ACCOUNTS PAYABLE		1,551.32	
										AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000				08/29/2024	08/28/24	082824			ACCOUNTS PAYABLE		9,455.44	
										AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000				08/29/2024	08/28/24	082824			ACCOUNTS PAYABLE		49,058.75	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		338,533.41	338,533.41
APP	631-130000				08/29/2024	08/28/24	082824			DUE TO/FROM CLEARING		329,077.97	
APP	001-130000				08/29/2024	08/28/24	082824			GENERAL - DUE TO/FROM CLEARING			42,159.46
APP	403-130000				08/29/2024	08/28/24	082824			DUE TO/FROM CLEARING			29,796.69
APP	101-130000				08/29/2024	08/28/24	082824			STREETS - DUE TO/FROM CLEARING			120,113.82
APP	104-130000				08/29/2024	08/28/24	082824			CIVIC IMPR DUE TO/FROM CLEAR'G			5,731.01
APP	401-130000				08/29/2024	08/28/24	082824			DUE TO/FROM CLEARING			80,666.92
APP	402-130000				08/29/2024	08/28/24	082824			DUE TO/FROM CLEARING			1,551.32
APP	301-130000				08/29/2024	08/28/24	082824			DUE TO/FROM CLEARING			49,058.75
										SYSTEM GENERATED ENTRIES TOTAL		329,077.97	329,077.97
										JOURNAL 2024/08/245 TOTAL		667,611.38	667,611.38

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 8	245	08/29/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE FUND TOTAL	 42,159.46 42,159.46	 42,159.46 42,159.46
101 STREET FUND 101-130000 101-213000	2024 8	245	08/29/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE FUND TOTAL	 120,113.82 120,113.82	 120,113.82 120,113.82
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2024 8	245	08/29/2024	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE FUND TOTAL	 5,731.01 5,731.01	 5,731.01 5,731.01
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 8	245	08/29/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 49,058.75 49,058.75	 49,058.75 49,058.75
401 WATER OPERATING FUND 401-130000 401-213000	2024 8	245	08/29/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 80,666.92 80,666.92	 80,666.92 80,666.92
402 SEWER OPERATING FUND 402-130000 402-213000	2024 8	245	08/29/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 1,551.32 1,551.32	 1,551.32 1,551.32
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 8	245	08/29/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 29,796.69 29,796.69	 29,796.69 29,796.69
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 8	245	08/29/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH FUND TOTAL	 329,077.97 9,455.44 338,533.41	 338,533.41 338,533.41

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		42,159.46
101	STREET FUND		120,113.82
104	CIVIC IMPROVEMENT FUND		5,731.01
301	CAPITAL CONSTRUCTION FUND		49,058.75
401	WATER OPERATING FUND		80,666.92
402	SEWER OPERATING FUND		1,551.32
403	STORM & SURFACE WATER FUND		29,796.69
631	CLEARING FUND		
		329,077.97	
TOTAL		329,077.97	329,077.97

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

CITY OF BAINBRIDGE ISLAND



A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC									
361716	08/22/2024	PRTD	522 WA ST DEPT OF TRANSP	274200	PERMIT 30488 AMEND01	08/21/2024	M082224		300.00
Invoice: PERMIT 30488 AMEND01					ENG/WATER TANK WATER MAIN CROSSING PERMIT				
					300.00 72413434 64980000988 NEW WATER TANKS-PERMITS				
CHECK 361716 TOTAL:									300.00
NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***									
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						1	300.00		
*** GRAND TOTAL ***									300.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2024	8	220												
APP	401-213000				08/22/2024	M082224	082224			ACCOUNTS PAYABLE			300.00	
										AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100				08/22/2024	M082224	082224			CASH				300.00
										AP CASH DISBURSEMENTS JOURNAL				
										GENERAL LEDGER TOTAL			300.00	300.00
APP	631-130000				08/22/2024	M082224	082224			DUE TO/FROM CLEARING			300.00	
APP	401-130000				08/22/2024	M082224	082224			DUE TO/FROM CLEARING				300.00
										SYSTEM GENERATED ENTRIES TOTAL			300.00	300.00
										JOURNAL 2024/08/220 TOTAL			600.00	600.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	WATER OPERATING FUND	2024	8	220	08/22/2024			
	401-130000					DUE TO/FROM CLEARING		300.00
	401-213000					ACCOUNTS PAYABLE	300.00	
						FUND TOTAL	300.00	300.00
631	CLEARING FUND	2024	8	220	08/22/2024			
	631-130000					DUE TO/FROM CLEARING	300.00	
	635-111100					CASH		300.00
						FUND TOTAL	300.00	300.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
401	WATER OPERATING FUND		300.00
631	CLEARING FUND	300.00	
TOTAL		300.00	300.00

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

CITY OF BAINBRIDGE ISLAND

REGULAR 8/28/24 JK



A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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 361717 08/28/2024 PRTD 7994 PENINSULA SERVICES
 Invoice: 110822

 274258 110822
 80.00 51011211 541100

INVOICE DTL DESC

 08/19/2024
 POL/MOBILE SHREDDING
 PD-C/E-ADM-PROF SVCS

08/28/24

80.00

CHECK 361717 TOTAL: 80.00

 361718 08/28/2024 PRTD 6420 AT&T MOBILITY
 Invoice: 287287004732X081924

 274210 287287004732X081924
 2,797.15 91011215 542100
 117.31 31011256 542100
 540.00 91011215 548500

 08/11/2024
 POL,EOC/WIRELESS CHARGES
 GG-C/E-PD-PHONE
 EX-GF-EMERG PREP-PHONE
 GG-C/E-PD-SOFTWARE MAINT

08/28/24

3,454.46

CHECK 361718 TOTAL: 3,454.46

 361719 08/28/2024 PRTD 47 BAINBRIDGE DISPOSAL
 Invoice: BBD INV46435

 274266 BBD INV46435
 601.86 91011768 547900
 160.85 91425358 547900
 743.02 91011897 547900
 30.00 91111427 547900

 08/24/2024
 CITYWIDE DISPOSAL SERVICES
 GG-C/E-PARKS-GARBAGE
 GG-WWTP-GARBAGE(NOT BIOSOLIDS)
 GG-C/E-O&M YARD FAC-GARBAGE
 GG-STREET-ROADSIDE-GARBAGE

08/28/24

1,535.73

Invoice: BBD INV46445

 274267 BBD INV46445
 480.01 91011189 547900

 08/24/2024
 CITY HALL DISPOSAL SERVICES AUG24
 GG-C/E-CITY HALL-GARBAGE

08/28/24

480.01

Invoice: BBD INV46511

 274268 BBD INV46511
 228.63 91011755 547900

 08/24/2024
 SENIOR CENTER-COMMONS DISPOSAL SVCS
 GG-C/E-COMMONS-GARBAGE

08/28/24

228.63

Invoice: BBD INV46519

 274269 BBD INV46519
 344.40 91011189 547903

 08/24/2024
 BIG BELLY DISP SERVICES AUG24
 BIG BELLY SOLAR GARBAGE CANS

08/28/24

344.40

Invoice: BBD INV46789

 274270 BBD INV46789
 141.28 91011215 547900
 89.90 91011251 547900

 08/24/2024
 DISPOSAL SVCS TSJC
 GG-C/E-PD-GARBAGE
 GG-GF-COURT-GARBAGE

08/28/24

231.18

Invoice: BBD INV46820

 274271 BBD INV46820
 469.09 91011897 547900
 469.09 91435838 547900

 08/24/2024
 PUBLIC WORKS YARD, DECANT FACILITY
 GG-C/E-O&M YARD FAC-GARBAGE
 GG-DECANT-GARBAGE

08/28/24

938.18

CHECK 361719 TOTAL: 3,758.13

 361720 08/28/2024 PRTD 551 CENTURYLINK
 Invoice: 8744AUG24

 274218 8744AUG24
 58.36 91411891 542100

 08/17/2024
 WEAVER PRV WATER TELEM
 GG-WTR-FAC-PHONE

08/28/24

58.36

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

						CHECK	361720 TOTAL:	58.36
361721	08/28/2024	PRTD	102 CITY OF BAINBRIDGE I	274219	RETREQ1-00235	08/15/2024	20240051 08/28/24	5,986.09
		Invoice: RETREQ1-00235				PW/RETAINAGE PO CONTRACT 2024061 2024 ROAD STRIPIN		
				5,986.09 73111264 54810000235		ROAD STRIPING-CONTRACT WORK		
						CHECK	361721 TOTAL:	5,986.09
361722	08/28/2024	PRTD	102 CITY OF BAINBRIDGE I	274250	RETREQ2-FINAL-01183	08/20/2024	20240060 08/28/24	3,416.70
		Invoice: RETREQ2-FINAL-01183				ENG/RETAINAGE PO FOR REMAINING CONTRACT 2023040		
				3,416.70 72413434 66300001183		SANDS AVE WELL REHAB-CONSTR		
						CHECK	361722 TOTAL:	3,416.70
361723	08/28/2024	PRTD	152 DAILY JOURNAL OF COM	274223	3401984	08/09/2024	08/28/24	1,035.30
		Invoice: 3401984				ENG/DESIGN STANDARDS UPDATE_01052 RFQ AD		
				1,035.30 72011586 54400001052		DEV STANDARDS-ADV		
						CHECK	361723 TOTAL:	1,035.30
361724	08/28/2024	PRTD	10611 DOCTER, JAMES N	274254	08/22/2024	08/22/2024	08/28/24	215.95
		Invoice: 08/22/2024				CRT/JUDGE PRO TEMPORE 8/20/24		
				215.95 21011125 541210		COURT-JUDGE PRO TEMPORE SVCS		
						CHECK	361724 TOTAL:	215.95
361725	08/28/2024	PRTD	10565 GANNETT MEDIA CORP	274228	0006415649	05/31/2024	08/28/24	331.48
		Invoice: 0006415649				ENG,PCD,PW,CC/KITSAP SUN ADVERTISEMENTS		
				124.04 72111421 54400001330		2024 ANNUAL ROADS PRGM-ADV		
				126.12 63470586 544000		CUR-DEV-ZONING-ADV		
				14.60 73426355 54400001042		GRINDER PUMP REPL-ADV		
				66.72 11011113 544000		COUNCIL - LEGAL NOTICES		
				274229 0006478893		06/30/2024 08/28/24		272.44
		Invoice: 0006478893				ENG,PCD,CC/KITSAP SUN ADVERTISEMENTS		
				124.68 72321955 64400000781		CO CLUB BULKHEAD RECONSTR-ADV		
				134.12 63470586 544000		CUR-DEV-ZONING-ADV		
				13.64 11011113 544000		COUNCIL - LEGAL NOTICES		
						CHECK	361725 TOTAL:	603.92
361726	08/28/2024	PRTD	10579 OLBRECHTS, PHIL	274242	08/18/2024	08/18/2024	08/28/24	2,800.00
		Invoice: 08/18/2024				HEX/HEARING EXAMINER BLD27414 GUDDAT		
				2,800.00 34470586 54111001307		HEX-GUDDAT PERMIT APPEAL (OAP)		

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635			111100		CASH																		
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET														
INVOICE DTL DESC																							
										CHECK	361726	TOTAL:	2,800.00										
361727	08/28/2024	PRTD	8286 SUPERINTENDENT OF P	274257	18877	08/16/2024		08/28/24	250.00														
			Invoice: 18877		250.00	41654861	586110	POL/FINGERPRINTING FINGERPRINT OUT-GOES TO SPI															
										CHECK	361727	TOTAL:	250.00										
361728	08/28/2024	PRTD	5890 SEALEVEL BULKHEAD BU	274272	PAYREQ1-00781	08/20/2024		08/28/24	204,797.34														
			Invoice: PAYREQ1-00781		204,797.34	72321955	66300000781	ENG/COUNTRY CLUB BULKHEAD RECONSTR CO CLUB BULKHEAD RECONSTR-CONS															
										CHECK	361728	TOTAL:	204,797.34										
361729	08/28/2024	PRTD	8243 TILZ	274273	102-34296	07/31/2024		08/28/24	66.75														
			Invoice: 102-34296		66.75	73011768	531100	PW/YARD WASTE O&M-C/E-PARKS-SUPPLIES															
										274274	102-34878				08/08/2024	08/28/24	65.00						
			Invoice: 102-34878		65.00	91011897	547900	YARD WASTE GG-C/E-O&M YARD FAC-GARBAGE															
										CHECK	361729	TOTAL:			131.75								
361730	08/28/2024	PRTD			8220 TRUEMAN PLUMBING, IN	274276	10382			08/21/2024		08/28/24					326.96						
					Invoice: 10382		326.96			72423434	64110001086	ENG/LOWER LOVELL PUMP STATION SEWER LOCATION LOWER LOVELL SLS-PROF SVCS											
										CHECK	361730			TOTAL:	326.96								
361731	08/28/2024	PRTD	1485 VERIZON WIRELESS	274278	9970481289	08/01/2024		08/28/24	78.75														
			Invoice: 9970481289		78.75	72637319	54210000809	ENG/MODEMS FOR AUTOMATED FLOW STATIONS WATER QUAL FLOW MONIT-MODEM															
										CHECK	361731	TOTAL:	78.75										
361732	08/28/2024	PRTD			4513 WASTE MANAGEMENT	274283	0065020-2588-2			08/01/2024		08/28/24			8,330.74								
			Invoice: 0065020-2588-2		8,330.74	73435838	54790000618	PW/SPECIAL WASTE SOLID DISPOSAL CHARGES DECANT SPOILS DISPOSAL															
										CHECK	361732	TOTAL:			8,330.74								
361733	08/28/2024	PRTD			522 WA ST DEPT OF TRANSP	274280	RE-313-ATB40813114-2			08/13/2024		08/28/24	1,022.29										
			Invoice: RE-313-ATB40813114-2		1,022.29	72413434	64980000988	ENG/WSDOT ELECTRICAL PERMIT EXPENSE NEW WATER TANKS-PERMITS															

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 361733 TOTAL: 1,022.29

NUMBER OF CHECKS 17 *** CASH ACCOUNT TOTAL *** 236,346.74

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	17	236,346.74

*** GRAND TOTAL *** 236,346.74

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	8	244																		
APP	001-213000																			
		08/28/2024	08/28/24	082824												GENERAL - ACCOUNTS PAYABLE			8,096.01	
																AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100															CASH				236,346.74
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000															ACCOUNTS PAYABLE			502.41	
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
APP	101-213000															STREETS - ACCOUNTS PAYABLE			6,140.13	
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000															ACCOUNTS PAYABLE			8,799.83	
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000															ACCOUNTS PAYABLE			4,497.35	
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
APP	407-213000															ACCOUNTS PAYABLE			3,060.24	
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
APP	301-213000															ACCOUNTS PAYABLE			204,922.02	
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
APP	650-213000															ACCOUNTS PAYABLE			250.00	
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
APP	631-213000															ACCOUNTS PAYABLE			78.75	
		08/28/2024	08/28/24	082824												AP CASH DISBURSEMENTS JOURNAL				
																GENERAL LEDGER TOTAL			236,346.74	236,346.74
APP	631-130000															DUE TO/FROM CLEARING			236,267.99	
		08/28/2024	08/28/24	082824																
APP	001-130000															GENERAL - DUE TO/FROM CLEARING				8,096.01
		08/28/2024	08/28/24	082824																
APP	402-130000															DUE TO/FROM CLEARING				502.41
		08/28/2024	08/28/24	082824																
APP	101-130000															STREETS - DUE TO/FROM CLEARING				6,140.13
		08/28/2024	08/28/24	082824																
APP	403-130000															DUE TO/FROM CLEARING				8,799.83
		08/28/2024	08/28/24	082824																
APP	401-130000															DUE TO/FROM CLEARING				4,497.35
		08/28/2024	08/28/24	082824																
APP	407-130000															DUE TO/FROM CLEARING				3,060.24
		08/28/2024	08/28/24	082824																
APP	301-130000															DUE TO/FROM CLEARING				204,922.02
		08/28/2024	08/28/24	082824																
APP	650-130000															DUE TO/FROM CLEARING				250.00
		08/28/2024	08/28/24	082824																
																SYSTEM GENERATED ENTRIES TOTAL			236,267.99	236,267.99
																JOURNAL 2024/08/244	TOTAL		472,614.73	472,614.73

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 8	244	08/28/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	8,096.01	8,096.01
				FUND TOTAL	8,096.01	8,096.01
101 STREET FUND 101-130000 101-213000	2024 8	244	08/28/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	6,140.13	6,140.13
				FUND TOTAL	6,140.13	6,140.13
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 8	244	08/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	204,922.02	204,922.02
				FUND TOTAL	204,922.02	204,922.02
401 WATER OPERATING FUND 401-130000 401-213000	2024 8	244	08/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,497.35	4,497.35
				FUND TOTAL	4,497.35	4,497.35
402 SEWER OPERATING FUND 402-130000 402-213000	2024 8	244	08/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	502.41	502.41
				FUND TOTAL	502.41	502.41
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2024 8	244	08/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	8,799.83	8,799.83
				FUND TOTAL	8,799.83	8,799.83
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2024 8	244	08/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,060.24	3,060.24
				FUND TOTAL	3,060.24	3,060.24
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 8	244	08/28/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	236,267.99 78.75	236,346.74
				FUND TOTAL	236,346.74	236,346.74

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650	AGENCY FUND	2024	8	244	08/28/2024			
	650-130000					DUE TO/FROM CLEARING		250.00
	650-213000					ACCOUNTS PAYABLE	250.00	
FUND TOTAL							250.00	250.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		8,096.01
101	STREET FUND		6,140.13
301	CAPITAL CONSTRUCTION FUND		204,922.02
401	WATER OPERATING FUND		4,497.35
402	SEWER OPERATING FUND		502.41
403	STORM & SURFACE WATER FUND		8,799.83
407	BUILDING & DEVELOPMENT FUND		3,060.24
631	CLEARING FUND	236,267.99	
650	AGENCY FUND		250.00
TOTAL		236,267.99	236,267.99

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



CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS
CHECK RUN DATE: 09/04/2024

Last check from previous run: 361733 dated 8/28/2024 issued to WA ST Dept of Transportation for \$1,022.29

Last ACH from previous run: 4443 dated 8/29/2024 issued to Wireless Supply LLC for \$7,892.88

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Regular Run Checks	09/05/2024	361734-361747	Total Regular Check Run	\$ 9,513.69
Regular Run ACH	09/06/2024	4444-4458	Total Regular ACH Run	\$ 74,859.58
			Total Disbursements	\$ 84,373.27

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

9/5/2024

Date

CITY OF BAINBRIDGE ISLAND

REGULAR 9/5/24 JK



A/P CASH DISBURSEMENTS JOURNAL

JK

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
4444	09/06/2024	EFT	5 ACE HARDWARE	274316	56693	08/27/2024		09/04/24	43.67
	Invoice: 56693					IT/TOOLBOX FOR HAND TOOLS			
				43.67	81011881 531100	IT - C/E SUPPLIES			
				274318	56708	08/28/2024		09/04/24	15.28
	Invoice: 56708					IT/LAPTOP BATTERIES			
				15.28	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
				274319	56660	08/21/2024		09/04/24	154.91
	Invoice: 56660					PW/TOOLS, COMP ELBOW, PIPE ELBOW, BAG FRZR			
				154.91	73421355 531100	WIN COLL-SUPPLIES			
				274320	56661	08/21/2024		09/04/24	15.27
	Invoice: 56661					PW/TRASH BAGS WHT 8GAL 40PK X2			
				15.27	73421355 531100	WIN COLL-SUPPLIES			
				274321	56663	08/21/2024		09/04/24	62.63
	Invoice: 56663					PW/MLW RECIP BIM SET 12PC, FASTENERS			
				62.63	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
				274322	56673	08/22/2024		09/04/24	38.18
	Invoice: 56673					PW/POOL LEAF SKIMMER, CLEANER PIPE, SEEDS			
				38.18	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK	4444	TOTAL:	329.94
4445	09/06/2024	EFT	7183 BI SPECIAL NEEDS FOU	274323	2024-Q2	08/25/2024		09/04/24	3,250.00
	Invoice: 2024-Q2					EX/2023-24 HUMAN SERVICES FUNDING			
				3,250.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME			
						CHECK	4445	TOTAL:	3,250.00
4446	09/06/2024	EFT	8595 BRUCE TITUS FORD, IN	274349	67149642	06/14/2024		09/04/24	222.43
	Invoice: 67149642					POL/2014 FORD UTILITY POLICE AIRBAG LIGHT			
				222.43	53011212 548100	POLICE - C/E PATROL MAINTENANC			
						CHECK	4446	TOTAL:	222.43
4447	09/06/2024	EFT	1052 CANON FINANCIAL SERV	274324	34501031	08/12/2024		09/04/24	483.51
	Invoice: 34501031					PCD,ENG,IT/OCE PRINTER PLOTTER SCANNER LEASE			
				161.17	61011581 545000	PCD - C/E ADMIN RENTS & LEASES			
				161.17	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
				161.17	81011881 545000	IT - C/E RENTS & LEASES			
						CHECK	4447	TOTAL:	483.51

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

4448 09/06/2024 EFT	142 COPIERS NORTHWEST IN	274325	INV2872552	08/20/2024	09/04/24	218.43
Invoice: INV2872552				PCD,ENG,IT/OCE PRINTER PLOTTER SCANNER SUPPLIES		
		72.81	61011581 531100	PCD - C/E ADMIN SUPPLIES		
		72.81	72011321 531100	ENG - C/E ADMIN SUPPLIES		
		72.81	81011881 531100	IT - C/E SUPPLIES		
				CHECK	4448 TOTAL:	218.43
4449 09/06/2024 EFT	10556 DESIGNING LOCAL LTD	274326	2096	07/24/2024	09/04/24	13,900.70
Invoice: 2096				EX/COMMUNITY ARTS PLAN		
		13,900.70	31024759 54110001354	COMMUNITY ARTS PLAN-PROF SVCS		
				CHECK	4449 TOTAL:	13,900.70
4450 09/06/2024 EFT	4174 ENVIRO-CLEAN EQUIPME	274327	24-63610	08/15/2024	09/04/24	21.46
Invoice: 24-63610				PW/BOLTS		
		21.46	73637945 531100	O&M ALLOC-SWEEPER-SUPPLIES		
Invoice: 24-63616				08/15/2024	09/04/24	2,994.42
		2,994.42	73637945 531100	PW/BOLTS, BODY WASHERS, FRONT COVER CABIN		
				O&M ALLOC-SWEEPER-SUPPLIES		
Invoice: 24-63651				08/21/2024	09/04/24	767.94
		767.94	73637945 531100	PW/WASHERS, BOLTS, MOUNTING BUSH DIL		
				O&M ALLOC-SWEEPER-SUPPLIES		
				CHECK	4450 TOTAL:	3,783.82
4451 09/06/2024 EFT	10027 FEHR & PEERS	274330	177543	08/05/2024	09/04/24	5,002.50
Invoice: 177543				ENG/TRANSPORTATION ELEMENT UPDATE		
		5,002.50	72111444 54110000930	COMP PLAN UPDATE-TRANSP-PS		
				CHECK	4451 TOTAL:	5,002.50
4452 09/06/2024 EFT	1953 FERGUSON ENTERPRISES	274331	0051873	08/20/2024	09/04/24	376.81
Invoice: 0051873				PW/WATER SUPPLIES		
		376.81	73411345 531100	OFFICE SUPPLIES		
				CHECK	4452 TOTAL:	376.81
4453 09/06/2024 EFT	9561 PAGEFREEZER SOFTWARE	274334	INV-17077	08/25/2024	09/04/24	3,167.28
Invoice: INV-17077				IT/WEBSITE ARCHIVING SERVICE		
		3,167.28	81011881 548500	IT - C/E COMPUTER SUPPORT		

A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC									
						CHECK	4453 TOTAL:		3,167.28
4454 09/06/2024 EFT	448 PARAMETRIX INC	274335	56693		06/14/2024		09/04/24		25,660.08
Invoice: 56693					ENG/STO CONCEPT PLAN - 30% DESIGN				
		25,660.08	72334562	64110001213	STO CONNECTOR 30%DES-ENGINEERI				
						CHECK	4454 TOTAL:		25,660.08
4455 09/06/2024 EFT	7727 PUGET PAVING & CONST	274336	PAYREQ2-FINAL-01330		08/23/2024		09/04/24		18,190.00
Invoice: PAYREQ2-FINAL-01330					ENG/2024 ANNUAL ROADS				
		18,190.00	72111421	54810001330	2024 ANNUAL ROADS PRGM-REPAIRS				
						CHECK	4455 TOTAL:		18,190.00
4456 09/06/2024 EFT	8132 SPECTRA LABORATORIES	274337	24-06696		08/22/2024		09/04/24		58.00
Invoice: 24-06696					PW/CONDUCTIVITY, CHLORIDE TESTING				
		58.00	73415345	54110000391	LAB SVCS-WATER ROCKAWAY				
Invoice: 24-06697					08/22/2024		09/04/24		116.00
					PW/CONDUCTIVITY, CHLORIDE TESTING				
		116.00	73411345	54110000391	LAB SVCS-WATER				
						CHECK	4456 TOTAL:		174.00
4457 09/06/2024 EFT	7821 VESTIS	274339	5120525265		08/22/2024		09/04/24		54.25
Invoice: 5120525265					PW/COVERALL LS COTTON, PANT DICKIES				
		54.25	73638893	589310	LAUNDRY SERVICES				
						CHECK	4457 TOTAL:		54.25
4458 09/06/2024 EFT	499 WESTBAY AUTO PARTS I	274342	880952		08/20/2024		09/04/24		10.25
Invoice: 880952					PW/OIL FILTER				
		10.25	73638935	531100	O&M-STD ALLOCATION-SUPPLIES				
Invoice: 880953					08/20/2024		09/04/24		6.92
					PW/FUEL FILTER				
		6.92	73638935	531100	O&M-STD ALLOCATION-SUPPLIES				
Invoice: 880961					08/20/2024		09/04/24		14.80
					PW/AIR FILTER				
		14.80	73638935	531100	O&M-STD ALLOCATION-SUPPLIES				
Invoice: 881408					08/22/2024		09/04/24		13.86
					PW/HD ISO BASE RELAY X2				
		13.86	73638935	531100	O&M-STD ALLOCATION-SUPPLIES				

A/P CASH DISBURSEMENTS JOURNAL

CHECK	4458	TOTAL:	45.83
NUMBER OF CHECKS	15	*** CASH ACCOUNT TOTAL ***	74,859.58
TOTAL EFT'S	COUNT 15	AMOUNT 74,859.58	
		*** GRAND TOTAL ***	74,859.58

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	9	26																		
APP	001-213000				09/06/2024	09/04/24	090524								GENERAL - ACCOUNTS PAYABLE				21,363.93	
															AP CASH DISBURSEMENTS JOURNAL					
APP	635-111100				09/06/2024	09/04/24	090524								CASH					74,859.58
															AP CASH DISBURSEMENTS JOURNAL					
APP	402-213000				09/06/2024	09/04/24	090524								ACCOUNTS PAYABLE				208.36	
															AP CASH DISBURSEMENTS JOURNAL					
APP	631-213000				09/06/2024	09/04/24	090524								ACCOUNTS PAYABLE				3,883.90	
															AP CASH DISBURSEMENTS JOURNAL					
APP	101-213000				09/06/2024	09/04/24	090524								STREETS - ACCOUNTS PAYABLE				23,192.50	
															AP CASH DISBURSEMENTS JOURNAL					
APP	401-213000				09/06/2024	09/04/24	090524								ACCOUNTS PAYABLE				550.81	
															AP CASH DISBURSEMENTS JOURNAL					
APP	301-213000				09/06/2024	09/04/24	090524								ACCOUNTS PAYABLE				25,660.08	
															AP CASH DISBURSEMENTS JOURNAL					
															GENERAL LEDGER TOTAL			74,859.58	74,859.58	
APP	631-130000				09/06/2024	09/04/24	090524								DUE TO/FROM CLEARING				70,975.68	
APP	001-130000				09/06/2024	09/04/24	090524								GENERAL - DUE TO/FROM CLEARING					21,363.93
APP	402-130000				09/06/2024	09/04/24	090524								DUE TO/FROM CLEARING					208.36
APP	101-130000				09/06/2024	09/04/24	090524								STREETS - DUE TO/FROM CLEARING					23,192.50
APP	401-130000				09/06/2024	09/04/24	090524								DUE TO/FROM CLEARING					550.81
APP	301-130000				09/06/2024	09/04/24	090524								DUE TO/FROM CLEARING					25,660.08
															SYSTEM GENERATED ENTRIES TOTAL			70,975.68	70,975.68	
															JOURNAL 2024/09/26	TOTAL		145,835.26	145,835.26	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2024 9	26	09/06/2024	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE FUND TOTAL	 21,363.93 21,363.93	 21,363.93 21,363.93
101 STREET FUND 101-130000 101-213000	2024 9	26	09/06/2024	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE FUND TOTAL	 23,192.50 23,192.50	 23,192.50 23,192.50
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2024 9	26	09/06/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 25,660.08 25,660.08	 25,660.08 25,660.08
401 WATER OPERATING FUND 401-130000 401-213000	2024 9	26	09/06/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 550.81 550.81	 550.81 550.81
402 SEWER OPERATING FUND 402-130000 402-213000	2024 9	26	09/06/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE FUND TOTAL	 208.36 208.36	 208.36 208.36
631 CLEARING FUND 631-130000 631-213000 635-111100	2024 9	26	09/06/2024	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH FUND TOTAL	 70,975.68 3,883.90 74,859.58	 74,859.58 74,859.58

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		21,363.93
101	STREET FUND		23,192.50
301	CAPITAL CONSTRUCTION FUND		25,660.08
401	WATER OPERATING FUND		550.81
402	SEWER OPERATING FUND		208.36
631	CLEARING FUND		
TOTAL		70,975.68	70,975.68

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

CITY OF BAINBRIDGE ISLAND

REGULAR 9/5/24 JK



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635		111100		CASH													
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET								
										INVOICE DTL DESC							
361734	09/05/2024	PRTD	10612 BAINBRIDGE 14 LLC	274358	119520	09/03/2024		09/04/24	306.38								
Invoice: 119520				270.33	411 122100	UB 13334 202 SHEPARD WAY NW											
				36.05	411 122100	WATER ACCOUNTS RECEIVABLE											
						CHECK				361734 TOTAL:	306.38						
361735	09/05/2024	PRTD	5015 LEZLEE BRUNSON	274353	08/30/2024	08/30/2024		09/04/24	16.22								
Invoice: 08/30/2024				16.22	41011141 520000	FIN/DEDUCTION REFUND RFEI ADJUSTMENT											
						FIN-GF-BEN											
						CHECK				361735 TOTAL:	16.22						
361736	09/05/2024	PRTD	10613 CLARK, CRAIG & CECIL	274359	119521	09/03/2024		09/04/24	21.23								
Invoice: 119521				21.23	411 122100	UB 10784 831 EAGLECLIFF ROAD NE											
						WATER ACCOUNTS RECEIVABLE											
						CHECK				361736 TOTAL:	21.23						
361737	09/05/2024	PRTD	10611 DOCTER, JAMES N	274350	08/28/2024	08/28/2024		09/04/24	129.57								
Invoice: 08/28/2024				129.57	21011125 541210	CRT/JUDGE PRO TEMPORE 8/27-8/28/24											
						COURT-JUDGE PRO TEMPORE SVCS											
						CHECK				361737 TOTAL:	129.57						
361738	09/05/2024	PRTD	2096 GRAY & OSBORNE INC	274332	23633.00-7	08/15/2024		09/04/24	301.04								
Invoice: 23633.00-7				301.04	72411342 54110001133	ENG/DEVELOP WATER SYSTEM BUSINESS											
						WATER SYSTEM BUS PLAN-PROF SVC											
						CHECK				361738 TOTAL:	301.04						
361739	09/05/2024	PRTD	8374 HEARING ADVANTAGE, I	274333	100442	08/09/2024		09/04/24	35.00								
Invoice: 100442				35.00	73637891 541100	PW/HEARING SCREENINGS											
						PROFESSIONAL SERVICES											
						CHECK				361739 TOTAL:	35.00						
361740	09/05/2024	PRTD	10614 HOFFMEISTER, RORY	274361	119523	09/03/2024		09/04/24	75.47								
Invoice: 119523				75.47	411 122100	UB 10971 972 HAWLEY WAY NE											
						WATER ACCOUNTS RECEIVABLE											
						CHECK				361740 TOTAL:	75.47						

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635			111100		CASH															
CHECK NO	CHK	DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET									
INVOICE DTL DESC																				
361741	09/05/2024	PRTD		5663	MACE, JAMES	274360	119522	09/03/2024		09/04/24	11.03									
	Invoice: 119522					11.03	411	122100	UB 10786	821 EAGLECLIFF ROAD NE										
									WATER ACCOUNTS RECEIVABLE											
									CHECK	361741 TOTAL:	11.03									
361742	09/05/2024	PRTD		10247	MEBS LLC	274363	119525	09/03/2024		09/04/24	217.51									
	Invoice: 119525					217.51	411	122100	UB 13131	203 MADRONA WAY NE UNIT 5										
									WATER ACCOUNTS RECEIVABLE											
									CHECK	361742 TOTAL:	217.51									
361743	09/05/2024	PRTD		10616	NELSON, RONALD & ANN	274364	119526	09/03/2024		09/04/24	450.38									
	Invoice: 119526					450.38	421	122100	UB 13300	4865 DOTSON LOOP										
									SEWER ACCOUNTS RECEIVABLE											
									CHECK	361743 TOTAL:	450.38									
361744	09/05/2024	PRTD		1205	PUGET SOUND ENERGY	274355	0727JUL24	08/29/2024		09/04/24	10.86									
	Invoice: 0727JUL24					10.86	91011739	547100	194 WINSLOW WAY W											
									COMM EVENTS-ELECTRICITY											
									CHECK	361744 TOTAL:	10.86									
361745	09/05/2024	PRTD		938	WA ST DEPT OF HEALTH	274340	3663	08/30/2024		09/04/24	7,548.04									
	Invoice: 3663					5,664.57	91412134	77880300988	DWSRF LOAN PAYMENT											
						1,883.47	91412923	78380300988	NEW WATER TANK-DOH#1 \$6.8M PRN											
									NEW WATER TANK-DOH#1 INT-\$6.8M											
									CHECK	361745 TOTAL:	7,548.04									
361746	09/05/2024	PRTD		5271	WASHINGTON WATER SER	274341	4815979187-AUG24	08/20/2024		09/04/24	178.32									
	Invoice: 4815979187-AUG24					178.32	91435838	547500	DECANT FACILITY WATER											
									GG-DECANT-WATER/SEWER											
									CHECK	361746 TOTAL:	178.32									
361747	09/05/2024	PRTD		10615	WOOD, ERIK	274362	119524	09/03/2024		09/04/24	212.64									
	Invoice: 119524					212.64	411	122100	UB 12203	674 MOJI LANE NW										
									WATER ACCOUNTS RECEIVABLE											
									CHECK	361747 TOTAL:	212.64									

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 14 *** CASH ACCOUNT TOTAL *** 9,513.69

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	14	9,513.69

*** GRAND TOTAL *** 9,513.69

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
															LINE	DESC				
2024	9	25																		
APP	401-213000				09/05/2024	09/04/24	090524								ACCOUNTS PAYABLE				8,693.34	
															AP CASH DISBURSEMENTS JOURNAL					
APP	635-111100				09/05/2024	09/04/24	090524								CASH					9,513.69
															AP CASH DISBURSEMENTS JOURNAL					
APP	001-213000				09/05/2024	09/04/24	090524								GENERAL - ACCOUNTS PAYABLE				156.65	
															AP CASH DISBURSEMENTS JOURNAL					
APP	631-213000				09/05/2024	09/04/24	090524								ACCOUNTS PAYABLE				35.00	
															AP CASH DISBURSEMENTS JOURNAL					
APP	402-213000				09/05/2024	09/04/24	090524								ACCOUNTS PAYABLE				450.38	
															AP CASH DISBURSEMENTS JOURNAL					
APP	403-213000				09/05/2024	09/04/24	090524								ACCOUNTS PAYABLE				178.32	
															AP CASH DISBURSEMENTS JOURNAL					
															GENERAL LEDGER TOTAL			9,513.69	9,513.69	
APP	631-130000				09/05/2024	09/04/24	090524								DUE TO/FROM CLEARING			9,478.69		
APP	401-130000				09/05/2024	09/04/24	090524								DUE TO/FROM CLEARING				8,693.34	
APP	001-130000				09/05/2024	09/04/24	090524								GENERAL - DUE TO/FROM CLEARING				156.65	
APP	402-130000				09/05/2024	09/04/24	090524								DUE TO/FROM CLEARING				450.38	
APP	403-130000				09/05/2024	09/04/24	090524								DUE TO/FROM CLEARING				178.32	
															SYSTEM GENERATED ENTRIES TOTAL			9,478.69	9,478.69	
															JOURNAL 2024/09/25	TOTAL		18,992.38	18,992.38	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024 9	25	09/05/2024			
001-130000				GENERAL - DUE TO/FROM CLEARING		156.65
001-213000				GENERAL - ACCOUNTS PAYABLE	156.65	
				FUND TOTAL	156.65	156.65
401 WATER OPERATING FUND	2024 9	25	09/05/2024			
401-130000				DUE TO/FROM CLEARING		8,693.34
401-213000				ACCOUNTS PAYABLE	8,693.34	
				FUND TOTAL	8,693.34	8,693.34
402 SEWER OPERATING FUND	2024 9	25	09/05/2024			
402-130000				DUE TO/FROM CLEARING		450.38
402-213000				ACCOUNTS PAYABLE	450.38	
				FUND TOTAL	450.38	450.38
403 STORM & SURFACE WATER FUND	2024 9	25	09/05/2024			
403-130000				DUE TO/FROM CLEARING		178.32
403-213000				ACCOUNTS PAYABLE	178.32	
				FUND TOTAL	178.32	178.32
631 CLEARING FUND	2024 9	25	09/05/2024			
631-130000				DUE TO/FROM CLEARING	9,478.69	
631-213000				ACCOUNTS PAYABLE	35.00	
635-111100				CASH		9,513.69
				FUND TOTAL	9,513.69	9,513.69

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		156.65
401	WATER OPERATING FUND		8,693.34
402	SEWER OPERATING FUND		450.38
403	STORM & SURFACE WATER FUND		178.32
631	CLEARING FUND		
		9,478.69	
TOTAL		9,478.69	9,478.69

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



CITY OF
BAINBRIDGE ISLAND

PAYROLL REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

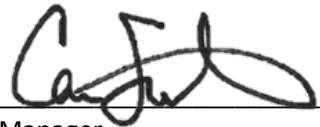
PAYROLL CHECK RUN: 09 - 05 - 2024

Run Type	Date	Check # Sequence	Comments	Amount
Normal	8/21/2024	61907	Misc check run (Direct Dep)	\$22,749.84
EFTPS	8/21/2024	EFTPS	Federal Tax Electronic Transfer	\$7,410.10
Normal	9/5/2024	61908-62048	Normal check run (Direct Dep)	\$403,295.44
EFTPS	9/5/2024	EFTPS	Federal Tax Electronic Transfer	\$148,134.54
EFT	9/5/2024	ACH	DSHS	\$147.08
Normal	9/5/2024	110502-110510	Vendor check run (Paper Checks)	\$366,366.79
			TOTAL:	\$ 948,103.79

Prepared and Reviewed by: 
DeAnna Houser, Payroll Specialist

Date 09/06/2024

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.


Carrie Freitas, Budget Manager

Date 9/6/2024



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Approve City Council Meeting Minutes

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve City Council Meeting Minutes

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

Included in Current Budget?

BACKGROUND:

ATTACHMENTS:

[081324 City Council Executive Minutes.pdf](#)

[081324 Regular City Council Business Meeting Minutes.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, AUGUST 13, 2024**

Meeting Minutes

1) CALL TO ORDER/ROLL CALL

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

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

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 and pursuant to RCW 42.30.110(1)(b), to consider the selection of a site or acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price**
Cover Page

Deputy Mayor Mathews adjourned the meeting to executive session at 5:31 p.m. for 30 minutes.

3) ADJOURNMENT

Council returned from executive session at 6:00 p.m. and Deputy Mayor Mathews adjourned the meeting.

Joe Deets, Mayor

Peggy Nimb, Deputy City Clerk



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

Meeting Minutes

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

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

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

Deputy Mayor Mathews led the Pledge of Allegiance and read the Land Acknowledgement.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Quitslund seconded to approve the agenda as presented. The motion carried unanimously, 5-0. There were no conflicts of interest were disclosed.

3) PRESENTATION(S)

3.A Recognize Squeaky Wheel Donation in Support of the Dana's Trail Improvements - Public Works
[Cover Page](#)
[Dana's Trail Slides.pptx](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki introduced Alyse Nelson of Squeaky Wheels who gave a presentation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment
[Cover Page](#)
[Instructions for Providing Public Comment March 2024.pdf](#)

Lisa Neal listed questions regarding the Draft Environmental Impact Statement (DEIS).

5) CONSENT AGENDA

Councilmembers Hytopoulos and Schneider asked to pull item 5.O from the Consent Agenda.

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

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

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

5.B Approve Accounts Payable and Payroll
[Cover Page](#)
[AP Report to Council of Cash Disbursements 07-24-24.pdf](#)
[Council Report 8-5-2024.pdf](#)
[AP Report to Council of Cash Disbursements 07-31-24.pdf](#)
[AP Report to Council of Cash Disbursements 08-07-24.pdf](#)

5.C Approve City Council Meeting Minutes
[Cover Page](#)
[Special City Council Meeting - Executive Session Minutes, July 23, 2024.pdf](#)
[Regular City Council Business Meeting Minutes, July 23, 2024.pdf](#)

5.D Authorize the City Manager to Advertise for Professional Services in Support of the Wastewater Treatment Plant Outfall Extension Project - Public Works
[Cover Page](#)
[CIP_Extend WWTP Outfall_01106.pdf](#)

5.E Authorize the City Manager to Execute a Construction Contract Change Order for the Ferncliff Avenue Water Main Extension Project in the Amount of \$124,849.55 (Water Fund) - Public Works
[Cover Page](#)
[Agenda Bill Map.pdf](#)
[FERNCLIFF CO BACKUP 8.7.24.pdf](#)
[CIP 01170.pdf](#)

5.F Authorize the City Manager to Execute a Construction Contract Change Order for the Bundled Madison Avenue Non-Motorized & Sewer Improvements Project in the Amount of \$766,277.08 to Support Expansion of the Roadway Re-Paving - Public Works
[Cover Page](#)
[Change Order WCD 1 - X.pdf](#)
[CIP_Madison Avenue Non-Motorized & Sewer Improvements_01088.pdf](#)

5.G Authorize the City Manager to Sign a Grant Agreement with the US Department of Transportation for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant in Support of the Sound to Olympics (STO) Trail Planning (\$1,700,000, Tax Supported) - Public Works
[Cover Page](#)
[R23 WA Puget Sound GA for signature_Updated 7.15.2024.pdf](#)
[STO Raise Grant Map.pdf](#)
[Pages from Ordinance 2023-22 Exhibit C - 2023-2028 Modified Capital Improvement Plan.pdf](#)

5.H Authorize the City Manager to Advertise for Construction Bids for the Winslow Water Tank Replacement Off-Site Improvements - Public Works
[Cover Page](#)
[Offsite Project Map.pdf](#)

[CIP_Winslow Water Tank Replacement Project_00988.pdf](#)

- 5.I Authorize the City Manager to Enter Into Amendment No. 3 to the Professional Services Agreement with Otak, Inc. in Support of the Country Club Road Reconstruction Project (\$12,986.00 Tax Supported)**
[Cover Page](#)
[Amendment No 3 Country Club Rd Reconstruction_OTAK.docx](#)
[CIP_Country Club Road Reconstruction Project_00712.pdf](#)
- 5.J Authorize the Release for Proposal for Human Services Funding - Executive**
[Cover Page](#)
[2025-2026 Human Services Funding RFP.docx](#)
- 5.K Approve the Lodging Tax Advisory Committee (LTAC) Proposed Criteria and Scoring Matrix and Authorize the Release of Proposals- Executive**
[Cover Page](#)
[2024_LTAC_RFP_for_2025.docx](#)
- 5.L Approve Contract for \$87,985 with FCS to Complete the Triennial Review and If Necessary Propose Updates to Permit Fee Rates - Planning**
[Cover Page](#)
[Professional Services Agreement Bainbridge Island Permit Fee Study FCS Group.pdf](#)
- 5.M Authorize the City Manager to Enter Into a Utility and Access Easement With Puget Sound Energy on the City's Wyckoff Property to Allow Underground Utilities in Support of the Environmental Protection Agency's Superfund Cleanup Project - Public Works**
[Cover Page](#)
[COBI_PSE Wyckoff Easement_101169760 WS Ecology RW-132529 11971050.pdf](#)
[COBI_PSE Wyckoff Easement Location.pdf](#)
- 5.N Authorize City Manager to Submit a Grant Application to the Washington Department of Commerce-Growth Management Services for up to \$375,000 to Complete Technological improvements in Permit Application, Review and Processing - Planning,**
[Cover Page](#)
[WA Commerce Technology Grant Information_2024.docx](#)
- 5.P Cancel the September 3, 2024, City Council Study Session**
[Cover Page](#)

ITEM PULLED FROM THE CONSENT AGENDA

- 5.O Authorize the City Manager to Arrange for the By-Hand Removal Noxious Weeds from the City Right-of-Way in the Vicinity of NE Wing Point Drive - Public Works**
[Cover Page](#)

Councilmembers discussed the topic. City Manager King provided background information.

MOTION: I move to authorize the City Manager to arrange for by-hand removal noxious weeds from the City right-of-way in the Vicinity of NE Wing Point Drive.

Hytopoulos/Quitslund: The motion carried, 3 – 2.

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

6) COUNCIL ANNOUNCEMENTS

Council members provided an update on local and regional events.

7) CITY MANAGER'S REPORT

City Manager King had no report.

8) PUBLIC HEARING(S)

8.A Hold Public Hearing and Adopt Ordinance No. 2024-22 Related to Designation of Certain Properties Known as "Finch Green" as a Residentially Targeted Area where the Multi-Family Tax Exemption (MFTE) Would Apply

[Cover Page](#)

[Ordinance No.2024-22Adding Finch Green to BIMC 3.63 MFTE .docx](#)

City Manager King introduced the topic, and Planning Director Charnas provided additional information.

Deputy Mayor Mathews opened the public hearing at 6:41 p.m.

Phedra Elliot, Executive Director Housing Resources Bainbridge, spoke in favor of Ordinance No. 2024-22 and including Finch Green in the MFTE program.

David Swartling spoke in favor of including Finch Green in the MFTE.

Peter Stiepleman spoke in favor of including Finch Green in the MFTE.

Deputy Mayor Mathews closed the public hearing at 6:46 p.m.

MOTION: I move to include the properties known as Finch Green as a residentially targeted area where the City's MFTE program would apply; and, I move to adopt Ordinance No. 2024-22.

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

9) REGULAR BUSINESS

9.A Adopt Ordinance No. 2024-19 Relating to Exercise of Eminent Domain for 180 Olympic Drive Property

[Cover Page](#)

[Ordinance No. 2024-19 Relating to Exercise of Eminent Domain for 180 Olympic Drive.docx](#)

[180 Olympic Drive Property 081324.pdf](#)

[Notice of Final Action.pdf](#)

City Manager King introduced the agenda item.

MOTION: I move to adopt Ordinance No. 2024-19 relating to exercise of eminent domain for the 180 Olympic Drive property.

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

9.B Authorize the City Manager to enter into a Period of Exclusive Negotiation with Low Income Housing Institute (LIHI) to Negotiate a Development Agreement for the Development and Operation of an Affordable Housing Development at 625 Winslow Way
Cover Page
[LIHI Building Amenities.pptx](#)

City Manager King introduced the agenda item and welcomed Low Income Housing Institute (LIHI) staff to introduce themselves. Sharon Lee of LIHI introduced herself and additional team members present, including Michele Wang of Runberg Architecture Group, Ian Paul (Housing Developer) and John Torrence (Director of Housing Development).

Council discussed the topic.

MOTION: I move to authorize the City Manager to enter into a six-month period of exclusive negotiation with Low Income Housing Institute (LIHI) to negotiate a Development Agreement for the development and operation of an affordable housing development at 625 Winslow Way.

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

9.C Receive Update on the Groundwater Management Plan - Public Works
Cover Page
[GWMP City Council Update 081324.pptx](#)

City Manager King introduced the agenda topic. Public Works Director Wierzbicki provided the Groundwater Management Plan update, and Council discussed the topic.

9.D Receive Planning Commission Recommendation regarding Hotel Land Use Regulations - Planning
Cover Page
[Aug 13 City Council Hotel Memo.docx](#)

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

MOTION: I move to approve to receive the Planning Commission recommendation and hold further action in abeyance until such time as the Winslow Subarea Plan preferred alternative is developed, or the Planning Department receives a request for a consultation or preapplication conference related to a hotel use, whichever comes first.

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

9.E Place the Historic Preservation Commission on Hiatus through the 2025-2026 Biennium with Duties Related to Historic Preservation to Continue to be Performed by the Planning Commission
Cover Page

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

MOTION: I move to place the Historic Preservation Commission on hiatus through the 2025-2026 biennium and to notify relevant agencies of this status, with certain duties related to historic preservation to continue to be performed by the Planning Commission.

Quitslund/Moriwaki: The motion carried 4 – 1.

AYES: Jon Quitslund, Clarence Moriwaki, Leslie Schneider, Ashley Mathews

NOES: Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

9.F Review Council Direction Concerning Preliminary Tasks to Effectuate a Winslow Circulator and Other Transit Mobility Improvements in Accordance with the Adopted Sustainable Transportation Plan
Cover Page

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

MOTION: I move to direct the City Manager to conduct a gap analysis and initial research (\$30,000 cost).

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

10) ADJOURNMENT

Deputy Mayor Mathews adjourned the meeting at 8:00 p.m.

Joe Deets, Mayor

Peggy Nimb, Deputy City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Consider Interlocal Agreement with the Bainbridge Island School District Related to a Solar Installation at Woodward Middle School, which serves as the Carbon Offset for the Ted Spearman Justice Center - Executive

SUMMARY: City staff is requesting that the City Council authorize the City Manager to execute an interlocal agreement with the Bainbridge Island School District.

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Executive

RECOMMENDED MOTION: Authorize the City Manager to execute an Interlocal Agreement (ILA) with the Bainbridge Island School District, in substantial conformance with the attached documents, related to installation of a solar photovoltaic project at Woodward Middle School to achieve an offset of carbon emissions associated with operation of the Ted Spearman Justice Center.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In 2023, City Council directed the Climate Change Advisory Committee to make a recommendation on a project for implementation and funding to offset approximately 274 metric tons of carbon emissions associated with operation of the new Ted Spearman Justice Center from 2024-2045. At a subsequent meeting, City Council directed the City Manager to pursue the necessary steps to implement the recommendation from the Climate Change Advisory Committee. That included a recommendation to pursue a 120kW Solar Photovoltaic (PV) project on non-City owned property.

The City ran a request for proposals process open to other public agencies on Bainbridge Island. The City received seven applications for eligible projects. A consultant team evaluated the proposals, including making site visits. The highest scoring project was determined to be at Woodward Middle School. City staff notified School District staff that the Woodward proposal was the successful proposal. Since that time, staff from both agencies have been working on agreements needed before the project can begin, including this interlocal agreement.

Key information to assist Council decision making includes:

- The City's current approved budget includes \$780,000 in funding for this project.
- Initial engineering estimates indicate that the project can be delivered within budget.
- The School District has indicated they are supportive of this project.

ATTACHMENTS:

[Interlocal Agreement with School District for Photovoltaic Solar System](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

INTERLOCAL AGREEMENT FOR INSTALLATION, OPERATION, AND MAINTENANCE OF PHOTOVOLTAIC SYSTEM

THIS AGREEMENT (“Agreement”) is entered into between the Bainbridge Island School District No. 303 (“District”), a Washington school district, and the City of Bainbridge Island (“City”), a Washington municipal corporation, for the purposes hereafter stated.

RECITALS

WHEREAS, in 2019 the City purchased an existing building at 8804 Madison Avenue to renovate and use as the location for the Police Department, Municipal Court, and Emergency Operations Center; and

WHEREAS, in January 2020, the City decided to explore the possibility of pursuing LEED Silver certification or other alternatives for reducing or offsetting the carbon emissions of the renovated building; and

WHEREAS, O’Brien360 completed a study for the City in June 2020, at which time the Bainbridge Island City Council decided not to pursue LEED Silver certification and directed the City’s Climate Change Advisory Committee (“CCAC”) to make recommendations on alternatives to close the gap between what LEED Silver would have produced in terms of metric tons of carbon dioxide and what the renovated building would produce without certification, and

WHEREAS, the gap is approximately 64 metric tons of carbon per year; and

WHEREAS, closing the gap is imperative if the City is going to meet the goal expressed in the City’s 2020 Climate Action Plan to reduce greenhouse gas emissions by 90% by 2045, compared to 2014 levels; and

WHEREAS, in 2023, five options were presented by the CCAC to create approximately 64 metric tons of emissions reductions, including installing a 120-kW photovoltaic system on property not owned by the City, since no City facilities or property could support such an installation; and

WHEREAS, on June 27, 2023, the Bainbridge Island City Council directed the City Manager to pursue the 120-kW photovoltaic system option; and

WHEREAS, a request for proposals was issued and the City received responsive proposals for seven locations on Bainbridge Island from other public jurisdictions, including the District; and

WHEREAS, the highest scoring project is located at Woodward Middle School; and

WHEREAS, the City and the District have determined that locating a 120-kW photovoltaic system at Woodward Middle School will meet the District’s goal of reducing energy costs and the City’s goal of reducing overall carbon emissions; and

WHEREAS, the City has determined that the benefit of achieving carbon emissions reductions at Woodward Middle School is commensurate with the value of the project cost.

NOW, THEREFORE, IN CONSIDERATION OF the mutual benefits described above and subject to the conditions hereafter set forth, the District and the City agree as follows:

AGREEMENT

1. Purpose of Agreement. The purpose of this Agreement is to provide for the design, installation, operation, and maintenance of a 120-kW photovoltaic system (“System”) on the roof of the District’s Woodward Middle School at 9125 Sportsman Club Road, Bainbridge Island, Washington. The System shall be designed, installed, operated, and maintained to provide electricity from the System for use at Woodward Middle School and for no other purpose.

2. Right-of-Entry. The District hereby grants the City, its officers, employees, agents, consultants, contractors, and subcontractors, the right to enter upon and in Woodward Middle School for the purposes described in this Agreement, provided that (a) the City and the District agree in advance to the specific days and times of entry, (b) the City and its officers, employees, agents, consultants, contractors, and subcontractors comply with any and all rules and security protocols of the District for accessing the school facilities, (c) entry by the City and its officers, employees, agents, consultants, contractors, and subcontractors shall be conducted in a manner that minimizes any disruption to school activities, and (d) the City agrees to repair any damage to the school as the result of any exercise of this right-of-entry.

3. City to Design System. The City agrees to design the System for installation on the roof at Woodward Middle School. The design will be completed at the City’s sole cost and expense. The City will consult with the District during the design process to ensure that the District’s input on the design is included. Upon completion of the design, the City will present the District with the completed design for review and final approval by the District and City.

4. City to Contract for Installation of System. Upon approval of the design by both parties, the City agrees to contract with a licensed and bonded contractor to install the System on the roof at Woodward Middle School. The City or its contractor will obtain all necessary building and electrical permits for the installation. The installation shall be at the City’s sole cost and expense. The City will follow its customary bidding and procurement procedures in obtaining a contractor to complete the installation. The construction contract shall contain indemnity and insurance provisions reasonably acceptable to the City and the District. The contractor shall indemnify, defend, and hold the District harmless from the negligent acts, errors, or omissions of the contractor to the same extent as the City is indemnified and held harmless. The contractor shall have public liability and property damage insurance coverage in amounts reasonably satisfactory to the City and the District and shall have an “all risk” builder’s risk insurance policy covering the replacement value of the System if damaged or destroyed during installation. The City and the District shall be named as additional insureds on all required liability insurance policies and as loss payees, as their interests appear, on the builder’s risk policy.

5. **City to Manage Installation – District Approval.** The City will manage the installation contract with its contractor. The District will not give instructions to or communicate directly with the City’s contractor and shall communicate exclusively with the City. The City will keep the District apprised of the progress of installation and shall consult with the District on any field changes or change orders related to the installation. Change orders necessitated by site conditions or to address enhancements requested by the City shall be at the cost of the City. The District may request change orders for enhancements during installation, but the City shall not be obligated to cause its contractor to make such enhancements unless (a) the District agrees to pay for the same, and (b) the enhancements can be made without compromising the efficiency of the System. The City and the District shall jointly inspect the installation at substantial completion and the City shall develop a punchlist of items to be completed for final acceptance in consultation with the District. The District and the City shall jointly inspect the installation at final acceptance and final acceptance shall be granted upon approval by both the City and the District.

6. **Ownership Upon Completion and Acceptance – Transfer of Contractor’s Warranty.** Upon completion and acceptance of installation, the System shall be owned by the District. The City agrees to execute any documents that may be necessary to transfer ownership of the System to the District. The System will be transferred to the District “as is, where is” with no warranties or guarantees by the City. The City agrees to transfer all warranties provided by the manufacturer of the System and the contractor that installed the System to the District but shall not otherwise be liable for any defects in workmanship, materials, or installation.

7. **District to Operate and Maintain System.** The District agrees that it will operate and maintain the System at Woodward Middle School for a period of at least fifteen (15) years from the date of final completion of the installation (“Term”), except as provided in Section 12 below. The System shall be operated and maintained in good repair and working order and in a manner that generates electricity to be used on-site at Woodward Middle School. All costs of operation, maintenance, and repair shall be the sole responsibility of the District.

8. **No Resale or Transfer of Electricity to Others.** During the term of this Agreement, the District shall not resell or otherwise transfer electricity from the System to any third party. The electricity generated by the System will be used solely at Woodward Middle School.

9. **Insurance.** The District shall be solely responsible for liability and property insurance for the System upon completion of installation.

10. **Indemnity.** Upon transfer of the System to the District, the District agrees to 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 the installation, operation, maintenance, and repair of the System, except for injuries and damages caused by the sole negligence of the City. 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 District and the City, its officers, officials, employees, and volunteers, the District’s liability, including the duty and cost to defend hereunder, shall be only

to the extent of the District's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the District'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.

11. Reporting. During the Term, the District shall provide annual reports to the City detailing the amount of electricity generated by the System. Each annual report shall be provided to the City no later than February 15 of the following year.

12. Term-Termination. This Agreement shall remain in effect until terminated by either party as provided herein.

- A. Termination by Mutual Agreement. This Agreement may be terminated at any time by mutual agreement of the parties.
- B. Unilateral Termination Prior to Commencement of Installation. Either party may terminate this Agreement with or without cause at any time prior to commencement of construction of the System by giving sixty (60) days' written notice to the other party.
- C. Termination by District After Installation. The District may terminate this Agreement after installation of the System by giving one hundred eighty (180) days written notice to the City. If the termination date will be before expiration of the 15-year Term set forth in Section 7, the District shall reimburse the City for a portion of the cost of the System, to be determined by taking the total design and installation cost, dividing it by the total number of years in the Term, and then multiplying it by the number of years remaining in the Term. If the termination date will be after the expiration of the Term, the District shall not be required to reimburse the City for any portion of the design and installation costs.

13. Subcontracting or Assignment. Neither party may subcontract or assign any right or obligation under this Agreement or the System, in whole or in part, to any other person or entity without the express written consent of the non-subcontracting or non-assigning party, provided, that the City may contract with qualified designers or installers to design and install the System as provided herein, and the District may contract with third parties to maintain and repair the System as provided herein.

14. 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.

15. Administration. No separate legal entity is created by this Agreement. This Agreement shall be jointly administered by the City Manager of the City, or their designee, and the Superintendent of the District, or their designee.

16. 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.

17. 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.

18. 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.

19. 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 Ave. N.
 Bainbridge Island, WA 98110
 Attn: City Manager

To the District: Bainbridge Island School District No. 303
 8489 Madison Ave. N.
 Bainbridge Island, WA 9810
 Attn: Superintendent

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.

20. 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.

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

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

23. **Filing/Recording.** Prior to this Agreement entering into force, a copy of this Agreement shall be filed with the county auditor or, alternatively, listed by subject on the websites of both parties or another electronically retrievable public source.

24. **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.

BAINBRIDGE ISLAND SCHOOL
DISTRICT NO. 303

CITY OF BAINBRIDGE ISLAND

Date:

Date:

By: _____

By: _____

Amii Thompson, Superintendent

Blair King, City Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Set the Public Hearing on October 8, 2024, for Ordinance No. 2024-24 Relating to the Preliminary 2025-2026 Biennial Budget and 2025-2030 Capital Improvement Plan - Finance

SUMMARY: The City Council will be conducting a public hearing related to the City's preliminary 2025-26 biennial budget on October 8, 2024 including the 2025-2030 Capital Improvement Plan, and a subsequent public hearing on the final biennial budget on November 12, 2024. The Council will also be conducting a public hearing related to revenues prior to setting the final property tax levy amount. Via this agenda item, the Council will set the public hearing for the preliminary 2025-26 biennial budget, which is set forth in Ordinance No. 2024-24.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Set a public hearing on October 8, 2024, regarding Ordinance No. 2024-24 relating to the Preliminary 2025-2026 Biennial Budget and 2025-2030 Capital Improvement Plan.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In accordance with the budget process set forth in state law, the City Council via this agenda item is setting a public hearing on the preliminary 2025-26 biennial budget. That public hearing will occur on October 8, 2024. Subsequently, and after further consideration at Council meetings, it is expected that the Council will revise the preliminary budget based on additional information and Council decisions. Following that consideration and decision-making, a final budget will be prepared, and the Council will conduct a public hearing on that final budget before adopting it via ordinance. The ordinance that is the subject of this agenda item will be revised based on the Council's budget deliberations, and that ordinance will become the ordinance that the Council enacts to adopt the final budget in the coming weeks. Exhibits A and B to the ordinance summarize the preliminary budget. A link to the over 200-page preliminary budget document ("Proposed Budget 2025-2026") will be accessible via the "Budget" webpage on the City's website after September 17, 2024.

ATTACHMENTS:

[Ordinance No. 2024-24 Adopting Biennial Budget for FY 2025-2026 - Draft.docx](#)

[2025 Exhibit A Ordinance No. 2024-24 DRAFT.pdf](#)

[2026 Exhibit B Ordinance No. 2024-24 DRAFT.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Public Hearing Draft for Preliminary Budget Hearing

ORDINANCE NO. 2024-24

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting the final budget of the City for fiscal years ending December 31, 2025, and December 31, 2026.

WHEREAS, on September 6, 2024, in accordance with state law, the budget was submitted to the City Manager with estimates of revenues and requests from all departments for expenditures for the fiscal years ending December 31, 2025, and December 31, 2026; and

WHEREAS, the City Manager reviewed the estimates and made such changes and/or additions as deemed appropriate, and on September __, 2024, filed the preliminary budget with the City Clerk; and

WHEREAS, the preliminary budget was presented to the City Council at a Council meeting on September __, 2024, and was discussed and considered subsequently by the Council at several Council meetings in October 2024; and

WHEREAS, a public hearing was conducted concerning the preliminary budget on October __, 2024, for the purpose of providing information to, and hearing from, the public regarding the estimates and programs contained in the preliminary budget, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council, after hearing and duly considering relevant information provided to the Council regarding the preliminary budget, and after making changes to the preliminary budget as deemed necessary and proper, conducted a public hearing for consideration of the final budget on _____, 2024, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council, after hearing and duly considering relevant information and testimony presented, and after making changes to the proposed budget as deemed necessary and proper, is prepared via this ordinance to adopt the final budget for fiscal years ending December 31, 2025, and December 31, 2026.

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

Section 1. The final budget for fiscal years ending December 31, 2025, and December 31, 2026, is hereby adopted in full. The entire budget document is to be placed on file with the office of the City Clerk for public inspection.

Section 2. Attached hereto and identified as Exhibit A (2025) and Exhibit B (2026), in summary form, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined.

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

Section 4. A complete copy of the final budget for fiscal years ending December 31, 2025, and December 31, 2026, as adopted, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

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

Section 6. This ordinance shall take effect on January 1, 2025.

PASSED by the City Council this __ day of _____, 2024.

APPROVED by the Mayor this __ day of _____, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	September 6, 2024
PASSED BY THE CITY COUNCIL:	November __, 2024
PUBLISHED:	December __, 2024
EFFECTIVE DATE:	January 1, 2025
ORDINANCE NO.:	2024-24

Attachments: Exhibits A and B

CITY OF BAINBRIDGE ISLAND - 2025 PROPOSED BUDGET
SUMMARY BY FUND
DRAFT FOR PUBLIC HEARING

Exhibit A - Summary by Fund

ORDINANCE NO. 2024-24

CITY FUNDS		2025 Expenditures
001	GENERAL FUND	23,256,545
101	STREET FUND	4,298,356
103	REAL ESTATE EXCISE TAX FUND	2,528,953
104	CIVIC IMPROVEMENT FUND	400,000
108	AFFORDABLE HOUSING FUND	185,399
151	FLOOR AREA RATIO (FAR) - PUBLIC AMENITIES	-
152	FLOOR AREA RATIO (FAR) - FARMLAND/AGRICULTURE	-
161	TREE FUND	-
171	TRANSPORTATION BENEFIT FUND	1,000,000
173	TRANSPORTATION IMPACT FEE FUND	-
199	ARPA (AMERICAN RESCUE ACT) FUND	-
201	GENERAL OBLIGATION (GO) BOND FUND	924,005
203	LOCAL IMPROVEMENT DISTRICT (LID) BOND FUND	-
301	CAPITAL CONSTRUCTION FUND	8,724,299
302	LID CAPITAL CONSTRUCTION FUND	-
401	WATER FUND	16,876,174
402	SEWER FUND	15,959,086
403	STORM & SURFACE WATER FUND	6,477,855
407	BUILDING & DEVELOPMENT FUND	3,527,045
501	EQUIPMENT RENTAL & REVOLVING FUND	820,000
	TOTAL EXPENDITURES	84,977,717

CITY OF BAINBRIDGE ISLAND - 2026 PROPOSED BUDGET
SUMMARY BY FUND
DRAFT FOR PUBLIC HEARING

Exhibit B - Summary by Fund

ORDINANCE NO. 2024-24

CITY FUNDS		2026 Expenditures
001	GENERAL FUND	24,072,471
101	STREET FUND	4,717,954
103	REAL ESTATE EXCISE TAX FUND	2,159,545
104	CIVIC IMPROVEMENT FUND	400,000
108	AFFORDABLE HOUSING FUND	190,896
151	FLOOR AREA RATIO (FAR)-PUBLIC AMENITIES	-
152	FLOOR AREA RATIO (FAR)-FARMLAND/AGRICULTURE	-
161	TREE FUND	-
171	TRANSPORTATION BENEFIT FUND	1,000,000
173	TRANSPORTATION IMPACT FEE FUND	-
199	ARPA (AMERICAN RESCUE ACT) FUND	-
201	GENERAL OBLIGATION (GO) BOND FUND	909,545
203	LOCAL IMPROVEMENT DISTRICT (LID) BOND FUND	-
301	CAPITAL CONSTRUCTION FUND	1,379,981
302	LID CAPITAL CONSTRUCTION FUND	-
401	WATER FUND	4,655,143
402	SEWER FUND	6,152,156
403	STORM & SURFACE WATER FUND	9,747,374
407	BUILDING & DEVELOPMENT FUND	3,639,681
501	EQUIPMENT RENTAL & REVOLVING FUND	330,000
	TOTAL EXPENDITURES	59,354,746



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Set the Public Hearing on October 8, 2024, for Ordinance No. 2024-23 Relating to the Property Tax Levy for Collection in 2025 - Finance

SUMMARY: In accordance with state law, the City is required to have a public hearing to levy property taxes for 2025. In addition, the City must certify its desired levy amount via ordinance for 2025 to the County Assessor no later than November 30, 2024. This agenda item is for the City Council to schedule a public hearing on Ordinance No. 2024-23 related to revenue sources before setting the levy amount. The Kitsap County Assessor's Office has indicated that it will provide the final calculations before October 8, 2024, including the amount for new construction (not currently available). The attached ordinance includes bracketed text to note the figures that will be updated. The ordinance is being provided to the Council at this time in this format (i.e., pending confirmation regarding some figures) because the Assessor's Office has been delayed in providing some final figures to the City, and the City is proceeding with the information that it has to ensure compliance with a statutory deadline. All of the final figures will be included in Ordinance No. 2024-23 when it is considered by the Council for adoption.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Set a public hearing on October 8, 2024, regarding Ordinance No. 2024-23, relating to the Property Tax Levy for Collection in 2025.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

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 2025 proposed property tax estimate is calculated by the Kitsap County Assessor's Office.

The City generally does not receive the calculations from the Kitsap County Assessor's office until the first week of October. State law caps the property tax increase by no more than 1% per year of the previous years highest allowed levy. An additional amount is also allowed for new construction which typically ranges from 0% to .75% per year. The previous year's highest levy amount was approximately \$8,537,163 which means the amount of increase can be no more than about \$84,526 or 1% plus new construction excluding tax refunds. The final calculations will be received prior to the hearing on October 8, 2024 and revised amounts updated to the ordinance accordingly.

ATTACHMENTS:

[Ordinance No. 2024-23 Relating to the Levy of Property Taxes for Collection in 2025 DRAFT.docx](#)

FISCAL DETAILS: Property taxes are the single largest revenue source for the City representing approximately 38% of total general fund revenues or \$8.6 million. The 2025-2026 Adopted Budget was constructed with the assumption that this rate would increase by the amount allowed by law which is 1% plus new construction.

Fund Name(s): General Fund

Coding:

Public Hearing Draft for Property Tax Levy Revenue Hearing

ORDINANCE NO. 2024-23

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, 2025, 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 2025-2026 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 8, 2024, to consider the City's revenue sources for the City's 2024 General Fund budget; and

WHEREAS, the previous year's actual levy was \$8,474,732; and

WHEREAS, the City Council, after hearing and duly considering the relevant information and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year equal to _____ percent [the percentage in the previous year was 0.70188] of the amount levied for collection in 2024 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 2024 regular property tax levy for collection in 2025 is declared to be the previous year's levy of \$8,474,732 plus an increase of \$_____ [the amount in the previous year was \$73,193, which was an increase of 0.8994 percent], plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 of \$_____ [the amount in the previous year was \$83,784], and any increase in the value of state-assessed property, as well as any additional amounts resulting from any refunds made of \$_____ [the amount in the previous year was \$22,095]. The estimated total based on the figures provided by the Kitsap County Assessor's Office at this point is \$8,537,163 [which excludes new

construction and any amounts due to an increase in state assessed utilities] [the figures above will be updated once the Assessor's Office provides those figures].

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, 2025, after its passage, approval, and publication as required by law.

PASSED by the City Council this __ day of _____, 2024.

APPROVED by the Mayor this __ day of _____, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK
PASSED BY THE CITY COUNCIL
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:

September 6, 2024
_____, 2024
_____, 2024
January 1, 2025
2024-23



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Ordinance No. 2024-25 Amending Bainbridge Island Municipal Code (BIMC) 2.20.060.E to Provide that Compensation to be Paid to the Presiding Judge Pro Tem and Other Judges will be Set by Separate Ordinance

SUMMARY: This ordinance changes BIMC (Bainbridge Island Municipal Code) 2.20.060E which currently codifies compensation for pro tem judges. Instead, this ordinance allows current and future changes to be set by separate ordinance, which will not be codified. A separate ordinance No. 2024-26 also accompanies this packet which recommends an increase in pay for presiding pro tem judges from \$86.38 per hour to \$100.00 per hour.

AGENDA CATEGORY: Ordinance

PROPOSED BY: City Council

RECOMMENDED MOTION: Adopt Ordinance No. 2024-25 amending BIMC 2.20.060.E to provide that the compensation to be paid to the presiding judge pro tem and other judges will be set by separate ordinance.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Ordinance No. 2024-25 Amending 2.20.060.E - Municipal pro tem judge compensation.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2024-25

AN ORDINANCE of the City of Bainbridge Island, Washington, amending BIMC 2.20.060.E to provide for the compensation of the presiding judge pro tem and other pro tem judges of the Bainbridge Island Municipal Court to be set by separate ordinance.

WHEREAS, RCW 3.50.090(1) provides that the compensation to be paid to pro tem judges of the municipal court must be fixed by ordinance of the municipality in which the court is located; and

WHEREAS, BIMC 2.20.060.E provides for the compensation of the presiding pro tem judge and other pro tem judges of the Bainbridge Island Municipal Court at the rate of \$75.00 per hour, plus an annual CPI-U increase, for a rate in 2024 of \$86.38 per hour; and

WHEREAS, the Bainbridge Island Municipal Court Judge has recommended that the rate be increased to \$100.00 per hour to be more consistent with hourly rates for pro tem judges amounts paid by other cities in Kitsap County; and

WHEREAS, the Bainbridge Island City Council concurs with the Municipal Court Judge's recommendation and has therefore decided to increase the compensation as requested and to amend BIMC 2.20.060.E; and

WHEREAS, the City Council has decided that the amount of the compensation does not need to be codified and has therefore determined to amend BIMC 2.20.060.E as provided in this ordinance.

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

Section 1. Compensation of pro tem judges. BIMC 2.20.060.E is hereby amended to read as follows:

- E. The presiding judge pro tem and any other judges pro tem shall receive compensation at ~~the a rate of \$75.00 per hour. Effective January 1, 2023, the base rate of pay in effect on December 31, 2022, shall be increased by the amount of the June-June Seattle-Tacoma-Bellevue, All Items, CPI-U, for the most recent previous year, as is supplied by the United States Department of Labor, Bureau of Labor Statistics. Unless otherwise provided for by law, the presiding judge pro tem shall be compensated at the same rate as any other judge pro tem, set by separate ordinance of the city, which shall not be codified.~~

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state

or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2024.

APPROVED BY THE MAYOR this ____ day of _____, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATED:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: September 6, 2024
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 2024-25



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Ordinance No. 2024-26 Setting the Hourly Rate to be Paid to the Presiding Judge Pro Tem and Other Judges Pro Tem at \$100.00 per Hour and Providing for CPI-U Increases Commencing January 1, 2026 - Finance

SUMMARY: This ordinance increases the hourly rate of pay for pro tem judges from \$86.38 per hour to \$100.00 per hour and provides for CPI-U increases commencing January 1, 2026.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: City Council

RECOMMENDED MOTION: Adopt Ordinance No. 2024-26 setting the hourly rate to be paid to the presiding judge pro tem and other judges pro tem at \$100.00 per hour and providing for CPI-U increases commencing January 1, 2026.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The Municipal Court Judge is recommending that the City increase the rate of pay for pro tem judges to be commensurate with other jurisdictions in Kitsap County. Here is a sample of current rates used by other jurisdictions.

Port Orchard - \$100

Poulsbo - \$100

Kitsap District Court - \$118.25

Bremerton - \$74.19

Bremerton Municipal Court is the only court paying less than Bainbridge Island. They currently have a designated commissioner as well as a full-time Judge, thereby eliminating the need for Pro Tem Judges except

occasionally. In order to be in line with Port Orchard and Poulsbo courts which are similar in size to Bainbridge Island Municipal Court, this ordinance would increase the rate from \$86.38 to \$100.00 per hour.

Lastly, this ordinance would subject this rate to regular consumer price index (CPI-U) increases beginning January 1, 2026, which is a continuation of the existing practice already in place. Please note this ordinance has accompanying Ordinance No. 2024-25 which amends Bainbridge Island Municipal Code (BIMC) 2.20.060.E to provide that compensation to be paid to the presiding judge pro tem and other judges will be set by separate ordinance (see the attached ordinance below) and no longer codified in the BIMC.

ATTACHMENTS:

[Ordinance No. 2024-26 Establishing Compensation for Presiding Pro Tem and Other Pro Tem Judges.docx](#)

FISCAL DETAILS: This change will have a de minimis impact on the 2025-2026 Biennial Budget of about \$1,500 per year.

Fund Name(s):

Coding:

ORDINANCE NO. 2024-26

AN ORDINANCE of the City of Bainbridge Island, Washington, establishing the compensation to be paid to the presiding pro tem judge and other pro tem judges of the Bainbridge Island Municipal Court.

WHEREAS, RCW 3.50.090(1) provides that the compensation to be paid to pro tem judges of the municipal court must be fixed by ordinance of the municipality in which the court is located; and

WHEREAS, BIMC 2.20.060.E provides for the compensation of the presiding pro tem judge and other pro tem judges of the Bainbridge Island Municipal Court to be set by separate ordinance, which shall not be codified; and

WHEREAS, the current compensation paid to the presiding judge pro tem and other pro tem judges of the Bainbridge Island Municipal Court is \$86.38 per hour; and

WHEREAS, the Bainbridge Island Municipal Court Judge has recommended that the rate be increased to \$100.00 per hour to be more consistent with the hourly rates for pro tem judges paid by other cities in Kitsap County; and

WHEREAS, the Bainbridge Island City Council concurs with the Municipal Court Judge's recommendation and has therefore decided to increase the compensation as recommended and to provide for future increases based on the Consumer Price Index for All Urban Consumers (CPI-U).

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

Section 1. Compensation of pro tem judges. The presiding judge pro tem and any other judges pro tem shall receive compensation at the rate of \$100.00 per hour. Effective January 1, 2026 and every January 1 thereafter, the base rate of compensation in effect on December 31 of the immediately preceding year shall be increased by the amount of the June-June Seattle-Tacoma-Bellevue, All Items, CPI-U, for the most recent previous year, as is supplied by the United States Department of Labor, Bureau of Labor Statistics. Unless otherwise provided for by law, the presiding judge pro tem shall be compensated at the same rate as any other judge pro tem.

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2024.

APPROVED BY THE MAYOR this ____ day of _____, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATED:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: September 6, 2024
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 2024-26



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Construction Contract Change Order for the Country Club Bulkhead Reconstruction Project in the amount of \$89,923.20 (Tax Supported) - Public Works,

SUMMARY: City staff are requesting that the City Council authorize the City Manager to execute a construction contract change order for the Country Club Bulkhead Reconstruction Project in the amount of \$89,923.20 to support paving repair that will prevent further degradation of the roadway from surface water.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute a construction contract change order for the Country Club Bulkhead Reconstruction Project in the amount of \$89,923.20.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

Amount:	\$89,923.20
Ongoing Cost:	N/A
One-Time Cost:	\$89,923.20
Included in Current Budget?	Yes

BACKGROUND: In July 2020, the Army Corps of Engineers authorized emergency partial repairs to six sections of the existing failed rock bulkhead totaling 290 linear feet along Country Club Road. The City completed emergency repairs in November 2021.

In February 2024, the City received conditional approval for the remaining bulkhead repairs contingent upon mitigation requirements. Construction of the bulkhead must occur from August 1, 2024 through October 12, 2024 due to fish preservation concerns. The work is currently proceeding. The mitigation will occur over 4 years following the completion of the bulkhead repairs.

This change order allows for paving the road adjacent to the bulkhead repair section totaling 691 linear feet. The paving will help to seal the road from surface drainage and slow the rate of road degradation. The surface will be smoothed, but full depth repair will not occur.

ATTACHMENTS:

[Change Order 2 Paving.pdf](#)

[CIP Country Club Bulkhead Reconstruction 00781.pdf](#)

[CO 2 Country Club Bulkhead Reconstruction Sealevel Bulkhead Builders.pdf](#)

FISCAL DETAILS: The total project budget is \$929,762. The remaining budget after this change order will be \$113,897.21.

Fund Name(s): Streets Fund

Coding: The Country Club Bulkhead Reconstruction Project is Capital Improvement Project #00781.



Change Order

Contract Number	Contract Title Country Club Bulkhead Reconstruction	Federal Aid Number
Change Order Number 2	Change Description Extra Paving	Date 08/15/2024
Prime Contractor / Design-Builder Sealevel Bulkhead Builders, Inc		

☐ Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications

☒ Change proposed by Contractor / Design-Builder

Change Description

Mill Key in both ends of overlay and tar seams as needed. Prelevel and place 2" HMA from stop sign to stop sign of lane road. Estimated length is +/-691 lf., based on 378 tons HMA, +/-13920Sq Ft.

Verbal Approval Given By	Verbal Approval Date	Working Days +/-
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Original Contract Amount 676199.65	Current Contract Amount 725941.59	Est. Net Change This C.O. 89903.52	Est. Contract Amount 815845.11
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Approval Recommended	Approved	Approved
Project Engineer		Approving Authority per C.A. Agreement
Date		Date
Approval Recommended	Other Approval As Required	
By Prime Contractor	Signature	Date
Date	Representing	

Contract Number	Contract Title Country Club Bulkhead Reconstruction	Change Order Number 2
Change Description Cont.		

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	-	-	-	-	-	-	-	-	-



City of Bainbridge Island
Public Works Department

ENGINEERING DIVISION

280 Madison Ave. N
Bainbridge Island, WA 98110
206.842.2016 Fax. 206.780.3710
pwadmin@bainbridgewa.gov

CONTRACTOR:
Sealevel Bulkhead Builders, Inc.
PO Box 375
Kingston, WA 98346

Change Order

Country Club Bulkhead Reconstruction Project

Change Order No. 2
Date 9/10/24

For City Use

Vendor ID 5890
Contract No. 2024072
Project No. 00781
Org/Obj. 72321955 / 663000
Org/Obj.
PO # if applicable. n/a

CHANGE ORDER DESCRIPTION: The contract is hereby revised as shown below and on any applicable attached detail, sheet, and work directives used to support this change order.

Item No.	Description	Unit	Unit Price	Bid Qty	C.O. Qty	Total
New Planing and Paving Work						
WCD2.1	Extra Paving	SF	\$6.46	0	13920.00	\$ 89,923.20
					Total C/O:	\$ 89,923.20

*Use number references in Change Orders only, ex. WCD1

Note: 0 Working Days are added to this contract as a result of this Change Order

	Amount	Sales Tax - if applicable	Total w/ Tax
Original Contract Amount:	\$676,199.65	\$0.00	\$676,199.65
Previous Change Order(s) Total:	\$49,741.94	\$0.00	\$49,741.94
Current Contract Amount:	\$725,941.59	\$0.00	\$725,941.59
Net Change this Change Order:	\$89,923.20	\$0.00	\$89,923.20
New Contract Amount:	\$815,864.79	\$0.00	\$815,864.79

Ck -

Contractors

Acceptance: Signature Printed Name/ Title Date

Prepared By: Peter Corelis, PE Date

Approved By: Blair King - City Manager Date

Project Financial Spreadsheet - City of Bainbridge Island

Project Name	Country Club Bulkhead Reconstruction
Project Number	00781
Contractor Name	Sealevel Bulkhead Builders
Contract #	2024072
PO #'s	Retainage Bond 2356970

BASE BID w/ Tax included in bid items						Original/ Approved Bid Amount		Change Order #1		Change Order#2		Revised Contract Amt.		Pay Request #1		QTY TOTAL	PAID TO DATE TOTAL	Remaining
Item #	Description	Qty	Unit	Unit Price	Total Price	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Cost
1	Mobilization	1	LS	\$48,003.45	\$ 48,003.45				\$ -	1	\$ 48,003.45	0.27	\$ 12,973.91	0.2703	\$ 12,973.91	\$ 35,029.54		
2	Project Temporary Traffic Control	1	Ls	\$37,684.92	\$ 37,684.92				\$ -	1	\$ 37,684.92	0.27	\$ 10,185.11	0.2703	\$ 10,185.11	\$ 27,499.81		
3	SPCC Plan	1	LS	\$ 3,057.60	\$ 3,057.60				\$ -	1	\$ 3,057.60	1	\$ 3,057.60	1	\$ 3,057.60	\$ -		
4	Bulkhead Repair	316	LF	\$ 1,038.26	\$ 328,090.16				\$ -	316	\$ 328,090.16	172	\$ 178,580.72	172	\$ 178,580.72	\$ 149,509.44		
5	Plantings and Vegetation	1200	LF	\$ 58.78	\$ 70,536.00				\$ -	1200	\$ 70,536.00	0	\$ -	0	\$ -	\$ 70,536.00		
6	Stormwater Drainage Improvements	1	LS	\$57,845.86	\$ 57,845.86				\$ -	1	\$ 57,845.86	0	\$ -	0	\$ -	\$ 57,845.86		
7	Beach Nourishment	389	CY	\$ 186.39	\$ 72,505.71				\$ -	389	\$ 72,505.71	0	\$ -	0	\$ -	\$ 72,505.71		
8	Bulkhead and Planting Plan As-Built	1	LS	\$ 3,057.60	\$ 3,057.60				\$ -	1	\$ 3,057.60	0	\$ -	0	\$ -	\$ 3,057.60		
9	Temporary Irrigation System	1	LS	\$30,418.35	\$ 30,418.35				\$ -	1	\$ 30,418.35	0	\$ -	0	\$ -	\$ 30,418.35		
10	Minor Change	25000	DOL	\$ 1.00	\$ 25,000.00	0.00	\$ (25,000.00)		\$ -	25000	\$ -							
WCD1.1	Raise Height in Previous Sections		LF	\$ 273.78	\$ -	273.00	\$ 74,741.94		\$ -	273	\$ 74,741.94	0	\$ -	0	\$ -	\$ 74,741.94		
WCD2.1	Extra Paving		SF	\$ 6.46	\$ -			13920.00	\$ 89,923.20	13920	\$ 89,923.20			0	\$ -	\$ 89,923.20		
Payment					\$ 676,199.65	\$ 49,741.94		\$ 89,923.20		\$ 815,864.79		\$ 204,797.34		\$ 204,797.34		\$ 611,067.45	\$ 815,864.79	



Change Order

Contract Number	Contract Title Country Club Bulkhead Reconstruction	Federal Aid Number
Change Order Number 2	Change Description Extra Paving	Date 08/15/2024
Prime Contractor / Design-Builder Sealevel Bulkhead Builders, Inc		

☐ Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications

☒ Change proposed by Contractor / Design-Builder

Change Description

Mill Key in both ends of overlay and tar seams as needed. Prelevel and place 2" HMA from stop sign to stop sign of lane road. Estimated length is +/-691 lf., based on 378 tons HMA, +/-13920Sq Ft. Price is \$6.46 per sf = \$89,923.20.

Verbal Approval Given By	Verbal Approval Date	Working Days +/-
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Original Contract Amount 676199.65	Current Contract Amount 725941.59	Est. Net Change This C.O. 89923.20	Est. Contract Amount 815864.79
---------------------------------------	--------------------------------------	---------------------------------------	-----------------------------------

Approval Recommended	Approved	Approved
Project Engineer		Approving Authority per C.A. Agreement
Date		Date
Approval Recommended		Other Approval As Required
By Prime Contractor		Signature
Date		Date
		Representing

Contract Number	Contract Title Country Club Bulkhead Reconstruction	Change Order Number 2
Change Description Cont.		



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Enter Into Amendment No. 8 of the Professional Services Agreement with Perteet, Inc. for the Eagle Harbor Fish Passage (Cooper Creek Culvert) Project Design (\$175,520.00, Storm and Surface Water Utility Fund) - Public Works

SUMMARY: Staff is requesting that the City Council authorize the City Manager to execute Amendment No. 8 of the Professional Services Agreement with Perteet, Inc. for the Eagle Harbor Fish Passage (Cooper Creek Culvert) project design. The amendment funds additional structural design, geotechnical investigation, and permitting services.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into Amendment No. 8 to the Professional Services Agreement with Perteet, Inc. in the amount of \$175,520.00 for the Eagle Harbor Fish Passage (Cooper Creek Culvert).

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

Amount:	\$175,520.00
Ongoing Cost:	N/A
One-Time Cost:	\$175,520.00
Included in Current Budget?	Yes

BACKGROUND: The subject contract amendment addresses the Eagle Harbor Drive Fish Passage (Cooper Creek) engineering design.

The fish passage design requires construction of a box culvert in place of the existing 24" pipe. The work will require that the site be dewatered during construction. A downstream channel cofferdam system and upstream bypass pumparound is needed to keep tidal and groundwater water from impacting the work. Design of the dewatering system will require additional geotechnical borings and evaluation. This work is the contained in the proposed Amendment No. 8 costing \$175,520.00.

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

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

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

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

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

Amendment No. 6 was executed February 22, 2024, to provide additional services to prepare alternatives and 30% design services for structural boardwalk and to include revisions and preparation of multiple concepts used for council presentations and re-scoping to include changes in project limits. This amendment revised the total contract amount to \$1,378,600.00.

Amendment No. 7 was executed April 24, 2024, to include additional consultant management reserve funds. This amendment revised the total contract amount to \$1,386,600.00.

The contract represents work for both the non-motorized project and the fish passage project. The percentage is higher than usual due to the extra work involved in revisions to the non-motorized project.

ATTACHMENTS:

[Eagle Harbor Wyatt Way NM PSA Amendment No 8.docx](#)

[Exhibit A EagleHarbor-Supp8-Scope-2024-08-22.pdf](#)

[EagleHarbor-Supp8-FeeWrksht-2024-08-23.pdf](#)

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

FISCAL DETAILS: The Eagle Harbor Fish Passage Project is Capital Improvement Project (CIP) 01107. The project has approximately \$1,357,325 in budget authority available in 2024.

