



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JULY 8, 2025**

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

AND

**REMOTE MEETING ON ZOOM
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351**

AGENDA

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 6:00 PM

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

3. PRESENTATION(S)

- 3.A (6:10 PM) Present Proclamation Declaring the Month of July 2025, as "Disability Pride Month,"**
5 Minutes
[Disability Pride 2025 Proclamation.docx](#)

4. PUBLIC COMMENT - 6:15 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 Guidelines and Instructions for Public Comment, 30 Minutes**
[Guidelines and Instructions for Providing Public Comment.pdf](#)

5. CONSENT AGENDA - 6:45 PM

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

5.A Agenda Bill for Consent Agenda, 5 Minutes

5.B Approve Accounts Payable and Payroll

AP Report to Council of Cash Disbursements 06-20-25.pdf

AP Report to Council of Cash Disbursements 06-26-25.pdf

Council Report 07-05-25.pdf

5.C Approve Council Meeting Minutes

Regular City Council Business Meeting Minutes, June 24, 2025.pdf

5.D Authorize the City Manager to Execute a Construction Contract in the Amount of \$740,800.50 with Tucci & Sons, LLC for the 2025 Annual Roads Repair and Maintenance Program (\$740,800.50 - Streets Fund) - Public Works,

2025 Annual Roads Map List.pdf

Bid Form_2025 Annual Roads.pdf

FBB 2025 Annual Roads Tucci Sons LLC CC.docx

5.E Approve Cultural Funding Task Forces Request for Proposal Process Criteria and Scoring Matrix - Executive,

City of Bainbridge Island Request for Proposals 2026-2027.docx

COBI Cultural Funding Application Form for 2026-2027 - Final (word version).docx

5.F Approve Lodging Tax Advisory Committee's (LTAC) Request for Proposal Process Criteria and Scoring Matrix - Executive

2025 LTAC RFP for 2026.docx

COBI LTAC Funding Application Form for 2025 - Final (word version).docx

5.G Authorize the City Manager to Advertise for Professional Engineering Services to Support the Design Phase of the Bucklin Hill to Fletcher Bay Road Non-Motorized Improvements Project - Public Works,

Bucklin_NM Project Area Map.pdf

Bucklin_CIP Project Page.pdf

5.H Approve Proposal from the Bainbridge Island Chamber of Commerce Related to a Series of Tasks for Economic Development Including Preparatory Steps Towards an Economic Development Strategy (\$80,000), 5 Minutes

Agreement for Economic Development Services - Chamber.pdf

Economic Element of the Comprehensive Plan.pdf

2024 Property Taxes as a Percentage of Taxpayer's Bill.pdf

5.I Authorize the City Manager to Execute a Three-Year Unit Price Contract in the amount of \$150,000 (Not to Exceed \$50,000 Annually) with Kitsap Backflow for the 2025-2027 Backflow Testing Project (\$150,000 - Water Fund) - Public Works

2025-2027 Backflow Contract Testing_Bid Tabulation_Project 00510.pdf

Kitsap Backflow 2025-2027 Backflow Contract Testing Contract.docx

5.J Preliminary Approval of the Island-Wide Mobility Plan as the Transportation Plan of Reference Included in the Transportation Element of the Comprehensive Plan,

061025 question responses.pdf

IWMP_6225.pdf

6. COUNCIL ANNOUNCEMENTS - 6:50 PM

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

8. REGULAR BUSINESS

- 8.A (7:05 PM) Authorize the City Manager to Execute a Construction Contract in the Amount of \$2,558,798.39 with Johansen Construction Company, LLC for the Eagle Harbor Drive Safety Improvements & Wyatt Way Bicycle and Pedestrian Safety Improvements Project (\$2,219,449.45 - Capital Construction Fund; \$339,348.94 – Water Fund) - Public Works, 15 Minutes**
 FBB Eagle Harbor Drive Wyatt Way Johansen.docx
 Bid Form_EH Safety and WW Ped and Bicycle Safety Improvements_CC.pdf
 CIP_Connecting Centers - Eagle Harbor Drive Wyatt Way Non-Motorized Improvements_00968.pdf
 EHD Wyatt Location Map.pdf
 CIP_Water Main Replacement_01415.pdf
 Slides EHD Award 07082025.pdf
- 8.B (7:20 PM) Introduce Dave Ullin Open Water Marina Housing Policy, New Low-Income Moorage Rates, and Increased City Dock Rates - Executive, 10 Minutes**
 Liveboards 7-8-25 R0.pptx
 DUOWM Housing Policy Rev0.docx
- 8.C (7:30 PM) Receive Presentation of Community Arts Plan, 15 Minutes**
 Bainbridge Island Community Arts Plan.pdf
- 8.D (7:45 PM) Consider Conducting a Study for the Feasibility of Paid Parking in the Downtown Corridor - (\$13,190) Police, 15 Minutes**
 2025 Bainbridge Island WA - RWC Proposal_5.12.25 (v1).pdf
 Bainbridge Island Downtown Parking Strategy 2018.pdf
- 8.E (8:00 PM) Introduce Ordinance No. 2025-09 relating to Requirements for Building Code and Flood Damage Prevention, Amending Title 15 of the Bainbridge Island Municipal Code - Planning, 10 Minutes**
 FEMA Flood Code updates and BLD update.pptx
 ORDINANCE 2025-09 Bldg and Flood 07.08.2025.docx
- 8.F (8:10 PM) Introduce Ordinance No. 2025-19 Amending Bainbridge Island Municipal Code (BIMC 15.08.115.B) to Allow Those Leasing City Property to Place Signs on City Property, 10 Minutes**
 Ordinance No 2025-19 Amending Bainbridge Island Municipal Code to Allow Those Leasing City Property to Place Signs on City Property.docx

9. COMMUNICATIONS

- 9.A (8:20 PM) Consider Request from Planning Commission for Direction, 10 Minutes**
 Council Consideration of Planning Commission Requests.pdf

10. ADJOURNMENT - 8:30 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: July 8, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Present Proclamation Declaring the Month of July 2025, as "Disability Pride Month,"

SUMMARY: The attached proclamation declares the month of July 2025, as Disability Pride Month. It is one of the previously approved annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation

PROPOSED BY: Executive

RECOMMENDED MOTION:
Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Disability Pride 2025 Proclamation.docx](#)



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring July 2025, as “Disability Pride Month.”

WHEREAS, the Americans with Disabilities Act (ADA) was passed on July 26, 1990, to ensure the civil rights of, and prohibit discrimination against people with disabilities; and

WHEREAS, the ADA mandates that public accommodations meet accessibility requirements and that employers provide reasonable accommodations for persons with disabilities; and

WHEREAS, the Disability Justice Movement recognizes the intersection of disability with identities such as race, ethnicity, gender, sexual orientation, religion, education, and economic background; and

WHEREAS, the identity of disability is inclusive of physical, intellectual, developmental, emotional, sensory, acquired, chronic, device-assisted, invisible, undiagnosed disabilities, and more; and

WHEREAS, the disability pride movement reminds us that our society was not designed for people with disabilities; instead it is a culture with policies and practices that continue to marginalize them. The disability pride movement also celebrates the resourcefulness and creativity of people with disabilities who survive and thrive despite ableism, bias, and discrimination; and leads with the truth that disability should in no way diminish one’s right to independence, self-determination, or engagement with society; and

WHEREAS, according to the 2022 American Community Survey, 15% of Kitsap County residents and 8% of Bainbridge Island residents are living with disability; and

WHEREAS, Bainbridge Island is home to many individuals and organizations who support and provide advocacy for people with disabilities; and

WHEREAS, the City of Bainbridge Island is in the midst of its ADA Transition Plan and strives to improve its public accommodations, community engagement, and cultural climate to be more inclusive of and inviting to people with disabilities by ensuring their voices are heard and needs are understood.

NOW, THEREFORE, I, Ashley Mathews, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim July 2025, as **DISABILITY PRIDE MONTH** in the City of Bainbridge Island, and encourage all residents to share in the responsibility of creating a community that is safe and welcoming for all people, regardless of ability.

DATED this 8th day of July, 2025

Ashley Mathews, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: Guidelines and Instructions for Public Comment,

SUMMARY:

AGENDA CATEGORY: Presentation

PROPOSED BY: City Council

RECOMMENDED MOTION:

Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

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



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: July 8, 2025

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?	



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME:

AGENDA ITEM: Approve Accounts Payable and Payroll

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

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?	

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 06-20-25.pdf](#)

[AP Report to Council of Cash Disbursements 06-26-25.pdf](#)

[Council Report 07-05-25.pdf](#)



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS
CHECK RUN DATE: 06/20/2025

Last check from previous run: 362433 dated 06/12/2025 issued to Vestis First Aid and Safety for \$103.04

Last ACH from previous run: 5908 dated 06/13/2025 issued to WestBay Auto Parts for \$1,053.62

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Regular Check run	06/20/2025	362434-362444	Total Regular Check Run	\$ 67,636.19
Regular ACH run	06/23/2025	5909-5934	Total Regular ACH Run	70,794.10
			Total Disbursements	\$ 138,430.29

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

Prepared and Reviewed by Grace Lin Grace Lin, 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.

Kim Dunscombe

06.26.2025

Kim Dunscombe, Accounting Manager

Date

Regular Check Run 06/20/25 GL

06/20/2025 12:51 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635 111100 CASH
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VOUCHER INVOICE

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						INVOICE DTL DESC			
362434	06/20/2025	PRTD	47 BAINBRIDGE DISPOSAL	280193	BBD INV80379	05/28/2025	06/20/25	474.63	
Invoice: BBD INV80379				474.63	91011189 547900	CITY HALL DISPOSAL SVCS MAY25 GG-C/E-CITY HALL-GARBAGE			
Invoice: BBD INV80443				280194	BBD INV80443	05/28/2025	06/20/25	226.07	
				226.07	91011755 547900	SENIOR CTR-COMMONS DISPOSAL SVCS MAY25 GG-C/E-COMMONS-GARBAGE			
Invoice: BBD INV80451				280195	BBD INV80451	05/28/2025	06/20/25	340.56	
				340.56	91011189 547903	BIG BELLY DISPOSAL SVCS MAY25 BIG BELLY SOLAR GARBAGE CANS			
Invoice: BBD INV80772				280196	BBD INV80772	05/28/2025	06/20/25	503.72	
				251.86	91011897 547900	PW YARD, DECANT FACILITY DISPOSAL SVCS MAY25 GG-C/E-O&M YARD FAC-GARBAGE			
				251.86	91435838 547900	GG-DECANT-GARBAGE			
CHECK 362434 TOTAL:								1,544.98	
362435	06/20/2025	PRTD	10004 BAINBRIDGE TRANSFER	280118	BTS INV1135	05/28/2025	06/20/25	30.40	
Invoice: BTS INV1135				30.40	91011897 547900	ONE OFF TRANSFER STATION CHARGES GG-C/E-O&M YARD FAC-GARBAGE			
CHECK 362435 TOTAL:								30.40	
362436	06/20/2025	PRTD	634 CITY OF BAINBRIDGE I	280120	BLD29314	06/16/2025	06/20/25	768.08	
Invoice: BLD29314				768.08	72311459 64980001279	ENG/301 MADRONA WAY MOBILE HOME SITE PREPARATION CAPITAL PERMITS-IMHP INSTALL			
CHECK 362436 TOTAL:								768.08	
362437	06/20/2025	PRTD	3120 ICMA - MEMBERSHIP	280182	1081072-2025	06/12/2025	06/20/25	200.00	
Invoice: 1081072-2025				200.00	31011131 549100	EX/ANNUAL DUES - A NEBENZAHL EX-GF-DUES/SUBCR/MEMBERSH			
CHECK 362437 TOTAL:								200.00	
362438	06/20/2025	PRTD	10792 KINOSHITA, KIMI	280184	REFUND-WPCCDEP JUN25	06/02/2025	06/20/25	150.00	
Invoice: REFUND-WPCCDEP JUN25				150.00	41625860 586000	WPCC DEPOSIT REFUND - EVENT 05/31/25 SC/COMMONS ROOM DEP-DISBURSEME			
CHECK 362438 TOTAL:								150.00	
362439	06/20/2025	PRTD	694 KITSAP PUD #1	280185	034035-000 MAR-MAY25	05/16/2025	06/20/25	99.81	
Invoice: 034035-000 MAR-MAY25				99.81	91011768 547500	WATER/LOT 1 BELFAIR AVE GG-C/E-PARKS-WTR/SWR			