Fund Name(s): SSWM Fund

**AMENDMENT NO. 8 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 8 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on August 11, 2022, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Pertec Inc., a Washington State corporation (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide professional services in connection with the Eagle Harbor Phase 1 – C40 and Wyatt Non-Motorized Improvements Project;

WHEREAS, the City and the Consultant entered into Amendment No. 1 to the Agreement on November 18, 2022 to update the schedule of classification and billing rates in the Agreement;

WHEREAS, the City and the Consultant entered into Amendment No. 2 to the Agreement on March 1, 2023 to include Task 4, Topographic Survey and Base mapping, and Task 5, Critical Areas Site Assessment and Shoreline Substantial Development Permit Documentation and increase the contract value accordingly; and

WHEREAS, the City and the Consultant entered into Amendment No. 3 to the Agreement on March 22, 2023 to increase contract services and the contract value accordingly; and

WHEREAS, the City and the Consultant entered into Amendment No. 4 to the Agreement on December 14, 2023 to extend the duration of the contract; and

WHEREAS, the City and the Consultant entered into Amendment No. 5 to the Agreement on February 5, 2024 to increase contract services and the contract value accordingly; and

WHEREAS, the City and the Consultant entered into Amendment No. 6 to the Agreement on February 22, 2024 to increase contract services and the contract value accordingly; and

WHEREAS, the City and the Consultant entered into Amendment No. 7 to the Agreement on April 24, 2024 to increase the contract value; and

WHEREAS, the City and the Consultant now desire to enter into Amendment No. 8 to the Agreement to address the following:

1. Attachment B, Scope of Services, is hereby amended to include additional services as set forth in Exhibit A;
2. Section 3A, is revised to increase the contract value to not more than a total of ~~One Million Three Hundred Eighty Six Thousand Six Hundred~~ One Million Five Hundred Sixty-Two Thousand One Hundred Twenty and 00/100 dollars (~~\$1,386,600.00~~ \$1,562,120.00);
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.

PERTEET INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Crystal L Donner

Blair King

President

City Manager

Tax I.D. # 91-1505037

City Bus. Lic. # 40920

EXHIBIT A
SCOPE OF SERVICES
Amendment No. 8
City of Bainbridge Island
Eagle Harbor Drive NE Culvert Improvements
Cooper Creek Fish Passage (Task 9)

INTRODUCTION

Under the Eagle Harbor Drive NE Culvert Improvements – Cooper Creek Fish Passage Project (Task 9), the Consultant is providing extra services to supplement the Consultant's Agreement. Additional services are the result of additional design efforts on design solutions for retaining walls, guardrail and barriers, stream bypass and dewatering solutions and design parameters. These additional services will include technical design services, geotechnical services, and environmental permitting.

GENERAL SCOPE OF SERVICES

This Scope of Services describes the work elements to be accomplished by the Consultant as summarized under each Task. These services are added to the prior Scopes of Services.

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

This scope consists of the following elements:

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

Optional Services

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

This Scope of Services is defined in the tasks below.

SCOPE OF SERVICES DEFINED

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

This Task provides for supplemental Consultant and Subconsultant services for the Cooper Creek culvert design and permitting. Under this Amendment No. 8, as the design work has progressed and site conditions and design decisions have been made, the Consultant will perform additional services to complete the permitting, design and contract ready documents.

Additional services are described in the subtasks below.

9.1 Preliminary Design and Pre-Application Review

[No amended services under this Amendment No. 8 Scope of Services. This subtask is complete and the HPA and local permits have been issued for the culvert project. The SEPA determination and local permits for the culvert should be assumed to be addressed by the Fish Enhancement HPA process and local adoption of HPA.]

9.2 Culvert Permitting

9.2.1 Critical Areas Delineation and Mitigation Restoration Report

The Consultant's efforts for evaluations and determinations, and to prepare and complete this report are more effort than originally anticipated based on the nature of the project design solutions and the wetlands, and requires an amendment to the fees for these services.

The services and deliverables remain the same as those identified under Amendment 6.

9.2.2 Washington State WDFW HPA Permit

[No amended services under this Amendment No. 8 Scope of Services. The Washington State WDFW HPA Permit was submitted through an expedited process and has been approved by WDFW.]

9.2.3 Federal Corps 404 Permitting

The Consultant's efforts for evaluations and determinations, and to prepare and complete this permitting are more effort than originally anticipated based on the nature of the project design solutions and the wetlands, and requires an amendment to the fees for these services. The services and deliverables remain the same as those identified under Amendment 6.

9.3 Culvert Replacement Design and PS&E

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

[No amended services under this Amendment No. 8 Scope of Services. This subtask is completed]

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

The Consultant's efforts for completing the 90% design has been more effort than anticipated and includes additional services that were not identified the prior Scope of Services.

Additional design efforts by the Consultant have been due to:

- Determination of the guardrail, concrete barrier, and retaining wall requirements, and design. This includes evaluation of wall types and feasibility, and the interface between these structural elements.
- Determination of the interface between the culvert structure and the roadway surface, and the determining the appropriate design solution.
- Determination of stream bypass and dewatering solutions, requirements and preparation of specifications for the Contractor.
- Preparing additional design parameters and data needed from the geotechnical engineer.
- The Consultant will update Plans, Specifications, and Opinion of Cost to incorporate the additional guardrail, and wall design provided by Tran Tech

The 90% design Plan set, Special Provisions and opinion of cost will need to include a structural wall design for retaining walls. This Amendment No. 8 includes supplemental services for the Subconsultant Tran Tech, as described in Subtask 9.3.7, below.

Assumptions:

- The culvert structure will remain a pre-fabricated structure, as identified in Amendment No. 6

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

Based on the increased efforts described in subtask 9.3.2 above for the 90% plans, specifications, and opinion of cost the Consultant anticipates additional efforts for the completion of the 100% PS&E package. The fee effort is identified in the fee worksheet attached to the Amendment.

Deliverables identified under Amendment No. 6 remain the same, with the exception of the TranTech deliverables identified below.

9.3.4. Ad-Ready Contract Documents for Culvert

Based on the increased efforts described in subtask 9.3.2 above for the 90% plans, specifications, and opinion of cost the Consultant anticipates additional efforts for the completion of the Ad Ready PS&E package. The fee effort is identified in the fee worksheet attached to the Amendment.

Deliverables identified under Amendment No. 6 remain the same, with the exception of the TranTech deliverables identified below.

9.3.5. Bidding Support for Culvert

[No amended services under this Amendment No. 8 Scope of Services]

9.3.6. Hydraulic Modeling/Final Design Report

[No amended services under this Amendment No. 8 Scope of Services]

9.3.7. Structural Engineering (by TranTech) - (New Subtask)

The Subconsultant TranTech will provide additional structural engineering services to design and detail the retaining walls at the west side of Eagle Harbor Dr. NE. The retaining walls will be WSDOT pre-approved proprietary geosynthetic walls.

TranTech's services include:

90% Submittal

This task will provide the retaining wall design and details for the Owner's review. The design and details will progress to near complete in accordance with the following specifications:

- WSDOT Bridge Design Manual
- WSDOT Geotechnical Design Manual
- AASHTO LRFD Bridge Design Specifications.

The following number of plan sheets are anticipated for this design.

Title	Number of sheets
Wall General Sheet	1
Plan and Profile	1
Wall Typical Sections	1
Wall Details	2
Bridge barrier and Handrails	3
Total	8

Assumptions:

- HWA will provide the Draft Geotechnical report prior to the start of the design.
- Perteet will provide wall alignments, roadway surfaces, ground profiles, and roadway sections prior to the start of the design.

Deliverables:

- 90% Plans.
- Wall bid quantities and estimates.
- Wall specifications.

100% Submittal

This task will address City's comments on the 90% submittal and make minor revisions for an ad-ready PS&E set.

Assumptions:

- HWA will provide the Final Geotechnical report prior to the start of the design.
- Perteet will provide Final wall alignments, roadway surfaces, ground profiles, and roadway sections prior to the start of the design.

Deliverables:

- 100% Plans.
- Wall bid quantities and estimates.

- Wall specifications.

Signed PS&E Submittal & Bid Support

This task will sign and seal the PS&E set. For this task, TranTech will assist the project team with bid support.

Assumptions:

- Minor revisions in plans.
- 8 hours of senior engineer for Bid support

Deliverables:

- Signed PS&E set.
- Bid support email communications.

Project Management

TranTech's increased role in this project has extended the timeframe and efforts by TranTech. This task will provide the required coordination and team support to deliver the project.

Assumptions:

- 3 meetings for Design Team coordination.
- 2 meetings with the clients.
- 6 monthly billings.

Deliverables:

- Invoices and project progress reports.
- Meeting attendance.

9.4. Geotechnical Engineering (by HWA GeoSciences) - (New Subtask)

The Subconsultant HWA GeoSciences will conduct one additional geotechnical boring to the east of the Cooper Creek culvert crossing to assist design and construction of a coffer dam required for dewatering needs of the project. HWA's services include:

- Preparing an Exploration Work Plan Memo: HWA will prepare a Geotechnical WorkPlan Memorandum for the proposed exploration program consisting of drilling one geotechnical boring to an approximate depth of 40 feet. The boring will be located to east of Cooper Creek culvert crossing within the private property located on the southeast side of the culvert crossing. The work plan will be submitted to the design team and the City for review and approval. The work plan will detail the type, location, and extent of proposed field exploration along with logistics necessary to perform the work. The work plans will also be used for utility locating clearances and for permitting that may be necessary to access the exploration locations.
- Conducting Utility Locates: HWA will conduct a site visit to mark the proposed boring location for utility locates. Upon return to the office, HWA will submit a public utility locate request.
- Conducting and Monitoring Drilling: HWA will conduct one additional geotechnical boring to assess the subsurface soil and groundwater conditions for design and

construction of a coffer dam required for dewatering needs of the project. The boring will be drilled to an approximate depth of 40 feet below ground surface with a limited access track mounted drill rig utilizing hollow stem auger drilling techniques. The boring will be drilled outside of the roadway and traffic control measures will not be needed to conduct this work. The above-described geotechnical explorations will be logged by HWA's geologist or geotechnical engineer. All drilling spoils will be drummed and transported off site for disposal by the driller.

- Preparing Boring Log and Assign Lab Test: HWA will prepare summary a boring log and perform laboratory testing to evaluate relevant physical properties of the site soils. Laboratory testing will include moisture content, hydrometers, grain-size distribution, and Atterberg Limits
- Updating the Draft Report: HWA will update the existing draft geotechnical report with proposed recommendations for the wall, coffer dam, and dewatering needs.
- Respond to Review Comments and Prepare Final Report: HWA will respond to review comments and incorporate them into a Final Geotechnical Report for the Project. The final report will provide geotechnical recommendations for each of the proposed improvements.
- Conduct Plan and Specification Review: HWA will conduct a review of the plans and specifications to evaluate that the geotechnical aspects of the project have been incorporated into the project plans.
- HWA QA/QC: HWA will have all design calculations and recommendations reviewed by a senior principal prior to distribution to the design team.
- Continued Project Management and Consultation: HWA will provide additional project management and consultation as needed for the implementation of geotechnical recommendations during design. Additionally, HWA will prepare monthly invoices for the remaining duration of the design phase of the project.

Additional (Optional) Services

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

Services Not Included in this Scope of Services

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

NPDES permitting process.

8. Construction management and inspection services.
9. Construction engineering design support services.

Information Provided by Others:

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

The City shall furnish the following:

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

Design Criteria

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

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

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



Project Eagle Harbor - Cooper Creek Fish Passage - Supplement
8

Client

PM Regina Parenteau

Last Update date 8/23/2024

Perteet Project No.

Task	Billing Rate	Principal	Sr. Associate	Sr. Engineer / Mgr	Lead Engineer / Mgr	Engineer III	Civil Designer II	Lead Technician/ Designer	Sr Environmental Scientist/Mgr	Construction Supervisor	Total Hours	Labor Dollars
9.2 Culvert Permitting		\$375.00	\$275.00	\$240.00	\$200.00	\$175.00	\$155.00	\$155.00	\$195.00	\$300.00		
Total 9.2 Culvert Permitting		0.00	24.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	40.00	\$9,720.00
9.3 Culvert Design & PS&E												
90% PS&E for Culvert		12.00		50.00	150.00	150.00	65.00	40.00		26.00	493.00	\$96,825.00
100% PS&E					8.00	8.00	8.00	16.00		4.00	44.00	\$7,920.00
Ad Ready PS&E					8.00		4.00	8.00			20.00	\$3,460.00
Structural Engineering (New Subtask)												
Subconsultant TranTech												
Total 9.3 Culvert Design & PS&E		12.00	0.00	50.00	166.00	158.00	77.00	64.00	0.00	30.00	557.00	\$108,205.00
9.4 Geotechnical Engineering(New Subtask)												
Subconsultant HWA GeoSciences												
Total 9.4 Geotechnical Engineering		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Total Hours		12.00	24.00	50.00	166.00	158.00	77.00	64.00	16.00	30.00	597.00	
Total Dollars		\$4,500.00	\$6,600.00	\$12,000.00	\$33,200.00	\$27,650.00	\$11,935.00	\$9,920.00	\$3,120.00	\$9,000.00		\$117,925.00

SUMMARY		
Labor		\$117,925.00
Expenses		\$0.00
Subconsultants		\$57,595.00
CONTRACT TOTAL		\$175,520.00

Subconsultant Fees:	Cost	Markup	Bill
HWA GeoSciences Inc	17,925		17,925
TranTech Engineering, LLC	39,670		39,670
Totals:	57,595		57,595

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	-	-	-	-	-	-	-	-	-



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME:

AGENDA ITEM: Approve the Renewal of the Interlocal Agreement for Fire Safety Services,

SUMMARY: The attached Interlocal Agreement for Fire Safety Services renews an existing interlocal agreement. If approved, it will be in effect from January 1, 2025 through December 31, 2027.

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve the renewal of the Interlocal Agreement for Fire Safety Services.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: As part of the Fire Department's normal operations, and without cost to the City, the Fire Department provides the following basic services:

Fire Suppression Services;

Emergency Medical Services;

Hazardous Material Incident Response Services;

International Fire Code Fire Investigation Services; and

Training.

In addition, the Fire Department and the City collaborate to provide the following shared services:

Fire Prevention Services;

Fire Code Policy Development; and
Outdoor Burning Complaint Investigation and Enforcement.

The attached interlocal agreement sets forth the terms under which the Fire Department will provide certain other services to the City:

On-site Construction Inspections;
Commercial Building Fire Safety Inspection Program;
Confidence Testing of Automated Fire Protection Systems;
Development Plan Review and Inspections;
Construction Drawing Plan Reviews;
Fire Flow Testing Services;
Outdoor Burning Permits; and
Address Issuance.

ATTACHMENTS:

[COBI-BIFD Fire Safety Services Agreement 2025-2027.pdf](#)

FISCAL DETAILS: Lump sum payment of \$210,000 annually, to be adjusted on January 1, 2026 and on January 1, 2027 based on the June to June Consumer Price Index for Urban Wage Earners and Clerical Workers for the Seattle-Tacoma-Bellevue metropolitan statistical area. This contract was anticipated in the 2025-2026 Proposed Budget.

Fund Name(s):

Coding:

Interlocal Agreement for Fire Safety Services

THIS INTERLOCAL AGREEMENT FOR FIRE SAFETY SERVICES ("Agreement") is made and entered into by and between the City of Bainbridge Island, a Washington State municipal corporation, ("City") and Kitsap Fire Protection District No. 2, a Washington State municipal corporation, ("Bainbridge Island Fire Department" or "Fire Department"). This Agreement is entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

1. PURPOSE OF AGREEMENT

As part of the Fire Department's normal operations, and without cost to the City, the Fire Department provides the following basic services within the City:

- Fire Suppression Services;
- Emergency Medical Services;
- Hazardous Material Incident Response Services;
- International Fire Code Fire Investigation Services; and
- Training.

In addition, the Fire Department and the City collaborate to provide the following shared services as part of each jurisdiction's general service delivery:

- Fire Prevention Services;
- Fire Code Policy Development; and
- Outdoor Burning Complaint Investigation & Enforcement.

This Agreement sets forth the terms under which the Fire Department will provide certain other services to the City above and beyond those basic or shared services described above.

2. TERM AND TERMINATION

- A. This Agreement shall be effective January 1, 2025, and, unless terminated as provided under this Agreement, shall continue in full force and effect through December 31, 2027.
- B. This Agreement may be terminated by either party without cause upon 180 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 Fire Department pursuant to this Agreement shall be submitted or returned to the City, and the Fire Department will be entitled to just and equitable compensation in the form of a percentage of the annual lump

sum payment owed under this Agreement. Such percentage shall correspond to the number of months in the year that any satisfactory work was completed prior to the date of termination, with the remainder of the annual lump sum payment being returned to the City.

3. PAYMENT

- A. In consideration of the services provided by the Fire Department under this Agreement, the City shall, beginning January 1, 2025, annually make a lump sum payment of two hundred and ten thousand dollars (\$210,000) to the Fire Department for the duration of this Agreement.
- B. The annual lump sum payment will be adjusted on January 1, 2026, and then again on January 1, 2027, based on the June to June Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue metropolitan statistical area. This adjustment shall be not less than 0% and not more than 3% annually.

4. FIRE DISTRICT RESPONSIBILITIES

The Fire Department shall provide the services described in **Attachment A** to the City pursuant to the terms of this Agreement.

5. CITY RESPONSIBILITIES

- A. The City agrees that it will designate the Fire Chief and the Fire Marshal of the Fire Department as the Fire Chief and Fire Marshal of the City for the purpose of enforcing the International Fire Code pursuant to this Agreement.
- B. The City agrees that in the event that the Fire Department requests police assistance at the scene of any emergency within the City limits, the City shall exercise best efforts to provide the necessary police support services, if available.
- C. For the term of this Agreement, the City agrees to enact and apply the International Building Code and the International Fire Code at a level at least equal to the codes required under state law.
- D. The City agrees that all court costs and other legal services incurred in the enforcement of the International Fire Code within City limits shall be paid by the City and shall not be considered an operating expense of the Fire Department. The City shall have sole settlement authority regarding any claims or judgments.

Fire Safety Services Agreement
City of Bainbridge Island – Kitsap Fire Protection District No. 2
2025-2027

- E. The City agrees to consult with the Fire Department in the preparation and enactment of any codes relating to access for emergency vehicles, addressing, fire flow requirements, general fire safety, fire protection system requirements, and wildfire mitigation.
- F. The City agrees to not issue building permits for any new or remodeled building or structure subject to the requirements of the International Fire Code until the Fire Department has reviewed and approved a fire protection plan for the building or structure. The Fire Department agrees that its approval or disapproval will issue within four weeks from the time a fully completed fire protection plan is received by the Fire Department.
- G. The City agrees that the City Building Official will not issue a temporary or a permanent certificate of occupancy for any new or remodeled building or structure subject to the requirements of the International Fire Code until the Fire Department has conducted a final inspection of all fire protection requirements and verified that the requirements are met, provided that the Fire Department shall conduct a final inspection after receiving a notification from the City Building Official to carry out a final inspection in accordance with current policy and practice. The Fire Department agrees that it will make every effort to have staff available to perform this inspection each of the 52 weeks of the year.
- H. Pursuant to BIMC 20.12.050 and BIMC 20.12.060, the City agrees to designate the Fire Chief as its agent for administration of outdoor burning permits, which shall include responsibility for the issuance of outdoor burning permits, investigation of complaints regarding outdoor burning, and the determination of whether instances of outdoor burning are legal or illegal.
- I. The City agrees to be responsible for initiating or conducting any court proceedings for the enforcement of the International Fire Code and the requirements of the City Code.
- J. The City may charge developers or property owners for services related to this Agreement, as provided for in the most current fee schedule adopted by the City Council. All fee collections will be administered by the City, unless delegated by the City in writing, and all revenues will be deposited in City funds. The Fire Department shall not charge developers or property owners for services related to this Agreement, unless authorized in writing by the City.
- K. The City agrees to notify the Fire Department by telephone and in writing (letter or email) if the City: makes any changes in the road or street network within the City; temporarily or permanently closes any road or street to vehicular traffic; or becomes aware

of any changes or interruptions in the water service to any area within the City.

6. CHANGES TO CITY CODE

If the City adopts any ordinance that changes the scope of services provided by the Fire Department under the terms of this Agreement, the parties agree to renegotiate the affected provisions of this Agreement as well as the payment provisions of this Agreement.

7. HOLD HARMLESS AND INDEMNIFICATION

- A. The Fire Department shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Fire Department in performance of this Agreement, except for injuries and damages caused by the negligence, criminal acts, or willful misconduct of the City. If such claims, injuries, damages, losses, or suits, including attorney fees, are caused by or result from the concurrent negligence of the City, its officers, agents, employees, or volunteers, then this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Fire Department.
- B. The City shall defend, indemnify, and hold the Fire Department, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the acts, errors, or omissions of the City in performance of this Agreement, except for injuries and damages caused by the negligence, criminal acts, or willful misconduct of the Fire Department. If such claims, injuries, damages, losses, or suits, including attorney fees, are caused by or result from the concurrent negligence of the Fire Department, its officers, agents, employees, or volunteers, then this indemnity provision shall be valid and enforceable only to the extent of the negligence of the City.
- C. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The parties further acknowledge that they have mutually negotiated this waiver.
- D. The provisions of this section shall survive the expiration of this Agreement and shall also survive and remain in effect in the event that a court or other entity with jurisdiction determines that this Agreement or any portion thereof is not enforceable.

8. INSURANCE

The Fire Department shall provide insurance coverage for all operations, facilities, equipment, and personnel of the Department. The insurance shall include all risk property insurance, insuring Fire Department equipment and buildings at replacement cost; comprehensive general liability insurance with a minimum policy limit of \$2,000,000 per occurrence; errors and omissions insurance including civil rights coverage, covering the actions of the Fire Department and the legislative body of the Fire Department; auto insurance, including comprehensive and collision coverage at agreed replacement cost and liability coverage with a minimum policy limit of \$2,000,000 per occurrence; boiler and machinery insurance and a fidelity bond covering the actions of Fire Department personnel. The Department shall furnish to the City appropriate documentation showing that such coverage is in effect and that the City is named as an additional insured on the policies where permitted by the insurance carrier.

9. 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 Fire Department:

Bainbridge Island Fire Department
8895 Madison Ave, NE
Bainbridge Island WA 98110
Attention: Fire Chief

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.

10. NON-EXCLUSIVE AGREEMENT

This Agreement does not preclude either party from entering into similar agreements with other

municipal corporations, provided that any such agreements entered into by the Fire Department shall not result in any decrease in service to the City under this Agreement.

11. COMPLIANCE WITH RCW 39.34.040

Pursuant to RCW 39.34.040, this Agreement shall be filed with the Kitsap County Auditor.

12. NO SEPARATE ENTITY

It is not contemplated that, as a result of this Agreement, any property, real or personal, will be jointly acquired by the parties to this Agreement. This Agreement does not establish or create a separate fund or legal entity. Neither party is authorized to bind the other to any contract or obligation. Each party to this Agreement shall be responsible for its own budgeting.

13. SEVERABILITY

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 if both parties agree, in writing, that such remainder continues to serve the purposes and objectives of both parties.

14. EXTENT OF AGREEMENT AND MODIFICATION

This Agreement, together with **Attachment A**, 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.

15. GOVERNING LAW

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

16. VENUE

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

Fire Safety Services Agreement
City of Bainbridge Island – Kitsap Fire Protection District No. 2
2025-2027

17. NO THIRD-PARTY BENEFICIARY

This Agreement is entered into for the benefit of the City and the Fire Department only. In executing this Agreement, the City and the Fire Department do not confer any benefits, direct or implied, on any third parties.

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

BAINBRIDGE ISLAND FIRE DEPARTMENT

CITY OF BAINBRIDGE ISLAND

Date: August 26, 2024

Date: _____

By: 

By: _____

Jared Moravec, Fire Chief

Blair King, City Manager

Attachment A
Fire Department Scope of Services

The Fire Department will provide the following services to the City under the terms of this Agreement.

1. ON-SITE CONSTRUCTION INSPECTIONS

The Fire Department will ensure that fire protection systems are installed according to plan and observe field tests to ensure systems are working properly. The Fire District will make sure that all general fire protection requirements have been met and approve a certificate of occupancy.

2. COMMERCIAL BUILDING FIRE SAFETY INSPECTION PROGRAM

- A. To ensure compliance with the International Fire Code, the Fire Department will conduct annual inspections of both commercial and multi-family residential properties located on Bainbridge Island. Violations of the International Fire Code will be addressed in accordance BIMC 20.04.040 and related provisions of the International Fire Code, City Code, and state law.
- B. If the Fire Chief determines, in good faith, that circumstances are such that annual inspections of all commercial and multi-family residential properties within the City are not feasible due to resource constraints, the Fire Chief may prioritize inspections of commercial and multi-family residential properties that pose the greatest hazard to public safety and welfare. At the request of the City Manager, the Fire Chief will, in writing, outline and describe such resource constraints and, if requested, provide related records to the City for inspection.

3. BUSINESS LICENSE INSPECTIONS

At the time of the annual fire and life safety inspections of commercial properties, the Fire Department shall confirm that each business has a valid City of Bainbridge Island business license. If a business is operating without a business license, the Fire Department will notify the City's Finance Director, or her or his designee.

4. CONFIDENCE TESTING OF AUTOMATED FIRE PROTECTION SYSTEMS

As required by the International Fire Code, the Fire Department will review submitted confidence test reports of automated fire protection systems in commercial and multi-family buildings.

5. DEVELOPMENT PLAN REVIEW AND INSPECTIONS

The Fire Department will attend pre-application meetings as requested by the City. The Fire Department will review development plans, including, but not limited to: site plan reviews, subdivisions, short and long plats, conditional use permits, building permits, and variances. The Fire Department will consult with property owners, developers, architects, engineers, and contractors as requested. The Fire Department's review will focus on conformance with the City's fire code, and the review will include such items as access for emergency vehicles, adequacy of water supply for fire suppression, general life safety requirements, and fire protection system requirements involving such items as sprinklers, fire hydrants, underground waterlines, alarms and wildfire mitigation support and consultation.

6. CONSTRUCTION DRAWING PLAN REVIEWS

The Fire Department will review detailed construction drawings associated with new or existing structures and fire protection systems subject to the requirements of the City's fire code. The Fire Department will consult with property owners, developers, architects, engineers, and contractors as requested. The Fire Department will review other types of construction drawings as requested by the City when Fire Department expertise is needed. The Fire Department will ensure that any building and required fire protection system complies with the International Fire Code and other applicable City ordinances. Fire protection systems may include one or more of the following elements depending on the type of occupancy: sprinklers, fire alarms, fixed extinguishing systems (e.g., range hood systems), hydrants, and underground waterlines.

7. FIRE FLOW TESTING SERVICES

When requested by the City, the Fire Department will review proposed extensions of, or modifications to, existing water systems to assess the adequacy of existing water supply for fighting fires.

8. OUTDOOR BURNING PERMITS

- A. As allowed by state law and the Bainbridge Island Municipal Code, the Fire Department will issue written permits for legal forms of outdoor burning. An applicant for an outdoor burning permit may only be charged the fee or fees authorized by City resolution, in accordance with BIMC 20.12.050.C.
- B. The Fire Department will respond to complaints regarding outdoor burning and determine whether the outdoor burning is legal or illegal. The Fire Department will take any corrective actions necessary to control or extinguish an illegal or out of control fire.

- C. The Fire Department will report violations of the City's outdoor burning regulations to the City's Code Enforcement Officer, who will enforce the City's outdoor burning regulations in accordance with the provisions of the City Code, including BIMC 20.12.060.

9. ADDRESS ISSUANCE

- A. In accordance with Chapter 12.16 BIMC, the City has the sole authority to assign an address to structures within the City. When the City receives a request for a new address, the City shall refer the request to the Fire Department for investigation and an address recommendation. The Fire Department will investigate the structure requiring a new address, recommend to the City an address that would comply with the requirements of the City Code, update Kitsap Site Address Manager (KSAM) and notify all other agencies. The City will retain discretion to adopt or reject the Fire Department's recommendation.
- B. The Fire Department will report to the City any instances of a structure that is not correctly addressed or is not using the correct address.

10. FIRE DEPARTMENT PERSONNEL PERFORMING SERVICES UNDER THIS AGREEMENT

- A. The Fire Chief, or the Fire Chief's designee, will establish the training levels, experience, and certification requirements for Fire Department personnel performing services under the terms of this Agreement and will notify the City Manager, or the City Manager's designee, of these requirements and any changes thereto that occur during the term of this Agreement.
- B. Fire Department personnel and City staff shall cooperate as needed to carry out the purposes of this Agreement. The City and the Fire Department agree that operational procedures shall be jointly prepared to govern the scheduling and performance of services performed under this Agreement.

11. ANNUAL AND QUARTERLY REPORTS

The Fire Department agrees to provide the City with a copy of its annual report, together with quarterly reports within forty-five days of the end of each calendar quarter indicating the number and nature of the responses by the Fire Department that occur each quarter within the City. The Fire Department shall keep records of its services for the City.

12. CITY COUNCIL AND FIRE COMMISSIONER MEETINGS

The Fire Chief and the City Manager will make themselves available to attend meetings of the respective governing bodies, at mutually agreed upon times, when requested to do so.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Receive City Manager's Report,

SUMMARY: City Manager King will provide an update on the Eagle Harbor Drive and Valley Road Non-Motorized Transportation Projects.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Eagle Harbor Drive and Valley Road Update to Council 090624.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



EXECUTIVE DEPARTMENT MEMORANDUM

TO: Honorable Mayor and Council

FROM: Blair King, City Manager

SUBJECT: Update – Eagle Harbor Drive and Valley Road Non-Motorized Improvement Projects

DATE: September 6, 2024

This is to provide a public update on the status and progress of two non-motorized improvement projects, Eagle Harbor/Wyatt Way and Valley Road. The information is provided by the Public Works Department – Engineering.

Eagle Harbor Drive / Wyatt Way Non-Motorized Improvements Project Update

The last significant City Council decision on the project was on [December 12, 2023](#), when the Council authorized moving forward with the 30% design. That design included a vertically and physically separated path on the south/northbound side of the corridor, and a widened and buffered path on the north/southbound side. The right-of-way acquisition and 100% plans were completed and submitted to the State Department of Transportation for review in June (in accordance with grant requirements,) and are available for viewing on the [City's website](#).

Ongoing work related to the project includes the final design of the Cooper Creek fish passage and conceptual design, as directed by the City Council, for an over-water boardwalk on the southbound side of the corridor opposite the Greenlight Garage. The fish passage design is presently at 60%, with final design and temporary right-of-way easement acquisition expected in late fall 2024. Construction will occur under a separate contract from the non-motorized work but will be coordinated to be built concurrently. The conceptual boardwalk design and cost estimate is expected to be completed around the end of the year. The non-motorized improvements and the fish passage are designed to accommodate a future boardwalk should the Council be interested in pursuing that option. A budget amendment for that option would also be required.

Next steps for the project include:

- **Q1 2025:** Advertisement for construction bids (non-motorized and fish passage)
- **Q2 2025:** Start construction

- **Q1 2026:** Complete construction

Valley Road Non-Motorized Improvements Project Update

The Valley Road Non-Motorized project, which is also part of the Connecting Centers scenario in the City's Sustainable Transportation Plan, was advanced by the City Council due to public feedback received in December 2022. As a first step in determining the project scope, the Public Works Department held a public open house on May 7, 2024. Meeting invitations were mailed to 181 properties within a 550' radius of the project limits and posted at City Hall. An open invitation was also included in the City Manager's Report, which ran for two consecutive Fridays before the meeting. This led to a well-attended meeting, with 63 people that signed the sign-in sheet, and a handful more that elected not to (estimated attendance of 70 people).

Attendees pointed out that non-motorized use on Valley Rd is predominately pedestrian, and many confirmed that walking the corridor with their families, friends, and pets, to get to the neighborhood service center does not feel safe because of the lack of shoulder space. Several attendees mentioned that they will walk in the travel lane while pushing strollers, or with their young children riding their bikes to Jiffy Mart (and other shops). A majority of attendees expressed support for improvements such as vertically separated facilities with widths to accommodate all ages and abilities.

It was clear from the attendees at the meeting that the community was eager for next steps – many feared a repeat of 10-12 years ago when improvements were assessed by the City and no action was taken. To achieve this, a majority suggested that improvements be focused between Kallgren and Sunrise, and supported phasing the improvements to work within budget and/or right-of-way constraints. Recognizing budgetary constraints, most attendees were supportive of implementing improvements to at least one side of Valley Rd, with preference toward the northerly side between Kallgren Rd and Sunrise Dr.

An [online survey](#) was created on the City's Engage Bainbridge website to allow those who either couldn't attend the meeting, or wanted to log their comments digitally, to provide feedback on the project. The respondents' feedback mostly aligned with the meeting attendees' comments.

Next steps for the project include:

- **Q3 2024:** \$900K is included in the proposed 2025-2030 Capital Improvement Plan which is part of the 2025-2026 Biennial Budget.
- **Q1 2027:** If the proposed budget is retained, the Public Works staff would begin preliminary design for multi-use sidewalk improvements on the north side of Valley Road between Sunrise and Kallgren.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:20 PM) Receive the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2023 - Finance,

SUMMARY: The Washington State Auditor's office will present a summary of the audit results for the Fiscal Year ended December 31, 2023. This is an opportunity for the auditors to appear in public and address the City Council in person with regard to the results of the audit. It is important to note that the auditors issued an unmodified opinion, which in all material respects is in accordance with applicable Generally Acceptable Accounting Principles and is commonly referred to as a clean opinion.

AGENDA CATEGORY: Presentation

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Receive presentation from the State Auditor.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The Washington State Auditor's Office (SAO) is responsible for auditing Washington's more than 2,000 local governments, ranging from the largest counties to the smallest special-purpose districts. This includes everything from school districts to cemetery districts to mosquito districts to transportation authorities. These local government audits represent the bulk of the SAO's work. As part of this responsibility, the City of Bainbridge is required to have an annual audit. The annual audit is broken out into three major focus areas: 1. Accountability - SAO evaluates whether a local government has adhered to applicable state laws, regulations, and its own policies and procedures. SAO audits ensure public funds are accounted for and controls are in place to protect public resources from misappropriation and misuse. 2. Financial - SAO performs financial statement audits to provide an independent opinion on a local government's financial statements and the results of its operations and cash flows. These audits determine whether the financial statements present a reliable, accurate picture of a government's finances. 3. Federal single audits - Recipients of federal funding must have an audit when they spend \$750,000 or more in federal awards in a year. A federal single audit's objective is to determine and report on whether a local government that received federal funding has complied with applicable requirements. This is an important opportunity for transparency. The auditors will appear in public and address the City Council in person with regard to the results of the audit. It is important to note that the auditors issued

an unmodified opinion, which in all material respects is in accordance with applicable Generally Acceptable Accounting Principles and is commonly referred to as a clean opinion.

ATTACHMENTS:

[SAO COBI Exit Presentation For Council.pdf](#)

[2023 COBI Exit Packet.pdf](#)

[City of Bainbridge Island, WA 2023 AUDITED ACFR.pdf](#)

FISCAL DETAILS: Cost for the 2023 audit was \$91,000.

Fund Name(s):

Coding:

Exit Conference

City of Bainbridge Island

Amy Strzalka, CPA
Program Manager

April Taylor, CPA
Audit Lead

September 10, 2024



Office of the
Washington
State Auditor
Pat McCarthy

Disclaimer: This presentation is intended to be viewed in conjunction with the complete packet of exit materials provided. A copy of the materials may be requested by contacting the presenters listed or by emailing PublicRecords@sao.wa.gov.

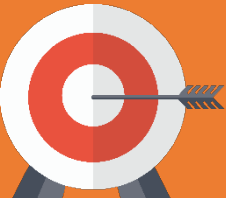
Results that Matter



Increased trust in government



Independent, transparent examinations



Improved efficiency and effectiveness of government



Pat McCarthy
State Auditor

Accountability Audit Results

January 1, 2023 through December 31, 2023



Results in Brief

This report describes the overall results and conclusions for the areas we examined.

In those selected areas, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

Accountability Audit Results



Using a risk-based audit approach, for the City, we examined the following areas during the period:

- Accounts payable – general disbursements and credit cards
- Accounts receivable – billing and collection of business and occupation taxes
- Software conversion – general ledger
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

Financial Audit Results

January 1, 2023 through December 31, 2023



Unmodified Opinion on Financial Statements in accordance
with Generally Accepted Accounting Principles

No Significant Deficiencies or Material Weakness in Internal
Control over Financial Reporting Identified

No Noncompliance Material to the Financial Statements
Identified

Annual Comprehensive Financial Report (ACFR)



Certificate of Achievement for Excellence in Financial Reporting

- Optional award program offered from the Government Finance Officer's Association (GFOA)
- Requires preparation and subsequent audit review of additional financial schedules
- Letter dated July 25, 2024



- January 1, 2023 through December 31, 2023
- We noted no instances of State and Local Fiscal Recovery Funds spent on unallowable uses
- We identified no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses



Thank You!



- Congratulations to the City on another clean audit.
- We thank City officials and staff for timely communications throughout the audit process.

Questions?





Office of the Washington State Auditor

Pat McCarthy

Exit Conference: City of Bainbridge Island

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2023 through December 31, 2023 – see draft report.
- Financial statement for January 1, 2023 through December 31, 2023 – see draft report.
- Annual Comprehensive Financial Report opinion letter – see draft letter.
- Federal grant attestation for January 1, 2023 through December 31, 2023 – see draft report.

Audit Highlights

We congratulate the City on another clean audit. We would also like to thank the City for their coordination with us to ensure the audit was conducted efficiently while navigating through changing staffing situations. City staff are knowledgeable and professional. We appreciate the City's participation in the weekly status meetings and their quick responses to our requests and questions. It was a pleasure to work with your staff.

Recommendations not included in the Audit Reports

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or noncompliance with laws or regulations that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Financial Statement Audit Communication

We would like to bring the following to your attention:

- We did not identify any material misstatements during the audit.
- Uncorrected misstatements in the audited financial statements are summarized on the attached schedule. We agree with management's representation that these misstatements are immaterial to the fair presentation of the financial statements. However, the conditions that led to these misstatements may result in more significant misstatements if not corrected.
- The audit addressed the following risks, which required special consideration:

- Due to the possibility that management may be able to circumvent certain controls, standards require the auditor to assess the risk of management override.
- The City converted its general ledger from one system to another. We addressed the risk that balances were not carried over correctly and that security measures were in place to protect system information, including user access.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at <https://portal.sao.wa.gov/SAOPortal>.

Management Representation Letter

We have included a copy of representations requested of management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$91,000 and actual audit costs will approximate that amount.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in April 2025 and will cover the following general areas:

- Accountability for public resources
- Financial statement, including Annual Comprehensive Financial Report opinion letter
- Federal programs

The estimated cost for the next audit based on 2024 rates is \$97,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

April Taylor, CPA, Audit Lead, (360) 845-1486, April.Taylor@sao.wa.gov

Vinny Shiel, Assistant Audit Manager, (425) 510-0488, Vincent.Shiel@sao.wa.gov

Amy Strzalka, CPA, Program Manager, (360) 845-1476, Amy.Strzalka@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit, (360) 260-6411, Tina.Watkins@sao.wa.gov

Kelly Collins, CPA, CFE, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov



Office of the Washington State Auditor
Pat McCarthy

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Accountability Audit Report

City of Bainbridge Island

For the period January 1, 2023 through December 31, 2023

Published (Inserted by OS)

Report No. 1035273



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Office of the Washington State Auditor Pat McCarthy

Issue Date – (Inserted by OS)

City Council
City of Bainbridge Island
Bainbridge Island, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for City operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the City's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the City of Bainbridge Island from January 1, 2023 through December 31, 2023.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the City's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the year ended December 31, 2023, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Accounts payable – general disbursements and credit cards
- Accounts receivable – billing and collection of business and occupation taxes
- Software conversion – general ledger
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

RELATED REPORTS

Financial

Our opinion on the City's financial statements is provided in a separate report, which includes the City's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Other reports

We issued an examination report on the City's compliance with Coronavirus State and Local Fiscal Recovery Funds Program Requirements as part of the American Rescue Plan Act of 2021. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE CITY

The City of Bainbridge Island serves approximately 25,180 citizens in Kitsap County. The City provides an array of services including police, water, sewer and storm drainage, Municipal Court, street maintenance, boat docks, community service programs, and planning and economic development. It contracts for jail services.

The City is administered by a council-manager form of government with seven elected Council Members each serving a four-year term. The Council selects one of its members to serve as Mayor for a two-year term. The Council appoints a City Manager to oversee the City’s daily operations as well as its approximately 137 employees. During 2023, the City had approximately \$49.5 million in revenues.

Contact information related to this report	
Address:	City of Bainbridge Island 280 Madison Avenue N Bainbridge Island, WA 98110-1812
Contact:	Karl R. Shaw, CPA, Accounting Manager
Telephone:	(206) 780-8606
Website:	www.bainbridgewa.gov

Information current as of report publish date.

Audit history

You can find current and past audit reports for the City of Bainbridge Island at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR’S OFFICE

The State Auditor’s Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor’s Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov



Office of the Washington State Auditor
Pat McCarthy

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Financial Statements Audit Report

City of Bainbridge Island

For the period January 1, 2023 through December 31, 2023

Published (Inserted by OS)

Report No. 1035299



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**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

City Council
City of Bainbridge Island
Bainbridge Island, Washington

Report on Financial Statements

Please find attached our report on the City of Bainbridge Island's financial statements.

We are issuing this report in order to provide information on the City's financial activities and condition.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

City of Bainbridge Island January 1, 2023 through December 31, 2023

City Council
City of Bainbridge Island
Bainbridge Island, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated July 25, 2024.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

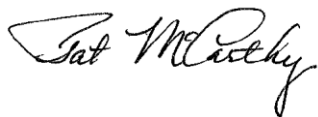
REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy, State Auditor

Olympia, WA

July 25, 2024

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

City of Bainbridge Island January 1, 2023 through December 31, 2023

City Council
City of Bainbridge Island
Bainbridge Island, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the financial section of our report.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island, as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements

in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and

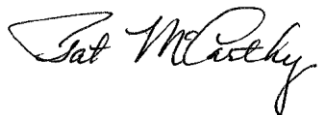
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed in the financial section of our report be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated July 25, 2024 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Pat McCarthy, State Auditor

Olympia, WA

July 25, 2024

FINANCIAL SECTION

City of Bainbridge Island January 1, 2023 through December 31, 2023

REQUIRED SUPPLEMENTARY INFORMATION

Management's Discussion and Analysis – 2023

BASIC FINANCIAL STATEMENTS

Statement of Net Position – 2023

Statement of Activities – 2023

Balance Sheet Statement – Governmental Funds – 2023

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net
Position – 2023

Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental
Funds – 2023

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund
Balance of Governmental Funds to the Statement of Activities – 2023

Statement of Net Position – Proprietary Funds – 2023

Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds
– 2023

Statement of Cash Flows – Proprietary Funds – 2023

Statement of Net Position – Fiduciary Funds – 2023

Statement of Changes in Net Position – Fiduciary Funds – 2023

Notes to the Financial Statements – 2023

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Changes in Total OPEB Liability and Related Ratios – City of Bainbridge
Island Administered OPEB Plan – 2023

Schedule of Proportionate Share of Net Pension Liability – PERS 1, PERS 2/3, LEOFF 1,
LEOFF 2 – 2023

Schedule of Employer Contributions – PERS 1, PERS 2/3, LEOFF 2 – 2023

Notes to Pension Plans Required Supplementary Information – 2023

Budgetary Comparison Schedule – General Fund – 2023

Budgetary Comparison Schedule – ARPA Fund– 2023

ABOUT THE STATE AUDITOR’S OFFICE

The State Auditor’s Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor’s Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov



**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS. NON-STANDARD. Should match “Delivered” date in ARTS.)

City Council
City of Bainbridge Island
Bainbridge Island, Washington

Report on Financial Statements

Please find attached our report on the City of Bainbridge Island’s financial statements.

We are issuing this report for inclusion in the City’s annual comprehensive financial report package, which will be issued by the City under the City’s own cover.

This report is in addition to our regular financial statement audit report, which will be available on our website and includes the City’s basic financial statements.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.



**Office of the Washington State Auditor
Pat McCarthy**

**INDEPENDENT AUDITOR'S REPORT ON THE AUDIT OF THE
FINANCIAL STATEMENTS**

City Council
City of Bainbridge Island
Bainbridge Island, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island as of and for the year then ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island, as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This information has been subjected to auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

The other information comprises the Introductory and Statistical Sections but does not include the basic financial statements and our auditor's report thereon. Management is responsible for the other information included in the financial statements. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or provide any assurance thereon.

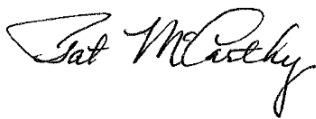
In connection with the audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the

basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we will also issue our report dated July 25, 2024, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report will be issued under separate cover. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Sincerely,



Pat McCarthy, State Auditor

Olympia, WA

July 25, 2024



Office of the Washington State Auditor
Pat McCarthy

Report on Compliance with Coronavirus State and Local Fiscal Recovery Funds Program Requirements

City of Bainbridge Island

For the period January 1, 2023 through December 31, 2023

Published (inserted by OS)

Report No. 1035272



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Office of the Washington State Auditor Pat McCarthy

Issue Date – (Inserted by OS)

City Council
City of Bainbridge Island
Bainbridge Island, Washington

Report on Compliance with Coronavirus State and Local Fiscal Recovery Funds Program Requirements

As part of the American Rescue Plan Act of 2021, the U.S. Department of Treasury provided Coronavirus State and Local Fiscal Recovery Funds (Assistance Listing Number 21.027) to the State and all cities and counties in Washington to provide aid for various purposes in response to the public health emergency.

These funds are federal assistance, subject to audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. In order to provide for more timely and focused audits, the Office of Management and Budget, in the 2023 Compliance Supplement, authorized entities meeting specific criteria to receive a compliance examination engagement in lieu of a regular federal grant audit. Accordingly, the City has elected to demonstrate accountability for these funds through a compliance examination.

Please find attached our report on the City's compliance with federal requirements.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

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INDEPENDENT ACCOUNTANT'S REPORT

City of Bainbridge Island January 1, 2023 through December 31, 2023

City Council
City of Bainbridge Island
Bainbridge Island, Washington

We have examined the City of Bainbridge Island's compliance with the compliance requirements "activities allowed or unallowed" and "allowable cost/cost principles" (the specified requirements) as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients that would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds" of the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) section of the 2023 OMB *Compliance Supplement* (referred to herein as "Requirements for an Alternative CSLFRF Compliance Examination Engagement") during the year ended December 31, 2023.

Management of the City is responsible for the City's compliance with the specified requirements. Our responsibility is to express an opinion on the City's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in the "Requirements for an Alternative CSLFRF Compliance Examination Engagement." Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the specified requirements referenced above.

An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent of the City and to meet our other ethical responsibilities in accordance with the relevant ethical requirements related to our engagement.

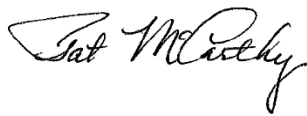
Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City of Bainbridge Island complied, in all material respects, with the aforementioned requirements during the period January 1, 2023 to December 31, 2023.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; and fraud or noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on compliance with the specified requirements. We are also required to obtain and report the views of management concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over compliance and other matters; accordingly, we express no such opinions.

Our examination disclosed no issues that are required to be reported under *Government Auditing Standards*.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

July 25, 2024

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

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As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

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- Email:
webmaster@sao.wa.gov

Summary of Uncorrected Items

Description	Statement / Schedule	Opinion Unit
We reconciled reported Cash and Investments against underlying support and identified an unexplained difference. Total cash and investments reported on the City's financial statements was \$14,261 higher than the amount reported in supporting bank/county treasurer statements.	Balance Sheet	All
Restricted Cash of \$21,864 for the Opioid Settlement is included in Restricted Fund Balance in the General Fund, but not in Restricted Net Position in the Governmental Activities.	Balance Sheet	Governmental
While the City followed its policy to identify potential subscription-based IT arrangements (SBITAs), the City's threshold is based on the amount spent in a year rather than the total liability over the duration of the contract. Potentially, multiple long-term contracts could total a significant amount. We cannot determine a precise amount of unreported SBITA balances without significant additional testing. However, based on testing performed, the upper range of potential SBITAs in the aggregate is not material or significant to the financial statements.	Balance Sheet, Schedule of Liabilities, Note Disclosures	Governmental
□ Capital Construction total expenditures including transfers out were \$17,675,320 per the final budget in Ordinance 2023-23. The budget schedule shows expenditures of \$8,795,680 in expenditures and transfers out of \$36,000. Budgeted Transfers In were \$4,527,544 vs the \$6,745,706 reported □ Street Fund Final Budget Expenditures were \$3,406,091 vs the \$3,336,090 reported	SI - Budgetary Schedules	Multiple
Operating Grants of \$61,359 are classified as Operating instead of Nonoperating as required by NCGAS 2 paragraph 14	Statement of Revenues, Expenses, and Changes in Fund Net Position	Sewer
Operating Grants of \$79,159 are classified as Operating instead of Nonoperating as required by NCGAS 2 paragraph 15	Statement of Revenues, Expenses, and Changes in Fund Net Position	SSWM
Operating Grants of \$521,011 are classified as Operating instead of Nonoperating as required by NCGAS 2 paragraph 16	Statement of Revenues, Expenses, and Changes in Fund Net Position	Building & Development

LETTER OF REPRESENTATION TO BE TYPED ON CLIENT LETTERHEAD

July 25, 2024

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of the City of Bainbridge Island for the period from January 1, 2023 through December 31, 2023. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all requested and relevant information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.

2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records, notwithstanding immaterial uncorrected items referenced below.

Additional representations related to the financial statements:

10. We acknowledge our responsibility for fair presentation of financial statements and believe financial statements are fairly presented in conformity with generally accepted accounting principles in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements include financial information of the primary government and all component units, fiduciary and other activity required by generally accepted accounting principles to be included in the financial reporting entity.
13. The financial statements properly classify all funds and activities.
14. All funds that meet the quantitative criteria in GASB requirements or are otherwise particularly important to financial statement users, are presented as major funds.
15. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported and depreciated as applicable.

16. We have no plans or intentions that may materially affect the reported value or classification of assets, liabilities or net position.
17. Revenues are appropriately classified by fund and account.
18. Expenses have been appropriately classified by fund and account, and allocations have been made on a reasonable basis.
19. Net position components (net investment in capital assets, restricted and unrestricted) and fund balance components (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, as applicable, approved.
20. The methods, data and significant assumptions we used in making accounting estimates and related disclosures are appropriate and free from intentional bias.
21. The following have been properly classified, reported and disclosed in the financial statements, as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.
 - d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements, and other loss contingencies.
22. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
23. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
24. We acknowledge our responsibility for the supplementary information required by generally accepted accounting principles in the United States (RSI) and believe RSI is measured and presented within prescribed guidelines.
25. We have disclosed to you all significant changes in the methods of measurement and presentation of RSI, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation of the RSI.

26. We believe the effects of uncorrected financial statement misstatements summarized in the schedule of uncorrected items provided to us by the auditor are not material, both individually and in the aggregate, to each applicable opinion unit.
27. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.
28. We acknowledge our responsibility for presenting Annual Comprehensive Financial Report combining statements and supplemental schedules in accordance with generally accepted accounting principles in the United States. We believe that combining statements and supplemental schedules are fairly presented, including both form and content, in accordance with those principles.
29. We have disclosed to you all significant changes to the methods of measurement and presentation of combining statements and supplemental schedules, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation of this information.

Blair King, City Manager

DeWayne Pits, Finance Director

LETTER OF REPRESENTATION TO BE TYPED ON CLIENT LETTERHEAD

July 25, 2024

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your examination of the City of Bainbridge Island's compliance with allowable activities and cost principles requirements for expenditures of Coronavirus State and Local Fiscal Recovery Funds (SLFRF, ALN 21.027) federal financial assistance for the period January 1, 2023 through December 31, 2023. Representations are in relation to matters existing during or subsequent to the examination period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your examination. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the examination and the corrective action taken to address significant findings and recommendations.
 - c. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the examination, including communications received between the end of the period examined and the date of your report.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge and understand our responsibility for complying with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of our compliance with the SLFRF federal financial assistance program.

5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
7. We acknowledge and understand our responsibility for establishing and maintaining effective internal control over compliance with allowable activities and cost principles requirements for expenditures of SLFRF federal financial assistance.
8. We have performed an evaluation of our compliance with the allowable activities and cost principles requirements for expenditures of SLFRF federal financial assistance; and have not identified any known noncompliance during or subsequent to the period examined.
9. We have not identified any compliance requirements that have varying interpretations.
10. We have no known deficiencies in internal control relevant to the City's compliance and any events subsequent to the compliance period that would have a material effect on the City's compliance.
11. We have no knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others related to compliance with the allowable activities and cost principles requirements for expenditures of SLFRF federal financial assistance.
12. We acknowledge our responsibility for compliance with allowable activities and cost principles requirements for expenditures of Coronavirus State and Local Fiscal Recovery Funds (SLFRF, ALN 21.027) federal financial assistance.
13. We have complied with allowable activities and cost principles requirements for expenditures of Coronavirus State and Local Fiscal Recovery Funds (SLFRF, ALN 21.027) federal financial assistance for the period January 1, 2023 through December 31, 2023.

Blair King
City Manager

DeWayne Pitts
Finance Director



Annual Comprehensive Financial Report
City of Bainbridge Island, Washington
For the fiscal year ended December 31, 2023

City of Bainbridge Island, Washington

2023 Annual Comprehensive Financial Report

For the fiscal year ended December 31, 2023

Prepared by the
Finance & Administrative Services
Department



CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND, WASHINGTON
2023 Annual Comprehensive Financial Report

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INTRODUCTORY SECTION



ELECTED OFFICIALS
CITY COUNCIL – as of
May 2024



MAYOR
JOE DEETS



KIRSTEN HYTOPOULOS



CLARENCE MORIWAKI



ASHLEY MATHEWS



BRENDA FANTROY-
JOHNSON



JON QUITSLUND



LESLIE
SCHNEIDER

EXECUTIVE STAFF & LEGAL COUNSEL

CITY MANAGER
DEPUTY CITY MANAGER
FINANCE & ADMINISTRATIVE SERVICES DIRECTOR
HUMAN RESOURCES MANAGER
PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
POLICE CHIEF
PUBLIC WORKS DIRECTOR
CITY ATTORNEY
CITY CLERK

BLAIR KING
ELLEN SCHROER
DEWAYNE PITTS
KATE BROWN
PATTY CHARNAS
JOE CLARK
CHRIS WIERZBICKI
JIM HANEY
CHRISTINE BROWN

City of Bainbridge Island, Washington

Comprehensive Plan Vision Statement, Mission Statement, and Values Statement

VISION STATEMENT

A healthy Bainbridge Island, now and for future generations.

MISSION STATEMENT

Serve and respond with skill, trust, and care.

CORE VALUES

Stewardship

We manage our resources with intention.

Professionalism

We bring knowledge to our work and energy to new challenges.

Connection

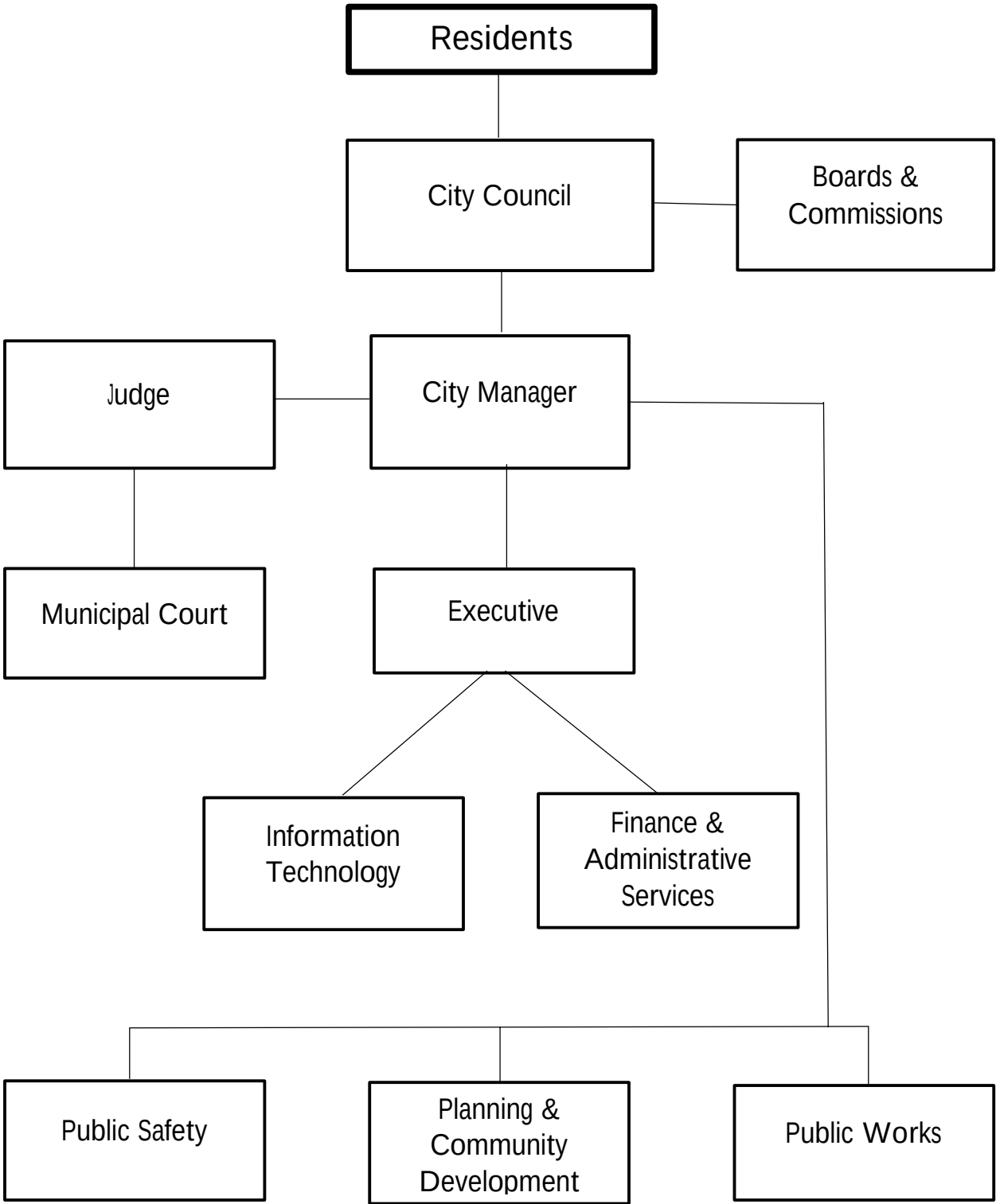
Respect and communication are central to our success.

Balance

Personal well-being improves our work and makes our organization strong.

CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORGANIZATIONAL CHART





July 25, 2024

Honorable Mayor and City Councilmembers, Residents of Bainbridge Island, and Washington State Auditor,

I am pleased to submit the Annual Comprehensive Financial Report (ACFR) of the City of Bainbridge Island, Washington, (City) for the fiscal year ended December 31, 2023. City management is responsible for the accuracy of the data as well as the completeness and fairness of the presentation, including all disclosures. To the best of our knowledge and belief, the enclosed information is accurate in all material respects and fairly presents the financial position and operational results of the City's activities. All disclosures necessary to enable the reader to gain an understanding of the City's financial activities are included.

State statute requires an audit by the Washington State Auditor, an independently elected official. The State Auditor conducts an examination of the City's ACFR in accordance with generally accepted auditing standards and provides an independent assessment of the report. The ACFR is prepared in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board.

Management's Discussion and Analysis (MD&A) provides a narrative introduction, overview, and analysis of the basic financial statements. The MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF THE CITY OF BAINBRIDGE ISLAND

The City is a non-charter code city incorporated on September 18, 1947, as the City of Winslow. Following annexation of the remainder of the island on February 28, 1991, and a vote to change the City's name, the entire island became the City of Bainbridge Island. Among Washington cities, it ranks 46th in terms of population at 25,180 according to the Washington State Office of Financial Management estimates. The City, located in Puget Sound approximately eight miles west of Seattle, has boundaries incorporating the entire island with 53 miles of shoreline.

The City has operated under a Council-Manager form of government since 2009. The City is led by a City Manager appointed by the City Council. The City Council is comprised of seven members elected to staggered four-year terms from the island's three wards plus one at-large position. Primary elections are by ward while general elections are island wide. The City lies within the 23rd State Legislative District and the 6th U.S. Congressional District.

TYPES OF SERVICE PROVIDED

The City provides the following primary services: General Executive and Administrative Services, Police, Municipal Court, Planning and Community Development, Street Maintenance and Construction, Water, Wastewater, and Storm and Surface Water Management.

BUDGET AND PLANNING CYCLE

The City prepares a biennial budget adopted by the City Council at the end of each even-numbered year in accordance with Washington State law. The adopted budget is the foundation

of the City's financial planning. It provides information by both fund and department. The adopted budget is modified periodically by the City Council and adopted at the fund level where expenditures may not legally exceed appropriations. The City Manager has authority to transfer budget amounts within a fund; however, the City Council must approve any budget transfers between funds.

The City also prepares a Capital Improvement Plan (CIP) adopted by the City Council along with the biennial budget. The CIP is a six-year plan of capital projects and their anticipated funding sources. The CIP is consistent with the City's Comprehensive Plan and includes information required by the State's Growth Management Act.

ECONOMIC OUTLOOK

The City currently forecasts modest growth for the rest of 2024 as well as 2025 and 2026. General fund revenues, however, are projected to grow at a slower pace than expenses. Some of the key drivers the City will consider when preparing the 2025-2026 biennial budget include ongoing impacts from personnel vacancy rates, rising labor costs, interest rates, and overall business and consumer confidence. Although inflation has decreased in the last two years, the expected higher than normal rate of inflation and continued labor shortages are anticipated to have an ongoing effect on cost projections.

Since 2020, the City has received over \$8.6 million in one-time stimulus funding from the Coronavirus Relief Funds (CARES) and the American Rescue Plan Act (ARPA). This one-time funding has expired, and the City will need to adjust spending levels to reflect this reality in the 2025-26 biennial budget. Most of these funds were recognized as revenue in the 2022 and 2023 financial statements.

MAJOR INITIATIVES AND ACCOMPLISHMENTS

Implementation of GASB Statement No. 96. The City implemented Statement No. 96 during the fiscal year. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments).

Celebration of the Grand Opening of the Ted Spearman Justice Center. The City celebrated the opening of the new \$21.6 million police and municipal court on November 15, 2023. Named after Theodore "Ted" Spearman, a former Kitsap County Superior Court Judge and long-time resident of Bainbridge Island, the "Ted Spearman Justice Center" houses the City's police department, municipal court, and emergency management center. The new justice center was substantially complete, and staff moved into the building, in January 2024.

Adoption of a Housing Action Plan. On June 27, 2023, the City Council unanimously approved the Housing Action Plan. The Housing Action Plan identifies actions that can help Bainbridge Island promote more housing, more housing diversity, and affordability. It is supported by data, community engagement, and a review of policies and existing conditions. This plan was funded through a grant received from the Washington State Department of Commerce. It required the City:

- Address both affordable and market rate housing needs at a variety of price points.
- Address the demand for different types of housing and needs for the next 20 years.
- Develop strategies for the whole community.

Winslow Water Tank Replacement Project. The Winslow Water System serves approximately 2,820 customers in the Winslow and Fletcher Bay areas. This \$22.3 million project will be the most expensive capital construction project in City history. Construction of a new 2-million-gallon reservoir will replace both of the existing tanks located on an easement near the High

School. 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 issues. A construction bid was awarded in December of 2023 and work began in February of 2024. Project completion is anticipated in 2025 and is primarily funded with \$20.9 million in low interest State and Federal loans.

Other major accomplishments for 2023 include:

- Completion of the Eagle Harbor Phase II Project
- Secured a \$2.6 million federal grant to improve fisheries via an improved Springbrook fish passage
- Secured a \$1.6 million federal grant for the Sound to Olympics Trail
- Approved the labor agreement with the City's employees represented by the International Association of Machinists and Aerospace Workers
- Completed the conversion of City hand-tools from gas to electric

Key activities planned for 2024-25 include:

- Consider redevelopment of the old Police Station site for affordable housing
- Complete labor negotiations with the Police Guild and the International Association of Machinists and Aerospace Workers
- Implement short-term rental regulations, compliance processes, and procedures
- Update internal policies and procedures to comply with Growth Management Act permit timelines
- Consider options for solid waste management on Bainbridge Island
- Develop updates to Title II of the Bainbridge Island Municipal Code related to subarea planning
- Adopt the Winslow Subarea Plan and the Comprehensive Plan Periodic Update
- Increase revenue to support transportation initiatives

RELEVANT FINANCIAL POLICIES AND OTHER INFORMATION

Long-Term Financial Planning. The City continues to focus on long-term financial planning by utilizing tools such as a 10-year forecasting model. This model assesses City Council decisions and calculates short- and long-term impacts on recurring revenues, expenses, and fund balances using conservative budget assumptions. This model highlights the importance of long-term impacts of current financial and programmatic decisions. Balancing recurring revenues and expenditures remains a primary focus for budget development and financial management in the current and future years.

Budgeted utility revenues in 2024 for all three City utilities were set by previously approved rate ordinances. At the start of 2024 the City increased water, sewer, and storm drain rates significantly for the second year. Increases ranged from 4.6% to 25%. Water and Sewer increases were based on a fee study to reflect cost of service and pay for large, planned capital investments.

Reserves. The City Council's general fund minimum fund balance target is 25% of annual recurring revenues, or approximately \$6.9 million. The actual unassigned fund balance after reserves at the end of 2023 was \$18.5 million. At the end of 2023, the Emergency Reserve was

at its target level of \$1 million. The 2023 budget included a \$200,000 City Council contingency reserve. The 2023 adopted budget met reserve targets for all funds.

Debt. The City continues to carefully manage debt, which is currently 16% of the legal limit for limited tax general obligation bonds and 3% of the legal limit for voted bonds. Careful stewardship of financial resources led to a credit rating upgrade in 2019 to Aaa by Moody's Investor Service. This rating was reaffirmed by Moody's in late 2021. This is the highest credit rating assigned by Moody's, and the City is one of only five Washington cities with such a rating.

Cash Management and Investments. The City pools idle cash from all funds to maximize investment opportunities and increase flexibility. Investments are conservatively managed with three primary objectives. In order of priority, they are: 1) safety of principal; 2) liquidity to meet disbursement needs; and 3) investment yield. With rising interest rates, the City enjoyed an approximate return of 5% on its investments.

Risk Management. The City is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA in 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, self-insuring, and contracting for risk management services. WCIA now has over 166 members. Further details of the City's risk management activities are included in the Notes to Financial Statements.

Financial Controls. City management is responsible for establishing and maintaining an internal control structure designed to ensure City assets are protected from loss, theft, or misuse. City management must also ensure adequate accounting data is compiled to allow the preparation of financial statements in conformity with GAAP. The internal control structure is designed to provide reasonable, but not absolute, assurance these objectives are met. The concept of reasonable assurance recognizes: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the evaluation of those costs and benefits requires estimates and judgments by management.

Budgetary Controls. The City maintains budgetary controls to ensure compliance with provisions of the biennial budget. Every other year, the City Manager submits a proposed budget to the City Council with public hearings conducted to obtain taxpayer input. The two-year budget is subsequently adopted by the City Council through passage of an ordinance. In the fall of the first year, the second year of the budget is modified to reflect updated information and trends. All unspent amounts in the operating budget lapse at the end of the biennium unless reappropriated by the City Council. Unspent capital projects in progress are automatically reappropriated as allowed by state law.

AWARDS

Certificate of Achievement for Excellence in Financial Reporting (COA). The City applies annually for a COA from the Government Finance Officers Association of the United States and Canada (GFOA) for its ACFR. For its 2022 fiscal year the City has been awarded a COA. This is the ninth consecutive year the City has received the certificate. To be awarded a certificate, the City must publish an easily readable and efficiently organized ACFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards in preparation of state and local government financial reports. Management believes the current ACFR meets the Certificate of Achievement Program requirements, and it will be submitted to the GFOA to determine eligibility for another certificate.

Distinguished Budget Presentation Award. The GFOA also awarded the City the Distinguished Budget Presentation Award for its 2023-2024 Biennial Budget, the fifth consecutive biennium for which the City has received this award. To receive this award, the City must publish a budget document meeting the GFOA's budget program criteria as a policy document, operational guide, financial plan, and communications device.

ACKNOWLEDGMENTS

Preparation of the ACFR was made possible by the dedicated service of the Finance and Administrative Services Department, in particular Karl Shaw, CPA, Carrie Freitas, Anthony Sains, Brigham Huish, and Jacob Kines. Additionally, all the Finance and Administrative Services Department staff members have my sincere appreciation for their contributions to the preparation of this report. I would also like to thank the Washington State Auditor's Office for their work, review, and comments.

Respectfully submitted,

DeWayne Pitts, CPA, CFE
Finance Director

City of Bainbridge Island, Washington



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Bainbridge Island
Washington**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2022

Christopher P. Morill

Executive Director/CEO

**Certificate of
Achievement
For Excellence in
Financial Reporting**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Bainbridge Island for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended December 31, 2022.

In order to be awarded a Certificate of Achievement, the governmental unit must publish an easily readable and efficiently organized comprehensive annual financial report whose contents conform to the CAFR program standards.

Such reports must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe our current report continues to conform to the Certificate of Achievement Program requirements, and we are submitting it to GFOA.

FINANCIAL SECTION



**Office of the Washington State Auditor
Pat McCarthy**

**INDEPENDENT AUDITOR'S REPORT ON THE AUDIT OF THE
FINANCIAL STATEMENTS**

City Council
City of Bainbridge Island
Bainbridge Island, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island as of and for the year then ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island, as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This information has been subjected to auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

The other information comprises the Introductory and Statistical Sections but does not include the basic financial statements and our auditor's report thereon. Management is responsible for the other information included in the financial statements. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or provide any assurance thereon.

In connection with the audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the

basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we will also issue our report dated July 25, 2024, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report will be issued under separate cover. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Sincerely,

A handwritten signature in black ink, reading "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

July 25, 2024



CITY OF BAINBRIDGE ISLAND, WASHINGTON

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2023

This narrative provides an overview and analysis of the City of Bainbridge Island's (City) financial activities for the fiscal year ended December 31, 2023. The purpose is to highlight significant financial issues and activities, the resulting changes in financial position, and economic factors affecting the City. We encourage readers to consider this information in conjunction with the accompanying transmittal letter, basic financial statements, and notes to the financial statements.

FINANCIAL HIGHLIGHTS

- The City's assets and deferred outflows exceeded its liabilities and deferred inflows at the close of 2023 by \$215,687,605. Of this amount, \$49,030,170, or 23%, is reported as unrestricted net position and may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net position increased by \$13,357,155, or 7%. This increase was primarily the result of increases in capital assets due to construction of the City's new police and court facility combined with decreases in unearned revenue when the City recognized American Recovery Plan Act (ARPA) revenue (see below).
- At the close of 2023, the City's governmental funds reported combined ending fund balances of \$40,103,746; an increase of \$1,009,012, or 3%, in comparison to the prior year. This increase was primarily due to significant general fund intergovernmental revenue and investment earnings offset by some large internal transfers.
- Total revenues for governmental activities increased \$5,498,640, or 18%. This was primarily due to significant increases in intergovernmental revenue as the City recognized ARPA revenue in 2023. Property taxes, the single largest tax source, increased by only \$223,542 or 2.6%.
- The City's total liabilities decreased by \$6,575,471, or 20%, to \$26,197,939. This was primarily due to the previously mentioned decrease in unearned revenue related to federal ARPA funding.
- At year-end 2023 the City had pension-related debt of \$1,244,504 as compared to \$1,523,940 at year-end 2022, a decrease of 18%. This change, while significant, is normal with the changing pension assumptions under governmental pension accounting standards. The pension debt also resulted in a year-end 2023 deficit unrestricted net position in the Building and Development Service Fund of \$(546,050). More information about the deficit and pension liability can be found in Note 1.G., Note 6, and Note 8 in the financial statements.
- The City fully funded all policy reserves set by the City Council.

OVERVIEW OF THE FINANCIAL STATEMENTS

This document is an introduction to the City's basic financial statements. These financial statements comprise three sections: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. This report also contains additional required and supplementary information.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner like a private-sector business. They present governmental activities and business-type activities separately. These statements include all assets of the City (including infrastructure) as well as all liabilities (including long-term debt). Additionally, certain eliminations have been made with regards to interfund activity, payables, and receivables.

The *statement of net position* presents information on all the City's assets, deferred outflows, liabilities, and deferred inflows, with the difference reported as net position. Over time, increases or decreases in net position may serve as useful indicators of whether the City's financial position is improving or deteriorating.

The *statement of activities and changes in net position* presents how the City's net position changed during the most recent fiscal year. All current year revenues and expenses are considered regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items only resulting in cash flows in future fiscal periods.

In the *statement of net position* and the *statement of activities and changes in net position*, we distinguish the City's functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a portion of their costs through user fees and charges (business-type activities). The activities of these two functional groups are:

- Governmental activities – Most of the City's basic services are reported in this category, including general government, judicial, police, planning and community development, and public works. Property taxes, sales and other taxes, user fees, interest income, franchise fees, and state and federal grants finance these activities.
- Business-type activities – The City charges a fee to customers to recover all or most of the cost of certain services it provides. The City's water system, wastewater system, storm and surface water management system, and building and development services activities are reported in this category.

FUND FINANCIAL STATEMENTS

Unlike the government-wide financial statements, the focus of fund financial statements is directed to specific activities of the City rather than the City as a whole. Except for the General Fund, most funds are established to satisfy managerial control over resources or finance-related legal requirements established by external parties or governmental statutes or regulations. The City's fund financial statements are divided into three broad categories: Governmental Funds, Proprietary Funds, and Fiduciary Funds.

Financial statements for Governmental Funds consist of a *balance sheet* and a *statement of revenues, expenditures, and changes in fund balances*. These statements are prepared on a modified accrual basis of accounting. In general, these statements emphasize the short-term measurement and accounting for cash and other assets that can be easily converted to cash. For example, amounts reported on the balance sheet include items such as cash and receivables collectible within a very short time after the year-end, but do not include capital assets such as land and buildings. Fund liabilities include amounts that are to be paid within a very short period after the end of the fiscal year. Fund balance is the difference between a fund's total assets and total liabilities. This balance generally indicates the potential amount available to finance activities in the following year. Likewise, the statement of revenues, expenditures, and changes in fund balances reports only those revenues and expenditures collected in cash or paid with cash, respectively, during the current period.

or very shortly after the end of the year. The balances and activities accounted for in Governmental Funds are also reported in the governmental activity columns of the government-wide financial statements.

The City presents, in separate columns, funds that are most significant to the City (major funds). For the City, in 2023 these funds include the General Fund, the American Rescue Plan Act Fund, and the Capital Construction Fund. All other Governmental Funds are reported in a single column (non-major funds). The City also presents a combining statement for the non-major governmental funds.

Financial statements for Proprietary Funds consist of a *statement of net position*, a *statement of revenues, expenses and changes in fund net position*, and a *statement of cash flows*. These statements are prepared on an accounting basis like that used to prepare the government-wide financial statements. For financial reporting purposes, Proprietary Funds are grouped into Enterprise Funds and Internal Service Funds. The City uses Enterprise Funds to account for business-type activities that charge fees to customers for the use of specific goods or services. Balances and activities accounted for in the City's Enterprise Funds are also reported in the business-type activities columns of the government-wide financial statements. The City has one Internal Service Fund, the Equipment Rental and Revolving Fund.

The City presents all Enterprise Funds in separate columns to facilitate review of the information presented. The *statement of cash flows* is presented at the fund financial statement level for Proprietary Funds, but no equivalent statement is presented in the government-wide financial statements for governmental activities.

Financial statements for Fiduciary Funds consist of a *statement of net position* and a *statement of changes in net position*. The City holds assets acting as an agent for third parties. These assets cannot be used to finance City operations. The City is responsible for ensuring the activities reported in Fiduciary Funds are based on their intended purposes. As noted earlier, Fiduciary Fund activity is not reported in the government-wide financial statements.

Notes to the Financial Statements

The *notes to the financial statements* provide additional information essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying *notes to the financial statements*, this report presents certain *required supplementary information* concerning the City's budgetary comparisons. *Required supplementary information* is found following the *notes to the financial statements*.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Overall, the City's financial position improved in 2023 despite significant inflationary pressure on City programs. The City's overall financial position and operational results for the past two years are summarized in the two tables presented below. This information is based on data in the government-wide financial statements.

SUMMARY OF NET POSITION

	Governmental Activities		Business-Type Activities		Totals	
	2023	2022	2023	2022	2023	2022
Cash & Cash Equivalents	\$ 45,263,093	\$ 48,989,011	\$ 18,441,918	\$ 17,870,367	\$ 63,705,011	\$ 66,859,378
Other Assets	7,216,454	6,268,506	1,801,666	1,780,190	9,018,120	8,048,696
Capital Assets	119,996,806	113,752,216	48,053,038	46,385,287	168,049,843	160,137,503
Total Assets	172,476,352	169,009,733	68,296,621	66,035,845	240,772,974	235,045,578
Deferred Outflows of Resources	2,660,898	2,567,614	973,864	1,114,424	3,634,762	3,682,038
Other Liabilities	4,916,604	9,554,501	1,668,266	1,355,542	6,584,870	10,910,043
Long-Term Debt	11,868,157	13,275,405	7,744,912	8,587,962	19,613,069	21,863,367
Total Liabilities	16,784,761	22,829,905	9,413,179	9,943,504	26,197,940	32,773,409
Deferred Inflows of Resources	1,669,025	2,270,426	853,170	1,353,330	2,522,195	3,623,756
Net Investment in Capital Assets	111,307,867	104,663,733	40,956,786	38,690,046	152,264,653	143,353,779
Restricted	13,190,617	9,969,932	1,202,162	1,348,885	14,392,779	11,318,817
Unrestricted	32,184,981	31,843,350	16,845,189	15,814,504	49,030,170	47,657,855
Total Net Position	\$ 156,683,465	\$ 146,477,015	\$ 59,004,137	\$ 55,853,435	\$215,687,602	\$202,330,451

In 2023, the total net position of the City increased \$13,357,155, or 7%. Governmental activities net position increased \$10,206,450, or 7%, primarily due to the previously mentioned construction of a new police and court facility combined with decreases in unearned revenue related to recognition of ARPA revenue (see below). Business-type activities net position increased \$3,150,701, or 6%, primarily due to an increase in construction in progress on a number of large utility projects combined with normal long-term debt retirement.

Governmental activities cash and cash equivalents decreased by \$3,725,918, or 8%, while business-type activities cash and cash equivalents increased \$571,551, or only 3%. The governmental activities decrease is primarily the result of significant expenditure on the previously mentioned new police and court facility.

SUMMARY OF CHANGES IN NET POSITION

	Governmental Activities		Business-Type Activities		Totals	
	2023	2022	2023	2022	2023	2022
Program Revenues						
Charges for Services	\$ 1,347,855	\$ 1,194,482	\$10,572,255	\$ 9,658,702	\$ 11,920,110	\$ 10,853,185
Operating Grants & Contributions	4,704,888	731,780	661,528	205,232	5,366,416	937,012
Capital Grants & Contributions	462,922	1,421,135	865,180	450,176	1,328,102	1,871,311
Total Program Revenues	6,515,665	3,347,398	12,098,963	10,314,111	18,614,628	13,661,508
General Revenues						
Property Taxes	8,964,312	8,740,770	-	-	8,964,312	8,740,770
All Other Taxes	17,985,323	17,330,896	-	-	17,985,323	17,330,896
Interest	2,102,215	665,140	778,837	184,840	2,881,052	849,980
Other Revenues	977,689	962,361	53,283	29,370	1,030,972	991,731
Total General Revenues	30,029,539	27,699,166	832,120	214,210	30,861,659	27,913,376
Total Revenues	36,545,204	31,046,564	12,931,083	10,528,321	49,476,288	41,574,884
Program Expenses						
General Government	7,692,235	6,422,455	-	-	7,692,235	6,422,455
Judicial	683,258	583,022	-	-	683,258	583,022
Public Safety	6,673,387	6,182,767	-	-	6,673,387	6,182,767
Physical Environment	999,228	982,733	-	-	999,228	982,733
Transportation	3,961,144	4,150,517	-	-	3,961,144	4,150,517
Health & Human Svcs	1,214,946	857,144	-	-	1,214,946	857,144
Econ. Environment	2,295,578	1,605,958	-	-	2,295,578	1,605,958
Culture & Recreation	1,175,712	1,273,719	-	-	1,175,712	1,273,719
Water	-	-	2,056,312	2,140,519	2,056,312	2,140,519
Sewer	-	-	4,160,336	4,019,805	4,160,336	4,019,805
Storm & Surface Water Management	-	-	2,072,215	2,312,004	2,072,215	2,312,004
Building & Development Svcs	-	-	3,134,784	2,843,708	3,134,784	2,843,708
Total Program Expenses	24,695,488	22,058,314	11,423,647	11,316,035	36,119,135	33,374,349
Excess/(Deficiency)	11,849,716	8,988,249	1,507,436	(787,714)	13,357,152	8,200,535
Other						
Transfers	(1,643,266)	(1,826,325)	1,643,266	1,826,325	-	-
Changes in Net Position	10,206,451	7,161,924	3,150,702	1,038,611	13,357,152	8,200,535
Beginning Net Position	146,477,015	139,315,090	55,853,435	54,814,824	202,330,450	194,129,914
Ending Net Position	\$156,683,465	\$146,477,014	\$59,004,137	\$55,853,435	\$215,687,602	\$202,330,450

GOVERNMENTAL ACTIVITIES

In 2023, the net position of governmental activities increased \$10,206,450, or 7%, to \$156,683,465.

In 2023, governmental activities program revenues increased \$3,168,268, or 95%, almost exclusively due to the previously mentioned recognition of federal ARPA funds. The most significant revenue component of governmental activities is the general tax base. At \$26,949,635, taxes represent 74% of the \$36,545,204 in total revenues for 2023. The 2023 increase in total taxes was only 3%, less than half the average increase over the prior two years. Property tax is the single largest source of governmental activities revenue at \$8,964,312, or 25% of total revenues.

Total governmental activities program expenses increased by \$2,637,173, or 12%, in 2023 as compared to 2022. Expenses increased in all program categories except for modest decreases in Transportation and Culture & Recreation. The largest dollar increase was in General Government at \$1,269,780, or 20%, due to staffing hires in certain departments and significant increases in software and insurance costs. The second largest increase was in Economic Environment at \$689,620, or 43%, due to several large planning projects that started in 2023. The \$189,373 decrease in Transportation, or 5%, was due to delayed street and road maintenance projects. The \$98,007 decrease in Culture and Recreation, or 8%, was due primarily to staffing shortages.

BUSINESS-TYPE ACTIVITIES

In 2023, there was an increase in net position related to business-type activities of \$3,150,707, or 6%, to \$59,004,140.

The Sewer Fund and the Storm and Surface Water Management Fund both showed balances of operating revenues over expenses resulting in positive operating income. The Water Fund showed an operating loss of \$(500,826). This loss was entirely offset by interest income and contributed capital resulting in an increase in net position of \$166,805. The Building and Development Services Fund showed an operating loss of \$(1,279,370). The fund's activity recovered only 59% of its operating expenses with operating revenues. While this was a significant increase over the prior year's rate of 45%, it was still far below the City Council's policy goal of 100% cost recovery. Permit revenue was 33% under budget for 2023 despite increased permit fees. Operating transfers from the General Fund provided additional resources to cover program costs.

ANALYSIS OF BALANCES AND TRANSACTIONS OF INDIVIDUAL FUNDS

The General Fund balance increased \$1,380,402, or 6%, over 2022 because of unexpected increases in intergovernmental revenue (see below) and investment interest offset by increases in transfers out to other funds to pay for capital projects already under way. The General Fund ended 2023 with a fund balance of \$25,843,470, which is 94% of total revenues.

The Capital Construction Fund ended 2023 with a fund balance of \$6,357,906, a decrease of \$1,860,597, or 23%, primarily due to increased spending on the City's new police and court building.

The American Rescue Plan Act (ARPA) Fund's cash balance decreased \$4,225,384, or 68%. This decrease was primarily driven by substantial 2023 transfers of these federal funds to other funds for immediate spending. This was prompted by concerns over the potential clawback of these funds by the federal government.

The Building and Development Services fund ended 2023 with a positive net position of \$20,356, a significant increase over the prior year's deficit of \$(139,039). This was the first positive net position for the fund since 2014 when GASB No. 68 was implemented. This was primarily due to a reduction in the restricted net position related to net pension assets.

GENERAL FUND BUDGETARY HIGHLIGHTS

The original 2023 adopted budget anticipated a decrease of \$1,441,393, or 8%, in the budgetary fund balance during the year from \$16,993,000 to \$15,551,607. The budget anticipated increases in both revenues and expenditures. The revised 2023 budget used updated information with revenue unchanged but expenditures up significantly in almost all categories. This resulted in a projected fund balance decrease of \$8,819,541. The actual 2023 ending fund balance was \$25,843,470, an increase of \$1,380,402.

Actual total revenues exceeded the final budget by \$5,967,267. A significant portion of this was due to the unanticipated recognition of federal ARPA revenue 2023. The City had planned to use these funds in subsequent years but was notified of potential federal clawback of the funds. Because of this, the City chose to use the ARPA revenue replacement option and recognized a large portion of the funds in the current year. Actual total expenditures were \$3,655,679 less than the revised budget driven primarily by the number of open positions in the City across all departments.

To learn more about the City's budget process and economic challenges, see Note 1.E. in the *notes to the financial statements*, economic and other factors below, and the required supplementary information.

CAPITAL ASSETS

The City's total investment in capital assets (net of depreciation) increased \$7,912,342 to a total of \$168,049,843 in 2023. Governmental assets represent 71% of the City's overall investment in capital assets. Land represents 49% of the governmental activities' capital assets, net of depreciation, while for the business-type activities, land represents only 4% of the capital assets, net of depreciation.

Governmental construction in progress increased \$7,009,973, or 45%, primarily due to the ongoing construction of the City's new police and court facility.

Capital assets held by the City at the end of the current and previous years are summarized as follows:

CAPITAL ASSETS						
	Governmental Activities		Business-Type Activities		Totals	
	2023	2022	2023	2022	2023	2022
Land	58,476,431	\$ 58,313,867	\$ 1,796,865	\$ 1,796,865	\$ 60,273,296	\$ 60,110,732
Buildings & Improvements	16,524,385	16,524,385	54,728	54,728	16,579,113	16,579,113
Intangible Assets	1,198,565	1,312,112	32,365	32,365	1,230,930	1,344,478
Vehicles & Equipment	10,138,192	9,809,462	1,145,640	1,145,640	11,283,832	10,955,102
Infrastructure	63,783,007	61,992,990	70,523,167	70,317,838	134,306,174	132,310,828
Construction in Progress	22,741,112	15,731,139	6,331,791	3,322,221	29,072,902	19,053,360
Accumulated Depreciation	(52,864,884)	(49,931,739)	(31,831,519)	(30,284,370)	(84,696,403)	(80,216,110)
Totals	\$119,996,806	\$113,752,216	\$48,053,038	\$46,385,287	\$168,049,843	\$160,137,503

Additional information about the City's capital assets is presented in Note 5 in the *notes to the financial statements*.

LONG-TERM DEBT

At the end of 2023 the City's total long-term debt decreased by \$2,062,485, or 12%, as compared to 2022. Governmental activities long-term debt decreased \$1,291,030, or 14%, due to normal debt retirement. Business-type activities long-term debt decreased \$771,455, or 10%, due to normal debt retirement offset by a smaller increase in new intergovernmental debt. The City makes a general pledge on its tax levy for all bonded debt service and, for utility bonds, an additional pledge of utility revenue after operating and maintenance expenses.

OUTSTANDING DEBT

	Governmental Activities		Business-Type Activities		Totals	
	2023	2022	2023	2022	2023	2022
General Obligation Bonds	\$ 7,785,000	\$ 9,015,000	\$ 2,165,000	\$ 2,460,000	\$ 9,950,000	\$ 11,475,000
LID Bonds	-	37,364	-	-	-	37,364
Intergovernmental Loans	118,323	141,989	4,509,222	4,985,677	4,627,545	5,127,666
Totals	\$ 7,903,323	\$ 9,194,353	\$ 6,674,222	\$ 7,445,677	\$14,577,545	\$ 16,640,030

Additional information about the City's long-term obligations is presented in Note 8 in the *notes to the financial statements*.

ECONOMIC AND OTHER FACTORS

During 2023 the City saw a significant increase in interest rates which helped the City exceed its expected investment returns by a wide margin. However, those same rising interest rates caused a reduction in real estate sales and development activity resulting in lower than anticipated real estate excise taxes (REET) taxes and development permit revenue. Meanwhile, rising inflation has brought about increases in a whole range of costs from salaries to construction projects.

During 2023, while overall revenue budgets remained relatively flat, expenditure budgets were increased in almost all categories. Year-end actual results showed increases in revenue over amounts anticipated but primarily in intergovernmental revenues and investment income, categories that are both subject to wide swings. Expenditures meanwhile were under budget primarily due to staffing shortages in some departments and underspending on capital projects. Recent 2024 results show continuation of these trends. In addition, during 2023 the City recognized more than \$4.5 million in federal ARPA grant funds revenue that was mostly allocated to salary and benefit reimbursement in the General Fund but also in the Streets and the Building, Development and Services Fund. ARPA revenues were also recognized in specific projects including the Madison Avenue streets improvement, beneficial reuse, and the American with Disabilities Act transition planning.