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CASH ACCOUNT: 635 111100 CASH
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				INVOICE DTL DESC				
Invoice: 042862-000 MAR-MAY25				280186	042862-000 MAR-MAY25	05/16/2025	06/20/25	157.54
				157.54	72011593 54500000998	ENG/SHADE COVENANT IRR RENTAL 03/16-05/15		
						SHADE COVENANT-RENTALS		
Invoice: 043727-000 MAR-MAY25				280187	043727-000 MAR-MAY25	05/16/2025	06/20/25	157.54
				157.54	72321955 64500000781	ENG/CC RD BULKHEAD IRR RENTAL 03/16-05/15		
						CO CLUB BULKHEAD RECONSTR-RENT		
				CHECK 362439 TOTAL:				414.89
362440 06/20/2025 PRD 10579 OLBRECHTS, PHIL				280137	MAY25	06/08/2025	06/20/25	7,920.00
Invoice: MAY25				7,920.00	34470586 54111001307	HEX/HEARING EXAMINER - BLD27414 (GUDDAT)		
						HEX-GUDDAT PERMIT APPEAL (OAP)		
				CHECK 362440 TOTAL:				7,920.00
362441 06/20/2025 PRD 8286 SUPERINTENDENT OF P				280138	19622	05/23/2025	06/20/25	100.00
Invoice: 19622				100.00	41654861 586110	POL/FINGERPRINTING		
						FINGERPRINT OUT-GOES TO SPI		
Invoice: 19638				280139	19638	05/30/2025	06/20/25	50.00
				50.00	41654861 586110	POL/FINGERPRINTING		
						FINGERPRINT OUT-GOES TO SPI		
				CHECK 362441 TOTAL:				150.00
362442 06/20/2025 PRD 1205 PUGET SOUND ENERGY				280198	0727MAY25	05/30/2025	06/20/25	10.87
Invoice: 0727MAY25				10.87	91011739 547100	184 WINSLOW WAY E		
						COMM EVENTS-ELECTRICITY		
Invoice: 2505JUN25				280199	2505JUN25	06/09/2025	06/20/25	10.87
				10.87	91011739 547100	278 WINSLOW WAY E KIOSK		
						COMM EVENTS-ELECTRICITY		
Invoice: 5114MAY25				280200	5114MAY25	06/02/2025	06/20/25	18.02
				18.02	91111263 547100	KIMIKO & MADISON ST LIGHTS		
						GG-STRT-STREET LIGHTING-UTIL		
Invoice: 8906MAY25				280201	8906MAY25	06/02/2025	06/20/25	19.90
				19.90	91111263 547100	EAGLE HARBOR DR STREET LIGHT		
						GG-STRT-STREET LIGHTING-UTIL		
Invoice: 9047MAY25				280202	9047MAY25	06/02/2025	06/20/25	56,169.38
				10.87	73416345 547100	CITY WIDE ENERGY SERVICES		
				4,280.83	91011189 547100	CASEY STREET WTR-ELECTRICITY		
				2,642.24	91011215 547100	GG-C/E-CITY HALL-ELECTRIC		
				1,681.43	91011251 547100	GG-C/E-PD-ELECTRIC		
				22.55	91011557 547100	GG-GF-COURT-ELECTRIC		
						FARMS-ELECTRIC		

06/20/2025 12:51 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635 111100 CASH
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573.12	91011755	547100	GG-C/E-COMMONS-ELECTRIC
867.70	91011768	547100	GG-C/E-PARKS-ELECTRIC
2,536.19	91011897	547100	GG-C/E-O&M YARD FAC-ELECTRIC
11.98	91021182	547100	GG-OS-PROP MNGT-ELECTRIC
5,952.95	91111263	547100	GG-STRT-STREET LIGHTING-UTIL
652.81	91111264	547100	GG-STREET-TRAF CONTROL-UTILITY
8,055.03	91411345	547100	GG-WTR-ELECTRIC
343.33	91415345	547100	GG-ROCKAWAY BCH-UTILITIES
3,545.27	91421355	547100	GG-SWR-ELECTRIC
24,961.76	91425358	547100	GG-WWTP-ELECTRIC
31.32	91435838	547100	GG-DECANT-ELECTRIC

CHECK 362442 TOTAL: 56,229.04

362443 06/20/2025 PRTD 8591 STANLEY, SHARON
Invoice: REFUND-WPCCDEP JUN25

280190 REFUND-WPCCDEP JUN25
150.00 41625860 586000

06/04/2025 06/20/25
WPCC DEPOSIT REFUND - EVENT 06/01/25
SC/COMMONS ROOM DEP-DISBURSEME

150.00

CHECK 362443 TOTAL: 150.00

362444 06/20/2025 PRTD 1485 VERIZON WIRELESS
Invoice: 6114988789

280191 6114988789

06/01/2025 06/20/25
ENG/MODEMS FOR AUTOMATED FLOW STATIONS
WATER QUAL FLOW MONIT-MODEM

78.80

78.80 72637319 54210000809

CHECK 362444 TOTAL: 78.80

NUMBER OF CHECKS 11

*** CASH ACCOUNT TOTAL ***

67,636.19

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	11	67,636.19

*** GRAND TOTAL *** 67,636.19

06/20/2025 12:51 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED
CLERK: glin

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 6 207	APP 001-213000	06/20/2025	06/20/25	062025			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		14,418.65	
	APP 635-111100	06/20/2025	06/20/25	062025			CASH AP CASH DISBURSEMENTS JOURNAL			67,636.19
	APP 403-213000	06/20/2025	06/20/25	062025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		283.18	
	APP 301-213000	06/20/2025	06/20/25	062025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		925.62	
	APP 622-213000	06/20/2025	06/20/25	062025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		300.00	
	APP 407-213000	06/20/2025	06/20/25	062025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		7,920.00	
	APP 650-213000	06/20/2025	06/20/25	062025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		150.00	
	APP 101-213000	06/20/2025	06/20/25	062025			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,643.68	
	APP 401-213000	06/20/2025	06/20/25	062025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		8,409.23	
	APP 402-213000	06/20/2025	06/20/25	062025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		28,507.03	
	APP 631-213000	06/20/2025	06/20/25	062025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		78.80	
GENERAL LEDGER TOTAL									67,636.19	67,636.19
	APP 631-130000	06/20/2025	06/20/25	062025			DUE TO/FROM CLEARING		67,557.39	
	APP 001-130000	06/20/2025	06/20/25	062025			GENERAL - DUE TO/FROM CLEARING			14,418.65
	APP 403-130000	06/20/2025	06/20/25	062025			DUE TO/FROM CLEARING			283.18
	APP 301-130000	06/20/2025	06/20/25	062025			DUE TO/FROM CLEARING			925.62
	APP 622-130000	06/20/2025	06/20/25	062025			DUE TO/FROM CLEARING			300.00
	APP 407-130000	06/20/2025	06/20/25	062025			DUE TO/FROM CLEARING			7,920.00
	APP 650-130000	06/20/2025	06/20/25	062025			DUE TO/FROM CLEARING			150.00
	APP 101-130000	06/20/2025	06/20/25	062025			STREETS - DUE TO/FROM CLEARING			6,643.68
	APP 401-130000	06/20/2025	06/20/25	062025			DUE TO/FROM CLEARING			8,409.23
	APP 402-130000	06/20/2025	06/20/25	062025			DUE TO/FROM CLEARING			28,507.03
									-----	-----

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 JOURNAL ENTRIES TO BE CREATED

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YEAR PER JNL									
SRC ACCOUNT									
EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
						LINE DESC			
						SYSTEM GENERATED ENTRIES TOTAL		67,557.39	67,557.39
						JOURNAL 2025/06/207 TOTAL		135,193.58	135,193.58

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025	6	207	06/20/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		14,418.65
001-213000				GENERAL - ACCOUNTS PAYABLE	14,418.65	
				FUND TOTAL	14,418.65	14,418.65
101 STREET FUND	2025	6	207	06/20/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		6,643.68
101-213000				STREETS - ACCOUNTS PAYABLE	6,643.68	
				FUND TOTAL	6,643.68	6,643.68
301 CAPITAL CONSTRUCTION FUND	2025	6	207	06/20/2025		
301-130000				DUE TO/FROM CLEARING		925.62
301-213000				ACCOUNTS PAYABLE	925.62	
				FUND TOTAL	925.62	925.62
401 WATER OPERATING FUND	2025	6	207	06/20/2025		
401-130000				DUE TO/FROM CLEARING		8,409.23
401-213000				ACCOUNTS PAYABLE	8,409.23	
				FUND TOTAL	8,409.23	8,409.23
402 SEWER OPERATING FUND	2025	6	207	06/20/2025		
402-130000				DUE TO/FROM CLEARING		28,507.03
402-213000				ACCOUNTS PAYABLE	28,507.03	
				FUND TOTAL	28,507.03	28,507.03
403 STORM & SURFACE WATER FUND	2025	6	207	06/20/2025		
403-130000				DUE TO/FROM CLEARING		283.18
403-213000				ACCOUNTS PAYABLE	283.18	
				FUND TOTAL	283.18	283.18
407 BUILDING & DEVELOPMENT FUND	2025	6	207	06/20/2025		
407-130000				DUE TO/FROM CLEARING		7,920.00
407-213000				ACCOUNTS PAYABLE	7,920.00	
				FUND TOTAL	7,920.00	7,920.00
622 EXPENDABLE TRUST FUND	2025	6	207	06/20/2025		
622-130000				DUE TO/FROM CLEARING		300.00
622-213000				ACCOUNTS PAYABLE	300.00	
				FUND TOTAL	300.00	300.00
631 CLEARING FUND	2025	6	207	06/20/2025		

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
631-130000					DUE TO/FROM CLEARING	67,557.39	
631-213000					ACCOUNTS PAYABLE	78.80	
635-111100					CASH		67,636.19
					FUND TOTAL	67,636.19	67,636.19
650 AGENCY FUND	2025	6	207	06/20/2025			
650-130000					DUE TO/FROM CLEARING		150.00
650-213000					ACCOUNTS PAYABLE	150.00	
					FUND TOTAL	150.00	150.00

FUND	DUE TO	DUE FR
001 GENERAL FUND		14,418.65
101 STREET FUND		6,643.68
301 CAPITAL CONSTRUCTION FUND		925.62
401 WATER OPERATING FUND		8,409.23
402 SEWER OPERATING FUND		28,507.03
403 STORM & SURFACE WATER FUND		283.18
407 BUILDING & DEVELOPMENT FUND		7,920.00
622 EXPENDABLE TRUST FUND		300.00
631 CLEARING FUND	67,557.39	
650 AGENCY FUND		150.00
	-----	-----
TOTAL	67,557.39	67,557.39

** END OF REPORT - Generated by Grace Lin **

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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			
5909	06/23/2025	EFT	10456	ACE COMMERCIAL TIRE,	280117	7943	06/05/2025	06/20/25	3,480.60
Invoice: 7943					3,480.60	73637958 531100	PW/16.9-24 BKT TR-461 INDUSTRIAL TIRES X2 ROADSIDE MOWER ALLOC-SUPPLIES		
					CHECK		5909	TOTAL:	3,480.60
5910	06/23/2025	EFT	4365	AUTOMATIC FUNDS TRAN	280177	133212	03/06/2025	06/20/25	4.01
Invoice: 133212					.97	43411341 541100	FIN/FINAL BILL PRINT AND MAIL		
					.97	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
					1.03	91411891 542500	FIN - SEWER ADMIN PROF SERVICE		
					1.04	91421891 542500	GG-WTR-FAC-POSTAGE		
							GG-SWR-FAC-POSTAGE		
Invoice: 133710					280178	133710	05/07/2025	06/20/25	10.06
					1.92	43411341 541100	FIN/FINAL BILL PRINT AND MAIL		
					1.93	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
					3.10	91411891 542500	FIN - SEWER ADMIN PROF SERVICE		
					3.11	91421891 542500	GG-WTR-FAC-POSTAGE		
							GG-SWR-FAC-POSTAGE		
Invoice: 133913					280179	133913	06/03/2025	06/20/25	964.99
					245.58	43411341 541100	FIN/STATEMENT PREP AND MAIL		
					245.58	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
					236.91	91411891 542500	FIN - SEWER ADMIN PROF SERVICE		
					236.92	91421891 542500	GG-WTR-FAC-POSTAGE		
							GG-SWR-FAC-POSTAGE		
Invoice: 133949					280180	133949	06/06/2025	06/20/25	11.78
					2.44	43411341 541100	FIN/FINAL BILL PRINT AND MAIL		
					2.44	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
					3.45	91411891 542500	FIN - SEWER ADMIN PROF SERVICE		
					3.45	91421891 542500	GG-WTR-FAC-POSTAGE		
							GG-SWR-FAC-POSTAGE		
Invoice: 133968					280181	133968	06/10/2025	06/20/25	141.76
					16.02	43411341 541100	FIN/DELINQUENT INVOICES		
					16.03	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
					54.85	91411891 542500	FIN - SEWER ADMIN PROF SERVICE		
					54.86	91421891 542500	GG-WTR-FAC-POSTAGE		
							GG-SWR-FAC-POSTAGE		
Invoice: BAIN2505028					280192	BAIN2505028	05/31/2025	06/20/25	307.45
					288.00	41011141 541100	FIN/B&O MAY25		
					19.45	41011141 542500	FIN-GF-PROF SVCS		
							FIN-GFE-POSTAGE/SHIPPING		
					CHECK		5910	TOTAL:	1,440.05