The City's 2024 budget anticipates modest increases of approximately 2% in most major revenues, except REET, which are expected to continue the downward trend first observed in 2022. The 2024 budgeted REET decrease was forecasted 23% lower than 2023; preliminary 2024 data indicates this is on trend. Investment revenue was budgeted to decrease as the Federal Reserve Bank has signaled interest rate decreases later in 2024 that will affect the City's investment earnings. Expenditures for 2024 are budgeted 7% higher, due to higher-than-average inflation in 2023 expected to continue into 2024. City labor contracts are tied to the previous June Seattle Area Consumer Price Index (CPI-U). Recent economic forecasts indicate the 2024 June CPI-U will likely remain around 4%. This, with an additional 2% increase budgeted for

step increases, will have a significant impact on the 2024 budget. Local area capital spending inflation also remains very high. The City budgeted for a 5% vacancy rate in salary and benefit costs based on vacancy trends.

In April of 2024 the City demolished its old Police station. The City Council has instructed the City Manager to issue an RFQ for the construction and management of affordable housing at the site. A number of funding options are under consideration, including currently available federal and state grants and loans. No project cost has been estimated at this time.

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Statement of Net Position

As of December 31, 2023

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and Cash Equivalents	\$ 44,984,696	\$ 18,104,340	\$ 63,089,036
Receivables - Net	2,810,646	176,296	2,986,941
Due from Other Governments	221,564	8,139	229,703
Inventories	100,880	-	100,880
Restricted Cash - Customer Deposits	256,533	337,578	594,111
Restricted Cash - Opioid Settlements	21,864	-	21,864
Prepays	42,112	-	42,112
Special Assessments Receivable	-	310,302	310,302
Restricted Receivable - Opioid Settlements	581,242	-	581,242
Lease Receivable	-	104,768	104,768
Net Pension Asset	3,460,011	1,202,162	4,662,173
Depreciable Capital Assets (Net)	37,580,699	39,924,382	77,505,081
Land	58,476,431	1,796,865	60,273,296
Construction in Progress	22,741,112	6,331,791	29,072,902
Other Capital Assets	1,198,565	-	1,198,565
Total Assets	172,476,352	68,296,621	240,772,974
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Outflows on Debt Refunding	8,654	-	8,654
Deferred Outflows on Pensions	2,639,866	973,864	3,613,730
Deferred Outflows on OPEB	12,378	-	12,378
Total Deferred Outflows of Resources	2,660,898	973,864	3,634,762
LIABILITIES			
Accounts Payable	1,981,964	776,427	2,758,390
Accrued Expenses	662,724	307,341	970,065
Unearned Revenue	2,015,383	246,921	2,262,304
Customer Deposits	256,533	337,578	594,111
Non-Current Liabilities Due Within One Year	1,200,250	1,712,192	2,912,442
Non-Current Liabilities Due in More Than One Year	9,703,143	5,321,768	15,024,911
Compensated Absences Due in More Than One Year	258,914	172,298	431,212
Net Pension Liability Due in More Than One Year	705,850	538,654	1,244,504
Total Liabilities	16,784,761	9,413,179	26,197,940
DEFERRED INFLOWS OF RESOURCES			
Deferred Inflows Gain on Refunding	-	68,548	68,548
Deferred Inflows on Pensions	1,669,025	669,362	2,338,387
Deferred Inflows on Leases	-	115,260	115,260
Total Deferred Inflows of Resources	1,669,025	853,170	2,522,195
NET POSITION			
Net Investment in Capital Assets	111,307,867	40,956,786	152,264,653
Restricted for:			
Net Pension Asset	3,460,011	1,202,162	4,662,173
Debt Service	89,275	-	89,275
Public Safety	118,789	-	118,789
PEG Capital	152,785	-	152,785
Economic Development	769,246	-	769,246
Transportation	1,354,680	-	1,354,680
Real Estate Excise Taxes	5,079,602	-	5,079,602
Affordable Housing	1,584,987	-	1,584,987
Opioid Settlements	581,242	-	581,242
Unrestricted	32,184,981	16,845,189	49,030,170
Total Net Position	\$ 156,683,465	\$ 59,004,137	\$ 215,687,602

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Activities
For the year ended December 31, 2023

	Program Revenues				Net (Expense)/Revenue and Changes in Net Position Primary Government		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary Government:							
Governmental Activities:							
General Government	\$ 7,454,064	\$ 986,926	\$ 3,484,342	\$ -	\$ (2,982,796)	\$ -	\$ (2,982,796)
Judicial	683,258	68,332	28,077	50,000	(536,850)	-	(536,850)
Public Safety	6,673,387	77,690	222,390	-	(6,373,306)	-	(6,373,306)
Physical Environment	999,228	1,713	6,380	12,103	(979,033)	-	(979,033)
Transportation	3,961,144	60,767	801,199	400,819	(2,698,359)	-	(2,698,359)
Health and Human Services	1,214,946	-	-	-	(1,214,946)	-	(1,214,946)
Economic Environment	2,295,578	152,058	162,500	-	(1,981,020)	-	(1,981,020)
Culture and Recreation	1,175,712	369	-	-	(1,175,343)	-	(1,175,343)
Interest on Long-Term Debt	238,170	-	-	-	(238,170)	-	(238,170)
Total Government Activities	24,695,488	1,347,855	4,704,888	462,922	(18,179,823)	-	(18,179,823)
Business-Type Activities:							
Water	2,056,312	1,550,327	-	353,736	-	(152,249)	(152,249)
Sewer	4,160,336	4,469,120	61,359	505,871	-	876,014	876,014
Storm and Surface Water Management	2,072,215	3,218,405	79,159	5,572	-	1,230,921	1,230,921
Building and Development Services	3,134,784	1,334,403	521,011	-	-	(1,279,370)	(1,279,370)
Total Business-Type Activities	11,423,647	10,572,255	661,528	865,180	-	675,316	675,316
Total Primary Government	\$ 36,119,135	\$ 11,920,110	\$ 5,366,416	\$ 1,328,102	\$ (18,179,823)	\$ 675,316	\$ (17,504,507)
General Revenues:							
Property Taxes Levied for General Purposes					\$ 8,310,719	\$ -	\$ 8,310,719
Property Taxes Levied for Debt Service					653,593	-	653,593
Sales and Use Taxes					8,831,742	-	8,831,742
Business and Occupation Taxes					5,295,746	-	5,295,746
Excise Taxes					3,857,836	-	3,857,836
Unrestricted Investment Earnings					2,102,215	778,837	2,881,052
Grants and Contributions not Restricted to Specific Programs					420,692	-	420,692
Gain on Disposal of Capital Assets					33,366	-	33,366
Miscellaneous					523,632	53,283	576,914
Transfers					(1,643,266)	1,643,266	-
Total General Revenues and Transfers					28,386,274	2,475,386	30,861,659
Change in Net Position					10,206,451	3,150,702	13,357,152
Net Position - Beginning					146,477,015	55,853,435	202,330,450
Net Position - Ending					\$ 156,683,465	\$ 59,004,137	\$ 215,687,602

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Balance Sheet Statement
Governmental Funds
As of December 31, 2023

	General	American Rescue Plan Act	Capital Construction	Non-Major Governmental Funds	Total Governmental Funds
ASSETS					
Cash and Cash Equivalents	\$ 25,275,176	\$ 2,000,831	\$ 7,235,791	\$ 7,302,554	\$ 41,814,352
Receivables - Net	2,787,622	-	-	604,265	3,391,887
Inventories	-	-	-	100,880	100,880
Due From Other Governments	113,368	-	5,707	102,489	221,564
Restricted Cash - Customer Deposits	256,533	-	-	-	256,533
Restricted Cash - Opioid Settlements	21,864	-	-	-	21,864
Total Assets	<u>\$ 28,454,563</u>	<u>\$ 2,000,831</u>	<u>\$ 7,241,497</u>	<u>\$ 8,110,188</u>	<u>\$ 45,807,081</u>
LIABILITIES					
Accounts Payable	\$ 1,006,739	\$ -	\$ 864,131	\$ 111,095	\$ 1,981,964
Accrued Expenditures	545,260	-	4,910	86,554	636,724
Unearned Revenue	-	2,000,831	14,551	-	2,015,383
Customer Deposits	256,533	-	-	-	256,533
Total Liabilities	<u>\$ 1,808,532</u>	<u>\$ 2,000,831</u>	<u>\$ 883,592</u>	<u>\$ 197,649</u>	<u>\$ 4,890,604</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable Revenues - Property Taxes	\$ 124,489	\$ -	\$ -	\$ -	\$ 124,489
Unavailable Revenues - Other Taxes & Fees	58,607	-	-	10,169	68,776
Unavailable Revenues - Court Fines	38,224	-	-	-	38,224
Unavailable Revenues - Opioid Settlements	581,242	-	-	-	581,242
Total Deferred Inflows of Resources	<u>\$ 802,562</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,169</u>	<u>\$ 812,730</u>
FUND BALANCES					
Nonspendable	\$ -	\$ -	\$ -	\$ 160,051	\$ 160,051
Restricted	271,574	-	2,218,273	6,659,517	9,149,364
Committed	183,546	-	-	412,515	596,061
Assigned	30,804	-	4,139,632	670,288	4,840,724
Unassigned	25,357,545	-	-	-	25,357,545
Total Fund Balances	<u>\$ 25,843,469</u>	<u>\$ -</u>	<u>\$ 6,357,905</u>	<u>\$ 7,902,371</u>	<u>\$ 40,103,745</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 28,454,563</u>	<u>\$ 2,000,831</u>	<u>\$ 7,241,497</u>	<u>\$ 8,110,188</u>	<u>\$ 45,807,079</u>

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
As of December 31, 2023

Ending fund balance - governmental funds	\$ 40,103,745
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Amounts reported for governmental activities in the Statement of Net Position are different because of the following:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds. This does not include internal service fund capital assets which are included in the internal service fund net position below.	117,805,138
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Other Assets are not available to pay current-period expenditures and, therefore, are deferred in the governmental funds.	42,112
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Net pension assets resulting from annual contributions in excess of required contributions are not financial resources and, therefore, are deferred in the governmental funds.	3,460,011
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For debt refundings resulting in defeasance of debt, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflow of resources.

Deferred charge on refunding of debt	8,654
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Some of the City's receivables will not be collected soon enough to pay for current-period expenditures and, therefore, are reported as deferred inflows in the governmental funds.

Deferred Inflows of Resources - Court Fines	38,224
Deferred Inflows of Resources - Opioid Settlements	581,242
Deferred Inflows of Resources - Property Taxes	124,489
Deferred Inflows of Resources - Other Revenues	68,776

Certain liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.

Accrued expenses	(26,000)
Compensated Absences-Due within one year	(556,585)
Compensated Absences-Due outside one year	(258,914)
Total Compensated absences	(815,499)
Long-term liabilities	(10,346,807)
Net pension liability	(705,850)

Internal service funds are used by management to charge the costs of equipment rental and replacement activities to individual funds. The net position of internal service funds is included in governmental activities in the statement of net position.

Net position	5,362,011
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Amounts reported as deferred outflows and inflows of resources related to pensions and OPEB will be amortized and recognized as components of pension or OPEB expense in future years.

Deferred outflow of resources related to OPEB	12,378
Deferred outflow of resources related to pensions	2,639,866
Deferred inflow of resources related to pensions	(1,669,025)

Net Position of Major Governmental Activities	\$ 156,683,464
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The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the year ended December 31, 2023

	General	American Rescue Plan Act	Capital Construction	Non-Major Governmental Funds	Total Governmental Funds
REVENUES					
Property Taxes	\$ 8,291,475	\$ -	\$ -	\$ 653,593	\$ 8,945,068
Sales, Business, and Excise Taxes	12,071,329	-	-	5,913,994	17,985,323
Fees and Fines	65,923	-	-	-	65,923
Licenses and Permits	665,493	-	-	28,850	694,343
Intergovernmental	4,203,925	-	300,359	751,292	5,255,576
Charges for Services	343,219	-	-	156,261	499,480
Interest and Investment Revenue	1,726,804	28,984	-	227,716	1,983,504
Other Revenues	164,499	-	-	102,045	266,543
Total Revenues	27,532,667	28,984	300,359	7,833,750	35,695,760
EXPENDITURES					
Current					
General Government	6,929,029	-	-	477,628	\$ 7,406,657
Judicial	724,705	-	-	-	724,705
Public Safety	6,740,221	-	-	130,603	6,870,824
Physical Environment	980,970	-	-	125,810	1,106,780
Transportation	15,000	-	-	2,334,066	2,349,066
Health and Human Services	1,127,332	-	-	13,840	1,141,172
Economic Environment	1,896,567	-	-	478,755	2,375,322
Culture and Recreation	670,778	-	-	-	670,778
Debt Service - Principal	-	-	-	1,291,028	1,291,028
Debt Service - Interest	1,383	-	-	338,390	339,773
Capital Outlay	6,195	-	8,794,549	-	8,800,744
Total Expenditures	19,092,180	-	8,794,549	5,190,120	33,076,848
Excess/(deficiency) of Revenues over (Under) Expenditures	8,440,487	28,984	(8,494,190)	2,643,630	2,618,912
OTHER FINANCING SOURCES/(USES)					
Sale of Capital Assets	11,136	-	-	22,230	33,366
Transfers In	140,144	-	6,745,706	2,549,758	9,435,608
Transfers Out	(7,211,366)	(28,984)	(112,113)	(3,726,411)	(11,078,874)
Total Other Financing Sources/Uses	(7,060,086)	(28,984)	6,633,593	(1,154,423)	(1,609,900)
Net Change in Fund Balance	1,380,402	-	(1,860,597)	1,489,207	1,009,012
Fund Balances - Beginning	24,463,068	-	8,218,502	6,413,164	39,094,735
Fund Balances - Ending	\$ 25,843,470	\$ -	\$ 6,357,906	\$ 7,902,371	\$ 40,103,746

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance
of Governmental Funds
to the Statement of Activities
For the year ended December 31, 2023

Net change in fund balances - Total governmental funds	\$ 1,009,012
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. This is the amount by which capital outlays exceeded depreciation in the current period.

Expenditures for capital assets	\$ 8,800,744	
Less current year depreciation	(2,538,735)	
		6,262,009

Revenue in the Statement of Activities that does not provide current financial resources is not reported as revenues in the funds.	611,667
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Internal service funds are used by management to charge the costs of equipment rental and replacement activities to individual funds. The net position of internal service funds is included in governmental activities in the Statement of Net	204,411
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Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. This is the amount by which repayments exceeded proceeds.	
Repayment of Long-Term Debt	1,291,028

Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.	(137,870)
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Pension expense reported in the governmental funds includes the annual required contributions. In the Statement of Activities, pension expense includes the change in the net pension liability, and related change in pension amounts for deferred outflows of resources and deferred inflows of resources.	966,193

Change in Net Position of Governmental Activities	\$ 10,206,451

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Net Position
Proprietary Funds
As of December 31, 2023

	Business-Type Activities - Enterprise Funds					Governmental Activities
	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
ASSETS						
Current Assets						
Cash and Cash Equivalents	\$ 5,250,858	\$ 6,215,615	\$ 6,482,757	\$ 155,110	\$ 18,104,340	\$ 3,170,344
Receivables - Net	22,656	116,404	37,236	-	176,296	-
Due From Other Governments	-	8,139	-	-	8,139	-
Subtotal - Current Assets	5,273,514	6,340,158	6,519,993	155,110	18,288,775	3,170,344
Long-Term Assets						
Restricted Cash - Customer Deposits	-	326,134	-	11,443	337,578	-
Special Assessments Receivable	-	310,302	-	-	310,302	-
Lease Receivable	104,768	-	-	-	104,768	-
Net Pension Asset	182,831	260,743	192,182	566,406	1,202,162	-
Depreciable Capital Assets (Net)	13,207,851	16,569,526	10,147,005	-	39,924,382	2,191,667
Land	637,436	834,874	324,555	-	1,796,865	-
Construction in Progress	2,407,251	2,662,638	1,261,901	-	6,331,791	-
Subtotal - Long-Term Assets	16,540,137	20,964,217	11,925,643	577,849	50,007,847	2,191,667
Total Assets	21,813,652	27,304,375	18,445,636	732,959	68,296,621	5,362,011
DEFERRED OUTFLOWS OF RESOURCES						
Deferred outflows on Pensions	147,924	206,694	157,629	461,617	973,864	-
LIABILITIES						
Current Liabilities						
Accounts Payable	140,212	399,896	193,969	42,350	776,427	-
Accrued Expenses	46,477	68,057	55,556	137,252	307,341	-
Unearned Revenue	-	-	-	246,921	246,921	-
Current Portion of Compensated Absences	116,899	78,861	54,912	109,067	359,740	-
Current Portion of Long-Term Debt	46,969	1,254,781	50,702	-	1,352,452	-
Subtotal - Current Liabilities	350,557	1,801,595	355,139	535,590	3,042,881	-
Long-Term Liabilities						
Customer Deposits	-	326,134	-	11,443	337,578	-
Compensated Absences	59,586	37,299	26,511	48,903	172,298	-
Net Pension Liability	82,558	110,824	85,868	259,404	538,654	-
Bonds, Loans, and Other Debt	815,289	4,465,321	41,159	-	5,321,768	-
Subtotal - Long-Term Liabilities	957,432	4,939,578	153,538	319,750	6,370,298	-
Total Liabilities	1,307,989	6,741,173	508,677	855,340	9,413,179	-
DEFERRED INFLOWS OF RESOURCES						
Deferred Inflows Gain on Refunding	-	68,548	-	-	68,548	-
Deferred Inflows on Pensions	101,601	140,794	108,087	318,880	669,362	-
Deferred Inflows on Leases	115,260	-	-	-	115,260	-
Total Deferred Inflows of Resources	216,861	209,342	108,087	318,880	853,170	-
NET POSITION						
Net investment in Capital Assets	15,305,553	14,174,912	11,476,321	-	40,956,786	2,191,667
Restricted for:						
Net Pension Asset	182,831	260,743	192,182	566,406	1,202,162	-
Unrestricted	4,948,342	6,124,899	6,317,998	(546,050)	16,845,189	3,170,344
Total Net Position	\$ 20,436,726	\$ 20,560,554	\$ 17,986,501	\$ 20,356	\$ 59,004,137	\$ 5,362,011

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Revenues, Expenses, and Changes in Fund Net Position
Proprietary Funds
For the year ended December 31, 2023

	Business-Type Activities - Enterprise Funds					Governmental Activities
	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Totals	Internal Services Fund
OPERATING REVENUES						
Charges for Services	\$ 1,550,327	\$ 4,469,120	\$ 3,218,405	\$ 1,334,403	\$ 10,572,255	\$ 525,000
Operating Grants	-	61,359	79,159	521,011	661,528	-
Total Operating Revenues	1,550,327	4,530,478	3,297,564	1,855,414	11,233,783	525,000
OPERATING EXPENSES						
Personal Services	850,846	1,150,725	913,061	2,728,363	5,642,995	-
Contractual Services	200,468	292,404	328,481	266,056	1,087,408	-
Utilities	174,208	402,479	14,625	-	591,313	-
Repairs and Maintenance	42,686	298,067	122,450	-	463,202	-
Miscellaneous Expense	6,380	13,245	50,508	10,802	80,934	-
Other Supplies and Expenses	369,429	915,807	386,379	16,363	1,687,978	-
Insurance Claims and Expenses	45,484	77,864	45,847	113,200	282,394	-
Depreciation	361,652	975,198	210,299	-	1,547,149	439,299
Total Operating Expenses	2,051,153	4,125,788	2,071,650	3,134,784	11,383,375	439,299
Operating Income (Loss)	(500,826)	404,690	1,225,914	(1,279,370)	(149,591)	85,701
NON-OPERATING REVENUES (EXPENSES)						
Interest & Investment Revenue	227,656	278,507	272,675	-	778,837	118,711
Miscellaneous Revenue	12,648	741	39,644	250	53,283	-
Interest Expense	(5,160)	(34,548)	(565)	-	(40,273)	-
Total Non-Operating Revenues (Expenses)	235,144	244,700	311,754	250	791,847	118,711
Net income (loss) before contributions and transfers	(265,682)	649,390	1,537,668	(1,279,120)	642,256	204,411
Capital Contributions	353,736	505,871	5,572	-	865,180	-
Transfers In	78,750	126,000	-	1,438,516	1,643,266	-
Change in Net Position	166,805	1,281,262	1,543,240	159,395	3,150,702	204,411
Net Position - Beginning	20,269,921	19,279,292	16,443,261	(139,039)	55,853,435	5,157,599
Total Net Position - Ending	\$ 20,436,726	\$ 20,560,554	\$ 17,986,501	\$ 20,356	\$ 59,004,137	\$ 5,362,011

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Statement of Cash Flows

Proprietary Funds

For the year ended December 31, 2023

Page 1 of 2

	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
Cash Flows from Operating Activities						
Receipts from Customers	\$ 1,576,076	\$ 4,547,329	\$ 3,241,459	\$ 1,434,006	\$ 10,798,870	\$ 525,000
Operating Grants	-	53,220	138,020	521,011	712,251	-
Payments to Suppliers	(973,460)	(1,794,861)	(857,396)	(451,117)	(4,076,835)	-
Payments to Employees	(975,123)	(1,333,796)	(1,043,449)	(2,953,681)	(6,306,049)	-
Net Cash Provided (Used) by Operating Activities	(372,508)	1,471,892	1,478,635	(1,449,781)	1,128,237	525,000
Cash Flows from Non-Capital Financing Activities						
Transfers from (to) Other Funds	78,750	72,780	-	1,438,516	1,590,046	-
Net Cash Provided (Used) by Non-Capital Financing Activities	78,750	72,780	-	1,438,516	1,590,046	-
Cash Flows from Capital and Related Financing Activities						
Capital Contributions	148,407	505,871	-	-	654,279	-
Fiduciary Transfers from (to) Other Funds	-	15,409		(12,809)	2,600	-
Purchase/Acquisition of Capital Assets	(1,212,987)	(634,878)	(919,455)	-	(2,767,320)	(420,052)
Proceeds from Long-Term Debt	498,025	65,648		-	563,673	-
Principal Paid on Capital Debt	-	(1,254,279)	(50,703)	-	(1,304,982)	-
Interest Paid on Capital Debt	-	(46,668)	(713)	-	(47,381)	-
Net Cash Provided (Used) by Capital and Related Financing Activities	(566,554)	(1,348,897)	(970,871)	(12,809)	(2,899,131)	(420,052)
Cash Flows from Investing Activities						
Interest Income	226,668	253,056	272,675	-	752,398	128,325
Net Cash Provided (Used) by Investing Activities	226,668	253,056	272,675	-	752,398	128,325
Net Increase (Decrease) in Cash and Cash Equivalents	(633,645)	448,831	780,439	(24,075)	571,550	233,273
Cash and Cash Equivalents, January 1	5,884,503	6,092,918	5,702,318	190,628	17,870,367	2,937,071
Cash and Cash Equivalents, December 31	\$ 5,250,858	\$ 6,541,749	\$ 6,482,757	\$ 166,553	\$ 18,441,918	\$ 3,170,344

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Statement of Cash Flows

Proprietary Funds

For the year ended December 31, 2023

Page 2 of 2

	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities						
Operating Income (Loss)	\$ (500,826)	\$ 404,690	\$ 1,225,914	\$ (1,279,370)	\$ (149,592)	\$ 85,701
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities						
Depreciation	361,652	975,198	210,299	-	1,547,149	439,299
(Increase) Decrease in Accounts Receivable	(473)	(39,224)	(2,247)	-	(41,943)	-
(Increase) Decrease in Lease Receivable	12,473	-	-	-	12,473	-
(Increase) Decrease in Due from Other Governments	-	(8,139)	53,289	-	45,150	-
(Increase) Decrease in Net Pension Asset	(8,304)	(2,898)	(6,302)	(88,220)	(105,724)	-
(Increase) Decrease in Deferred Outflow on Pensions	29,130	50,460	33,038	27,932	140,560	-
Increase (Decrease) in Accounts Payable	(155,514)	304,290	69,328	22,324	240,428	-
Increase (Decrease) in Compensated Absences	8,742	11,333	8,921	25,365	54,361	-
Increase (Decrease) in Other Current Payables	(1,720)	(7,579)	(161)	1,152	(8,307)	-
Increase (Decrease) in Unearned Revenue	-	(53,220)	-	63,226	10,006	-
Increase (Decrease) in Net Pension Liability	(23,841)	(39,392)	(26,523)	(36,198)	(125,954)	-
Increase (Decrease) in Deferred Inflow on Pensions	(80,366)	(123,628)	(86,921)	(185,992)	(476,907)	-
Increase (Decrease) in Deferred Inflow on Leases	(13,461)	-	-	-	(13,461)	-
Net Cash Provided (Used) by Operating Activities	<u>\$ (372,507)</u>	<u>\$ 1,471,892</u>	<u>\$ 1,478,634</u>	<u>\$ (1,449,781)</u>	<u>\$ 1,128,238</u>	<u>\$ 525,000</u>
Noncash Investing, Capital, and Financing Activities						
Developer Infrastructure Contributions	\$ 205,329	\$ -	\$ -	\$ -	\$ 205,329	\$ -

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Net Position
Fiduciary Funds
As of December 31, 2023

ASSETS	Custodial Funds
Cash and Cash Equivalents	\$ 6,651
Total Assets	<u>\$ 6,651</u>
LIABILITIES	
Due to State and Local Governments	\$ 6,651
Total Liabilities	<u>\$ 6,651</u>
NET POSITION	<u>\$ -</u>

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Changes in Net Position
Fiduciary Fund
For the Year Ended December 31, 2023

	Custodial Fund
ADDITIONS	
Court Fines and Forfeitures	\$ 45,961
Other Deposits	19,418
Total Additions	<u>\$ 65,378</u>
DEDUCTIONS	
Payment of Court Fines and Forfeitures to State Government	\$ 45,961
Other Payments to State and Local Governments	19,418
Total Deductions	<u>\$ 65,378</u>
Net Increase (Decrease) in Net Position	\$ -
Net Position - Beginning	<u>-</u>
Net Position - Ending	<u><u>\$ -</u></u>

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements and underlying accounting policies of the City of Bainbridge Island (City) conform to Generally Accepted Accounting Principles (GAAP) as applied to governmental units in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles. The City's significant accounting policies are described below.

A. Reporting Entity

The City of Bainbridge Island was incorporated on September 18, 1947, as the city of Winslow. Following annexation of the remainder of the island on February 28, 1991, and a vote to change the City's name, the entire island became the City of Bainbridge Island. The City operates under the laws of the State of Washington applicable to a non-charter code city with a Council-Manager form of government. The seven part-time Council Members are elected to four-year, staggered terms from the island's three wards plus one at-large position; the Mayor is selected by the Council from among its members to serve a two-year term. The City Manager is appointed by the City Council for an indefinite term. The City lies within the 23rd State Legislative District and the 6th U.S. Congressional District.

The City is a general-purpose government and provides the following major types of services: general executive and administrative services, police, judicial, water supply/treatment/distribution, sewage collection and treatment, storm water (drainage) collection, street maintenance and construction, planning and zoning, permits and inspections, some parks, and boat docks. Other local governments provide public education, fire suppression, library, and most park services.

The City has no component units.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (the *statement of net position* and the *statement of activities*) report information on all non-fiduciary activities of the City. Generally, the effect of interfund activity has been removed from these statements to avoid double counting of internal activity, although interfund services provided and used are not removed. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities relying primarily on fees and charges for support.

The *statement of net position* presents the City's year-end balances in non-fiduciary assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of improving or deteriorating the financial position of the City. Net position is reported in three categories:

- *Net investment in capital assets* consists of capital assets, net of accumulated depreciation, and any outstanding debt attributable to those assets.
- *Restricted net position* consists of restricted assets reduced by any liabilities and deferred outflow of resources related to those assets. Net position is restricted when constraints are placed on its use (1) by external parties such as creditors, grantors, or laws of other governments, or (2) by the City's own enabling legislation or constitutional provisions.
- *Unrestricted net position* consists of the residual amount which does not meet the definition of the two preceding categories.

The *statement of activities* demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and grants and contributions restricted to meeting the operational or capital requirements

of a particular function or segment. Taxes and other items inappropriate for inclusion among program revenues are reported instead as general revenues.

Separate *fund financial statements* are provided for governmental funds, proprietary funds, as well as fiduciary funds, even though the fiduciary funds are excluded from the government-wide financial statements. Major governmental and enterprise funds are reported in separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenue in the year for which they are levied and legally due. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the fund's primary ongoing activity. The principal operating revenues of the City's proprietary funds are user fees for services, connection charges paid by new users, and permit fees paid for processing regulatory permits and approvals. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, it is City policy to consider revenues available if they are collected within 60 days of the end of the current fiscal period. Property taxes, sales taxes, business and occupation taxes, utility taxes, excise taxes, licenses and interest associated with the current fiscal period are all considered susceptible to accrual and thus, recognized in the current fiscal period. Expenditure-driven grants are recognized as revenue, within the 60-day window, when the qualifying expenditures have been incurred and all eligibility requirements have been met. Only that portion of special assessments due within the current fiscal period is considered susceptible to accrual. All other revenue items are considered measurable and available only when cash is received by the City.

Expenditures in the governmental fund financial statements are generally recorded when a liability is incurred, as under accrual accounting. However, certain expenditures, such as debt service, compensated absences, and claims and judgments, are recorded only when payment is due.

The City reports the following major Governmental Funds:

General Fund

The general fund is the primary operating fund of the City. It accounts for all financial resources of the general government except those required to be accounted for in another fund. Major revenue sources are property taxes, sales taxes, and business and occupation taxes. Major expenditures are administration and public safety.

American Rescue Plan Act (ARPA) Fund

This fund accounts for federal grant funds provided to the City under ARPA Coronavirus State and Local Fiscal Recovery Funds.

Capital Construction Fund

This fund accounts for financial resources used for the acquisition or construction of major capital facilities not financed through Proprietary Funds.

The City reports the following major Proprietary Funds:

Water Fund

The water fund accounts for all activities related to providing water services to City water customers, primarily located in the historic Winslow area.

Sewer Fund

The sewer fund accounts for all activities related to providing wastewater (sewer) services to City sewer customers, primarily located in the historic Winslow area.

Storm & Surface Water Management (SSWM) Fund

The SSWM fund accounts for all activities related to providing storm drainage and related services to the Island-wide community.

Building & Development Services Fund

The City classifies its building and development services fund as an enterprise fund because most land use and building permitting costs are recovered through user charges. Costs not covered by user charges are funded through transfers from the general fund. The building and development services fund consists of two sub-funds for these activities that separately track costs and related revenues.

The City reports one Internal Service Fund:

The internal service fund accounts for equipment replacement and rental to other departments and funds of the city, and to other governments, on a cost-reimbursement basis. This proprietary fund type is reported with governmental activities in the government-wide financial statements.

The City reports one Fiduciary Fund:

The fiduciary fund is a custodial fund. Within this fund are several sub-funds accounting for monies on which the City has no claim. Included are monies the City collected as an agent for other governments. Funds are held for a short time before disbursement to Kitsap County, the State of Washington, or the federal government.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, followed by unrestricted resources as needed. In addition, it is the City's policy to use the most restrictive category first when resources are available from committed, assigned, or unassigned fund balances.

D. Use of Estimates

The preparation of financial statements in accordance with GAAP requires management to make estimates and assumptions affecting amounts reported in the financial statements. Actual results may differ from those estimates and assumptions.

E. Budgetary Information

1. Scope of Budget

Biennial budgets are adopted for all operating funds on the modified accrual basis of accounting. Budgets for debt service and capital project funds are adopted at the level of the individual debt issue or project and for fiscal periods that correspond to the lives of those debt issues or projects.

Other budgets are adopted at the level of the fund, where expenditures may not exceed appropriations at the fund level and the budgets constitute the legal authority for expenditures at that level.

Most appropriations for general and special revenue funds lapse at year-end, except for certain appropriations for operating and capital outlays carried forward from year to year until fully expended or the purpose of the appropriation is accomplished or abandoned.

Encumbrance accounting is employed in governmental and proprietary funds. Encumbrances (e.g., purchase orders, contracts) outstanding at year end do not constitute expenditures or liabilities because the commitments will be reappropriated and honored during the subsequent year, at the City Council's discretion.

2. Amending the Budget

Under City law, the City Manager may authorize transfers of budgetary spending within any fund. However, any revisions that (a) transfer appropriations between funds, or (b) increase any fund's total expenditures, must be approved by the City Council. When the City Council determines it is in the best interest of the City to make any of the stated revisions, it must do so by ordinance approved by a simple majority.

The financial statements contain the original and final budget information. The original budget is the first appropriated budget. The final budget is the original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized changes applicable for the fiscal year.

F. Assets, Liabilities and Fund Balance (or Net Position)

The City's significant assets, liabilities, and fund balance (or net position) are described in the notes that follow.

1. Cash and Cash Equivalents

For financial statements purposes the City considers cash and cash equivalents to include cash on hand, demand deposits, and all short-term investments with original maturities of three months or less from the date of acquisition. On December 31, 2023, the City was holding \$63,711,661 in cash and cash equivalents which included \$45,263,093 in the governmental funds, \$18,441,918 in the proprietary funds, and \$6,651 in the fiduciary funds.

It is the City's policy to invest temporary cash surpluses. On December 31, 2023, the City was holding \$62,701,569 in short-term investments. This amount is classified on the *balance sheet* with cash and cash equivalents. Interest earned on these investments is distributed to various funds proportional to their cash balances.

2. Receivables

Property taxes unpaid at year-end are recorded as receivable. Property tax revenue not expected to be collected within 60 days of year-end is reported as unavailable revenue in the deferred inflows section of the fund financial statements. For property taxes collectible in 2023, the City's levy for general governmental services was \$0.65 per \$1,000 on assessed valuation of \$12,831,253,642 for a total of \$8,320,915. Levy rates for property taxes are adopted in November of each year but not recognized as receivable until the following year when the amounts are legally levied and due, and the City has a legal claim to the taxpayers' resources. Due to the property foreclosure provision in State law, no allowance for uncollectible amounts is made.

Other types of taxes receivable are not recognized on the fund financial statements because, although they are often measurable, the City cannot determine when they might be available. These receivables are recognized together with the related revenue adjustments on the government-wide financial statements.

As of December 31, 2023 and 2022, the City had total taxes receivable of \$2,653,573 and \$2,171,483, respectively.

Special assessments are recorded when levied in the local improvement district (LID) debt service fund for regular LIDs and in the enterprise funds for utility LIDs. Assessment revenue not expected to be collected within 60 days of year-end is reported as unavailable revenue in the deferred inflows section of the fund financial statements. Long-term assessments receivable in the fund financial statements consist of unbilled special assessments that are liens against the property benefited. As of December 31, 2023 and 2022, the City had \$5,469 and \$177, respectively, in delinquent special assessments receivable. Because special assessments are secured by liens against related properties, no allowance for uncollectible amounts is made.

For Municipal Court receivables, the City recognizes only those fines or forfeits on a court-ordered time payment plan or those sent to collection. This is partly because amounts levied remain subject to adjudication and possible commutation and because the State's software used by the City converts amounts owed to fee amounts set by the State. The receivable recognized for 2023 is \$133,883 (\$95,659 considered uncollectible) compared to \$159,674 (\$123,859 considered uncollectible) for 2022. This decrease in Municipal Court receivables reflects the Court's recent adoption of the State of Washington's best practices, including a write-off policy for receivables over ten years old.

Customer accounts receivables, including utility fund receivables, consist of amounts owed from private individuals or organizations for goods and services rendered, including amounts owed for which billings have not yet been prepared.

3. Amounts Due to and from Other Funds and Governments, Interfund Loans, and Advances Receivable

Activities between funds representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund loans receivable/payable. For further details see Note 12 – Interfund Balances and Transactions. The City also has reimbursable grants and other receivables due from the State and Federal governments. Those amounts totaled \$229,703 and \$310,693 for fiscal years 2023 and 2022, respectively.

4. Inventories

Inventories consist of expendable supplies held for internal consumption. They are reported on the consumption basis and at cost and recorded as an expenditure at the time individual inventory items are used or during the year-end count process. Inventories are valued with the normal average cost method, which uses a weighted average cost for items in inventory rather than actual cost for each specific item.

5. Prepaids

Prepaids are payments to vendors that benefit future reporting periods and are reported on the purchases method in the governmental funds and the consumption method in the government-wide statements.

6. Pensions

For purposes of measuring the net pension asset, net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all State-sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For purposes of calculating restricted net position related to the net pension asset, the City includes only the net pension asset.

7. Net Pension Asset

Net pension assets are reported when the City's proportionate share of pension assets exceeds its proportionate share of pension liabilities. For further details see Note 6 – Pension Plans.

8. Capital Assets

Capital assets include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items) and are reported in the applicable governmental or business-type columns of the government-wide financial statement. Capital assets are items with an initial cost, or acquisition value if donated, of more than \$50,000 for

buildings, infrastructure, intangible assets, machinery, software, or artwork, and an estimated useful life of more than one year. Land and right-of-way are considered a capital asset if the initial cost, or acquisition value if donated, is greater than zero. Certain capital assets acquired prior to 2004 are recorded at estimated historical cost. Donated capital asset acquisition value is set at the date of donation.

Costs for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset. Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs are not capitalized.

A full year's depreciation is taken in the year capital assets are acquired or when assets under construction are substantially complete and in service. For constructed assets, all associated costs necessary to bring such assets to the condition and location necessary for their intended use are capitalized.

Land, land rights, construction-in-progress, and intangible assets are not depreciated. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Type of Asset	Years
Computer Systems & Equipment	5 to 15
Light and Heavy Vehicles, Equipment	2 to 20
Police Vehicles	9
Buildings & Improvements	20 to 50
Roads – Unpaved and Paved	2 and 25
Sewage Treatment Plant	20
Water & Sewer Mains	66
Other Utility Infrastructure	20 to 75

For further details see Note 5 – Capital Assets.

9. Deferred Outflows of Resources

In addition to assets, the *statement of net position* and the governmental funds *balance sheet* will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents the consumption of net assets applicable to future reporting periods that will not be expensed until that time.

The City has three items in this category on the *statement of net position*. The first item is a deferred charge on debt refunding resulting from the difference in carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded debt or the refunding debt. The second item is a deferred outflow related to pensions. This amount is calculated in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions. The deferred outflow related to pensions will be recognized as either pension expense, or a reduction in the net pension liability in future years. Details on the composition of this amount are further disclosed in Note 6 – Pension Plans. The third item is a deferred outflow related to other post-employment benefits payable (OPEB). This amount is calculated in accordance with GASB Statement No. 75, Accounting and Financial Reporting for Post-employment Benefits other than Pensions. The deferred outflow related to OPEB will be recognized as either OPEB expense, or a reduction in the OPEB liability in future years. Details on the composition of this amount are further disclosed in Note 15 – Defined Benefit Other Post-Employment Benefit (OPEB) Plans.

10. Unearned Revenues

In the governmental funds, certain revenue transactions are reported as unearned revenue. Unearned revenue arises when resources are received by the City before it has a legal claim to them, as when grant monies are received prior to the City incurring qualified expenditures. Revenue cannot be recognized until it has been earned and available to pay for expenditures in the current period. In future periods, when both revenue recognition

criteria are met, or when the City has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

11. Compensated Absences

Compensated absences are time away from work for which employees will be paid. They consist of vacation, accrued compensating time off for overtime hours worked, floating holidays, and time spent on standby. Only compensated absences, and the value of the related employee benefits, for which the employee may be paid upon separation, are accrued at year-end.

Vacation pay is capped at a maximum of 320 hours at year-end and is payable upon termination, resignation, retirement, or death. Compensatory time off may be accumulated up to a maximum of 120 hours and may be taken at any time or paid out at the employee's request. Standby time represents compensating time off for employees who are required to be available on standby during non-working hours and may be taken at any time or paid out at the employee's request. Floating holidays represent holidays worked and subsequently accrued by law enforcement officers that may be taken at any time, paid out at the officer's request, or paid upon separation.

Sick leave may accumulate up to 1,040 hours. Except as noted below for law enforcement officers, outstanding sick leave is not paid to employees upon separation from City. Accumulations of over 1,040 hours are paid down annually at $\frac{1}{2}$ the employee's current rate of pay. In addition, law enforcement officers, upon retirement, are paid $\frac{1}{4}$ of their sick leave balance at their current rate of pay. Because there is no commitment to pay out accrued but unpaid management leave, wellness time, or sick leave, and because law enforcement retirement dates are not generally known in advance, they are not shown as liabilities.

Total liability for compensated absences as of December 31, 2023 and 2022, is as follows:

	2023	2022
Vacation	\$ 982,828	\$ 850,177
Compensating Time	188,998	185,775
Standby Time	26,557	26,259
Floating Holidays	149,154	121,881
Total	\$ 1,347,537	\$ 1,184,094

12. Net Pension Liability

Net pension liabilities are reported when the City's proportionate share of pension liabilities exceeds its proportionate share of pension assets. For further details see Note 6 – Pension Plans.

13. Long-Term Obligations

Liabilities for long-term obligations are recorded in the government-wide and proprietary statements of net position. Bonded debt is reported net of applicable bond premiums or discounts. For governmental fund financial statements bond issuance costs are expensed at the time of issuance and bond proceeds are reported as other financing sources. For further details see Note 8 – Long-Term Liabilities.

14. Deferred Inflows of Resources

In addition to liabilities, the *statement of net position* and the governmental funds *balance sheet* will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents the acquisition of net assets applicable to future reporting periods and, therefore, will not be recognized as revenue until that time.

The City has three items in this category on the *statement of net position*. The first item is a deferred inflow from a gain on a bond refunding. This amount is deferred and amortized over the shorter of the life of the refunded debt or the refunding debt. The second item is an aggregate of pension amounts calculated in accordance with GASB

Statement No. 68, Accounting and Financial Reporting for Pensions. The deferred inflows related to pensions will be recognized as a reduction to pension expenses in future years. Details on the composition of this amount are further disclosed in Note 6 – Pension Plans. The third item is deferred inflow on leases. This amount is deferred and amortized over the life of the lease, including any lease extension provisions reasonably certain to be exercised.

Deferred inflows of resources on the governmental funds *balance sheet* include the following items not received within 60 days of year-end:

- Delinquent property taxes in the general fund
- Other taxes and fees in the general fund and the street fund
- Court fines in the general fund
- Opioid settlements in the general fund

15. Fund Balance

Categories of Fund Balance

Governmental funds use a fund balance presentation. Fund balance is categorized as non-spendable, restricted, committed, assigned or unassigned. The use of a category is largely based upon the extent to which the City must observe constraints imposed on the use of the resources.

Non-spendable fund balance: This represents amounts that cannot be spent because they are either not in a spendable form (such as long-term receivables or inventory) or legally required to remain intact (such as the principal of a permanent fund).

Restricted fund balance: This represents amounts with external constraints placed on their use (such as debt covenants, grantors, other governments, etc.) or imposed by enabling legislation.

Committed fund balance: This represents amounts that can only be used for specific purposes imposed by the City's highest level of decision-making authority, a City Council ordinance. Committed resources cannot be used for any other purpose unless the City Council removes or changes the specified use through passage of another ordinance.

Assigned fund balance: This represents amounts reflecting the City's intended use of resources. Assigned fund balance can be designated at any level of decision-making authority below an ordinance (i.e., resolution, City Council motion, or by a committee or official delegated by the City Council).

Unassigned fund balance: This represents either amounts with no restrictions on their use, or general fund stabilization reserves (see below) set up by City Council action at an authority level below an ordinance. The general fund is the only fund that may show a positive unassigned fund balance although other funds may report a negative unassigned fund balance.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available for use, it is the policy of the City to consider restricted funds to have been reduced first. When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the City that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts, unless otherwise approved by the Council.

Fund balance constraints as listed in aggregate on the governmental funds *balance sheet* on December 31, 2023, were as follows:

	General Fund	ARPA Fund	Capital Projects Fund	Other Governmental Funds	Total Governmental Funds
Nonspendable:					
Inventory	\$ -	\$ -	\$ -	\$ 100,880	\$ 100,880
Long-term Receivables	-	-	-	59,171	59,171

Total Nonspendable	\$ -	\$ -	\$ -	\$ 160,051	\$ 160,051
Restricted:					
Police Investigations	\$ 46,925	\$ -	\$ -	\$ -	\$ 46,925
Police Marine	50,000	-	-	-	50,000
PEG Capital	152,785	-	-	-	152,785
Opioid Settlement	21,864	-	-	-	21,864
Real Estate Excise Tax	-	-	2,118,411	2,961,191	5,079,603
Hotel/Motel Tax	-	-	-	769,246	769,246
Affordable Housing	-	-	-	1,584,987	1,584,987
Transportation Benefit Tax	-	-	99,862	892,760	992,622
Transportation Impact Fees	-	-	-	362,058	362,058
LID Collections	-	-	-	89,275	89,275
Total Restricted	\$ 271,574	\$ -	\$ 2,218,273	\$ 6,659,517	\$ 9,149,364
Committed:					
Public Art	\$ 183,546	\$ -	\$ -	\$ -	\$ 183,546
Affordable Housing	-	-	-	305,172	305,172
Floor Area Ratio - Public Amen.	-	-	-	14,627	14,627
Floor Area Ratio - Agriculture	-	-	-	91,095	91,095
Tree Preservation	-	-	-	1,621	1,621
Total Committed	\$ 183,546	\$ -	\$ -	\$ 412,515	\$ 596,061
Assigned:					
General Fund	\$ 30,804	\$ -	\$ -	\$ -	\$ 30,804
Street Fund	-	-	-	152,667	152,667
Affordable Housing	-	-	-	513,572	513,572
GO Bond Fund	-	-	-	4,050	4,050
Construction Fund	-	-	4,139,632	-	4,139,632
Total Assigned	\$ 30,804	\$ -	\$ 4,139,632	\$ 670,288	\$ 4,840,725
Unassigned:					
General Fund	\$ 25,357,545	\$ -	\$ -	\$ -	\$ 25,357,545
Total Unassigned	\$ 25,357,545	\$ -	\$ -	\$ -	\$ 25,357,545
Total Fund Balance	\$ 25,843,470	\$ -	\$ 6,357,906	\$ 7,902,371	\$ 40,103,746

General fund stabilization policy: The City Council passed, via resolution, a general fund stabilization policy in the form of an emergency reserve. This reserve is included in the general fund unassigned balance above.

The emergency reserve was funded with general fund property sales and available fund balance and has a balance of \$1,020,446 on December 31, 2023. The reserve was set up to provide for unexpected emergencies not reasonably accommodated in the current budget. Items specifically allowed for expenditure of emergency reserve funds are as follows:

- Major financial losses caused by fire, flood, explosion, storm, earthquake, terrorism, or similar incident.
- Immediate preservation of order or public health, or restoration of public property which has been destroyed.
- Payment of claims for personal injuries or property damage not covered by insurance.

- Mandatory expenditures required by law enacted since the previous budget was adopted.

Expenditures from the emergency reserve require a vote of not less than five City Council members or a unanimous quorum.

Minimum fund balance policy. In addition to the general fund stabilization arrangement set up as the emergency reserve, in 2022 the City Council reaffirmed, via resolution, a general fund minimum fund balance policy. This updated policy is defined as 25% of general fund ongoing revenues. The resulting minimum fund balance must exclude any funds held in reserve or otherwise committed. On December 31, 2023 and 2022, the City-Council-specified goal was \$6,883,167 and \$5,604,551, respectively. The unassigned general fund balance on December 31, 2023 and 2022, was \$25,357,545 and \$23,887,872, or \$18,474,378 and \$18,283,321 after reserves.

G. Deficit Unrestricted Net Position

As a result of pension-related debt the building and development services fund had a deficit unrestricted net position of \$(546,050) on December 31, 2023. City management expects this deficit to continue into the foreseeable future; the City transfers only enough general fund cash into the fund to offset expenses not covered through user fees, current payables, and accruals. At this time, the fund's cash position is sufficient to cover the current costs related to the fund's operations.

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

There have been no material violations of finance-related legal or contractual provisions.

NOTE 3 – DEPOSITS AND INVESTMENTS

A. Deposits

The City's deposits are entirely covered by the Federal Deposit Insurance Corporation or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission.

B. Investments

All surplus cash is invested in accordance with an investment policy approved by the City Council. It is the City's policy to pool all available cash for investment purposes, not required to be kept separate. The interest earned on these investments is prorated to the City's funds. Washington State law limits the type of City's investments. Allowable investments include U.S. government obligations, state and local government obligations, certificate of Deposits with qualified Washington State financial institutions, and Washington State and local government investment pools. At year-end 2023, all City funds were invested in short-term cash equivalent investments in the Washington State Treasurer's Local Government Investment Pool (LGIP) or the Kitsap County Treasurer's Investment Pool (KCTIP). These funds are reported at amortized cost and accounted for at current market values monthly by those entities. The City's position in the pools is the same as the value of the shares. None of these pools limit or restrict withdrawals except the KCTIP, which requires one day's notice.

The LGIP is managed and operated solely by the Washington State Treasurer. The pool is not rated by any financial rating agency, nor is it registered with the Securities and Exchange Commission. Rather, oversight is provided by the State Finance Committee in accordance with RCW 43.250. Participation in the pool is voluntary. The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

The KCTIP is managed and operated solely by the Kitsap County Treasurer and is neither registered with the SEC nor rated by financial rating agencies. It includes participating funds of the County, local governmental entities where the County Treasurer serves as ex-officio treasurer, and cities located within the county. Participation in the pool is voluntary. The pool's investments are those allowed by the Kitsap County Investment Policy and include savings accounts, CD's, and securities. Pool oversight comes from the Kitsap County Finance Committee. The committee

consists of the County Treasurer, the County Auditor, and the Chair of the Board of County Commissioners. The committee approves the KCTIP investment policy.

On the City's *balance sheet*, these pool investments are considered cash equivalents because they can be withdrawn with one day's notice. As a matter of policy, the City does not use reverse repurchase agreements (because of the difficulty in perfecting collateral) and does not invest in derivatives (because of the difficulty in assessing risk). On December 31, 2023, the City held the following investments (at amortized cost) and cash deposits:

Short-term investment held in the Washington State Treasurer's Investment Pool	\$ 52,003,601
Short-term investment held in the Kitsap County Treasurer's Investment Pool	10,697,968
Total Investments	\$ 62,701,569
Cash on hand and on deposit at Umpqua Bank	1,010,092
Total cash and cash equivalents as reported on the financial statements	\$ 63,711,661

It is currently the City's policy to mitigate investment risk, including credit, custodial, concentration of credit, interest rate, and foreign currency risk, by investing only in the Washington State or Kitsap County investment pools or in a pool collateralized by the Washington State Public Deposit Protection Commission.

When not investing in pools, it is the City's policy to require (a) delivery versus payment to ensure securities are deposited in an eligible custodial account prior to release of funds, and (b) that all securities will be held in the City's name by an independent third-party custodian selected by the City.

NOTE 4 – PROPERTY TAXES

Under State law, the City may levy up to \$3.60 per \$1,000 of assessed property valuation for general governmental services; however, that amount is reduced by the Kitsap Regional Library and Bainbridge Island Fire District regular non-voted levies. The Library District may levy up to \$.50 and the Fire District up to \$1.50 per \$1,000 of assessed valuation resulting in a potential City levy limit of \$1.60 per \$1,000. The Library and Fire District's actual 2023 levy rates were \$.28 and \$.58, respectively.

In addition to the preceding limit, RCW 84.55.010 also limits the growth of regular property taxes to the lesser of 1% per year or the increase in the Implicit Price Deflator (IPD). If the IPD increase is less than 1%, the City may still increase the levy up to the 1% limit by passing an ordinance demonstrating a substantial need for the increase. If assessed valuations increase by more than 1%, the levy rate is reduced. Amounts above the limit are allowed for increases in the assessed value of new construction, improvements to property, and state-assessed property. The limit may also be exceeded by a simple majority of the voters.

A secondary limitation on property tax increases is imposed by Article 7 of the Washington State Constitution. This article limits the total regular property taxes to 1% of assessed valuation or \$10 per \$1,000 of assessed value. If the combined taxes of all districts exceed this amount, each levy is proportionally reduced until the total is at or below the 1% limit.

The Kitsap County Assessor assesses all property in the County and the Kitsap County Treasurer, acting as the City's agent, collects property taxes. Collections are distributed after the end of each month. Taxes are levied and become an enforceable lien on January 1 of each year, and tax statements are mailed in mid-February. The first of two equal installments is due April 30 and the second October 31. By May 31 of each year, the assessed value for the next year's levy is established at 100% of market value.

NOTE 5 – CAPITAL ASSETS

A. Capital Assets

Capital asset activity for the year ended December 31, 2023, was as follows:

Governmental Activities	Beginning Balance 01/01/2023	Increases	Decreases	Ending Balance 12/31/2023
-------------------------	---------------------------------	-----------	-----------	------------------------------

Capital Assets not depreciated:				
Land	\$ 58,313,867	\$ 162,563	\$ -	\$ 58,476,430
Construction In Progress	15,731,139	9,128,719	(2,118,746)	22,741,112
Development Rights (Intangible)	1,198,565	-	-	1,198,565
Total Capital Assets not depreciated	\$ 75,243,570	\$ 9,291,282	\$ (2,118,746)	\$ 82,416,107
Capital Assets, Depreciable:				
Buildings	\$ 16,524,384	\$ -	\$ -	\$ 16,524,384
Machinery and Equipment	9,809,462	328,730	-	10,138,192
Infrastructure	61,992,990	1,790,017	-	63,783,007
Leased asset right to use	113,548	-	(113,548)	-
Total Capital Assets, depreciable	\$ 88,440,384	\$ 2,118,746	\$ (113,548)	\$ 90,445,583
Less Accumulated Depreciation for:				
Buildings	\$ (9,736,707)	\$ (427,175)	\$ -	\$ (10,163,882)
Machinery and Equipment	(7,432,749)	(480,738)	-	(7,913,487)
Infrastructure	(32,707,782)	(2,079,735)	-	(34,787,517)
Leased asset right to use	(54,503)	-	54,503	-
Total Accumulated Depreciation	\$ (49,931,741)	* \$ (2,987,648)	\$ 54,503	\$ (52,864,886)
Total Capital Assets, depreciable, net	\$ 38,508,643	\$ (868,901)	\$ (59,045)	\$ 37,580,697
Total Governmental Activities Capital Assets, net	\$ 113,752,214	\$ 8,422,381	\$ (2,177,791)	\$ 119,996,804
Business-Type Activities	Beginning Balance 01/01/2023	Increases	Decreases	Ending Balance 12/31/2023
Capital Assets not depreciated:				
Land	\$ 1,796,865	\$ -	\$ -	\$ 1,796,865
Construction In Progress	3,322,221	3,009,570		6,331,791
Total Capital Assets not depreciated	\$ 5,119,086	\$ 3,009,570	\$ -	\$ 8,128,656
Capital Assets, depreciable:				
Buildings	\$ 54,728	\$ -	\$ -	\$ 54,728
Computer Software	32,365	-	-	32,365
Machinery and Equipment	1,145,640	-	-	1,145,640
Infrastructure	70,317,838	205,329	-	70,523,167
Total Capital Assets, depreciable	\$ 71,550,571	\$ 205,329	\$ -	\$ 71,755,900
Less accumulated depreciation for:				
Buildings	\$ (19,877)	\$ (1,150)	\$ -	\$ (21,026)
Computer Software	(32,365)	-	-	(32,365)
Machinery and Equipment	(468,111)	(50,003)	-	(518,115)
Infrastructure	(29,764,018)	(1,495,996)	-	(31,260,014)
Total Accumulated Depreciation	\$ (30,284,371)	\$ (1,547,149)	\$ -	\$ (31,831,520)
Total Capital Assets, depreciable, net	\$ 41,266,200	\$ (1,341,820)	\$ -	\$ 39,924,380

Total Business-Type Activities	\$ 46,385,286	\$ 1,667,750	\$ -	\$ 48,053,037
Capital Assets, net				

2023 depreciation expense was charged to the functions of the city as follows:

Governmental Activities	2023	2022
General Government	\$ 355,029	\$ 338,316
Judicial	-	54,503
Public Safety	170,486	164,163
Physical Environment	108,902	108,902
Transportation	1,836,019	1,778,739
Health and Human Services	8,673	8,673
Culture and Recreation	498,926	499,444
Total Depreciation - Governmental Activities	* \$ 2,978,034	\$ 2,952,740

Business-Type Activities	2023	2022
Water Utility	\$ 361,652	\$ 361,505
Sewer Utility	975,198	975,197
Storm and Surface Water Management Utility	210,299	210,299
Total Depreciation - Business-Type Activities	\$ 1,547,149	\$ 1,547,001

* The change in governmental activities accumulated depreciation includes an adjustment of \$9,614 in the City's internal service fund.

B. Construction Commitments

On December 31, 2023, the City had contractual construction commitments of \$16,197,199 to construct a new water tank near the high school. Project completion is anticipated in 2025. Nothing had been spent on this commitment at December 31, 2023.

NOTE 6 – PENSION PLANS

The following table represents the aggregate pension amounts for all plans for the year 2023:

Aggregate Pension Amounts – All Plans	
Pension liabilities	\$ (1,244,500)
Pension assets	\$ 4,662,174
Deferred outflows of resources	\$ 3,613,730
Deferred inflows of resources	\$ (2,338,384)
Pension expense/expenditures	\$ (402,098)

State Sponsored Pension Plans

Substantially all City full-time and qualifying part-time employees participate in one of the following statewide retirement systems administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan.

The DRS ACFR may also be downloaded from the DRS website at www.drs.wa.gov.

Public Employees' Retirement System (PERS)

PERS members include elected officials; state employees; employees of local governments; and higher education employees not participating in higher education retirement programs.

PERS is composed of and reported as three separate plans for accounting purposes. Plan 1, Plan 2/3, and Plan 3. Plan 1 accounts for the defined benefits of Plan 1 members. Plan 2/3 accounts for the defined benefits of Plan 2 members and the defined benefit portion of benefits for Plan 3 members. Plan 3 accounts for the defined contribution portion of benefits for Plan 3 members. Although employees can be a member of only Plan 2 or Plan 3, the defined benefits of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of Plan 2/3 may legally be used to pay the defined benefits of any Plan 2 or Plan 3 members or beneficiaries.

PERS Plan 1 provides retirement, disability, and death benefits. Retirement benefits are determined as 2% of the member's average final compensation (AFC) times the member's years of service. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. PERS Plan 1 retirement benefits are actuarially reduced if a survivor benefit is chosen. Members retiring from active status prior to the age of 65 may also receive actuarially reduced benefits. Other benefits include an optional cost-of-living adjustment (COLA). PERS 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

Contributions

The PERS Plan 1 member contribution rate is established by State statute at 6%. The employer contribution rate is developed by the Office of the State Actuary, adopted by the Pension Funding Council and is subject to change by the legislature. The PERS Plan 1 required contribution rates (expressed as a percentage of covered payroll) for 2023 were as follows:

PERS Plan 1		
Actual Contribution Rates	Employer	Employee*
January – June:		
PERS Plan 1	6.36%	6.00%
PERS Plan 1 UAAL	3.85%	0.00%
Administrative Fee	0.18%	0.00%
Total	10.39%	6.00%
July – August:		
PERS Plan 1	6.36%	6.00%
PERS Plan 1 UAAL	2.85%	0.00%
Administrative Fee	0.18%	0.00%
Total	9.39%	6.00%
September – December:		
PERS Plan 1	6.36%	6.00%
PERS Plan 1 UAAL	2.97%	0.00%
Administrative Fee	0.20%	0.00%
Total	9.53%	6.00%

* For employees participating in IBM, the contribution rate was 12.26%.

PERS Plan 2/3 provides retirement, disability, and death benefits. Retirement benefits are determined as 2% of the member's AFC times the member's years of service for Plan 2 and 1% of AFC for Plan 3. The AFC is the average of the member's 60 highest-paid consecutive service months. Members are eligible for retirement with a full benefit at 65 with at least five years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65. PERS Plan 2/3 retirement benefits are actuarially reduced if a survivor benefit is chosen. Other PERS Plan 2/3 benefits include a COLA based on the CPI, capped at 3% annually. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after ten years of service; or after five years of service if 12 months of that service are earned after age 44.

PERS Plan 3 defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. Members are eligible to withdraw their defined contributions upon separation. Members have multiple withdrawal options, including purchase of an annuity. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

Contributions

The PERS Plan 2/3 employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2 and the defined benefit portion of Plan 3. The rates are adopted by the Pension Funding Council and are subject to change by the Legislature. The employer rate includes a component addressing the PERS Plan 1 Unfunded Actuarial Accrued Liability (UAAL).

As established by Chapter 41.34 RCW, Plan 3 defined contribution rates are set at a minimum of 5% and a maximum of 15%. PERS Plan 3 members choose their contribution rate from six options when joining membership and can change rates only when changing employers. Employers do not contribute to the defined contribution benefits.

The PERS Plan 2/3 defined benefit required contribution rates (expressed as a percentage of covered payroll) for 2023 were as follows:

PERS Plan 2/3			
Actual Contribution Rates:	Employer 2/3	Employee 2*	Employee 3**
January – June:			
PERS Plan 2/3	6.36%	6.36%	Varies
PERS Plan 1 UAAL	3.85%	0.00%	
Administrative Fee	0.18%	0.00%	
Total	10.39%	6.36%	
July – August:			
PERS Plan 2/3	6.36%	6.36%	Varies
PERS Plan 1 UAAL	2.85%	0.00%	
Administrative Fee	0.18%	0.00%	
Total	9.39%	6.36%	
September – December:			
PERS Plan 2/3	6.36%	6.36%	Varies
PERS Plan 1 UAAL	2.97%	0.00%	
Administrative Fee	0.20%	0.00%	
Total	9.53%	6.36%	

* For employees participating in IBM, the contribution rate was 15.90%.

** For employees participating in IBM, the contribution rate was 7.50%.

The City's actual PERS plan contributions were \$341,811 to PERS Plan 1 and \$630,037 to PERS Plan 2/3 for the year ended December 31, 2023.

Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF)

LEOFF was established in 1970, and its retirement benefit provisions are contained in Chapter 41.26 RCW. LEOFF membership includes all the state's full-time, fully compensated, local law enforcement commissioned officers, fire fighters and, as of July 24, 2005, emergency medical technicians.

LEOFF Plan 1 provides retirement, disability, and death benefits. Retirement benefits are determined per year of service calculated as a percent of final average salary (FAS) as follows:

- 20+ years of service – 2.0% of FAS
- 10-19 years of service – 1.5% of FAS
- 5-9 years of service – 1.0% of FAS

The FAS is the basic monthly salary received at the time of retirement, provided a member has held the same position or rank for 12 months preceding the date of retirement. Otherwise, it is the average of the highest-paid consecutive 24 months within the last ten years of service. Members are eligible for retirement with five years of service at the age of 50. Other benefits include periodic COLA. LEOFF 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

Contributions

Starting on July 1, 2000, LEOFF Plan 1 employers and employees contribute 0%, as long as the plan remains fully funded. The LEOFF Plan 1 had no required employer or employee contributions for fiscal year 2023. Employers paid only the administrative expense of 0.20% of covered payroll.

LEOFF Plan 2 provides retirement, disability, and death benefits. Retirement benefits are determined as 2% of the FAS per year of service (the FAS is based on the highest-paid consecutive 60 months). Members are eligible for retirement with a full benefit at 53 with at least five years of service credit. Members who retire prior to the age of 53 receive reduced benefits. If the member has at least 20 years of service and is age 50 – 52, the reduction is 3% for each year prior to age 53. Otherwise, the benefits are actuarially reduced for each year prior to age 53. LEOFF 2 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other benefits include a COLA (based on the CPI), capped at 3% annually. LEOFF 2 members are vested after the completion of five years of eligible service.

Contributions

The LEOFF Plan 2 employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2. The rates are adopted by the LEOFF Plan 2 Retirement Board and are subject to change by the Legislature.

Effective July 1, 2017, when a LEOFF employer charges a fee or recovers costs for services rendered by a LEOFF 2 member to a non-LEOFF employer, the LEOFF employer must cover both the employer and state contributions on the LEOFF 2 basic salary earned for those services. The state contribution rate (expressed as a percentage of covered payroll) was 3.41% in 2023.

The LEOFF Plan 2 required contribution rates (expressed as a percentage of covered payroll) for 2023 were as follows:

LEOFF Plan 2		
Actual Contribution Rates:	Employer	Employee
January – August		
State and local governments	5.12%	8.53%
Administrative Fee	0.18%	0.00%
Total	5.30%	8.53%
Ports and Universities	8.53%	8.53%
Administrative Fee	0.18%	0.00%
Total	8.71%	8.53%
September – December		

State and local governments	5.12%	8.53%
Administrative Fee	.020%	0.00%
Total	5.32%	8.53%
Ports and Universities	8.53%	8.53%
Administrative Fee	0.20%	0.00%
Total	8.73%	8.53%

The City's actual contributions to the plan were \$160,268 for the year ended December 31, 2023.

The Legislature, by means of a special funding arrangement, appropriates money from the state General Fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Office of the State Actuary and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute. For the state fiscal year ending June 30, 2023, the state contributed \$87,966,142 to LEOFF Plan 2. The amount recognized by the City as its proportionate share of this amount is \$101,471.

Actuarial Assumptions

The total pension liability (TPL) for each of the DRS plans was determined using the most recent actuarial valuation completed in 2023 with a valuation date of June 30, 2022. The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary's (OSA) 2013-2018 Demographic Experience Study and the 2021 Economic Experience Study.

Additional assumptions for subsequent events and law changes are current as of the 2022 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2023. Plan liabilities were rolled forward from June 30, 2022, to June 30, 2023, reflecting each plan's normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

- Inflation: 2.75% total economic inflation; 3.25% salary inflation
- Salary increases: In addition to the base 3.25% salary inflation assumption, salaries are also expected to grow by promotions and longevity.
- Investment rate of return: 7.00%

Mortality rates were developed using the Society of Actuaries' Pub. H-2010 mortality rates, which vary by member status (e.g. active, retiree, or survivor), as the base table. OSA applied age offsets for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries, to project mortality rates for every year after the 2010 base table. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout their lifetime.

Methods did not change from the prior contribution rate setting June 30, 2021, Actuarial Valuation Report (AVR). OSA did make an assumption change to adjust TRS Plan 1 assets, LEOFF Plan 1/2 assets, and LEOFF participant data to reflect certain material changes occurring after the June 30, 2022, measurement date.

Discount Rate

The discount rate used to measure the total pension liability for all DRS plans was 7.0%.

To determine that rate, an asset sufficiency test was completed to test whether each pension plan's fiduciary net position was sufficient to make all projected future benefit payments for current plan members. Based on OSA's assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.0% was used to determine the total liability.

Long-Term Expected Rate of Return

The long-term expected rate of return on the DRS pension plan investments of 7.0% was determined using a building-block method. In selecting this assumption, OSA reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMAs) and simulated expected investment returns provided by the Washington State Investment Board (WSIB). The WSIB uses the CMA's and their target asset allocation to simulate future investment returns at various future times.

Estimated Rates of Return by Asset Class

The table below summarizes the best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2023. The inflation component used to create the table is 2.2% and represents the WSIB's most recent long-term estimate of broad economic inflation.

Asset Class	Target Allocation	% Long-Term Expected Real Rate of Return Arithmetic
Fixed Income	20%	1.5%
Tangible Assets	7%	4.7%
Real Estate	18%	5.4%
Global Equity	32%	5.9%
Private Equity	23%	8.9%
	100%	

Sensitivity of Net Pension Liability/(Asset)

The table below presents the City's proportionate share of the net pension liability calculated using the discount rate of 7%, as well as what the (city/county/district's) proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6%) or 1-percentage point higher (8%) than the current rate.

	1% Decrease (6%)	Current Discount Rate (7%)	1% Increase (8%)
PERS 1	\$ 1,738,660	\$ 1,244,500	\$ 813,214
PERS 2/3	\$ 3,042,499	\$ (2,797,392)	\$ (7,595,232)
LEOFF 1	\$ (156,274)	\$ (176,241)	\$ (193,556)
LEOFF 2	\$ 279,577	\$ (1,688,541)	\$ (3,299,276)

Pension Plan Fiduciary Net Position

Detailed information about the State's pension plans' fiduciary net position is available in the separately issued DRS financial report.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

On June 30, 2023, the City reported its proportionate share of the net pension liabilities as follows:

	Liability (or Asset)
PERS 1	\$ 1,244,500
PERS 2/3	\$ (2,797,392)
LEOFF 1	\$ (176,241)
LEOFF 2	\$ (1,688,541)

The amount of the assets reported above for LEOFF Plans 1 and 2 reflects a reduction for State pension support provided to the City. The amount recognized by the City as its proportionate share of the net pension asset, the related State support, and the total portion of the net pension asset that was associated with the City were as follows:

	LEOFF 1 Asset	LEOFF 2 Asset
City's proportionate share	\$ (176,241)	\$ (1,688,541)
State's proportionate share of the net pension asset associated with the City	(1,192,092)	(1,078,285)
Total	\$ (1,368,333)	\$ (2,766,826)

On June 30, the City's proportionate share of the collective net pension liabilities was as follows:

	Proportionate Share 6/30/22	Proportionate Share 6/30/23	Change in Proportion
PERS 1	0.054732%	0.054518%	(0.000214) %
PERS 2/3	0.068182%	0.068251%	0.000069 %
LEOFF 1	0.005795%	0.005938%	0.000143 %
LEOFF 2	0.061348%	0.070397%	0.009049 %

Employer contribution transmittals received and processed by the DRS for each fiscal year ending June 30, 2023, are used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in the *Schedules of Employer and Non-Employer Allocations* for all plans except LEOFF 1.

LEOFF Plan 1 allocation percentages are based on the total historical employer contributions to LEOFF 1 from 1971 through 2000 and the retirement benefit payments in fiscal year 2023. Historical data was obtained from a 2011 study by the Office of the State Actuary (OSA). The State of Washington contributed 87.12% of LEOFF 1 employer contributions and all other employers contributed the remaining 12.88% of employer contributions. LEOFF 1 is fully funded with no further employer contributions required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. The allocation method the plan chose reflects the projected long-term contribution effort based on historical data.

In fiscal year 2023, the State of Washington contributed 39% of LEOFF 2 employer contributions pursuant to RCW 41.26.725, and all other employers contributed the remaining 61% of employer contributions.

Pension Expense

For the year ended December 31, 2023, the City recognized pension expense as follows:

	Pension Expense
PERS 1	\$ (20,114)
PERS 2/3	(338,574)
LEOFF 1	(19,076)
LEOFF 2	(24,334)
Total	\$ (402,098)

Deferred Outflows of Resources and Deferred Inflows of Resources

On December 31, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PERS 1	Deferred Outflows of Resources	Deferred Inflows of Resources
--------	--------------------------------	-------------------------------

Differences between expected and actual experience	\$ -	\$ -
Net difference between projected and actual investment earnings on pension plan investments	-	(140,385)
Changes of assumptions	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	-	-
Contributions subsequent to the measurement date	156,503	-
Total	\$ 156,503	\$ (140,385)

PERS 2/3	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 569,826	\$ (31,255)
Net difference between projected and actual investment earnings on pension plan investments	-	(1,054,226)
Changes of assumptions	1,174,442	(255,982)
Changes in proportion and differences between contributions and proportionate share of contributions	29,309	(66,479)
Contributions subsequent to the measurement date	329,050	-
Total	\$ 2,102,627	\$ (1,407,943)

LEOFF 1	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ -
Net difference between projected and actual investment earnings on pension plan investments	-	(11,686)
Changes of assumptions	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	-	-
Contributions subsequent to the measurement date	-	-
Total	\$ -	\$ (11,686)

LEOFF 2	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 689,721	\$ (13,892)
Net difference between projected and actual investment earnings on pension plan investments	-	(357,292)
Changes of assumptions	431,332	(138,700)
Changes in proportion and differences between contributions and proportionate share of contributions	154,120	(268,486)

Contributions subsequent to the measurement date	79,429	-
Total	\$ 1,354,601	\$ (778,370)

Deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	PERS 1
2024	\$ (95,512)
2025	(120,118)
2026	74,063
2027	1,182
2028	-
Thereafter	-
Total	\$ (140,385)

Year ended December 31:	PERS 2/3
2024	\$ (505,678)
2025	(622,230)
2026	857,841
2027	310,043
2028	313,429
Thereafter	12,228
Total	\$ (365,634)

Year ended December 31:	LEOFF 1
2024	\$ (8,013)
2025	(10,055)
2026	6,237
2027	144
2028	-
Thereafter	-
Total	\$ (11,686)

Year ended December 31:	LEOFF 2
2024	\$ (152,672)
2025	(210,370)
2026	298,052
2027	100,456
2028	113,016
Thereafter	348,320
Total	\$ 496,803

NOTE 7 – RISK MANAGEMENT

The City is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created to provide a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. WCIA has a total of 169 members.

New WCIA members initially contract for a three-year term, and thereafter automatically renew annually. Membership termination requires a one-year notice. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million above the self-insured layer through reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

All members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security and privacy, event management, and cyber extortion, with limits up to \$1 million and subject to member deductibles, sublimits, and a \$5 million pool aggregate. Premises pollution liability provides members with a \$2 million incident limit and \$10 million pool aggregate subject to a \$100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$1,000,000 for all perils other than flood and earthquake and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

WCIA in-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who pay annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance, and administrative expenses. As outlined in the interlocal agreement, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments. These financial instruments comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day-to-day operations of WCIA.

During the three years ending December 31, 2023, there were no material settlements not fully covered by insurance.

NOTE 8 – LONG-TERM LIABILITIES

The City has issued general obligation bonds to finance the purchase, acquisition, and/or construction of general City facilities, parks and open space, streets and roads, water systems, sewer systems, and storm drainage systems. Bonded indebtedness has also been entered into for advance refunding of certain general obligation bonds. General obligation bonds have been issued for both governmental and business-type activities and are being repaid from the applicable resources.

During 2023 the City was awarded a \$9,595,000 low interest federal Environmental Protection Agency loan through the Washington State Department of Health. This is in addition to \$14,623,381 in low interest state and federal loans awarded in 2022. Loan proceeds will be used to fund construction of a water tank, water line extensions, and sewer line upgrades. At year-end 2023 \$22,763,598 was still available to draw on these loans. More information on these loans is shown in the table below.

Two of the City's Washington State Public Works Trust Fund (PWTF) loans are designated as revenue debt and another as LID debt. All four of the City's Washington State Department of Health (DOH) Drinking Water State Revolving Fund (DWSRF) loans are designated as revenue debt. All these debt instruments pledge specific revenue for the repayment of the related debt, although there are no pledged debt coverage requirements. In addition, these debt instruments have an additional general pledge of City revenues in the event insufficient resources are available to fully repay the debt. See Note 1.F.2. — Receivables, for information on delinquent LID special assessment receivables.

Long-Term debt reported on the statements of net position on December 31, 2023, is comprised of the following:

Type of Debt or Long-Term Liability	Governmental Activities	Business-Type Activities
Limited Tax General Obligation Bonds	\$ 7,785,000	\$ 2,165,000
Limited Tax General Obligation Long-Term Debt	118,323	636,363
Revenue Obligation Long-Term Debt	-	3,575,358
Local Improvement District Obligation Long-Term Debt	-	297,500
Long-Term Debt analyzed in this Note below	7,903,323	6,674,221
Other Components of Long-Term Liabilities:		
Other Post-Employment Benefits - See Note No. 15	1,235,005	-
Net Pension Liability - See Note No. 6	705,850	538,654
Compensated Absences - See Note No. 1.F.11	815,499	532,038
Landfill Post-Closure Care Costs - See Note No. 10	388,878	-
Unamortized Bond Discounts and Premiums	819,600	-
Total Long-Term Liabilities reported on the Statement of Net Position	\$ 11,868,155	\$ 7,744,913

General Obligation Bonds outstanding are as follows:

Purpose/Original Issue Amount/Bond	Interest Rates	Governmental Activities	Business-Type Activities
Sewer Plant Refunding/\$3,040,000/LTGO 2021	2.00 - 4.00%	\$ -	\$ 2,165,000
Police-Court Facility & Refunding/\$9,990,000/LTGO 2019	3.00 - 5.00%	7,785,000	-
Total General Obligation Bonds		\$ 7,785,000	\$ 2,165,000

The annual debt service requirements to maturity for General Obligation Bonds are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2024	\$ 620,000	\$ 280,450	\$ 295,000	\$ 24,681
2025	645,000	252,500	305,000	21,318
2026	660,000	223,750	305,000	17,841
2027	700,000	193,750	310,000	14,364
2028	455,000	167,800	315,000	10,830
2029-2033	1,945,000	600,150	635,000	10,887
2034-2038	2,265,000	282,150	-	-
2039	495,000	14,850	-	-
Total	\$ 7,785,000	\$ 2,015,400	\$ 2,165,000	\$ 99,921

Other General Obligation Long-Term Debt outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan - Emergency Street Repairs/\$449,632	3.00%	\$ 118,323	\$ -
PWTF Loan - Storm Drain Decant Facility Design/\$179,025	0.50%	-	9,546
PWTF Loan - Sewage Treatment Plant Design/\$389,215	0.50%	-	21,084
PWTF Loan - Storm Drain Decant Facility Constr./\$782,000	0.50%	-	82,314
PWTF Loan - Sewage Treatment Plant Construction Loan #1/\$3,618,000	0.50%	-	421,249
PWTF Loan - Eagle Harbor Sewer Beach Mains Design/\$383,542	0.50%	-	102,171
Total Other General Obligation Debt		\$ 118,323	\$ 636,363

The annual debt service requirements to maturity for Other General Obligation Debt are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2024	\$ 23,665	\$ 3,550	\$ 302,848	\$ 3,182
2025	23,665	2,840	272,215	1,668
2026	23,665	2,130	20,433	307
2027	23,665	1,420	20,433	204
2028	23,664	710	20,433	102
Total	\$ 118,323	\$ 10,649	\$ 636,362	\$ 5,462

Revenue Obligation Long-Term Debt outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan - Sewage Treatment Plant Construction Loan #2/\$3,564,500	0.50%	\$ -	\$ 600,025
PWTF Loan - Eagle Harbor Sewer Beach Mains Construction/\$4,167,089	0.50%	-	1,669,792
PWTF Loan - Winslow Water Tank Construction Loan/\$4,500,000	0.94%	-	773,716
PWTF SSLW Loan - Eagle Harbor Sewer Complex Loan/\$2,500,000	0.94%	-	443,285
DOH DWSRF Loan - Water Tank Construction Loan/\$6,831,302	1.75%	-	88,541
Total Revenue Obligation Debt		\$ -	\$ 3,575,358

The annual debt service requirements to maturity for Revenue Obligation Debt are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2024	\$ -	\$ -	\$ 458,070	\$ 20,164
2025	-	-	458,070	17,978
2026	-	-	458,070	15,793

2027	-	-	258,062	13,607
2028	-	-	258,062	12,422
2029-2033	-	-	1,104,779	44,328
2034-2038	-	-	362,650	21,649
2039-2042	-	-	217,590	4,330
Total	\$ -	\$ -	\$ 3,575,355	\$ 150,271

Local Improvement District (LID) Obligation Long-Term Debt outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan - South Island Sewer Lines Construction/\$5,600,000	0.50%	\$ -	\$ 297,500
Total LID Obligation Debt		\$ -	\$ 297,500

The annual debt service requirements to maturity for LID Obligation Debt are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2024	\$ -	\$ -	\$ 297,500	\$ 1,488
Total	\$ -	\$ -	\$ 297,500	\$ 1,488

A. Changes in Long-Term Liabilities

During the year ending December 31, 2023, the following changes occurred in long-term liabilities:

	Beginning Balance Jan. 1, 2023	Additions	Reductions	Ending Balance Dec. 31, 2023	Due Within One Year
Governmental Activities:					
Unlimited Tax General Obligation Bonds	\$ 630,000	\$ -	\$ (630,000)	\$ -	\$ -
Limited Tax General Obligation Bonds	8,385,000	-	(600,000)	7,785,000	620,000
Local Improvement District Bonds	37,361	-	(37,361)	-	-
Unamortized Bond Discounts & Premiums	940,926	-	(121,326)	819,600	-
Total Bonds Payable	9,993,287	-	(1,388,687)	8,604,600	620,000
Loans from Other Gov'ts	141,988	-	(23,665)	118,323	23,665
Compensated Absences	706,415	1,039,786	(930,702)	815,499	556,585
Lease Liabilities	60,098	-	(60,098)	-	-
Net Pension Liability	859,336	-	(153,486)	705,850	-
Total OPEB Liability	1,190,346	82,421	(37,762)	1,235,005	-
Landfill Post-Closure Liability	323,931	64,946	-	388,877	-
Total Governmental Activity long-term liabilities	\$ 13,275,401	\$ 1,187,153	\$ (2,594,400)	\$ 11,868,154	\$ 1,200,250

Business-Type Activities:					
Limited Tax General Obligation Bonds	\$ 2,460,000	\$ -	\$ (295,000)	\$ 2,165,000	\$ 295,000
Loans from Other Gov'ts	4,985,677	563,673	(1,040,129)	4,509,221	1,057,452
Compensated Absences	477,677	518,164	(463,803)	532,038	359,740
Net Pension Liability	664,608	-	(125,954)	538,654	-
Total Business-Type Activity long-term liabilities	\$ 8,587,962	\$ 1,081,837	\$ (1,924,886)	\$ 7,744,913	\$ 1,712,192

Compensated absences and pension liabilities are expensed in all funds with labor costs: general, street, capital construction, water, sewer, storm and surface water management, and building and development services. Other post-employment benefits payable (OPEB) liabilities are expensed only in the general fund.

B. Federal Arbitrage Regulations

The Federal Tax Reform Act of 1986 requires tax-exempt debt issuers to pay the federal government any investment earnings where the yields exceed the issuer's borrowing rates. The liability is recorded at its present value and is payable every 5 years or 60 days after defeasance of debt. The City has tax-exempt debt susceptible to arbitrage liability but carefully monitors its investments to restrict earnings to a yield less than the bond issue. On December 31, 2023, the City had no arbitrage liability.

NOTE 9 – LEASES

Starting in 2022 the financial statements include adoption of GASB Statement No. 87 – Leases. Under this statement the lessee recognizes lease liability and an intangible right-to-use the leased asset and the lessor recognizes a lease receivable and a deferred inflow of resources. As the interest rates implicit in the City's leases are not readily determinable, the City utilizes its incremental borrowing rate to discount the lease payments.

A. Lessee Lease

As of December 31, 2023, the City had no significant lessee lease liability.

B. Lessor Lease

On December 31, 2023, Verizon Wireless had 105-months remaining on a lease for the use of a City water tank. The initial lease receivable was \$142,182. As of December 31, 2023, the lease receivable was \$117,241. Verizon Wireless is required to make monthly fixed payments of \$1,150 for 2023 with a 2.5% increase each year. The lease has an implicit interest rate of 0.7970%. The water tank's estimated useful life was 50 years as of January 1, 2023. As of December 31, 2023, the deferred inflow of resources was \$115,260, and the City recognized lease revenue of \$12,648 during the fiscal year. Verizon Wireless has two extension option(s), each for an additional five years.

Principal and Interest Expected to Maturity

Fiscal Year	Principal Payments	Interest Payments	Total Payments
2024	\$ 13,259	\$ 883	\$ 14,143
2025	13,720	776	14,496
2026	14,194	665	14,859
2027	14,680	550	15,230
2028	15,135	445	15,579
2029 - 2031	45,915	527	46,443

NOTE 10 – LANDFILL POST-CLOSURE CARE COSTS

In 2001, the City purchased the closed Vincent Road Landfill from Kitsap County. The landfill closed in 1977 and by the end of 2001, the City and County had completed Washington State Department of Ecology mandated environmental remedial actions for the site. The City maintains several monitoring wells on the site and is responsible, under State and federal laws, for future monitoring and maintenance costs through 2031. The City is also responsible for any remedial expenses that might arise should earlier remedial efforts fail. In 2010, the City sold a portion of the site to Bainbridge Disposal. The City retains most of the site as well as the related monitoring, maintenance, and potential future remediation expenses.

The landfill post-closure liability of \$388,878 on December 31, 2023, represents the estimated liability for all future post-closure costs as if those costs were performed in 2023. This estimate is subject to change each year due to inflation, technology, or regulations. Since the landfill is closed, actual post-closure care costs incurred each year are reported as a reduction in the post-closure liability. These costs for 2023 were \$144,912. This cost was offset by \$209,858 due to the annual re-estimation of total post-closure care for the remaining years the City is under obligation to monitor and maintain the closed landfill.

Because the landfill was closed prior to 1989, no assets are restricted to guarantee financial assurance for future costs based on the City's interpretation of the applicability of Washington Administrative Code 173-304-467.

NOTE 11 – CLAIMS, CONTINGENCIES, LITIGATION AND OTHER LIABILITIES

In the opinion of management, the City's insurance policies and/or self-insurance reserves are adequate to pay all known or pending claims, suits and other actions in which payment is considered probable (see Note 7 – Risk Management). Currently, there are no judgments against the City, and the City has no material contingent liabilities for which it does not also have insurance coverage. As a result, the City has no recorded contingent liabilities because management believes it is not probable payment will be required.

Several smaller suits not covered by the City's insurance have been filed against the City regarding land-use actions. These suits seek a revised land-use decision plus attorneys' costs. All other claims and suits are within the limits of the City's insurance.

There is no requirement to pay accumulated sick leave except as explained in Note 1.F.11. – Compensated Absences. However, sick or injured employees can draw on accumulated sick leave in the future. As of December 31, 2023 and 2022, the value of total accumulated sick leave was \$2,029,501 and \$1,835,952, respectively. Additionally, the City has a program encouraging employees to engage in healthy practices and rewarding them with time off. There is no requirement to pay out accumulated "wellness" time. The value of such time on December 31, 2023 and 2022, was \$14,733 and \$18,543, respectively.

The City participates in several State and federal assistance programs. These grants are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. The City management is not aware of any cause for disallowance and believes that such disallowances, if any, will not be material.

In 2004 and 2006, the City purchased several parcels collectively known as Pritchard Park. These parcels are in a U.S. Environmental Protection Agency designated superfund site. Prior to the purchase, the City entered into an agreement with the Federal Government for protection from liability for cleanup costs. This agreement was entered into under the authority of the Comprehensive Environmental Response, and Liability Act of 1980, 42 U.S.C. § 9601, et seq, as amended. Currently, all cleanup costs are paid by the Federal Government and/or the State of Washington. In addition, in 2006 and again in 2016, the City purchased a 10-year liability policy for protection against personal injury claims.

NOTE 12 – INTERFUND BALANCES AND TRANSACTIONS

A. Interfund Balances

The City had no interfund loans outstanding at fiscal year-end 2023.

B. Interfund transfers

Interfund transfers for the year ended December 31, 2023, were as follows:

	Transfer from General Fund	Transfer from Real Estate Excise Tax (REET) Fund	Transfer from Transportation Benefit Fund	Transfer from ARPA Fund	Transfer from Capital Construction Fund	Total	Purpose of Transfer
Disbursed To:							
General Fund	\$ -	\$ -	\$ -	\$ 28,984	\$ 111,160	\$ 140,144	Return of Unused Subsidy
Street Fund	1,013,630	100,000	500,000	-	-	1,613,630	Operating Subsidy
REET Fund	-	-	-	-	953	953	Return of Unused Subsidy
GO Bond Fund	-	935,175	-	-	-	935,175	Debt Service Subsidy
Capital Constr. Fund	4,554,470	1,313,979	877,258	-	-	6,745,706	Construction Subsidy
Water Fund	78,750	-	-	-	-	78,750	Tax Offset
Sewer Fund	126,000	-	-	-	-	126,000	Operating Subsidy
B&DS Fund	1,438,516	-	-	-	-	1,438,516	Operating Subsidy
Total	\$ 7,211,366	\$ 2,349,153	\$ 1,377,258	\$ 28,984	\$ 112,113	\$11,078,874	

As discussed in Note 1.C. – Measurement Focus, Basis of Accounting, and Financial Statement Presentation the City pays internal economic rent, internal utility taxes, internal development permits and internal sewer, water and storm, and surface water utility fees for various City facilities. The City chooses to treat these activities as external transactions.

The City does not split most of its tax receipts between funds; rather, it recognizes them in the general fund, certain special revenue funds and the general obligation bond fund (for voted bonds). As a result, the City routinely transfers money from the general and the certain special revenue funds to the street and building development services funds as operating subsidies, to the capital construction fund as capital construction support, and to the general obligation bond fund to pay for debt service. As shown above, these transfers are often significant.

Although the amounts above appear in the individual fund financial statements, certain transactions and related balances were eliminated for presentation in the consolidated government-wide *Statement of Activities* and *Statement of Net Position*.

NOTE 13 – RECEIVABLE AND PAYABLE BALANCES

A. Receivables

Receivables (net of amounts determined to be uncollectible) on December 31, 2023, were as follows:

	Accounts	Taxes	Special Assessments and Leases	Due from Other Governments or Non-profits	Total
Governmental Activities:					

General Government	\$ 118,269	\$ 2,225,732	\$ -	\$ 113,368	\$ 2,457,369
Transportation	580	227,974	-	49,025	277,579
Culture & Recreation	-	1,051	-	-	1,051
Judicial	38,224	-	-	-	38,224
Economic Environment	-	53,715	-	-	53,715
Health and Human Service	581,242	145,100	-	59,171	785,513
Total Governmental Activities	\$ 738,315	\$ 2,653,573	\$ -	\$ 221,564	\$ 3,613,451
Business-Type Activities:					
Water	\$ 10,183	\$ -	\$ 117,241	\$ -	\$ 127,424
Sewer	116,404	-	310,302	8,139	434,844
Storm & Surface Water	1,580	-	-	35,655	37,236
Total Business-Type Activities	\$ 128,167	\$ -	\$ 427,543	\$ 43,794	\$ 599,504

Taxes are not considered related to any activity and have been classified as General Government in this schedule except for a small portion specifically related to voter-approved, open-space bonds. At the fund accounting level, the City recognizes property taxes as revenue when they are levied and legally due. All other taxes are recognized at the government-wide reporting level when they are measurable and available.