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

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INVOICE DTL DESC

5911 06/23/2025 EFT Invoice: 250607	5412 BENEFIT ADMINISTRATI	280197 250607	06/10/2025	06/20/25	330.00
		11.00 21011125 520000	HSA/FSA BENEFITS		
		82.50 31011131 520000	COURT-BENEFITS		
		38.50 41011141 520000	EX-GF-BEN		
		55.00 51011211 520000	FIN-GF-BEN		
		27.50 61011581 520000	PD-C/E ADMIN-BENEFITS		
		99.00 71011321 520000	PCD - C/E ADMIN BENEFITS		
		16.50 81011881 520000	PW - C/E BENEFITS		
			IT - C/E ADMIN BENEFITS		
			CHECK	5911 TOTAL:	330.00
5912 06/23/2025 EFT Invoice: 20250067	50 BAINBRIDGE ISLAND EL	280119 20250067	06/04/2025	06/20/25	1,299.48
		1,299.48 73425358 548100	PW/WWTP-REPLACED SOLENOID FOR STRAINER		
			O&M-WWTP-REPAIRS		
			CHECK	5912 TOTAL:	1,299.48
5913 06/23/2025 EFT Invoice: 99824884	360 BUILDERS FIRSTSOURCE	280147 99824884	05/15/2025	06/20/25	576.05
		576.05 73111264 53110000908	PW/WO 24505 - SPRAY PAINT INT TIP		
			PAVEMENT MARKINGS-SUPPLY		
			CHECK	5913 TOTAL:	576.05
5914 06/23/2025 EFT Invoice: INV951189	6363 LN CURTIS & SONS	280132 INV951189	05/22/2025	06/20/25	143.69
		143.69 53011212 520000	POL/UNIFORM/NORTON		
			POLICE - C/E PATROL BENEFITS		
Invoice: INV951266		280133 INV951266	05/22/2025	06/20/25	143.69
		143.69 53011212 520000	POL/UNIFORM/LEWIS		
			POLICE - C/E PATROL BENEFITS		
Invoice: INV952181		280134 INV952181	05/27/2025	06/20/25	402.00
		402.00 53011212 520000	POL/UNIFORM/MCCARTY		
			POLICE - C/E PATROL BENEFITS		
			CHECK	5914 TOTAL:	689.38
5915 06/23/2025 EFT Invoice: 05/30/2025	10752 MOE, CLAIRE YOUNKER	280121 05/30/2025	05/30/2025	06/20/25	2,009.28
		2,009.28 51011211 53910000933	POL/AWARDS GALA FOOD		
			PD AWARDS GALA-FOOD/BEV		
			CHECK	5915 TOTAL:	2,009.28

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

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5916	06/23/2025 EFT	513	GRAINGER	280122	9518134268	05/23/2025	06/20/25	297.81
	Invoice: 9518134268			297.81	73011897 531100	PW/WO 24478 - PRESSURE WASHER HOSE		
						O&M-C/E-PWY FAC-SUPPLIES		
	Invoice: 9518433702			280123	9518433702	05/23/2025	06/20/25	65.62
				65.62	73425358 531100	PW/WO 24572 - EAR MUFFS, EAR PLUGS		
						O&M-WWTP-SUPPLIES		
	Invoice: 9518433710			280124	9518433710	05/23/2025	06/20/25	212.86
				212.86	73425358 531100	PW/WO 24572 - SPILL KIT REFILL		
						O&M-WWTP-SUPPLIES		
						CHECK	5916 TOTAL:	576.29
5917	06/23/2025 EFT	10509	GLCC SERVICES LLC	280125	70007174	05/22/2025	06/20/25	18,760.67
	Invoice: 70007174					PW/2024 - 2027 JANITORIAL SERVICES		
				18,760.67	73637961 54810000269	JANITORIAL CONTRACT		
						CHECK	5917 TOTAL:	18,760.67
5918	06/23/2025 EFT	10749	INTRAVAIA RISK MANAG	280126	3773 PLEASANT BEACH	06/02/2025	06/20/25	1,089.00
	Invoice: 3773 PLEASANT BEACH			1,089.00	31011246 54110001342	EX/PRIVATE INVESTIGATOR FOR SHORT-TERM RENTALS		
						STR PROF SVCS		
	Invoice: 4323 PLEASANT BEACH			280127	4323 PLEASANT BEACH	06/02/2025	06/20/25	1,254.00
				1,254.00	31011246 54110001342	EX/PRIVATE INVESTIGATOR FOR SHORT-TERM RENTALS		
						STR PROF SVCS		
	Invoice: 11295 NE WING POINT			280128	11295 NE WING POINT	06/02/2025	06/20/25	2,271.12
				2,271.12	31011246 54110001342	EX/PRIVATE INVESTIGATOR FOR SHORT-TERM RENTALS		
						STR PROF SVCS		
						CHECK	5918 TOTAL:	4,614.12
5919	06/23/2025 EFT	9883	INVOICE CLOUD INC	280183	2698-2025_4	04/30/2025	06/20/25	2,569.53
	Invoice: 2698-2025_4			1,284.76	43411341 541100	FIN/UB SVCS APR25		
				1,284.77	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
						FIN - SEWER ADMIN PROF SERVICE		
						CHECK	5919 TOTAL:	2,569.53
5920	06/23/2025 EFT	10439	KELLEY CREATE CO	280129	39345043	06/02/2025	06/20/25	191.11
	Invoice: 39345043			191.11	31011256 545000	EX/EOC COPIER LEASE-2525AC		
						EX-GF-EMERG PREP-RENTALS		
	Invoice: IN1973027			280130	IN1973027	05/21/2025	06/20/25	71.35
						POL/ADMIN COPIER LEASE (OVERAGES)		

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				71.35	51011211	545000	PD-C/E-ADMIN RENTS/LEASE			
							CHECK	5920	TOTAL:	262.46
5921	06/23/2025	EFT	7015	LEXIPOL LLC	280131	INVLEX11251189	05/01/2025	06/20/25		9,450.06
				Invoice: INVLEX11251189	9,450.06	51011215	548500	POL/SOFTWARE SUPPORT & DTB		
								POLICE - C/E FACIL COMP MAINT		
							CHECK	5921	TOTAL:	9,450.06
5922	06/23/2025	EFT	10483	MIRIAM TECHNOLOGIES	280188	INV-8585	05/01/2025	06/20/25		245.71
				Invoice: INV-8585	122.85	43411341	541100	FIN/WEBCHECK SERVICE APR25		
					122.86	43421351	541100	FIN - WATER ADMIN PROF SERVICE		
								FIN - SEWER ADMIN PROF SERVICE		
				Invoice: INV-8642	280189	INV-8642	06/01/2025	06/20/25		196.56
					98.28	43411341	541100	FIN/WEBCHECK SERVICE MAY25		
					98.28	43421351	541100	FIN - WATER ADMIN PROF SERVICE		
								FIN - SEWER ADMIN PROF SERVICE		
							CHECK	5922	TOTAL:	442.27
5923	06/23/2025	EFT	9943	THE NEXT DAY DRY CLE	280135	03/31/2025	03/31/2025	06/20/25		238.70
				Invoice: 03/31/2025	163.81	51011211	520000	POL/LAUNDRY SERVICE		
					74.89	53011212	520000	PD-C/E ADMIN-BENEFITS		
								POLICE - C/E PATROL BENEFITS		
				Invoice: 04/30/2025	280136	04/30/2025	04/30/2025	06/20/25		341.75
					229.54	51011211	520000	POL/LAUNDRY SERVICE		
					28.67	52011212	520000	PD-C/E ADMIN-BENEFITS		
					83.54	53011212	520000	POLICE - C/E INVEST BENEFITS		
								POLICE - C/E PATROL BENEFITS		
							CHECK	5923	TOTAL:	580.45
5924	06/23/2025	EFT	9650	PAPE MACHINERY INC	280140	16044481	04/24/2025	06/20/25		22.00
				Invoice: 16044481	22.00	53011212	531100	POL/WO 25003 - PARKING BRAKE CALIPERS, EXT SPRING		
								PD-C/E-PATROL SUPPLIES		
				Invoice: 16046424	280141	16046424	04/25/2025	06/20/25		571.97
					571.97	53011212	531100	POL/WO 25003 - PARKING BRAKE CALIPERS, EXT SPRING		
								PD-C/E-PATROL SUPPLIES		
				Invoice: 16111233	280142	16111233	05/21/2025	06/20/25		3.27
					3.27	73011189	531100	PW/WO 24481 - SCREW M 10X35		
								O&M - C/E FACIL OFC SUPPLIES		
					280143	16124043	06/05/2025	06/20/25		3,283.60

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CASH ACCOUNT: 635 111100 CASH
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Invoice: 16124043

3,283.60 73637958 531100

INVOICE DTL DESC

PW/WO 00225 - BLADES, BOLTS, NUTS
ROADSIDE MOWER ALLOC-SUPPLIES

Invoice: 16154583

280144 16154583
25.03 73421355 531100

06/06/2025
PW/WO 00144 - O-RINGS
WIN COLL-SUPPLIES

06/20/25

25.03

CHECK 5924 TOTAL: 3,905.87

5925 06/23/2025 EFT 6333 PETROCARD INC.
Invoice: 0551895-IN

280145 0551895-IN
1,225.84 73638893 532000
1,797.90 73638932 532000

04/24/2025
PW/DIESEL & REGULAR FUEL
O&M-FUEL USE-ALLOCATION
O&M-FUEL ALLOC TO OTH DEPTS

06/20/25

3,023.74

Invoice: 0554846-IN

280146 0554846-IN
1,988.88 73638893 532000
1,833.34 73638932 532000

05/22/2025
PW/DIESEL & REGULAR FUEL
O&M-FUEL USE-ALLOCATION
O&M-FUEL ALLOC TO OTH DEPTS

06/20/25

3,822.22

CHECK 5925 TOTAL: 6,845.96

5926 06/23/2025 EFT 617 S & B INC
Invoice: 27002A

280148 27002A
653.02 73425358 531100

04/29/2025
PW/WO 24572 - WWTP MAG6000 PROFIBUS COMM CARD
O&M-WWTP-SUPPLIES

06/20/25

653.02

Invoice: 27010A

280149 27010A
319.96 73411345 531100

04/29/2025
PW/WO 24522 - FLETCHER BAY SIEMENS SURGE PROT
OFFICE SUPPLIES

06/20/25

319.96

CHECK 5926 TOTAL: 972.98

5927 06/23/2025 EFT 8132 SPECTRA LABORATORIES
Invoice: 25-03609

280150 25-03609
34.00 73415345 54110000391

05/22/2025
PW/TESTING - TAYLOR WELL
LAB SVCS-WATER ROCKAWAY

06/20/25

34.00

Invoice: 25-03610

280151 25-03610
102.00 73411345 54110000391

05/22/2025
PW/TESTING - SANDS, HOTB, FLETCHER BAY WELLS
LAB SVCS-WATER

06/20/25

102.00

Invoice: 25-03614

280152 25-03614
271.00 73425358 54110000391

05/22/2025
PW/TESTING - WWTP
LAB & TESTING SVCS-WWTP

06/20/25

271.00

Invoice: 25-03645

280153 25-03645
62.00 73011897 54110000391

05/23/2025
PW/TESTING - PW FACILITY WELL
LAB SVCS-PWY FAC

06/20/25

62.00

Invoice: 25-03648

280154 25-03648

05/23/2025
PW/TESTING - WWTP

06/20/25

207.00

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				207.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 25-03664				280155	25-03664	05/23/2025		06/20/25	128.00
				128.00	73411345 54110000391	PW/TESTING - MULTIPLE SITES LAB SVCS-WATER			
						CHECK	5927	TOTAL:	804.00
5928 06/23/2025 EFT			5730 SUMMIT LAW GROUP	280156	163459	05/29/2025		06/20/25	2,645.00
Invoice: 163459				2,645.00	32011152 54111000870	LEGAL/PRO SVCS - GENERAL APR25 LGL-HR (NON-BARGAINING)			
				280157	163460	05/21/2025		06/20/25	4,768.00
Invoice: 163460				4,768.00	32011152 54111000274	LEGAL/PRO SVCS - BARGAINING APR25 LGL-LABOR NEGOTIATIONS			
						CHECK	5928	TOTAL:	7,413.00
5929 06/23/2025 EFT			10124 THUILLIER, JENNIFER	280158	202534	05/31/2025		06/20/25	35.00
Invoice: 202534				35.00	31011492 54245001194	EX/BIN STICKER REDESIGN - WRRED GRANT CAP-WASTE RED-OUTREACH			
						CHECK	5929	TOTAL:	35.00
5930 06/23/2025 EFT			9420 UNITED BLOWER, INC	280159	4300-4143	03/17/2025		06/20/25	414.00
Invoice: 4300-4143				414.00	73425358 531100	PW/WO 24572 - FILTER ELEMENTS, WASHERS O&M-WWTP-SUPPLIES			
						CHECK	5930	TOTAL:	414.00
5931 06/23/2025 EFT			1152 HD SUPPLY INC	280160	INV00682793	04/15/2025		06/20/25	2,184.90
Invoice: INV00682793				2,184.90	73421355 531100	PW/WO 24558 - SUBMERSIBLE LEVEL TRANSMITTER X3 WIN COLL-SUPPLIES			
						CHECK	5931	TOTAL:	2,184.90
5932 06/23/2025 EFT			7821 VESTIS	280161	5120678853	05/01/2025		06/20/25	32.76
Invoice: 5120678853				32.76	73638935 531100	PW/SHOP TOWELS O&M-STD ALLOCATION-SUPPLIES			
				280162	5120682798	05/08/2025		06/20/25	32.76
Invoice: 5120682798				32.76	73638935 531100	PW/SHOP TOWELS O&M-STD ALLOCATION-SUPPLIES			
				280163	5120685088	05/13/2025		06/20/25	32.76
Invoice: 5120685088				32.76	73638935 531100	PW/SHOP TOWELS O&M-STD ALLOCATION-SUPPLIES			