B. Payables

Payables on December 31, 2023, were as follows:

	Vendors	Salaries and Benefits	Other	Total
Governmental Activities:				
General Government	\$ 366,256	\$ 135,947	\$ 26,000	\$ 528,203
Public Safety	923,515	222,357	-	1,145,873
Transportation	297,900	151,673	-	449,573
Culture and Recreation	20,406	8,175	-	28,581
Judicial	117,088	22,889	-	139,978
Physical Environment	95,908	38,422	-	134,330
Economic Environment	159,766	49,049	-	208,815
Health and Human Service	1,125	8,212	-	9,337
Total Governmental Activities	\$ 1,981,964	\$ 636,724	\$ 26,000	\$ 2,644,688
Business-Type Activities:				
Water	\$ 140,212	\$ 43,711	\$ 2,765	\$ 186,689
Sewer	399,896	57,955	10,249	468,100
Storm & Surface Water	193,969	55,288	268	249,524
Bldg. & Development Services	42,350	137,252	-	179,602
Total Business-Type Activities	\$ 776,427	\$ 294,206	\$ 13,282	\$ 1,083,915

NOTE 14 – SEGMENT INFORMATION

The City has neither revenue bonds nor revenue-backed debt outstanding for which full, detailed segment data is required to be provided in the basic financial statements. However, because the City has issued limited tax general obligation bonds backed by a pledge of the revenues of the City's wastewater treatment system, the following information is provided. In addition, the City's general obligation debt pledges all revenues from all sources.

The City's water utility provides domestic water, irrigation water, and fire flow water to roughly 2,820 customers, primarily in the historic Winslow area. Its sewer utility provides wastewater collection in the South Island and Lynwood Center areas to roughly 270 customers, and collection and treatment in the historic Winslow area to roughly 2,250 customers. Its storm and surface water management utility provides storm drainage facilities throughout the island as well as watershed protection and education. Development services consists of the land use approval and regulatory process for land use actions, while building services provides the regulatory process for building and related permits.

All segments are presented as major proprietary funds in the City's financial statements.

NOTE 15 – DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLANS

The City has no termination benefits other than the accrued compensated absences described in Note 1.F.11. – Compensated Absences and Note 8 – Long-Term Liabilities and as described below for the Law Enforcement Officers and Firefighters (LEOFF) retirement system for employees hired before October 1, 1977.

In addition to the pension benefits described in Note 6 – Pension Plans, the City provides certain post-employment health care benefits via a single employer defined benefit healthcare plan.

LEOFF 1 Retiree Medical Plan

Plan Description

As required by RCW 41.26, the City provides lifetime medical care for members of the Law Enforcement Officers and Firefighters (LEOFF) retirement system hired before October 1, 1977. This single employer defined benefit healthcare plan is administered by the City. The members' necessary hospital, medical, and nursing care expenses are covered by the City if not payable by worker's compensation, social security, insurance provided by another employer, other pension plan or other similar source. The City provides health coverage for LEOFF 1 eligible members through a separately purchased medical insurance plan. Under the authorization of the State LEOFF Disability Board, direct payment is made for most retiree medical expenses not covered by insurance or other sources. The plan covers retirees with disabilities as well as those retired after reaching the age requirement. As of December 31, 2023, the City's plan had two covered retirees separated from the City. Dental costs and dependents are not covered. The City's LEOFF 1 plan does not issue a publicly available financial report.

Funding Policy

Funding for LEOFF 1 retiree healthcare costs is provided entirely by the City as required by State statute. The City's funding policy is based upon pay-as-you-go financing requirements and there are no assets accumulated in a qualifying trust. Expenditures for post-retirement health care benefits are recognized as retirees report claims. During the year, expenditures of \$23,572 were recognized for post-retirement health care.

Total OPEB Liability

The City has elected to calculate the total OPEB liability using the alternative measurement method permitted by GASB Statement No. 75 for employers with plans that have fewer than 100 total plan members. The City's total OPEB liability of \$1,235,005 was measured as of June 30, 2023, and was determined using the entry age valuation method on that date.

Valuation Assumptions and Other Inputs

The total OPEB liability in the June 30, 2023, valuation was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified. Unless noted otherwise, assumptions and inputs are consistent with the 2020 LEOFF 1 OPEB Actuarial Valuation Report published by the Washington State Actuary's Office:

Discount Rate: 3.65%

Healthcare cost trend rates: The initial medical cost rate is approximately 4.5% and varies by year. Long-term care is 4.75%. Medicare Part B premiums are approximately 5% and vary by year.

The discount rate is based on the Bond Buyer General Obligation 20-Bond Municipal Index.

Mortality rates were based on the PubS.H-2010 (Public Safety) Blended 50%/50% Healthy/Disabled Table. Age setback is -1 year healthy and 0 years for disabled. Mortality improvements use MP-2017 long-term rates. The projection period is generational. The Medicare participation rate is 100%.

Sensitivity of the Total OPEB Liability

Healthcare Cost Trend Rate

The following presents the total OPEB liability of the City of Bainbridge Island calculated using the current healthcare cost trend rate noted above, as well as what the OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease (3.5%)	Current Healthcare Cost Trend Rate (4.5%)	1% Increase (5.5%)
Total OPEB Liability	\$ 1,101,042	\$ 1,235,005	\$ 1,391,118

Discount Rate

The following presents the total OPEB liability of the City of Bainbridge Island calculated using the current discount rate noted above, as well as what the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease (2.65%)	Current Discount Rate (3.65%)	1% Increase (4.65%)
Total OPEB Liability	\$ 1,400,670	\$ 1,235,005	\$ 1,096,156

Change in Total OPEB Liability

Balance at 6/30/2022	\$	1,190,346
Changes for the year:		
Interest Cost		41,476
Changes in Experience Data and Assumptions		40,945
Estimated Benefit Payments		(37,762)
Net changes		44,659
Balance at 6/30/2023	\$	1,235,005

Changes in expense data and assumptions reflect a change in the discount rate from 3.54% in 2022 to 3.65% in 2023.

Deferred outflows of resources of \$12,378 resulting from payments after the measurement date but before December 31, 2023, will be recognized as a reduction of the total OPEB liability in the next fiscal period rather than the current fiscal period.

NOTE 16 – ACCOUNTING CHANGES

New special revenue fund for affordable housing.

Prior to 2023 the affordable housing fund, although accounted for separately on the general ledger, was reported with the general fund. As part of the 2023-2024 biennial budget, the fund was split off from the general fund and reported as a special revenue fund. The fund accounts for several new tax revenues restricted to affordable housing. The 1/1/2023 affordable housing fund beginning fund balance was \$1,432,435 and the 12/31/2023 balance was \$2,462,901.

NOTE 17 – BLAKE DECISION

In February 2021 the Washington State Supreme Court issued an opinion in *State of Washington v. Blake*, declaring RCW 69.50.4013, Washington's simple possession of a controlled substance statute violates the due process clause of the state and federal constitution. Individuals convicted under the statute beginning in 1971 may be eligible to have their convictions vacated and/or be resentenced. All penalties, fines, and restitution (Legal Financial Obligations or LFO) imposed in connection with the simple possession convictions must be refunded.

Beginning in July 2023 the State Administrative Office of the Courts (AOC) assumed responsibility for processing and paying LFO refunds, rather than city and county courts. The Washington State legislature has provided ample funding for the City to process vacations and refund LFOs on behalf of the state, including funding in state's fiscal year 2023 and proviso language suggesting an ongoing state responsibility.

NOTE 18 – SUBSEQUENT EVENTS

A. Water Tank Replacement Project

The City has started construction of a replacement water tank near the high school. Current estimates put the total project at \$22.3 million. This will be the most expensive capital construction project in City history. 93% of the project is funded with low interest State and Federal loans.

B. National Opioid Settlement

In April 2024 the City signed a settlement participation agreement to obtain opioid settlement funds pursuant to the Janssen (Johnson and Johnson) opioid retailer settlement. The City's portion of this settlement is estimated at \$71,536. To date opioid settlements from both distributors and retailers total \$614,309.

C. Affordable Housing

In April 2024 the City demolished its old police station and the City Council authorized a Request for Qualifications for construction and management of a 64-unit affordable housing project on the site.

REQUIRED SUPPLEMENTARY INFORMATION

City of Bainbridge Island
Schedule of Changes in Total OPEB Liability and Related Ratios
City of Bainbridge Island Administered OPEB Plan
For the year ended June 30, 2023
Last 10 Fiscal Years *

	2023	2022	2021	2020	2019	2018
Total OPEB liability - beginning	\$ 1,190,346	\$ 1,329,594	\$ 1,454,995	\$ 1,236,856	\$ 1,212,886	\$ 1,251,132
Service cost	-	-	-	-	-	-
Interest	41,476	28,331	31,698	42,713	46,347	44,256
Changes in benefit terms	-	-	-	-	-	-
Differences between expected and actual experience	40,945	(131,452)	(115,518)	208,678	8,480	(52,368)
Changes of assumptions	-	-	-	-	-	-
Benefit payments	(37,762)	(36,127)	(41,581)	(33,252)	(30,857)	(30,134)
Other changes	-	-	-	-	-	-
Total OPEB liability - ending	<u>\$ 1,235,005</u>	<u>\$ 1,190,346</u>	<u>\$ 1,329,594</u>	<u>\$ 1,454,995</u>	<u>\$ 1,236,856</u>	<u>\$ 1,212,886</u>
Covered-employee payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total OPEB liability as a % of covered-employee payroll	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Notes to Schedule:

* Until a full 10-year trend is compiled, only information for those years available is presented.

There are no assets accumulated in a trust related to this OPEB plan that meet the criteria in paragraph 4 of GASB Statement No. 75.

There were no changes in assumptions during the measurement period.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island
Schedule of Proportionate Share of Net Pension Liability
Public Employees Retirement System Plan 1 (PERS 1)
As of June 30, 2023
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<u>The City's proportion of the net pension liability (asset)</u>	0.054518%	0.054732%	0.056936%	0.058554%	0.060728%	0.061315%	0.059776%	0.060413%	0.060591%	0.057710%
<u>The City's proportionate share of the net pension liability (asset)</u>	\$ 1,244,500	\$ 1,523,940	\$ 695,322	\$ 2,067,272	\$ 2,335,207	\$ 2,738,349	\$ 2,836,418	\$ 3,244,463	\$ 3,169,473	\$ 2,907,168
<u>Covered payroll</u>	\$ 9,957,698	\$ 8,676,835	\$ 8,523,425	\$ 8,670,078	\$ 8,336,161	\$ 7,983,671	\$ 7,378,058	\$ 7,093,980	\$ 6,812,867	\$ 6,234,704
<u>The City's proportionate share of the net pension liability as a percentage of payroll in PERS 1</u>	12.50%	17.56%	8.16%	23.84%	28.01%	34.30%	38.44%	45.74%	46.52%	46.63%
<u>Plan fiduciary net position as a percentage of the total pension liability</u>	80.16%	76.56%	88.74%	68.64%	67.12%	63.22%	61.24%	57.03%	59.10%	61.19%

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island
Schedule of Proportionate Share of Net Pension Liability
Public Employees Retirement Systems Plans 2 and 3 (PERS 2 and 3)
As of June 30, 2023
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<u>The City's proportion of the net pension liability (asset)</u>	0.068251%	0.068182%	0.070107%	0.073259%	0.075525%	0.075801%	0.074148%	0.074798%	0.075592%	0.071618%
<u>The City's proportionate share of the net pension liability (asset)</u>	\$ (2,797,392)	\$ (2,528,721)	\$ (6,983,785)	\$ 936,941	\$ 733,605	\$ 1,294,235	\$ 2,576,289	\$ 3,766,020	\$ 2,700,945	\$ 1,447,658
<u>Covered payroll</u>	\$ 9,849,253	\$ 8,528,905	\$ 8,385,298	\$ 8,540,618	\$ 8,209,384	\$ 7,861,509	\$ 7,261,956	\$ 6,983,641	\$ 6,707,406	\$ 6,131,610
<u>The City's proportionate share of the net pension liability as a percentage of payroll in PERS 2 and 3</u>	-28.40%	-29.65%	-83.29%	10.97%	8.94%	16.46%	35.48%	53.93%	40.27%	23.61%
<u>Plan fiduciary net position as a percentage of the total pension liability</u>	107.02%	106.73%	120.29%	97.22%	97.77%	95.77%	90.97%	85.82%	89.20%	93.29%

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island
Schedule of Proportionate Share of Net Pension Liability
Law Enforcement Officers and Fire Fighters Plan 1 (LEOFF 1)
As of June 30, 2023
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
The City's proportion of the net pension liability (asset)	0.005938%	0.005795%	0.005640%	0.005504%	0.005386%	0.005292%	0.005237%	0.005163%	0.005108%	0.005066%
The City's proportionate share of the net pension liability (asset)	\$ (176,241)	\$ (166,236)	\$ (193,202)	\$ (103,944)	\$ (106,460)	\$ (96,076)	\$ (79,457)	\$ (53,194)	\$ (61,563)	\$ (61,440)
State's proportionate share of the net pension liability (asset) associated with the City	\$ (1,192,092)	\$ (1,124,417)	\$ (1,306,811)	\$ (703,071)	\$ (720,095)	\$ (649,858)	\$ (537,444)	\$ (359,801)	\$ (416,411)	\$ (415,579)
TOTAL	\$ (1,368,333)	\$ (1,290,653)	\$ (1,500,013)	\$ (807,015)	\$ (826,555)	\$ (745,934)	\$ (616,901)	\$ (412,995)	\$ (477,974)	\$ (477,019)
Covered payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
The City's proportionate share of the net pension liability as a percentage of payroll in LEOFF 1	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Plan fiduciary net position as a percentage of the total pension liability	175.99%	169.62%	187.45%	146.88%	148.78%	144.42%	135.96%	123.74%	127.36%	126.91%

The City currently has no employees participating in LEOFF 1 and therefore has no payroll.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island
Schedule of Proportionate Share of Net Pension Liability
Law Enforcement Officers and Fire Fighters Plan 2 (LEOFF 2)
As of June 30, 2023
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
The City's proportion of the net pension liability (asset)	0.070397%	0.061348%	0.064500%	0.068320%	0.067875%	0.071125%	0.064740%	0.065121%	0.063719%	0.062773%
The City's proportionate share of the net pension liability (asset)	\$ (1,688,541)	\$ (1,667,253)	\$ (3,746,427)	\$ (1,393,628)	\$ (1,572,455)	\$ (1,443,993)	\$ (898,381)	\$ (378,763)	\$ (654,904)	\$ (833,025)
State's proportionate share of the net pension liability (asset) associated with the City	\$ (1,078,285)	\$ (1,080,010)	\$ (2,416,854)	\$ (891,120)	\$ (1,029,748)	\$ (934,958)	\$ (582,763)	\$ (246,926)	\$ (433,023)	\$ (544,283)
TOTAL	<u>\$ (2,766,826)</u>	<u>\$ (2,747,263)</u>	<u>\$ (6,163,281)</u>	<u>\$ (2,284,748)</u>	<u>\$ (2,602,203)</u>	<u>\$ (2,378,950)</u>	<u>\$ (1,481,145)</u>	<u>\$ (625,689)</u>	<u>\$ (1,087,927)</u>	<u>\$ (1,377,308)</u>
Covered payroll	\$ 3,231,674	\$ 2,474,496	\$ 2,395,998	\$ 2,371,349	\$ 2,379,275	\$ 2,347,448	\$ 2,025,171	\$ 1,972,785	\$ 1,849,373	\$ 1,746,908
The City's proportionate share of the net pension liability as a percentage of payroll in LEOFF 2	-52.25%	-67.38%	-156.36%	-58.77%	-66.09%	-61.51%	-44.36%	-19.20%	-35.41%	-47.69%
Plan fiduciary net position as a percentage of the total pension liability	113.17%	116.09%	142.00%	115.83%	119.43%	118.50%	113.36%	106.04%	111.67%	116.75%

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island
Schedule of Employer Contributions
Public Employees Retirement System Plan 1 (PERS 1)
For the Year Ended December 31, 2023
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<u>Contractually required contributions (actuarially determined)</u>	\$ 341,811	\$ 357,612	\$ 380,654	\$ 418,857	\$ 437,529	\$ 422,087	\$ 381,731	\$ 350,071	\$ 310,417	\$ 269,414
<u>Contributions in relation to the contractually required contributions</u>	\$ (341,811)	\$ (357,612)	\$ (380,654)	\$ (418,857)	\$ (437,529)	\$ (422,087)	\$ (381,731)	\$ (350,071)	\$ (310,417)	\$ (269,414)
<u>Contribution deficiency (excess)</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Covered payroll</u>	\$ 9,936,998	\$ 9,267,661	\$ 8,522,685	\$ 8,519,638	\$ 8,622,610	\$ 8,157,822	\$ 7,624,452	\$ 7,195,872	\$ 6,989,870	\$ 6,547,257
<u>Contributions as a percentage of covered payroll</u>	3.44%	3.86%	4.47%	4.92%	5.07%	5.17%	5.01%	4.86%	4.44%	4.11%

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island
Schedule of Employer Contributions
Public Employees Retirement Systems Plans 2 and 3 (PERS 2 and 3)
For the Year Ended December 31, 2023
Last 10 Fiscal Years

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
<u>Contractually required contributions (actuarially determined)</u>	\$ 630,037	\$ 579,543	\$ 604,853	\$ 664,106	\$ 654,423	\$ 602,300	\$ 525,708	\$ 454,418	\$ 384,415	\$ 321,803
<u>Contributions in relation to the contractually required contributions</u>	\$ (630,037)	\$ (579,543)	\$ (604,853)	\$ (664,106)	\$ (654,423)	\$ (602,300)	\$ (525,708)	\$ (454,418)	\$ (384,415)	\$ (321,803)
<u>Contribution deficiency (excess)</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Covered payroll</u>	\$ 9,906,237	\$ 9,112,307	\$ 8,381,523	\$ 8,386,110	\$ 8,494,294	\$ 8,032,195	\$ 7,505,804	\$ 7,083,242	\$ 6,883,331	\$ 6,442,891
<u>Contributions as a percentage of covered payroll</u>	6.36%	6.36%	7.22%	7.92%	7.70%	7.50%	7.00%	6.42%	5.58%	4.99%

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island
Schedule of Employer Contributions
Law Enforcement Officers and Fire Fighters Plan 2 (LEOFF 2)
For the Year Ended December 31, 2023
Last 10 Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contributions (actuarially determined)	\$ 160,268	\$ 140,284	\$ 128,687	\$ 130,187	\$ 128,469	\$ 127,607	\$ 116,464	\$ 103,365	\$ 96,865	\$ 90,284
Contributions in relation to the contractually required contributions	\$ (160,268)	\$ (140,284)	\$ (128,687)	\$ (130,187)	\$ (128,469)	\$ (127,607)	\$ (116,464)	\$ (103,365)	\$ (96,865)	\$ (90,284)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 3,122,988	\$ 2,730,786	\$ 2,502,156	\$ 2,526,643	\$ 2,463,014	\$ 2,426,859	\$ 2,180,981	\$ 1,976,382	\$ 1,918,110	\$ 1,787,799
Contributions as a percentage of covered payroll	5.13%	5.14%	5.14%	5.15%	5.22%	5.26%	5.34%	5.23%	5.05%	5.05%

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Notes to Pension Plans Required Supplementary Information
For the Year Ended December 31, 2023

NOTE 1 – PENSION PLAN TREND DATA

Ten-year historical trend information, when available, is presented as required supplementary information. This information is intended to help users assess each pension's funding status on a going concern basis, assess progress made in accumulating assets to pay benefits when due, and enable comparisons with other public employee retirement systems.

Analysis of the dollar amounts of plan fiduciary net position, total pension liability, and net pension liability in isolation can be misleading. Providing this information over time provides historical context. Trends in the net pension liability and payroll are both affected by inflation. Expressing the net pension liability as a percentage of payroll approximately adjusts for the effects of inflation and aids in the analysis of the system's progress made in accumulating sufficient assets to pay benefits when due. Generally, the smaller the percentage, the stronger the system.

The Schedule of Proportionate Share of Net Pension Liability illustrates whether the City's net position is increasing or decreasing over time relative to the entire pension system's net pension liability. It also shows the City's net pension liability over time as it relates to the City's payroll in each pension plan.

The Schedule of Employer Contributions provides historical and economic context for contributions over time as compared to the actuarially required contributions.

A ten-year schedule of annual money-weighted rate of returns for each pension plan is available in the Washington State Department of Retirement System's (DRS) annual comprehensive financial report (ACFR). The DRS ACFR may be downloaded at www.drs.wa.gov.

NOTE 2 – CONTRIBUTIONS FOR LAW ENFORCEMENT OFFICERS AND FIRE FIGHTERS (LEOFF)
PLAN 1

There is no schedule presented of employer contributions for LEOFF Plan 1 because there are no contributions required at this time.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
General Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Property Taxes	8,280,000	8,280,000	8,291,475	11,475
Other Taxes	11,063,500	11,063,500	12,071,329	1,007,829
Fees and Fines	23,500	23,500	65,923	42,423
Licenses and Permits	664,000	664,000	665,493	1,493
Intergovernmental	612,200	612,200	4,203,925	3,591,725
Charges for Services	304,200	304,200	343,219	39,019
Interest	515,000	515,000	1,726,804	1,211,804
Other Revenues	103,000	103,000	164,499	61,499
TOTAL REVENUES	21,565,400	21,565,400	27,532,667	5,967,267
EXPENDITURES				
General Government	7,418,746	8,221,992	6,929,029	1,292,963
Judicial	733,698	840,818	724,705	116,113
Public Safety	6,715,726	7,336,611	6,740,221	596,391
Physical Environment	1,359,791	1,205,074	980,970	224,104
Transportation	-	15,000	15,000	-
Health and Human Services	707,586	1,677,286	1,127,332	549,955
Economic Environment	1,546,247	2,425,842	1,896,567	529,275
Culture and Recreation	766,078	1,004,384	670,778	333,607
Debt Service - Interest	-	-	1,383	(1,383)
Capital Outlay	-	20,850	6,195	14,655
TOTAL EXPENDITURES	19,247,873	22,747,859	19,092,180	3,655,679
Total Operating Income (Loss)	2,317,527	(1,182,459)	8,440,487	9,622,946
OTHER FINANCING SOURCES/USES				
Proceeds from Sale of Capital Assets	-	-	11,136	11,136
Transfers - Out	(3,822,920)	(7,737,082)	(7,211,366)	525,716
Transfers - In	64,000	100,000	140,144	40,144
TOTAL OTHER FINANCING SOURCES/USES	(3,758,920)	(7,637,082)	(7,060,086)	576,996
Net Change in Fund Balance	(1,441,393)	(8,819,541)	1,380,402	10,199,943
Fund Balance -- Beginning	19,967,000	19,967,000	24,463,068	4,496,068
Total Ending Fund Balance	\$ 18,525,607	\$ 11,147,459	\$ 25,843,470	\$ 14,696,010

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
ARPA Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Intergovernmental	2,000,000	2,000,000	-	(2,000,000)
Interest	64,000	64,000	28,984	(35,016)
TOTAL REVENUES	2,064,000	2,064,000	28,984	(2,035,016)
Total Operating Income (Loss)	2,064,000	2,064,000	28,984	(2,035,016)
OTHER FINANCING SOURCES/USES				
Transfers - Out	(2,064,000)	(64,000)	(28,984)	35,016
TOTAL OTHER FINANCING SOURCES/USES	(2,064,000)	(64,000)	(28,984)	35,016
Net Change in Fund Balance	-	2,000,000	-	(2,000,000)
Fund Balance -- Beginning	5,085	5,085	-	(5,085)
Total Ending Fund Balance	\$ 5,085	\$ 2,005,085	\$ -	\$ (2,005,085)

COMBINING AND INDIVIDUAL FUND STATEMENTS AND SCHEDULES SECTION

NON-MAJOR GOVERNMENTAL FUNDS

Special Revenue Funds

Special Revenue Funds are established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Street Fund

Accounts for revenues received from a state-imposed motor vehicle fuel tax and supplemental funding from the general fund. Funds are used for evaluating, maintaining, and repairing all city streets, sidewalks, and trails.

Real Estate Excise Tax (REET) Fund

Accounts for real estate excise taxes collected by Kitsap County and remitted monthly to the City. State law restricts the funds to acquisition, construction, maintenance, and debt service of certain capital assets.

Civic Improvement (Hotel/Motel Tax) Fund

Accounts for revenues received from a state-imposed tax on the revenues of hotels and motels. State law restricts these funds to activities that promote tourism on Bainbridge Island.

Affordable Housing Fund

Accounts for revenues used to fund affordable housing initiatives.

Floor Area Ratio – Public Amenities Fund

Accounts for payments from developers to add density above the base level specified in the Winslow Master Plan. Funds may be used to develop public amenities and/or infrastructure in Winslow.

Floor Area Ratio – Farmland / Agriculture Fund

Accounts for payments from developers to add density above the base level specified in the Winslow Master Plan. Funds may be used to preserve agricultural land.

Tree Fund

Accounts for fines and payments from homeowners and developers for land and tree clearing activities.

Transportation Benefit Fund

Accounts for revenues received from a \$30 per vehicle registration excise tax. Funds are used to pay for transportation improvements.

Transportation Impact Fee Fund

Accounts for payments from developers for projects that impact the City's transportation infrastructure beyond its current capacity. Funds are used to pay for transportation improvements.

Debt Service Fund

Debt Service Funds account for the accumulation of resources for the payment of general obligation and special assessment debt.

General Obligation Bond Fund

Receives property tax revenue and transfers-in from the General Fund and Real Estate Excise Tax Fund and pays the interest and principal due on general obligation bonds.

Local Improvement District Bond Fund

Receives Local Improvement District assessments and pays the interest and principal due on L.I.D. bonds while keeping necessary reserves to ensure that timely bond payments are made.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Combining Balance Sheet Statement
Non-Major Governmental Funds
As of December 31, 2023

	Special Revenue Funds										Debt Service Funds		Total Non-Major Governmental Funds
						Floor Area Ratio -				General	Local		
	Street	Real Estate Excise Tax	Civic Improvement	Affordable Housing Fund	Floor Area Ratio - Public Amenities	Farmland / Agriculture	Tree	Transp. Benefit	Transp. Impact Fees	Obligation Bonds	Improvement District Bonds		
ASSETS													
Cash and Cash Equivalents	\$ 111,719	\$ 2,785,347	\$ 752,861	\$ 2,267,967	\$ 14,627	\$ 91,095	\$ 1,621	\$ 822,986	\$ 362,058	\$ 2,999	\$ 89,275	\$ 7,302,554	
Receivables - Net	168,713	175,845	53,715	145,100	-	-	-	59,842	-	1,051	-	604,265	
Inventories	100,880	-	-	-	-	-	-	-	-	-	-	100,880	
Due From Other Governments	43,318	-	-	59,171	-	-	-	-	-	-	-	102,489	
Total Assets	\$ 424,630	\$ 2,961,191	\$ 806,576	\$ 2,472,238	\$ 14,627	\$ 91,095	\$ 1,621	\$ 882,828	\$ 362,058	\$ 4,050	\$ 89,275	\$ 8,110,188	
LIABILITIES													
Accounts Payable	\$ 46,242	\$ -	\$ 37,330	\$ 8,237	\$ -	\$ -	\$ -	\$ 19,285	\$ -	\$ -	\$ -	\$ 111,095	
Accrued Expenditures	85,454	-	-	1,100	-	-	-	-	-	-	-	86,554	
Total Liabilities	131,696	-	37,330	9,337	-	-	-	19,285	-	-	-	197,649	
DEFERRED INFLOWS OF RESOURCES													
Unavailable Revenues - Other Taxes & Fees	10,169	-	-	-	-	-	-	-	-	-	-	10,169	
Total Deferred Inflows of Resources	10,169	-	-	-	-	-	-	-	-	-	-	10,169	
FUND BALANCES													
Nonspendable	100,880	-	-	59,171	-	-	-	-	-	-	-	160,051	
Restricted	29,218	2,961,191	769,246	1,584,987	-	-	-	863,542	362,058	-	89,275	6,659,517	
Committed	-	-	-	305,172	14,627	91,095	1,621	-	-	-	-	412,515	
Assigned	152,667	-	-	513,572	-	-	-	-	-	4,050	-	670,289	
Total Fund Balances	282,765	2,961,191	769,246	2,462,902	14,627	91,095	1,621	863,542	362,058	4,050	89,275	7,902,372	
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 424,630	\$ 2,961,191	\$ 806,576	\$ 2,472,239	\$ 14,627	\$ 91,095	\$ 1,621	\$ 882,827	\$ 362,058	\$ 4,050	\$ 89,275	\$ 8,110,189	

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance
Non-Major Governmental Funds
For the year ended December 31, 2023

	Special Revenue Funds									Debt Service Funds		Total Non-Major Governmental Funds
	Street	Real Estate Excise Tax	Civic Improvement	Affordable Housing	Public Amenities	Floor Area Ratio - Farmland / Agriculture	Floor Area Ratio - Tree	Transp. Benefit	Transp. Impact Fees	General Obligation Bond	Local Improvement District Bonds	
REVENUES												
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 653,593	\$ -	\$ 653,593
Sales, Business, and Excise Taxes	652,389	3,033,208	436,454	989,162	-	-	-	802,781	-	-	-	5,913,994
Licenses and Permits	28,850	-	-	-	-	-	-	-	-	-	-	28,850
Intergovernmental	751,292	-	-	-	-	-	-	-	-	-	-	751,292
Charges for Services	5,028	-	-	-	-	-	-	-	151,233	-	-	156,261
Interest and Investment Revenue	-	77,754	28,080	82,837	36	2,993	69	25,198	10,749	-	-	227,716
Other Revenues	50,000	-	-	52,045	-	-	-	-	-	-	-	102,045
Total Revenues	1,487,559	3,110,962	464,534	1,124,043	36	2,993	69	827,979	161,982	653,593	-	7,833,750
EXPENDITURES												
Current												
General Government	477,628	-	-	-	-	-	-	-	-	-	-	477,628
Public Safety	130,603	-	-	-	-	-	-	-	-	-	-	130,603
Physical Environment	125,810	-	-	-	-	-	-	-	-	-	-	125,810
Transportation	2,334,066	-	-	-	-	-	-	-	-	-	-	2,334,066
Health and Human Services	-	-	-	13,840	-	-	-	-	-	-	-	13,840
Economic Environment	-	-	293,052	79,737	7,179	10,768	-	88,019	-	-	-	478,755
Debt Service - Principal	-	-	-	-	-	-	-	-	-	1,253,665	37,364	1,291,028
Debt Service - Interest	-	-	-	-	-	-	-	-	-	336,710	1,680	338,390
Total Expenditures	3,068,107	-	293,052	93,577	7,179	10,768	-	88,019	-	1,590,375	39,044	5,190,120
Excess/(deficiency) of Revenue over Expenditures	(1,580,548)	3,110,962	171,482	1,030,466	(7,142)	(7,775)	69	739,960	161,982	(936,782)	(39,044)	2,643,630
OTHER FINANCING SOURCES/(USES)												
Disposition of Capital Assets	22,230	-	-	-	-	-	-	-	-	-	-	22,230
Transfers In	1,613,630	953	-	-	-	-	-	-	-	935,175	-	2,549,758
Transfers Out	-	(2,349,153)	-	-	-	-	-	(1,377,258)	-	-	-	(3,726,411)
Total Other Financing Sources/Uses	1,635,860	(2,348,200)	-	-	-	-	-	(1,377,258)	-	935,175	-	(1,154,423)
Net Change in Fund Balance	55,311	762,762	171,482	1,030,466	(7,142)	(7,775)	69	(637,297)	161,982	(1,607)	(39,044)	1,489,207
Fund Balances - Beginning	227,454	2,198,429	597,763	1,432,435	21,770	98,870	1,552	1,500,839	200,076	5,657	128,319	6,413,164
Fund Balances - Ending	\$ 282,765	\$ 2,961,191	\$ 769,246	\$ 2,462,901	\$ 14,627	\$ 91,095	\$ 1,621	\$ 863,542	\$ 362,058	\$ 4,050	\$ 89,275	\$ 7,902,371

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Capital Construction Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Intergovernmental	1,522,500	1,522,500	300,359	(1,222,141)
TOTAL REVENUES	1,522,500	1,522,500	300,359	(1,222,141)
EXPENDITURES				
Capital Outlay	10,127,191	8,795,680	8,794,549	1,131
TOTAL EXPENDITURES	10,127,191	8,795,680	8,794,549	1,131
Total Operating Income (Loss)	(8,604,691)	(7,273,180)	(8,494,190)	(1,221,010)
OTHER FINANCING SOURCES/USES				
Transfers - Out	-	(36,000)	(112,113)	(76,113)
Transfers - In	5,527,191	6,745,706	6,745,706	-
TOTAL OTHER FINANCING SOURCES/USES	5,527,191	6,709,706	6,633,593	(76,113)
Net Change in Fund Balance	(3,077,500)	(563,474)	(1,860,597)	(1,297,123)
Fund Balance -- Beginning	4,600,000	4,600,000	8,218,502	3,618,502
Total Ending Fund Balance	\$ 1,522,500	\$ 4,036,526	\$ 6,357,906	\$ 2,321,379

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Street Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	409,000	409,000	652,389	243,389
Licenses and Permits	35,000	35,000	28,850	(6,150)
Intergovernmental	480,000	480,000	751,292	271,292
Charges for Services	-	-	5,028	5,028
Other Revenues	-	-	50,000	50,000
TOTAL REVENUES	924,000	924,000	1,487,559	563,559
EXPENDITURES				
General Government	445,624	453,832	477,628	(23,796)
Public Safety	22,000	62,208	130,603	(68,395)
Physical Environment	500	500	125,810	(125,310)
Transportation	2,431,409	2,819,550	2,334,066	485,484
TOTAL EXPENDITURES	2,899,533	3,336,090	3,068,107	267,983
Total Operating Income (Loss)	(1,975,533)	(2,412,090)	(1,580,548)	831,541
OTHER FINANCING SOURCES/USES				
Proceeds from Sale of Capital Assets	-	-	22,230	22,230
Transfers - In	1,975,533	1,975,533	1,613,630	(361,903)
TOTAL OTHER FINANCING SOURCES/USES	1,975,533	1,975,533	1,635,860	(339,673)
Net Change in Fund Balance	-	(436,557)	55,311	491,868
Fund Balance -- Beginning	10,000	10,000	227,454	217,454
Total Ending Fund Balance	\$ 10,000	\$ (426,557)	\$ 282,765	\$ 709,322

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Real Estate Excise Tax Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	3,250,000	3,250,000	3,033,208	(216,792)
Interest	7,000	7,000	77,754	70,754
TOTAL REVENUES	3,257,000	3,257,000	3,110,962	(146,038)
Total Operating Income (Loss)	3,257,000	3,257,000	3,110,962	(146,038)
OTHER FINANCING SOURCES/USES				
Transfers - Out	(2,448,840)	(2,349,194)	(2,349,153)	40
Transfers - In	-	-	953	953
TOTAL OTHER FINANCING SOURCES/USES	(2,448,840)	(2,349,194)	(2,348,200)	994
Net Change in Fund Balance	808,160	907,806	762,762	(145,044)
Fund Balance -- Beginning	1,395,000	1,395,000	2,198,429	803,429
Total Ending Fund Balance	\$ 2,203,160	\$ 2,302,806	\$ 2,961,191	\$ 658,385

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Civic Improvement Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	330,000	330,000	436,454	106,454
Interest	11,000	11,000	28,080	17,080
TOTAL REVENUES	341,000	341,000	464,534	123,534
EXPENDITURES				
Economic Environment	350,000	379,085	293,052	86,033
TOTAL EXPENDITURES	350,000	379,085	293,052	86,033
Total Operating Income (Loss)	(9,000)	(38,085)	171,482	209,567
Net Change in Fund Balance	(9,000)	(38,085)	171,482	209,567
Fund Balance -- Beginning	450,500	450,500	597,763	147,263
Total Ending Fund Balance	\$ 441,500	\$ 412,415	\$ 769,246	\$ 356,831

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Affordable Housing Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	520,000	520,000	989,162	469,162
Interest	3,000	3,000	82,837	79,837
Other Revenues	-	-	52,045	52,045
TOTAL REVENUES	523,000	523,000	1,124,043	601,043
EXPENDITURES				
Health and Human Services	187,733	4,500	13,840	(9,340)
Economic Environment	27,400	107,400	79,737	27,663
TOTAL EXPENDITURES	215,133	111,900	93,577	18,323
Total Operating Income (Loss)	307,867	411,100	1,030,466	619,366
Net Change in Fund Balance	307,867	411,100	1,030,466	619,366
Fund Balance -- Beginning	1,012,000	1,012,000	1,432,435	420,435
Total Ending Fund Balance	\$ 1,319,867	\$ 1,423,100	\$ 2,462,901	\$ 1,039,801

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Floor Area Ratio - Public Amenities Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Interest	7,000	7,000	36	(6,964)
TOTAL REVENUES	7,000	7,000	36	(6,964)
EXPENDITURES				
Economic Environment	-	-	7,179	(7,179)
TOTAL EXPENDITURES	-	-	7,179	(7,179)
Total Operating Income (Loss)	7,000	7,000	(7,142)	(14,142)
Net Change in Fund Balance	7,000	7,000	(7,142)	(14,142)
Fund Balance -- Beginning	17,800	17,800	21,770	3,970
Total Ending Fund Balance	\$ 24,800	\$ 24,800	\$ 14,627	\$ (10,173)

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Floor Area Ratio - Farmland/Agriculture Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Interest	12,000	12,000	2,993	(9,007)
TOTAL REVENUES	12,000	12,000	2,993	(9,007)
EXPENDITURES				
Economic Environment	-	-	10,768	(10,768)
TOTAL EXPENDITURES	-	-	10,768	(10,768)
Total Operating Income (Loss)	12,000	12,000	(7,775)	(19,775)
Net Change in Fund Balance	12,000	12,000	(7,775)	(19,775)
Fund Balance -- Beginning	92,500	92,500	98,870	6,370
Total Ending Fund Balance	\$ 104,500	\$ 104,500	\$ 91,095	\$ (13,405)

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Tree Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Interest	-	-	69	69
TOTAL REVENUES	-	-	69	69
Total Operating Income (Loss)	-	-	69	69
Net Change in Fund Balance	-	-	69	69
Fund Balance -- Beginning	1,000	1,000	1,552	552
Total Ending Fund Balance	\$ 1,000	\$ 1,000	\$ 1,621	\$ 621

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Transportation Benefit Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	630,000	630,000	802,781	172,781
Interest	25,000	25,000	25,198	198
TOTAL REVENUES	655,000	655,000	827,979	172,979
EXPENDITURES				
Economic Environment	-	100,000	88,019	11,981
TOTAL EXPENDITURES	-	100,000	88,019	11,981
Total Operating Income (Loss)	655,000	555,000	739,960	184,960
OTHER FINANCING SOURCES/USES				
Transfers - Out	(1,377,258)	(1,377,258)	(1,377,258)	-
TOTAL OTHER FINANCING SOURCES/USES	(1,377,258)	(1,377,258)	(1,377,258)	-
Net Change in Fund Balance	(722,258)	(822,258)	(637,297)	184,960
Fund Balance -- Beginning	1,314,000	1,314,000	1,500,839	186,839
Total Ending Fund Balance	\$ 591,742	\$ 491,742	\$ 863,542	\$ 371,800

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Transportation Impact Fee Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Charges for Services	105,000	105,000	151,233	46,233
Interest	5,000	5,000	10,749	5,749
TOTAL REVENUES	110,000	110,000	161,982	51,982
Total Operating Income (Loss)	110,000	110,000	161,982	51,982
Net Change in Fund Balance	110,000	110,000	161,982	51,982
Fund Balance -- Beginning	191,600	191,600	200,076	8,476
Total Ending Fund Balance	\$ 301,600	\$ 301,600	\$ 362,058	\$ 60,458

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
General Obligation Bond Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Property Taxes	655,200	655,200	653,593	(1,607)
TOTAL REVENUES	655,200	655,200	653,593	(1,607)
EXPENDITURES				
Debt Service - Principal	1,253,665	1,253,665	1,253,665	-
Debt Service - Interest	336,750	336,750	336,710	40
TOTAL EXPENDITURES	1,590,415	1,590,415	1,590,375	40
Total Operating Income (Loss)	(935,215)	(935,215)	(936,782)	(1,567)
OTHER FINANCING SOURCES/USES				
Transfers - In	935,215	935,215	935,175	(40)
TOTAL OTHER FINANCING SOURCES/USES	935,215	935,215	935,175	(40)
Net Change in Fund Balance	-	-	(1,607)	(1,607)
Fund Balance -- Beginning	7,600	7,600	5,657	(1,943)
Total Ending Fund Balance	\$ 7,600	\$ 7,600	\$ 4,050	\$ (3,550)

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Budgetary Comparison Schedule
Local Improvement District Bond Fund
For The Year Ended December 31, 2023

	Budgeted Amounts		Actual Amounts	Variance With
	Original	Revised	(Budgetary Basis)	Final Budget
EXPENDITURES				
Debt Service - Principal	37,365	37,365	37,364	1
Debt Service - Interest	1,710	1,710	1,680	30
TOTAL EXPENDITURES	39,075	39,075	39,044	31
Total Operating Income (Loss)	(39,075)	(39,075)	(39,044)	31
Net Change in Fund Balance	(39,075)	(39,075)	(39,044)	31
Fund Balance -- Beginning	128,000	128,000	128,319	319
Total Ending Fund Balance	\$ 88,925	\$ 88,925	\$ 89,275	\$ 350

STATISTICAL SECTION

STATISTICAL SECTION

This portion of the City of Bainbridge Island's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information conveys about the City's overall financial health.

CONTENTS

Financial Trends

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader understand the City's tax revenue sources.

Debt Capacity

These schedules present information to help the reader understand the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the economic and demographic backdrop to the City's financial activities.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.

Sources: Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial reports for the relevant year.

Table 1: Net Position by Component
 Last Ten Fiscal Years
 Accrual basis of accounting

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Governmental activities										
Net investment in capital assets	\$ 87,355,752	\$ 87,556,584	\$ 89,807,348	\$ 95,883,667	\$ 97,817,388	\$101,486,340	\$104,439,400	\$100,917,645	\$104,663,733	\$111,307,867
Restricted	1,062,180	891,927	1,626,727	2,371,478	2,760,554	12,692,017	6,393,950	13,752,526	9,969,932	13,190,617
Unrestricted	7,681,217	10,893,868	13,562,609	16,458,275	20,653,808	14,853,773	25,279,885	24,644,919	31,843,350	32,184,981
Total governmental activities net position	\$ 96,099,149	\$ 99,342,379	\$104,996,684	\$114,713,420	\$121,231,750	\$129,032,130	\$136,113,235	\$139,315,090	\$146,477,015	\$156,683,465
Business-type activities										
Net investment in capital assets	\$ 29,366,340	\$ 28,856,407	\$ 30,512,195	\$ 31,666,254	\$ 32,797,991	\$ 34,028,873	\$ 36,838,964	\$ 37,725,161	\$ 38,690,046	\$ 40,956,786
Restricted	1,985,342	1,558,543	1,545,482	1,696,042	992,449	831,188	642,225	3,493,757	1,348,885	1,202,162
Unrestricted	8,647,214	11,058,048	10,469,847	11,825,108	12,968,113	14,460,755	15,078,411	13,595,906	15,814,505	16,845,189
Total business-type activities net position	\$ 39,998,896	\$ 41,472,998	\$ 42,527,524	\$ 45,187,404	\$ 46,758,553	\$ 49,320,816	\$ 52,559,600	\$ 54,814,824	\$ 55,853,436	\$ 59,004,137
Primary government										
Net investment in capital assets	\$116,722,092	\$116,412,991	\$120,319,543	\$127,549,921	\$130,615,379	\$135,515,213	\$141,278,364	\$138,642,806	\$143,353,779	\$152,264,653
Restricted	3,047,522	2,450,470	3,172,209	4,067,520	3,753,003	13,523,205	7,036,175	17,246,283	11,318,817	14,392,779
Unrestricted	16,328,431	21,951,916	24,032,456	28,283,383	33,621,921	29,314,528	40,358,296	38,240,825	47,657,855	49,030,170
Total primary government net position	\$136,098,045	\$140,815,377	\$147,524,208	\$159,900,824	\$167,990,303	\$178,352,946	\$188,672,835	\$194,129,914	\$202,330,451	\$215,687,602

Source: City of Bainbridge Island Finance Department

Table 2: Changes in Net Position
Last Ten Fiscal Years
Accrual basis of accounting

Page 1 of 2

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Expenses										
Governmental activities										
General Government and Judicial	\$ 5,393,232	\$ 5,538,408	\$ 5,012,484	\$ 5,452,888	\$ 5,701,895	\$ 5,935,330	\$ 5,943,038	\$ 5,849,805	\$ 6,716,152	\$ 8,137,322
Public Safety	4,043,430	4,211,558	4,602,079	5,395,035	5,560,543	5,742,219	7,128,370	5,354,518	6,182,767	6,673,387
Physical Environment	387,958	884,985	647,509	1,138,957	928,591	987,062	863,806	642,476	982,733	999,228
Transportation	3,942,553	4,624,785	3,707,127	3,208,249	4,295,292	4,064,126	4,059,310	4,659,514	4,150,517	3,961,144
Health and Human Services	272,680	273,075	242,279	254,445	259,285	349,663	418,501	512,811	857,144	1,214,946
Economic Environment	998,365	1,230,789	1,481,283	1,478,787	1,748,244	1,525,550	1,344,350	1,098,869	1,605,958	2,295,578
Culture and recreation	592,822	604,565	591,634	853,345	1,136,416	1,048,591	1,064,202	1,044,479	1,273,719	1,175,712
Interest on long-term debt	675,005	621,033	537,902	447,437	337,146	369,706	397,090	337,815	289,324	238,170
Total governmental activities expense	16,306,045	17,989,198	16,822,297	18,229,143	19,967,411	20,022,246	21,218,667	19,500,287	22,058,314	24,695,487
Business-type activities										
Water	1,260,086	1,310,856	1,391,412	1,289,641	1,472,410	1,644,919	1,598,196	1,471,726	2,140,519	2,056,312
Sewer	3,278,944	3,454,464	3,416,595	3,176,310	3,343,209	3,511,985	3,792,986	3,938,428	4,019,805	4,160,336
Stormwater	1,886,196	1,731,690	1,794,057	1,778,090	1,802,052	1,744,087	1,705,754	1,811,976	2,312,004	2,072,215
Building and Development Services	1,911,765	1,965,603	2,119,641	2,418,715	2,601,925	2,950,744	2,739,583	2,263,614	2,843,708	3,134,784
Total business-type activities	8,336,991	8,462,613	8,721,706	8,662,756	9,219,596	9,851,734	9,836,518	9,485,743	11,316,035	11,423,646
Total primary government expenses	24,643,036	26,451,811	25,544,003	26,891,899	29,187,007	29,873,980	31,055,185	28,986,030	33,374,349	36,119,133
Revenues										
Governmental activities										
Charges for services										
General government and Judicial	1,085,358	1,075,902	971,728	1,036,881	1,061,324	966,384	972,638	948,466	981,614	1,055,258
Public Safety	89,425	85,971	64,386	78,737	69,508	72,301	135,058	59,499	61,453	77,690
Physical environment	1,277	1,695	17,545	36,809	2,287	2,002	1,817	1,840	1,712	1,713
Transportation	53,920	40,653	37,575	59,554	120,049	25,620	251,465	31,927	37,520	60,767
Economic environment	1,146	1,910	178,606	188,445	256,709	157,216	119,940	156,288	110,316	152,058
Culture and recreation	-	-	527	-	-	-	916	1,250	1,869	369
Operating Grants and contributions	574,988	1,298,560	866,221	793,665	909,899	756,608	1,969,476	590,991	731,780	4,704,888
Capital Grants and contributions	1,548,346	73,161	2,031,158	3,713,693	1,549,847	3,445,280	2,884,341	2,659,495	1,421,135	462,922
Total governmental activities program revenues	3,354,460	2,577,852	4,167,746	5,907,784	3,969,622	5,425,411	6,335,651	4,449,756	3,347,399	6,515,665
Business-type activities										
Charges for services										
Water	1,078,417	1,190,628	1,174,949	1,231,536	1,277,346	1,239,614	1,268,618	1,354,436	1,308,005	1,550,327
Sewer	3,502,820	3,544,816	3,749,774	3,678,601	3,706,257	3,824,118	3,968,218	4,120,550	4,168,135	4,469,120
Stormwater	2,038,148	2,024,339	1,826,811	2,292,346	2,531,325	2,642,946	2,690,808	2,741,687	2,901,153	3,218,405
Building and Development Services	1,196,576	1,443,315	1,649,846	1,785,030	1,733,734	1,301,648	971,397	1,336,280	1,281,409	1,334,403
Operating Grants and contributions	32,626	10,701	5,339	-	12,661	36,963	-	103,114	205,232	661,528
Capital Grants and contributions	494,896	987,329	582,729	1,758,612	656,181	1,027,625	2,313,014	463,386	450,176	865,180
Total business-type activities program revenues	8,343,483	9,201,128	8,989,448	10,746,125	9,917,505	10,072,915	11,212,055	10,119,453	10,314,110	12,098,963
Total primary government program revenues	11,697,943	11,778,980	13,157,194	16,653,909	13,887,127	15,498,326	17,547,706	14,569,209	13,661,509	18,614,628
Net (expense)/revenue										
Governmental activities	(12,951,585)	(15,411,346)	(12,654,551)	(12,321,359)	(15,997,789)	(14,596,836)	(14,883,016)	(15,050,531)	(18,710,915)	(18,179,822)
Business-type activities	6,492	738,515	267,742	2,083,369	697,909	221,181	1,375,537	633,710	(1,001,925)	675,317
Total primary government net (expense) revenue	(12,945,093)	(14,672,831)	(12,386,808)	(10,237,990)	(15,299,880)	(14,375,655)	(13,507,479)	(14,416,821)	(19,712,840)	(17,504,505)

Table 2: Changes in Net Position (continued)
 Last Ten Fiscal Years
 Accrual basis of accounting

Page 2 of 2

General Revenues and Other Changes in Net Position	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Governmental activities										
Taxes										
Property tax	7,447,993	7,583,573	7,712,507	7,894,602	8,116,528	8,219,324	8,500,246	8,648,065	8,740,770	8,964,312
Sales and use tax	3,813,307	4,098,716	4,261,583	4,779,135	5,649,115	6,065,082	5,753,639	6,844,196	8,102,190	8,831,742
Business and Occupation taxes	4,463,805	4,392,447	4,601,715	4,875,573	4,624,038	4,891,876	3,848,955	4,885,786	4,698,166	5,295,746
Excise tax	2,349,076	2,694,050	3,335,908	3,797,243	3,491,688	3,414,939	4,504,400	4,220,110	4,530,540	3,857,836
Unrestricted investment interest	64,392	80,866	121,662	234,400	501,454	676,858	257,041	101,584	665,140	2,102,215
Miscellaneous	248,151	103,026	119,164	760,886	798,111	760,240	362,719	398,996	539,628	556,998
Unrestricted grants and contributions	249,627	268,651	319,192	332,223	430,499	376,943	428,900	519,674	422,734	420,692
Special and extraordinary items	-	-	(1,533,771)	-	-	-	-	-	-	-
Transfers	(697,220)	(566,750)	(629,104)	(409,138)	(901,341)	(1,614,303)	(1,691,777)	(1,514,957)	(1,826,325)	(1,643,266)
Total governmental activities	17,939,131	18,654,578	18,308,855	22,264,923	22,710,092	22,790,960	21,964,123	24,103,454	25,872,843	28,386,275
Business-type activities										
Unrestricted investment interest	49,736	64,595	78,618	143,250	286,419	333,035	134,542	44,436	184,840	778,837
Miscellaneous	62,092	104,241	68,936	24,124	57,750	-	36,929	62,119	29,370	53,283
Special items	-	-	10,126	-	-	-	-	-	-	-
Transfers	697,220	566,750	629,104	409,138	901,341	1,614,303	1,691,777	1,514,957	1,826,325	1,643,266
Total business-type activities	809,048	735,587	786,785	576,513	1,245,511	1,947,338	1,863,248	1,621,512	2,040,535	2,475,386
Total primary government	18,748,179	19,390,164	19,095,639	22,841,435	23,955,602	24,738,298	23,827,371	25,724,966	27,913,378	30,861,661
Change in net position										
Governmental activities	4,987,546	3,243,230	5,654,302	9,943,562	6,712,301	8,194,124	7,081,107	9,052,923	7,161,928	10,206,453
Business-type activities	815,540	1,474,103	1,054,528	2,659,883	1,943,421	2,168,519	3,238,785	2,255,222	1,038,610	3,150,703
Total primary government activities	\$ 5,803,086	\$ 4,717,333	\$ 6,708,830	\$ 12,603,445	\$ 8,655,722	\$ 10,362,643	\$ 10,319,892	\$ 11,308,145	\$ 8,200,538	\$ 13,357,156

Source: City of Bainbridge Island Finance Department

Table 3: Fund Balances in Governmental Funds
Last Ten Fiscal Years
Modified accrual basis of accounting

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
General Fund										
Nonspendable	\$ 68,404	\$ 71,955	\$ 68,576	\$ 69,287	\$ 68,695	\$ 69,059	\$ 72,606	\$ 71,429	\$ 59,171	\$ -
Restricted	330,867	125,203	188,663	273,059	221,398	243,058	222,416	198,677	981,018	271,574
Committed	1,875,079	1,667,751	100,484	81,835	115,785	198,750	242,324	276,778	568,996	183,546
Assigned	-	-	-	127,609	227,609	273,304	345,316	481,104	398,446	30,804
Unassigned	11,488,201	13,190,306	15,032,979	14,823,040	19,971,355	14,814,064	17,124,706	20,203,027	23,887,872	25,357,545
Total General Fund	<u>\$ 13,762,551</u>	<u>\$ 15,055,214</u>	<u>\$ 15,390,702</u>	<u>\$ 15,374,830</u>	<u>\$ 20,604,843</u>	<u>\$ 15,598,236</u>	<u>\$ 18,007,368</u>	<u>\$ 21,231,015</u>	<u>\$ 25,895,503</u>	<u>\$ 25,843,469</u>
All other governmental funds										
Nonspendable	\$ 106,182	\$ 147,016	\$ 108,157	\$ 116,329	\$ 109,531	\$ 113,712	\$ 154,505	\$ 140,972	\$ 101,279	\$ 160,051
Restricted	731,313	766,724	1,438,063	2,098,418	2,539,665	10,770,044	5,005,677	5,670,633	5,723,141	8,877,790
Committed	391,560	882,595	2,970,971	96,171	97,918	101,185	106,241	108,728	122,193	412,515
Assigned	34,095	122,671	110,464	4,669,168	4,269,873	12,466,437	10,047,306	10,582,179	7,252,619	4,809,920
Unassigned	-	-	-	-	-	-	(50,886)	-	-	-
Total all other governmental funds	<u>\$ 1,263,150</u>	<u>\$ 1,919,006</u>	<u>\$ 4,627,655</u>	<u>\$ 6,980,086</u>	<u>\$ 7,016,985</u>	<u>\$ 23,451,376</u>	<u>\$ 15,262,842</u>	<u>\$ 16,502,511</u>	<u>\$ 13,199,231</u>	<u>\$ 14,260,275</u>

Source: City of Bainbridge Island Finance Department

Table 4: Changes in Fund Balance, Governmental Funds
Last Ten Fiscal Years
Modified accrual basis of accounting

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Revenues										
Property taxes	\$ 7,480,256	\$ 7,585,681	\$ 7,723,093	\$ 7,909,775	\$ 8,141,550	\$ 8,190,816	\$ 8,511,638	\$ 8,677,896	\$ 8,729,395	\$ 8,945,068
Other taxes	10,862,969	11,058,321	12,073,066	13,351,710	13,772,377	14,381,521	14,075,209	15,978,640	17,334,141	17,985,323
Fees and fines	111,820	111,339	89,808	95,260	56,989	42,684	31,103	24,629	29,070	65,923
Licenses and permits	663,812	671,120	678,005	657,863	718,730	640,629	635,125	685,455	690,633	694,343
Intergovernmental	2,282,647	1,864,427	2,845,732	3,839,470	2,525,720	3,457,307	3,310,763	3,056,273	2,378,974	5,255,576
Charges for services	473,309	440,934	595,967	645,231	735,147	540,210	443,035	478,191	441,261	499,480
Interest and investment revenue	64,392	80,866	121,662	229,574	481,272	645,485	241,871	95,177	613,091	1,983,504
Other revenues	251,949	162,104	185,517	225,587	202,656	205,481	374,399	219,430	365,252	266,543
Total revenues	22,191,154	21,974,793	24,312,850	26,954,470	26,634,442	28,104,132	27,623,143	29,215,691	30,581,817	35,695,760
Expenditures										
General government and Judicial	5,081,110	5,152,084	4,685,091	5,055,282	5,512,873	5,797,185	5,812,704	6,273,393	6,634,864	8,131,362
Public Safety	3,879,466	4,088,542	4,405,188	5,141,159	5,626,963	5,704,868	6,669,553	6,127,432	6,254,508	6,870,824
Physical Environment	384,095	878,485	649,242	1,098,870	921,744	975,296	888,349	799,557	1,091,153	1,106,780
Transportation	2,289,975	2,988,676	2,122,205	1,614,281	2,743,253	2,456,059	2,326,930	2,730,336	2,577,168	2,349,066
Mental/physical health	272,722	272,783	242,234	253,274	259,248	376,395	416,964	516,779	864,279	1,141,172
Economic Environment	999,966	1,227,291	1,494,236	1,475,947	1,806,245	1,584,566	1,392,096	1,288,030	1,672,517	2,375,322
Culture and recreation	301,044	311,074	511,590	447,037	623,136	536,990	553,348	563,446	692,777	670,778
Capital outlay	2,174,248	1,688,947	4,203,584	6,255,296	3,197,261	3,963,811	12,157,625	3,411,354	6,134,734	8,800,744
Debt service:										
Principal	2,224,765	2,240,884	2,220,029	2,091,029	1,846,029	1,251,029	1,051,029	1,161,029	1,259,478	1,291,028
Interest and debt issue costs	695,635	616,685	536,227	444,803	358,324	433,966	465,746	438,963	390,630	339,773
Total expenditures	18,303,026	19,465,451	21,069,626	23,876,978	22,895,075	23,080,165	31,734,343	23,310,318	27,572,107	33,076,848
Excess of revenues over (under) expenditures	3,888,128	2,509,342	3,243,224	3,077,492	3,739,367	5,023,967	(4,111,200)	5,905,373	3,009,710	2,618,912
Other finance sources (uses)										
Net Proceeds from borrowing	-	-	-	-	-	8,096,454	-	-	113,548	-
Disposition of capital assets	165,330	5,926	430,016	44,966	105,194	44,613	23,576	72,901	64,276	33,366
Transfers in	3,527,109	4,970,703	7,206,618	8,780,511	4,642,132	12,174,043	3,691,885	7,934,634	6,266,588	9,435,608
Transfers out	(4,224,329)	(5,537,453)	(7,835,721)	(9,566,411)	(5,648,325)	(13,911,293)	(5,383,662)	(9,449,591)	(8,092,913)	(11,078,874)
Total other financing sources (uses)	(531,890)	(560,824)	(199,087)	(740,934)	(900,999)	6,403,817	(1,668,201)	(1,442,056)	(1,648,501)	(1,609,900)
Net change in fund balances	\$ 3,356,238	\$ 1,948,518	\$ 3,044,137	\$ 2,336,558	\$ 2,838,368	\$ 11,427,784	\$ (5,779,401)	\$ 4,463,317	\$ 1,361,209	\$ 1,009,012
Debt service as a percentage of noncapital expenditures	18.1%	16.1%	16.3%	14.4%	11.2%	8.8%	7.7%	8.0%	7.7%	6.7%

Source: City of Bainbridge Island Finance Department

Table 5: Assessed and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years

Fiscal Year	Total Estimated Taxable Assessed Valuation	Total Direct Tax Rate per \$1,000 of Assessed Value
2014	\$ 5,232,391,419	\$ 1.43
2015	\$ 5,708,210,319	\$ 1.33
2016	\$ 6,211,210,950	\$ 1.25
2017	\$ 6,898,602,303	\$ 1.15
2018	\$ 7,542,154,879	\$ 1.08
2019	\$ 8,406,309,515	\$ 0.98
2020	\$ 9,222,192,924	\$ 0.92
2021	\$ 9,562,650,167	\$ 0.90
2022	\$ 10,285,196,057	\$ 0.85
2023	\$ 12,831,253,642	\$ 0.70

Source: Kitsap County Assessor's Office

NOTE: Because of its residential nature, the only significant property category for the City of Bainbridge Island is residential real estate.

Table 6: Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years

	City Direct Rates*			Overlapping Rates*								Total Direct and Overlapping Property Tax Rates
Fiscal Year	General Obligation Debt Service		Total City Direct Rate	Washington State	Bainbridge Island Fire District	Bainbridge Island School District	Kitsap County	Kitsap Regional Library	Kitsap Public Utility District	Bainbridge Island Metro. Parks and Rec. District		
2014	\$ 1.31	\$ 0.12	\$ 1.43	\$ 2.47	\$ 1.32	\$ 3.45	\$ 1.23	\$ 0.40	\$ 0.09	\$ 0.92	\$ 11.32	
2015	\$ 1.22	\$ 0.11	\$ 1.33	\$ 2.18	\$ 1.26	\$ 3.30	\$ 1.20	\$ 0.39	\$ 0.08	\$ 0.76	\$ 10.51	
2016	\$ 1.15	\$ 0.10	\$ 1.25	\$ 2.36	\$ 1.53	\$ 3.05	\$ 1.17	\$ 0.38	\$ 0.08	\$ 0.92	\$ 10.73	
2017	\$ 1.06	\$ 0.09	\$ 1.15	\$ 2.12	\$ 1.43	\$ 3.09	\$ 1.09	\$ 0.35	\$ 0.07	\$ 0.87	\$ 10.17	
2018	\$ 0.99	\$ 0.08	\$ 1.08	\$ 3.02	\$ 1.35	\$ 2.97	\$ 1.02	\$ 0.43	\$ 0.07	\$ 0.87	\$ 10.81	
2019	\$ 0.91	\$ 0.07	\$ 0.98	\$ 2.66	\$ 1.25	\$ 2.65	\$ 0.93	\$ 0.39	\$ 0.06	\$ 0.70	\$ 9.64	
2020	\$ 0.85	\$ 0.07	\$ 0.92	\$ 2.98	\$ 1.28	\$ 2.70	\$ 0.87	\$ 0.37	\$ 0.06	\$ 0.66	\$ 9.84	
2021	\$ 0.84	\$ 0.06	\$ 0.90	\$ 3.01	\$ 1.27	\$ 2.62	\$ 0.84	\$ 0.35	\$ 0.06	\$ 0.65	\$ 9.70	
2022	\$ 0.79	\$ 0.06	\$ 0.85	\$ 2.78	\$ 1.19	\$ 2.48	\$ 0.77	\$ 0.33	\$ 0.05	\$ 0.80	\$ 9.25	
2023	\$ 0.65	\$ 0.05	\$ 0.70	\$ 2.48	\$ 0.97	\$ 2.04	\$ 0.63	\$ 0.28	\$ 0.04	\$ 0.71	\$ 7.87	

Source: Kitsap County Assessor's Office

*Property tax rates are per \$1,000 of assessed value.

Table 7: Principal Property Taxpayers
Current Year and Ten Years Ago

Taxpayer	2023			2014		
	Assessed Value	Rank	Percentage of Total City Taxable Assessed*	Assessed Value	Rank	Percentage of Total City Taxable Assessed**
BLIS APARTMENTS LLC	44,357,130	1	0.35%			
LBG BAINBRIDGE LLC	34,500,410	2	0.27%			
SIMMONS BRAD	23,405,800	3	0.18%	7,917,630	3	0.15%
ISLAND VILLAGE REGENCY LLC	21,780,720	4	0.17%			
PUGET SOUND ENERGY ELEC	20,221,246	5	0.16%	20,048,870	1	0.38%
COUNTRY CLUB OF SEATTLE	19,012,950	6	0.15%	10,070,750	2	0.19%
SPORTSMAN PARK LLC	17,893,090	7	0.14%	6,522,860	8	0.12%
PBPBS LLC	16,843,425	8	0.13%	7,762,730	5	0.15%
BAINBRIDGE RELIABLE STOR LLC	15,909,960	9	0.12%			
BAINBRIDGE STORAGE ASSOC LLC	14,645,190	10	0.11%			
IGC ONE LLC				7,866,880	4	0.15%
MADISON AVE REAL ESTATE				7,006,070	6	0.13%
QWEST CORPORATION				6,764,933	7	0.13%
NOR'EASTERN TRAWL SYSTEMS INC				6,282,047	9	0.12%
MADRONA ASSISTED LIVING LLC				6,182,190	10	0.12%
	<u>\$ 228,569,921</u>		<u>1.78%</u>	<u>\$ 86,424,960</u>		<u>1.65%</u>

Source: Kitsap County Assessor's Office

*In 2023 the estimated assessed value was \$12,831,253,642

**In 2014 the estimated assessed value was \$5,232,391,419

Table 8: Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal Year	Regular Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2014	\$ 6,857,693	\$ 6,771,943	98.75%	\$ 69,868	\$ 6,841,811	99.77%
2015	\$ 6,996,001	\$ 6,910,310	98.78%	\$ 67,628	\$ 6,977,938	99.74%
2016	\$ 7,126,307	\$ 7,036,520	98.74%	\$ 70,533	\$ 7,107,052	99.73%
2017	\$ 7,313,011	\$ 7,235,506	98.94%	\$ 64,210	\$ 7,299,716	99.82%
2018	\$ 7,500,908	\$ 7,442,137	99.22%	\$ 45,098	\$ 7,487,235	99.82%
2019	\$ 7,652,968	\$ 7,581,323	99.06%	\$ 64,547	\$ 7,645,870	99.91%
2020	\$ 7,883,237	\$ 7,794,388	98.87%	\$ 64,452	\$ 7,858,840	99.69%
2021	\$ 8,037,408	\$ 7,983,222	99.33%	\$ 32,453	\$ 8,015,675	99.73%
2022	\$ 8,138,725	\$ 8,069,112	99.14%	\$ 49,448	\$ 8,118,560	99.75%
2023	\$ 8,320,915	\$ 8,230,840	98.92%	\$ -	\$ 8,230,840	98.92%

Source: Kitsap County Treasurer's Office

Table 9: General Government Revenue by Source
Last Ten Fiscal Years

Fiscal Year	Regular Non-Voted Property Tax	Sales and Use Tax	Business & Occupation Tax	Excise Tax
2014	\$ 6,838,430	\$ 3,813,307	\$ 4,463,805	\$ 2,349,076
2015	\$ 6,976,992	\$ 4,098,716	\$ 4,392,447	\$ 2,694,050
2016	\$ 7,104,654	\$ 4,261,583	\$ 4,601,715	\$ 3,335,908
2017	\$ 7,290,799	\$ 4,779,135	\$ 4,875,573	\$ 3,797,243
2018	\$ 7,498,636	\$ 5,649,115	\$ 4,624,038	\$ 3,491,688
2019	\$ 7,611,247	\$ 6,065,082	\$ 4,891,876	\$ 3,414,939
2020	\$ 7,891,271	\$ 5,753,639	\$ 3,848,955	\$ 4,504,400
2021	\$ 8,032,002	\$ 6,844,196	\$ 4,220,110	\$ 4,885,786
2022	\$ 8,128,974	\$ 8,102,190	\$ 4,698,166	\$ 4,530,540
2023	\$ 8,310,719	\$ 8,831,742	\$ 5,295,746	\$ 3,857,836

Source: City of Bainbridge Island Finance Department

Table 10: Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Fiscal Year	Governmental Activities					Business-Type Activities					Total Primary Government	Percentage of Per Capita Personal Income	Debt Per Capita
	Voted and General Obligation Bonds	Premiums & Discounts	PWTF Loans	LID Obligation Debt	Other Debt	General Obligation Bonds	Premiums & Discounts	Revenue Obligation Debt	LID Obligation Debt	PWTF Loans			
2014	\$ 14,450,000	\$ 521,189	\$ 366,165	\$ 336,273	\$ 249,000	\$ 4,250,000	\$ 156,681	\$ 2,400,097	\$ 2,975,000	\$ 5,867,703	\$ 31,572,108	0.15%	\$ 1,352
2015	\$ 12,405,000	\$ 448,173	\$ 307,643	\$ 298,909	\$ 149,000	\$ 4,050,000	\$ 146,888	\$ 2,200,089	\$ 2,677,500	\$ 6,199,680	\$ 28,882,882	0.17%	\$ 1,235
2016	\$ 10,295,000	\$ 375,157	\$ 283,978	\$ 261,545	\$ -	\$ 3,845,000	\$ 137,096	\$ 2,000,081	\$ 2,380,000	\$ 5,712,095	\$ 25,289,951	0.20%	\$ 1,064
2017	\$ 8,265,000	\$ 302,140	\$ 260,313	\$ 224,181	\$ -	\$ 3,635,000	\$ 127,303	\$ 1,800,073	\$ 2,082,500	\$ 5,236,435	\$ 21,932,945	0.23%	\$ 916
2018	\$ 6,480,000	\$ 229,124	\$ 236,648	\$ 186,817	\$ -	\$ 3,415,000	\$ 117,510	\$ 1,600,065	\$ 1,785,000	\$ 4,748,055	\$ 18,798,220	0.28%	\$ 773
2019	\$ 12,250,000	\$ 1,304,904	\$ 212,983	\$ 149,453	\$ -	\$ 3,185,000	\$ 107,718	\$ 1,400,057	\$ 1,487,500	\$ 4,259,675	\$ 24,357,290	0.23%	\$ 993
2020	\$ 11,260,000	\$ 1,183,578	\$ 189,318	\$ 112,089	\$ -	\$ 2,950,000	\$ 97,925	\$ 3,426,437	\$ 1,190,000	\$ 1,544,907	\$ 21,954,254	0.27%	\$ 876
2021	\$ 10,160,000	\$ 1,062,252	\$ 165,653	\$ 74,725	\$ -	\$ 2,750,000	\$ -	\$ 3,040,897	\$ 892,500	\$ 1,242,059	\$ 19,388,086	0.31%	\$ 778
2022	\$ 9,015,000	\$ 940,926	\$ 141,988	\$ 37,361	\$ 60,098	\$ 2,460,000	\$ -	\$ 3,451,467	\$ 595,000	\$ 939,211	\$ 17,641,051	0.38%	\$ 704
2023	\$ 7,785,000	\$ 819,600	\$ 118,323	\$ -	\$ -	\$ 2,165,000	\$ -	\$ 3,575,358	\$ 297,500	\$ 636,363	\$ 15,397,144	0.44%	\$ 611

Sources: City of Bainbridge Island Finance Department, Washington State Office of Financial Management, U.S. Department of Commerce, Bureau of Economic Analysis

Table 11: Ratios of General Bonded Debt Outstanding
Last Ten Fiscal Years

Fiscal Year	General Obligation Bonds for which the City is directly obligated	Premiums, Discounts, and Adjustments	Total	Percentage of Assessed Value of Property	Per Capita
2014	\$ 14,085,000	\$ 307,487	\$ 14,392,487	0.27%	\$ 616
2015	\$ 12,285,000	\$ 266,322	\$ 12,551,322	0.22%	\$ 537
2016	\$ 10,425,000	\$ 225,156	\$ 10,650,156	0.17%	\$ 448
2017	\$ 8,650,000	\$ 183,991	\$ 8,833,991	0.13%	\$ 369
2018	\$ 7,135,000	\$ 142,826	\$ 7,277,826	0.09%	\$ 299
2019	\$ 13,175,000	\$ 1,241,638	\$ 14,416,638	0.16%	\$ 588
2020	\$ 12,470,000	\$ 1,153,265	\$ 13,623,265	0.14%	\$ 543
2021	\$ 11,715,000	\$ 976,760	\$ 12,691,760	0.12%	\$ 509
2022	\$ 10,845,000	\$ 898,180	\$ 11,743,180	0.11%	\$ 469
2023	\$ 9,950,000	\$ 819,600	\$ 10,769,600	0.08%	\$ 428

Note: The general obligation bonds shown above do not include certain bonds which are fully supported by additional taxpayer voted self-imposed property tax revenue.

Source: City of Bainbridge Island Finance Department, Kitsap County Assessor's Office,
Washington State Office of Financial Management

Table 12: Direct and Overlapping Governmental Activities Debt

Governmental Entity	Net General Obligation Debt Outstanding	Percentage Applicable to Bainbridge Island Residents *	Estimated City of Bainbridge Island Residents Share of Overlapping Debt
Kitsap County	\$ 66,082,000	21.16%	\$ 13,985,411
Kitsap County Regional Library	-	21.16%	-
Bainbridge Island School District	102,056,053	100.00%	102,056,053
Bainbridge Island Fire District	10,105,000	100.00%	10,105,000
Bainbridge Island Park District	17,430,000	100.00%	17,430,000
Subtotal, overlapping governmental activities debt			<u>\$ 143,576,464</u>
City of Bainbridge Island direct governmental activities debt			7,903,323
Plus premiums net of any discounts and adjustments			<u>819,600</u>
Subtotal, direct governmental activities debt			<u>\$ 8,722,923</u>
Total direct and overlapping governmental activities debt			<u><u>\$ 152,299,387</u></u>

* The percentage applicable to the City of Bainbridge Island is based on a ratio of the other governmental entities' assessed valuation to its valuation within the City.

Source: City of Bainbridge Island Financial Advisor

Table 13: Legal Debt Margin
Last Ten Years

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Debt Limit	\$ 428,115,774	\$ 465,840,821	\$ 517,395,173	\$ 565,661,616	\$ 630,473,214	\$ 691,664,469	\$ 717,198,763	\$ 771,389,704	\$ 962,344,023	\$ 1,009,517,859
Total net debt applicable to limit	25,182,868	23,111,323	20,136,073	17,396,748	14,879,703	17,495,738	15,944,225	14,317,712	12,556,199	10,704,686
Legal debt margin	<u>\$ 402,932,906</u>	<u>\$ 442,729,498</u>	<u>\$ 497,259,100</u>	<u>\$ 548,264,868</u>	<u>\$ 615,593,511</u>	<u>\$ 674,168,731</u>	<u>\$ 701,254,538</u>	<u>\$ 757,071,992</u>	<u>\$ 949,787,824</u>	<u>\$ 998,813,173</u>
Total net debt applicable to limit as a percentage of debt limit	5.9%	5.0%	3.9%	3.1%	2.4%	2.5%	2.2%	1.9%	1.3%	1.1%

Under state law voters may approve general obligation debt issues of up to 7.5% of assessed valuation. This 7.5% debt capacity is allocated evenly among general government, parks/open space, and utilities resulting in a 2.5% limit for each. Within the general government 2.5% limit, the City Council has authority to issue bonds without voter approval for a combined total up to 1.5% of the City's assessed valuation.

December 31, 2023, Assessed Value: \$ 13,460,238,119

	General Capacity		Special Purpose Capacity		Total Capacity
	Councilmanic	Excess Levy	Open Space	Utility Purposes	
2.50% of Assessed Value	\$ -	\$ 336,505,953	\$ 336,505,953	\$ 336,505,953	\$ 1,009,517,859
1.50% of Assessed Value	201,903,572	(201,903,572)	-	-	-
Statutory Debt Limit	<u>201,903,572</u>	<u>134,602,381</u>	<u>336,505,953</u>	<u>336,505,953</u>	<u>1,009,517,859</u>
General Obligations:					
Bonds	9,950,000	-	-	-	9,950,000
State Public Works Trust Fund Loan:	754,686	-	-	-	754,686
Total Debt Outstanding	<u>10,704,686</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,704,686</u>
Remaining Debt Capacity	<u>\$ 191,198,885</u>	<u>\$ 134,602,381</u>	<u>\$ 336,505,953</u>	<u>\$ 336,505,953</u>	<u>\$ 998,813,173</u>

Source: Kitsap County Assessor's Office levy assessment books, City of Bainbridge Island Finance Department

Table 14: Pledged-Revenue Coverage

The City of Bainbridge Island currently has revenue pledges for both non-bonded revenue and assessment debt outstanding, however, there have been no coverage requirements since 1995 when the last revenue bonds were refunded.

Table 15: Demographic and Economic Statistics
Last Ten Fiscal Years

Fiscal Year	Population	Kitsap County Personal Income (in thousands)	City of Bainbridge Island Personal Income (in thousands)	Kitsap County per capita personal income	Number of Households	Public School Enrollment	Unemployment Rate
2014	23,360	\$ 11,838,125	\$ 1,087,951	\$ 46,573	9,653	3,896	5.3%
2015	23,390	\$ 12,473,946	\$ 1,129,998	\$ 47,953	9,547	3,913	5.5%
2016	23,760	\$ 13,163,570	\$ 1,191,083	\$ 49,709	9,698	3,910	5.5%
2017	23,950	\$ 13,988,937	\$ 1,265,186	\$ 52,508	9,897	3,887	5.0%
2018	24,320	\$ 14,082,667	\$ 1,285,557	\$ 52,833	9,247	3,759	5.0%
2019	24,520	\$ 15,174,970	\$ 1,379,108	\$ 56,244	10,132	3,762	4.6%
2020	24,825	\$ 15,982,626	\$ 1,461,540	\$ 58,874	10,541	3,560	6.3%
2021	24,930	\$ 16,559,291	\$ 1,513,353	\$ 60,704	9,515	3,607	6.1%
2022	25,060	\$ 18,610,871	\$ 1,700,199	\$ 73,775	11,251	3,521	3.6%
2023	25,180	\$ 18,936,661	\$ 1,717,218	\$ 75,332	11,251	3,486	4.8%

Sources: State of Washington Office of Financial Management, U.S. Bureau of Labor Statistics, U.S. Bureau of Economic Analysis, U.S. Census Bureau, Washington State Office of Superintendent of Public Instruction

Table 16: Principal Employers
Current Year and Ten Years Ago

Employer	2023			2014		
	Employees ¹	Rank	Percentage of Total City Employment	Employees ¹	Rank	Percentage of Total City Employment
Bainbridge Island Schools	528	1	4.2%	244	1	4.32%
Bainbridge Island Park District	284	2	2.3%			0.00%
Washington State Ferries	260	3	2.1%	115	7	2.04%
Town & Country Market Inc	167	4	1.3%	128	6	2.27%
Sage/Redington/Farbank	160	5	1.3%	170	3	3.01%
City of Bainbridge Island	138	6	1.1%	101	8	1.79%
Islandwood	120	7	1.0%	75	10	1.33%
Safeway	110	8	0.9%	134	5	2.37%
Clark Construction	76	9	0.6%			0.00%
Fairbank Construction	75	10	0.6%			0.00%
Avalara				183	2	3.24%
Virginia Mason, Winslow Clinic				137	4	2.43%
Messenger House				100	9	
Subtotal of ten largest employers	1,918		15.3%	1,387		22.8%
All other employers	10,590		84.7%	4,262		77.2%
Total City of Bainbridge Island employment	<u>12,508</u>		<u>100.0%</u>	<u>5,649</u>		<u>100.0%</u>

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

¹ Includes part-time employees, where applicable

Table 17: Full-time Equivalent (FTE) City Employees by Function
Last Ten Fiscal Years

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Function/Department										
City Council	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Executive and Information Systems	11.75	8.75	8.75	8.80	9.80	13.90	16.10	17.20	19.60	22.30
Finance	8.30	11.80	11.90	13.40	13.40	10.00	10.00	10.00	11.00	10.00
Municipal Court	4.85	4.85	4.85	4.85	4.85	4.85	4.85	4.00	4.00	4.00
Planning and Community Development	18.00	19.00	20.00	20.00	20.00	23.00	23.00	21.00	21.00	21.00
Public Safety	26.25	26.15	26.35	28.35	28.35	30.35	30.35	30.35	30.35	30.35
Public Works	37.00	37.00	39.00	43.00	43.00	45.80	45.80	46.00	48.00	52.00
	113.15	114.55	117.85	125.40	126.40	134.90	137.10	135.55	140.95	146.65

Source: City of Bainbridge Island Executive Department, Human Resources Division

Table 18: Operating Indicators by Function/Program
Last Ten Fiscal Years

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Function / Program										
Police										
Calls for service	13,161	15,001	16,978	17,478	21,752	14,943	10,297	9,409	10,046	10,140
Case reports	1,876	1,703	1,877	1,669	1,805	1,557	1,659	1,348	1,543	1,455
Traffic violations	573	817	602	784	624	325	146	148	242	446
Judicial System										
Hearings Held	2,273	2,363	2,196	2,366	2,519	1,972	1,798	1,423	1,023	1,900
Physical and Economic Environment										
Land Use Planning Permits Issued	215	249	236	215	285	278	135	129	145	162
Building permits issued	670	706	806	971	774	737	710	786	863	893
Transportation										
Hours - roadway sweeping	841	671	364	810	788	840	939	887	887	807
Hours - roadside mowing	768	841	705	595	881	2,047	1,560	1,050	1,050	1,179
Hours - overhead vegetation control	1,186	1,883	1,632	1,405	1,425	1,936	1,334	2,053	2,053	1,654
Utility Services										
Water										
Active Service connections	2,491	2,520	2,560	2,640	2,671	2,745	2,819	2,827	2,837	2,820
Regulatory bacteria samples	156	167	166	169	185	271	318	166	166	145
Unsatisfactory regulatory samples	0	0	0	0	0	2	0	1	2	0
Sewer										
Number of Service Connections	2,127	2,130	2,167	2,238	2,289	2,431	2,464	2,480	2,496	2,523
WWTP ave monthly flow (MGD)	0.56	0.54	0.60	0.61	0.55	0.54	0.56	0.60	0.48	0.55
WWTP ave BOD removal (%)	99	98.6	98.2	98.4	99.0	99.0	98.8	98.7	98.5	98.8
Stormwater										
Number of culverts inspected	806	696	139	403	228	177	323	402	409	378
Number of culverts cleaned	101	263	40	3	53	13	20	4	39	32

Source: City of Bainbridge Island

Table 19: Capital Asset Statistics by Function
Last Ten Fiscal Years

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Facilities and Fleet										
Square feet of facilities maintained	67,007	67,007	67,007	62,607	62,607	62,607	62,607	90,000	90,000	100,000
Number of police stations	1	1	1	1	1	1	1	1	1	1
Number of police vehicles	25	24	25	28	28	28	28	26	33	42
Number of vehicles and equipment maintained	146	153	160	157	164	170	171	164	167	175
Transportation										
Number of city maintained gravel roads	29	29	29	29	29	29	29	29	29	38
Traffic Lights	7	7	7	7	7	7	17	17	17	42
Number of bridges	2	2	2	2	2	2	2	2	2	4
Roadway sweeping street waste removed	321	194.3	262	363	463	371	430	282	282	169
Total Decant Facility Incoming spoils (yd ³)	1,840.5	1,116	766	3,690	895	437	483	969	969	613
Number of city maintained road ends	38	43	44	44	44	44	44	44	44	44
Culture and Recreation										
Number of developed parks	4	4	4	4	4	4	4	4	4	4
Acres of developed parks	59.6	59.6	59.6	59.6	59.6	59.6	59.6	70.0	70.0	70.0
Number of developed trails	21	21	22	22	24	25	25	25	25	25
Miles of developed trails	3	3	3	3	4.3	4.8	4.8	4.8	4.8	4.8
Number of Community/Senior Centers	1	1	1	1	1	1	1	1	1	1
Water Services										
Number of active service connections	2,491	2,520	2,560	2,640	2,671	2,745	2,819	2,827	2,837	2,820
Winslow ave SFR daily consumption (gpd)	146	156	152	155	161	153	157	172	150	156
Number of active wells	13	13	13	14	14	14	14	14	14	14
Miles of main	47	47	47	47	47	47	47	47	47	47
Active storage capacity (MG)	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6
Number of regulatory bacteria samples	156	167	166	169	185	271	318	166	166	145
Number of unsatisfactory regulatory samples	0	0	0	0	0	2	0	1	2	0
Sewer Services										
Number of service connections	2,127	2,130	2,043	2,238	2,289	2,431	2,464	2,480	2,496	2,523
Miles of main	37.4	37.4	38.5	38.5	38.5	38.5	38.5	38.5	38.5	38.5
Number of pump stations	17	17	17	17	17	17	17	17	17	17
WWTP ave monthly flow (MGD)	0.5	0.5	0.6	0.6	0.6	0.5	0.6	0.6	0.5	0.5
WWTP max monthly flow (MGD)	1.2	1.3	1.8	1.8	1.3	1.3	1.5	1.9	1.8	1.8
WWTP ave BOD removal (%)	99	98.6	98.2	98.4	99	99	98.8	98.7	98.5	98.8
Stormwater										
Number of culverts inspected	806	696	139	403	228	177	323	402	409	378
Number of catch basins inspected	375	410	554	739	1,112	1,800	1,166	1,850	1,850	477
Linear feet of open conveyance ditched	5,967	1,285	4,735	4,959	4,833	2,647	2,939	6,528	3,471	3,231
Miles of pipe	17.9	17.9	17.9	17.9	17.9	17.9	17.9	17.9	17.9	17.9
Number of city owned storm water ponds	42	42	42	42	42	42	42	42	42	42

Source: City of Bainbridge Island Public Works Department



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:35 PM) Consider the Planning Commission Recommendation Related to Ordinance No. 2024-21 Prohibiting Crematoria in All Zoning Districts - Planning,

SUMMARY: At this time, the City does not have any zoning regulations specific to crematoria. The City has until October to consider and adopt crematoria-specific regulations per the adopted moratorium.

Staff collected and reviewed public comment, conducted preliminary research and carried out a review of potential options for locating, constructing and operating a crematorium on Bainbridge Island. Staff preliminarily analyzed three alternatives for addressing crematoria in the City's development regulations: prohibiting, allowing crematoria in Business/Industrial zones with additional use-specific standards, and regulating crematoria as Kitsap County does by allowing as a conditional use in the R-0.4, R-1, R-2 and commercial zones, with crematoria structures required to have a 200-foot setback from residentially zoned properties.

Staff analysis shows the Comprehensive Plan to be unsupportive of a crematorium being located in any zoning district in the City. Staff recommends prohibiting the siting, construction and operation of crematorium anywhere on Bainbridge Island. A properly noticed public hearing was held by the Planning Commission on August 22, 2024. After accepting public testimony, the Planning Commission unanimously recommends the City Council approve the draft ordinance as proposed by staff with one change to the definition of crematorium. This change has been integrated into the ordinance in the packet.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to forward Ordinance No. 2024-21 prohibiting crematoria in all zoning districts to the September 24, 2024, business meeting for consideration and adoption.

COMMUNITY ENGAGEMENT AND OUTREACH: PREVIOUS PLANNING COMMISSION REVIEW
DATE(S): July 25, 2024, August 22, 2024 PREVIOUS COUCIL REVIEW DATE(S): April 23, 2024, May 28, 2024, June 25, 2024

FISCAL IMPACT:

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

BACKGROUND: The City Council adopted Ordinance No. 2024-11 on April 23, 2024, imposing a six-month moratorium on the acceptance and processing of development permit applications related to crematoria, and

held a public hearing as required by law on May 28, 2024. On June 25, 2024, the City Council referred the topic to the Planning Commission.

A majority of public concern with the siting, construction and operation of a crematorium on Bainbridge Island has focused on potential human health impacts from crematorium air emissions during combustion. Other concerns included the reliance on propane and increased greenhouse gas emissions and to a lesser extent, the diminishment of property values due to becoming in proximity of a crematorium. Some public comment in support of the siting, construction and operation of a crematorium on Bainbridge Island stated that there was insufficient information on any potential negative air quality of human health impacts and a desire to have cremation services available on Bainbridge Island rather than using off-island cremation services elsewhere in Kitsap and King Counties.

Planning and Community Development staff spoke with the Puget Sound Clean Air Agency (PSCAA) regarding air quality permits and monitoring for crematoria. PSCAA has described their process to have crematoria operators apply for permits and to identify and monitor emissions. Staff were informed about the ongoing permit process that a funeral home in the City of Everett is currently going through to obtain a permit for a new crematorium. After several rounds of modeling and emissions estimating, the business is now undergoing a health impact assessment to determine the potential increase in lifetime cancer risk and other health effects for individuals exposed to higher levels of toxic air pollutants that would occur from operating a crematorium. After the review is complete, the Department of Ecology will report its findings and may recommend additional control conditions required for approval. Should a crematorium obtain approval and be constructed, it will be required to pass an emissions test. After this initial test, the facility will not be inspected for its emissions limits again unless a complaint is submitted to the PSCAA.

Staff cannot complete a full impacts analysis for all policy alternatives within currently available resources. The information thus far provided by PSCAA and other typical channels of land use research (such as the Municipal Research Service Center), is insufficient to properly quantify the anticipated impacts on nearby properties under the land use scenarios studied. Additional research would necessarily entail continuing to investigate and review written scientific research papers documenting human health and air quality measurements, assessing public health risk and reporting on best available mitigation controls and air quality monitoring and reporting techniques. Staff capacity to perform further research is severely limited by lack of in-house expertise in the fields of air quality and public health, other mandates and commitments that must be fulfilled, and budgetary constraints.