06/20/2025 13:06 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
Invoice: 5120688979	280164 5120688979	05/20/2025		06/20/25	32.76
	32.76 73638935 531100	PW/SHOP TOWELS			
		O&M-STD ALLOCATION-SUPPLIES			
Invoice: 5120692602	280165 5120692602	05/27/2025		06/20/25	32.76
	32.76 73638935 531100	PW/SHOP TOWELS			
		O&M-STD ALLOCATION-SUPPLIES			
		CHECK	5932	TOTAL:	163.80
5933 06/23/2025 EFT	4104 WA ST FERRIES	280203 RK444102	05/31/2025	06/20/25	57.65
Invoice: RK444102			WAVE2GO FERRY CHARGES MAY25		
	11.25 72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
	46.40 73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING			
		CHECK	5933	TOTAL:	57.65
5934 06/23/2025 EFT	499 WESTBAY AUTO PARTS I	280166 930975	06/04/2025	06/20/25	91.27
Invoice: 930975			PW/SHOP SUPPLIES - GREASE CART		
	91.27 73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
Invoice: 931004	280167 931004	06/04/2025	06/20/25		173.22
	86.61 73011897 531100	PW/WO 00161, 00141 - FUEL PUMP X2			
	86.61 73421355 531100	O&M-C/E-PWY FAC-SUPPLIES			
		WIN COLL-SUPPLIES			
Invoice: 931021	280168 931021	06/04/2025	06/20/25		125.70
	125.70 73421355 531100	PW/WO 00141 - BATTERY CHARGER			
		WIN COLL-SUPPLIES			
Invoice: 931211	280169 931211	06/05/2025	06/20/25		22.08
	22.08 73638935 531100	PW/SHOP SUPPLIES - PARKING BRAKE SWITCH			
		O&M-STD ALLOCATION-SUPPLIES			
Invoice: 931312	280170 931312	06/05/2025	06/20/25		-21.24
	-21.24 73638935 531100	PW/SHOP SUPPLIES - CREDIT MEMO			
		O&M-STD ALLOCATION-SUPPLIES			
Invoice: 931513	280171 931513	06/06/2025	06/20/25		145.74
	145.74 73638935 531100	PW/SHOP SUPPLIES - AIR, FUEL, OIL FILTERS			
		O&M-STD ALLOCATION-SUPPLIES			
Invoice: 931519	280172 931519	06/06/2025	06/20/25		36.59
	36.59 73638935 531100	PW/SHOP SUPPLIES - AIR FILTER			
		O&M-STD ALLOCATION-SUPPLIES			
Invoice: 932026	280173 932026	06/09/2025	06/20/25		36.59
	36.59 73638935 531100	PW/SHOP SUPPLIES - AIR FILTER			
		O&M-STD ALLOCATION-SUPPLIES			

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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

Invoice: 932103

280174 932103
64.18 73111427 531100

06/10/2025 06/20/25
PW/WO 00280 - LED MARKER & CLEARANCE LIGHT X4
OFFICE SUPPLIES

64.18

Invoice: 932105

280175 932105
120.84 73638935 531100

06/10/2025 06/20/25
PW/SHOP SUPPLIES - AIR, FUEL, OIL FILTERS
O&M-STD ALLOCATION-SUPPLIES

120.84

Invoice: 932106

280176 932106
121.28 73638935 531100

06/10/2025 06/20/25
PW/SHOP SUPPLIES - AIR FILTERS, LUBE FILTER CART
O&M-STD ALLOCATION-SUPPLIES

121.28

CHECK 5934 TOTAL: 916.25

NUMBER OF CHECKS 26 *** CASH ACCOUNT TOTAL *** 70,794.10

	COUNT	AMOUNT
TOTAL EFT'S	26	70,794.10

*** GRAND TOTAL *** 70,794.10

06/20/2025 13:06 |CITY OF BAINBRIDGE ISLAND
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CLERK: glin

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 6 208	APP 631-213000	06/23/2025	06/20/25	062325			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		33,087.78	
	APP 635-111100	06/23/2025	06/20/25	062325			CASH AP CASH DISBURSEMENTS JOURNAL			70,794.10
	APP 401-213000	06/23/2025	06/20/25	062325			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,656.12	
	APP 402-213000	06/23/2025	06/20/25	062325			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		7,617.46	
	APP 001-213000	06/23/2025	06/20/25	062325			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		26,792.51	
	APP 101-213000	06/23/2025	06/20/25	062325			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		640.23	
GENERAL LEDGER TOTAL								-----	70,794.10	70,794.10
	APP 631-130000	06/23/2025	06/20/25	062325			DUE TO/FROM CLEARING		37,706.32	
	APP 401-130000	06/23/2025	06/20/25	062325			DUE TO/FROM CLEARING			2,656.12
	APP 402-130000	06/23/2025	06/20/25	062325			DUE TO/FROM CLEARING			7,617.46
	APP 001-130000	06/23/2025	06/20/25	062325			GENERAL - DUE TO/FROM CLEARING			26,792.51
	APP 101-130000	06/23/2025	06/20/25	062325			STREETS - DUE TO/FROM CLEARING			640.23
SYSTEM GENERATED ENTRIES TOTAL								-----	37,706.32	37,706.32
JOURNAL 2025/06/208 TOTAL								-----	108,500.42	108,500.42

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025	6	208	06/23/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		26,792.51
001-213000				GENERAL - ACCOUNTS PAYABLE	26,792.51	
				FUND TOTAL	26,792.51	26,792.51
101 STREET FUND	2025	6	208	06/23/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		640.23
101-213000				STREETS - ACCOUNTS PAYABLE	640.23	
				FUND TOTAL	640.23	640.23
401 WATER OPERATING FUND	2025	6	208	06/23/2025		
401-130000				DUE TO/FROM CLEARING		2,656.12
401-213000				ACCOUNTS PAYABLE	2,656.12	
				FUND TOTAL	2,656.12	2,656.12
402 SEWER OPERATING FUND	2025	6	208	06/23/2025		
402-130000				DUE TO/FROM CLEARING		7,617.46
402-213000				ACCOUNTS PAYABLE	7,617.46	
				FUND TOTAL	7,617.46	7,617.46
631 CLEARING FUND	2025	6	208	06/23/2025		
631-130000				DUE TO/FROM CLEARING	37,706.32	
631-213000				ACCOUNTS PAYABLE	33,087.78	
635-111100				CASH		70,794.10
				FUND TOTAL	70,794.10	70,794.10