Staff analyzed the Comprehensive Plan and determined that more policies appear unsupportive of a crematorium than those that appear supportive. Examples of unsupportive policies include Policy EC-1.2 related to businesses that are compatible with community values and Goal EC-3, promoting business practices that protect the Island's natural beauty.

At this time, given the level of research already conducted, staff cannot fully quantify the impacts of Alternatives 2 and 3. Significant unidentified resources would be needed to thoroughly research the likely and anticipated impacts and associated concerns of these two alternatives. With respect to the information provided here and based on a limited level of supporting research including an analysis of the Comprehensive Plan, staff do not find a compelling reason to conditionally permit crematoria as a new use.

The Planning Commission discussed the topic at a study session on July 25, 2024, and moved to set a public hearing for August 22, 2024. At the public hearing, the Planning Commission accepted public comment, deliberated, and ultimately moved unanimously to forward a recommendation of approval of the draft ordinance to the City Council.

ATTACHMENTS:

[Ordinance Defining and Prohibiting Crematoria 2024-21.docx](#)

[Crematorium Memo 07192024.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2024-21

AN ORDINANCE of the City of Bainbridge Island, Washington, amending BIMC 18.36.010 and BIMC Table 18.09.020 to define and prohibit crematoria in all zoning districts of the City; and terminating the moratorium imposed by Ordinance NO. 2024-11.

WHEREAS, crematoria are not defined in Section 18.36.010 of the Bainbridge Island Municipal Code (“BIMC”) and are not listed among the land uses addressed in BIMC 18.09.020; and

WHEREAS, on April 23, 2024, the Bainbridge Island City Council adopted Ordinance No. 2024-11, imposing a moratorium on the acceptance and processing of applications for crematoria for a period of six months to allow the City to determine if the use was appropriate for location in the zoning districts of the City and, if so, in which districts and under which conditions; and

WHEREAS, on June 25, 2024, the City Council directed the City Manager to direct staff to prepare materials for the Bainbridge Island Planning Commission to consider whether the use should be permitted in Bainbridge Island and under what regulations; and

WHEREAS, on July 19, 2024, the City Planning Director and Planning Manager issued a staff report for the Planning Commission and City Council on three alternatives relating to crematoria; and

WHEREAS, the Planning Director and the Planning Manager recommended that crematoria be prohibited in all zoning districts of the City based upon the inconsistency of crematoria with policies in the City’s Comprehensive Plan and Climate Action Plan, and based upon the potential impacts of crematoria on neighborhood character, air quality, and public health; and

WHEREAS, the Planning Commission studied the issue of crematoria at its meeting of July 25, 2024 and set a public hearing for August 22, 2024 on the alternatives presented in the staff report prepared by the Planning Director and Planning Manager; and

WHEREAS, the City Planning Director, acting as the City’s SEPA Responsible Official, issued a Determination of Nonsignificance for the crematoria alternatives on August 6, 2024, and

WHEREAS, the public hearing was held before the Planning Commission on August 22, 2024, and, after closing the public hearing, the Planning Commission accepted the recommendation of the Planning Director and Planning Manager and recommended to the City Council that this ordinance be adopted with an amendment to the definition of crematorium; and

WHEREAS, pursuant to RCW 36.70A.106, the City notified the Washington State Department of Commerce on August 2, 2024, of the City’s intent to adopt the regulations set forth in this ordinance; and

WHEREAS, the City Council considered the Planning Commission’s recommendation at the Council’s meetings of September 10, 2024, and September 24, 2024, and determined to adopt the Commission’s recommendation; and

WHEREAS, Section 5 of Ordinance No. 2024-11 provides for the moratorium to be terminated upon adoption of permanent regulations relating to crematoria, such as those set forth in this ordinance.

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

Section 1. Rationale. The following is adopted as the City’s rationale for enacting the regulations set forth in this ordinance:

There exists on Bainbridge Island significant documented public concern related to potential human health impacts from crematorium air emissions during combustion. Recent modeling from a proposed new moratorium in a nearby jurisdiction showed emissions estimates that exceeded acceptable standards. Additional testing will be required for that facility, and potentially additional controls required for approval; however, even if a crematorium can be permitted through that process, there is only one actual test that is required of the facility after construction. An emission test from a constructed facility may confirm that emissions are within the limits specified in the approved permits, but such a test is only conducted once. A crematorium would not be inspected for its emissions limits again unless a complaint is submitted. These regulations do not give strong assurance that the public concerns related to human health impacts are unwarranted.

Other concerns include the reliance on propane and increased greenhouse gas emissions. The Climate Action Plan’s goals and objectives focused on shifting business greenhouse gas emissions away from fossil-based fuels do not support permitting a crematorium given that they rely solely on propane. Adopted policies in the Comprehensive Plan’s Economic Element call for supporting businesses that are compatible with community values (Policy EC 1.2); adding a crematorium that relies solely propane for its operations would not be compatible with community values related to climate action. Allowing crematoria would not promote business practices that protect the Island’s natural beauty, as is called for in Goal EC-3. Allowing crematoria would not measurably add to the City meeting its employment target, growth of a more diverse workforce or add to local tax bases in any significant fashion (Goals EC-3, EC-7, EC-10). In terms of land use, there are no Comprehensive Plan goals or policies that indicate any zoning districts appropriate for such a use. Policy LU 4.10 identifies the Conservation Area as appropriate for residential, recreational, agricultural, habitat and open space uses, and Goal EC-15 calls for the Business/Industrial zones to provide space for job creating enterprises. There does not exist in the Comprehensive Plan or other adopted plans any

compelling reason to permit crematoria, nor any particular policy support in favor of allowing crematoria anywhere on Bainbridge Island.

Section 2. Crematorium Defined. The following definition is added to BIMC 18.36.010:

“Crematorium” means a building or buildings, or other establishments at which bodies of the dead are cremated.

Section 3. Crematoria Prohibited. The “Public and Institutional” Uses section of BIMC Table 18.09.020 is amended to prohibit crematoria in all zoning districts of the City and to read as set forth on Exhibit A to this ordinance.

Section 4. Termination of Moratorium. Upon the effective date of the permanent regulations set forth in this ordinance, the moratorium established by Ordinance No. 2024-11 is terminated.

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

Section 6. Effective Date. This ordinance shall take effect and be in full force five (5) days after its passage and publication as required by law.

PASSED by the City Council this ____ day of _____, 2024.

APPROVED by the Mayor this ____ day of _____, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

Date: July 12, 2024
To: Planning Commission and City Council
From: HB Harper, Planning Manager and Patricia Charnas, Planning Director
Re: Crematoria

Background

The City Council adopted a six-month moratorium on the acceptance and processing of development permit applications related to crematoria on April 23, 2024. The City does not have any zoning regulations specific to crematoria.

The City's Planning and Community Development department was contacted in late 2023 and early 2024 by the current owners/operators of the Cook Family Funeral Home. The Cook Family Funeral Home offers cremation, burial and memorial services for its clients. Cremation is via transportation to an off-site crematory. The current owners of the Cook Family Funeral home requested information about the permitting process to construct and operate a crematorium originally on the site of the Hillcrest cemetery.

During the six-month moratorium, staff has been collecting and reviewing public comment, conducting preliminary research and carrying out an initial review of potential options for locating, constructing and operating a crematorium on Bainbridge Island.

Policy Considerations

Crematoria Policy Alternatives

Staff preliminarily analyzed crematoria locations and regulations in nearby jurisdictions, as well as three policy alternatives for possible locations and regulations within Bainbridge Island:

1. to prohibit crematoria throughout Bainbridge Island;
2. to allow crematoria in the Business/Industrial zone, and consider additional use-specific standards for protecting air quality, screening, and/or an additional setback of 100 feet from residentially zoned properties; or
3. to regulate crematoria in the same manner as Kitsap County by allowing as a conditional use in the R-0.4, R-1, R-2 and commercial zones, with crematoria structures required to have a 200-foot setback from residentially zoned properties.

Crematoria in Other Kitsap County Jurisdictions

Crematoria in nearby jurisdictions include:

- Stone Chapel Poulsbo Mortuary - 22272 Foss Rd Ne, Poulsbo, WA 98370
- Pendleton-Gilchrest Funeral Home, 1151 Mitchell Ave, Port Orchard, WA 98366

- Bradley-Kosec Funeral Home & Crematory 1615 Parkside Dr, Port Townsend, WA 98368

Stone Chapel Poulsbo Mortuary is located in unincorporated Kitsap County (not within Poulsbo city limits) and is zoned Rural Residential and abuts zoned Rural Residential and Rural Industrial. Kitsap County's zoning regulations for crematoria are described below. (There is also a pet crematory in the commercial Gorst area of unincorporated Kitsap County.)

The Pendleton-Gilchrest Funeral Home is zoned Residential 4 and abuts Commercial Mixed Use, Urban Medium Residential and Civic and Institutional areas. In Port Orchard, new crematoria are permitted in commercial, industrial, and civic institutional zones. Therefore, it is likely that this facility predates the zoning and is therefore legally nonconforming.

Bradley-Kosec Funeral Home & Crematory is zoned General Commercial and directly abuts lots zoned Existing Park or Open Space, Public/Infrastructure, and Residential II. In Port Townsend, new crematoria are permitted in Public/Infrastructure zones. Again, it appears likely that this facility predates the zoning and is therefore legally nonconforming.

Kitsap County Regulations: Title 17 Zoning

Definitions and Zoning in Title 17 Zoning

Kitsap County defines Funeral Home as follows: "a building or part thereof used for human funeral services. Such building may contain space and facilities for (1) embalming and the performance of other services used in the preparation of the dead for burial; (2) the performance of autopsies and related surgical procedures; (3) the storage of caskets, funeral urns, and other related funeral supplies; (4) storage of funeral vehicles; and **(5) facilities for cremation**" (emphasis added).

Funeral Homes are allowed as a conditional use in all residential zones. Funeral homes are allowed as an Administrative Conditional Use Permit (no hearing required) or Conditional use in most Commercial zones as well, except Business Park. Finally, funeral homes are a conditional use in most designated Limited Areas of More Intense Rural Development.

Use Specific Standards:

Kitsap County requires that funeral homes meet the following use-specific standards:

- Use shall have its principal access on a county roadway.
- Ingress and egress shall be designed to minimize traffic congestion.
- The use shall provide required off-street parking spaces.
- No mortuary or crematorium in conjunction with a cemetery is permitted within two hundred feet of a lot in a residential zone.

Preliminary Impacts Analysis

Public Comments Regarding Impacts

A majority of public concern with the siting, construction and operation of a crematorium on Bainbridge Island is focused on potential human health impacts from crematorium air emissions during combustion. Other concerns included the reliance on propane and increased greenhouse gas emissions and to a lesser extent, the diminishment of property values due to becoming in proximity of a crematorium. Public comments in favor of the siting, construction and operation of

a crematorium on Bainbridge Island stated that there was insufficient information on any potential negative air quality or human health impacts and a desire to have cremation services available on Bainbridge Island rather than using off-island cremation services elsewhere in Kitsap and King Counties.

Staff has conducted preliminary research into the air quality and human health impacts to address public concerns, as well as a policy analysis related to the Comprehensive Plan and Climate Action Plan.

Preliminary Research Regarding Impacts from Crematory Emissions

The Puget Sound Clean Air Agency (PSCAA) is a special-purpose, regional government agency chartered by Washington State in 1967. PSCAA oversees King, Pierce, Snohomish and Kitsap Counties. Among its work and responsibilities, PSCAA implements a compliance and permitting process for stationary sources of air pollution. PSCAA ensures compliance with ambient air quality standards through permitting, inspections and enforcement.

Planning and Community Development staff spoke with the Puget Sound Clean Air Agency (PSCAA) regarding air quality permits and monitoring for crematoria. PSCAA has described their process to have crematoria operators apply for permits and to identify and monitor emissions. The principal air quality emissions concerns are aerosolized mercury and mercury-containing compounds, some volatile organic compounds, and other emissions with chlorinated biphenyls and transitional metal (including zinc, lead, manganese and zinc) which can but are not always associated with emissions at a crematorium.

Staff were informed about the ongoing permit process that a funeral home in the City of Everett is currently going through to obtain a permit for a new crematorium. Upon submittal of the permit application, PSCAA used a database to identify emissions estimates for Best Available Control Technologies. These estimates showed that emissions from the proposed crematorium would exceed PSCAA acceptable limits for Chromium, Cadmium, Mercury (elemental), Hydrochloric Acid, and two other dioxins. PSCAA then required the funeral home to perform modeling related to established health-based acceptable source impact levels (ASIL). This showed that the levels for the dioxins, Mercury, and Chromium would still exceed acceptable levels. As a result, they required the business to undergo a health impact assessment.

The health impact assessment determines the potential increase in lifetime cancer risk and other health effects for individuals exposed to higher levels of toxic air pollutants that would occur from operating a crematorium. The cancer and health risks are then compared to the maximum allowable limits set by PSCAA. The health impact assessment must be completed by a consultant and submitted to the Department of Ecology. After the review is complete, the Department of Ecology will report its findings and may recommend additional control conditions required for approval.

Should a crematorium move forward in Everett and be constructed, the facility has 180 days to perform an emissions test. This test will confirm the emissions from the facility are within the limits specified in the approved permits. This limit test is conducted only once. If the crematorium passes the emissions test, it will not be inspected for its emissions limits again unless a complaint is submitted to the PSCAA.

The PSCAA informed staff that if a permit is submitted for a new crematorium on Bainbridge Island, they predict that at minimum the business will need to perform ASIL modeling for the six toxins mentioned above.

Although the high heat levels associated with crematoria typically evaporate most toxins, mercury emissions occur from dental amalgam fillings. The emissions of mercury are subject to a 24-hour rolling limit, and if an individual has a large number of dental fillings, it is possible to exceed this.

Limitations on Further Impacts Analysis

While the above information is useful, staff cannot complete a full impacts analysis for all policy alternatives at this level of research. The information thus far provided by PSCAA and other typical channels of land use research (such as the Municipal Research Service Center), is insufficient to properly quantify the anticipated impacts on nearby properties under the land use scenarios described in Alternatives 2 and 3. For instance, there may be a combination of a certain height (of the stack causing the emissions) with a certain distance of setback that could be documented as mitigating the impacts to human health. However, significant further research would be required to properly assess this. The additional research would of necessity entail continuing to investigate and review written scientific research papers documenting human health and air quality measurements, assessing public health risk and reporting on best available mitigation controls and air quality monitoring and reporting techniques.

Staff capacity to perform further research is severely limited by lack of in-house expertise in the fields of air quality and public health, other mandates and commitments that must be fulfilled, and budgetary constraints.

Comprehensive Plan Analysis Including Climate Action Plan Climate Action Plan

The City of Bainbridge Island adopted a Climate Action Plan in November 2020. The adopted Climate Action Plan has goals, objectives and monitoring actions that commit city resources to actively lower greenhouse gas emissions (GHG) as a major climate change mitigation action. Similarly, the CAP states a goal to shift existing business and industrial GHG emissions away from fossil-based fuels. Crematoria ovens rely solely on propane. Without specific validation, it has been reported that a crematorium consumes on average 28 gallons of propane per corpse. While propane combustion delivers a more limited breadth of greenhouse gas emissions than gasoline or diesel, and the transport of corpses off-island would involve some GHG emissions as well, propane combustion produces carbon dioxide, some carbon monoxide, and water vapor, all of which add to GHG emissions.

The 2016 Comprehensive Plan

Climate mitigation and other actions appear in the Vision, Guiding Principles and as policies in the Land Use, Economic, Environment and Transportation chapters of the Comprehensive Plan. These policies speak to the need for GHG reductions, mitigation, and community engagement, which would not be supportive of a crematorium.

Adopted policies also call for supporting businesses that are compatible with community values (Policy EC 1.2). Adding a crematorium that relies solely on substantial quantities of propane for

its operations would not be compatible with community values related to climate action. Allowing crematoria would not promote business practices that protect the Island's natural beauty (EC-3).

Regarding business development generally, it does not appear that allowing crematoria would measurably add to the City meeting its employment target, growth of a more diverse workforce or add to local tax bases in any significant fashion (Goals EC-3, EC-7, EC-10).

Related specifically to Alternative 2, the Comprehensive Plan calls for the Business/Industrial zones to provide space for job creating enterprises (Goal EC-15). Allowing a crematorium in these zones would reduce the space available for businesses that provide more jobs.

Related specifically to Alternative 3, Policy LU 4.10 identifies the Conservation Area as appropriate for residential, recreational, agricultural, habitat and open space uses. Allowing a crematorium in the residential zones identified as Conservation Area would not be consistent with this policy, nor the general descriptions of the Conservation Area that occur throughout the Comprehensive Plan.

Adopted policies potentially supportive of allowing crematoria on the island include Policy HS 1.4, related to increasing emergency preparedness and Policy HS 2.1 related to programs that meet the basic needs of survival including access to emergency health care. These policies do not specifically mention crematoria, burial practices, or end of life care, but could be related to the issues raised by proponents, depending on the scale and type of disaster or emergency.

Comprehensive Plan Update

While the 2016 Comprehensive Plan is currently undergoing a periodic review and may be updated, no changes are anticipated that would pertain to this topic in such a way as to indicate more favorability for crematoria on Bainbridge Island. No comments received during scoping indicate a community interest in changing direction on the commitments related to climate change and GHG reductions. Comments were received regarding protecting the Conservation Area. Therefore, the analysis of the 2016 Comprehensive Plan analysis can be relied upon even as that version of the plan is being updated for the periodic review.

Conclusions and Staff Recommendation

Staff preliminarily analyzed three policy alternatives regarding the siting, construction and operation of a crematorium on Bainbridge Island:

1. to prohibit crematoria throughout Bainbridge Island;
2. to allow crematoria in the Business/Industrial zone, and consider additional use-specific standards for protecting air quality, screening, and/or an additional setback of 100 feet from residentially zoned properties;
3. to regulate crematoria in the same manner as Kitsap County by allowing as a conditional use in the R-0.4, R-1, R-2 and commercial zones, with crematoria structures required to have a 200-foot setback from residentially zoned properties.

A suitable staff recommendation for Planning Commission and ultimately City Council must be defensible and thoroughly researched. At this time, given the level of research already conducted, staff cannot fully quantify the impacts of Alternatives 2 and 3. Significant unidentified resources would be needed to thoroughly research the likely and anticipated impacts and

associated concerns of these two alternatives. With respect to the information provided here and based on a limited level of supporting research including an analysis of the Comprehensive Plan, staff do not find a compelling reason to conditionally permit crematoria as a new use.

It should be noted that extending the moratorium would not change the level of additional investigation and research that may still remain at an uncertain or unsatisfactory level and would not change the level or amount of staff resources available to devote time during an extended moratorium. Pre-existing commitments and mandates obligate existing staff resources well into and past 2025. The issues surrounding acceptable risk, the necessary research and reassurances that any staff proposal must attend to will not be resolved within the time of the existing moratorium nor within a moratorium extension.

Staff recommends prohibiting the siting, construction and operation of crematorium anywhere on Bainbridge Island.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:55 PM) Discuss Annual Roads Preservation Program (Part 1) - Public Works,

SUMMARY: Jon Pascal, a consultant with the Transpo Group and Kirkland City Councilmember, will provide a presentation on pavement management strategies.

AGENDA CATEGORY: Presentation

PROPOSED BY: Public Works

RECOMMENDED MOTION: Discussion only.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned at this time.

FISCAL IMPACT:

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

BACKGROUND: The City Council was last briefed on the City's Annual Roads Preservation Program by the Public Works Director on May 21, 2024. As part of that discussion, the City Council decided to continue consider road preservation options and funding as a full Council in lieu of a sub-committee.

Following up on that decision, this agenda item will provide the City Council with additional information on road preservation/pavement management strategies and funding from Jon Pascal, a consultant with Transpo Group and Kirkland City Councilmember. The presentation includes a re-cap of the City's road conditions, an overview of pavement preservation strategies and funding options along with their likely impacts, and some examples from other communities.

It is noted the goal of the street maintenance program is to preserve the life of the street at the least cost possible. The information presented will show while although the Pavement Condition Index for Bainbridge Island streets is remaining relatively stable, the percentage of roadways needing complete payment rehabilitation is growing and as they deteriorate, the cost of rehabilitation increases.

A second discussion is planned with the City Council in Q4 that could potentially include a deeper dive and recommendations on identified strategies, and ultimately a policy decision on how to proceed with the road preservation program.

ATTACHMENTS:

[Pavement Presentation Slides Transpo.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s): Streets Fund

Coding: N/A



Pavement Management Strategies

September 2024



CITY OF
BAINBRIDGE ISLAND

transpogroup 
WHAT TRANSPORTATION CAN BE.

416

ABOUT ME – JON PASCAL

- Licensed Professional Civil Engineer with 26 years experience
- B.S and M.S. from University of Washington
- Managing Principal - Transpo Group
(www.transpogroup.com)
- Councilmember - City of Kirkland (www.kirklandwa.gov)
- Member – Washington State Active Transportation Safety Council (wtsc.wa.gov)
- Board Member - Washington State Transportation Improvement Board (www.tib.wa.gov)

AGENDA OVERVIEW

1. Overview
of existing conditions.
2. Recap
of pavement management
principles.
3. Funding/Policy
options to consider.
4. Examples
from other communities.
5. Discussion
and questions

PURPOSE OF THE DISCUSSION

Desired Outcome

Confirm sustainable strategies that provide the optimal pavement conditions at the least practical cost over the short and long term



Objectives

- Understand pavement management strategies
- Share information on funding mechanisms
- Learn about potential policy and budget options
- Provide direction on next steps

EXISTING CONDITIONS

OVERVIEW OF EXISTING CONDITIONS

- 282 lane-miles of paved roads
- 5 miles of gravel roads
- Maintenance includes:
 - Preservation (contract)
 - Pavement markings (contract)
 - Asphalt patching
 - Pot-hole repair
 - Sweeping
 - Shoulder grading
 - Vegetation control
 - Gravel road grading



OVERVIEW OF EXISTING CONDITIONS

Roadways Classified by Desired Function

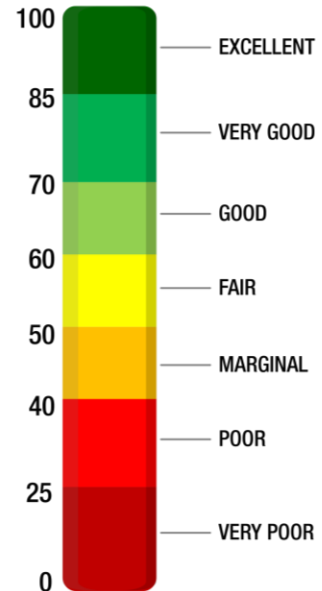
- Primary Arterials (SR 305)
- Secondary Arterials – **66 lane miles**
(i.e. Miller, High School)
- Collectors – **90 lane miles**
(i.e. Fort Ward, Battle Point)
- Local Access Street - **126 lane miles**



PAVEMENT CONDITION INDEX (PCI)

- The PCI is a condition rating that ranges from 0 to 100
- PCI score is used to rank roadways for preservation treatment types

STANDARD PCI RATING SCALE



Weighted average PCI =

$$\frac{(\sum (PCI \text{ of pavement section} \times \text{Surface area of section}))}{(\text{Total surface area of the pavement network})}$$

EXISTING BAINBRIDGE ISLAND PAVEMENT CONDITIONS

2024

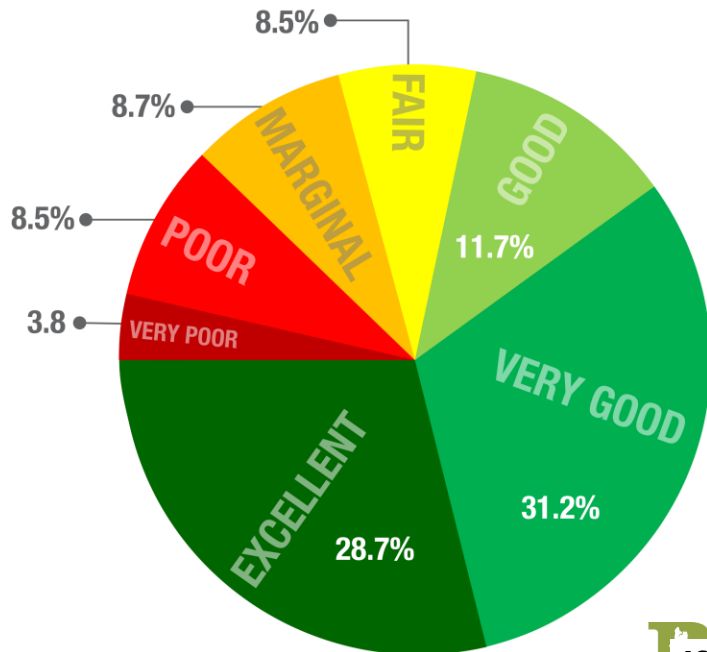
- 70 PCI Average
- Backlog 12.3%

2019

- 70 PCI Average
- Backlog 8.0%

National Average is 65 PCI

*Backlog is the percent of roadways
needing complete pavement
rehabilitation (Deferred Maintenance)*



% of network by area

PAVEMENT MANAGEMENT OVERVIEW

PAVEMENT PRESERVATION FUNDING

Historical Funding:

- Between 2014 to 2022, the City invested an average of \$500K annually
- A 2019 analysis recommended \$1.8M to maintain PCI 70

Current Funding:

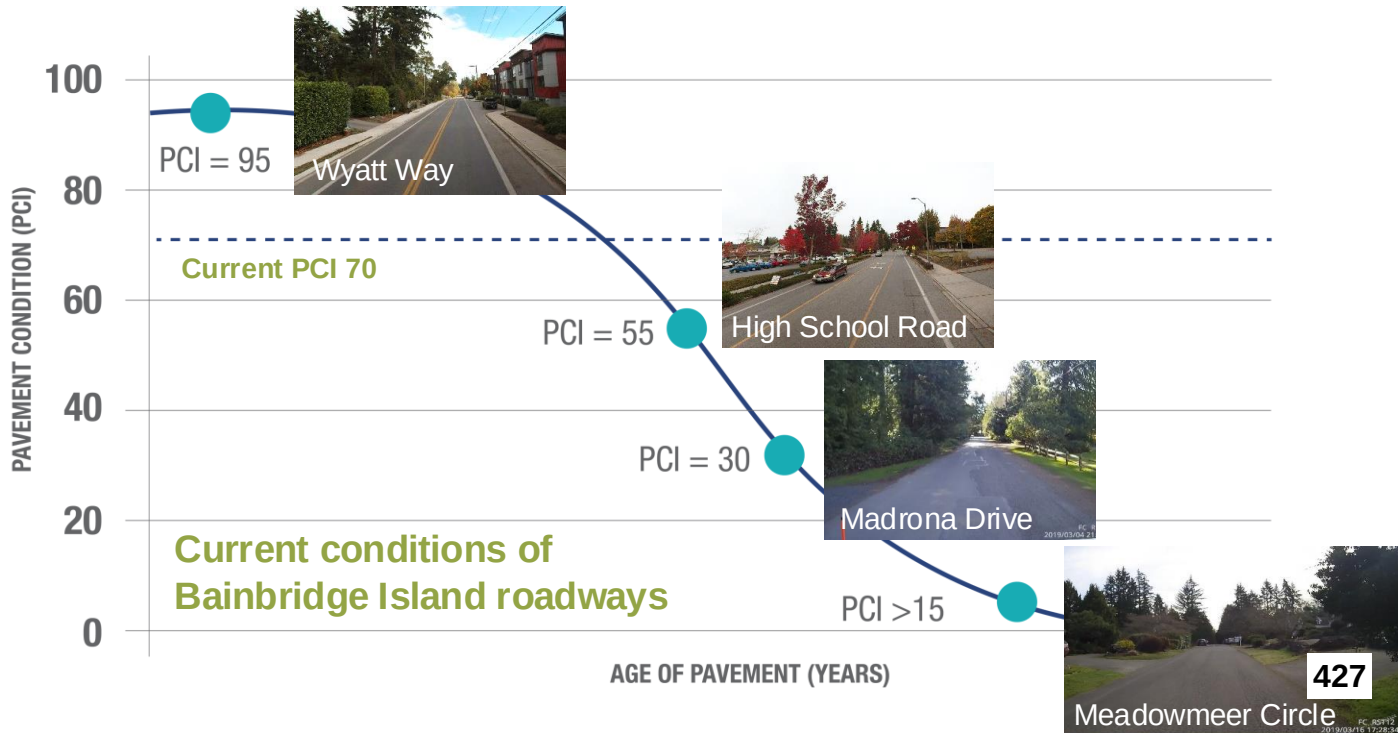
- \$1M annually was authorized in 2023 by City Council that will lower PCI to 65, and deferred maintenance to grow to 18%

Future Funding Needs:

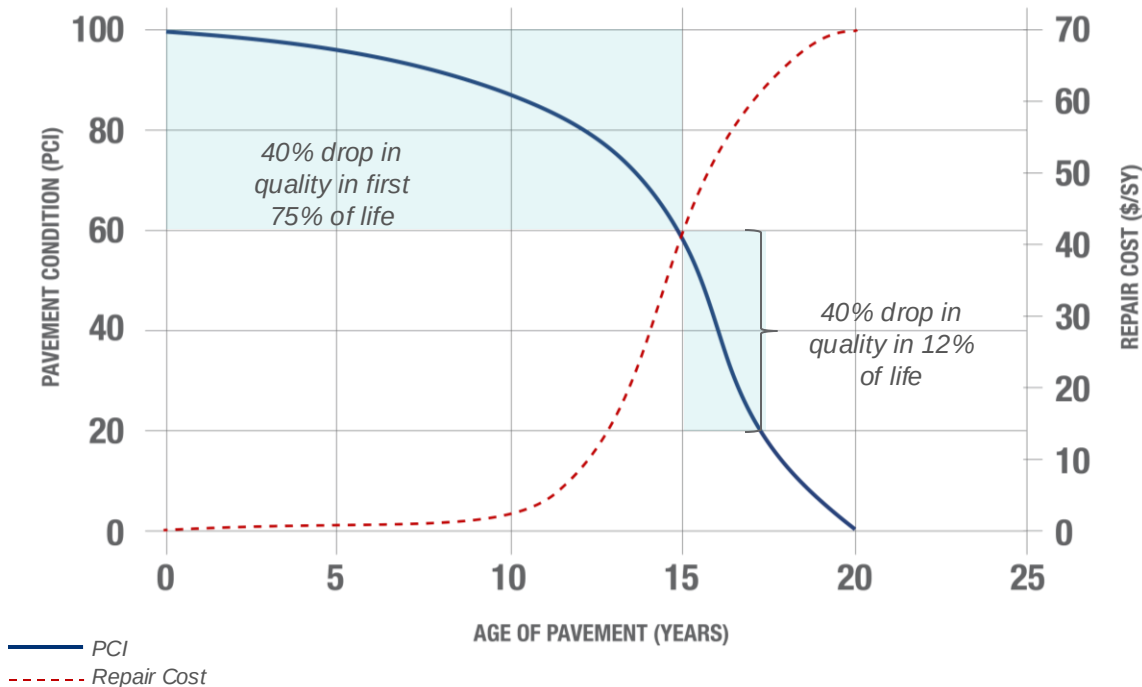
- More in-depth pavement analysis recommends \$2.55M annually to maintain PCI 70 and 13% deferred maintenance



PAVEMENT CONDITION EXAMPLES



PAVEMENT LIFECYCLE



Preserving “good” roads can be up to 10 times cheaper than reconstructing failed roads

Repair cost and pavement life cycle are inversely related

COST OF PAVEMENT TREATMENTS

BENEFITS OF EARLY ACTIONS

*As pavement conditions decline,
the cost to repair skyrockets.*



<i>Condition:</i>	<i>Few superficial cracks</i>	<i>Linear & "alligator cracks"</i>	<i>Extensive "alligator cracks", potholes</i>
<i>Treatment:</i>	<i>Slurry seal</i>	<i>Crack seal/resurface</i>	<i>Reconstruct</i>
<i>Cost:</i>	<i>\$5,000/city block</i>	<i>\$75,000/city block</i>	<i>\$250,000/city block</i>

INDUSTRY CHANGES IMPACT COSTS

Increase in Costs

- Limited contractors
- Fluctuating material costs
- ADA requirements
- Maintaining in-house service levels

Practices are Evolving

- Consideration of different pavement treatments
- More reliance on pavement markings
- Incorporating multimodal considerations and needs
- Use of decorative pavement markings in some locations



FUNDING / POLICY OPTIONS

FUNDING STRATEGIES

Street Levy

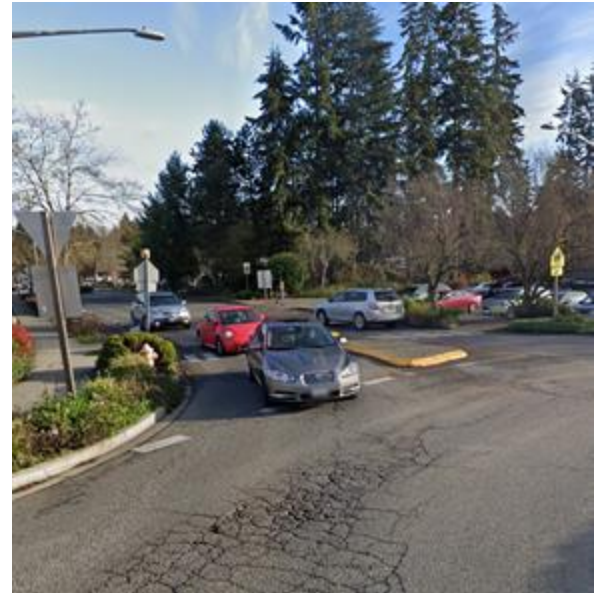
Increase the property tax levy with a majority approval of voters to fund ongoing street maintenance.

Transportation Benefit District

Ask voters for additional funding authority either through a sales tax increase or higher vehicle license fees.

Local Improvement Districts

Special assessment within a specific area approved by property owners to finance roadway improvements.



** Any funding strategy must consider the competing needs for maintenance and active transportation improvements*

PAVEMENT MANAGEMENT STRATEGIES

Category	Description of Strategy	Impact on Achieving Sustainable Pavement Management Strategy
Budget & Efficiencies	Direct additional revenues towards street maintenance to maintain PCI and avoid increase in deferred maintenance.	
	Utilize multi-year contracting to provide more predictability regarding procurement costs	
	Expand crack and chip sealing, and begin slurry sealing along local streets	
	Increase in-house maintenance staff and training to allow for more patching and overlay prep work	
	Purchase paver and milling machine to expand patching capabilities and assist in addressing deferred maintenance along local streets	

LEGEND

-  Unknown/none
-  minimal
-  medium
-  high
-  very high

PAVEMENT MANAGEMENT STRATEGIES

Category	Description of Strategy	Impact on Achieving Sustainable Pavement Management Strategy
Regulatory & Policy Changes	Expand street patch requirements to require larger patches when impacting pavement that has been recently rehabilitated	
	Implement a street cut fee to increase revenue to assist in maintaining pavements	
	Consider expanding water, sewer, and stormwater utility projects to assist in addressing pavement needs	
	Modify target PCI for arterials/collectors and allow lower PCI for local streets to focus limited pavement program revenue on roadways that serve more people and modes	

LEGEND

-  Unknown/none
-  minimal
-  medium
-  high
-  very high

PAVEMENT MANAGEMENT STRATEGIES

Category	Description of Strategy	Impact on Achieving Sustainable Pavement Management Strategy
Funding Strategies	Waste Haulers Fee: Negotiate a new contract with solid waste haulers to add a pavement maintenance fee to cover the costs of increased wear and tear on local streets.	
	Street Levy: Ask voters to approve a street levy by raising property taxes and directing that the additional revenue be used to maintain streets by supplementing existing revenues.	
	Transportation Benefit District: Ask voters to increase the vehicle license tab fee or sales tax and direct the revenue to be used for pavement management purposes	
	Local Improvement District (LIDs): Support and encourage property owners to create LIDs that contain special assessments to finance roadway maintenance	

LEGEND

-  Unknown/none
-  minimal
-  medium
-  high
-  very high

PAVEMENT MANAGEMENT STRATEGIES SUMMARY TABLE

Categories	Description of Strategy	Impact on Achieving Sustainable Pavement Management Strategy
Budget & Efficiencies	Additional revenues directed towards street maintenance	
	Utilize multi-year contracting to reduce procurement costs	
	Expand crack, chip, and slurry sealing	
	Increase staffing for more patching and overlay prep work	
	Purchase paver and milling machine	
Regulatory & Policy Changes	Expand standard street patch requirements	
	Implement/increase street cut fee	
	Water, sewer, stormwater utility contributions	
	Modify target PCI for arterials/collectors versus local roads	
Funding Strategies	Solid waste haulers fee – new contract	
	Street levy	
	Transportation Benefit District	
	Local Improvement District	

LEGEND

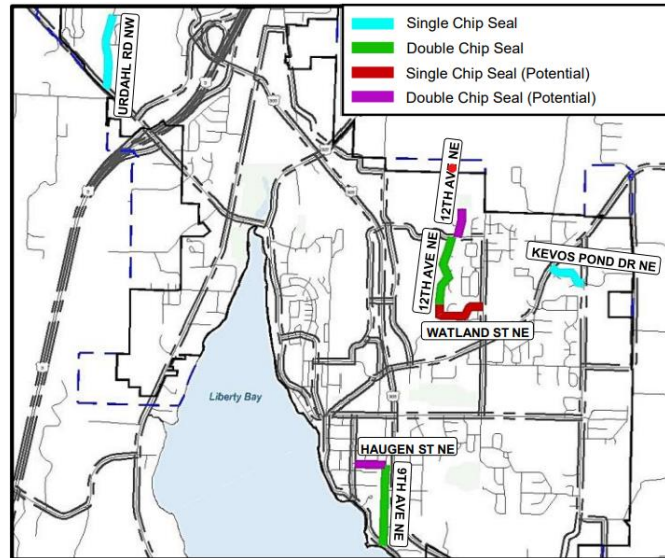
-  Unknown/none
-  minimal
-  medium
-  high
-  very high

EXAMPLES FROM OTHER COMMUNITIES

OTHER COMMUNITY EXAMPLES

City of Poulsbo

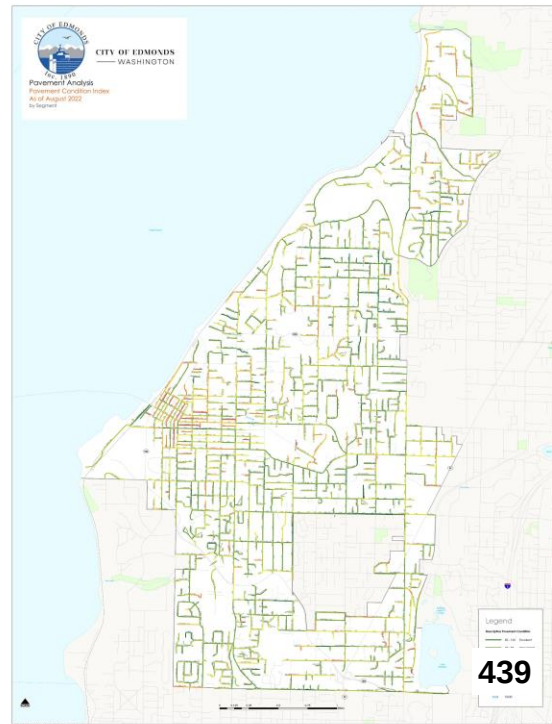
- 57 lane miles of roadway
- \$300K annually focused on chip sealing local streets. Currently exploring slurry sealing.
- No dedicated funding for overlay of arterials/collectors. Typically addressed as part of larger CIP projects.
- Using multi-year contracting for striping program
- In-house staff assist in prepping streets with crack sealing
- Looking to invest in more equipment to address small patching needs



OTHER COMMUNITY EXAMPLES

City of Edmonds

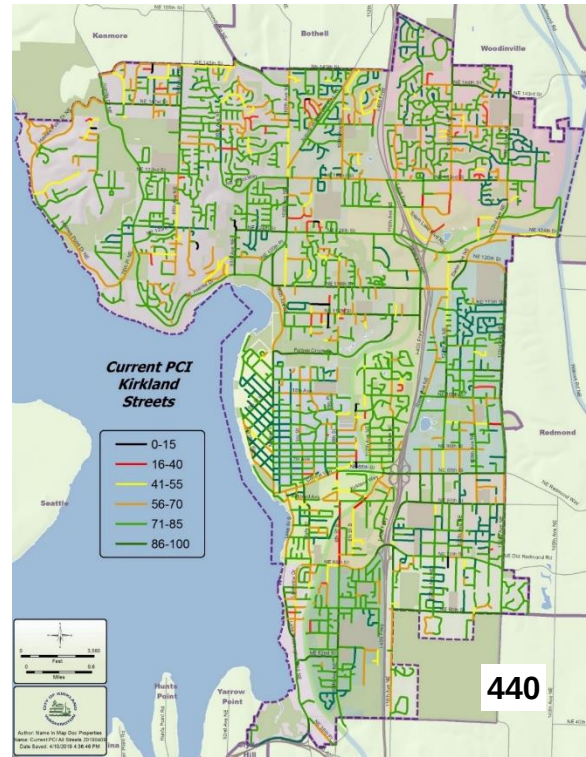
- Average PCI 65 with 133 center lane miles of roadway
- \$1.5 million/year directed towards overlays – not enough to maintain PCI
- Perform little preventive maintenance such as chip/slurry sealing
- In-house striping crew, they also prep for overlays
- Incorporate higher cost materials into striping and overlay programs to extend the life of facilities
 - Additives placed into the asphalt mixture
 - Use of MMA striping for pavement markings



OTHER COMMUNITY EXAMPLES

City of Kirkland

- Revised pavement strategy to maintain 70 PCI for arterials/collectors, and not allow local streets to fall below 60 PCI
- Voters passed a Street Levy in 2012 that raises \$2.9 million annually
 - Includes a slurry seal preservation program for local streets
 - Requires an annual report to monitor progress towards goals
 - Funds neighborhood ped/bike improvements
- Local streets below PCI of 60 are improved on a priority rating scale by in-house street crews



The background is a collage of three images. The top-left image shows a person's hand pouring yellow paint from a white container onto a grey surface. The top-right image shows a street scene with several cars parked along the side and a small garden bed in the foreground. The bottom image is a close-up of a crack in a grey concrete or asphalt surface, with yellow paint being applied along the crack.

COUNCIL DISCUSSION

STRATEGIES AND QUESTIONS FOR COUNCIL CONSIDERATION

Potential Strategies

- Focus limited street maintenance resources towards the arterial/collector system.
- Explore additional staffing and equipment to expand in-house maintenance capabilities.

Questions

- Which funding source is most appealing?
- Are there other ideas that should be further explored?

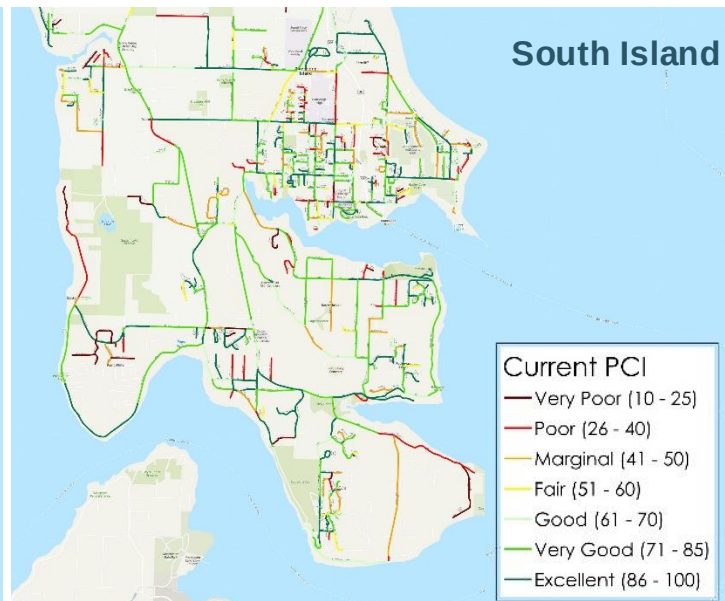
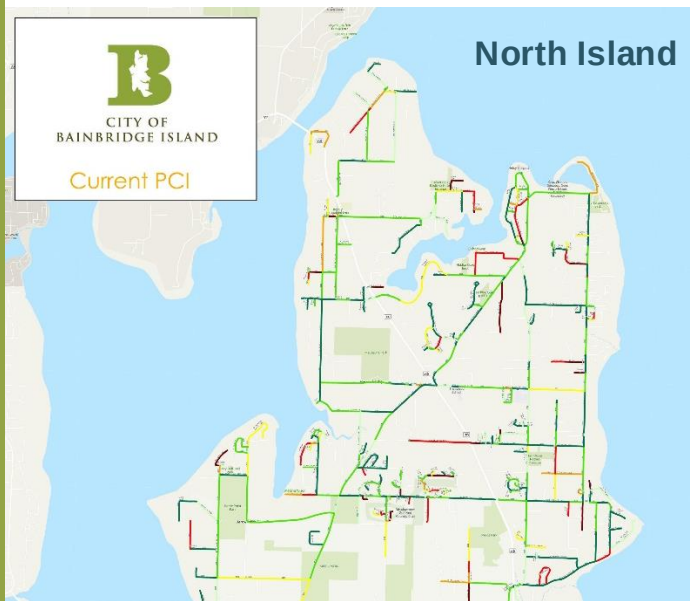
Next Steps

- Evaluate strategies with a medium or higher rating and come back with implementation options.



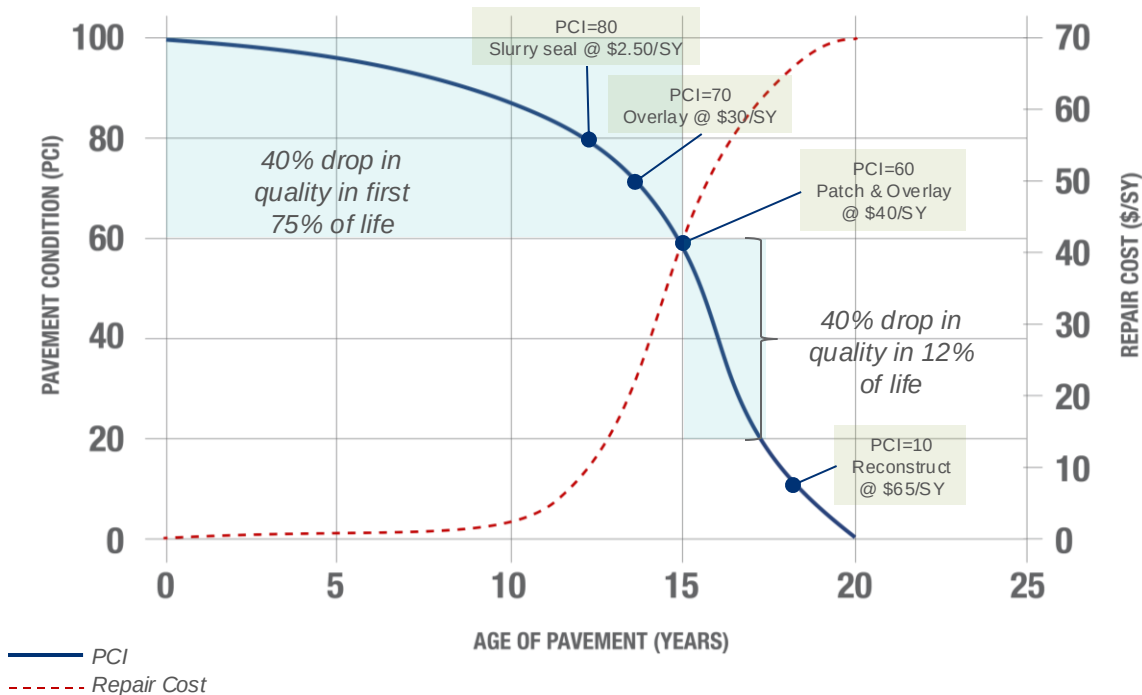
BACKUP INFORMATION

PAVEMENT CONDITION INDEX (PCI)



The PCI is a condition rating that ranges from 0 to 100

PAVEMENT LIFECYCLE



Preserving “good” roads can be up to 10 times cheaper than reconstructing failed roads

Repair cost and pavement life cycle are inversely related

The graph illustrates the relationship between Pavement Condition (PCI) and Age of Pavement (Years). The y-axis represents PCI from 0 to 100, and the x-axis represents Age of Pavement from 0 to 20 years. Three curves are shown, each representing a different pavement condition level. The area under the curves is divided into three regions: Preservation Treatment (top, green), Rehabilitation Treatment (middle, blue), and Reconstruction (bottom, red). The curves show that as the age of the pavement increases, the PCI decreases, and the required treatment level increases. The Preservation Treatment region is the smallest, followed by Rehabilitation Treatment, and then Reconstruction, which is the largest region for older pavements.

OVERVIEW OF PRESERVATION TREATMENTS

Definition of Preservation Treatment:

Any application of asphalt material to roadways with a thickness of less than an inch.

Available Surface Treatments

- Chip Seal
- Slurry Seal
- Fog Seal
- Cape Seal
- Microsurfacing



PRESERVATION TREATMENTS

Chip Seal



Chip Seal consists of a uniform spray of an asphalt binder (or emulsion) followed immediately by a thin aggregate cover which is set with pneumatic tire rollers.

Advantages: Waterproof the pavement and increase skid resistance.

Disadvantages: Vehicle damage from excess aggregate. Rough finished surface. Must be applied during warm, dry weather.

Slurry Seal



Slurry Seal is a proportioned mixture of aggregate, asphalt emulsion, water, and other additives spread uniformly over a properly prepared pavement surface.

Advantages: Reduces or prevents oxidation and water infiltration. Can correct raveling and weathering while improving friction properties.

Disadvantages: Specialized contractor. Doesn't fill large cracks. Must be applied during warm, dry weather.

PRESERVATION TREATMENTS



Fog Seal is an application of asphalt emulsion sprayed onto a pavement surface to rejuvenate the surface and delay oxidation.

Advantages: Fog Seals are inexpensive compared to other surface treatments and do not require specialized equipment or expertise.

Disadvantages: Loss of traction when applied heavily or due to equipment malfunction. Short life span, 1 to 2 years. Messy!



Cape Seal is a Chip Seal layer with a Slurry Seal on Top.

Advantages: Waterproof the pavement, increase skid resistance and decrease in vehicle damage from excess aggregate.

Disadvantages: Specialized Contractor. Must be applied during warm, dry weather.

PRESERVATION TREATMENTS

Microsurfacing is a proportioned mixture of aggregate, polymer modified asphalt emulsion, water and other additives spread uniformly over a properly prepared pavement surface.

Advantages: Can correct minor rutting, raveling and provides skid resistance. Shorter curing time when compared to slurry seal.

Disadvantages: Specialized contractor. Does not provide additional structural capacity.



TREATMENT COST COMPARISONS

- Many considerations related to costs, life cycle, impacts, and ADA requirements
- Recent State Transportation Improvement Board changes should result in some treatments being more common, which could help contain costs

Treatment	\$/SY	Life (Yrs)	User Impact	Claims	Triggers ADA?
Fog Seal	\$1.5	1 to 2	Minimal	Minimal	No
Slurry Seal	\$2.5	5 to 7	Moderate	Minimal	No
Microsurfacing	\$4.0	7 to 10	Minimal to Moderate	Minimal	Yes
Chip Seal	\$4.5	8 to 10	Moderate	High	No
Cape Seal	\$6.5	7 to 10	Moderate	Moderate	Yes
Overlay	\$35.0	15 to 20	Minimal	Minimal	Yes

PAVEMENT MANAGEMENT STRATEGIES

Category	Description of Strategy	Impact on Achieving Sustainable Pavement Management Strategy
Partnerships & Legislative Changes	Update the City's legislative priorities to advocate that the State Legislature to not allow the use of studded tires	
	Evaluate joint maintenance or pavement treatment contracts with other agencies to improve efficiencies in delivering services	
	Update the City's legislative priorities to advocate that the State Legislature increase the gas tax and/or implement a road usage charge that directs additional transportation revenue towards local agencies	
	Work with the Association of Washington Cities to have the State Legislature consider allowing municipalities to charge a street utility fee, similar to the State of Oregon	

LEGEND

-  Unknown/none
-  minimal
-  medium
-  high
-  very high



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:25 PM) Discuss Comprehensive Plan and Winslow Subarea Plan Draft Environmental Impact Statement (EIS) - Planning,

SUMMARY: The Draft Environmental Impact Statement (DEIS) was published July 26, 2024. The comment period ends October 10, 2024, and staff have been doing significant outreach to ensure meaningful participation in scheduled outreach events and to encourage robust public comment on the DEIS. One key question that staff will address in this presentation is why the City appears to be planning for higher population growth than our state mandated population target. This issue stems from the complexity of varying mandates and capacity calculations. Key to this issue is the new state law requiring local plans to show accommodation for all household income levels.

On Bainbridge Island, the adopted growth strategy directs growth to designated centers including Winslow. Existing zoning capacity within Winslow (i.e., quantity of land that has a high likelihood of development/redevelopment under current zoning) is not sufficient to accommodate all of the growth, as that capacity has largely been "used up" (developed) over the last decade. Most of the Island's geography is designated Conservation Area and constitutes 91.1% of the islands entire land area. The designated Conservation Area is zoned for lower density residential but possesses the greatest amount of zoning capacity. While this zoning capacity could meet the adopted population target, it cannot meet the adopted housing targets, especially new mandates on affordable housing. Affordable housing units such as multifamily units or apartment housing need to be located in a sewer service area to be successfully developed and accommodated.

The adopted housing targets require the City to plan for and accommodate 1,977 total housing units, at the following income levels: 377 units at 0-30% of Area Median Income (AMI), plus an additional 166 Permanent Supportive Housing units at 0-30% AMI, 324 units at >30-50% AMI, 272 units at >50-80% AMI, 140 units at >80-100%AMI, 138 units at >100-120%AMI, and 560 units at >120%AMI. These numbers were factored into the Winslow Subarea planning effort with assumptions related to inclusionary zoning, a possible housing levy, building on surplus City-owned land, and other strategies from the Housing Action Plan.

Given that the private market will build financially feasible development projects under whatever zoning is adopted, the number of units projected to be built in Winslow at the >120% AMI level exceeds the relatively low number given in the targets of 560 units: under Alternative 2, this number is 1,310, and under Alternative 3, it's 897. This is partially due to the need to increase the allowable market rate units as a mechanism to achieve the lower income units, such as through inclusionary zoning. The housing unit targets between 0 and 120% AMI are not exceeded by much, if any, in either Alternative 2 or 3, within Winslow. These factors, combined with community goals and market analysis (it cannot be assumed that 100% of new units will be affordable; rather, reasonable market assumptions must be made regarding economic feasibility), the total new units in Winslow is projected at 2,868 under Alternative 2 and 2,386 under Alternative 3--exceeding the total housing target of 1,977.

However, when the Conservation Area capacity for primarily single-family homes is added in (as no downzoning is currently being proposed or analyzed), those numbers exceed the housing targets further. With 1,835 total unit capacity under Alternative 2 and 1,859 total unit capacity under Alternative 3, which capacity is surplus to the housing target, the Conservation Area capacity causes the total unit capacity of the entire island

to be 5,180 under Alternative 2 and 4,889 under Alternative 3.

Staff will present an overview of this complex topic and be available for questions concerning capacity and targets as well as other issues being discussed during the DEIS comment period.

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

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH: Advertised City Council meetings; dedicated web pages for both projects on the Engage Bainbridge web page

FISCAL IMPACT:

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

BACKGROUND: The Comprehensive Plan and Winslow Subarea Plan serve as policy documents that guide city services and decisions regarding land use, housing, transportation, and more. They serve to unify and further the work of other recently adopted plans and policies on climate and sustainable transportation. Land use and zoning alternatives for the Winslow Subarea and for all of Bainbridge Island are analyzed in the draft Environmental Impact Statement (EIS) which provides an in-depth analysis of the alternatives, including a no action alternative, to assist public understanding and to support decisionmakers in assessing impacts and trade-offs.

Local governments are required for the first time ever to show accommodation of new housing targets for households with incomes ranging from very low to moderate incomes. In keeping with the city’s long term growth strategy, the housing targets must largely be accommodated within designated centers, which requires upzoning Winslow and, if necessary, the designated neighborhood centers. This is due to the fact that the housing targets for low to moderate income households will be met via multifamily zoning, with consideration for the tools available to cities (such as surplus land and levies) and the ability of the market to address housing needs for all economic segments of the population. This suite of circumstances gave rise to the action alternatives, both of which respond to the imperative of housing affordability within centers. The land outside designated centers, zoned for low density single family, is not anticipated as contributing toward the City’s housing affordability goals or the housing production mandates. Thus, that low density land in the Conservation Area is essentially "surplus" capacity when considering the housing targets, and that excess capacity, if developed, would cause the population projection to be exceeded over the 20-year time horizon.

More background information, including City Council approved work plans and engagement plans, can be found on the project webpages: <https://cityofbainbridgeisland.civilspace.io/en/projects/winslow-subarea-plan-update> and <https://cityofbainbridgeisland.civilspace.io/en/projects/2024-comprehensive-plan-periodic-update>.

ATTACHMENTS:

[Presentation 09.10.2024 Comp Plan Winslow Plan Draft EIS Review.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Winslow Subarea Plan & Comprehensive Plan Update and Draft Environmental Impact Statement (DEIS)

Targets, Capacity, Gaps and Housing in DEIS

September 10, 2024
City Council Business Meeting

Quick Review of Process for
Updating Plans:

Held scoping; Developed
alternatives

Prepared Draft EIS

Conduct Outreach

Comment period closes Oct. 10

Collect and organize comments

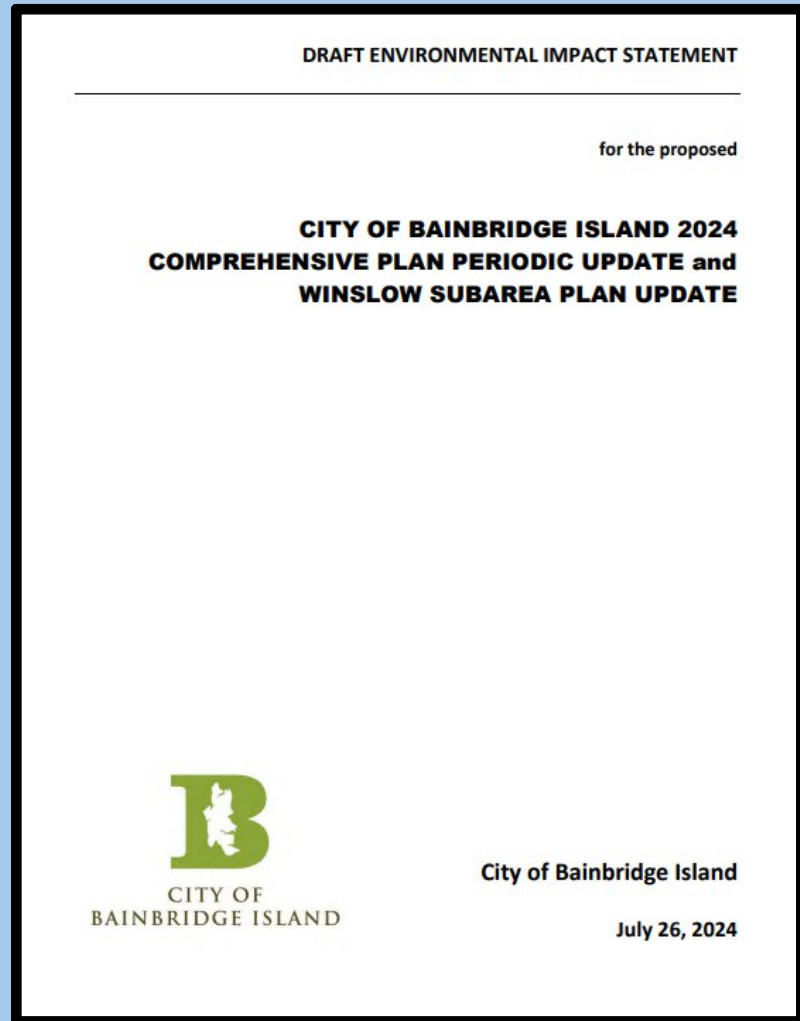
Present to council

Receive policy direction from
council on preferred alternative

Work with Planning Commission on
preferred alternative

Hold public hearing

Return to City Council with



Population, housing and employment forecasts are issued by the State Office of Financial Management and targets are established through the Puget Sound Regional Council and Kitsap Regional Coord. Council and ratified by cities.

4,524 - Bainbridge Island population target



New Mandates for All Income Levels based on Households Income Levels as Expressed by % of Area Median Income:

- Very Low Income:** 30% of AMI or less
- Low Income:** Between 31% and 50% of AMI
- Moderate Income:** Between 51% and 80% of AMI
- High Income:** Above 80% of AMI

Total Allocation under HB 1220: 1,977 homes

Subtract 81-120% AMI:

1,417 homes



KITSAP COUNTY GROWTH ALLOCATIONS - HOUSING (2020-2044)

			Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing** Needs (Temporary)
			0 – 30%							
		Total	Non-PSH*	PSH	>30-50%	>50-80%	>80-100%	>100-120%	>120%	
Unincorporated Kitsap County	Estimated Housing Supply (2020)	69,987	1,802	8	7,335	21,046	13,531	7,815	18,450	153
	Allocation (2020-2044)	14,498	2,768	1,214	2,376	1,996	1,028	1,012	4,103	612
Bainbridge Island city Target	Estimated Housing Supply (2020)	11,251	331	0	331	788	1,150	2,073	6,578	0
	Allocation (2020-2044)	1,977	377	166	324	272	140	138	560	83
Bremerton city	Estimated Housing Supply (2020)	18,351	1,346	106	3,030	8,960	2,496	879	1,534	316
	Allocation (2020-2044)	9,556	1,824	800	1,566	1,316	678	667	2,705	403
Port Orchard city	Estimated Housing Supply (2020)	6,209	288	0	619	2,051	1,246	717	1,288	11
	Allocation (2020-2044)	4,943	944	414	810	680	351	345	1,399	209
Poulsbo city	Estimated Housing Supply (2020)	5,116	356	0	422	1,062	915	594	1,767	1
	Allocation (2020-2044)	1,977	377	166	324	272	140	138	560	83

*Bainbridge Island
affordable housing targets*

Total Allocation: 1,977
exceeds pop target

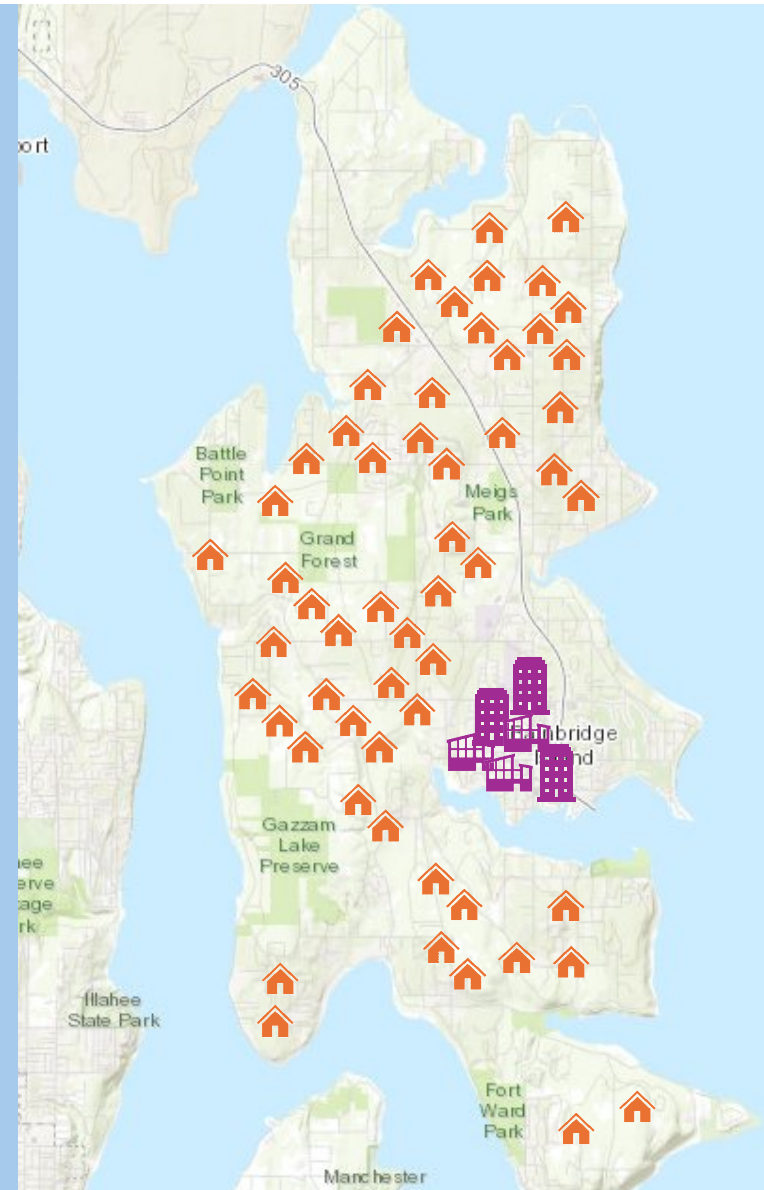
Subtract High Income: 560

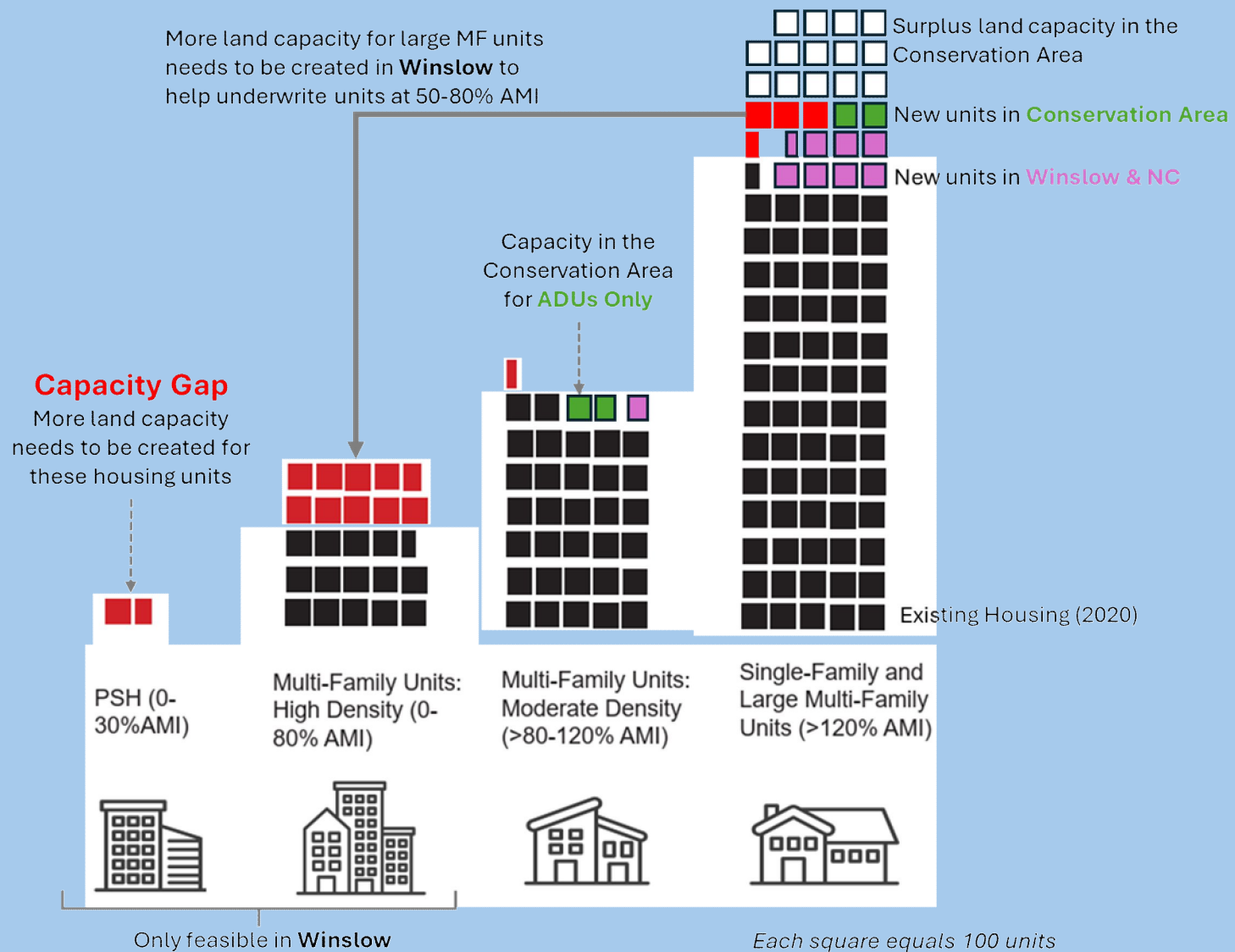
Must plan for 1,417 housing
units for 0-80% AMI
households

How to Achieve New Mandate for Affordable Housing

Planning for higher population growth than our state mandated population target

- New housing targets supersede population target
- COBI growth strategy directs housing to centers
- Significant existing capacity outside of centers (Conservation Area)
- Type of development in Conservation Area cannot meet *housing* targets (SF vs MF)
- Existing capacity in Conservation Area is surplus to the housing targets





PSH (0-30%AMI)

0 (existing units)
0 (existing capacity)
166 (target)
166 (gap) - Only can be accommodated in Winslow

Multi-Family Units: High Density (0-80% AMI)

1,450 (existing units)
0 (existing capacity)
973 (target)
973 (gap) - Only can be accommodated in Winslow

Multi-Family Units: Moderate Density (>80-120% AMI)

3,223 (existing units)
274 (existing capacity: 43 in Winslow, 43 in Neighborhood Centers, 188 in Conservation Area)
278 (target) - Conservation Area can provide best for ADUs at this income bracket

Single-Family and Large Multi-Family Units (>120% AMI)

6,578 (existing units)
2,220 (existing capacity)

- 549 in Winslow
- 85 in Neighborhood Centers
- 1,586 in the Conservation Area (186 for new units; approx 1,400 of this is “surplus capacity in the Conservation Area”)

If we only zoned to accommodate the housing target of 1,977 in Winslow, the population capacity of Winslow would be a little over 4,400.

Combined with the population capacity outside of Winslow – the total population capacity would be about 10,000 people. Under the action alternatives this total number is somewhat higher.

DEIS for the Winslow Subarea Plan & Comprehensive Plan Updates

Alternatives Analyzed in the

DEIS

Alternative 1 – No Action: Development patterns and development regulations kept as they are. Created to establish a baseline alternative to compare action alternatives to. Will not comply with new state laws on housing.

Alternative 2 – Dense Centers: Assumes a higher development focus to higher density centers, primarily Winslow Town Center, with some density to Neighborhood/Industrial Centers, if needed. Achieves new state laws and mandates.

Alternative 3 – Distributed Density: Assumes a development focus to expanded Neighborhood and Business/Industrial Centers, in addition to Winslow Town Center boundary changed to more closely align with sewer service area.

Environmental Issues Analyzed in

DEIS

Land Use/Relationship to Plans and Policies

Housing

Population and Employment

Aesthetics/Visual Resources

Environmental Justice

Air Quality/GHG Emissions/Climate Change

Utilities

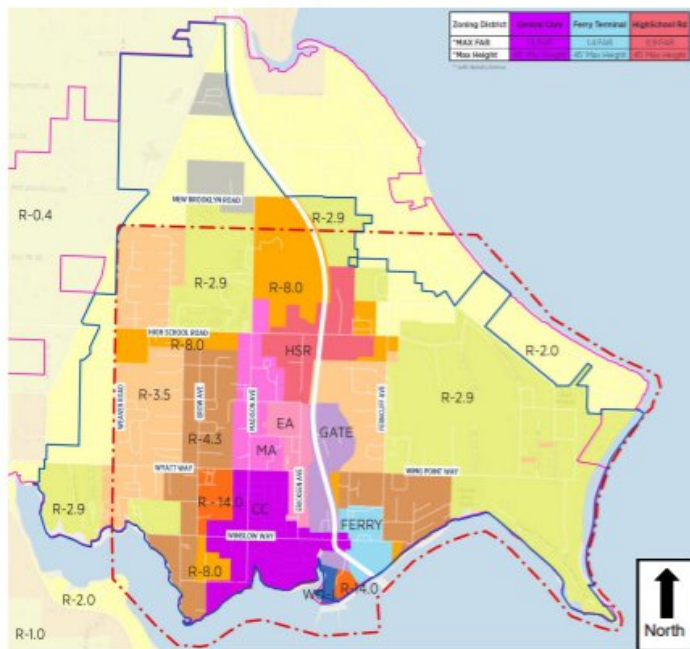
Natural Environment

Public Services

Transportation

Alternatives Analyzed for the Winslow Subarea Plan Update

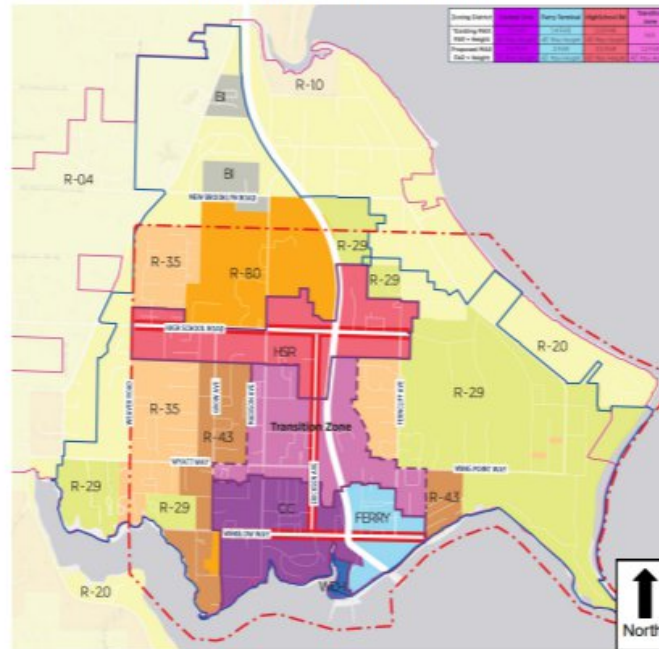
Alternative 1—No Action



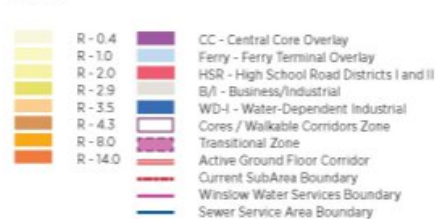
Legend



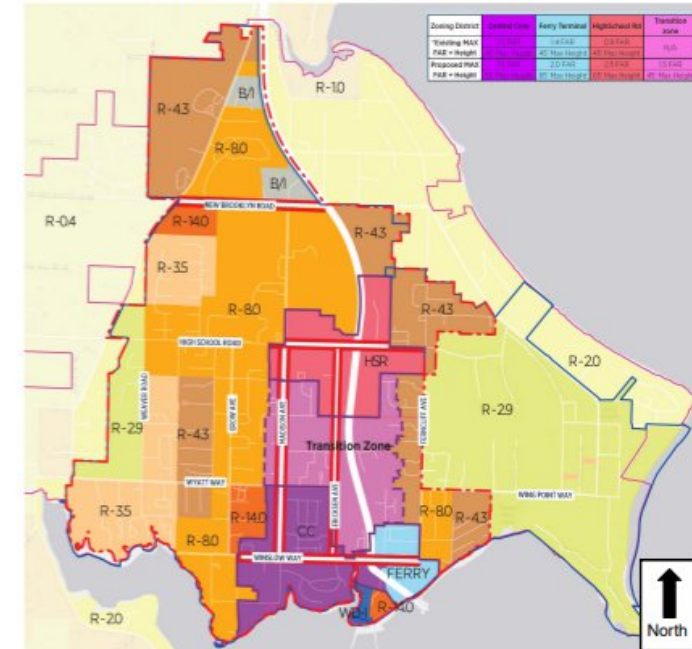
Alternative 2—Dense Centers



Legend



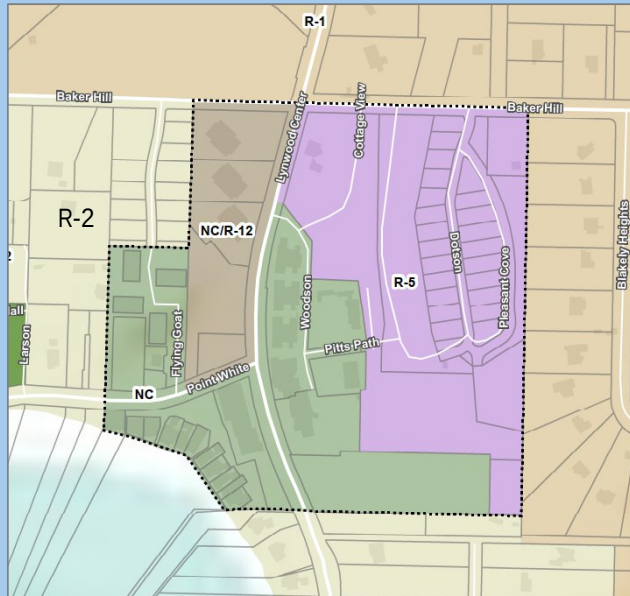
Alternative 3—Distributed Density



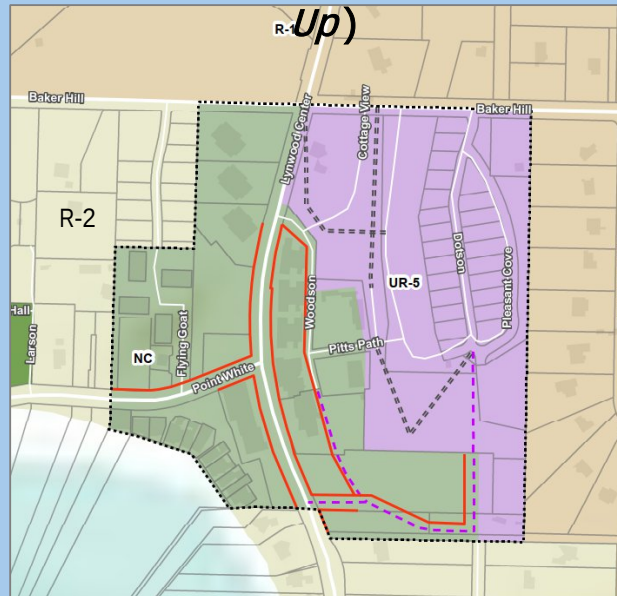
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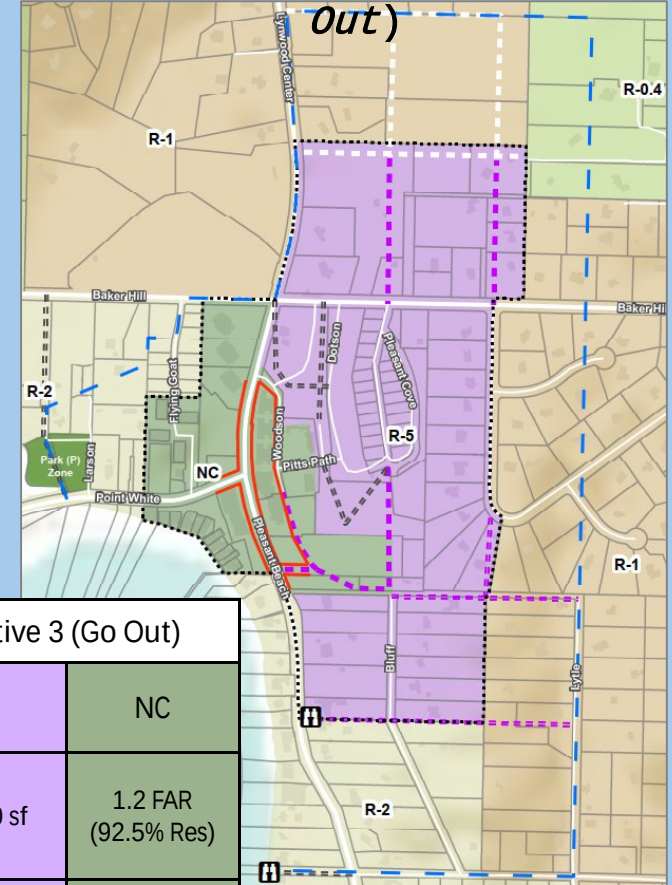
Alternative 1 No Action (Existing)



Alternative 2 Dense Centers (Go Up)



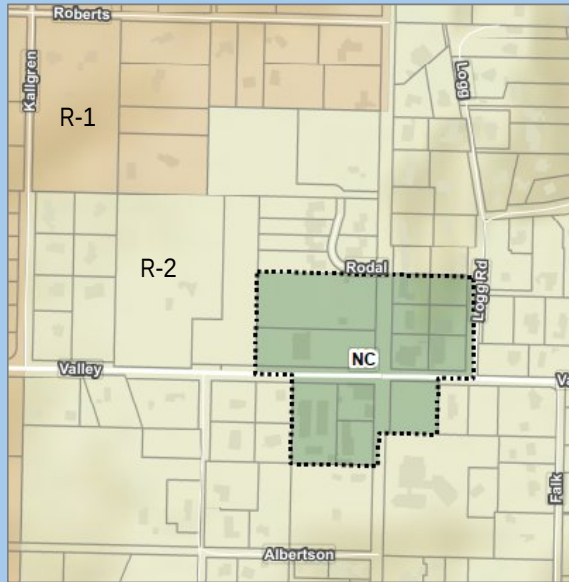
Alternative 3 Distributed Density (Go Out)



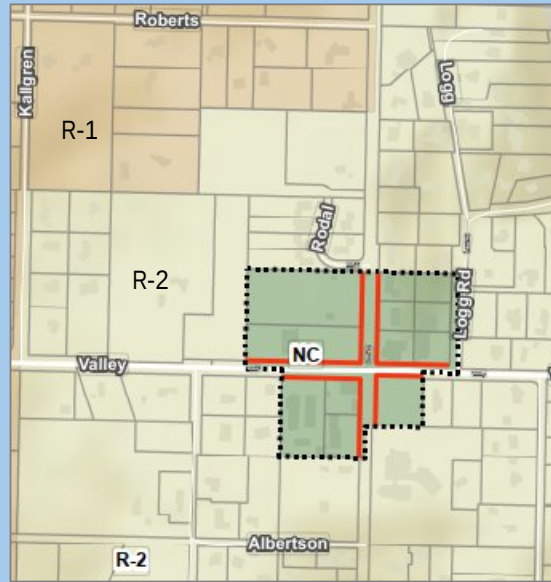
Lynwood Center NC	Alternative 1 (Existing)			Alternative 2 (Go Up)		Alternative 3 (Go Out)	
Zones	R-5	NC*	NC/R-12*	R-5	NC	R-5	NC
Density Dwelling Unit (DU) per Square Feet (sf) or Floor Area Ratio (FAR)	1 DU/ 8,500 sf	1 DU/ 20,000 sf	1 DU/ 3,630 sf	1 DU/8,500 sf	1.5 FAR (90% Res)	1 DU/8,500 sf	1.2 FAR (92.5% Res)
Lot Coverage	25%	35%	35%	35%	50%	35%	50%
Max. Building Height	25 ft	35 ft	35 ft	45 ft	45 ft	35 ft	45%
ADU Regulations	1 ADU Max Size: 900 sf		NA	2 ADUs Max Size: 1,000 sf	NA	2 ADUs Max Size: 1,000 sf	NA

*Note Existing NC and NC/R-12 zoning provide for bonus density for NC (up to R-5) and NC/R-12 (up to R-12) with meeting certain requirements BIMC 18.12.030.D

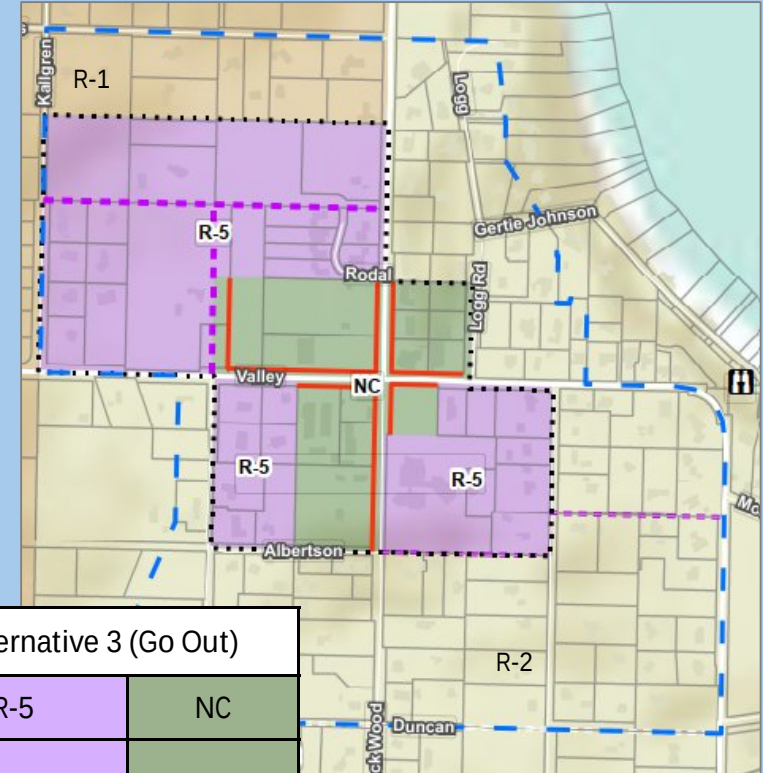
Alternative 1
No Action (Existing)



Alternative 2
Dense Centers (*Go Up*)



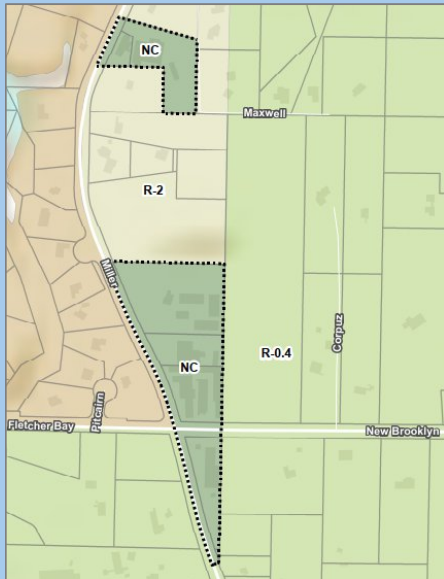
Alternative 3
Distributed Density (*Go Out*)



Rolling Bay NC	Alternative 1 (Existing)		Alternative 2 (Go Up)		Alternative 3 (Go Out)	
Zones	R-2	NC*	R-5	NC	R-5	NC
Density Dwelling Unit (DU) per Square Feet (sf) or Floor Area Ratio (FAR)	1DU/ 20,000 sf	1 DU/ 20,000 sf	1 DU/8,500 sf	1.5 FAR (90% Res) Res)	1 DU/8,500 sf	1.2 FAR (92.5% Res)
Lot Coverage	20%	35%	35%	50%	35%	50%
Max. Building Height	30 ft	35 ft	45 ft	45 ft	35 ft	45%
ADU Regulations	1 ADU Max Size: 900 sf		2 ADUs Max Size: 1,000 sf	NA	2 ADUs Max Size: 1,000 sf	NA

*Note Existing NC zoning provide for bonus density for NC (up to R-3) and with meeting certain requirements BIMC 18.12.030.D

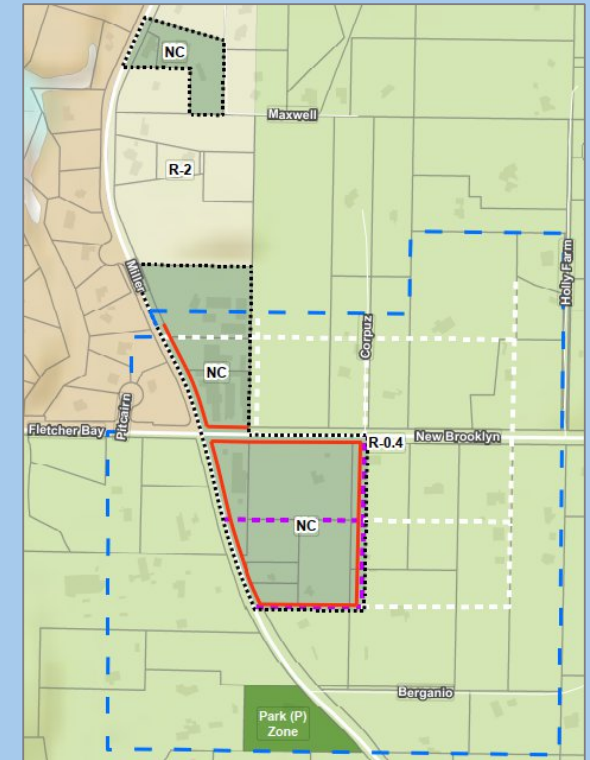
Alternative 1 No Action (Existing)



Alternative 2 Dense Centers (*Go Up*)



Alternative 3 Distributed Density (*Go Out*)

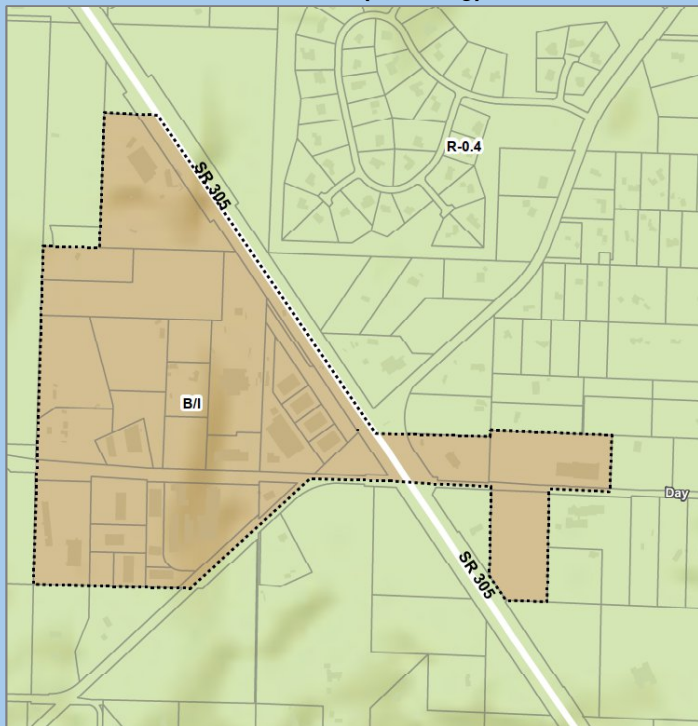


Island Center NC	Alternative 1 (Existing)		Alternative 2 (Go Up)	Alternative 3 (Go Out)
Zones	R-0.4	NC*	NC	NC
Density Dwelling Unit (DU) per Square Feet (sf) or Floor Area Ratio (FAR)	1DU/ 100,000 sf	1 DU/ 20,000 sf	1.5 FAR (Mostly Res)	1.2 FAR (92.5% Res)
Lot Coverage	10%	35%	50%	50%
Max. Building Height	30 ft	35 ft	45 ft	45%
ADU Regulations	1 ADU, Max Size: 900 sf		NA	NA

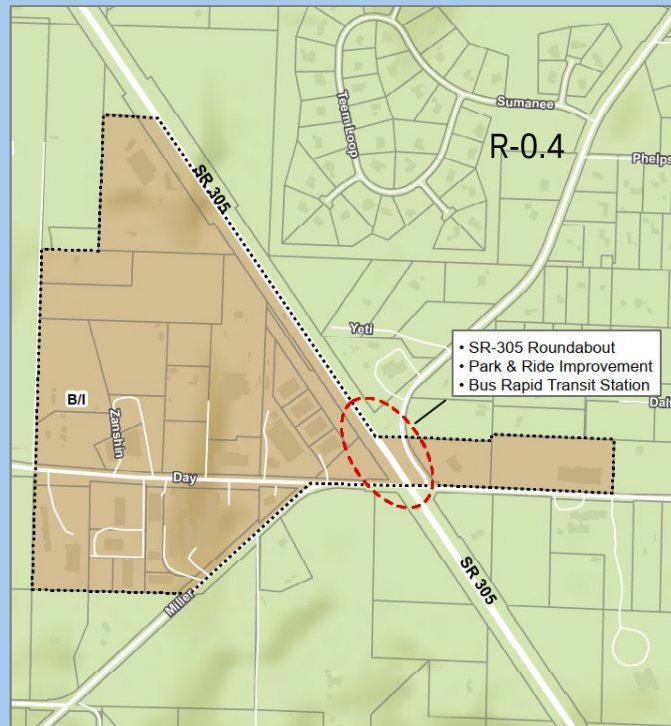
*Note Existing NC zoning provide for bonus density for NC (up to R-3) and with meeting certain requirements BIMC 18.12.030.D

Day Road Business/Industrial (B/I) Industrial Center

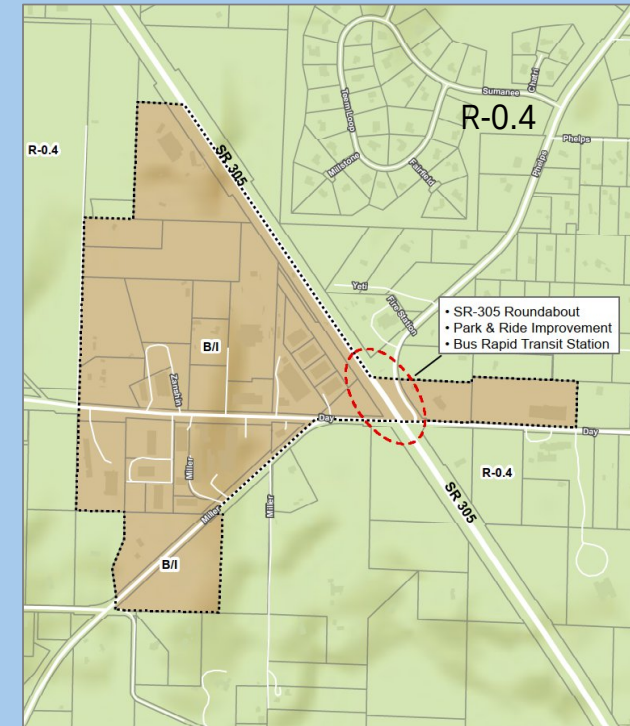
Alternative 1
No Action (Existing)



Alternative 2
Dense Centers (*Go Up*)



Alternative 3
Distributed Density (*Go Out*)



Existing B/I Development Standards	Lot Coverage	35%
	Max. Building Height	35 feet

Proposed B/I Development Standards	Lot Coverage	50%
	Max. Building Height	45 feet

Proposed B/I Development Standards	Lot Coverage	35%
	Max. Building Height	35 feet

Draft Environmental Impact Statement (DEIS) Outreach & Engagement Plan

Gettin g the Word Out

- Press Release on Postcard and DEIS availability
- City Connects (Island-wide)
- Letter mailed to Neighborhood and B/I centers
- City Manager Reports
- Project Listserv Emails/Nixle Text Messages/Social Media
- City & Project Websites

DEIS
Issued
7/26

- All-island postcard notice
- Legal Notice
- City Manager Report/Video
- Project Listserv Emails/Text Messages/Social Media
- Outside agency & group distributions networks
- City & Project Websites

Comment
Period
7/26 -
10/10

- Postcard - Open House Reminder (Island-wide)
- City Manager Reports
- Project Listserv Emails/Text Messages/Social Media
- Meetings to City Advisory Groups & Community Groups
- Farmer's Market Booths (8/24, 9/7)
- Pop-up Open Houses at Centers (9/14 - 9/16)
- DEIS Open House (Wednesday 9/18)
- On-demand Online DEIS Open House



Topics for Upcoming PC Meetings

- *September 10: City Council DEIS Briefing*
- *September 12: Steering Committee*
- **September 12: Targets, Capacity, Gaps and Housing in DEIS**
- *September 14-16: Neighborhood Center & Day Road Open Houses*
- *September 18: DEIS Open House at Bainbridge High School Cafeteria*
- **September 19: Housing (cont.d) in DEIS and Utilities in the DEIS**
- **September 26: Transportation in the DEIS and Climate Change**
- *October 10: Steering Committee; DEIS Comment Period Ends*



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:45 PM) Adopt Resolution No. 2024-11 Opposing "Initiative Measure No. 2117 Concerns Carbon Tax Credit Trading." This measure would prohibit state agencies from imposing any type of carbon tax credit trading, and repeal legislation establishing a cap and invest program to reduce greenhouse gas emissions.

Should this measure be enacted into law? Yes ☐ No ☐. Public Comment will be accepted on this item.

Remote public comment is allowed with advance notice by noon on the date of the meeting to the City Clerk, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

SUMMARY: At its July 10, 2024, City Council meeting, Council received a presentation from Puget Sound Regional Council on the impacts of proposed Initiative Measure No. 2117, and directed the City Manager to bring back a resolution in opposition to the measure for Council's consideration.

The attached resolution opposes Initiative Measure No. 2117 concerning carbon tax credit trading. RCW 42.17A.555 provides that Council can take a collective position on a ballot proposition as long as "(a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view. Public comment will be taken on this item. Remote public comment is allowed with advance notice by noon on the date of the meeting to the City Clerk, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

AGENDA CATEGORY: Resolution

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to adopt Resolution No. 2024-11 opposing Initiative Measure No. 2117 concerning carbon tax credit trading.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Resolution No 2024-11 Concerning Carbon Tax Credit Trading.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2024-11

A RESOLUTION of the City Council of Bainbridge Island, Washington, in Opposition of Washington State Ballot Initiative No. 2117 concerning carbon tax credit trading.

WHEREAS, Washington State has placed a ballot measure before the voters, and the official ballot measure title is “Initiative Measure No. 2117 concerns carbon tax credit trading” (the “Initiative”); and

WHEREAS, the Office of the Secretary of State Elections Division has completed and certified signature verification for the Initiative; and

WHEREAS, the Initiative is scheduled to go to the voters at the Washington General Election on November 5, 2024; and

WHEREAS, the Initiative reads as follows: This measure would prohibit state agencies from imposing any type of carbon tax credit trading, including “cap and trade” or “cap and tax” programs, regardless of whether the resulting increased costs are imposed on fuel recipients or fuel suppliers. It would repeal sections of the 2021 Washington Climate Commitment Act as amended, including repealing the creation and modification of a “cap and invest” program to reduce greenhouse gas emissions by specific entities; and

WHEREAS, the Initiative will decrease funding for “investment in transportation, clean air, renewable energy, conservation, and emissions-reduction” according to the public investment impact disclosure prepared by the Attorney General pursuant to RCW 29A.72.027; and

WHEREAS, the Initiative will end billions in funding for Washington’s transportation infrastructure programs, jeopardizing efforts to fix roads and bridges, and reduce traffic congestion; and

WHEREAS, the Initiative will end funding for the Springbrook Fish Passage Project and various non-motorized improvements to connect Lynwood Center to Winslow; and

WHEREAS, RCW 42.17A.555(1) authorizes the City Council to take action to express a collective decision, or to actually vote upon a motion, proposal, or ordinance, or to support or oppose a ballot measure so long as (a) the agenda includes the title and number of the ballot proposition, and (b) members of the public and councilmembers are afforded an approximately equal opportunity to express an opposing view; and

WHEREAS, consistent with the procedural mandates of RCW 42.17A.555, the City Council considered a resolution in support or opposition of the Initiative at its September 10, 2024, Regular Business Meeting, and during said meeting, the City

Council afforded members of the public and Council and approximately equal opportunity for expression of a supporting or opposing view on the Initiative; and

WHEREAS, with this resolution the City Council desires to oppose the Initiative.

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

Section 1. The Bainbridge Island City Council adopts this resolution to express its official position in opposition of the Initiative concerning carbon tax credit trading.

Section 2. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

Section 3. This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this ____ day of September, 2024.

APPROVED by the Mayor this ____ day of September, 2024.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

By: _____

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

September 6, 2024
September __, 2024
2024-11



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:55 PM) Adopt Resolution No. 2024-15 Establishing Downtown Parking Time Limits and Approving an Associated Map,

SUMMARY: City Council is asked to consider and adopt Resolution No. 2024-15 revising downtown parking regulations and time limits.

This action follows prior Council action related to parking regulation in 2024. In February, Council directed staff to conduct public outreach and commence enforcement of parking regulations, including ending neighborhood and informal downtown parking permits. In July, Council adopted an ordinance updating the Bainbridge Island Municipal Code related to parking, much of which remained from its original adoption in 1993. This resolution provides a map to document parking time limits in on-street free public parking, and for the downtown employee parking permit program.

AGENDA CATEGORY: Resolution

PROPOSED BY: Police

RECOMMENDED MOTION: I move to adopt Resolution No. 2024-15 establishing downtown parking time limits and approving an associated map.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: At the February 27, 2024 City Council meeting, City Council approved three recommendations from staff related to parking and enforcement practices. Specifically, staff requested and Council provided:

- Council endorsement of ending unsanctioned parking enforcement exceptions, and
- Council endorsement of a request to the Washington State Recreation and Conservation Office grant administrators to relax the parking requirements related to the grant to align with current usage patterns, and
- Authorization to develop and present revised municipal code language for Council consideration.

Council has since approved changes to the agreement for vehicle/trailer parking with the Washington State Recreation and Conservation Office and an update to the municipal code. The remaining item relates to exceptions to enforcement of time-limited parking zones. One specific issue that emerged as a result of ending these practices was the request for exceptions for certain users of Waterfront Park and adjacent facilities such as the Rowing Club, Bainbridge High School Sailing Team, Bainbridge Island Metropolitan Park & Recreation District ("Park District"), and the Senior Center. Staff met with representatives of those organizations to discuss solutions.

- Rowing Club - There are two activities that are impacted by the time restrictions. Adult rowing activities occur in the morning, and high school rowing takes place in the afternoon. Both activities can be accomplished within a three-hour time frame. Staff are not impacted by the restrictions as they are eligible for the Downtown Employee Parking Program.
- Bainbridge High School Sailing Team - The sailing team holds practices in the afternoon, beginning at 3:15pm until 6:00pm. The change to a three-hour time limit accommodates all practices except those that occur on school early release days. Those practices last for approximately four hours. Four-hour parking is currently available on Wyatt Way. The Sailing Team has also suggested hosting weekend regattas one or two times per year in the future. These activities fall under the rules for special events permits.
- Park District - The Park District conducts sailing classes at the waterfront. Parking is needed for instructors (employees of the district) and class participants. Some of the classes exceed the 3-hour time frame. The instructors were advised that they were eligible for the Downtown Employee Parking Program.
- Senior Center - Senior Center staff are eligible for the Downtown Employee Parking Program. Most programs at the center fit within the three-hour time frame with one exception. The center also has on-site parking.

Based on feedback from these organizations, increasing the allowed parking time from two hours to three hours satisfies the parking need for most users. This change is consistent with current time limits on Winslow Way. Longer time periods would likely enable greater use by ferry users. Staff evaluated a suggestion to create a "Recreation Pass" for specific waterfront users. Such a pass is not recommended as it would be difficult to regulate and manage. These passes would also impact the availability of spaces for downtown visitors and those employees using the existing pass program. It is also noted that parking is available for longer periods at paid parking lots near the ferry terminal.

Staff is recommending that parking time limits on Bjune Drive and Brien Drive be increased from two-hours to three-hours between the hours of 6:00am and 6:00pm and that parking along these streets and Winslow Way between Madison Avenue S and Ericksen Avenue NE be standardized at three hours between the hours of 6:00am to 6:00pm. This change is aligned with the Bainbridge Island Downtown Parking Strategy Report received in 2018 which recommended more consistent time limits for on-street parking.

In accordance with the amended grant agreement with the Washington State Recreation and Conservation Office, vehicle/trailer parking restrictions will be enforced from April through September on Bjune Drive SE between Madison Avenue S and Shannon Drive SE. Vehicle/trailer parking restrictions will be removed from Bjune Drive SE between the eastern intersection with Brien Drive and Shannon Drive SE. This adds 26 spaces for use on weekends and holidays for downtown visitors and the employee parking program and an additional 16 spaces from October through March.

A Bicycle Parking Zone will be established in the 200 block of Winslow Way for a Bike Corral as approved by Council at the July 9, 2024 business meeting.

The areas designated as part of the Downtown Employees Parking Program will remain unchanged. The number of spaces available for use will increase by 42 spaces in the lot at 625 Winslow Way. There are 140 spaces available to users of this program during the year with an additional 16 from October through March.

ATTACHMENTS:

[Resolution No. 2024-15 Downtown Parking Time Limits.docx](#)

[Downtown Employee Permit Parking Map JUNE 2024.pdf](#)

[Parking Time Limit Map.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2024-15

A RESOLUTION of the City Council of Bainbridge Island, Washington, revising parking regulations and authorizing sign modifications for certain roadways on Bainbridge Island, and repealing previous parking resolutions.

WHEREAS, the City Council at the February 27, 2024 business meeting directed the City Manager to conduct public outreach and begin to enforce unsanctioned parking programs occurring on Bainbridge Island roads; and

WHEREAS, the Washington State Recreation and Conservation Office has amended its grant agreement with the City reducing the number of vehicle/trailer spaces required along Bjune Drive; and

WHEREAS, the Bainbridge Island Downtown Parking Strategy Report received in 2018 recommended more consistent time limits for on-street parking; and

WHEREAS, the City Council has considered public comment related to the limitations on waterfront activities of current parking restrictions; and

WHEREAS, the City Council is the Local Agency with authority to establish parking regulations in accordance with the Washington Administrative Code (“WAC”) Chapter 308-330, and

WHEREAS, the City Council has previously established parking time limits on certain streets by resolution and desires to update those regulations and repeal any resolutions in conflict with the updated regulations.

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

Section 1. In accordance with the Washington Model Traffic Ordinance, Chapter 308-330 WAC, adopted by reference via BIMC 10.04.010, and the Manual on Uniform Traffic Control Devices (MUTCD), the City Council establishes the following parking time limits on the streets described below:

- a. Brien Drive SE along its entire length –Parking is limited to three hours between the hours of 6:00 am to 6:00 pm.
- b. Bjune Drive SE between the eastern intersection with Brien Drive and Shannon Drive SE - Parking is limited to three hours between the hours of 6:00 am to 6:00 pm. Vehicle/trailer parking restrictions along this section are removed.
- c. Bjune Drive SE between Madison Avenue S and Shannon Drive SE - Parking is limited to three hours between the hours of 6:00 am to 6:00 pm. Vehicle/trailer parking restrictions along this section shall apply from April through September.

- d. Winslow Way between Madison Avenue S and Ericksen Avenue NE –Parking is limited to three hours between the hours of 6:00 am to 6:00 pm.
- e. 200 block of Winslow Way - A Bicycle Parking Zone (bike corral) shall be established at a location approved by the Police Chief and City Manager.

Section 2. Resolution No. 94-47, Resolution No. 94-50, Resolution No. 95-10, Resolution No. 95-28, and all other resolutions in conflict with the provisions of Section 1 are hereby repealed.

Section 3. This resolution shall take effect immediately after its passage.

Section 4. The Public Works Department is directed to post standard traffic signs indicating such revision.

PASSED by the City Council this ____ day of September, 2024.

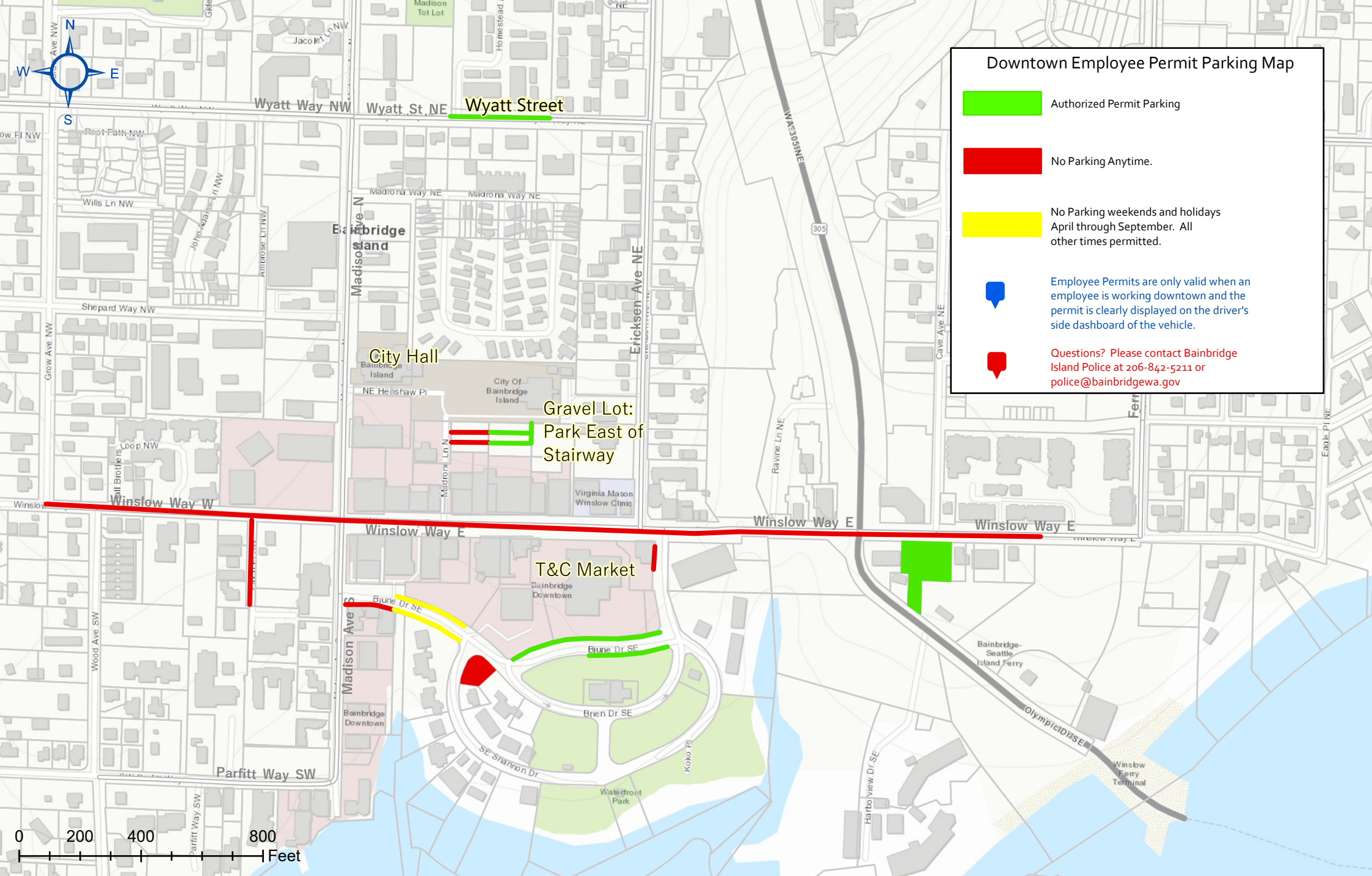
APPROVED by the Mayor this ____ day of September, 2024.

By: _____
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, MMC, City Clerk

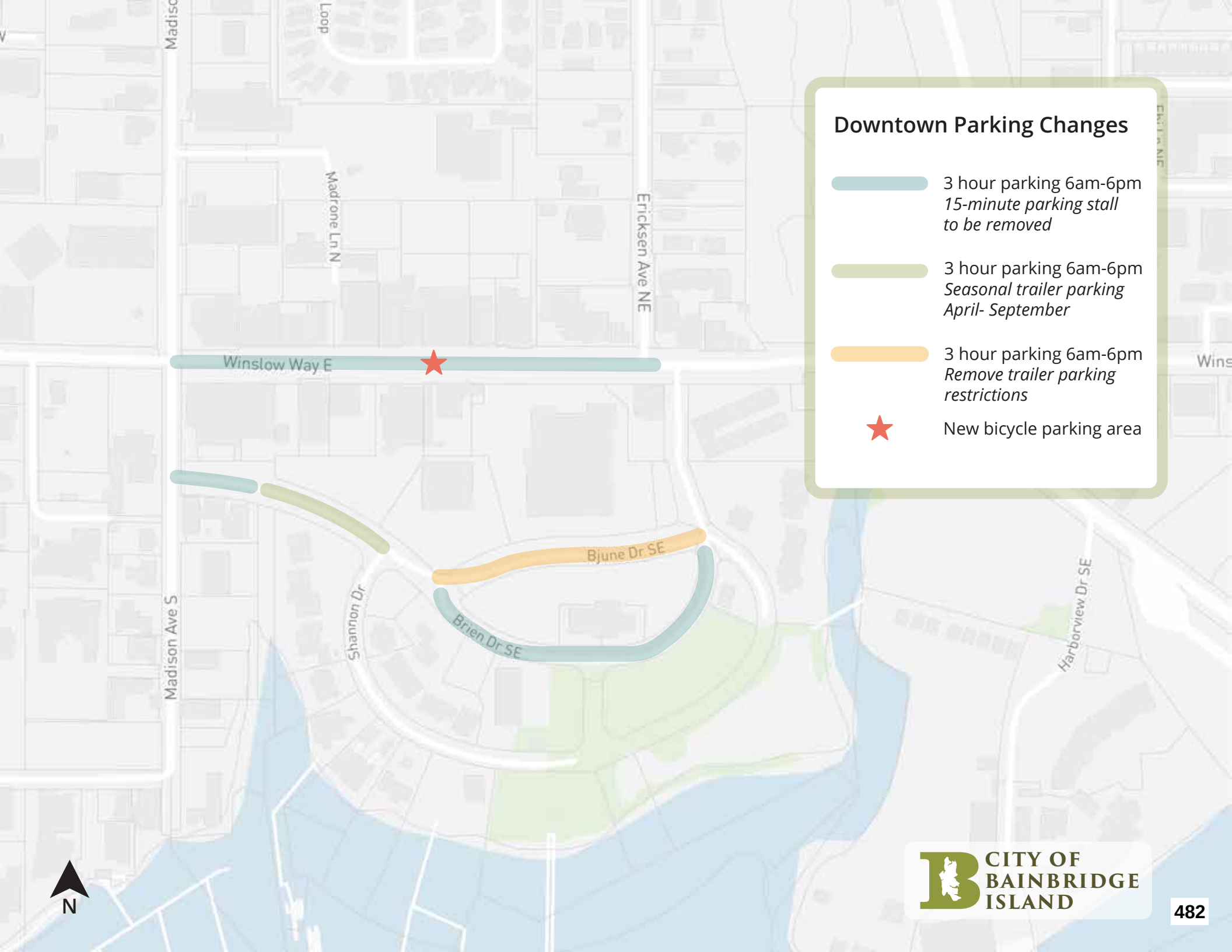
FILED WITH THE CITY CLERK:	September 6, 2024
PASSED BY THE CITY COUNCIL:	September ____, 2024
RESOLUTION NO. 2024-15	



Downtown Employee Permit Parking

Downtown Parking Changes

-  3 hour parking 6am-6pm
15-minute parking stall to be removed
-  3 hour parking 6am-6pm
Seasonal trailer parking April- September
-  3 hour parking 6am-6pm
Remove trailer parking restrictions
-  New bicycle parking area





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (9:05 PM) Consider the Planning Commission's Recommendation on the Puget Sound Energy (PSE) Request for Legislative Review of Land Use Regulations and Draft Ordinance No. 2024-04 - Planning,

SUMMARY: Puget Sound Energy (PSE) applied for a Legislative Review of Land Use Regulations in support of their broad work plan to upgrade electrical transmission and distribution lines to better provide service to the residents of the City of Bainbridge Island. The application included a request for review of multiple sections of code that have presented permitting challenges for PSE projects, and included applicant-provided materials documenting these challenges as well as proposed code amendment language. The changes were to sections of code related to (1) who can apply for permits/owner authorization for permit application, (2) aquifer recharge protection area designation requirements, (3) prohibition on primary utilities in Category II wetlands, (4) permitted height modifications for new and replaced utility poles, and (5) permitted setback modifications to allow utility poles in residential setbacks. After six individual study sessions with the Planning Commission, a draft ordinance with recommended code language addressing items (2) through (5) of PSE's requests, with significant input from the Planning Commission was considered.

The Planning Commission held a properly noticed public hearing on August 22, 2024 where the proposed ordinance was presented and where PSE brought forward an additional proposed amendments to Bainbridge Island Municipal Code (BIMC) 2.16.020 regarding property owner permission and authorization for PSE to conduct work (related to item (1) above). Staff did not analyze this late submission by PSE. After consideration of the PSE submittal regarding property owner authorizations, and after consideration of public written and verbal testimony, the Planning Commission recommended approval of the ordinance as proposed with one amendment related to the definition of "upgrade." Planning Commission concurred with the recommendation of no change to item (1) related to who can apply for permits/owner authorization. PSE's updated proposed change related to this item is included in this packet for Council reference.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to forward Ordinance 2024-04 Utility Regulations to amend Bainbridge Island Municipal Code (BIMC) Sections 16.20, 18.09, and 18.12, to the agenda for the September 24, 2024, regular City Council meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

BACKGROUND: Puget Sound Energy (PSE) applied for legislative review of land use regulations in 2023, and revised the application in 2024. The Planning Commission first considered the request for code amendments in February, 2024. Over the next six meetings over six months, the Planning Commission reviewed and provided feedback on amendments to all components of the request including special considerations for linear electrical utilities and aquifer recharge protection area designation requirements, standards for regulated wetlands, zoning setbacks and height requirements, and who can apply for permits (property owner authorizations).

During a properly noticed public hearing, PSE presented an updated proposal to allow electric utility providers a special process regarding individual property owner notifications and delayed property owner permissions regarding access and to conduct work. After careful consideration and discussion, the Planning Commission did not act on the PSE submittal. It is attached to this agenda bill for reference.

A draft ordinance in response to the feedback from the Planning Commission and responsive to the issues raised by PSE was prepared. The Planning Commission recommends city council adoption of the ordinance with one small amendment regarding the definition of the word "upgrade."

ATTACHMENTS:

[DRAFT Ordinance No. 2024-04 Utility Regulations](#)

[DRAFT Ordinance No. 2024-04 Exhibit A.docx](#)

[DRAFT Ordinance No. 2024-04 Exhibit B.docx](#)

[DRAFT Ordinance No. 2024-04 Exhibit C.docx](#)

[Staff Report Ordinance No. 2024-04.pdf](#)

[PSE Submittal Bainbridge Code Amendment Analysis.pdf](#)

[PSE Submittal Bainbridge Island Code Amendment Best Available Science Review.pdf](#)

[PSE Submittal Code Amendment Narrative 3.21.24.pdf](#)

[PSE UPDATED Proposed Code Amendment BIMC2.16.020 8.06.2024.pdf](#)

[PSE CouncilPresentation 09102024.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2024-04

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to requirements for primary utility development permits, amending BIMC Section 16.20.100.E.1, Section 16.20.050, Section 16.20.140.G.2, Section 16.20.140.H.5, Section 16.20.190, Section 18.09.030.F.2, Table 18.12.020-2, Table 18.12.020-3, and Table 18.12.040.

WHEREAS, Goal U-14 of the Utility Element of the City's Comprehensive Plan includes a commitment to plan together with the electric service provider to undertake energy efficiency improvements and other alterations to provide capacity for future growth and encourages the electric service provider to improve reliability, with particular attention to adding transmission redundancy and mitigating impacts on service from storms or other natural events; and

WHEREAS, Puget Sound Energy (PSE) has requested several amendments to Bainbridge Island's Municipal Code in order to continue to maintain, upgrade, and install new electric infrastructure that supports reliability and capacity needs for the City of Bainbridge Island; and

WHEREAS, primary utilities are defined in the City's municipal code to include both parcel-based facilities such as electrical substations as well as linear facilities such as electrical distribution or transmission lines that may involve many parcels; and

WHEREAS, in accordance with BIMC.2.16.180, Puget Sound Energy applied for a request to amend the Bainbridge Island municipal code in April 20, 2022;

WHEREAS, City planning staff and PSE engaged in collaborative discussion of the scope of the request; and

WHEREAS, an updated application for legislative review of land use regulations was submitted by Puget Sound Energy on February 6, 2024; and

WHEREAS, the Planning Commission considered the Puget Sound Energy application and draft Ordinance No. 2024-04 on February 22, 2024, March 14, 2024, March 28, 2024, April 25, 2024, May 23, 2024, June 27, 2024, August 23, 2024; and

WHEREAS, after timely and proper notice the Planning Commission held a public hearing on Ordinance No. 2024-04 on August 23, 2024; and

WHEREAS, the Planning Commission moved to recommend approval related to amendments to the BIMC code sections 16.20.100.E.1, 16.20.050, 16.20.140.G.2, 16.20.140.H.5, 16.20.190, and 18.09.030.F.2 and tables 18.12.020-2, 18.12.020-3 and 18.12.040 to the City Council; and

WHEREAS, notice was given on July 3, 2024, to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, on July 3, 2024, the City's SEPA Responsible Official issued a Determination of Nonsignificance in accordance with State Environmental Policy Act regulations (WAC 197-11-340(2)); and

WHEREAS, on September 10, 2024 the City Council discussed the Planning Commission recommendation on Ordinance No. 2024-04.

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

Section 1. Section 16.20.100.E.1 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

1. Any proposed development or activity requiring a site assessment review (SAR) pursuant to Chapters 15.19 and 15.20 BIMC located within the R-0.4, R-1 or R-2 zoning designations requires designation of an ARPA; except, designation of an ARPA is not required for the following:

- a. Removal of invasive species;
- b. Construction of public trails provided the standards set forth in BIMC 16.20.110.G.5.a through e are met;
- c. Replacement of hard surfaces; and
- d. Development and activities located on properties protected in perpetuity by a legal instrument acceptable to the city attorney wherein at least 65 percent of the site meets the development standards for aquifer recharge protection areas of this section; and
- e. Activities related to the installation, upgrade, and maintenance of primary utility facilities, when located on property not owned in fee by the utility, provided the applicant submits a vegetation restoration plan for approval by the City Arborist unless the vegetation management and mitigation provisions within BIMC 16.12 and/or BIMC 16.20 provide greater net functions and values within the shoreline or for a critical area. A proposed vegetation restoration plan shall include:
 - i. Tree inventory showing all trees to be removed within the project area including location, number, and size of proposed trees to be

removed. Size shall be provided in both diameter at breast height (DBH) in inches and estimated canopy square footage.

ii. A minimum of the following ratios for each tree removed: 2:1 for trees removed that are up to 24 inches at diameter breast height (DBH), 3:1 for trees between 25 inches and 47 inches DBH, and 4:1 for trees 48 inches DBH and larger, or demonstrate equal canopy coverage replacement within 30 years. Replacement trees may be planted at a nearby location. Additional tree planting may be required based on site specific conditions, to the satisfaction of the City Arborist.

iii. Shrubs and other vegetation may be substituted for trees in locations where trees are infeasible or inappropriate due to compatibility with utility use, pending review and approval by the City Arborist.

iv. Replacement vegetation shall demonstrate an emphasis on the use of native and/or climate resilient species.

Section 2. Section 16.20.050 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

A. Existing Structures and Related Improvements. Structures and related improvements that were legally built or vested prior to the effective date of the ordinance codified in this chapter that do not meet the requirements of this chapter may continue to exist in their present form, and may be altered, including remodeled, reconstructed, or expanded, if such alteration complies with the provisions of this section and all other applicable sections of this chapter.

B. Existing buildings that were legally built or vested prior to the effective date of the ordinance codified in this chapter may be altered only one time within the lifetime of the structure, and:

1. The expansion of the footprint is outside a landslide hazard area or landslide hazard area setback unless required for safety or seismic upgrades;
2. Any expansion of the footprint is located only within a critical area buffer. No expansion of the footprint is allowed within a wetland or fish and wildlife habitat conservation area;
3. Any expansion of the footprint within a critical aquifer recharge area is located outside the aquifer recharge protection area pursuant to BIMC 16.20.100.E.
4. Cantilevers over critical areas are not allowed;

5. The expansion of the footprint at ground level does not exceed 500 square feet;
6. Any expansion of the footprint is used only as indoor living space or to accommodate accessibility;
7. Any expansion of the footprint is no closer to the critical area than the existing footprint; and
8. If a building is harmed or destroyed by more than 50 percent of its square footage, the building must be reconstructed in compliance with the requirements of this chapter.

C. Existing property improvements other than buildings, including driveways, parking areas, yards and landscaped areas, play areas, storage areas, decks less than five feet in height, patios, and similar improvements that were legally established or vested prior to the effective date of the ordinance codified in this chapter may be altered if:

1. Any alteration is in substantially the same location as the original property improvement;
2. Any expansion of the footprint is located only within the required buffer. No expansion of the footprint is allowed within the critical area itself and cantilevers over critical areas are not allowed;
3. Any expansion of the footprint is no closer to the critical area than the existing footprint; and
4. Any expansion of the footprint within a critical aquifer recharge area is located outside the aquifer recharge protection area pursuant to BIMC 16.20.100.E.

D. Existing electric transmission and distribution lines that traverse or are directly located in wetlands, may be altered, maintained and upgraded in ways that do not meet the precise terms of an exempt activity in BIMC 16.20.040 if:

1. The applicant demonstrates that the proposed alterations, maintenance or upgrades provide the least impact to regulated wetlands necessary in order to provide utility services to the public;
2. The alteration, maintenance or upgrade is the minimum necessary and there is no practicable alternative location or construction activity with less adverse impact on the functions and values of the critical area;
3. Replaced poles shall not be moved more than 20 feet from the original location. New poles added as part of an upgrade must be installed within a 20 foot distance of the existing distribution and/or transmission line infrastructure.

a. If the applicant can demonstrate a lower overall impact to the wetland, new or replaced poles may be located farther than 20 feet from existing infrastructure with a minor conditional use permit.

4. Proposed vegetation removal is unavoidable and is demonstrated to be a present or future danger to the transmission or distribution lines. Vegetation removal shall follow the procedure under BIMC 16.20.090.C. Any area of disturbance shall be revegetated with appropriate native vegetation at not less than preconstruction functions and values or greater, upon completion of construction or within a timeframe proposed to and approved by the Director. The Director retains the right to require additional mitigation if the proposed revegetation does not sufficiently protect the functions and values of the wetland and its buffer. The utility shall ensure that such vegetation survives or is replanted if the replanting fail within a minimum of five years;

5. The alteration, maintenance or upgrade does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site; and

6. The alteration, maintenance or upgrade avoids and minimizes the impact on critical areas in accordance with required mitigation sequencing under BIMC 16.20.030 and demonstrates no net loss as defined in BIMC 16.20.190.A.59, and is consistent with best available science.

7. The Director may require additional mitigation measures if they are deemed necessary in accordance with the required mitigation sequencing described in BIMC 16.20.030.

~~D.~~ E. Buffer modifications pursuant to BIMC 16.20.110 and 16.20.140 shall not be granted for existing development.

~~E.~~ F. Alterations permitted by this section must comply with other applicable city code or land use review requirements and require submittal of a critical areas permit application in accordance with the permit and review procedures required for the affected critical area(s). (Ord. 2018-01 § 2 (Exh. A), 2018)

Section 3. Section 16.20.140.G.2 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2. The following development, uses and activities are prohibited in Category I and II wetlands:

- a. Fish hatchery;
- b. Golf course;
- c. Mineral extraction;
- d. Public facility;
- e. Public communications tower;

- f. New public road/street;
- g. New private access road or driveway;
- h. Stormwater retention/detention facility; or
- i. Primary utility. Exceptions for electric transmission and distribution lines may apply under BIMC 16.20.050.D for existing development or under BIMC 16.20.140.H.5 for new development.

Section 4. Section 16.20.140.H.5 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

5. Utilities. Installation of utilities within wetlands or their required buffers may be allowed when the following standards are met:

- a. Construction of new utilities outside the road right-of-way or an existing utility corridor may be permitted in wetlands or wetland buffers, only when no reasonable alternative location is available and the utility meets the requirements for installation, replacement of vegetation and maintenance outlined below, and as required in the filing and approval of applicable permits and special reports required by this chapter.
- b. Sewer or On-Site Sewage Utility. Construction of sewer lines or on-site sewage systems may be permitted in wetland buffers only when:
 - i. The applicant demonstrates it is necessary to meet state and/or local health code minimum design standards (not requiring a variance for either horizontal setback or vertical separation); and/or
 - ii. There are no other practicable or reasonable alternatives available and construction meets all other applicable requirements of this section. Joint use of the sewer utility corridor by other utilities may be allowed.
- c. New utilities shall not be allowed when the wetland or buffer has known locations of federal- or state-listed endangered, threatened, monitored or sensitive species, heron rookeries or nesting sites of raptors which are listed as species of concern, except in those circumstances where an approved habitat management plan indicates that the utility corridor will not significantly impact the wetland or wetland buffer.
- d. New utility construction and maintenance shall protect the wetland and buffer environment by utilizing the following methods:
 - i. New utilities shall be aligned to avoid tree removal to the greatest extent practicable.
 - ii. Any area of disturbance resulting from installation of a utility shall be revegetated with appropriate native or equivalent vegetation at

preconstruction densities or greater, immediately upon completion of construction, or as soon thereafter as possible, if due to seasonal growing constraints. The utility or landowner responsible for installation shall ensure that such vegetation survives.

iii. Any access for maintenance shall be provided as much as possible at specific points, rather than by parallel roads. If parallel roads are necessary, they shall be of a minimum width but no greater than 15 feet; and shall be contiguous to the location of the utility corridor on the side away from the wetland. Mitigation will be required for any additional access through restoration of vegetation in disturbed areas.

iv. The director may require additional mitigation measures.

v. Utility maintenance shall include the following measures to protect the wetland and buffer environment:

A. Painting of utility equipment such as power towers shall not be sprayed or sandblasted. Lead-based paints are prohibited.

B. No pesticides, herbicides or fertilizers may be used in wetland areas or their buffers except those approved by the U.S. Environmental Protection Agency (EPA) and Washington Department of Ecology and applied by a licensed applicator in accordance with the safe application practices on the label.

e. Construction of new distribution and transmission utility lines in Category III and IV wetlands shall follow the provisions in BIMC 16.20.140.H.5.a through d. Construction of new distribution and transmission lines may be permitted in Category II wetlands and their buffers provided all the other applicable sections of this chapter are met, and:

i. The applicant demonstrates that the inability to impact Category II wetlands would unnecessarily restrict the ability to provide utility services to the public;

ii. There is no practicable alternative location with less adverse impact on the functions and values of the impacted Category II wetland.

iii. Construction of the utility where impacts to a Category II wetland cannot be avoided is within or directly adjacent to an existing road right-of-way;

iv. The construction of new distribution and transmission utility lines does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site; and

v. The construction of new distribution and transmission utility lines avoids and minimizes the impact on critical areas in accordance with required mitigation sequencing and demonstrates no net loss as described in BIMC 16.20.030, and is consistent with best available science.

Section 5. Section 16.20.190 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

A. For the purposes of this chapter, the following definitions shall apply:

1. “Accessibility” means that a building or structure can be independently used by people with a variety of disabilities.
2. “Adverse impact” means a condition that creates, imposes, aggravates, or leads to inadequate, unsafe, or unhealthy conditions on a site.
3. “Agricultural activities” means the normal actions associated with the production of crops such as plowing, cultivating, minor drainage, and harvesting; and/or raising or keeping of livestock, including operation and maintenance, and repair of farm and stock ponds, drainage ditches, irrigation systems, and normal operation, maintenance, and repair of existing serviceable agricultural structures, facilities, or improved areas.
4. “Alteration” means a human-induced action that changes the existing conditions of a critical area or its buffer and results in the modification of the existing topography, stability, vegetation, hydrology, wildlife or wildlife habitat.
5. “Alteration, structure” means a change, modification or adjustment.
6. “Anadromous fish” means fish whose life cycle includes time spent in both salt and fresh water.
7. “Applicant” means a person, corporation, or organization that files an application for a land use or development permit with the city and that is either the owner of the land on which that proposed activity would be located, or the authorized agent of such a person.
8. “Aquifer recharge protection area” means a portion of a development site comprised of native or equivalent vegetation in which existing vegetation, topography and supporting soils are free of development, uses or activities detrimental to the aquifer recharge of the total site area.
9. “Arborist” means an individual engaged in the profession of arboriculture who, through experience, education, and related training, possesses the competence to

provide for or supervise the management of trees and other woody plants. Must be concurrently an International Society of Arboriculture (ISA) certified arborist to perform any role required of a certified arborist.

10. “Arborist, ISA certified” means an arborist holding a current International Society of Arboriculture (ISA) certified arborist credential.

11. “Arborist, tree risk assessment qualified (TRAQ)” means an arborist who has successfully completed the International Society of Arboriculture (ISA) TRAQ training course and assessment and holds a valid ISA TRAQ credential.

12. “Bank stabilization” means modification used for the purpose of preventing erosion, protecting channels, and retaining uplands.

13. “Biodiversity areas and corridors” means areas of habitat that are relatively important to various species of native fish and wildlife.

a. Biodiversity Areas.

- i. The area has been identified as biologically diverse through a scientifically based assessment conducted over a landscape scale (e.g., ecoregion, county- or city-wide, watershed, etc.). Examples include but are not limited to WDFW local habitat assessments, Pierce County biodiversity network, and Spokane County’s wildlife corridors and landscape linkages; or
- ii. The area is within a city or an urban growth area (UGA) and contains valuable fish or wildlife habitat and is mostly comprised of native vegetation. Relative to other vegetated areas in the same city or UGA, the mapped area is vertically diverse (e.g., multiple canopy layers, snags, or downed wood), horizontally diverse (e.g., contains a mosaic of native habitats), or supports a diverse community of species as identified by a qualified professional who has a degree in biology or closely related field and professional experience related to the habitats or species occurring in the biodiversity area. These areas may have more limited wildlife functions than other priority habitat areas due to the general nature and constraints of these sites in that they are often isolated or surrounded by highly urbanized lands.

b. Corridors. Corridors are areas of relatively undisturbed and unbroken tracts of vegetation that connect fish and wildlife habitat conservation areas, priority habitats, areas identified as biologically diverse, or valuable habitats within the city.

14. “Best available science” (BAS) means scientifically valid information derived in accordance with WAC 365-195-900 through 365-195-925, or as amended, that is used to develop and implement critical areas policies or regulations.

15. “Best management practices” (BMPs) means conservation practices or systems of practices and management measures that:

- a. Control soil loss and protect water quality from degradation caused by nutrients, animal waste, toxins, and sediment;
- b. Minimize adverse impacts to surface water and groundwater flow, and to the chemical, physical, and biological characteristics of critical areas;
- c. Protect trees, vegetation and soils designated to be retained during and following site construction and use native plant species appropriate to the site for revegetation of disturbed areas; and
- d. Provide standards for proper use of chemical herbicides within critical areas.
- e. BMPs are defined by the United States Department of Agriculture, the State of Washington Department of Agriculture, the Washington State Department of Ecology, Washington State Department of Health, Kitsap conservation district, and other professional organizations.

16. “Bog” means a low-nutrient, acidic wetland with organic soils and characteristic bog plants, as described in Washington State Wetland Rating System for Western Washington: 2014 Update (Ecology Publication No. 14-06-29, October 2014).

17. “Buffer” means a designated area contiguous to a wetland or stream intended to protect the wetland or stream and be an integral part of the wetland or stream ecosystem.

18. “Coppicing” means managing of strongly regenerative species of trees and shrubs by an initial heading cut (leaving a stump) and allowing new shoots to grow to maintain live roots. Shoots may be reduced to their point of origin at appropriate intervals of time without disturbing the resulting coppice head (stump).

19. “Critical aquifer recharge area” means areas with a critical recharging affect on aquifers used for potable water, including areas where an aquifer that is a source of drinking water is vulnerable to contamination that would affect the potability of the water, or is susceptible to reduced recharge.

20. “Critical areas” means aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas, and wetlands.

21. “Critical facilities” means facilities that are essential to the health and welfare of the community, including services that protect life and property. Such facilities include, but are not limited to, hospitals, emergency clinics, police and fire stations, emergency vehicle and equipment storage facilities, emergency operations centers, aviation control centers, and utility facilities such as sewage treatment plants and electric transmission substations.

22. “Critical habitat” means a habitat identified by U.S. Fish and Wildlife Service or the National Marine Fisheries Service as habitat necessary for survival of endangered or threatened species.

23. “Cutting, vegetation” means the removal of the main trunk or stem of a small tree for the purposes of controlling aggressive or weedy species.
24. “Designated centers” means those areas of the Island referred to as Winslow, Lynwood Center, Island Center, Rolling Bay, Day Road and Sportsman Triangle and shown on Figure LU-3 in the city’s 2017 comprehensive plan.
25. “Development” means any action that would require land use review or other approval from the city or other local, state or federal jurisdiction. “Development” includes, but is not limited to: land division; construction, reconstruction, structural alteration, relocation, or enlargement of any structure; clearing or grading; and changes to surface or groundwaters.
26. “Development area” means the area of land disturbing activity on a site.
27. “Director” means the director of the city’s planning and community development department or his/her designee.
28. “Educational or scientific activities” means controlled and/or supervised scientific activities or educational activities that are associated with an educational or scientific program that result in no adverse impacts to critical areas or their buffers.
29. “Engineering geologist” means a practicing engineering geologist who has at least four years of professional employment as an engineering geologist with experience in landslide evaluation, and a Washington State specialty license in engineering geology as specified in Chapter 18.220 RCW.
30. “Erosion hazard area” means those areas containing soils which, according to the United States Department of Agriculture Natural Resource Conservation Service Soil Survey Program, may experience significant erosion. Erosion hazard areas also include coastal erosion-prone areas and channel migration areas.
31. “Estuarine, wetland” means a vegetated wetland that is predominantly tidal, as described in Washington State Wetland Rating System for Western Washington: 2014 Update (Ecology Publication No. 14-06-29, October 2014).
32. “Existing development” means a development that was lawfully constructed, approved or established prior to the effective date of the ordinance codified in this chapter.
33. “Fish” means species of the vertebrate taxonomic groups Cephalospidomorphi and Osteichthyes.
34. “Fish and wildlife habitat conservation areas” means areas that serve a critical role in sustaining needed habitats and species for the functional integrity of the

ecosystem and which, if altered, may reduce the likelihood that the species will persist over the long term. These areas may include, but are not limited to, rare or vulnerable ecological systems, communities, and habitat or habitat elements including seasonal ranges, breeding habitat, winter range, and movement corridors; and areas with high relative population density or species richness.

“Fish and wildlife habitat conservation areas” does not include such artificial features or constructs as irrigation delivery systems, irrigation infrastructure, irrigation canals, or drainage ditches that lie within the boundaries of, and are maintained by, a port district or an irrigation district or company.

35. “Fish habitat” means habitat which is used by any fish at any life stage at any time of the year, including potential habitat likely to be used by fish which could be recovered by restoration or management and includes off-channel habitat.

36. “Fisheries biologist” means a person with experience and training in fisheries who is able to submit substantially correct reports on fish population surveys, stream surveys and other related data analyses of fisheries resources. “Substantially correct” means that technical or scientific errors, if any, are minor and do not delay or affect the site plan review process. Qualifications of a fisheries biologist include:

- a. Either:
 - i. Certification by the American Fisheries Society; or
 - ii. Bachelor of Science degree in fisheries or the biological sciences from an accredited institution and five years of professional fisheries experience; and
- b. The prior successful completion of at least three habitat management plans.

37. “Frequently flooded areas” means lands subject to at least a one percent or greater chance of flooding in any given year, or within areas subject to flooding due to high ground water. These areas include, but are not limited to, streams, lakes, coastal areas, wetlands and areas where high ground water forms ponds on the ground surface. (See Chapter 15.16 BIMC, Flood Damage Prevention.)

38. “Functions and values” means the natural processes and beneficial roles performed or provided by critical areas including, but not limited to, water quality and quantity protection and enhancement, providing fish and wildlife habitat, supporting terrestrial and aquatic food chains, providing flood storage, conveyance and attenuation, groundwater recharge and discharge, erosion control, wave attenuation, protecting aesthetic value, and providing recreational and educational opportunities. These roles are not listed in order of priority.

39. “Geologically hazardous areas” means areas susceptible to significant erosion, sliding, or other geological events. They pose a threat to the health and safety of citizens when used as sites for incompatible commercial, residential or industrial development. Geologically hazardous areas include erosion hazard areas, landslide hazard areas, and seismic hazard areas.

40. “Geotechnical engineer” means a practicing geotechnical/civil engineer who has a valid Washington engineering license and a valid certificate of registration in civil engineering, at least four years of professional employment as a geotechnical engineer with experience in landslide evaluation, and appropriate training and experience as specified in Chapter 18.43 RCW.

41. “Habitat management plan” (HMP) means a report prepared by a professional wildlife biologist or fisheries biologist which discusses and evaluates critical fish and wildlife habitat functions and identifies and evaluates measures necessary to maintain, enhance and improve terrestrial and/or aquatic habitat on a proposed development site.

42. “Habitat of local importance” means an area representing either high quality habitat for native terrestrial or aquatic species or habitat which is of limited availability, highly vulnerable to alteration, or provides landscape connectivity which contributes to the integrity of the surrounding landscape and which is not adequately protected by other city, state or federal policies, laws, regulations, or nonregulatory tools that prevent degradation of the habitat or its associated species. These may include areas of high relative density or species richness, breeding habitat, winter range, and movement corridors such as breeding areas or human-made ponds.

43. “Hazard tree” means a tree that has significant structural defects that are likely to lead to failure and possibly cause injury or damage as identified in a report from an International Society of Arboriculture (ISA) tree risk assessment qualified (TRAQ) arborist. In the case of steep slopes, a hazard tree can also be a tree that is a hazard to stability of the slope, as determined by a geotechnical engineer.

44. “Hazardous substances” means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the characteristics or criteria of hazardous waste as specified in RCW 70.105.010.

45. “Hedge” means a line of closely-spaced trees and/or shrubs intentionally planted and/or maintained along a property boundary or landscape border for privacy, screening, safety, or similar function, which typically requires ongoing pruning or shearing to maintain its intended function and/or reasonable use of nearby developed areas.

46. “Hydric soil” means soil which is saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part.

47. “Hydrogeologist” means a practicing hydrogeologist who has at least four years of professional employment as a hydrogeologist with experience in the specific subject area in which they are providing a report, and a Washington specialty license in hydrogeology as specified in Chapter 18.220 RCW.

48. “Hydrophyte or hydrophytic vegetation” means plant life growing in water or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content.

49. “Invasive/exotic species” means (a) nonnative (or alien) to the ecosystem under consideration and (b) whose introduction causes or is likely to cause economic or environmental harm or harm to human health, or as amended by the United States Department of Agriculture National Invasive Species Information Center (NISIC).

50. “Land disturbing activity” means any activity that results in a change in the existing soil cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, clearing, grading, filling and excavation. Compaction that is associated with stabilization of structures and road construction shall also be considered a land disturbing activity. Vegetation maintenance practices are not considered land disturbing activity. Stormwater facility maintenance is not considered “land disturbing activity” if conducted according to established standards and procedures.

51. “Land divisions” means any division of land subject to the city’s subdivision design standards (Chapter 17.12 BIMC).

52. “Landslide hazard areas” means areas which are at risk of mass movement due to a combination of geologic, topographic, and hydrologic factors. Landslide hazard areas include the following:

- a. Areas characterized by slopes greater than 15 percent having springs or groundwater seepage and having impermeable soils (typically silt and clay) overlain or frequently interbedded with permeable granular soils (predominantly sand and gravel);
- b. Any area potentially unstable due to rapid stream incision or stream bank erosion;
- c. Any area located on an alluvial fan, debris flow deposit, or in a debris flowpath, presently or potentially subject to impacts or inundation by debris flows or deposition of stream-transported sediments;
- d. Any area with a slope of 40 percent or greater and with a vertical relief of 10 or more feet except areas composed of competent consolidated rock;
- e. Any area designated or mapped as class U, UOS, or URS by the Department of Ecology Coastal Zone Atlas and/or mapped as a landslide or scarp on the USGS Surface Geology Map of Bainbridge Island (Haugerud, 2001).

53. “Landslide hazard area setback” means an area contiguous to a landslide hazard area sufficient in depth to meet the development standards set forth in BIMC 16.20.130 as determined by a geological hazards assessment prepared in accordance with BIMC 16.20.180, Critical area reports.

54. “Liquefaction” means a process in which a water-saturated soil, upon shaking, suddenly loses strength and behaves as a fluid.

55. “Low impact development (LID)” means a stormwater and land use management strategy that strives to mimic predisturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.
56. “Low impact development best management practices (LID BMPs)” mean distributed stormwater management practices, integrated into a project design, that emphasize predisturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration. LID BMPs include, but are not limited to: bioretention, rain gardens, permeable pavements, roof downspout controls, dispersion, soil quality and depth, minimal excavation foundations, vegetated roofs, and water reuse.
57. “Native or equivalent vegetation” means species which are indigenous to the Puget Sound lowlands ecoregion; or a species that is equivalent in providing the same site-specific functional arrays as would the native species. “Functional arrays” may include forage, floodwater restraint, hiding habitat, or other physical or biologic roles in the ecosystem, that singly or in combination correspond to those of the native species. As with natives, the role of an equivalent species may vary depending on the site and its surrounding ecosystem. Invasive/exotic species shall not be considered equivalent species.
58. “Natural pruning system” means a pruning system intended to maintain a tree’s characteristic growth pattern and adaptations that may allow for changes in appearance to achieve certain specified objectives per ANSI A300 (Part 1 – 2017).
59. “No net loss” means the maintenance of the aggregate total of the city’s critical areas functions and values over time. The no net loss standard requires that the impacts of a proposed use and/or development, whether permitted or exempt from permit requirements, be identified and mitigated on a project-by-project basis, so that as development occurs critical areas functions and values stay the same.
60. “Normal maintenance” means those usual acts to prevent a decline, lapse or cessation from a lawfully established condition. Normal maintenance does not include:
- a. Use of fertilizer or pesticide application in wetlands, fish and wildlife habitat conservation areas, or their buffers;
 - b. Redigging ditches in wetlands or their buffers to expand the depth or width beyond the original ditch dimensions;
 - c. Redigging existing drainage ditches to drain wetlands on lands not classified as existing and ongoing agriculture under BIMC 16.20.040 (Exemptions).
61. “Normal repair” means activities to restore a structure or use to a state comparable to original condition, including but not limited to size, shape,

configuration, location and external appearance, within a reasonable period after decay or partial destruction.

62. “Ordinary high water mark” means the mark on the shores of all waters, which will be found by examining the beds and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation; provided, that in any area where the ordinary high water mark cannot be found, the ordinary high water mark adjoining freshwater shall be the line of mean high water.

63. “Pollarding” means a pruning system that maintains crown size by initial heading of branches on young trees, followed by removal of shoots to their point of origin at appropriate intervals without disturbing the resulting pollarding head.

64. “Pruning” means the selective removal of plant parts to achieve defined objectives.

65. “Pruning amount” means the quantity of plant parts removed at one pruning, expressed in terms of a number of branches or other parts removed, and/or percentage of the crown or buds removed on an entire tree or specific branches.

66. “Ravine” means a V-shaped landform generally having little to no floodplain and normally containing steep slopes, which is deeper than 10 vertical feet as measured from the centerline of the ravine to the top of the slope. Ravines are typically created by the wearing action of streams. The top of the slope is determined where there is a significant change in the slope to generally less than a 15 percent slope.

67. “Reasonable alternative” means an activity that could feasibly attain or approximate a proposal’s objectives, but at a lower environmental cost or decreased level of environmental degradation.

68. “Reasonable use exception (RUE)” is a means of relief that is available for a property that is encumbered to such an extent by critical areas and/or critical area buffers that application of this chapter would deny all reasonable use of the subject property, as further defined by the decision criteria of BIMC 16.20.080.

69. “Redevelopment” means, on a site that is already substantially developed (i.e., has 35 percent or more of existing impervious surface coverage), the creation or addition of impervious surfaces; the expansion of a building footprint or addition or replacement of a structure; construction, installation or expansion of a building or other structure; replacement of impervious surface that is not part of a routine maintenance activity; and land disturbing activities.

70. "Removal, vegetation" means to eliminate the presence or hazard of unwanted vegetation.
71. "Seismic hazard areas" means areas subject to severe risk of damage as a result of earthquake induced ground shaking, slope failure, settlement, soil liquefaction, debris flows, or tsunamis. The following areas are considered seismic hazard areas:
- a. Seismic Landslide Hazard Areas. Slopes which are stable in nonearthquake periods, but fail and slide during ground shaking;
 - b. Liquefaction Hazard Areas. Areas of cohesionless, loose or soft saturated soils of low density in association with a shallow groundwater table that are subject to settlement and/or liquefaction from ground shaking; or
 - c. Fault Hazard Areas. Areas of known surface rupture or significant surface deformation as a result of an active fault movement, including 50 feet on either side.
72. "Shrub" means a woody perennial plant, usually with several stems that may be erect or close to the ground, generally smaller than a tree.
73. "Significant tree" means a deciduous tree greater than 12 inches in diameter at four feet high and an evergreen tree greater than 10 inches in diameter at four feet high.
74. "Site" means the entire lot, series of lots, or parcels on which a development is located or proposed to be located, including all contiguous undeveloped lots or parcels under common ownership.
75. "Species of local importance" means those species that are of local concern due to their population status or their sensitivity to habitat alteration.
76. "Streams" means those areas in the city of Bainbridge Island where the surface water flows are sufficient to produce a defined channel or bed. A defined channel or bed is an area which demonstrates clear evidence of the passage of water and includes but is not limited to bedrock channels, gravel beds, sand and silt beds, and defined-channel swales. The channel or bed need not contain water year round. This definition is not meant to include irrigation ditches, canals, storm or surface water runoff devices, or other artificial watercourses unless they are used by fish or used to convey streams naturally occurring prior to construction.
77. "Stream types" means a streams classification system based on fish usage and perennial or seasonal water regime as found in WAC 222-16-030 and meeting the standards listed below:
- a. "Type F stream" means a stream that has fish habitat. Waters having the following characteristics are presumed to meet the physical criteria for fish use: Stream segments having a defined channel of two feet or greater within the bankfull width and having a gradient of 16 percent or less. Also, stream segments having a defined channel of two feet or greater within the bankfull

width and having a gradient greater than 16 percent and less than or equal to 20 percent, and having greater than 50 acres in contributing basin size based on hydrographic boundaries.

b. “Type Np” means all segments of natural waters within the bankfull width of defined channels that are perennial nonfish habitat streams. “Perennial streams” are waters that do not go dry any time of a year of normal rainfall. However, for the purpose of water typing, Type Np waters include the intermittent dry portions of the perennial channel below the uppermost point of perennial flow.

c. “Type Ns” means all segments of natural waters within the bankfull width of the defined channels that are not Type S, F, or Np waters. These are seasonal, nonfish habitat streams in which surface flow is not present for at least some portion of a year of normal rainfall and are not located downstream from any stream reach that is a Type Np water. Ns waters must be physically connected by an aboveground channel system to marine waters, Type F, or Np waters.

78. “Tree” means a woody perennial plant with single or multiple trunks, which typically develop a mature size of over several inches diameter, and 10 or more feet in height.

79 “Upgrade” means activities that involve replacement of existing infrastructure, or replacing equipment with equipment that meets different operational standards and/or adds capacity to the system. Upgrades shall not include expansions or extensions of existing infrastructure.

~~79~~ 80. “Wetland” means areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include, but are not limited to, swamps, estuaries, marshes, bogs, ponds less than 20 acres, including their submerged aquatic beds and similar areas. Wetlands do not include those artificial wetlands intentionally created from nonwetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, stormwater facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. “Wetlands” include those legally established artificial wetlands intentionally created from nonwetland areas to mitigate the conversion of wetlands.

~~80~~ 81. “Wetland boundary” means the boundary or outer edge of a wetland as delineated in accordance with the federal wetland delineation manual and applicable regional supplements (as updated), as required by WAC 173-22-035.

~~81~~ 82. “Wetland category” means category as defined in Washington State Wetland Rating System for Western Washington – 2014 Update (Ecology Publication No. 14-06-029, October 2014), or as revised and adopted by the department.

~~82~~ 83. “Wetlands specialist” means a person with experience and training in wetland issues who is able to submit substantially correct reports on wetland delineations, classifications, functional assessments and mitigation plans. “Substantially correct” means that errors, if any, are minor and do not delay or affect the site plan review process. Qualifications of a wetlands specialist include:

- a. Either:
 - i. Certification as a professional wetland scientist (PWS) or wetland professional in training (WPIT) through the Society of Wetland Scientists; or
 - ii. Bachelor of Science degree in the biological sciences from an accredited institution and five years of professional field experience; and
- b. The prior successful completion of at least three wetland reports.

~~83~~ 84. “Wildlife biologist” means a person with experience and training in the principles of wildlife management and with practical knowledge in the habits, distribution and environmental management of wildlife. Qualifications include:

- a. Either:
 - i. Certification as a professional wildlife biologist through the Wildlife Society; or
 - ii. Bachelor of Science or Bachelor of Arts degree in wildlife management, wildlife biology, ecology, zoology, or a related field from an accredited institution and five years of professional field experience; and
- b. The prior successful completion of at least three habitat management plans.

~~84~~ 85. “Wildlife habitat” means a seasonal range or habitat element with which a given species has a primary association, and which, if altered, may reduce the likelihood that the species will maintain and reproduce over the long-term. These include areas of relative density or species richness, breeding habitat, winter range, and movement corridors. These also include habitats of limited availability or high vulnerability to alteration, such as cliffs, streams and wetlands.

~~85~~ 86. “Zone of influence” means an area, usually upslope from a geologically hazardous area, where changes in land use and hydrology can affect the stability of the geologically hazardous area. The “zone of influence” is defined as 300 feet upslope from slopes greater than 40 percent, and 200 feet upslope from slopes greater than 15 percent but less than 40 percent that are determined to be geologically hazardous areas. (Ord. 2018-01 § 2 (Exh. A), 2018)

Section 6. Section 18.09.030.F.2 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2. Utility, Primary.

a. Primary utility facilities and equipment are subject to standards in BIMC 16.12.030.C.7, Utilities (Primary and Accessory), and BIMC 16.20.~~130.C.11~~, critical areas regulations.

b. Replacement, maintenance or upgrade of existing poles and equipment within or adjacent to an existing utility corridor or right-of-way is considered a permitted (“P”) use. A new pole added along an existing distribution or transmission line that is within 20 feet of the existing infrastructure and does not exceed the height of both adjacent poles is considered part of an upgrade to that utility corridor. New distribution or transmission line poles that exceed the height of both adjacent poles require minor conditional use approval.

i. Replacement, maintenance or upgrade of a distribution utility pole or a transmission utility pole exceeding the height ~~and/or location standards~~ established in ~~Table 18.12.040~~ Table 18.12.020-2 and Table 18.12.020-3 or moving more than 20 feet from the original location shall require minor site plan review ~~minor conditional use approval in accordance with BIMC 2.16.040~~ prior to installing the ~~replacement~~ pole.

Section 7. Table 18.12.020-2 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A.

Section 8. Table 18.12.020-3 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit B.

Section 9. Table 18.12.040 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit C.

Section 10. 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 11. 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.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER:

2024-04

DRAFT

Exhibit A to Ordinance No. 2024-04

EXCERPT Table 18.12.020-2 Standard Lot Dimensional Standards for Residential Zone Districts

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14
MAXIMUM BUILDING AND STRUCTURE HEIGHT [4] Note: Bonus may not be available in the shoreline jurisdiction										
All lots										
Base	30 ft.	30 ft.	25 ft.				30 ft.	35		
Bonus for Nonresidential Uses If Conditional Use Permit Conditions Met	35 ft.	35 ft.	30 ft.				35 ft.	40 ft.	40 ft. See BIMC 18.12.03 0.B	
<u>Distribution utility poles</u>	55 feet in height above grade. Alternative height limits may apply if additional conditional use permit provisions of BIMC Title 2.16.050.F are met. See BIMC 18.09.030.F.2 for use standards.									
<u>Transmission utility poles</u>	Up to a 25 percent increase above existing pole height above grade with a maximum height of 100 feet. Alternative height limits may apply if additional conditional use permit provisions of BIMC Title 2.16.050.F are met. See BIMC 18.09.030.F.2 for use standards.									
Exemption	Alternative height limits may apply for nonresidential uses if additional conditional use permit provisions of BIMC Title 2 are met. Some encroachments through height limits are permitted under BIMC 18.12.040.									
Shoreline Jurisdiction	See Table 16.12.030-2, Dimensional Standards Table, and BIMC 16.12.030.B.3.i, Regulations – Shoreline Structure Setback View Requirement.									

Exhibit A to Ordinance No. 2024-04

[4] For community and educational facilities (as listed in Table 18.09.020), spires, towers and other vertical features with horizontal cross-sections no more than five percent of the footprint of the primary structure may have a maximum height of 10 feet above the maximum base height, and shall be reviewed through a conditional use permit.

DRAFT

Exhibit B to Ordinance No. 2024-04

EXCERPT Table 18.12.020-3 Standard Lot Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
MAXIMUM BUILDING AND STRUCTURE HEIGHT [5]									
Note: Bonus may not be available in the shoreline jurisdiction									
Base	35 ft.; 25 ft. max. south of Parfitt	25 ft.; 35 ft. north of High School Road	25 ft.	35 ft.	BIMC 18.12.030.C standard height north of Winslow Way; 35 ft. south of Winslow Way	35 ft.	35 ft.	35 ft.	35 ft. except that Chapter 16.12 BIM C applies within shoreline jurisdiction
Bonus 1 if parking under building [6]	45 ft.; 35 ft. south of Parfitt	35 ft.; 45 ft. north of High School Road	35 ft.	45 ft.	BIMC 18.12.030.C optional height north of Winslow Way; 45 ft. south of Winslow Way	45 ft.			
Bonus 2 for Nonresidential Uses with Major Conditional Use Permit							45 ft.	45 ft.	45 ft.
Distribution utility poles	55 feet in height above grade. Alternative height limits may apply if additional conditional use permit provisions of BIMC Title 2.16.050.F are met. See BIMC 18.09.030.F.2 for use standards.								

Exhibit B to Ordinance No. 2024-04

<u>Transmission utility poles</u>	<u>Up to a 25 percent increase above existing pole height above grade with a maximum height of 100 feet. Alternative height limits may apply if additional conditional use permit provisions of BIMC Title 2.16.050.F are met. See BIMC 18.09.030.F.2 for use standards.</u>
Bonus 3 Structure Height	Alternative height limits may apply if the conditional use permit provisions of BIMC Title 2 are met. Some encroachments through height limits are permitted under BIMC 18.12.040.

[5] When property adjoins a lower density residential zone, except in the ferry terminal district, north of Winslow Way, for the first 30 feet of the building from the property line of an adjoining lower density residential zone, the building height shall be the building height of the adjoining lower density residential zone. Optional building height allowed in the adjoining lower density residential district through a conditional use permit may be requested for projects within the mixed use town center and high school road zones through the site plan review process. For building height requirements in the ferry terminal district, north of Winslow Way, reference BIMC [18.12.030.C](#).

[6] The bonus height is available when parking is located underground or under the occupiable space of the planned building. If parking is located under 50 percent or less of the occupiable space, the bonus may only be used for a portion of the building footprint twice as large as the area with parking located beneath.

[7] The bonus density is available when provisions of BIMC [18.21.050](#) are met and all bonus FAR is applied to the residential component of the mixed use development.

Exhibit C to Ordinance No. 2024-04

EXCERPT Table 18.12.040: Permitted Setback/Height Modifications

Type of Encroachment	Encroachment Permitted	Conditions
Permitted Setback Modifications		
Fence or combined fence and berm up to 6 feet high	In any required setback subject to applicable regulations in BIMC Title 15	Except as provided in BIMC 18.12.040.B and Chapter 16.12 BIMC
Nonscreening fences or combined nonscreening fence and berm up to 8 feet high	In any required setback subject to applicable regulations in BIMC Title 15	Except as provided in Chapter 16.12 BIMC
Chimneys, flues, awnings, bay windows, and greenhouse windows	Up to 18 inches into any required setback	
Covered porches, bay windows and eaves within the Ericksen Avenue overlay district	Up to 5 feet into the front yard	Bay windows must be cantilevered outward from the wall, and may not result in any portion of the building floor area extending into the setback
Any structures, including but not limited to uncovered steps, porches, and decks less than or equal to 30 inches in height	Up to 2 feet into front and side setbacks. Up to 5 feet into required rear setbacks.	

Exhibit C to Ordinance No. 2024-04

Eaves	May extend up to 24 inches in any required setback except shoreline structure setback	
At or near grade structures such as uncovered patios, sidewalks, and driveways	In any required setback	May not exceed 4 inches in height
Signs	In any required setback	Must conform to Chapter 15.08 BIMC
Overhead or underground <u>Primary Utilities</u> and <u>Accessory Utilities</u> when they are not the <u>principal use of the site</u>	In any required setback, perimeter or roadside buffer	Must conform to Chapters 16.12 and 16.20 BIMC. Does not apply to above ground utilities such as propane tanks.
Composting bins	In side or rear setback areas	
Bioretention/rain gardens	In any required setback	In accordance with Chapter 15.20 BIMC
Rain barrels/cisterns	In any required setback	In accordance with Chapter 15.20 BIMC
Wall-mounted on-demand hot water heaters	Up to 18 inches into side or rear setbacks	Permitted if buffered or enclosed to prevent noise impacts to neighboring properties
Below-ground geothermal equipment	In any required setback, perimeter or roadside buffer	Must conform to Chapters 16.12 and 16.20 BIMC. Permitted if any excavated areas are

Exhibit C to Ordinance No. 2024-04

		promptly relandscaped after installation is complete.
Rockeries and retaining walls less than 4 feet in height	In any required setback	Rockeries and retaining walls greater than 4 feet in height may be permitted with qualified geotechnical engineer determination, and city concurrence, that it is necessary for slope stabilization.
Public communications tower	In any required setback subject to applicable regulations in BIMC Title 15	Must conform to Chapters 16.12 and 16.20 BIMC
Permitted Height Modifications		
Small wind energy generators	Up to 18 inches above the maximum building height in the district	
Solar panels	Up to 18 inches above the maximum building height in the district	
Noncommercial, nonparabolic antennas affixed to noncommercial communication towers	Up to 50 feet in height above grade	
One flagpole per parcel	Up to 45 feet in height above grade	

Exhibit C to Ordinance No. 2024-04

Public communications tower	Up to 120 feet in height above grade	A building permit is required for a public communications tower. A conditional use permit shall be required for a public communications tower to be constructed between 71 feet and 120 feet above grade. A public communications tower shall not exceed 120 feet in height.
<u>Distribution utility poles</u>	<u>Up to 55 feet in height above grade</u>	<u>Replacement poles over 55 feet in height, see BIMC 18.09.030.F.2.b. For new distribution utility facilities or corridors, see Table 18.09.020. Poles shall not be moved more than 20 feet from the original location unless permitted under BIMC 18.09.030.F.2.b.</u>
<u>Transmission utility poles</u>	<u>Up to a 25 percent increase above existing pole height above grade with a maximum height of 100 feet</u>	<u>Replacement poles over the 25 percent increase or 100 feet in height, see BIMC 18.09.030.F.2.b. For new transmission utility facilities or corridors, see Table 18.09.020. Poles shall not be moved more than 20 feet from the original location unless permitted under BIMC 18.09.030.F.2.b.</u>
<u>Utility structures existing on the effective date of the ordinance codified in this subsection</u>	<u>Existing height</u>	<u>May also be replaced or modified; provided, that the structure is not larger or taller than the original structure and is not</u>

Exhibit C to Ordinance No. 2024-04

		<u>moved more than 20 feet from its original location.</u>
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DRAFT



CITY OF
BAINBRIDGE ISLAND

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

STAFF REPORT

DATE: August 9, 2024
TO: Planning Commission
FROM: Joanne Mendenhall, Planner
SUBJECT: Puget Sound Energy (PSE) Code Amendment Requests PLN52234 -
Ordinance No. 2024-04 Utility Regulations

I. INTRODUCTION AND PROCESS

Puget Sound Energy (PSE) has several proposed projects to install, upgrade, and maintain PSE's infrastructure within the City of Bainbridge Island. These projects include installing a new transmission line, rebuilding an existing transmission line, and upgrading all three substations within the City. In preparation for these projects, PSE submitted an application for Legislative Review of Land Use Regulations under Bainbridge Island Municipal Code (BIMC) 2.16.180. The initial application was submitted April 20, 2022, with two amendment requests. However, through further conversations with city staff, several additional amendments were identified as necessary to support the intention of the applicant. PSE revised their application on February 6, 2024, to include five amendment requests for changes to BIMC 2.16 – Land Use Procedures, BIMC 16.20 – Critical Areas, and BIMC 18.12 – Dimensional Standards.

Applications for Legislative Review of Land Use Regulations are initially reviewed by Planning Commission with a public hearing held prior to making a recommendation to the City Council. The Planning Commission engaged in six study sessions regarding this application resulting in draft Ordinance 2024-04 Utility Regulations prior to public hearing. This staff report contains background information and analysis to aid the Planning Commission and City Council in their recommendation and decision, respectively.

APPLICATION HISTORY

Date:	Action:
April 20, 2022	Initial Application Submitted
April 28, 2022	Application deemed technically complete
May 6, 2022	Notice of Application and SEPA Comment Period
February 6, 2024	Revised Application Submitted
February 22, 2024	Planning Commission Study Session Introduction and overview of application
March 14, 2024	Planning Commission Study Session Focused discussion - BIMC 16.20 and BIMC 18.12
March 28, 2024	Planning Commission Study Session Focused discussion – BIMC 2.16
April 25, 2024	Planning Commission Study Session Preliminary staff recommendations
May 23, 2024	Planning Commission Study Session Draft Ordinance
June 16, 2024	Notice of Application on Ordinance No. 2024-04
June 27, 2024	Planning Commission Study Session on the Revised Draft Ordinance
July 3, 2024	SEPA Threshold Determination of Nonsignificance (DNS) on Ordinance No. 2024-04
July 7, 2024	Notice of Intent to Adopt Amendment sent to the Department of Commerce.
August 22, 2024	Public Hearing

II. BACKGROUND AND SUMMARY OF REQUEST

PSE submits permits to the City of Bainbridge Island to construct, extend, maintain, and upgrade existing and new facilities both at site-specific locations such as substations, and for linear infrastructure spanning multiple parcels such as transmission and distribution lines.

The City’s municipal code contains provisions related to utility infrastructure development in 15.12, 16.12, 16.20, 18.09, 18.12, and 18.36 chapters. However, there are several issues identified in the code that hinder or otherwise delay a timely permitting process for PSE projects:

- Code typically written with consideration for projects involving one or, at most, a couple properties in close proximity where the property owner(s) are the applicant(s). Less consideration is given to large linear projects, spanning dozens of properties not directly owned by the applicant, and requiring connections to specific points both inside and outside the City.
- Lack of clarity or seemingly conflicting dimensional and procedural regulations that can change with internal policy updates.
- Lack of specificity for primary versus accessory utilities.
- Prohibition on all primary utilities in Category I and II wetlands when there is existing, aging, infrastructure that was installed in wetlands prior to the current understanding of critical areas.

To address the breadth of issues, PSE's requested code amendments span several topics and sections of code, including the following:

1. WHO CAN APPLY

PSE requests changes to BIMC 2.16.020.D to add utility providers to the list of who can apply, with specific proposed language as follows:

“A public or private utility that provides written documentation of their authority to exercise eminent domain under RCW 80.32.060.”

2. DEVELOPMENT STANDARDS – AQUIFER RECHARGE PROTECTION AREA

PSE requests changes to 16.20.100.E.1 to add linear utility projects to the list of exemptions, with the specific proposed exemption language as follows:

“Activities related to the installation, upgrade and maintenance of utility facilities and corridors, when located on property not owned by the utility provider.”

3. PROHIBITED ACTIVITIES (WETLANDS)

PSE requests an adjustment to BIMC 16.20.140.G.2.i to make allowances for linear primary utility development in Category I and II wetlands, with the specific proposed language to amend the prohibition as follows:

“New primary utility not within or directly adjacent to an existing road right-of-way in Category II wetlands. New primary utilities are prohibited in Category I wetlands.”

4. STANDARD LOT DIMENSIONAL STANDARDS & PERMITTED HEIGHT MODIFICATIONS

PSE requests that BIMC Tables 18.12.020-2 and 18.12.020-3 be adjusted to clarify in code that listed permitted height modifications under BIMC 18.12.040 do not require a conditional use permit as is current department practice, with the specific language proposed to be:

“Alternative height limits may apply for nonresidential uses if additional conditional use permit provisions of BIMC Title 2 are met. Some encroachments through height limits are permitted under BIMC 18.12.040 without conditional use permit approval.”

Additionally, PSE requests a change to BIMC Table 18.12.040 in order to permit a new distribution or transmission pole added along an existing corridor to meet the height of the surrounding infrastructure without the need for a new conditional use permit, with the specific language proposed as:

Distribution Poles - “Replacement poles over 55 feet in height, see BIMC 18.09.030.F.2.b. For new distribution utility facilities or corridors, see Table 18.09.020. Poles shall not be moved more than 20 feet from the original location or a new pole added along an existing distribution line corridor unless permitted under BIMC 18.09.030.F.2.b.”

AND

Transmission Poles - “Replacement poles over the 25 percent increase or 100 feet in height, see BIMC 18.09.030.F.2.b. For new transmission utility facilities or corridors, see Table 18.09.020. Poles shall not be moved more than 20 feet from the original location or a new pole added along an existing transmission line corridor unless permitted under BIMC 18.09.030.F.2.b.”

5. PERMITTED SETBACK MODIFICATIONS

PSE requests a modification to BIMC Table 18.12.040 to allow overhead and underground primary utilities in setbacks in the same way accessory utilities are allowed, with the specific proposed language to allow the following in all setbacks:

“Overhead or underground primary or accessory utilities that are not the primary use of the site.”

III. PUBLIC COMMENT

To date, this project has received 17 public comments provided by ten different commenters (three commentors provided multiple comments). Two comments were

received with the initial notice of application, thirteen comments were received during the Planning Commissions study sessions, and two were received with the notice of application on Ordinance No. 2024-04 Utility Regulations.

Comments fall into four categories:

1. Six commentors expressed general support for both the code amendment updates and the subsequent PSE proposed projects. There is concern regarding current service reliability metrics, capacity, safety of the existing infrastructure currently in category I and II wetlands, and the amount of time the application has taken to date. There was specific support for removing the blanket restrictions on primary utilities in Category II wetlands when adjacent to road right-of-way. Specific support for the substation and infrastructure upgrades to allow the electrification of the ferry system was also provided by several commentors including Matt Von Ruden of the Washington State Department of Transportation. These projects are crucial to meeting the Ferry electrification timelines.
2. Two commentors had specific concerns regarding the proposed changes to the wetland code. Both felt that the applicant's proposed changes to wetland code were too broad and both suggested creating a utility exemption with specific review criteria per the Washington Department of Ecology's guidance. One of the commentors, Cullen Brady of the Bainbridge Island Land Trust, is generally supportive of the changes, but requests careful consideration of what changes should apply to *all* primary utilities vs. specific to PSE's infrastructure.
3. One of the commentors who provided multiple comments, Kim McCormick, is representing Bulrush Farms. Ms. McCormick and her client are very concerned about the potential impacts that the Winslow Tap Transmission line rebuild could have on their business and want the opportunity to negotiate for the rights to their land prior to a permit being issued. Additionally, Ms. McCormick raised concerns that the change to the definition of applicant would allow PSE to decline to explore ways to avoid the use of third party property and engage in early negotiations. There is also a concern that having an issued permit prior to negotiations with private owners could potentially give the utility additional standing in an eminent domain hearing.
4. One commentor was generally not in favor of the code changes. Specifically, they were concerned that changes to the ARPA designation requirements and wetland

code could result in PSE being less careful in retaining and protecting trees and native vegetation. They were also concerned that the code changes were being requested simply to allow PSE to avoid applying for permits they *should* be required to obtain (example: Putting overhead and underground primary utilities in a setback could be done now with a variance permit).

IV. APPLICABLE COMPREHENSIVE PLAN GOALS AND POLICIES AND BRIEF STAFF DISCUSSION:

1. WHO CAN APPLY

- GOAL LU-17 - Strive to ensure that basic community values and aspirations are reflected in the City's planning program while recognizing the rights of individuals to use and develop private property in a manner that is consistent with City regulations. Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.

Issuing a permit for utility development on land that the utility has not yet negotiated the use of appears to go against the goal of not taking private property for public use without just compensation having been made.

However, requiring a utility to go through the process of acquiring easements and potentially even put a landowner through an eminent domain proceeding for land access when the project and location requirements may change during the review process does not appear to protect landowners from arbitrary action.

- GOAL U-6 - Ensure that permits and approvals for utility facilities are processed in a fair, timely manner and in accord with development regulations and this Plan.

Requiring PSE to negotiate with private owners for easements prior to application when plans may shift during the review process, resulting in a need for additional negotiations after permit issuance, does not support a timely permitting process.

- GOAL U-7 - Ensure that all utility providers give timely public notice and solicit community input on the siting of proposed facilities and on any other substantive projects before seeking City approval.

If the utility were allowed to be an applicant prior to negotiations with landowners, community input would be entirely through the permit process, which may not capture the same feedback as a broader dialogue between PSE and the community on high level

siting alternatives and trade-offs. Standard public notice requirements as part of the permit process are oriented toward site-specific projects, rather than linear projects—therefore, the public notice may be less than optimal for the purpose of community input on facility siting.

2. DEVELOPMENT STANDARDS – AQUIFER RECHARGE PROTECTION AREA

- Policy WR 2.9 - Recognizing that the Island aquifer system is a Sole Source Aquifer as designated by EPA, consider creation and application of one or more aquifer conservation zones for appropriate areas of the Island and institute an added level of development and re-development permit review to prevent or mitigate potential pollutant-generating activities or activities that could affect stormwater runoff and aquifer recharge associated with a proposed land use. The Island's aquifers are protected through critical area regulations and Revised Code of Washington (RCW) 36.70A.550.

Municipal code implements this policy by requiring a designation of an Aquifer Recharge Protection Area (ARPA) when a project reaches a certain size in zone R-0.4, R-1, and R-2. Providing a blanket exemption from ARPA designation would be less supportive of the comprehensive plan's policies to protect aquifer recharge than a more narrowly construed exemption. An exemption that includes an alternate path to protecting groundwater recharge, as proposed in the draft ordinance (and described below) would better support the comprehensive plan's policies regarding aquifer recharge protection.

- GOAL U-1 - Ensure that reliable utility services are available to all Bainbridge Island residents.

The utility provider's ability to negotiate easement rights do not extend to the ability to designate an ARPA. Without a utility exemption from ARPA designation requirements, larger utility projects in zoning districts R-0.4, R-1, and R-2 would not be able to move forward.

- GOAL U-5 - Ensure that new or major renovations to existing utility facilities are designed to minimize adverse impacts on residents and the environment.

An exemption from ARPA that includes a vegetation mitigation plan (as described below and as proposed in the draft ordinance) would support this goal.

3. PROHIBITED ACTIVITIES (WETLANDS)

- Policy EN 10.2 - Encourage the retention of existing trees and vegetation and the

planting of new trees and vegetation that provides natural filtration of suspended particulate matter, removes carbon dioxide and improves air quality.

Without a way to properly maintain and upgrade existing systems, it would be necessary for PSE to consider installation of new linear infrastructure. Assuming a new corridor free of category I and II wetlands could be identified (which has not been possible to date), this would require clear cutting large swaths of forested area and creating major ground and vegetation disturbance. Therefore, this policy is best supported through allowing maintenance and upgrade projects within Category I and II wetlands per PSE's request.

- Policy EN 19.1 - Encourage protection, restoration and maintenance of existing vegetation that has environmental, wildlife habitat and aesthetic qualities including tree groves, significant tree stands, forested hillsides and vegetation associated with wetlands, stream corridors, riparian areas, steep slopes and areas subject to erosion.

The staff recommended draft ordinance, described below, includes requirements for maintenance and upgrade projects in Category I and II wetlands to demonstrate no net loss and mitigation sequencing, which encourages protection and restoration of vegetation and habitat. By allowing new construction only within or adjacent to existing right-of-way where ground disturbance has already occurred, the staff recommended language encourages the least disturbance to wetland vegetation while allowing needed utility expansions to move forward.

- Policy WR 2.4 - Assess the impacts of proposed activities and development on the flow of springs and streams and levels of wetlands that are either sustained by groundwater discharge or contribute recharge to groundwater, and require an assessment of anticipated hydrologic impacts. Activities or development may be restricted if the report indicates any adverse impacts.

Both new projects and non-exempt maintenance/upgrade projects will require a wetland report with the critical area permit application that provides an assessment of impacts to the wetland and appropriate mitigation requirements.

- GOAL WR-3 - Achieve no net loss of ecological functions and processes necessary to sustain aquatic resources including loss that may result from cumulative impacts over time.

Both new projects and maintenance/upgrade projects will require demonstrating mitigation sequencing and no net loss with the required critical area permit.

- GOAL U-14 - Ensure adequate, cost effective, reliable, and environmentally responsible electric service to the citizens of Bainbridge Island.
- Policy U 14.3 - Encourage the electric service provider to improve reliability, with particular attention to adding transmission redundancy and mitigating impacts on service from storms or other natural events.

PSE has not been able to identify a route for the required new infrastructure to meet current or future demands that does not require going through Category II wetlands. Additionally, they need to be able to maintain and upgrade existing infrastructure for both capacity and safety reasons. Therefore, these goals and policies are only supported if PSE's request related to wetlands is accommodated.

4. STANDARD LOT DIMENSIONAL STANDARDS & PERMITTED HEIGHT MODIFICATIONS

- GOAL U-6 - Ensure that permits and approvals for utility facilities are processed in a fair, timely manner and in accord with development regulations and this Plan.

Current code and practice that requires a new conditional use permit for a single one- to three-foot diameter pole along an existing corridor may be disproportionate to the impact, causing an overly lengthy review.

Staff recommended language adding clarity on allowed height modifications and permitting requirements for linear utility projects supports a consistent and fair review process.

5. PERMITTED SETBACK MODIFICATIONS

- Policy EN 10.2 Encourage the retention of existing trees and vegetation and the planting of new trees and vegetation that provides natural filtration of suspended particulate matter, removes carbon dioxide and improves air quality.

Requiring the utility to divert overhead or underground infrastructure in order to accommodate setbacks would cause greater land and vegetation disturbance than necessary. Therefore, this policy is best supported if PSE's request related to setbacks is accommodated.

- GOAL U-6 - Ensure that permits and approvals for utility facilities are processed in a fair, timely manner and in accord with development regulations and this

Plan.

Overhead and underground accessory utilities are already allowed in setbacks. Overhead and underground primary utilities are traditionally found either in right-of-way or in setbacks directly adjacent to right-of-way, so requiring an additional variance permit may be disproportionate to the impact, causing an overly lengthy review.

- GOAL U-3 - Ensure that utility services are adequate to meet current demands, and that utility providers plan for future demands.

This goal is best supported if PSE's requests are accommodated, since the requests relate to the upgrade projects PSE has planned to address current and future demands on electric service.

V. RECOMMENDATIONS & ANALYSIS

The staff proposed ordinance balances the needs of PSE with feedback from the community and Planning Commission, a careful review of the Comprehensive Plan, and staff analysis. The following code recommendations are incorporated into the draft (see Attachment 1):

1. NO CHANGE TO WHO CAN APPLY

PSE's request stems from the fact that linear electric utility infrastructure is typically installed on easements for the benefit of the public, over potentially many dozens of properties. Additionally, project details may change during the review process, and PSE may not be able to precisely identify needed rights before going through the land use and environmental permit processes. Current code requires PSE to obtain rights to property prior to having a final, approved, plan set, and may cause PSE to acquire rights to property that ends up being unnecessary.

Current code is, however, in line with the definition of applicant in other municipalities. It may be in the interest of private property owners to negotiate property rights prior to permit submittal. Additionally, since not all permit applications require a public notice, there is a possibility that the first time a property owner hears about a project that impacts their property would be after a permit has already been issued, if PSE's request were to be granted.

Several alternatives were developed and analyzed during the public process that are not ultimately recommended to move forward. One such alternative is to allow PSE to inform impacted property owners of the project prior to application but allow

them to apply for land use permits prior to acquiring rights to the property. In this case, the land use permit would not be issued until such rights are acquired. This alternative was ultimately not recommended due to the possibility of an appeal after land use permit issuance that could change the placement requirements of the project—for the utility applicant, the risks remain the same as current code.

Another alternative is to allow PSE to submit and receive issued land use permits without acquiring the rights to the property, but to require property owner authorization before submitting a building permit application for the project. This alternative was ultimately not recommended because there exists a subset of PSE projects that do not require building permits such as adding a small number of poles that do not disturb enough ground to require a grade and fill permit.

Ultimately, no action on this portion of PSE's request can satisfy PSE's intent while still affording private property owners the ability to negotiate property rights prior to the permitting of work to be completed on their land. However, it also subjects those same property owners to potentially unnecessary easement negotiations if a project location ends up changing during permit review or through an appeal. Absent a better solution, staff proposes no action on this portion of the request, and this section of the code is absent from the draft ordinance.

2. ADD AN EXEMPTION FROM ARPA DESIGNATION REQUIREMENTS FOR UTILITY DEVELOPMENT ON LAND NOT OWNED BY THE UTILITY WHEN COMBINED WITH A VEGETATION RESTORATION PLAN.

BIMC requires that any proposed development or activity requiring a site assessment review located in zoning designation R-0.4, R-1, R-2 also requires the designation of an ARPA with limited exceptions. Groundwater recharge is of particular concern for the City because the Island's drinking water is supplied solely by groundwater. If a project proposes ground disturbance that presents a potential impact on aquifer recharge, ARPA is the primary vehicle to mitigate that impact in code. However, PSE's ground disturbance typically extends across many properties, over which PSE has no authority beyond acquiring easements specifically for the purpose of the placement and maintenance of utility infrastructure. Without an exemption, PSE would not be able to move forward with projects for new and upgraded infrastructure in zoning districts R-0.4, R-1, or R-2. The comprehensive plan is supportive of aquifer recharge protections, but does not specify that this must be done specifically through the designation of an ARPA. Staff proposes using a

vegetation restoration plan in lieu of the ARPA designation for utility projects that will be conducted on land not owned by the utility in zoning districts R-0.4, R-1, and R-2.

3. ALLOW ONLY NEW DISTRIBUTION AND TRANSMISSION UTILITY CORRIDORS (NOT ALL PRIMARY UTILITIES) IN CATEGORY II WETLANDS WHEN WITHIN OR ADJACENT TO EXISTING ROAD RIGHT-OF-WAY. REQUIRE A CRITICAL AREA PERMIT AND THE DEMONSTRATION OF MITIGATION SEQUENCING.

As an island, the City's Category I and II wetlands are relatively rare and vulnerable to the effects of development and the prohibition on primary utilities in these wetlands clearly protects the functions and values of these critical areas. However, as noted in the Best Available Science review provided by the applicant, linear utilities such as transmission and distribution line corridors are functionally different than utilities such as wastewater facilities, substations, etc. While these corridors do disturb vegetation, they do not add noise, light, or ongoing pollution, and only have periodic human disturbance in the form of maintenance which, if installed next to existing road right-of-way, can be done from the hard surface of the existing pavement. The disturbance is typically limited to poles one- to three-feet in diameter and spaced 150-200 feet apart for distribution and 300-400 feet for transmission lines and vegetative clearance around the infrastructure needed for safety. Moreover, the placement of electric linear infrastructure does not have unlimited flexibility. It is required to connect to specific existing locations (such as substations) both within the community and to infrastructure outside the City limits. PSE has been unable to locate a path for the proposed new linear infrastructure that entirely avoids Category II wetlands, but they are able to follow a path through Category II wetlands that has already been disturbed by road right-of-way.

To control the potential for negative impacts to the Category II wetlands, new infrastructure will only be allowed within or adjacent to existing road right-of-way and a critical area permit and demonstration of mitigation sequencing are included as requirements in the proposed draft ordinance.

ALLOW ADDITIONAL MAINTENANCE ACTIVITIES FOR ONLY DISTRIBUTION AND TRANSMISSION UTILITY CORRIDORS (NOT ALL PRIMARY UTILITIES) WITH A CRITICAL AREA PERMIT AND THE DEMONSTRATION OF MITIGATION SEQUENCING.

PSE's electrical linear systems have been in place in some capacity since the 1960s and

resulted in the placement of infrastructure in locations that are now regulated as critical areas. As infrastructure ages, it must be repaired, replaced and upgraded to provide reliability and comply with current standards. Critical area regulations were not in place at the time of installation of much of the electricity infrastructure serving Bainbridge Island residents today. Without a way to properly maintain and upgrade existing systems, the utility would need to consider installation of entirely new linear infrastructure (assuming an as yet unidentified corridor free of Category I and II wetlands could be found), which could require clear cutting large swaths of forested area and major ground disturbance.

Maintaining and upgrading distribution and transmission lines can include replacing equipment with equipment of different sizes and maintaining safety clearances if vegetation becomes incompatible with the lines or equipment in a way that would not meet the definition of an exempt activity. However, tree and tree assemblages in wetlands and their buffers are an important part of how the state wetlands rating system categorizes wetlands. To control the potential for negative impacts to wetlands, exceptions for maintenance and upgrade activities are proposed to be narrowly allowed with a critical area permit and a demonstration of mitigation sequencing and no net loss.

4. MOVE HEIGHT ALLOWANCES FOR DISTRIBUTION AND TRANSMISSION LINES TO THE DIMENSIONS TABLE.

When reviewing current municipal code, determining height and permit requirements for a distribution or transmission utility project takes review of potentially five sections of code. This can be simplified by including height allowances for transmission and distribution poles in the dimensions table rather than pointing to the modifications table. Current policy does not require an additional conditional use permit in order to use the allowed height modifications, so this would not be changing the permitting requirements, just simplifying the review.

ADD A DEFINITION FOR “UPGRADE”.

Code states that an upgrade to an existing transmission or distribution line is considered a permitted use that can be done without a conditional use permit, but does not currently provide a definition of upgrade. The definition in the staff recommended ordinance is: activities that involve a level of intensification or expansion of existing infrastructure. This can involve replacement of existing infrastructure, but also replacing equipment with equipment that meets different

operational standards and/or adds capacity to the system.

ALLOW ADDING A NEW POLE ALONG AN EXISTING CORRIDOR WITHIN 20 FEET OF THE EXISTING INFRASTRUCTURE TO BE CONSIDERED PART OF AN UPGRADE, AND A PERMITTED USE.

Requiring only those permits that will add value to the review of the project is important to providing a fair and timely review process. Allowing a new pole along an existing corridor that is the same height as the poles around it is not likely to have a large enough impact to justify requiring a new conditional use permit. It is possible that a view may be slightly impacted, but a one- to three-foot diameter pole added along an existing corridor within 20 feet of the existing infrastructure is unlikely to have a major impact to line of site.

IF A PERMIT IS REQUIRED FOR HEIGHT MODIFICATIONS, REQUIRE A CONDITIONAL USE PERMIT, NOT A SITE PLAN REVIEW.

Review of the different code sections reveals a discrepancy that can be rectified with the staff recommended ordinance. There is a section that requires poles taller than the allowed height to apply for a site plan review. However, the code sections that provide the conditions under which additional height can be allowed are found in the conditional use permit code. The specific criteria for conditional use permits related to additional height are more applicable to the situation; therefore, the staff recommended ordinance replaces the references to site plan review with a conditional use permit.

POLES THAT WILL BE PLACED MORE THAN 20 FEET FROM EXISTING INFRASTRUCTURE WILL STILL REQUIRE CONDITIONAL USE PERMIT.

A pole placed more than 20 feet from the existing infrastructure would be considered not a part of the existing line. Primary utilities are a conditional use in every zoning district within Bainbridge Island with the exception of the Business Industrial district, so any project larger than adding a pole to an existing line (outside of the Business Industrial district) would still require a conditional use permit.

5. ALLOW OVERHEAD AND UNDERGROUND PRIMARY UTILITIES IN SETBACKS WHEN THE UTILITY IS NOT THE PRINCIPAL USE OF THE SITE. Overhead and underground accessory utilities are already allowed in setbacks. Overhead and underground primary utilities are similar in character to overhead and underground accessory utilities and are traditionally found either in right-of-way or in setbacks directly adjacent to right-of-way. Requiring the utility to divert overhead or underground infrastructure in order to accommodate a 5-, 10- or even 25-foot

setback seems unnecessarily burdensome and would cause greater land and vegetation disturbance. Additionally, setbacks are meant to restrict structures inside the parcel from impacting adjacent parcels. They are not intended to prohibit infrastructure from the outside entering the property. PSE's requested language was modified slightly in the staff recommended ordinance to ensure clarity.

VI. CONCLUSIONS

To support Bainbridge Island's comprehensive plan utility goals, adjustments to code are necessary to allow for PSE proposed projects to increase capacity and system redundancy. These projects include constructing, extending, maintaining, and upgrading existing and new facilities both at site-specific locations (such as substations), and for linear infrastructure spanning multiple parcels (such as transmission and distribution lines). However, such adjustments must carefully balance the City's goals regarding the environment and natural resources. Ordinance 2024-04 Utility Regulations as proposed by staff strikes a balance between the needs of the community for utility services and protecting the special features and critical areas of the City of Bainbridge Island.



Code Amendment Support Regulatory Context and Code Comparison Analysis

Background

Puget Sound Energy's (PSE) electrical infrastructure delivers an essential service to the Bainbridge Island community through the provision of power to homes and businesses. Much of the electrical infrastructure on the Island, including the existing Winslow Tap, Port Madison Tap and Foss Corner-Port Madison transmission lines and the Port Madison and Winslow substations, was originally constructed in the 1950s and 60s when Bainbridge Island was part of rural unincorporated Kitsap County. In the 1960s, the area that is now the City of Bainbridge Island had a population under 1,000. Today's population is near 25,000. As the Island's population has grown resulting in a greater demand for electricity, the regulatory environment in which PSE installs, maintains, and upgrades electrical infrastructure has become more complex.

Over the last three years, PSE has worked with the City of Bainbridge Island to identify and request code amendments needed to ensure compliance with the Comprehensive Plan, including Goal U-1 to ensure that reliable utility services are available to all residents of Bainbridge Island and to fulfill PSE's obligation under state law to serve the community with reliable power. In April 2022, PSE submitted a code amendment request to process two code amendments under the City's critical areas ordinance (BIMC 16.20); one pertaining to the requirements to dedicate an ARPA in low density residential zoning districts (BIMC 16.20.100) and one pertaining to the prohibition of primary utilities in Category I and II wetlands (BIMC 16.20.140.G) (see *Code Amendment Request Narrative and Comprehensive Plan Compliance* document and *Best Available Science* Technical Memorandum under City of Bainbridge Island File #PLN52234 LDR) . The City and PSE have also identified two additional needed amendments under the zoning code dimensional standards. The first is within the setback permitted modification table (BIMC Table 18.12.040) and it does not include an allowance for PSE to install essential utility infrastructure within zoning setbacks. The second includes the combination of permitted height modifications for poles in BIMC Table 18.12.040 and an associated height exemption provision in BIMC Table 18.12.020-2 that provide inconsistent processes for exceeding the height of a zoning district. Prior to 2022, the City has not interpreted the exemption provision in BIMC Table 18.12.020-2 that requires structures over the height of the zoning district to apply to utility poles. These amendments are needed to support the installation, upgrade and maintenance of PSE's linear distribution and transmission line infrastructure. Additionally, parcel-based facilities must connect to linear facilities in order to serve the community. These amendments will ultimately support the operation of the electrical system on Bainbridge Island. A fifth code amendment request has also resulted from the City's application of BIMC 2.16.020.D to preclude

PSE from submitting permits on property not owned by PSE without written authorization from the underlying property owner. PSE expects that all of the amendments will support the evolving needs of the community as we work towards the delivery of clean energy and meeting the City's Climate Action Plan goals. Flexibility is needed to provide the community with the necessary physical infrastructure to deliver energy.

The purpose of this memo is to provide additional information in support of the requested code amendments, including:

- Background to outline PSE's electrical utility facility operational and regulatory context, and
- A comparative analysis of other jurisdiction codes similar to the codes under consideration for the amendment requests. The jurisdictions selected have one or more characteristics similar to Bainbridge Island.

Linear Transmission and Distribution Infrastructure Operations

Bainbridge Island receives power through two 115 kV transmission lines that cross Agate Pass from Kitsap County. The transmission lines deliver electricity to the three distribution substations on the Island which lower the voltage and send the electricity through a system of 12.5 kV distribution lines and lower voltage service lines to homes and businesses, which are served via lower voltage service lines. Higher voltages are used to move power through transmission lines from generation sources to distribution substations for efficiency over long distances. Lower voltages are used to safely transfer the power through distribution and service lines to homes and businesses. Engineering standards for transmission and distribution facilities vary due to differing voltage standards. Transmission line standards generally result in taller poles with greater distances (or spans) between each pole due to greater clearances required for the conductor from the ground, structures, vegetation and other fixed objects. Distribution lines typically use shorter poles and less distance between poles. Distribution lines may also be located underground and include associated equipment such as transformers and vaults that occur at certain intervals along the alignment. Individual poles locations along a defined corridor and the location of vaults, switches and transformers used with underground distribution lines are based on engineering design and safety standards.

Utility poles are part of expected visual infrastructure in urban and rural environments. In an urban setting, poles are often located within planter strips between the paved street surface and sidewalks or along improved gravel shoulders. On Bainbridge Island, a majority of the roads are lined with maintained vegetation within the road right-of-way, but lacking in improved shoulders and urban features such as curb, gutter, sidewalks and planter strips. Therefore, PSE's poles are often located within the unimproved, maintained vegetation portion of the road right-of-way. PSE must meet safety clearances such as local control zone regulations in order to avoid conflicts with cars and bicycle traffic, which pushes infrastructure to the edge of the legal limits of the road right-of-way, often requiring additional operating rights on adjacent property. Underground distribution infrastructure tends to also be located within unimproved shoulders, as City policy includes a preference for wet utilities to be under the paved surface and dry utilities to be on the outer edge of the right-of-way. Generally, vaults and pad mount transformers that support underground distribution are generally located on easement adjacent to right-of-way, but

are occasionally located within right-of-way in a location that does not interfere with motorized and non-motorized uses. Similar to other utilities such as water, sewer, and communications, the siting of the facilities is based on where the services are transferred from the source of the resource (transmission lines over Agate Pass to substations) to where the it is needed (substations to customers), therefore siting opportunities can be limited.

Regulatory Context

PSE is a regulated utility with a duty to serve our customers with safe, adequate, and efficient power. PSE must comply with state and federal regulations administered by various authorities, including the Washington State Utility and Transportation Commission (WUTC) and the North American Electric Reliability Corporation (NERC). In addition to state and federal requirements that focus on PSE's service to customers, local zoning, environmental and construction codes and standards also apply to PSE's linear infrastructure. A summary of the regulatory context for these linear facilities is outlined below.

State Regulatory Authority

WUTC. The WUTC oversees the provision of electrical service by PSE. The WUTC requires that PSE make its electrical service available to all residents and businesses within the service area in a safe, efficient and reliable manner. This "duty to serve" is codified in state law (RCW 80.28.010). Providing safe and reliable electrical service to our customers, including Bainbridge Island, means minimizing service interruptions and outages. The WUTC controls the rates that can be charged by PSE and has the authority to levy fines against the company for failure to comply with regulatory requirements. Tariffs outlining PSE's services and rates are filed with the WUTC.

Infrastructure projects, including installation of new transmission and distribution lines as well as maintenance and upgrading of existing facilities, can result in costs being borne by customers through rates. For costs to be recovered by PSE, the WUTC makes determinations as to whether the costs incurred were prudent and reasonable. Improvement projects are constructed based on need and designed to keep costs down while meeting safety and reliability requirements. Even after completion of a project that was carefully planned and engineered, the WUTC can decide that certain costs were not prudent and deny PSE the ability to recover those costs through rates. This is a significant incentive for PSE to undertake projects only when necessary and carefully manage costs.

Tariffs. As a regulated utility, tariffs outlining PSE's services and rates are on file with the WUTC. Any changes to the tariffs require review and approval by the WUTC. Although the tariffs are not regulations, PSE is required to comply with the tariff provisions. Tariffs can interact with local jurisdiction regulations. For example, a tariff may apportion utility improvement costs associated with a local requirement to underground electrical lines.

Federal Regulatory Authority

NERC. PSE's transmission system is subject to reliability standards set by the North American Electric Reliability Corporation (NERC), which is subject to oversight by the Federal Energy Regulatory Commission (FERC). The role of NERC is to develop and enforce reliability standards, monitor the transmission systems across the United States, Canada and parts of Mexico, and assess adequacy of systems based on 10-year forecasts and summer and winter forecasts. NERC annually assesses PSE's entire electrical transmission system to ensure standards are met and like the WUTC, NERC has the authority to levy significant fines if it determines PSE is not meeting its standards and has the authority to require the implementation of mitigation to correct violations. At times, NERC reliability requirements change, resulting in the need for PSE to upgrade its infrastructure to meet the new regulations.

Operational Standards

NESC. PSE must follow the National Electrical Safety Code (NESC) standards for installation, operation, and maintenance of transmission and distribution lines. These standards contain the minimum engineering criteria needed for functioning systems to be reliable and resilient. The standards are updated every 5 years to reflect changes in technology and industry practices, and PSE must make changes to its system to meet the new standards. This often means that repair and maintenance activities result in nominally taller poles, different cross arm and/or insulator configurations, and/or greater clearance requirements from structures and other fixed objects. Different standards apply to distribution infrastructure than to transmission infrastructure due to the different voltage of electricity passing through the conductor and greater spacing (or spans) between transmission poles resulting in longer conductor length.

Vegetation Management. A significant factor in PSE's ability to provide safe and reliable power to our customers is the need to manage vegetation along our transmission and distribution corridors. State law provides for the ability to cut or remove vegetation that poses a hazard to the safe operation of PSE infrastructure. PSE has adopted standards for safely managing vegetation that has the potential to interfere with the reliable operation of its electrical infrastructure in order to avoid interruptions and outages.

Eminent Domain. PSE's preference is to acquire needed operating rights on private property through negotiations with property owners. Under state law, PSE can exercise the right of eminent domain if negotiations prove unsuccessful (RCW 80.32.060). PSE works with property owners to only acquire property necessary for the installation and operation of its facilities while limiting impacts to the property. As noted under WUTC authority, it is in PSE's best interest to only acquire the property necessary to install and operate our improvements and to manage costs.

Local Regulations

PSE must also comply with local codes and standards when siting, installing, upgrading and maintaining electrical infrastructure. Due to the linear nature of PSE's transmission and distribution lines, local codes focused on parcel-based development with primary uses where people live or work may not contemplate or incorporate practical regulatory performance standards for the location and operation of PSE's infrastructure. Often, different regulations apply to different portions of a facility depending upon specific locations that are crossed. This includes different zoning and overlay districts, critical areas, shoreline jurisdiction, and areas under the purview of functional plans adopted by local jurisdictions such as transportation improvement plans, parks and recreation plans or subarea plans.

Franchise: PSE has a franchise agreement with the City of Bainbridge Island. The franchise agreement is a contract that outlines the terms in which PSE can use City rights-of-way to locate electrical utility infrastructure to serve the Bainbridge community. Although the franchise is not a regulation, franchise terms can impact installation considerations by the utility. Franchise terms may not align with other City standards and regulations. For example, as discussed later in this document, a utility corridor may extend outside the franchise right-of-way into a zoning setback on private property. Or poles and conductor clearances may need to be located within unimproved portions of a road right-of-way that contain vegetation, critical areas, and buffers to meet safety clearances from traffic.

Local Regulatory Considerations

Local regulations can differ in how electrical utilities are characterized and regulated. PSE encounters differing regulatory standards depending upon specific jurisdiction codes and policies. Electrical utility projects are not common projects encountered by jurisdiction development review staff and jurisdiction development codes are generally focused on primary uses on parcels, not linear facilities that cross several properties and zoning districts and have limited rights unrelated to the primary use of the property. Most utility facilities, including electrical utility facilities, are located within road rights-of-way. PSE's electrical facility operational rights can also extend onto adjacent property. Most jurisdiction standards assume utility placement entirely within improved road right-of-way or as services that are part of parcel-based development such as commercial site plans or subdivisions and do not necessarily contemplate stand-alone utility projects that cross various regulatory environments. Therefore, codes and standards may have gaps that reflect these notions, making implementation of codes and standards in the review of an electrical utility project cumbersome and impractical.

Linear electrical facilities are often located within road right-of-way under a franchise agreement with a jurisdiction collated with other utilities. Unlike sewer or water lines that are often given priority to locate underneath paved services, PSE infrastructure is generally located along the edges of the franchise area, whether above or below ground, with operational rights often extending onto the adjacent property.

Occasionally, PSE poles are installed on private property, but more often conductor clearances, vegetation management, and equipment such as vaults and transformers require operational rights outside the road right-of-way in the form of an easement. Examples of infrastructure that PSE for which PSE acquires easements are included in the *PSE Structures and Equipment* photo glossary. For examples of operational needs that extend outside of road right-of-way associated with poles and conductor, see the *Typical Roadside Utility Line* exhibit.

When PSE's linear infrastructure is not located in public road right-of-way and is instead situated along multiple properties not adjacent to road right-of-way, operational rights are generally in the form of a series of easements that make up a utility corridor. In some instances, other utilities or features are located within the same easement area, including trails, private access roads or other compatible uses. To limit impacts on the primary use of the property, PSE facilities on private property are often located as close as possible to property lines and in areas that are often rendered undevelopable to the property owner, including building setback areas.

Local Regulation Summary

Within PSE's service territory, Bainbridge Island is unique in its character as an incorporated city that includes the entirety of the Island that is separated from a major City by ferry access only. The population of Bainbridge Island is approximately 25,000 and the majority of Bainbridge Island maintains a rural character outside of designated concentrations of non-residential and higher density residential including Winslow, Island Center and Lynnwood Center. The City of Bainbridge Island regulates PSE's transmission and distribution infrastructure as primary utilities and only differentiates between voltages of infrastructure for the purposes of regulating pole height.

The code comparison table includes sample code references from 10 jurisdictions within PSE's service territory with one or more characteristics similar to Bainbridge Island. For example, another Island city within PSE's service territory is the City of Mercer Island; however a major highway (I-90) crosses the Island and connects two major jurisdictions, the cities of Seattle and Bellevue. Mercer Island's population is just over 25,000, but the island area is smaller than Bainbridge Island with approximately 13 square miles verses 65 square miles. Other islands served by PSE include Vashon and Whidbey. Vashon Island is under the jurisdiction of unincorporated King County and Whidbey Island is predominantly under the jurisdiction of unincorporated Island County, however includes incorporated areas such as Oak Harbor, Coupeville, and Langley. Below is a general summary of Bainbridge's code requirements applicable to utility infrastructure in the categories of zoning height regulations, zoning setback regulations, and critical area regulations applicable to wetlands and considerations for each category. Under each Bainbridge Island summary is a comparative summary of the codes examples found in the code comparison table from the other 10 jurisdictions.

Zoning Dimensional Requirements

Building/Structure Setbacks

Bainbridge Island code. The Bainbridge Island zoning code regulates encroachments allowed within zoning setbacks through a table of allowances (BIMC 18.12.040). The table includes an allowance for overhead or underground accessory utilities. In 2021, the City interpreted this to mean that primary utilities are prohibited in setbacks because they are not included as an allowance within the table. It is not clear if this prohibition is only applicable to physical infrastructure such as poles, guys, anchors and vaults or if it includes easement area and rights for conductor clearances and vegetation management activities.

Primary utilities located in zoning setbacks is a common occurrence on Bainbridge Island. Examples of this include one or more poles along a distribution or transmission line within franchise right-of-way extending onto the adjacent property; guy anchors, wires or stub poles on private property adjacent to road rights-of-way; equipment supporting underground distribution lines, including vaults and transformers; and distribution and transmission lines crossing setbacks to connect to a substation. As noted above, facilities on private property are often located in setbacks to limit impacts to the property's primary use and also because a majority of lines are located in right-of-way, but certain elements or supporting equipment can extend onto private property. PSE operating rights within setback areas also include aerial rights for conductor clearances, access, and vegetation management rights.

Other jurisdiction summary. The 10 jurisdictions differ in their treatment of placement of utility facilities in zoning setbacks. Most codes apply setbacks to buildings and only regulate whether building features or appurtenances associated with the primary use of the property can extend into a setback. Two of the jurisdiction codes acknowledge utility poles as an allowed encroachment in setbacks. Most codes focus on addressing encroachments that are features of the primary use/building and extending outward from the building towards the property lines. Even Bainbridge Island's zoning code acknowledges this in BIMC 18.12.050 noting that setbacks extend from a building to a street. The other jurisdiction codes do not address or prohibit locating a pole on easement in a setback area as an extension of the utility placement in road right-of-way or as a subordinate use in cross country corridors. Most codes are silent as to whether utility poles are an allowed encroachment, but the jurisdictions do not interpret the lack of allowance to mean poles are prohibited in setbacks. None of the codes reviewed specifically prohibit utility poles or other utility features in zoning setbacks.

Under state law, PSE's duty to serve customers requires that the installation and operation of PSE infrastructure cannot be precluded. This necessity is recognized under state law granting PSE the right to exercise eminent domain. By power of eminent domain, PSE has the right to acquire property rights necessary for the installation and operation of our facilities if no other alternative location is feasible, including within zoning setbacks. However, there is no known instance of any jurisdiction denying PSE the ability to locate infrastructure within a zoning setback regardless of whether the local code allows poles in setback areas.

Building/Structure Height

Bainbridge Island code. The same table that provides allowances for encroachments into setbacks in BIMC 18.12.040 also includes modifications to height limits for certain structures, including utility poles. The table provides for height allowances within operational ranges for distribution and transmission poles that are above the building height limits for all zoning districts. These operational heights are based on engineering standards and clearances. The standard typical length for a distribution poles is 40-45 feet, resulting in 34 – 38.5 feet of the pole extending above grade when the pole is embedded in the ground. For transmission poles, heights above grade can typically vary from 60 - 100 feet, but can go higher if design considerations warrant a taller pole, including the collocation of communication lines or the need to increase pole height to cross other right-of-way features such as street lights. An example at the tallest end of the spectrum are the poles supporting the transmission lines crossing Agate Pass, which are 140 feet in height due to the span length and in order to meet regulatory clearances from the Agate Pass Bridge. Operationally, poles generally must exceed the height limits of the underlying zoning districts on Bainbridge Island, particularly in residential zones. BIMC 18.12.020 contains a provision that alternative height limits may apply for nonresidential uses that exceed the maximum building and structure height allowances if conditional use permit provisions in Title 2 are met. BIMC 18.12.040 provides a provision for replacement poles to go through minor site plan review. The City of Bainbridge Island has recently interpreted the conditional use permit requirement in BIMC 18.12.020 to apply to the addition of poles along an existing corridor since the language in Table BIMC 18.12.040 reference replacement poles. In almost every case, operational pole height needs will exceed the base heights allowed in each zoning district in BIMC 18.12.020 and adding poles along existing corridors does not expand or intensify the underlying use.

Other jurisdiction summary. In most cases, height restrictions within zoning dimensional standards are specific to buildings only. A few codes provide exceptions to height standards for utility poles, and none require a permit review process to exceed the underlying zoning height dimensional standard. None of the other codes reviewed include specific height thresholds for distribution and transmission line poles.

PSE determines operational pole height based on NESC standards. As a regulated utility whose costs are scrutinized and passed onto rate payers, PSE does not have incentives to install poles taller than necessary. Heights applicable to buildings do not appropriately transfer to the engineering needs of utility poles. Based on PSE's duty to serve our customers under state law, the installation of poles of appropriate operational heights cannot be precluded by a jurisdiction. The requirement for a lengthy discretionary review process to add a pole to an existing, established use and to maintain and upgrade infrastructure to support an essential public service appears unnecessary and inconsistent with the general approach to regulating utility poles.

Critical Areas - Wetlands

Bainbridge Island Code. The Bainbridge Island critical areas regulations pertaining to wetlands (BIMC 16.20.140) include a provision that prohibits certain uses, activities and developments with Category I and II wetlands, including primary utilities. This provision does not consider that there may be no other

option for the installation of new linear utilities than to cross wetlands, including Category II wetlands that extend into unimproved road right-of-way. It also does not consider the need to upgrade existing utilities within Category I and II wetlands when the upgrade does not qualify as repair and maintenance under the critical areas exemptions. See PSE's *Code Amendment Request Narrative and Comprehensive Plan Compliance* and HDR's *Best Available Science* Technical Memorandum submitted in April 2022 under File #PLN52234 LDR for further discussion.

Other jurisdiction summary. None of the jurisdiction codes reviewed prohibit utilities in wetlands, aside from King County (Vashon Island) not allowing utilities in Category I wetlands. If utilities are not an allowed alteration outright, all jurisdictions provide an allowance through a public utility or alteration exception process, including King County. These exception processes recognize the need to provide essential utilities while balancing environmental protection through appropriate mitigation measures.

Critical Areas – Aquifer Recharge Protection Areas

Bainbridge Island Code. The Bainbridge Island critical areas regulations (BIMC 16.20.100.E.1) require the designation of an Aquifer Recharge Protection Area (ARPA) when development occurs on property located within the R-0.4, R-1 and R-2 zoning districts and Site Assessment Review (SAR) is required. The code does not distinguish between development by a fee owner of a parcel who may develop and use the entire parcel, and development by an easement holder, like PSE, who only has rights to use a portion of the property for a specified use or activity and does not hold fee interest in the property. PSE does not have rights on private property outside of its easement areas, apart from rights of ingress and egress granted under state law, and PSE cannot meet the requirement to dedicate and record an ARPA on property title. See PSE's *Code Amendment Request Narrative and Comprehensive Plan Compliance* document.

Other jurisdiction summary. Bainbridge Island is the only jurisdiction to regulate aquifer recharge areas based on zoning district and not by limiting or assigning performance standards to land uses and activities that can potentially impact groundwater. No other jurisdiction requires dedication of an ARPA or similar conservation easement to protect groundwater. Therefore, other jurisdiction Aquifer Recharge Protection Area codes are not documented in the code comparison table.

Who Can Apply

Bainbridge Island Code. BIMC 2.16.020.D.1 identifies who can apply for any type of permit that requires review and approval under Bainbridge Island code. The code states that, "A property owner, a contract purchaser, or an agent of the owner with authorized written proof of agency may apply for any type of permit." This code section does not appear to contemplate PSE's unique status as an essential utility provider. When PSE facilities are located on easement, PSE is not a property owner as defined in BIMC 18.36.030, as PSE does not have a fee interest in the property. PSE is also not acting as an agent of the underlying property owner, as electric lines and equipment are for the benefit of the public.

Additionally, PSE may not be able to identify the rights needed for a project until after the City approves discretionary permits and the design can be completed.

Other jurisdiction summary. Of the 10 jurisdictions in the comparison table, six require an applicant to be an owner or have written authorization/consent from the owner(s). Two jurisdictions specifically identify public or private utilities as applicants, one jurisdiction does not have a definition of applicant outside the subdivision and wireless provisions in the code, and one allows any person or entity to be an applicant.

In the past ten years, PSE has worked with three other jurisdictions (Pierce County, Bellevue, and Kirkland) that have codes similar to Bainbridge Island that have all processed PSE's permit applications for new transmission line projects, pending PSE's acquisition of easements along the transmission line route. These jurisdictions have accepted a letter from PSE describing its unique status as a regulated utility with the ability to use eminent domain to acquire rights for electrical facility installation and operation under RCW 80.32.060 in lieu of requiring evidence of PSE's easement rights or owner consent. These jurisdictions have processed and issued land use and environmental permits but withheld issuance of ministerial construction permits until PSE has acquired all necessary easement rights and permissions. This process allows for a timely and efficient permit review process while preserving and resolving property rights considerations before any construction may occur. Additionally, PSE recently submitted permits to construct a portion of a new transmission line corridor within unincorporated King County. As the County acknowledges utilities as applicants, PSE was able to submit permits, but the permits were not approved for construction until proof of easement was provided.

Code Comparative Analysis Tables

Jurisdiction: Island County
Size: 517 square miles
Population: 87,432 (2021)

USE DEFINITIONS		
Transmission Lines:		
Utilities, major means public facilities that serve a broader geographic area of the county. Major utilities include generating plants, privately owned refuse collection and transfer stations, processing, recycling or disposal facilities, electrical transmission substations, electrical and gas transmission lines, and similar facilities of public agencies or utilities. Major utilities do not include a throughput transmission facility or communication tower.		
Distribution Lines:		
Utilities, minor means public facilities that serve a localized geographic area of the county. Minor utilities include utility facilities that are necessary to support established uses and involve only minor structures such as, telephone switching facilities, electrical distribution substations, electrical and gas distribution lines and pumphouses. Minor utilities do not include throughput transmission facilities or communication tower.		
SETBACKS		
Definitions		
Yard means an open space, other than a court, on the lot on which a building is situated lying between the front, rear, or side wall of a building and the nearest lot line.		
Applies to:	Buildings	
Are poles included in code:	No	
Allowed Encroachments		
Only addressed in Freeland Zoning Code (Chapter 17.06).	accommodation for disabled, rain barrels and cisterns, uncovered and unenclosed decks or entry stairs, porch encroachment, other architectural features and appurtenant structures.	
HEIGHT		
Definitions		
Height, building shall be defined and measured as provided by the most recent edition of the International Building Code (IBC) and the International Residential Code (IRC).		
Applies to:	Buildings	
Are poles included in code:	No	
Exceptions		
Chimneys, smokestacks, fire or parapet walls, ADA-required elevator shafts, flagpoles, utility lines and poles, water tanks, skylights, silos, communication sending and receiving devices, HVAC and similar equipment, and spires associated with places of worship are exempt from height requirements. (not included under every zoning district; however building height is specified)		
WETLANDS		
Transmission or distribution Lines Prohibited in Wetlands? No		
Allowances		

ICC 17.02B.300 Exempt activities	A. Exemptions 1. No permit is required under this chapter which meets the precise terms of the exempt activities. 2. For development proposals that do not meet the precise terms of an exempt activity, the Planning Director may, through a Type I process, determine whether or not a development should be classified as an exempt activity.
	B. Fish and wildlife habitat conservation areas and wetlands.
	5. Utility repair. Normal and routine maintenance or repair of existing utility facilities or rights-of-way.
	6. Utility construction in improved right-of-way. Installation, construction, relocation, operation, normal maintenance or repair, or alteration of all utility lines, equipment, or appurtenances, not including substations, in improved and maintained road rights-of-way. Replacement may be considered an exempt activity if it is the normal method of repair. Relocation of utility lines, equipment, or appurtenances shall occur as far as feasible from the critical areas and its buffer.
ICC 17.02B.310 –C. Wetlands permitted alterations.	3. Public transportation and utility projects. Alteration of a wetland or wetland buffer for a public transportation or utility project that cannot be avoided as required by chapter 17.02B.080.B shall be approved only under specific conditions.
Definitions	
Critical area permit means a permit issued pursuant to the requirements of this chapter. Critical area permits include: exemption authorizations, permitted alteration permits, and critical area variances.	
Maintenance or repair means usual acts to prevent a decline, lapse, or cessation from a lawfully established condition or restores a development to a state comparable to its original condition, including but not limited to maintaining the same size, shape, configuration, location and appearance, provided such restoration is commenced within a reasonable period of time. Replacement of a structure is not considered normal maintenance or repair, except where specifically authorized by this chapter or section 17.03.230. With respect to structures, repairs that exceed fifty (50) percent of the value of the structure over any three-year period shall constitute replacement and shall not be considered maintenance or repair.	
Applicant	
ICC 17.03.040: Definitions	Applicant means any person who files an application subject to to review under titles 16 or 17 who is either the person(s) identified in the assessor's records as the owner of the property on which the proposed activity would be located or the authorized agent of such person.

Jurisdiction: City of Langley
Size: 1.6 square miles
Population: 1,150 (2021)

USE DEFINITIONS		
“Utilities” means those services provided for private or public use, including electric power lines, gas lines, telephone lines, television cables, sewer lines, water lines, and drainage facilities.		
“Structure” means a combination of materials constructed and erected permanently on the ground or attached to something having a permanent location on the ground, not including utility poles and related pad-mounted or ground-mounted distribution equipment, residential fences less than six feet high, retaining walls, rockeries and other similar improvements of a minor character less than four feet high.		
SETBACKS		
Definitions		
“Encroachment” means any structural element that encroaches.		
“Setback” means the minimum distance required by this title for buildings and/or structures to be set back form the street, side or rear lot lines, rights-of-way or access easements.		
Applies to:	Buildings and structures	
Are poles included in code?	No	
Allowed Encroachments		
All parts of the structure or building including, without limitation, cornices, eaves, canopies, sun shades, gutters, chimneys and flues shall be considered in calculating the location of the structure or building in determining compliance with the setback requirements of this section.		
HEIGHT		
Definitions		
“Building height,” for the purposes of this title, except for Chapter 18.26, means the vertical distance measured from the grade to the highest point of the roof (see exemptions in definition of “grade” below), provided, however, that “building height,” for the purposes of Chapter 18.26 means the vertical extent of a building measured in stories.		
“Grade” means the average of the existing or finished ground level, whichever is lower, at the center of all walls of a building or beneath the proposed structure, whichever is applicable. This following items are exempt when making height determinations: 1. Radio and television aerials and flagpoles. 2. Other Features. Open rails, planters, skylights and chimneys may exceed the height limits by four feet or may extend four feet above the ridge of a pitched roof. 3. Wireless communication antenna arrays up to a height of 15 feet from the highest point of the roof.		
Applies to:	Buildings	
Are poles included in code?	No	
Exceptions		
Height modification allowed in commercial zones applies to building height.		
Wetlands		
Transmission or distribution lines prohibited in wetlands? Yes - alteration of Category I wetlands is prohibited (LMC 16.20.080.B.a.(1)).		
Allowances		
LMC 16.20.075 Wetlands and streams – exemptions.	D. Maintenance, operation and reconstruction of existing roads, streets, utilities and associated structures undertaken pursuant to public works director approved best management practices; provided, that activities shall not increase the impervious area and that disturbed areas are restored to their preexisting condition.	
	H. Construction of new utility facilities or improvements to existing utility facilities that take place within existing improved right-of-way or existing impervious surface that does not increase the amount of impervious surface, or the use of trenchless technology such as boring or tunneling, that would not disturb the habitat.	
LMC 16.20.080 Wetlands and streams -	1. If the application of the wetland and stream provisions of this chapter would prohibit a street, road or utility line proposal by a public agency or utility or the installation of the necessary utilities for a development proposal by a public agency or utility, the agency, utility or private applicant may apply for an exception pursuant to this section. Projects affecting Category I and II wetlands, Type 1 or 2 streams or otherwise requiring review and decision by the hearing examiner shall be decided by the hearing examiner.	
C. Public Agency and Utility Exceptions.		
Definitions		
“Alterations of a wetland or stream” means the placement or erection of any solid material or structure; the discharge or disposal of any dredge material or waste, including filling, grading, channelization, removing, dredging, draining, extraction of any materials; the discharge of any dredge material or waste, including filling, grading; the removal or harvesting of trees or other vegetation; or the modification for use as a stormwater retention/detention facility.		

“Repair or maintenance” means an activity that restores the character, scope, size and design of a serviceable area, structure or land use to its previously authorized and undamaged conditions. Activities that change the character, size or scope of a project beyond the original design and drain, dredge, fill, flood, or otherwise alter critical areas are not included in this definition.

Applicant	
LMC 18.36.010 Applications.	C. Required Submittals. For each application, the required submittals include the following: 1. The applicant, owner or owner's representative names and addresses, a certificate of ownership issued by a title insurance company authorized to do business in the state and indication of the person to be contacted regarding the application.

Jurisdiction: Vashon Island
Size: 36.9 square miles
Population: 10,400 (2020)

USE DEFINITIONS		
Regional utility corridor. A right-of-way tract or easement other than a street right-of-way which contains transmission lines or pipelines for utility companies. Right-of-way tracts or easements containing lines serving individual lots or developments are not regional utility corridors.		
Utility corridor. A narrow strip of land containing underground or above-ground utilities and the area necessary to maintain those utilities. A "utility corridor" is contained within and is a portion of any utility right-of-way or dedicated easement.		
Utility facility. A facility for the distribution or transmission of services, including:		
A. Telephone exchanges;		
B. Water pipelines, pumping or treatment stations;		
C. Electrical substations;		
D. Water storage reservoirs or tanks;		
E. Municipal groundwater well-fields;		
F. Regional surface water flow control and water quality facilities;		
G. Natural gas pipelines, gate stations and limiting stations, limited to local distribution service and excluding fossil fuel facilities;		
H. Propane, compressed natural gas and liquefied natural gas storage tanks serving multiple lots or uses from which fuel is distributed directly to individual users, limited to local distribution service and excluding fossil fuel facilities;		
I. Wastewater pipelines, lift stations, pump stations, regulator stations or odor control facilities; and		
J. Communication cables, electrical wires and associated structural supports.		
SETBACKS		
Definitions		
Setback. The minimum required distance between a structure and a specified line such as a lot, easement or buffer line that is required to remain free of structures.		
Applies to:	Structures	
Are poles included in code?	yes	allowed encroachment below
Allowed Encroachments		
KCC 21A.12.170 Setbacks – projections and structures allowed. Provided that the required setbacks from regional utility corridors of KCC 21A.12.140, the adjoining half-street or designated arterial setbacks of KCC 21A.12.160 and the sight distance requirements of KCC 21A.12.210 are maintained, structures may extend into or be located in required setbacks, including setbacks as required by KCC 21A.12.220.B, as follows:		
H. Telephone, power, light and flag poles.		
I. The following may project into or be located within a setback, but may only project into or be located within a five foot interior setback area if agreement documenting consent between the owners of record of the abutting properties is recorded with the records and licensing services division prior to the installment or construction of the structure:		
1. Sprinkler systems, electrical and cellular equipment cabinets and other similar utility boxes and vaults.		
HEIGHT		
Applies to:	Structures	
Are poles included in code?	yes	exception below
Exceptions		
KCC 21A.12.180 Height – exceptions to limits. The following structures may be erected above the height limits of KCC 21A.12.030-050.		
B. Fire or parapet walls, skylights, flagpoles, chimneys, smokestacks, church steeples, crosses, spires, communication and transmission and receiving structures, utility line towers and poles, and similar structures.		
WETLANDS		
Transmission or distribution lines prohibited in wetlands? No		
Allowances		
KCC 21A.24.070 Alteration exception.	A. The director may approve alterations to critical areas, critical area buffers and critical area setbacks, except for flood hazard areas, not otherwise allowed by this chapter as follows:	
	1. Except as otherwise provided in subsection A.2. of this section, for linear alterations, the director may approved alterations to critical areas, critical area buffers and critical area setbacks only when all of the following are met.	
	a. there is no feasible alternative to the development proposal with less adverse impact on the critical area;	
	b. the proposal minimizes the adverse impact to critical areas to the maximum extent practical;	
	c. the approval does not require the modification of a critical area development standard established by this chapter;	
KCC 21A.24.045 Allowed alterations.	d. the development proposal does not pose an unreasonable threat to the public health, safety or welfare on or off the development proposal site and is consistent with the general purposes of this chapter and the public interest;	
	e. the linear alteration: (1) connects to or is an alteration to a public roadway, regional light rail transit line, public trail, a utility corridor or utility facility or other public infrastructure owned or operated by a public utility; or (2) is required to overcome limitations due to gravity.	
	Construction of new utility corridor or utility facility	
	- Allowed within existing roadway if conducted consistent with regional road maintenance guidelines.	
	- Limited to pipelines, cables, wires and support structures of utility facilities within utility corridors if there is no alternative location with less adverse impact on the critical area and critical area buffer and meet performance criteria (including maintenance roads).	
	Construction of new residential utility service distribution line	
	- Allowed within existing roadway if conducted consistent with regional road maintenance guidelines.	
	- Allowed for residential utility service distribution lines to residential dwellings, including, but not limited to, well water conveyance, septic system conveyance, water service, sewer service, natural gas, electrical, cable and telephone if there is no alternative location with less adverse impact on the critical area or the critical area buffer and the residential utility service distribution lines meet performance criteria to the maximum extent practical.	
	Maintenance, repair or replacement of utility corridor or utility facility	
	- Allowed within existing roadway if conducted consistent with regional road maintenance guidelines.	
	- Limited to pipelines, cables, wires and support structures of utility facilities within utility corridors if there is no alternative location with less adverse impact on the critical area and critical area buffer and meet performance criteria (including maintenance roads).	
	- Allowed for onsite private individual utility service connections or private or public utilities if the disturbed area is not expanded and no hazardous substances, pesticides or fertilizers are applied.	
Definitions		
Alteration. any human activity that results or is likely to result in an impact upon the existing condition of a critical area or its buffer. "Alteration" includes, but is not limited to, grading, filling, dredging, channelizing, applying herbicides or pesticides or any hazardous substance, discharging pollutants except stormwater, grazing domestic animals, paving, constructing, applying gravel, modifying topography or removing vegetation or any other human activity that results or is likely to result in an impact to existing vegetation, hydrology, fish or wildlife or their habitats. "Alteration" does not include passive recreation such as walking, fishing or any other similar activities.		
Roadway. The maintained areas cleared and graded within a road right-of-way or railroad prism. For a road right-of-way, "roadway" includes all maintained and traveled areas, shoulders, pathways, sidewalks, ditches and cut and fill slopes. For a railroad prism, "roadway" including the maintained railbed, shoulders, and cut and fill slopes. "Roadway" is equivalent to the "existing, maintained, improved road right-of-way or railroad prism" as defined in the regional road maintenance guidelines.		
Applicant		
KCC 21A.06.070 Applicant.	Applicant: a property owner, a public agency or a public or private utility that owns a right-of-way or other easement or has been adjudicated the right to such an easement under RCW 8.08.040, or any person or entity designated or named in writing by a property or easement owner to be the applicant, in an application for a developmnet proposal, permit or approval.	

Jurisdiction: Mercer Island
Size: 12.9 square miles
Population: 25,442 (2021)

USE DEFINITIONS		
<i>Utilities</i> : Facilities providing infrastructure services by a public utility regulated by the state through fixed wires, pipes, or liens. Such facilities may include water, sewer, storm water facilities (lines, ditches, swales and outfalls) and private utilities such as natural gas lines, telecommunication lines, cable communication lines, electrical lines and other appurtenances associated with these utilities. "Utilities" does not include wireless communication facilities, but do include wireless facilities.		
<i>Utility pole</i> : A structure designed and used primarily for the support of electrical wires, telephone wires, or television cable and may also include lighting. A new utility pole originally constructed for the purpose of providing support for a wireless communication facility (WCF) shall be regulated as a new antenna support structure.		
SETBACKS		
Definitions		
<i>Setback</i> : The distance between a development and other feature such as a property line or critical areas buffer.		
Applies to:	Buildings	
Are poles included in code?	No	
Allowed Encroachments		
Intrusions into required yards (residential): Minor building elements, hardscape and driveways, fences, retaining walls, rockeries, garages and other accessory buildings, heat pumps, air compressors, air conditioning units, and other similar mechanical equipment, architectural features, other structures less than 30" above grade.		
HEIGHT		
Definitions		
<i>Building height</i> : 1. Outside of the Town Center: The vertical distance from the average building elevation to the highest point of the roof structure excluding appurtenances. A mezzanine shall not be counted as a story for determining allowable number of stories when constructed in accordance with the requirements of the construction codes set forth in MICC title 17. 2. Within the Town Center: Building height within the Town Center (TC) zone shall be calculated pursuant to MICC 19.11.030(A).		
Applies to:	Buildings	
Are poles included in code?	No	
Exceptions		
Residential: antennas, lighting rods, plumbing stacks, flagpoles, electrical service leads, chimneys and fireplaces, solar panels, and other similar appurtenances may extend to a maximum of five feet above the height allowed for the main structure.		
Commercial: Rooftop building appurtenances, including but not limited to mechanical equipment, chimneys, and roof access structures, may extend up to ten feet above the maximum building height allowed. Rooftop appurtenances shall be located at least ten feet from the exterior edge of any building and shall not cover more than ten percent of the rooftop area.		
WETLANDS		
Transmission or distribution prohibited in wetlands? No		
Allowances		
MICC 19.07.120 – Exemptions	E.2. Repair and maintenance of existing utility facilities. Repair, maintenance, reconstruction and replacement of utility structures and conveyance systems and their associated facilities, including but not limited to service lines, pipes, mains, poles, equipment and appurtenances, both above and below ground. Exempt, but must follow mitigation sequencing to avoid and minimize. D. 2 Minor expansion of utility structures and conveyance systems and their associated facilities including service lines, pipes, mains, poles, equipment and appurtenances, both above and below ground, following consultation with the code official.	
MICC 19.07.190 – Wetlands	C.3. Prohibited activities. The following uses are prohibited within any wetland or associated buffer: removal, excavation, grading, or dredging of material; draining flooding or disturbing the wetland, water level or water table: construction, reconstruction, demolition, or expansion of any structure.	
MICC 19.07.150 – Public agency exception.	If the application of this chapter would prohibit a development proposal by a public agency, the agency may apply for an exception pursuant to this section. The code official may approve alterations to critical areas, buffers and critical area setbacks by an agency or utility when those alterations are not otherwise able to meet all of the standards in this chapter, and when the criteria in subsections (B)(1) through (B)(5) of the section are demonstrated to be met.	
Definitions		
<i>Ordinary repairs and maintenance</i> : An activity in response to the effects of aging or ordinary use, wear and tear that restores the character, scope, size, footprint or design of a servicable area, structure, or land use to its previously existing, authorized or undamaged condition; however, this is not intended to allow total replacement, substitution or reconstruction of a nonconforming structure. Activities that change the character, size, footprint or scope of a project beyond the original shall not be considered ordinary repairs and maintenance and shall result in loss of nonconforming status.		
Applicant		
MICC 19.15.060 - Application	A. The department shall not commence review of any application until the applicant has submitted the materials and fees specified for a complete applications. An application shall contain all information deemed necessary by the code official to determine if the proposed permit or action will comply with the requirements of the applicable development regulations. The applicant for a development proposal shall have the burden of demonstrating that the proposed development complies with the applicable regulations and decision criteria. All land use applications shall include, at a minimum, the following:	
	8. Verification that the property affected by the application is in the exclusive ownership of the applicant, of that the applicant has a right to develop the site and that application has been submitted with the consent of all owners of the affected property; provided, that compliance with subsection (A)(9) of this section shall satisfy the requirements of this subsection;	
	9. For Type II, III and IV reviews, a title report from a reputable title company indicating that the applicant has either sole marketable title to the development site or has a publicly recorded right to develop the site (such as an easement). If the title report does not clearly indicate that the applicant has such rights, then the applicant shall include the written consent of the record holder(s) of the development site. The code official may waive this requirement if the title report will not substantively inform the review of the development proposal.	

Jurisdiction: City of Duval
Size: 2.47 square miles
Population: 8,410 (2021)

USE DEFINITIONS		
"Utility" means enterprises or facilities serving customers by means of an integrated system of collection, transmission, distribution and processing facilities through more or less permanent physical connections between the plant of the serving entity and the premises of the customer, included are systems for the delivery of electricity, natural gas, cable communications, telecommunications, and water and sewer disposal.		
Transmission Lines		
"Subregional Utility" means any above ground structures or facilities (other than buildings, unless buildings are used as storage incidental to the operation of such structures or facilities) owned by a governmental entity, or any entity defined as public utility for any purpose by RCW 80.04.015 and is used in connection with production, generation, transmission, delivery, collection, or storage of water, sewage, electricity, gas, oil or electric signals when these facilities are serving a wider customer base than a local neighborhood.		
SETBACKS		
Definitions		
"Setback" means the minimum required distance between a structure and a lot line, easement or buffer line that is required to remain free of structures.		
"Structure" means object constructed or installed by man, included but not limited to buildings, towers, smokestacks, overhead transmission line, etc., excluding fences retaining walls three feet or less in height, and decks eighteen (18) inches or less above grade/paved area.		
Applies to:	Structures	
Are poles included in code?	Yes	allowed encroachment
Allowed Encroachments		
DMC 14.64.170 - Nonresidential land uses in residential zones.	Except for utility facilities and uses, all nonresidential uses located in residential zones (R4-R20) shall be subject to the following requirements: C. Buildings and structures shall conform to setback requirements set out in DMC 14.12-14.16.	
HEIGHT		
Definitions		
"Structure" means object constructed or installed by man, included but not limited to buildings, towers, smokestacks, overhead transmission line, etc., excluding fences retaining walls three feet or less in height, and decks eighteen (18) inches or less above grade/paved area.		
Applies to:	Structures and buildings	
Are poles included in code?	Yes	exception to limits
Exception		
DMC 14.64.140 - Heights - Exceptions to limits	The following structures may be erected above the height limits to the minimum height necessary to support the use as determined by the director: A. Roof structures housing or screening elevators, fire access stairways, tanks, ventilating fans or similar equipment required for building operation and maintenance, and B. Fire or parapet walls, skylights, flagpoles, chimneys, smokestacks, church steeples, communication transmission structures, private amateur radio facilities, utility line towers and poles, and similar structures.	
WETLANDS		
Transmission or distribution prohibited in wetlands?	Yes, Category I wetlands. Public Agency and Utility Exception provision provides allowance.	
Allowances		
DMC 14.42.050 Allowed Activities	A. Maintenance, operation, and/or repair of existing dikes and drainages, existing stormwater facilities rights-of-way, trails, road, utilities, and buildings within sensitive areas, provided that activity does not further alter, impact, or encroach upon the sensitive area or buffer or further affect the process and functions of sensitive areas, and there is no increased risk to life or property as a result of the proposed operation, maintenance, or repair and provide further that: 1. The applicant shall submit a written description of the maintenance activity to the director with all of the following general information: a. Type, timing, frequency and sequence of the above maintenance activity to be conducted; b. Type of equipment to be used (hand or mechanical); c. Manner in which the equipment will be used; d. Best management practices to be used; and e. Any chemical applications to be used. 2. The applicant's written description may be valid for up to 5 years provided that there is no significant change, as determined by the director, to the activities submitted in the written description for the maintenance activity or to the natural environment.	
DMC 14.42.070 -Exceptions	A. Public Agency and Utility Exception. If the application of this chapter would prohibit a development proposal by a public agency or public utility, the agency or utility may apply for an exception pursuant to this section: 1. The public agency and utility exception shall apply to the department and include a sensitive area study, including mitigation plan, if necessary; and any other project documents, such as permit applications to other agencies, special studies, and environmental documents prepared pursuant to the State Environmental Policy Act (Chapter 43.21 RCW). 2. The director may approve alterations to sensitive areas, buffers and sensitive area setbacks by an agency or utility not otherwise allowed by this chapter if the following criteria are met: a. There is no other reasonable alternative to the activity or proposed development with less impact on the sensitive area; and b. The activity or development proposal is designed to avoid, minimize, and mitigate the impact on environmentally sensitive areas consistent with the avoidance and mitigation sequencing requirements in this chapter, and, if applicable: c. The proposed development or activity is of linear nature and is on an existing corridor or connects to public lands, trails, utility corridors, rights-of-way or other public infrastructure, or is required for functional reasons such as gravity flow.	
DMC 14.42.220 - Wetland alterations	The following activities may be permitted in wetlands and/or wetland buffers when all the requirements of this section have been fulfilled: C. Utility lines in Category II, III, and IV wetlands and their buffers and/or Category I wetland buffers when no feasible conveyance alternative is available. Utility lines shall be constructed to minimize physical, hydrological and ecological impacts to the wetland, and meets all of the following: 1. The utility line is located as far from the wetland edge as possible and in manner that minimizes disturbance of soils and vegetation; 2. Wetland alteration is only allowed when consistent with applicability of subbasin management groups. 3. Clearing, grading, and excavation activities are limited to the minimum necessary to install the utility line and the area is restored following utility installation. 4. Buried utility lines shall be constructed in a manner that prevents adverse impacts to subsurface drainage. This may include the use of trench plugs or other devices as needed to maintain hydrology.	
Definitions		
"Maintenance and repair" means work required to keep existing improvements in their existing operational state. This does not include any modification that changes the character, scope, or size of the original structure, facility, utility or improved area.		
"Utilities" means all lines and facilities used to distribute, collect, transmit, or control electrical power, natural gas, petroleum products, information (telecommunications), water, and sewage.		
Applicant		
DMC 14.06.010 A definitions	"Applicant" means a person who applies for any permit or approval to do anything governed by this code and who is the owner of the subject property, the authorized agent of the owner, or the City.	

Jurisdiction: City of Snoqualmie
Size: 7.42 square miles
Population: 13,810 (2021)

USE DEFINITIONS		
"Public Utilities" is not defined.		
SETBACKS		
Definitions		
"Setback" means the distance buildings, structures or uses must be removed from a lot line, and in the case of a building, is measured from the property line to a building's closest vertical wall.		
Applies to:	Buildings and structures	
Are poles included in code?	No	
Allowed Encroachments		
Residential zones: SMC 17.15.040.J: The following architectural features on principal buildings and uses may encroach up to three feet into setbacks, provided, no feature shall encroach into the setback closer to the property line than where fire-resistive construction is required; planter boxes, fireplace structures not wider than 8 feet, not more than one bay window, no more than one garden window, and other similar features.		
Commercial/Industrial zones: No code provision.		
HEIGHT		
Definitions		
"Height" as applied to a building or structure means the vertical distance measured from the average elevation of the proposed finished grade around the building or structure to the highest point of a flat roof and the mean		
Applies to:	Buildings and structures	
Are poles included in code?	No	
Exception		
Commercial/Industrial zones: SMC 17.20.040: Church spires, church towers, flagpoles, antennas, clerestories, and fire towers of a safe height may be permitted as a conditional use.		
Residential zones: SMC 17.15.040: Church spires, church towers, flagpoles, antennas and fire towers of a safe height may be permitted as a conditional use.		
WETLANDS		
Transmission or distribution prohibited in wetlands?	No	
Allowances		
SMC 19.12.040 Allowed Activities.	A.5. Normal and routine maintenance or repair of existing utility or street rights-of-way or utility structures including drainage facilities. Utility or street rights-of-way shall be maintained in a manner that meets the objective of safe and efficient use of the right-of-way, while eliminating the use of chemical herbicides within the corridors. Normal and routine maintenance includes vegetation management performed in accordance with best management practices that is part of ongoing maintenance of structures, infrastructure, or utilities; provided, that such management actions are part of regular and ongoing maintenance, do not expand further into the critical area, are not the result of an expansion of the structure or utility, and do not directly impact an endangered or threatened species.	
	B. Public Agency or Utility Exception. If the application of this chapter would prohibit a development proposal by a public agency or utility, the agency or utility may apply for an exception pursuant to this section. After holding a public hearing, a hearing examiner may approve the exception if he/she finds that there is no other practical alternative to the proposed development with less impact on critical areas and their buffers, and the proposal minimizes the impact on critical areas and their buffers. Any decision of the hearing examiner is final unless appealed.	
SMC 19.12.170 Wetlands	H. Permitted Uses and Alterations. Subject to the requirements of the underlying zoning designation and other applicable codes and ordinances, the following uses and alterations shall be permitted within wetlands and their buffers, in accordance with the standards set forth in this section. Mitigation per the requirements of this chapter shall be required for any impact to the critical area from these permitted uses and alterations.	
	4. Public Utilities. Public utilities may be permitted in the wetland and wetland buffer, provided no practical alternative exists and adequate provision is made to	
Definitions		
"Alteration" means any human-induced action that changes the existing condition of a critical area. Alterations include, but are not limited to: grading; filling; dredging, draining; channelizing; cutting; pruning; topping; clearing;		
Applicant		
	Snoqualmie does not define applicant or who may apply under development review section of the code. Applicant is defined under subdivision and wireless sections of code (not a consistent definition).	

Jurisdiction: City of Woodinville
Size: 5.63 square miles
Population: 13,425 (2021)

USE DEFINITIONS		
"Street/utility pole" means telephone, utility/electric, cable television, or street light poles located in public right-of-way.		
"Regional utility corridor" means a right-of-way tract or easement which contains transmission lines or pipelines for utility companies, excluding distribution lines contained within street rights-of-way or lines serving individual lots or developments.		
"Utilities" means services, facilities and infrastructure that produce, transmit, carry, store, process or dispose of electrical power, gas, water, sewage, communications, oil, stormwater and the like. This includes:		
(a) Primary: facilities and infrastructure that are provided by a public agency, utility, or franchise which produce, transmit, convey, store, process, or dispose of essential utility services throughout the area. These include, but are not limited to, water storage tanks and lines, reservoirs and booster stations, wastewater interceptors, sewage pump stations and lines, electrical transmission substations and high-tension and distribution power lines, natural gas pipelines, and associated equipment, and including telecommunication facilities provided by a public or private entity.		
(b) Accessory: on-site utilities that connect directly to uses and are considered part of the primary use.		
SETBACKS		
Definitions		
"Setback" means the minimum distance from the property line, access easement boundary, critical area buffer boundary, or other buffer line to where a structure may be built.		
"Setback area" means the area of a lot or building site between the property line and the limits set by City regulations within which no permanent structure may intrude unless allowed otherwise by law.		
Applies to:	Structures	
Are poles included in code?	No	Above ground utilities in this context refers to ancillary equipment such as transformers, meters, vents, and other related equipment (WMC 15.39.010(4)).
Allowed Encroachments		
WMC 21.32.030(5). The following buildings and structures may protrude into setback areas: (a) Utilities, provided above ground utilities are screened pursuant to WMC15.39.010(5).		
HEIGHT		
Definitions		
"Height" means the vertical distance measured from the designated grade elevation to the highest point of a structure or otherwise allowed, excluding elements specially exempt from height calculations.		
Applies to:	Structures	
Are poles included in code?	No	
Exceptions		
WMC 21.32.040(6) Building and Structure Height Exceptions. The following structures may be erected above the height limits set forth in subsections (2), (3) and (4) of this section.		
List does not include utility poles.		
WETLANDS		
Transmission or distribution prohibited in wetlands?	Yes	Public entity critical area exception allows impacts to wetlands.
Allowances		
WMC 21.51.040 Complete Exemptions.	1. (c) Modifications to local collection and distribution utility lines, mains, equipment, appurtenances, including electrical facilities with an associated voltage of 55,000 volts or less, not including substations; public sewer local collection; public water local distribution; natural gas, cable communications; or telephone facilities. Modifications to local collection and distribution utilities may be allowed in critical areas or their buffers, as follows:	
	(i) Normal and routine maintenance or repair of existing utility structures; and	
	(ii) Replacement, operation, repair, modification, installation, relocation, or construction when such facilities are located within an improved public road right-of-way or City authorized private roadway.	
WMC 21.51.320 Wetlands - Permitted activities.	(1) Alterations. Alterations to wetlands and their buffers may be allowed if the City determines that there is no practical alternative location with less adverse impacts on the wetland or its buffer, subject to mitigation requirements set forth in this chapter.	
	(b) Public and private utilities. Utilities may be allowed in wetland buffers if the following criteria are met. (see code for criteria)	
	(c) Drilling for Utilities or Utility Corridors under a Wetland.	
	(d) Utility Joint Use. Joint use of an approved utility corridor by other utilities may be allowed.	
WMC 21.51.060 Relief from critical area regulations.	(2) If the application of this chapter would prohibit a development proposal by a public agency or public utility, the public agency or public utility may apply for a public entity critical area exception pursuant to WMC 21.84.030.	
Definitions		
"Alteration, critical area" except when specified otherwise by this title, means any development or human-induced action which changes and/or impacts the existing condition of a critical area or buffer.		
"Alterations" do not include walking, fishing, other types of passive recreation, or other similar activities.		

Applicant	
WMC 12.30.020 Definitions (Public Utility and Telecommunications Right-of-Way Use)	"Applicant" means any person or entity that applies for permit pursuant to this chapter. "Public right-of-way" means any highway, street, alley, or other public right-of-way, or easement for motor vehicle under the jurisdiction and control of the City which has been acquired, established, dedicated, or devoted to such purposes, but only to the extent of the City's right, title, interest, or authority to grant a permit to occupy and use such streets and easements for telecommunications and utility facilities. "Public utility" as used herein, means a company or entity engaged in any business or service regularly supplying the public with some commodity or service which is a public need and consequence, such as natural gas, electricity, water or sanitary sewer, including any business subject to regulation as to rates and service by the Utilities and Transportation Commission under the provisions of RCW Title 81.
WMC 21.82.010, 020, 030, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 150, 160	Any owner may apply for [insert permit type].
WMC 21.82.140	Any applicant may apply for a transportation infrastructure deviation.
WMC 21.11A.020 "A" definitions	"Applicant" means a person who files an application for permits or development approval who is either the property owner or a primary proponent of a project, which can include a contract purchaser, or authorized agent of the property owner.

Jurisdiction: City of Port Orchard

Size: 8.5 square miles

Population: 15,979 (2021)

USE DEFINITIONS		
"Utilities" or "public utilities" means enterprises or facilities serving the public by means of an integrated system of collection, transmission, distribution and processing facilities through more or less permanent physical connections between the plant of the serving entity and the premises of the customer. Included are systems for the delivery of natural gas, electricity, telecommunication services and water, and for the disposal of sewage.		
POMC 20.39.260 Utilities. (1) Defined. Public or private infrastructure serving a limited area with no on-site personnel (minor utility) or serving the general community with on-site personnel (major utility). Utilities include the following:		
(a) Minor utilities, including on-site stormwater retention or detention facility, neighborhood serving telephone exchange/switching center, gas/electric/telephone/cable transmission lines, water and wastewater pump station or lift station, gas gates, reservoir, control structure, drainage well, water supply, water well.		
(b) Major utilities, including aeration facility, electrical substation, electric or gas generation plant, filter bed, transmission towers, waste treatment plant, water pumping facility, water tower or tank.		
SETBACKS		
Definitions		
"Setback" means the minimum required distance between a structure or portion thereof and a lot line of the lot on which it is located, or another line as described in a particular section		
Applies to:	Buildings and structures	
Are poles included in code?	No	Not included as an allowed encroachment under utilities.
Allowed Encroachments		
POMC 20.40.040 Setback encroachments. (5) Mechanical Equipment and Utility Lines.		
(b) Minor structures accessory to utilities (such as hydrants, manholes, transformers, and other cabinet structures and related fence(s) may encroach into a required rear or side		
(c) Minor utilities below and covered by the ground may encroach into a required setback.		
HEIGHT		
Definitions		
"Building height" means, except when otherwise specified in this code, the vertical distance from grade plane to the average height of the highest roof surface.		
Applies to:	Buildings and structures	
Are poles included in code?	No	Not included as an allowed encroachment.
Exceptions		
POMC 20.40.050 (2) Height encroachments. encroachments. Any height encroachment not listed below is prohibited except where the director determines that encroachment is similar to a permitted encroachment listed below. (see code for list of encroachments)		
WETLANDS		
Transmission or distribution prohibited in wetlands?	No	
Allowances		
POMC 20.162.032 Exemptions	(3) The following land use, development, building activities, and uses shall be exempt:	
	(b) Operation Maintenance and Repair. Operation maintenance or repair of existing structures not requiring permits or city approval, only if activity does not further alter or increase the impact to critical areas or their buffers.	
	(f) Activities within Improved Right-of-Way. Construction of new utility facilities, improvements, or upgrades to existing utility facilities that take place within existing improved rights-of-way or existing impervious surfaces that do not increase the amount of impervious surface.	
POMC 20.162.034 Exceptions	(1) Public agencies. Public agencies may make an application for exception to the director for construction of items such as roads, utilities, infrastructure, and associated facilities.	
POMC 20.162.056 Additional development standards for regulated uses.	(7) Utilities in Wetlands or Wetland Buffers.	
	(a) Construction of new utilities outside the road right-of-way or existing utility corridor may be permitted in wetlands or wetland buffers, only when no reasonable alternative location is available and the utility corridor meets the requirements for installation, replacement of vegetation and maintenance outlined below, and as required in the filing and approval of applicable permits and special reports required by this chapter.	
	(c) New utility corridors shall not be allowed when the regulated wetland or buffer has known locations of federal or state listed endangered, threatened or sensitive species, heron rookeries or nesting sites of raptors which are listed as state candidate or state monitor, except in those circumstances where an approved habitat management plan indicates that the utility corridor will not significantly impact the wetland or wetland buffer.	
	(d) New utility construction and maintenance shall protect the regulated wetland and buffer environment by utilizing the following methods:	
	(i) New utility corridors shall be aligned when possible to avoid cutting trees greater than 12 inches in diameter at breast height (four and one-half feet), measured on the uphill side.	
	(ii) New utility corridors shall be revegetated with appropriate native vegetation at preconstruction densities or greater, immediately upon completion of construction, or as soon thereafter as possible, if due to seasonal growing constraints. The utility shall ensure such vegetation survives.	
	(iii) Any additional utility corridor access for maintenance shall be provided as much as possible at specific points, rather than by parallel roads. If parallel roads are necessary, they shall be of a minimum width but no greater than 15 feet; and shall be contiguous to the location of the utility corridor on the side away from the wetland. Mitigation will be required for any additional access through restoration of vegetation in disturbed areas.	
	(iv) The department may require other additional mitigation measures.	
	(e) Utility corridor maintenance shall include the following measures to protect the regulated wetland and buffer environment:	
	(i) Where feasible, painting of utility equipment such as power towers shall not be sprayed or sandblasted, nor should lead-based paint be used.	

	(ii) No pesticides, herbicides or fertilizers may be used in wetland areas or their buffers except those approved by the EPA and Ecology. Where approved, herbicides must be applied by a licensed applicator in accordance with the safe application practices on the label. Within wetlands, applicator must be licensed to use aquatic herbicides.
Definitions	
"Alteration" means any human-induced action that changes the existing condition of a critical area. Alterations include but are not limited to grading; filing; grubbing; dredging; draining; channelizing; cutting; pruning; limbing or topping; clearing, relocating or removing vegetation, except noxious weeds identified by the Washington Department of Agriculture or the Kitsap County cooperative extension; applying herbicides or pesticides or any other hazardous or toxic substance; discharging pollutants, except stormwater; grazing domestic animals; paving; construction; application of gravel; modifying for surface water management purposes; or any other human activity that changes the existing vegetation, hydrology, wildlife or wildlife habitat. Alteration does not include walking, passive recreation, fishing or other similar activities.	
"Public utility" means a business or service, either governmental or having appropriate approval from the state, which is engaged in regularly supplying the public with some commodity or service which is of public consequence and need, such as electricity, gas, sewer and/or wastewater, water, transportation, or communications.	
"Utilities" means facilities and/or structures which produce or carry electric power, gas, sewage, water, communications, oil, publicly maintained stormwater facilities, etc.	
"Utility corridor" means areas identified in the comprehensive plan for utility lines, including electric, gas, sewer, water lines; and public right-of-way and other dedicated utility right-of-way on which one or more utility lines are currently located. The term "other dedicated utility right-of-way" means ownership, easements, permits, licenses or other authorizations affording utilities the right to operate and maintain utility facilities on private property.	
Applicant	
POMC 20.12.010 Definitions	"Applicant" means the owner of land proposed for land development or use or its representative who shall have express written authority to act on behalf of the owner. Written consent shall be required from the legal owner of the property.

Jurisdiction: City of Oak Harbor
Size: 12.32 square miles
Population: 24,709 (2021)

USE DEFINITIONS		
"Public utility" means a public service corporation performing some public service and subject to special governmental regulations, or a governmental agency performing similar public services, the services by either of which are paid for directly by the recipients thereof. Such services shall include, but are not limited to, water supply, electric power, gas and transportation of persons and freight.		
SETBACKS		
Definitions		
"Setback and yard requirements" are the distances that buildings or uses must be removed from their lot lines. Setbacks shall be measured, where applicable, from proposed or actual public		
Applies to:	Buildings and uses	
Are poles included in code?	No	
Allowed Encroachments		
accessory buildings allowed in rear yards.		
HEIGHT		
Definitions		
"Building height" means the vertical distance from the average natural grade level to the highest point of the coping of a flat roof or the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roofed. "Average natural grade" shall be defined as the average elevation of the highest and lowest corners of the building.		
Applies to:	Buildings	
Are poles included in code?	No	
Exceptions		
OHMC 19.28.030 Height limits - Exceptions. Buildings and structures shall not exceed the height limitations as specified for the use district in which they are located unless specifically excepted as set out in OHMC 19.28.040 and 19.28.050. Additional height, not to exceed 10 feet, may be used for multifamily and commercial uses permitted in the underlying zone for the projects that are in accordance with low impact development (LID) through the implementation of the LID performance standards or on-site stormwater BMP lists.		
WETLANDS		
Transmission or distribution prohibited in wetlands?	No	
Allowances		
OHMC 20.12.040 Exempt activities.	(2) Operation, maintenance, repair, modification, addition to, or replacement of existing structures, infrastructure improvements, utilities, public or private roads, dikes, levees, or drainage systems, if the activity does not further alter or increase the impacts to, or encroach further within, a critical area or buffer and there is no increased risk to life or property as a result of action. Operation and maintenance include vegetation management performed in accordance with best management practices; provided, that such management actions are part of regular and ongoing maintenance, do not expand further into the critical area, are not the result of an expansion of a structure or utility, and do not directly impact species or habitat protected under Chapter 20.25 OHMC.	
OHMC 20.12.050 Public agency and utility exceptions.	(1) If the application of critical areas regulations in this chapter would prohibit a development proposal by a public agency or public utility, the agency or utility may apply for an exception pursuant to this section.	
Definitions		
"Development" means a land use consisting of the construction or exterior alteration of structures; grading, dredging, drilling, or dumping; filling; removal of sand, gravel, or minerals; bulk heading; driving of pilings; or any other project of a temporary or permanent nature which modifies structures, land, or shorelines and which does not fall within the allowable exemptions contained in the Oak Harbor Municipal Code.		
Applicant		
OHMC 19.48.032 Requirements for application submittal	The applicant shall submit the following items: (2) A verified statement by the applicant that property affected by the application is in the exclusive ownership of the applicant, of that the applicant has submitted the application with the consent of all owners of the affected property.	

Jurisdiction: Town of Coupeville
Size: 1.95 square miles
Population: 1,957 (2021)

USE DEFINITIONS	
"Public utility" means a public service corporation performing some public service and subject to special governmental regulations, or a governmental agency performing similar public services, the services by either of which are paid for directly by the recipients thereof. Such services shall include, but are not limited to, water supply, electric power, sanitary sewer and storm sewer systems for persons and freight.	
SETBACKS	
Definitions	
"Setback" means the lot area between the lot lines and the building area.	
Applies to:	Structures
Are poles included in the code?	No
Allowed Encroachments	
CTC 16.12.030 - Setback standards	E. Projections into required setbacks. The following structures may project into required front, rear or side yards: 1. Paved terraces may project into required front, rear or side setbacks provided that no structures placed there shall violate other requirements of this title. 2. Unroofed landings, decks and stairs may project into required front and rear setbacks only, provided no portion shall extend higher than forty-two (42) inches above the finished grade level. 3. Window sills, belt courses, cornices, eaves and similar incidental architectural features may project not more than 2 feet into any required setback. 4. Open fire escapes may project not more than four feet six inches into any required setback.
HEIGHT	
Definitions	
"Height" means the measurement from the vertical datum to the highest point of the roofline. On any building constructed seaward of mean high higher water, the vertical datum shall be the elevation of the extreme high tide, as shown on the official United States tide table for the year in which the permit is issued.	
Applies to:	Structures
Are poles included in the code?	No
Exceptions	
CTC 16.12.050 B. Exemptions.	The height limitations contained in this title do not apply to spires, belfries, cupolas, chimneys, antennas, water tanks, ventilators, elevator housing, other structures placed above the roof level, or when a height in excess of twenty-eight (28) feet is necessary to comply with the Ebey's Landing National Historical Reserve Design Guidelines for alterations of historic buildings and structures, provided, however, that no structure or portion of any structure hereafter erected shall interfere with Federal Aviation Administration Regulations on airport approaches.
Wetlands	
Transmission or distribution prohibited in wetlands?	No
Allowances	
CTC 16.34.120 - Exemptions	2. Operation, Maintenance, or Repair. Operation, maintenance, or repair of existing structures, infrastructure improvements, utilities, public or private roads, dikes, levees, or drainage systems. If the activity does not further alter or increase the impact to, or encroach further within, the critical area or buffer and there is no increased risk to life or property as a result of the proposed operation, maintenance, or repair. Operation and maintenance includes vegetation management performed in accordance with best management practices that is part of ongoing maintenance of structures, infrastructure, or utilities, provided that such management actions are part of regular and ongoing maintenance, do not expand further into the critical area, are not the result of an expansion of the structure or utility, and do not directly impact an endangered or threatened species.
CTC 16.34.150 - Allowed activities	C.4. Minor Utility Projects. Utility projects which have minor or short-duration impacts to critical areas, as determined by the town planner in accordance with the criteria below, and which do not significantly impact the function or values of a critical area(s), provide that such projects are constructed with best management practices and additional restoration measures are provided. Minor activities shall not result in the transport of sediment or increased stormwater. Such allowed minor utility projects shall meet the following criteria: a. There is no practical alternative to the proposed activity with less impact on critical areas; b. The activity involves the placement of a utility pole, street signs, anchor, or vault or other small component of a utility facility; and c. The activity involves disturbance of an area less than seventy-five (75) square feet.
CTC 16.34.130 - Exception - Public agency and utility	A. If the application of this chapter would prohibit a development proposal by a public agency or public utility, the agency or utility may apply for an exception pursuant to this section.
Definitions	
<i>Repair or maintenance</i> - Any activity that restores the character, size, scope and design of a serviceable area, structure or land use to its previously authorized and undamaged condition. Activities that change the character, size or scope of a project beyond the original design and drain, dredge, fill, flood or otherwise alter critical areas are not included in this definition.	
Applicant	
dit	"Applicant" means a person or entity that has applied for a project permit.

Additional Jurisdictions

Pierce County	PCC 18.30.020.A	Permits and Approvals Required	The property owner or authorized agent shall obtain applicable permits and approvals prior to commencing development.
Bellevue	LUC 20.25.030.A	Who May Apply	The property owner, authorized agent of the owner, or Regional Transit Authority authorized by LUC 20.25M.010.C to apply for permits may apply for any type of Process I, Process II, or Process III land use decision.
Kirkland	KZC 145.15	Who May Apply	Any person may, personally or through an agent, apply for a decision regarding property he/she owns.

Technical Memorandum



To: Kerry Kriner (PSE)
From: Tobin Story, PWS (HDR), Kirk Moughamer (HDR)
Date: January 25, 2023
Subject: Bainbridge Island Code Amendment – Best Available Science

1.0 Introduction

Puget Sound Energy (PSE) is proposing to amend Bainbridge Island Municipal Code (BIMC) 16.20.140.G.2, which prohibits a list of development, uses and activities in Category I and II wetlands, including primary utilities. BIMC 18.36.030 includes utility lines, both distribution and transmission, under the definition of “Utility, primary”. PSE installs, operates, and maintains electrical utility lines along public road rights-of-way and cross-country corridors throughout Bainbridge Island. This includes above ground transmission lines and both above and below ground distribution lines. Existing distribution and transmission lines cross through and/or span over wetlands in some areas, including within and adjacent to public road rights-of-way. The ability to maintain, upgrade or install new electric facilities is needed to continue to provide reliable electric service to PSE’s customers on Bainbridge Island, however, the linear nature of these lines makes it impractical to avoid wetlands entirely. The PSE requested code amendment includes provisions for the maintenance, repair, and upgrade of PSE transmission and distribution facilities in and adjacent to road rights-of-way and in existing cross country corridors that cross through Category I or II wetlands. The proposed amendment does not allow for the establishment of new cross country transmission or distribution corridors through Category I or II wetlands.

The purpose of this technical memorandum is to discuss PSE’s existing electrical system and summarize relevant science-based information applicable to the development of the proposed code amendment. Revised Code of Washington (RCW) 36.70A.172 requires that cities and counties include “the best available science in developing policies and development regulations to protect the functions and values of critical areas.” The intent of the code amendment is to facilitate maintaining, upgrading and constructing new distribution and transmission facilities to provide essential electric service to Bainbridge Island, while following best available science and limiting impacts to wetland resources. This would include:

- Maintaining and upgrading existing aerial transmission and distribution lines in and adjacent to improved road rights-of-way.
- Maintaining and upgrading existing aerial transmission and distribution lines within cross country corridors on easements.
- Maintaining and upgrading existing underground distribution lines in and adjacent to improved road rights-of-way or within cross country corridors on easements.
- Installing new aerial distribution and transmission lines within or adjacent to road rights-of-way; or as an overbuild or underbuild to an existing aerial primary utility within cross country corridors on easement.

- Installing new underground distribution lines within or adjacent to improved road rights-of-way or within cross country corridors on easements.

2.0 Regulatory Review

The City updated its Critical Areas Regulations in BIMC Chapter 16.20 in February 2018 (Ordinance 2018-01). Prior to the February 2018 update, BIMC prohibited underground utility lines in Category I wetlands and permitted aerial utility lines in Category I and II wetlands and underground utility lines in Category II wetlands. Primary utilities are defined in BIMC 18.36.030 as *facilities that produce, transmit, carry, store, distribute, or process electric power, gas, water, sewage, or information and do not meet the definition of an accessory utility. Primary utilities include solid waste handling and disposal facilities, wastewater treatment facilities, utility lines, electrical power generating or transfer facilities, radio cellular telephone and microwave towers, and gas distribution and storage facilities.*

Primary utilities on Bainbridge Island currently operated by PSE include electrical distribution and transmission lines (including fiber communication lines) and electrical substations. Following the 2018 update primary utilities are prohibited in Category I and II wetlands (BIMC 16.20.140.G). Outside of Category I and II wetlands, installation of utilities within wetlands may be allowed, subject to the provisions of BIMC 16.20.140.H.5.

HDR evaluated *Wetland Guidance for CAO Updates: Western Washington Version* (Washington State Department of Ecology 2016). HDR found that BIMC 16.20.140.G.2 generally exceeds the minimum standards for Critical Area Regulations as outlined in the Ecology 2016 guidance, which lists allowed uses including normal and routine maintenance and repair of existing facilities within existing ROW, but does not specifically list prohibited wetland uses.

3.0 Existing PSE Infrastructure on Bainbridge Island

Based on the breadth of uses included within the definition of primary utility, linear facilities such as transmission and distribution lines stand out as being functionally different than the other primary utilities that are typically installed within a single parcel of land. Electrical substations, water treatment plant infrastructure, solid waste facilities, and other parcel-based developments intrinsically require more space and can result in greater impacts to wetlands, including more substantial permanent wetland impacts. Permanent impacts, particularly wetland fill, result in a loss of wetland area and corresponding loss of hydrologic, water quality and habitat functions. By comparison, linear facilities can span over or be directionally bored under wetlands, avoiding wetland fill and the corresponding permanent loss of hydrologic, water quality and habitat functions.

This code amendment focuses on three categories of work which PSE may perform: 1. Maintenance of existing linear transmission and distribution facilities, 2. Upgrading/expanding existing linear transmission and distribution facilities, and 3. Constructing new linear transmission and distribution facilities in or adjacent to road ROW. The permanent fill footprint of PSE electric utility corridors is typically limited to poles, which are generally spaced 150-200 feet apart for distribution lines and 300-400 feet apart for transmission lines with the pole footprints typically ranging from 1-3 feet in diameter. The situation is similar for an underground distribution line which could be installed by trenching or horizontal directional boring. Where wetlands need to be avoided directional boring would allow for the avoidance of impacts, while trenching would result in temporary disturbances. A typical underground distribution line requires an underground vault approximately every 500 feet, which are generally installed immediately adjacent to a stable surface like a road shoulder to provide

access. For aerial and underground linear facilities, wetland soil and vegetation compatible with these facilities can remain undisturbed or be temporarily removed and replaced back into the wetland. In either case, the wetland will continue to provide habitat, hydrologic, and water quality functions. Linear facilities can be placed on the disturbed edge of a wetland or wetland buffer in the area abutting existing roadways (see Exhibit 1).

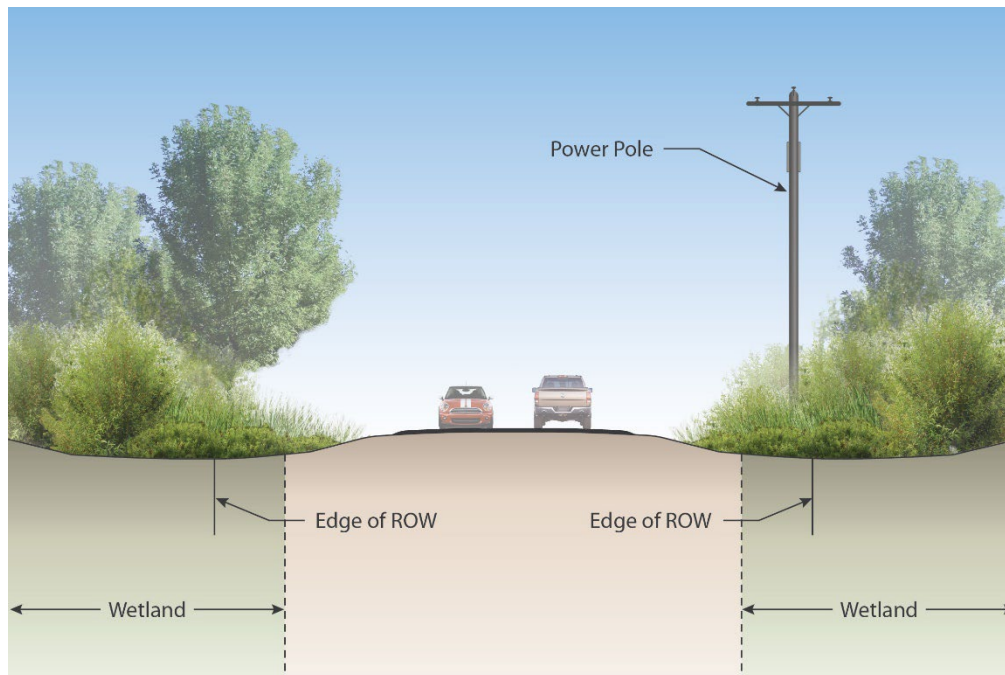


Exhibit 1. An aerial distribution pole along the disturbed wetland edge of a road right-of-way.

The majority of PSE's existing linear utility infrastructure on Bainbridge Island is located within or adjacent to public road right-of-way via operating rights granted by a franchise agreement with the City (see Exhibits 2, 3 and 4). In some instances, particularly pertaining to transmission lines, PSE has acquired easements on property adjacent to the road rights-of-way for conductor (wire) safety, vegetation management clearances, and guy anchors. When these linear facilities are located within a road right-of-way and cross a wetland, they are generally installed within the limits of existing right-of-way disturbance along the edge of the roadway shoulder. The adjacent roadside areas and roadside ditches within the right-of-way often qualify as wetland, even though they are located within the existing area of disturbance of the right-of-way (see Exhibit 1).

Some portions of existing transmission corridors are not located along road rights-of-way but extend along cross-country corridors on easements (see Exhibit 5). PSE's existing cross-country transmission lines were installed when Bainbridge Island was part of rural Kitsap County in the 1960s and 70s prior to modern environmental regulations. Many of the existing road rights-of-way that are currently used as joint utility corridors had not been developed at the time; therefore there were not necessarily opportunities to co-locate within road rights-of-way. PSE's cross country transmission corridors typically range from 50-60 feet in width; generally the width of an arterial road right-of-way. Within PSE cross-country corridors, typical wetland vegetation including salmonberry (*Rubus spectabilis*), hardhack (*Spiraea douglasii*), willow species (*Salix spp.*), and many native emergent species are compatible with transmission line clearances and can generally be left in

transmission line corridors to contribute to wetland functions. PSE cross-country corridors on Bainbridge Island typically do not have permanent access roads in regulated wetlands. When accessing through wetland areas for vegetation management and utility infrastructure repair and maintenance, PSE uses BMPs to avoid and minimize temporary impacts and allow wetland functions to continue.



Exhibit 2. An aerial distribution line along NE Bergman Road.



Exhibit 3. An aerial transmission line along NE Day Road



Exhibit 4. Vaults for an underground distribution line along Blakely Ave NE



Exhibit 5. A cross country aerial transmission line viewed from Agate Pass Road NE

4.0 Review of Best Available Science Documents

HDR conducted a review of best available science (BAS) documents, including current agency guidance regarding code amendments and BAS reviews, documents related to wetland functions

and values, documents related to the impact of development on those functions, and documents specific to wetlands within the City of Bainbridge Island. HDR also used general information available through the following:

- Ecology Best Available Science website, located at <https://ecology.wa.gov/Water-Shorelines/Wetlands/Tools-resources/Best-available-science>
- Ecology Wetland Guidance for Critical Areas Ordinance Updates, located at <https://apps.ecology.wa.gov/publications/documents/1606001.pdf>

A complete list of references is included at the end of this technical memorandum; the following are considered the most relevant sources of BAS:

- Wetlands in Washington State – Volume 1: A synthesis of the Science (Sheldon et al. 2005)
- Wetlands in Washington State – Volume 2: Guidance for Protecting and Managing Wetlands (Granger et al. 2005)
- Wetland Mitigation in Washington State: Part 1: Agency Policies and Guidance – Version 2 (Ecology, U.S. Army Corps of Engineers Seattle District and U.S. EPA Region 10 2021)
- Update on Wetland Buffers: The State of the Science (Hruby 2013)
- City of Bainbridge Island Critical Areas Ordinance Update – Best Available Science Review (2018)
- Citations of Recommended Sources of Best Available Science (Washington State Office of Community Development 2002)
- Direct and Indirect Impacts of Urbanization on Wetland Quality (Wright et al. 2006)

5.0 Discussion of BAS Documents

Based on a review of the above documents, HDR focused on the following key points related to the proposed code amendment:

1. **Existing Wetland Functions and Values.** Wetland habitat functions and values in the immediate vicinity of disturbances, such as adjacent to improved public roadways, are comparatively less relative to wetland habitat functions and values farther from such disturbances.
2. **Limited Frequency and Intensity of Disturbance in Existing Cross-Country Corridors.** Operation and maintenance of PSE distribution and transmission cross corridors typically does not result in significant ongoing impacts to habitat, hydrologic, and water quality wetland functions and values due to lack of frequent disturbance. Vegetation management in such corridors typically occurs on a three year cycle timeline and is selective, which allows shrub and emergent vegetation compatible with conductor clearances to remain intact.
3. **Limited Additional Impact from Expanded, Improved, or New Facilities in and adjacent to existing ROW.** Vegetation management and moderate corridor expansion along existing utility corridors, and especially within and adjacent to road rights-of-way, result in limited additional functional impact due to the ongoing use, operation and maintenance along these corridors, particularly the relatively lower quality of habitat in the vicinity of road rights-of-way.

Avoidance, minimization, and compensatory mitigation measures by PSE can serve to further reduce and mitigate for impacts to wetlands.

These points are discussed in more detail below.

5.1 Existing Wetland Functions and Values

Wetland functions are the physical, biological, chemical, and geologic interactions among different components of the environment that occur within a wetland. Wetland functions typically fall into three broad categories: biogeochemical, hydrologic, and maintenance of food webs and habitats (Sheldon et al. 2005). The functions performed by a wetland are controlled by a wide variety of factors, including those within the wetland itself and those in the surrounding landscape. Urban development in a landscape often results in decreased wetland functions through mechanisms including modification of water movement, human intrusion, introduction of chemical contaminants, increased noise, increased impervious surface area near the wetland, and fragmentation of habitat (Sheldon et al. 2005). Human access and land uses adjacent to wetlands influence the use and habits of wildlife through such factors as noise and light intrusion, as well as degradation of upland habitats (Hruby 2013). Existing roadways in particular tend to concentrate human use, resulting in increasing noise, light intrusion, pollution, and fragmenting contiguous blocks of habitat. PSE facilities located along road rights-of-way contribute no additional noise, lights, or pollution beyond what is inherent in the road right-of-way. They do not result in daily human use and require only infrequent periodic maintenance.

In addition to the landscape scale and cumulative effects on wetland function noted above, additional effects of urbanization on wetland function are directly related to proximity to disturbance. Often, the areas of wetland most affected, and therefore the areas with the least potential function, are those directly bordering the disturbance. For example, existing disturbances including highways and surface streets have been documented to impact wetland plants and wildlife species. In one study, plant species richness in wetlands decreased relative to increases in paved road density, with the most impact on species richness found within 0.6 mile of paved roads (Findlay and Houlahan 1997), which would fully encompass the extent of PSE facilities in road rights-of-way. Other studies focus on the impact of invasive plants in wetlands, noting that invasive plants are more prevalent adjacent to roadways, where they have both a dispersal and an invasion advantage (Zedler and Kercher 2004). This is evident in wetlands throughout Puget Sound, where roadside habitat is frequently of relatively low-quality monocultures of invasive species, including reed canarygrass (*Phalaris arundinacea*) and Himalyan blackberry (*Rubus armeniacus*), which dominate roadsides while providing extremely limited habitat for native wildlife species (Wisconsin RCG Management Working Group 2009; Bennett 2004). Wetland wildlife species show similar trends, with decreased amphibian and bird species' diversity in the immediate vicinity of roadways. Amphibian species' richness and abundance are related significantly to the density of paved roads within 1.2 miles of the wetland edge (Findlay and Houlahan 1997). Bird species richness in wetlands decreases within 0.6 mile of urbanization (Richter and Azous 1997). The 2014 Ecology wetland rating system does not take this variability into account, as the habitat score is based on a series of questions in the habitat functions section and relies on indicators of habitat function that are fixed and visible throughout most of the year. Therefore, the habitat score is related to the amount of different habitat niches present in a wetland as a whole and is not related directly to the species that use those niches (Hruby 2014), nor the specific portions of the wetland they may use.

Literature related to habitat impacts of cross-country transmission lines in wetlands is limited and primarily applicable to large-scale transmission corridors with a large permanent impact footprint. PSE cross-country transmission infrastructure on Bainbridge Island is located within 50-60 foot wide corridors. Tree canopy is managed for conductor clearances, however a shrub understory is often present. As such, the habitat and wildlife impacts documented in the literature (Jackson et al. 1994) are unlikely to occur to the same extent with PSE infrastructure. That said, the majority of observed impacts to wildlife and habitat are associated with construction of new cross-country corridors, not operation and maintenance or expansion of existing corridors. As with PSE corridors in road rights-of-way, cross-country corridors contribute no noise, no light, no pollution, do not introduce daily human use, and require only periodic maintenance. If impacted for construction or maintenance activities, the shrub understory is typically restored post-impact or allowed to remain intact. As such, PSE's typical operation and maintenance activities within existing corridors, and even minor corridor expansion is unlikely to introduce significant, long-term disturbance to wetland habitat functions, and very unlikely to disrupt wetland hydrologic and water quality functions.

In general, although Category II wetlands may in theory provide higher habitat values than Category III or IV wetlands, the portion of Category II wetlands within the road rights-of-way and within or adjacent to existing cross-country transmission corridors is already subject to the effects of human disturbance, and therefore is likely to provide more limited habitat value than the habitat score alone would indicate.

5.2 Minimal Additional Disturbance

PSE's future activities related to Category II wetlands fall into two categories: Maintaining and upgrading existing facilities and constructing new facilities. The proposed code amendment focuses on allowing maintenance and upgrades to existing facilities in Category II wetlands as well as allowing installation of new facilities in Category II wetlands, where they are located within or adjacent to existing road right-of-way; including the overbuilding of existing distribution lines with new transmission lines. It also includes the installation of underground distribution facilities in and along the road right-of-way that may be bored under or trenched through wetlands. For clarity, this PSE requested code amendment would not permit the establishment of new cross country transmission or distribution corridors through Category II wetlands.

The nature of PSE's activities differs for corridors in or adjacent to road right-of way and cross-country corridors. For corridors located in or adjacent to road right-of way, PSE's maintenance, upgrade and installation activities are primarily conducted from the hard surface of pavement, minimizing surface impacts to wetlands. These activities include vegetation removal or trimming for line clearance or to support new installations. Occasional facilities maintenance and repair occurs, with trucks and other heavy equipment generally working from paved surfaces. Activities may occasionally include pole replacement or new pole installation in or adjacent to road rights-of-way. PSE aerial distribution and transmission lines are generally located at the edge of the right-of-way boundary and set back from the fog line for clearances and safety considerations. In areas where wetlands are present, this generally puts poles in the unimproved portion of the road right-of-way, with the conductor spanning over the wetland area between pole locations. For cross-country corridors, PSE's activities include a similar level of vegetation removal and trimming, but also include temporary access routes where permanent access does not exist. When crossing wetlands these temporary access routes typically require cutting of shrub vegetation to enable the temporary placement of mats to cross wetlands and minimize wetland impacts. Generally, temporary access

routes can be designed to avoid significant trees and vegetation removal. Post-construction, the mats are removed and the wetland vegetation is allowed to recover.

Given the previously disturbed nature of these existing corridors and road rights-of-way, additional anticipated impacts on wetland function from PSE maintenance, repairs, upgrades and new facility installations are minimal (see Section 5.1). Whereas impacts from filling or draining a wetland can result in permanent and near-complete loss of wetland functions (Sheldon 2005), the vegetation disturbance typical of PSE's activities may temporarily influence wetland functions but is highly unlikely to result in total loss of functions since the impacts are generally minimal and occur in previously disturbed corridors. This conclusion is further supported by mitigation guidance from the U.S. Army Corps of Engineers and Ecology, which allows for reduced mitigation ratios for vegetation conversion (e.g., forest to scrub/shrub or emergent) in wetlands on the basis that a majority of functions are retained (Ecology, U.S. Army Corps of Engineers, and U.S. Environmental Protection Agency Region 10 2021). In general, hydrologic and water quality functions are largely retained in PSE utility corridors due to the temporary nature of impacts and minimal fill placement associated with pole installation.

Habitat functions are impacted differently depending on the existing vegetation community at the time of the impact. For wetlands with emergent or scrub-shrub communities, impacts typically include brushing for work clearance. If access is required, temporary access mats and appropriate BMP's are installed and removed post construction, resulting in impacts that fit the definition of short-term temporary impacts (Ecology et al. 2021). Impacts of this type do not result in ground disturbance, removal of shrub roots, or placement of permanent fill. In these types of wetlands impacted areas typically recover to pre-construction conditions within one growing season. Impacts of this nature result in negligible habitat function loss.

A utility corridor may cross a Category II forested wetland and require trimming and/or clearing of trees in the wetland, which would constitute a permanent conversion impact that will not be restored because many trees are not compatible with overhead transmission and distribution lines (Ecology et al. 2021). When a forested wetland is permanently converted to an emergent or shrub wetland, some habitat functions are permanently lost or reduced, but other functions remain. As evidence of this, regulatory agencies generally accept one-half of the otherwise recommended mitigation ratios for permanent conversion impacts. While little research that specifically quantifies the impact of vegetation clearing for utility corridor use has been conducted, Adamus (2014) details potential impacts to forested wetlands based on forest practices tree harvest and creation of logging roads. The potential impacts documented by Adamus (2014) have a moderate to low probability of occurrence, even in former undisturbed forested wetland. These potential impacts represent a 'worst-case' scenario for large scale logging of forested wetlands in undisturbed forest and are unlikely to occur with the small-scale tree removal and vegetation clearing necessary for PSE utility corridors, particularly in an urbanized system in which Category II forested wetlands are already bisected by paved roads and utility corridors.

In addition to the results from direct wetland impacts discussed above, habitat functions may also be impacted indirectly outside the footprint of direct wetland impacts (Ecology et al. 2021). Clearing of forest or shrub vegetation, including vegetation in upland buffers adjacent to a wetland, may affect wildlife movement, increase light or noise pollution entering the wetland, or potentially allow sediment or pollutants that were previously filtered by the removed vegetation to enter the wetland. Indirect wetland impacts are limited due to the nature of PSE's activities. PSE's typical maintenance and upgrade activities do not result in fill in wetlands, and for new overhead construction projects fill

is normally limited to the required pole footprint. In the case of underground construction, fill would generally coincide the improved portion of the road right-of-way, limiting indirect impacts to wetlands. PSE's typical maintenance, upgrade and installation activities do not result in changes to land use or topography, and consequently do not change the flow or fluctuation of water, do not result in impacts to drainage, and do not divert surface or groundwater. PSE activities typically do not result in increased stormwater runoff, and applicable BMPs are included as appropriate to protect resources. Therefore, additional indirect impacts on wetland function from PSE maintenance, repairs, upgrades and new facility installations are anticipated to be minimal additional disturbance to wetlands.

5.3 Avoidance and Minimization

When PSE maintains or upgrades an existing utility line or installs a new line, they follow federal, state, and local requirements to avoid and minimize wetland impacts to the extent feasible in accordance with the following preferred mitigation sequence, as outlined in the Interagency Guidance on Wetland Mitigation in Washington State (Ecology et al. 2021) and BMC 16.20.030:

1. Avoid the impact altogether by not taking a certain action or parts of an action;
2. Minimize impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology or by taking affirmative steps to avoid or reduce impacts;
3. Rectify the impact by repairing, rehabilitating, or restoring the affected environment;
4. Reduce or eliminate the impact over time by preservation and maintenance operations during the life of the action;
5. Compensate for the impact by replacing, enhancing, or providing substitute resources or environments; and
6. Monitor the impact and take appropriate corrective measures.

A typical PSE transmission or distribution project may include the following avoidance and minimization measures:

For corridors within or adjacent to road right-of-way:

- PSE conducts typical ongoing maintenance and operations work from the improved roadway to the greatest degree possible, minimizing wetland impacts.
- For new pole installation or replacement, PSE adjusts pole locations to avoid direct impacts to wetlands wherever operationally feasible.

For maintenance, repair and upgrades in cross-country corridors:

- Engineering and environmental constraints are evaluated by PSE during the initial project reconnaissance and subsequent design phase to avoid and/or minimize impacts associated with both placement of transmission/ distribution infrastructure and temporary or permanent access routes. PSE engineers use information from wetland delineations to adapt project components to avoid wetlands and buffers wherever feasible.
- Where pole replacement or installation must occur in a wetland, PSE employs appropriate BMPs such as temporary timber mats to avoid permanent access road related impacts and designs temporary access routes to minimize impacts to wetlands.

For all PSE transmission and distribution corridors:

- Clearing, land disturbance, and construction impacts are confined to the minimum area necessary to complete the project.
- During construction, appropriate erosion control measures from the Western Washington Stormwater Manual specific to construction activities are implemented to avoid erosion and sedimentation impacts.
- Following construction, temporarily impacted areas are replanted and/or allowed to recover to pre-construction conditions.

6.0 Application of Best Available Science

The inherently linear nature of transmission and distribution lines can make it impractical to avoid wetlands entirely. The goal of this code amendment is to enable PSE to install, upgrade and maintain transmission and distribution facilities while minimizing associated impacts to Category II wetlands by locating those facilities in and along areas that are already impacted by existing development, including existing road rights-of-way and existing cross-country utility corridors. Additional measures to limit impacts include adding additional conductors to existing distribution lines (single phase to multi-phase lines) or replacing existing distribution poles with poles that can also accommodate transmission lines, resulting in incremental or no additional impacts on wetlands. Where impacts must occur, it is preferable to locate them in areas that are previously disturbed by existing uses or adjacent to existing disturbance where the wetlands currently provide the most limited habitat functions. The code amendment will not allow for the construction new facilities in areas that overlap with Category I wetlands or allow for new cross-country transmission and distribution lines in Category II wetlands.

In addition, wetland impacts from vegetation removal, trimming, and occasional facilities maintenance, repair, and replacement do not represent a total loss of wetland functions. Impacts from PSE activities are primarily vegetation management and conversion impacts, rather than fill or soil-disturbance impacts. PSE transmission and distribution corridors that cross through wetlands can retain native shrub and herbaceous species that are similar to those found outside the corridor, meaning that they do not represent a total loss of habitat functions nor a break in connected habitat corridors. In addition, PSE projects follow mitigation sequencing and actively seek to avoid and minimize impacts to wetlands wherever possible. Where complete avoidance is not feasible, permanent wetland impacts from PSE projects are typically very minor. PSE mitigates for permanent wetland impacts from project activities in accordance with applicable federal, state, and local regulations in order to achieve no-net-loss of wetland functions.

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Code Amendment Request Narrative and Comprehensive Plan Consistency

Puget Sound Energy (PSE) is requesting that the City of Bainbridge Island (City) amend sections of the Municipal Code (BIMC) through the Legislative Review of Land Use Regulations process in BIMC 2.16.180 to facilitate maintaining, upgrading and installing new electrical distribution and transmission lines on Bainbridge Island. The amendments are focused on supporting PSE's linear infrastructure (i.e. distribution and transmission lines and associated equipment and activities and not primary use of a site by a utility facility, such as a substation. These amendments include changes to language within the following sections of code:

- BIMC 16.20 – Critical Areas,
- BIMC 18.12- Dimensional Standards, and
- BIMC 2.16 – Land Use Procedures.

Although these amendments are being requested by PSE for the benefit of providing reliable electrical service to the community, all linear primary utilities are regulated by these code provisions, including water, stormwater, sewer, and communication facilities (see definition of “Utility, primary” in BIMC 18.36) and so these facilities may also be constrained by these code provisions. It should be noted that these amendments will not allow PSE to create a condition that does not now exist on Bainbridge Island today. The standard operation of PSE's electrical system that has been in place in some capacity since the 1940s has resulted in the placement of infrastructure in locations that are now regulated as critical areas, zoning setbacks, and pole heights that exceed the regulatory height of buildings.

Amendment Requests

BIMC 16.20 Critical Areas: The code sections that PSE seeks to amend within the Critical Areas regulations focus on development, use and activity prohibitions in Category I and II wetlands (BIMC 16.20.140.G.2) and the required designation of Aquifer Recharge Protection Areas (ARPAs) based on certain development triggers (16.20.100.E.1). To continue to maintain, upgrade and install new linear electrical utility infrastructure to improve reliability and serve the electrical needs of the Bainbridge Island community, PSE is requesting an amendment to BIMC 16.20.100.E.1 to include a provision that utility corridors on easement on property not owned by PSE not be subject to the ARPA dedication requirement. PSE is also requesting an amendment to BIMC 16.20.140.G.2 to provide an allowance for

the maintenance and upgrade of existing infrastructure in Category I and II wetlands and installation of new linear utility infrastructure along or adjacent to road right-of-way within Category II wetlands.

Dimensional Standards – BIMC 18.12. PSE is requesting amendments within the dimensional standards section of the code related to pole height and linear utilities in zoning setbacks. These amendments seek to provide clarity on the interpretation of these code sections. There is a discrepancy in review processes between BIMC 18.12.020 and 18.12.040 for distribution and transmission line poles when a pole is replaced or a new pole is added within an existing utility corridor. The dimensional tables in BIMC 18.12.020 state that conditional use permit review is required for nonresidential uses that exceed the height limits provided for buildings and structures. There is a reference to some encroachments allowed in BIMC 18.12.040, which allows replacement poles over certain thresholds to be approved through minor site plan review. The code amendment seeks to resolve the discrepancy in permit review processes and ensure there are no gaps in the regulations.

BIMC 18.12.040 also regulates allowances for encroachment into zoning setbacks. Table 18.12.040 includes an allowance for overhead and underground accessory utilities, but does not provide an allowance for primary utilities. The presence of distribution and transmission line infrastructure within and overhanging setback areas is commonplace on Bainbridge Island and essential to utility operation. Other city standards as well as safety considerations require placement of overhead and underground electric utility infrastructure at the edge of road right-of-way or on adjacent private property. Additionally, transmission and distribution lines must cross setbacks to connect to substations. The code amendment would allow encroachment by linear primary utilities as well as accessory utilities.

Land Use Procedures – BIMC 2.16. PSE is requesting an amendment to BIMC 2.16.020.D, which identifies who can apply for a permit. BIMC 2.16.020.D states in pertinent part: “A property owner, a contract purchaser, or an agent of the owner with authorized written proof of agency may apply for any type of permit.” Read alone, BIMC 2.16.020.D does not appear to contemplate PSE as a permissible applicant for a range of common utility activities. PSE is requesting to modify the language in BIMC 2.16.020.D to allow PSE to apply for permits for essential utility projects on property where PSE is not the underlying property owner.

Background

PSE provides electrical service to Bainbridge Island through a system of transmission lines, distribution lines, and substation. The Bainbridge electrical system is comprised of approximately 13 miles of transmission lines, 3 substations that step down the voltage from transmission voltage (115 kV) to distribution voltage (12.5 kV), and approximately 320 miles of overhead and underground distribution lines. Like other utility infrastructure on the island, PSE has installed these facilities in response to need and growth over time. As the community grows, some infrastructure is upgraded and new infrastructure is installed. Additionally, as infrastructure ages, it must be repaired, replaced and upgraded provide reliability and comply with newer standards. Due to the linear nature of PSE’s

distribution and transmission line infrastructure and the necessity to link defined locations in the system, it not possible to completely avoid crossing features that are located throughout the City, such as critical area crossings, specific zoning districts, and setback areas. Finally, as Washington State, the City and PSE work to achieve greenhouse gas reduction goals, additional electrical facilities will likely be needed to provide for the electrification of building, the transportation sector (ranging from cars to ferries) and other emerging needs.

Ranges of Regulated Activities

Activities that PSE needs to perform on the electrical system on Bainbridge Island include maintaining and repairing or upgrading existing infrastructure or installing new infrastructure. These activities can be regulated by provisions in Bainbridge Island code depending upon intensity and level of impact. Based on these ranges of activities, there is no “one size fits all” regulatory approach for each category. The general parameters of these activities include:

Repair and maintenance: The electrical infrastructure on Bainbridge Island varies in age. A normal part of repair and or maintenance needs of this infrastructure is to replace equipment, poles, and conductor as well as to maintain safety clearances from equipment and wires through trimming and removing incompatible vegetation. Operational standards and field conditions can change over time; therefore, when infrastructure is replaced, equipment can change in size, poles size or height can increase incrementally, and accessory components attached to poles can change size or configuration. PSE also cannot control the natural growth of vegetation in the field over time. Existing incompatible trees are trimmed and/or removed as part of maintenance. Trees can grow and become incompatible with the lines or equipment that haven’t historically been maintained. All of these factors can result in a repair or maintenance activity going over the threshold of an “exempt” activity under Bainbridge Island codes and regulations.

Upgrades: A number of activities fall under the category of infrastructure upgrades. These activities generally involve a level of intensification or expansion of existing infrastructure. This can involve replacement of existing infrastructure, but also adding equipment or replacing equipment with equipment that meets different operational standards and/or adds capacity to the system.

New Installation: New installations are more extensive than upgrading existing facilities and include adding a new distribution or transmission lines to the system. New installations can vary in intensity. Adding a new power line does not necessarily entail establishing a new corridor. Distribution lines can be aerial or underground and depending on location of need, can be collocated with other utilities within or adjacent to road right-of-way. New transmission lines can involve the establishment of a new corridor cross country, installation of new poles within or adjacent to road right-of-way, or collocating with existing above ground distribution infrastructure by replacing select poles with taller poles that can support both distribution and transmission lines (referred to as “overbuilding”).

BIMC 16.20 – Critical Areas

PSE's linear utility infrastructure is generally located within or adjacent to public road right-of-way or sometimes within easements that cross private and public property. Poles, conductor, underground distribution conduit and cables and other equipment have been installed over time to serve community needs and customer demand. When PSE's above ground distribution and transmission poles are located within road right-of-way, they are placed to avoid conflict with other uses in the right-of-way including motorized and non-motorized uses, other above and below ground utilities, among other features. In many cases, this pushes PSE's poles to the very edge of the right-of-way (which is often unimproved) or onto private property. Even when poles are not physically located on private property, there can be a need for PSE to acquire easements on property adjacent to the right-of-way to accommodate required clearance for overhead conductors. These easements vary in size based on operational need and allow for the conductor on the poles to overhang the adjacent property or to accommodate for the swinging of the wire due to wind and heat. These easements also allow PSE to maintain vegetation and meet clearance standards from the conductor. PSE also acquires easements to support guys and anchors and for vaults and ground mounted equipment to support underground distribution lines when placement in the right-of-way is not possible.

Additionally, because PSE's infrastructure (above and below ground) is often located in the unimproved portion of the right-of-way and may at times require easements on adjacent properties, PSE is unable to avoid properties that are zoned R-0.4, R-1, or R-2, impacts to critical areas such as wetlands that are located within or adjacent to the unimproved portion of the road right-of-way, or placing utility infrastructure in zoning setbacks. Much of the unimproved road right-of-way or frontage area on low density residential lots contains tree canopy screening. PSE often must selectively trim or remove vegetation in these areas that conflict with safe conductor clearances. The majority of impact caused to a wetland or vegetative screen by a linear utility line is due to the need to maintain vegetation from the conductor, not from the poles or other equipment. For underground distribution lines, vaults, pad mount transformers or similar equipment may need to be placed on private property within easements adjacent to road right-of-way even if the lines are located within road right-of-way. Under City of Bainbridge Island Public Works policy and the terms of PSE's franchise, wet utilities such as sewer and water have a preference to be sited under improved right-of-way (pavement) and dry utilities such as electric lines are generally pushed out into the unimproved portion of right-of-way in the road shoulder.

BIMC 16.20.040 Exemptions contains a provision applicable to the maintenance of utility infrastructure in regulated critical areas. This exemption applies both to the requirements of BIMC 16.20.140.G.2 pertaining to the prohibition of primary utilities in Category I and II wetlands and BIMC 16.20.100.E.1 pertaining to the dedication of ARPAs. BIMC 16.20.040.A.6 states, "[n]ormal and routine repair and maintenance of existing utility structures within a right-of-way or existing utility corridor or easement, including the cutting, removal and/or moving of vegetation above the ground that utilizes best management practices and does not expand the use, activity or structure further into a critical area." The City's interpretation of this code section has varied over time, but has generally been limited to allowing replacement of existing poles, conductor and equipment with like or similar appurtenances, as

well as routine management of vegetation within existing corridors. However, the constrained nature of this interpretation has resulted in, what PSE believes, are unintended and illogical results.

More specifically, depending upon the scope of maintenance or upgrade activities along a utility corridor, maintaining existing infrastructure can result in additional impacts to a critical area. This could be due to changes to engineering standards over time, the need to modify pole position and conductor span length to meet regulations and standards (such as control zone), or the need to modify pole size to support upsized conductor, fiber lines, communication utility lines, or other infrastructure changes. There can also be unintended regulatory consequences. For example, PSE analyzed lessening impacts to Category II wetlands along an existing transmission corridor constructed in the 1960s. This would entail reducing the number of poles physically located in the wetlands by increasing the span length (distance) between poles. The overall net impact to wetlands would have been reduced by having fewer poles in wetland areas. However, to accomplish this, one of the poles that would have to be replaced in a wetland would have to be nominally larger in diameter to support the increased span length between poles. The City concluded this was not allowed in a Category II wetland, as it did not qualify as “normal and routine repair and maintenance” since the ground area impact of the pole would increase in that location, even though the overall net impact in Category II wetlands would decrease by removing poles in other locations. Therefore, PSE had to replace the existing poles in their existing locations to meet the exemption and could not provide the alternative net benefit to wetlands due to the existing prohibition in BIMC 16.20.040.G.2. Adoption of PSE’s proposed code amendments would allow for greater flexibility in minimizing and avoiding impacts to Category II wetlands, in addition to allowing continued operation of the electrical system on the Island.

It should be noted that based on the City’s GIS data, Category I wetlands are not a common occurrence on Bainbridge Island. This is particularly the case in areas adjacent to road rights-of-way where PSE’s proposed amendment would most often apply. PSE is aware of only one occurrence where an existing transmission line facility spans a Category I wetland. Based on available mapped data there are no other known occurrences; however PSE would like to reserve the right to maintain and upgrade any existing infrastructure found to overlap with a Category I wetland should such conditions be encountered on a project-specific basis in the future. Maintenance impacts generally consist of replacing existing aging infrastructure and maintaining vegetation to meet safety clearances around power lines. Some temporary impacts could occur during maintenance access, but these impacts would be restored. In most cases, maintenance activities fall under the critical areas exemptions in BIMC 16.20.040, however there are some instances where maintenance may result in minor new unavoidable impacts to critical areas. See “Bainbridge Island Code Amendment Best Available Science Review” document for additional discussion on the wetland code amendment and potential impacts.

Existing and Proposed Code Provisions

In 2018, the City of Bainbridge Island updated the Critical Areas regulations in BIMC 16.20. As part of that update, BIMC 16.20.100 Aquifer Recharge Areas was added to the Critical Areas regulations and

BIMC 16.20.140.G.2 was modified to add prohibitions for overhead primary utilities in Category I wetlands and overhead and underground primary utilities in Category II wetlands.

BIMC 16.20.100: Aquifer Recharge Areas

In 2018, the City of Bainbridge Island adopted an update to the Critical Areas regulations including provisions regulating aquifer recharge areas. The entire island is designated as an aquifer recharge area due to its status as a sole source aquifer. As a means of implementing new state stormwater regulations that emphasize the use of Low Impact Development (LID), the City adopted a new requirement that when development occurs on property located within the R-0.4, R-1 and R-2 zoning districts, up to 65 percent of the site be designated an Aquifer Recharge Protection Area (ARPA). The code regulates any proposed development or activity requiring site assessment review (SAR) that is located within the R-0.4, R-1, or R-2 zoning districts and requires these activities to designate an ARPA that is recorded on a property title. The triggers for SAR review include over 800 square feet of new hard surface, grading or clearing activities over 7,000 square feet or 35% of a site (whichever is smaller), and underground utilities not under existing hard surface.

The code does not distinguish between development and activities by a fee owner of a parcel who may develop and use the entire parcel versus development/activities by an easement holder who only has rights to use a portion of the property for a specified use or activity and does not hold fee interest in the property. PSE's easement rights grant PSE use of a limited portion of a parcel for the purpose of installing, operating and maintaining linear electrical distribution and transmission infrastructure. The easement area is based upon operational needs determined by PSE. Other than rights of ingress and egress granted under state law, PSE does not have rights on private property outside of its easement areas and cannot record restrictions on title that will overburden a property for purposes that are not consistent with and for the benefit of utility operational needs. Therefore, PSE as a regulated utility cannot meet the aquifer recharge area requirement to set aside 65 percent of a property owner's site within an ARPA.

PSE is requesting that the City amend BIMC 16.20.100.E.1 to add a provision that excludes utility installation, upgrade and maintenance activities on property not owned by the utility. Accordingly, PSE would comply with ARPA dedication requirements on its own property when applicable. However where PSE's interest in the property is limited to a utility easement, the requirement would be waived as to PSE's use but still apply to the parcel owner. Although this amendment is being requested by PSE, such a provision would also benefit other utilities. Suggested language includes adding a subsection e. that states, "Activities related to the installation, upgrade and maintenance of utility facilities and corridors, when located on property not owned by the utility provider." See Attachment 1: Proposed Code Language.

BIMC 16.20.140.G.2: Prohibited Activities in Category I and II Wetlands

Prior to the Critical Areas regulation amendments adopted in 2018, the Wetlands section of the Critical Areas code included a use table that specified whether uses and activities were allowed outright, permitted subject to development standards, allowed with special use permit approval, or prohibited

when located within a wetland or wetland buffer (see Table 8 below). The regulations at that time specified that overhead utility lines were allowed in Category I-III wetlands and buffers with special use permit approval and permitted subject to development standards in Category IV wetlands. For underground utility lines, the regulations stipulated these were prohibited in Category I wetlands, but allowed in Category I wetland buffers and allowed with special use permit approval in Category II – IV wetlands and their buffers.

Table 8: Regulated Uses and Activities in Regulated Wetlands and Buffers

	Category I		Category II		Category III		Category IV	
	W	B	W	B	W	B	W	B
32. Utility Line-Overhead	S	S	S	S	S	S	P	P
33. Utility Line - Underground	X	S	S	S	S	S	S	S

P = Permitted Subject to Development Standards and Underlying Permit, S = Special Use Permit Required, X = Prohibited

Publicly available supporting documentation for the 2018 code amendments indicate that the formatting of Table 8 was changed to a list for ease of reading the regulations, but does not include an explanation as to why overhead utilities were determined to be prohibited in Category I wetlands and both overhead and underground utilities were determined to be prohibited in Category II wetlands. PSE's consultant has provided best available science documentation to support an allowance for linear new utility lines to be located within Category II wetlands where impacts can be limited and an allowance for the repair and upgrades of existing utility facilities in Category I and II wetlands (see *Bainbridge Code Amendment BIMC 16.20.140.G: Prohibited Activities – Best Available Science*, HDR, January 2023 memo).

In order to continue to maintain and upgrade existing linear infrastructure located in cross-country corridors (generally existing transmission lines) and maintain, upgrade and install new linear facilities within and adjacent to road right-of-way, PSE is requesting an amendment to BIMC 16.20.140.G.2 to narrow the prohibition on new primary utilities in Category II wetlands based on balancing the needs of the community with Best Available Science to support limited impacts to these critical areas. Although PSE is requesting this code amendment, it has the potential to impact all linear primary utilities, including sewer and water line within unimproved portions of road right-of-way. See for example, the storm sewer lines mapped in the City of Bainbridge Island's SAR Web Application which shows the location of utilities and critical areas.

PSE is proposing to amend the language in BIMC 16.20.140.G.2 to limit the primary utility prohibition to new utility facilities in Category I wetlands and in Category II wetlands where a new utility facility is not placed within or adjacent to road right-of-way (i.e. no new cross country corridors). This will allow for

the continued maintenance and upgrade of existing facilities in cross country corridors where they cross Category I and II wetlands and for the establishment of new facilities in Category II wetlands only where impacts can be limited to the area within or adjacent to road right-of-way; which is often already disturbed and of diminished ecological value. As noted earlier in this document, PSE is only aware of one instance of an existing primary utilities located within Category I wetlands based on mapped data, but would like to reserve the right to maintain and upgrade existing facilities should Category I conditions be encountered in the field on a project specific basis. See Attachment 1: Proposed Code Language.

BIMC 18.12 Dimensional Standards

The Permitted Height Modifications section of Table 18.12.040 was amended in 2014 (Ordinance 2014-05) to adopt land use review pole height thresholds. At this time, PSE was in the process of replacing the steel transmission tower that held the two transmission lines crossing Agate Pass from Kitsap County with two steel monopoles. These 140-foot monopoles are of a greater height compared to other poles on the Island due to the length of the crossing and the need to meet safety clearances from Agate Pass Bridge. Table 18.12.040 at that time did not allow poles over 50 feet in height and no variance requests were allowed. The adopted code language distinguishes between distribution and transmission line poles and allows incremental increases in pole height and changes in location without land use review and imposes thresholds for requiring minor site plan review. What was not contemplated at that time was the occasional need to add a pole or poles along an existing distribution or transmission corridor to facilitate system upgrades. The City interprets the exemption language in BIMC Table 18.12.020-2 and 18.12.020-3 to require conditional use approval for any new pole installation that is over the height of the underlying zoning district, particularly since the language in Table 18.12.040 is focused on replacement poles, however the current language is not specific to new uses. To clarify the discrepancy between the language in Table 18.12.020-2 and 18.12.020-3 and Table 18.12.040 regarding land use review, additional language to clarify the intent of those code sections is proposed. Additionally, the language in the last row of Table 18.12.040 was meant to be replaced with the adopted language regarding distribution and transmission pole height. This language was proposed to be stricken as part of the 2014 amendments, but inadvertently left in the final adopted ordinance.

Also within Table 18.12.040, under Permitted Setback Modifications, the language pertaining to an allowance for accessory utilities in zoning setbacks inadvertently prohibits primary utilities in setback. Linear distribution and transmission conductor (wires) along road rights-of-way often extend over adjacent setback areas and occasionally poles are placed within setbacks to avoid conflicts with and provide clearance from uses within the road right-of-way. Even when underground distribution lines are placed within road right-of-way, ancillary equipment such as vaults and pad mounted transformers can be placed within easement areas that overlap with zoning setbacks. Alternatively, distribution and transmission lines can extend perpendicularly through setbacks, particularly when they are going into or out of a substation facility to connect with linear infrastructure within road right-of-way. PSE is requesting the language be amended to reflect the common presence of overhead or underground linear infrastructure within zoning setbacks, however this language will not allow parcel-based primary utility facilities that occupy a site as a primary use to extend into zoning setbacks. Like other proposed

amendments, other linear primary utilities defined under BIMC 18.36.030 will fall under this amendment, including water, sewer, storm, and communication lines. See Attachment 1: Proposed Code Language.

BIMC 2.16.020.D – Who Can Apply

In many instances, PSE is not, and likely never would be, a property owner as defined under BIMC 18.36.030. The code defines “owner” as “the party or parties having the fee interest in land”. For many common utility activities and projects, particularly related to linear utility facilities, PSE holds or acquires easement rights to use a portion of a property, not fee interests which would have a more intrusive effect on the use of the property by the owner. Further, PSE is not acting as an agent of the owner. PSE’s projects and activities are essential infrastructure projects to fulfill a state mandate to provide reliable, safe, and reasonable cost energy to the community.

The existing code does not acknowledge the discretionary nature of many permit review processes and how that relates to the process of acquiring rights for utility infrastructure. PSE may not be able to precisely identify needed rights before going through land use and environmental permit processes, as the City may request slight shifts in pole placement or the location of other infrastructure which can impact easement size and configuration. Therefore, requiring PSE to acquire rights before a permit is applied for may result in PSE acquiring rights it does not need or in having insufficient rights, both of which have the potential to negatively impact Bainbridge Island property owners and is not in the best interest of PSE rate payers. These discretionary permit processes often include public notice requirements, including public hearings for some levels of review. These processes provide community transparency and provide the opportunity for public review and comment on a project, even beyond the impacted property owners within a project area.

It does not make practical sense to preclude the City’s electric service provider from being an “applicant” to apply for permits for its essential infrastructure projects. Certain code provisions arguably provide the City with flexibility to process PSE’s applications without property owner authorization, including BIMC 2.16.020.J.1.d and BIMC 2.16.020.J.2.a which provide the Director with discretion to waive submittal requirements deemed unnecessary for the review of an application and provide the ability for the City to deem an application complete when materials submitted are sufficient for accurate review, even if additional information may be required or project modifications made. The requested amendment allows PSE to apply for permits and acquire rights, but preserves the City’s authority to not issue construction permits until proof of rights is provided by PSE. See Attachment 1: Proposed Code Language.

BIMC 2.16.180: Legislative review of land use regulations.

BIMC 2.16.180 applies to the adoption of amendments to the BIMC related to land use procedures and regulations. Although the code does not contain specific decision criteria for legislative review of land

use regulations, it does specify consideration of the Comprehensive Plan. Comprehensive Plan policies that support the requested code amendments include:

Goal U-1: Ensure that reliable utility services are available to all Bainbridge Island residents.

Response: Continuing to maintain, upgrade, and install new linear distribution and transmission facilities on the island is cornerstone to ensuring the ability to provide reliable electric service to the community. This will become increasingly true as the use of electricity expands in the transportation sector and to support other emerging technologies. The inability to upgrade or install infrastructure in unavoidable locations or for PSE to apply for permits is inconsistent with PSE's state mandate to serve the community with safe, reliable, and cost efficient energy.

Goal U-3: Ensure that utility services are adequate to meet current demands, and that utility providers plan for future demands.

Response: Providing adequate utility service means that PSE must continue to maintain, upgrade and install new linear distribution and transmission facilities in geographic areas that meet the need. Installing, upgrading and maintaining linear infrastructure can mean impacts to critical areas or placement of utility infrastructure or management of vegetation in the roadway or along private property frontage due to the need to install and maintain infrastructure between two connected points (generally substations). In order to ensure that utility services are adequate, PSE needs clarity regarding its ability to apply for permits.

Goal U-5: Ensure that new or major renovations to existing utility facilities are designed to minimize adverse impacts on residents and the environment.

Response: The ability apply for permits and to maintain and upgrade existing utility facilities will minimize impacts to residents and the environment, as these facilities can remain in place. Allowing for installation of new utility facilities within and adjacent to road rights-of-way will minimize impacts as these areas are generally already disturbed by the adjacency with the motorized roadway and use areas of properties that are set aside from use by primary structures.

Goal U-6: Ensure that permits and approvals for utility facilities are processed in a fair, timely manner and in accord with development regulations and this Plan and **Policy LU-6.5:** Process applications for development approval on Bainbridge Island within the timelines established in the City's land development regulations in order to ensure affordability, fairness, citizen notification and predictability in the land development process.

Response: There is a need for clarity and modifications to the code to allow submittal and review of PSE project permits. The ability to provide essential facility upgrades and installations within the community is currently being hindered by the inability for permits to be submitted and reviewed in a timely manner. PSE submitted its application materials for the Winslow Tap 115 KV Transmission Line Rebuild Project on February 9, 2023. The application has not been processed within the timelines established in the City's code due to lack of clarity in BIMC 2.16.020.D as well as needed modifications to other provisions in the code hindering this and other projects from being approved.

Policy U-14.3: Encourage the electric service provider to improve reliability, with particular attention to adding transmission redundancy and mitigating impacts on service from storms or other natural events.

Response: PSE needs the ability to continue to maintain, upgrade and install new infrastructure to ensure reliable power can be provided to meet the needs of the community. Due to the linear nature of PSE's facilities and the need to provide connections between two defined points, limited impacts to wetlands and encroachment onto private property are often unavoidable. PSE needs the ability to not only install new infrastructure, but continue to maintain and upgrade existing infrastructure that was installed within these areas prior to existing regulations. In limited circumstances, upgrading a facility can entail adding one or more poles within an existing power line alignment may be required to maintain the engineering integrity of the system.

Approval of the requested code amendments will not absolve PSE or other linear utility providers from meeting other applicable sections of the BIMC. For example, the ARPA amendment would exempt linear utility facilities on property not owned by the utility from having to designate an ARPA. However, other applicable aquifer recharge area related protections will still apply, including compliance with stormwater standards and regulations. In terms of allowing for limited impacts from new primary utilities within Category II wetlands, mitigation sequencing and other applicable critical areas standards will still apply to any project that impacts a Category II wetland. The dimensional and application amendments intend to clarify language in the code to reduce impractical impediments and allow for timely processing of essential energy project permits.

BIMC 16.20.100 Proposed Code Language

BIMC 16.20.100 Aquifer recharge areas

E. Development Standards – Aquifer Recharge Protection Area (ARPA)

1. Any proposed development or activity requiring a site assessment review (SAR) pursuant to Chapters 15.19 and 15.20 BIMC located within the R-0.4, R-1, or R-2 zoning designations requires designation of an ARPA; except, designation of an ARPA is not required for the following:
 - a. Removal of invasive species;
 - b. Construction of public trails provided that standards set forth in BIMC 16.20.110.G.5. a through e are met;
 - c. Replacement of hard surfaces; ~~and~~
 - d. Development and activities located on properties protected in perpetuity by a legal instrument acceptable to the city attorney wherein at least 65 percent of the site meets the development standards for aquifer recharge protection areas of this section-; and
 - e. Activities related to the installation, upgrade and maintenance of utility facilities and corridors, when located on property not owned by the utility provider.

BIMC 16.20.140 Proposed Code Language

BIMC 16.20.140 Wetlands

G. Prohibited Activities

1. The following development, uses and activities are prohibited in wetlands:
 - a. Draining, excavation, placement of fill material and flooding not associated with an exempt or regulated use;
 - b. Forest Practices – Class IV general or conversion options harvest plan;
 - c. New or expanded agriculture; or
 - d. On-site sewage facility.
2. The following development, uses and activities are prohibited in Category I and II wetlands:
 - a. Fish hatchery;
 - b. Golf course;
 - c. Mineral extraction;
 - d. Public facility;
 - e. Public communication tower;
 - f. New public road/street;
 - g. New private access road or driveway;
 - h. Stormwater retention/detention facility; or
 - i. New primary utility not within or directly adjacent to an existing road right-of-way in Category II wetlands. New primary utilities are prohibited in Category I wetlands.

BIMC 18.12.020 Proposed Code Language

BIMC 18.12.020 Table of dimensional standards.

Tables 18.12.020-2 and 18.12.020-3 set forth applicable dimensional standards. Where a property is located in more than one zone district, units permitted by density calculations in each zone district must be constructed on the portion of property located within that zone district and required setbacks for each zone district must be met. Permitted densities are not “blended” across the zone district line.

Table 18.12.020-2 Standard Lot Dimensional Standards for Residential Zone Districts

[Numbers in brackets indicate additional requirements listed at the end of the table]

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14
MAXIMUM BUILDING AND STRUCTURE HEIGHT [4]										
Note: Bonus may not be available in shoreline jurisdiction										
All lots										
Base	30 ft.	30 ft.		25 ft.				30 ft.	35	
Bonus for Nonresidential Uses if Conditional Use Permit Conditions are Met	35 ft.	35 ft.		30 ft.				35 ft.	40 ft.	40 ft. See BIMC 18.12.030.B
Exemption	Alternative height limits may apply for nonresidential uses if additional conditional use permit provisions of BIMC Title 2 are met. Some encroachments through height limits are permitted under BIMC 18.12.040 <u>without conditional use permit approval</u> .									
Shoreline Jurisdiction	See Table 16.20.030-2, Dimensional Standards Table, and BIMC 16.12.030.B.3.i, Regulations – Shoreline Structure Setback View Requirement.									

[4] For community and educational facilities (as listed in Table 18.09.020), spires, towers and other vertical features with horizontal cross-sections no more than five percent of the footprint of the primary structure may have a maximum height of 10 feet above the maximum base height, and shall be reviewed through a conditional use permit.

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONE DISTRICT	Mixed Use Center					HRS I and II	NC	B/I	WD-I
	Central Core Overla y	Madiso n Avenue Overlay	Erickson Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
MAXIMUM BUILDING AND STRUCTURE HEIGHT [5]									

Note: Bonus may not be available in shoreline jurisdiction									
Base	35 ft.; 25 ft. max. south of Parfitt	25 ft.; 35 ft. north of High School Road	25 ft.	35 ft.	BIMC 18.12.030.C standard height north of Winslow Way; 35 ft. south of Winslow Way	35 ft.	35 ft.	35 ft.	35 ft. except that Chapter 16.12 BIMC applies within shoreline jurisdiction
Bonus 1 if parking under building [6]	45 ft.; 35 ft. south of Parfitt	35 ft.; 45 ft. north of High School Road	35 ft.	45 ft.	BIMC 18.12.030.C optional height north of Winslow Way; 45 ft. south of Winslow Way	45 ft.			
Bonus 2 for Nonresidential Uses with Major Conditional Use Permit							45 ft.	45 ft.	45 ft.
Bonus 3 Structure Height	Alternative height limits may apply if the conditional use permit provisions of BIMC Title 2 are met. Some encroachments through height limits are permitted under BIMC 18.12.040 <u>without conditional use permit approval</u> .								

BIMC 18.12.040 Proposed Code Language

BIMC 18.12.040 Modifications to required setbacks and height

A. Permitted Setback/Height Modifications. Minimum and maximum setbacks and maximum heights established in Tables 17.12.070-1, 18.12.020-2, and 18.12.020-3 and in BIMC 18.12.030 may be encroached as set forth in Table 18.12.040 and may also be modified by applicable provisions of adopted fire codes, the shoreline master program, and/or the building code. These modifications are not permitted in required perimeter or roadside buffers.

Table 18.12.040: Permitted Setback/Height Modifications

Type of Encroachment	Encroachment Permitted	Conditions
Permitted Setback Modifications		
Fence or combined fence and berm up to 6 feet high	In any required setback subject to applicable regulations in BIMC Title 15	Except as provided in BIMC 18.12.040.B and Chapter 16.12 BIMC
Nonscreening fences or combined nonscreening fence and berm up to 8 feet high	In any required setback subject to applicable regulations in BIMC Title 15	Except as provided in Chapter 16.12 BIMC
Chimneys, flues, awnings, bay windows, and greenhouse windows	Up to 18 inches into any required setback	
Covered porches, bay windows and eaves within the Ericksen Avenue overlay district	Up to 5 feet into the front yard	Bay windows must be cantilevered outward from the wall, and may not result in any portion of the building floor area extending into the setback
Any structures, including but not limited to uncovered steps, porches, and decks less than or equal to 30 inches in height	Up to 2 feet in front and side setbacks. Up to 5 feet into required rear setbacks.	
Eaves	May extend up to 24 inches into any required setback except shoreline structure setback	
At or near grade structures such as uncovered patios, sidewalks, and driveways	In any required setback	May not exceed 4 inches in height
Signs	In any required setback	Must conform to Chapter 15.08 BIMC
Overhead or underground <u>primary or accessory utilities that are not the primary use of the site</u>	In any required setback, perimeter or roadside buffer	Must conform to Chapters 16.12 and 16.20 BIMC. Does not apply to above ground utilities such as propane tanks.
Composting bins	In side or rear setback areas	
Bioretention/rain gardens	In any required setback	In accordance with Chapter 15.20 BIMC
Rain barrels/cisterns	In any required setback	In accordance with Chapter 15.20 BIMC

Wall-mounted on-demand hot water heaters	Up to 18 inches in side and rear setbacks	Permitted if buffered or enclosed to prevent noise impacts to neighboring properties
Below-ground geothermal equipment	In any required setback, perimeter or roadside buffer	Must conform to Chapters 16.12 and 16.20 BIMC. Permitted if any excavated areas are promptly relandscaped after installation is complete.
Rockeries and retaining walls less than 4 feet in height	In any required setback	Rockerries and retaining walls greater than 4 feet in height may be permitted with qualified geotechnical engineer determination, and city concurrence, that is necessary for slope stabilization.
Public communication towers	In any required setback subject to applicable regulations in BIMC Title 15	Must conform to Chapters 16.12 and 16.20 BIMC
Permitted Height Modifications		
Small wind energy generators	Up to 18 inches above the maximum building height in the district	
Solar panels	Up to 18 inches above the maximum building height in the district	
Noncommercial, nonparabolic antennas affixed to noncommercial communication towers	Up to 50 feet in height above grade	
One flagpole per parcel	UP to 45 feet in height above grade	
Public communications tower	Up to 120 feet in height above grade	A building permit is required for a public communication tower. A conditional use permit shall be required for a public communications tower to be constructed between 71 feet and 120 feet above grade. A public communications tower shall not exceed 120 feet in height.
Distribution utility poles	Up to 55 feet in height above grade	Replacement poles over 55 feet in height, see BIMC 18.09.030.F.2.b. For new distribution utility facilities or corridors, see Table 18.09.020. Poles shall not be moved more than 20 feet from the original location <u>or a new pole added along an existing distribution line corridor</u> unless permitted under BIMC 18.09.030.F.2.b.
Transmission utility poles	Up to a 25 percent increase above existing pole height above grade with a maximum height of 100 feet	Replacement poles over the 25 percent increase or 100 feet in height, see BIMC 18.09.030.F.2.b. For new transmission utility

		facilities or corridors, see Table 18.09.020. Poles shall not be moved more than 20 feet from the original location or <u>a new pole added along an existing transmission line corridor</u> unless permitted under BIMC 18.09.030.F.2.b.
Utility structures existing on the effective date of the ordinance codified in this subsection	Existing height	May also be replaced or modified, provided, that the structure is not larger or taller than the original structure and is not moved more than 20 feet from its original location.

BIMC 2.16.020 Proposed Code Language

BIMC 2.16.020 General provisions.

A. Jurisdiction. Jurisdiction of the department director or the hearing examiner is limited to those issues where ordinance or other appropriate authority grants the authority to issue a decision, recommendation, or issue an order.

B. State Environmental Policy Act May Apply. The State Environmental Policy Act (SEPA) and the Bainbridge Island SEPA ordinance (Chapter 16.04 BIMC) may also apply to applications processed under this section. For a consolidated land use application subject to Chapter 43.21C RCW and Chapter 16.04 BIMC, the SEPA threshold determination shall be issued and any required public comment period shall be completed prior to a public hearing.

C. Types of Land Use Applications. Land use applications are classified into four major categories based on the review process: (1) administrative, (2) quasi-judicial decisions by a hearing examiner, (3) quasi-judicial decisions by city council, and (4) legislative approvals. The specific types of applications in each category are show in the table in BIMC 2.16.010.

1. Administrative land use decisions are made by a department director pursuant to the process in BIMC 2.16.030, and pursuant to specific standards in BIMC 2.16.040 through 2.16.090 as applicable.
2. Quasi-judicial decisions by a hearing examiner are made pursuant to the process in BIMC 2.16.100, and pursuant to specific standards in BIMC 2.16.110 through 2.16.120 as applicable.
3. Quasi-judicial decisions by city council are made pursuant to the process in BIMC 2.16.130, and pursuant to specific standards in BIMC 2.16.140 through 2.16.160 as applicable. This category includes consolidated project review, which is an option available for a land use proposal that requires more than one related land use permit, and in which decisions are made pursuant to BIMC 2.16.170. In some cases, consolidated project reviews may be quasi-judicial decisions by a hearing examiner.
4. Legislative approvals are non-site specific decisions related to land use in the city but not related to a specific land use application filed by a property owner. These decisions are made pursuant to BIMC 2.16.180, and pursuant to specific standards in BIMC 2.16.180 through 2.16.210 as applicable.

D. Who Can Apply

1. A property owner, a contract purchaser, or an agent of the owner with authorized written proof of agency may apply for any type of permit.
2. A resident who is not the owner of the dwelling may apply for permits and licenses pertaining to a home occupation.
3. A public or private utility that provides written documentation of their authority to exercise eminent domain under RCW 80.32.060.
- 3 4. Any person may request an interpretation of the zoning code, shoreline master program, or subdivision regulations. The director of planning and community development may issue interpretations of the zoning

code, shoreline master program, or subdivision regulations as needed, and shall post issued interpretations on the city website.

Proposed Code Amendment

BIMC 2.16.020

D. Who Can Apply.

1. A property owner, a contract purchaser, or an agent of the owner with authorized written proof of agency may apply for any type of permit.

2. A resident who is not the owner of the dwelling may apply for permits and licenses pertaining to a home occupation.

3. A public or private electric utility provided:

a. The utility documents its ownership rights (e.g., an easement or other property right) or provides documentation of owner authorization for all properties included in the scope of work covered under the permit(s); or

b. The electric utility demonstrates that it has attempted to directly contact all property owners whose properties are included in the scope of work covered under the permit(s) for a project proposal. An attempt to make contact shall:

i. Be accomplished through a notice sent by the applicant via certified mail to affected property owners at addresses listed on the property tax records of Kitsap County; and

ii. Be mailed after a public participation meeting, if required, and in no case later than 30 days prior to the submission of application; and

iii. The notice shall state that the utility will be filing an application or applications with the City, that the owner's property may be affected by the project, and that the application may include work to be performed on their property. The notice shall provide a contact for the utility with whom property owners can address questions regarding the project proposal.

c. In all cases, an electric utility must submit documentation of property ownership or property owner authorization for properties included within the scope of the permit(s) prior to the issuance of the last permit required for project construction.

4. Any person may request an interpretation of the zoning code, shoreline master program, or subdivision regulations. The director of planning and community development may issue interpretations of the zoning code, shoreline master program, or subdivision regulations as needed, and shall post issued interpretations on the city website.

Ordinance 2024-04 Utility Regulations

PSE REQUEST FOR LEGISLATIVE REVIEW OF LAND USE REGULATIONS

The Request

PSE has several proposed projects to install, upgrade, and maintain within the City of Bainbridge Island. These projects include:

- Installing a new transmission line
- Rebuilding an existing transmission line
- Upgrading all three substations within the City

...but existing processes and codes cause permit processing difficulties.

PSE requested changes to Bainbridge Island Municipal Code to:

- Adjust dimensional standards for clarity regarding utility pole height and location.
- Adjust critical area code to make allowances for the unique needs of linear utility infrastructure.
- Allow a public or private utility to be an applicant without written authorization from the impacted property owners, (*if PSE provides written documentation of their authority to exercise eminent domain.*)

Timeline

- Initial Application - 4/20/22 & Updated Application - 2/6/24
- Planning Commission:
 - 2/22/24 – Initial Study Session
 - 3/14/24 – Examined Critical Areas & Dimensional Standards Request
 - 3/28/24 – Examined Change to the Definition of Applicant Request
 - 4/25/24 – Review of Preliminary Code Amendment Options
 - 5/23/24 – Review of Draft Ordinance 2024-04
 - 6/27/24 – Review of Adjusted Draft Ordinance 2024-04
 - 8/22/24 – Public Hearing and Recommendation on Draft Ordinance 2024-04
- Notice of Application on Draft Ordinance 2024-04 - 6/16/24
- SEPA Threshold Determination on Draft Ordinance 2024-04 – 7/3/24
- Notice to Department of Commerce – 7/5/24

Adjustments to Critical Areas Code



Balancing the protection of Bainbridge Island's critical areas with the needs of a linear utility infrastructure.

- Adjustments involving wetlands apply ONLY to distribution and transmission utility lines.
- Ordinance includes limits on where new infrastructure can be placed and what can be considered a maintenance or upgrade activity.
- Applicant must evaluate alternatives, demonstrate need, and mitigate.

Adjustments to Dimensional Standards



Balancing when conditional use and variance permits should be required to provide a timely and fair permitting process:

- Adjustments to code for clarity.
- Allow height modifications without a conditional use permit for:
 - Replacement distribution or transmission poles, and
 - New poles added along an existing corridor within 20 feet of existing infrastructure.
- Allow overhead and underground primary utilities in setbacks.

Adjustments to The Definition of Applicant

Balancing the rights of property owners with the unique needs of linear utility infrastructure:

- Examined other municipalities
- Examined four possible options
- Considered public comment
- Resolution for applicant's request was not reached.
- Proposed Ordinance 2024-04 does not contain
does not contain changes to the definition of
the definition of applicant.

Next Steps

- City Council to act on Ordinance 2024-04
- Per BIMC 2.16.180.G, the following applies to this ordinance and should be considered:
 - ✓ Testimony presented on the proposed amendment
 - ✓ Any written material submitted as part of the public hearing process
 - ✓ The recommendation of the planning commission and department director



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 10, 2024

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:25 PM) Confirm Appointments to Human Services Funding Task Force,

SUMMARY: A call for participation was issued for volunteers to serve on the Human Services Funding Task Force. The member selection panel consisted of Mayor Deets, Council Liaisons Hytopoulos and Moriwaki. The member selection panel recommends the appointments as shown in the suggested motion. Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes). The applications for all of the applicants who submitted a timely application for the positions under consideration are included with this agenda item.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to confirm the recommended appointment of Pamela Dougherty to the Human Services Funding Task force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of Grae Drake to the Human Services Funding Task force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of Robb Petersen to the Human Services Funding Task force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of Liz Thompson to the Human Services Funding Task force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of Carrie Hite to the Human Services Funding Task force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of Laura Hegarty to the Human Services Funding Task force for the 2025-2026 Funding Cycle.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:**ATTACHMENTS:**

[Dougherty - Redacted \(Human Services Task Force\).pdf](#)

[Drake - Redacted \(Human Services Funding Task Force\).pdf](#)

[Eide \(Human Services Funding Advisory Task Force\) - Redacted.pdf](#)

[Hegarty \(Human Services Advisory Task Force\) - Redacted.pdf](#)

[Hite - Redacted \(Human Services Funding Task Force\).pdf](#)

[Parsons - Redacted \(Human Services Funding Task Force\).pdf](#)

[Petersen - Redacted \(Human Services Task Force\).pdf](#)

[Sheldon \(Human Services Funding Advisory Task Force\) - Redacted.pdf](#)

[Thompson - Redacted \(Human Services Task Force\).pdf](#)

[Weakland - Redacted \(Human Services Task Force\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Adam Nebenzahl

From: CityAdmin
Sent: Monday, July 29, 2024 9:49 AM
To: Adam Nebenzahl; Ellen Schroer; Peggy Nimb
Subject: FW: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

Follow Up Flag: Follow up
Flag Status: Flagged

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Saturday, July 27, 2024 7:29 AM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Human Services Advisory Task Force Volunteer Application

Step 1

Human Services Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

In 2024, members will meet in the fall to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings, and 2-3 meetings to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for human services funding.

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

Applicant Information

Name	Pamela Dougherty
Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired
Current Position	N/A
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	HOA Board Terrace Villas - San Jose HOA Board The Plaza - San Jose AAUW - Chair Building and Properties Committee San Jose Citizen Committee on Housing
Please share your qualifications for this appointment (skills, activities, training, education) if any?	BA Econ, MBA, JD (no longer practicing) Contracts Manager (United Technologies Corporation - Chemical Systems Division. / Raytheon)
Please share your community interests (groups, committees, organizations) if any:	In San Jose: AAUW In Bainbridge (1) Just became a volunteer for IVC Pilot Food Distribution Program (2) Volunteer at BPA to help with sets (painting/etc)
Do you have potential conflicts of interest? If so, please explain:	I have various friends involved with non profit efforts.
Please attach a cover letter and resume' to describe your background and interest	[REDACTED]

in this role. Feel free to provide other materials, if you wish.

Type the Year	2024
How did you hear about the volunteer opportunity?	City Managers Report (e-newsletter)
Other	<i>Field not completed.</i>



TO: City Manager
City of Bainbridge Island
280 Madison Ave North
Bainbridge Island, WA 98110

FROM: Pamela Dougherty

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

RE: Human Services Funding Task Force

DATE: 7/27/2024

Greetings.

I am interested in serving on the Human Services Funding Advisory Task Force.

I moved to Bainbridge Island in April 2024. I am delighted with the life I am developing on the island and have had the chance to participate in a variety of wonderful activities (painting sets at BPA, delivering meals for IVC).

I developed quite of circle of friends in Bainbridge over the years through traveling with / visiting friends here. Upon my arrival, several of my friends asked me if I had settled on any group to support in this wonderfully generous community of contributors of time/money to improve the lives of others/community.

I think the Human Services Funding Advisory Task Force would give me a great opportunity to learn of the many programs on Bainbridge. Also, as I am new to Bainbridge, I am uniquely minimally biased about the programs that might be seeking funds.

I have been Treasurer on two different HOA Boards for multiple terms. I was a chairman of the Building and Properties Committee of AAUW San Jose as we went through a major renovation of our building during COVID. I served as a Contracts Manager for Defense Contractors for the majority of my career.

I am retired. I would like to contribute to my community.

Please consider me for a position on the Human Services Funding Task Force.

Sincerely,

Pamela Dougherty

Adam Nebenzahl

From: CityAdmin
Sent: Tuesday, July 23, 2024 3:40 PM
To: Adam Nebenzahl
Cc: Ellen Schroer; Peggy Nimb
Subject: FW: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

Follow Up Flag: Follow up
Flag Status: Flagged

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, July 23, 2024 3:01 PM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

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Applicant Information

Name	Grae Drake
Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Bainbridge Artisan Resource Network
Current Position	Executive Director

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Executive Director of BARN, former Vice President of an education technology company, and JD (no longer practicing)
Please share your community interests (groups, committees, organizations) if any:	I'm active in the BARN glass studio, a member of the Bainbridge Island Rotary Club, and a director of Montessori Country School, where both of my young children attend school.
Do you have potential conflicts of interest? If so, please explain:	No. While BARN is the recipient of other COBI grants, its mission is cultural, rather than human services, in nature.
Please attach a cover letter and resume' to describe your background and interest	[REDACTED] [REDACTED]

in this role. Feel free to provide other materials, if you wish.

Type the Year	2024
How did you hear about the volunteer opportunity?	Other
Other	Chamber newsletter



Cover Letter

City of Bainbridge Island
Bainbridge Island City Council

As the director of an organization that benefits from the City's other grant programs, I'm happy to support the City as it stewards funds to improve human services on Bainbridge Island. As a nonprofit leader I have substantial experience preparing grant applications, implementing grant-supported programs, and reporting on outcomes. As a member of the BI Rotary Club I enjoy volunteering to organize the annual Auction & Rummage Sale in order to raise funds to provide grant support to other community organizations.

Before my career in nonprofit leadership I served as a senior executive in an education technology company where I was responsible for educational outcomes, profitably developing new programs, and managing the educational design, product development, educator, and operations staff. While I no longer practice law, I find that the skills I developed during that time of closely reading and critically evaluating documents has served me well in my professional and volunteer roles since.

Finally, as an islander, I feel it's my responsibility to support the health and welfare of those in my community. I look forward to helping the City with that important work.

Sincerely,

Grae Drake
Executive Director, Bainbridge Artisan Resource Network (BARN)

[REDACTED]
[REDACTED]
[REDACTED]

Grae Drake

Experience

BARN (Bainbridge Artisan Resource Network)

2022 – Present

Executive Director

As Chief Executive Officer I'm responsible for the general management and long-term sustainability of this arts, culture, and education nonprofit.

THINKFUL

2013 - 2020

Served in various roles over 7 years as we grew and sold this education technology company.

- Advisor: Advised CEO on post-acquisition matters.
- VP of Education Product: Create expansion strategy and implement new programs.
- Head of Education: Scale teams, services, and programs.
- Head of Education Operations: Define, build, scale, and lead functional teams like student support, program management, and mentorship.
- Mentor Manager: Build and scale Thinkful's mentor team.

GREENBERG TRAURIG, LLP

2011 – 2013

Practiced corporate and securities law at this large, multinational law firm.

- Associate Attorney (Corporate and Securities): Represent clients in a wide variety of corporate, private equity, and financing transactions.
- Summer Associate: Conduct research on environmental, contract, corporate, First Amendment and civil procedure law issues; Draft memoranda & court filings, review corporate transaction documents.

Volunteer

Montessori Country School, Board Member

Rotary Club of Bainbridge Island, Member

Bainbridge Artisan Resource Network, Glass Studio Lead

Education

UNIVERSITY OF ILLINOIS, COLLEGE OF LAW

JD, Magna Cum Laude, Order of the Coif

ST. JOHN'S COLLEGE

BA, Liberal Arts

From: noreply@civicplus.com
Sent: Tuesday, May 28, 2024 1:29 PM
To: CityAdmin
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Human Services Advisory Task Force Volunteer Application

Step 1

Human Services Funding Advisory Task Force Volunteer Application

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Applicant Information

Name	Ross Eide
Email	
Daytime Phone	
Address	
City	Bainbridge Island
State	WA

Zip	98110
Current Employer	Ardell Food Company
Current Position	Owner
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Electric Utility Municipalization Task Force
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Please review my resume
Please share your community interests (groups, committees, organizations) if any:	I have previously been on the board of Ovation Performing Arts Northwest, but I am no longer serving.
Do you have potential conflicts of interest? If so, please explain:	None,
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2024
How did you hear about the volunteer opportunity?	Notify Me (email notifications)
Other	<i>Field not completed.</i>



Ross N. Eide
Bainbridge Island, WA

- Stay-at-home Dad** July 2011 – Present
Primary Childcare Provider
Developed advanced conflict resolution skills, specifically with individuals with extreme temperament swings and without a fully developed communication skill set.
Advanced multitasking skills, requiring out-of-the box thinking.
- Ovation! Performing Arts Northwest** Nov. 2017 - Present
Board President – overseeing the running of a teaching theater arts nonprofit which provides acting classes, choirs, and performs two musicals a year.
Producer, Bye Bye Birdie -
Associate Producer, Masquerade: The Music of Andrew Lloyd Webber – Help Coordinate the production and creative teams.
Co-host Ovation! Gala Auction – Hosted and helped raise over \$29,000 and sang in public.
- Mandatorybuy.com**, Founder/Operator Nov. 2016 – Dec. 2017
Experimented with a General Product Retail Website
Developed Site Content with an emphasis on ‘Listical’ articles
Coordinated and Managed website and the numerous Social Media Accounts.
- City of Bainbridge Island** Jan. 2016 – Feb. 2017
Electric Utility Municipalization Task Force – Member of Task Force created to study the creation of a Municipally Owned and Managed Power Company.
- Law Office of Ross Eide**, Seattle, WA June 2010 – Feb 2011
Solo Practitioner handling Family Law, Criminal Law, International Law and General Litigation.
- City of Lake Forest Park, WA**,
Community Service Commission, Committee Member March 2009 - Dec 2009
Mentor, Lake Forest Park Youth Council March 2009 – Oct. 2012
- Perkins Coie**, Seattle, WA June 2008 – April 2009
Litigation Support Contract Attorney
Assisting in the litigation discovery process by reviewing documents for production.
- Cooper & Rueter, L.L.P.**, Casa Grande, AZ Jan. 2006 – Dec. 2007
Associate Attorney
General Attorney practicing in multiple areas including; Corporate Law, Transactions, Municipal Law, Real Estate, Estate Planning, Criminal Defense, Family Law and Indian Law. Obtain extensive Courtroom and

Litigation experience.

Merchant and Gould, Minneapolis, MN

Aug. - Sept. 2005

Case Management

Reviewed documents, labeling and organizing them for the purpose of making witness kits for litigation depositions. Organized and filed documents for current and closed cases.

Spokane County Prosecutor's Office

May 2003 - Aug.

2003

Law Clerk

Conducted Felony and Misdemeanors Initial Appearances and DUI's in Spokane County.

International Criminal Justice Law Clinic, Gonzaga Law School

Aug. - Dec. 2002

Intern

Researched and wrote on the application of Vienna Convention on Consular Relations Article 36 to the arrests of foreign nationals in the United States.

EDUCATION

University of Miami, Miami, FL

Candidate for LL.M., International Law, August 2004 – May 2005 (working on thesis)

Class Rank: 3.81 G.P.A. (Ranked Number 1 in the class)

Honors: CALI Award for Excellence in Islamic Law.

Activities: LL.M. Representative for the International Student Society.

Gonzaga University School of Law

Juris Doctor, *cum laude*, May 2004

Class Rank: Top 12%

Law Review: Gonzaga Law Review, Associate Editor

Honors: CALI Award for Excellence in Criminal Law, International Business Transactions and Legal Research and Writing IV; Admiralty Moot Court Competition Member, 2004; Gonzaga Moot Court Council,

University of Lund, Lund, Sweden

Suffolk School of Law Summer Abroad Program, Summer 2002

Program in International Human Rights Law and Comparative Legal Cultures

Arizona State University,

B.S., Marketing, May 1998

Certificates of Studies: International Business, and Scandinavian Studies, May 1999

From: noreply@civicplus.com
Sent: Friday, April 12, 2024 7:59 PM
To: CityAdmin
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

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Applicant Information

Name	Laura Hegarty
Email	
Daytime Phone	
Address	
City	Bainbridge Island
State	WA

Zip	98110
Current Employer	Virginia Mason Franciscan Health
Current Position	Medical Assistant
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	My qualification is simply an interest in my community and the desire to participate in helping the city apply its funding efforts in support of its priorities. Daily, I see the limits of healthcare and the benefits of social support programs. As a result, I am currently expanding my experience as a MA at VMFH and working towards my Master's of Public Health at EWU.
Please share your community interests (groups, committees, organizations) if any:	I am currently participating in a Bainbridge Prepares effort in my neighborhood. I have also participated in the Master's swimming program Bainbridge Aquatic Masters.
Do you have potential conflicts of interest? If so, please explain:	No, I don't believe have any conflicts of interest.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2024
How did you hear about the volunteer opportunity?	Social Media
Other	<i>Field not completed.</i>



April 12, 2024

Executive Department
City of Bainbridge Island
280 Madison Avenue N
Bainbridge Island, WA 98110

Dear Selection Committee,

I am excited to express my interest in serving on the Human Services Funding Advisory Task Force. I am seeking an opportunity to engage with my local government and community. I am interested in discovering more about the city's funding for community programs and, in turn, the positive impact of these programs.

My most recent work experience is with VMFH as a Medical Assistant. I see the positive impact of VMFH on the health of our patients, yet I am also aware of the limitations of our services. The social support organizations and programs on Bainbridge Island are an equally important influence on the health of Bainbridge Islanders.

I have financially supported local organizations through One Call for All in the past. Family conversations helped identify our priorities and direct our donations. I welcome the opportunity to apply a similar effort to the Human Services Advisory Task Force, and best support the priorities established by the City.

Thank you for your consideration.

Sincerely,

Laura Hegarty


Adam Nebenzahl

From: CityAdmin
Sent: Monday, July 29, 2024 9:49 AM
To: Adam Nebenzahl; Ellen Schroer; Peggy Nimb
Subject: FW: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

Follow Up Flag: Follow up
Flag Status: Flagged

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Saturday, July 27, 2024 9:48 AM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

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Applicant Information

Name	Carrie Hite
Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	city of Port Townsend
Current Position	Parks Strategy Director
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Over 25 years of experience in the parks and recreation field, often in oversight of a human services commission.
Please share your community interests (groups, committees, organizations) if any:	WRPA Past President, Volunteer at Port Townsend Food Bank, Gov Inslee Healthy Living task force.
Do you have potential conflicts of interest? If so, please explain:	no
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to	[REDACTED]

provide other materials,
if you wish.

Type the Year	2024
How did you hear about the volunteer opportunity?	City Website
Other	<i>Field not completed.</i>



Carrie S. Hite

CAREER PROFILE

Senior manager with 30 years of experience working in the public sector. Respected leader with proven expertise in parks, recreation, cultural and human services, city government leadership, public process, financial management, budget development, and strategic planning. Extensive knowledge of staff development, trends and marketing, recreation programming, park maintenance operations, park planning and development processes, and cross cultural relations. Dynamic, high-energy manager with outstanding ability to develop and nurture community partnerships and work with citizen advisory boards, elected officials, and city staff. Excellent supervisory, written, and oral communication skills. Bi-lingual, Spanish/English.

PROFESSIONAL EXPERIENCE

City of Port Townsend

Director, Parks and Recreation Strategy, March 2022-present

Under the direction of the City Manager, facilitate a community conversation about the golf course, implement a process to build a public pool, and form a Parks Department. This is a three year temporary assignment to complete some large parks items.

City of Redmond

Director, Parks and Recreation, August 2019 – February 2022

Provide leadership and oversight for 47 parks, 1350 acres of land, 59 miles of trails, 4 community centers, 27 facilities, and over 500,000 gross square feet of facilities; including a biennial operating budget of \$28M, \$10-20M CIP funds, 62 FTE's and over 100 supplemental employees – serving a population of 68,000. Provide leadership on park acquisition and development, park planning, parks and facilities operations, community center operations, public art and arts programming, citywide customer service, and special events. Provide oversight for four citizen commissions. Provide leadership on interdepartmental "Welcoming Redmond" team, focusing work on diversity, equity and inclusion. Provide leadership and oversight on the Environmental Sustainability Action Plan and ADA Plan for Parks and Facilities.

City of Edmonds

Director, Parks, Recreation, and Cultural Services, January 2011-August 2019

HR Director, September 2011-2016

Provide oversight, direction, leadership, and administration of the Parks, Recreation, and Cultural Services department, which includes 25 FTEs, 70 seasonal employees, \$5M operating budget and capital improvement program—serving a population of 40,000. Oversight of the Arts Commission, Library Board, Cemetery Board, and Sister City Commission. Responsible for the CIP, CFP, parks acquisitions, REET funding, budget development and oversight, successful grant procurement and long-range and strategic planning initiatives. Oversight also includes arts and cultural programming, the first in the State "Creative District", recreation programming, environmental sustainability program

and management of 31 active parks, 62 sites, 325 acres of park land, waterfront shoreline, outdoor seasonal pool, cemetery, community center, and public art program.

Responsible for leadership of citywide initiatives in the Mayor's office, including human resources, risk management, oversight of labor negotiations, administrative services, public defender and prosecutor contracts, LEOFF board, Library Board, countywide human services initiatives, CDBG allocations, and strategic planning process.

City of Kirkland

Deputy Director, July 2004-January 2011

Community Services Manager, March 2001-January 2004

Responsible, with the Director, for providing oversight and leadership, administration, development, and planning for comprehensive Parks and Community Services Department. This included 45 FTEs, 100 seasonal employees, \$14M biennial expenditure budget, \$4M revenue budget. Directly responsible for provision of programs in recreation, aquatics (including pool and beaches), and business services, including all enterprises (marina, cemetery, concessions, contracts, local farmers markets, special events), and oversight of youth, senior, and human services. A few key accomplishments include:

- Led department through reorganization, budget cuts, revenue enhancements, and organizational efficiencies. Provided oversight in the development of a business strategic plan for the city-operated cemetery, marina and tour dock, concessions, advertising, city pool, community centers, senior center, teen center and public markets. These entrepreneurial efforts resulted in 200% growth of revenue and increased citizen participation in programs and activities.
- Created and implemented a cost recovery model based on results of the Cost of Service study.
- Successfully led the department on technology advancement and innovation, establishing a strong online business presence and transitioning all business to include online functionality.
- Successfully led a community initiative, Eastside Refugee and Immigrant Coalition, to increase access to all city services for a large and growing population of immigrants and refugees in the community.

Youth Eastside Services, Bellevue, WA, January 1995 - February 2001

Department Director, Outreach and Prevention

Oversight of all outreach and prevention programs in a community-based program, including 32 separate grants and 15 distinct programs, and oversight of a \$1.5M budget. Extensive experience in grant development and administration. Responsible for budget, staff, contract negotiations and monitoring, executive board leadership, community relations, marketing, service effectiveness, financial management, and long-range strategic planning. Served on executive management team; member of several community task forces and partnerships.

U.S. Peace Corps and College of the Marshall Islands, January 1993 - December 1994

Co-Director, Fundación Nuestros Jóvenes (Ecuador Youth Foundation)

Provided leadership and directed the Fundación Nuestros Jóvenes, whose mission was to increase access to community services for youth and families in crisis.

EDUCATION

Master of Social Work, University of Washington, June 1990
Concentration on Public Administration, and cross-cultural relations.

Bachelor of Arts, Western Washington University, June 1985
Recreation and Parks Management.

TRAINING

Strategic Marketing in the Public Sector, Spring 2005
Cascade Executive Management Program, School of Public Affairs, University of Washington, Certificate program.

Rocky Mountain Executive Management School, February 2002
Graduate School of Public Affairs, University of Colorado, Certificate program.

National Incident Management System (NIMS) training, 100, 200 and 700.

PROFESSIONAL DEVELOPMENT

- Certified Parks and Recreation Executive (CPRE), 2017
- Governor Inslee's Council on Healthiest Next Generation, 2014 – present
- Recreation Conservation Office Grant Evaluator, 2018 - present
- President, President-elect, Vice-President, Washington Recreation and Parks Association, 2012-2015 and current member
- National Recreation and Parks Association member
- Alliance for Innovation, Transforming Local Government, member, past presenter

HONORS and AWARDS

- WRPA President's Award, 2017
- Outstanding Dedication, Edmonds Veteran's Committee, 2017
- Award of Excellence, Hazel Miller Plaza, WRPA, 2013
- EPA team Achievement Award, "Building Healthy Communities for Active Aging," May 2008
- Outstanding Leadership Award, *Helpful Connections Guide*, City of Kirkland, June 2005
- Eastside Public Health and Safety Network, Outstanding Community Leadership Award, April 2000
- Community Diversity Award, City of Bellevue, 1996
- Outstanding Achievement Award, Edmonds Community College, June 1990
- Outstanding Graduate Student Award, University of Washington, June 1990

Adam Nebenzahl

From: CityAdmin
Sent: Monday, July 29, 2024 9:47 AM
To: Adam Nebenzahl; Ellen Schroer; Peggy Nimb
Subject: FW: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

Follow Up Flag: Follow up
Flag Status: Flagged

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, July 29, 2024 8:31 AM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

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Applicant Information

Name	Dan Parsons
Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Kitsap County - Aging and Long Term Care Division
Current Position	Case Manager, Information and Assistance Group
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have experience with corporate-type skills, for better or worse, as well as more recent experience in human services, especially gerontology. I returned to school about five years ago and received a Master's degree in gerontology from a leading university in the field (Leonard Davis School of Gerontology at USC) and worked as a volunteer ombudsman for long term care here on the island (primarily at Bainbridge Health and Rehab). A few months ago I took a position with the Aging and Long Term Care division of Kitsap County. I have also been a volunteer with IVC.
Please share your community interests (groups, committees, organizations) if any:	My primary interest lies with the aging community. I am a dedicated advocate for the aging cohort in our community (and everywhere else) and am therefore interested in everything from fair, accessible housing to general quality of life. I could go on and on, but will leave it there!
Do you have potential conflicts of interest? If so, please explain:	As mentioned, I work for the county, but I doubt this is a conflict of interest. Also, I sit on the board for the Madrona School. I am not aware that they are planning on any activity (grant-wise) that would be a problem in this context.

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

Field not completed.

Type the Year	2024
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How did you hear about the volunteer opportunity?	Other
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Other	IVC Newsletter
-------	----------------

Email not displaying correctly? 

Adam Nebenzahl

From: CityAdmin
Sent: Tuesday, July 30, 2024 9:46 AM
To: Adam Nebenzahl; Ellen Schroer; Peggy Nimb
Subject: FW: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, July 30, 2024 9:38 AM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

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Applicant Information

Name	Robb Petersen
------	---------------

Email	
Daytime Phone	
Address	
City	Bainbridge Island
State	State
Zip	98110
Current Employer	retired
Current Position	retired
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I worked as a teacher, school counselor, and psychologist for the Seattle Public Schools for 26 years. Upon retirement I worked as a housing case manager for Catholic Community Services. In that capacity I provided support to homeless populations and immigrant families. My final work experience was assisting veterans returning from war zones with reintegration. I have a BA from Seattle University where I also taught in the counseling/psychology program as an adjunct. I hold a Masters from UW. I also hold a Certificate in Non Profit Fundraising Management from the UW. Throughout my life community engagement and volunteerism has been a part of my life.
Please share your community interests (groups, committees, organizations) if any:	My interests include gardening, preservation of the environment and time with family and friends. I moved to Bainbridge six months ago and I am actively looking to become involved in this vibrant community.
Do you have potential conflicts of interest? If so, please explain:	The Bainbridge gov website would not allow me to upload my letter of application. It is an open office document. If you will provide me an email address perhaps this might work. Thanks

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

Field not completed.

Type the Year

2024

How did you hear about the volunteer opportunity?

Bainbridge Review newspaper

Other

Field not completed.



From: noreply@civicplus.com
Sent: Monday, April 15, 2024 6:10 PM
To: CityAdmin
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

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Applicant Information

Name	Patrick C Sheldon
Email	
Daytime Phone	
Address	
City	Bainbridge Island
State	WA

Zip	98110
Current Employer	Retired
Current Position	Retired
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	University of California, Berkeley, 1974-1977-Highest Honors with Great Distinction Georgetown University Law Center, 1974-1980 Former Legislative Assistant to the Hon. Warren G. Magnuson, 1979-1980 Practicing Trial Attorney in Seattle 1980-2022 Numerous Political and Initiative Campaigns Board of Trustees, Montessori Country School Bainbridge Community Foundation Helpline House Bainbridge Island School District--approved volunteer
Please share your community interests (groups, committees, organizations) if any:	See above I have been involved in multiple activities on the Island since moving here in 1990. My wife and I raised 2 lovely children here. I have time and interest in helping my community now that I have retired.
Do you have potential conflicts of interest? If so, please explain:	No.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	<i>Field not completed.</i>

Type the Year	2024
How did you hear about the volunteer opportunity?	Other
Other	Recommended by associates.



Adam Nebenzahl

From: CityAdmin
Sent: Wednesday, July 31, 2024 2:27 PM
To: Adam Nebenzahl; Ellen Schroer; Peggy Nimb
Subject: FW: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

Follow Up Flag: Follow up
Flag Status: Flagged

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, July 31, 2024 1:15 PM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
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Applicant Information

Name	Liz Thompson
Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	The Kavana Cooperative
Current Position	Director of Operations
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	- BA in Human Development: I have an understanding of the range of needs/focus areas that our community members may experience throughout their lifetimes - Non-Profit Experience and Perspective: 14 years experience of working in the non-profit sector. I hold a certificate in Non-Profit Management and have received fundraising/development and capacity building related coaching. -Relative newcomer: My family has lived on Bainbridge since August 2020, and so I am fairly well versed in the services available, but also have fresh perspectives to bring to the conversation.
Please share your community interests (groups, committees, organizations) if any:	My community interests mostly revolve around family/children related organizations and activities at this stage in my life, as I am a mom of two young kids. That said, I see value in living in a community that aims to serve all residents, and the importance that community plays in each of our lives.
Do you have potential conflicts of interest? If so, please explain:	My youngest attends Peacock Family Services for preschool.

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

[REDACTED]

Type the Year

2024

How did you hear about the volunteer opportunity?

City Managers Report (e-newsletter)

Other

Field not completed.

[REDACTED]

Liz Thompson



July 31, 2024

Human Services Advisory Task Force

City of Bainbridge Island

Dear Members of the Human Services Advisory Task Force Selection Committee,

I am writing to express my interest in volunteering for the Human Services Advisory Task Force for the City of Bainbridge Island. With 14 years of experience in the non-profit sector, I have developed a passion for the crucial role that a community can play in each of our lives. As a relative newcomer to Bainbridge Island, I will bring a unique perspective to this process. I am eager to engage with my community in a deeply meaningful way and believe that participating in this task force will allow me to make a difference and build valuable connections.

Throughout my career, I have been committed to fostering inclusive and supportive environments that address the diverse needs of community members. My experience working in the non-profit sector has provided me with insights into the challenges that many small to medium non-profits face, particularly around funding and the need for capacity building support. I am confident that my background will allow me to bring valuable perspectives to the Human Services Advisory Task Force.

I am particularly interested in using insight-based strategies that elevate community priorities as part of this selection process. I am excited about the opportunity to work with other dedicated volunteers and city officials to prioritize and support the essential services provided by our human service agencies.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the continued success and well-being of our community.

Warm regards,

A handwritten signature in black ink, appearing to read 'Liz Thompson'.

Liz Thompson

LIZ THOMPSON



EDUCATION

Washington State University, Bachelor of Arts, Pullman, WA August 2005
Human Development major, emphasis on adolescents; minor in psychology

University of Washington, Certificate Program, Seattle, WA June 2009
Nonprofit Management

WORK EXPERIENCE

Director of Operations, The Kavana Cooperative, Seattle, WA August 2010-present

- Manage the day-to-day operations of running Kavana
- Work closely with the board of directors to ensure implementation of the strategic plan
- Prepare annual budgets and oversee all financial tracking throughout the year
- Oversee all development related tasks, including donor tracking and stewardship
- Manage all human resource related work, including organizational culture creation, hiring and onboarding, payroll, annual review process, and exit interviews
- Supervise three operational support staff

Assistant Director, Fremont Abbey Arts Center, Seattle, WA June 2008-present

- Assist in the general operations and administrative tasks of the Fremont Abbey
- Establish and manage the volunteer and membership programs
- Work closely with rental clients from fielding initial inquiries to constructing and finalizing contracts
- Support director with human resource tasks and meetings with shared-space organizations
- Form positive and warm relationships with on-going renters, volunteers, staff and board members
- Assist Director with fundraising opportunities such as grant writing and donor research

Early Childhood School Teacher, Stroum Jewish Community Center, Mercer Island, WA August 2006-present

- Instruct classes of four- and five-year-old children, including curriculum development and documentation
- Collaborate with faculty, parents and children in project work
- Represented the SJCC at the North American Study tour focused on the Reggio Emilia approach for early childhood education in Reggio Emilia, Italy in 2009

Americorps Volunteer, Youthnet, Everett, WA October 2005-August 2006

- Organized and implemented several foster parent recruitment events
- Planned monthly trainings for current and potential foster parents; coordinated Youthnet's appreciation dinner for foster parents
- Worked closely with case managers and foster parents during emotionally stressful situations

COMMUNITY INVOLVEMENT

Parent Committee Volunteer, Peacock Family Services, Bainbridge Is., WA February 2024-present

- Participate with a group of parent volunteers who aim to deepen connection among preschool families and support the mission of Peacock Family Services.

Board Member, Fremont Abbey Arts Center, Seattle, WA January 2007-June 2008

- Duties as Secretary: organized and scheduled all board meetings, took diligent notes and documented all voting and discussions during the meetings.

Adam Nebenzahl

From: CityAdmin
Sent: Monday, August 5, 2024 10:46 PM
To: Adam Nebenzahl; Ellen Schroer; Peggy Nimb
Subject: FW: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, August 5, 2024 12:22 PM
To: CityAdmin <CityAdmin@bainbridgewa.gov>
Subject: Online Form Submittal: Human Services Advisory Task Force Volunteer Application

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Human Services Advisory Task Force Volunteer Application

Step 1

Human Services Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

In 2024, members will meet in the fall to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings, and 2-3 meetings to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for human services funding.

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

Applicant Information

Name	Rachael Weakland
------	------------------

Email	[REDACTED]
Daytime Phone	[REDACTED]
Address	[REDACTED]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Seattle Aquarium
Current Position	Vice President, Philanthropy
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Bainbridge Island Parks & Trails board
Please share your qualifications for this appointment (skills, activities, training, education) if any?	4 years director of Foundation for PM&R (physical medicine and rehabilitation national foundation) reviewing and rewarding grants. 25 year career in non profit leadership and management, advancement, fund raising,,grant making, and community-centric fundraising principles.
Please share your community interests (groups, committees, organizations) if any:	Bainbridge Island chorale - singer Bainbridge Island Parks & Trails, board member Strong interest in mental health, mental health services, human services, and lifting up the voices/perspectives of and partnership with marginalized communities in alignment with their identified needs and priorities.
Do you have potential conflicts of interest? If so, please explain:	Board member, BI Parks& Trails Fdn. Unsure if this is a conflict.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to	<i>Field not completed.</i>

provide other materials,
if you wish.

Type the Year	2024
How did you hear about the volunteer opportunity?	Bainbridge Islander newspaper
Other	<i>Field not completed.</i>