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JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
001	GENERAL FUND		26,792.51
101	STREET FUND		640.23
401	WATER OPERATING FUND		2,656.12
402	SEWER OPERATING FUND		7,617.46
631	CLEARING FUND		
		37,706.32	
		-----	-----
	TOTAL	37,706.32	37,706.32

** END OF REPORT - Generated by Grace Lin **



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN DATE: 06/26/2025

Last check from previous run: 362444 dated 06/20/2025 issued to Verizon Wireless for \$78.80

Last ACH from previous run: 5934 dated 06/23/2025 issued to WestBay Auto Parts for \$916.25

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Manual Check Run	06/25/2025	362445-362447	Total Manual Check Run	\$ 196,490.15
Regular Check Run	06/26/2025	362448-362461	Total Regular Check Run	257,717.79
Manual ACH	05/16/2025	5935	US Bank - Credit Card Purchases Apr 2025	52,623.54
Manual ACH	05/30/2025	5936	City of Bainbridge Island - Utility Billing May 2025	2,897.96
Regular ACH Run	06/27/2025	5937-5976	Total Regular ACH Run	874,481.13
Total Disbursements				\$ 1,384,210.57

Retainage Release	06/26/2025	240	Bainbridge Island Electric - SCADA Upgrades	\$ 11,011.50
Travel Advance	N/A	N/A	N/A	N/A

Prepared and Reviewed by Grace Lin Grace Lin, 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.

Kim Dunscombe

07.03.2025

Kim Dunscombe, Accounting Manager

Date

06/25/2025 13:39
glin

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635
CHECK NO

111100
CHK DATE

CASH
TYPE

VENDOR NAME

VOUCHER

INVOICE

INV DATE

PO

CHECK RUN

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362445 06/25/2025 PRD 102 CITY OF BAINBRIDGE I 280240 RETREQ3-01272 06/23/2025 20250012 M062525 9,699.51

Invoice: RETREQ3-01272

9,699.51 72431835 54810001272 2024 ANNUAL DRAINAGE-REPAIRS

CHECK 362445 TOTAL: 9,699.51

362446 06/25/2025 PRD 10685 EAST SLOPE EARTHWORK 280238 PAYREQ3-01272 06/23/2025 M062525 184,290.64

Invoice: PAYREQ3-01272

184,290.64 72431835 54810001272 2024 ANNUAL DRAINAGE-REPAIRS

CHECK 362446 TOTAL: 184,290.64

362447 06/25/2025 PRD 10538 EVELYN REGINA GILLUL 280239 06/18/2025 06/18/2025 M062525 2,500.00

Invoice: 06/18/2025

2,500.00 72433438 64500001107 ENG/EAGLE HARBOR (COOPER CREEK) FISH PASSAGE

EAGLE HBR FISH PASS CAP RENTS

CHECK 362447 TOTAL: 2,500.00

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 196,490.15

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	196,490.15

*** GRAND TOTAL *** 196,490.15

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JOURNAL ENTRIES TO BE CREATED
CLERK: glin

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 6 234	APP 403-213000	06/25/2025	M062525	062525			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		196,490.15	
APP 635-111100	06/25/2025	M062525	062525				CASH AP CASH DISBURSEMENTS JOURNAL			196,490.15
GENERAL LEDGER TOTAL									196,490.15	196,490.15
APP 631-130000	06/25/2025	M062525	062525				DUE TO/FROM CLEARING		196,490.15	
APP 403-130000	06/25/2025	M062525	062525				DUE TO/FROM CLEARING			196,490.15
SYSTEM GENERATED ENTRIES TOTAL									196,490.15	196,490.15
JOURNAL 2025/06/234 TOTAL									392,980.30	392,980.30

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
403 STORM & SURFACE WATER FUND	2025	6	234	06/25/2025		
403-130000				DUE TO/FROM CLEARING		196,490.15
403-213000				ACCOUNTS PAYABLE	196,490.15	
				FUND TOTAL	196,490.15	196,490.15
631 CLEARING FUND	2025	6	234	06/25/2025		
631-130000				DUE TO/FROM CLEARING	196,490.15	
635-111100				CASH		196,490.15
				FUND TOTAL	196,490.15	196,490.15

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JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
403	STORM & SURFACE WATER FUND		196,490.15
631	CLEARING FUND	196,490.15	
		-----	-----
TOTAL		196,490.15	196,490.15

** END OF REPORT - Generated by Grace Lin **


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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL	DESC	PO	CHECK RUN	NET
362448	06/26/2025	PRTD	7994 PENINSULA SERVICES	280291	114363	05/31/2025			06/26/25	96.00
	Invoice: 114363			96.00	51011211 541100	POL/MOBILE SHREDDING PD-C/E-ADM-PROF SVCS				
						CHECK	362448	TOTAL:		96.00
362449	06/26/2025	PRTD	57 BAY HAY & FEED	280254	2058765	05/28/2025			06/26/25	72.53
	Invoice: 2058765			72.53	91011897 547900	PROPANE BULK 16.4 GALLONS GG-C/E-O&M YARD FAC-GARBAGE				
						CHECK	362449	TOTAL:		72.53
362450	06/26/2025	PRTD	634 CITY OF BAINBRIDGE I	280322	PW24 0003	06/26/2025			06/26/25	175,797.01
	Invoice: PW24 0003			175,797.01	31108517 54986001299	EX/CHIP GRANT (ERICKSEN PROJ) - WTR/SWR CONN FEES HRB/ERICKSEN CHIP PROGRAM-PRMT				
						CHECK	362450	TOTAL:		175,797.01
362451	06/26/2025	PRTD	102 CITY OF BAINBRIDGE I	280251	RETREQ3-01302	06/10/2025	20250009		06/26/25	9,747.05
	Invoice: RETREQ3-01302			9,747.05	72311454 66300001302	ENG/RETAINAGE - WMS 120KW PV SYSTEM TSJC CARBON OFFSET-CAP CONSTR				
						CHECK	362451	TOTAL:		9,747.05
362452	06/26/2025	PRTD	9405 CITY OF BAINBRIDGE I	280258	20250102	03/19/2025			06/26/25	56,608.00
	Invoice: 20250102			8,296.00	91011189 547400	CITYWIDE SSWM FEES 2025 GG-C/E-CITY HALL-SSWM FEE				
				3,660.00	91011212 547400	GG-GF-PD/CRT FAC-COBI SSWM FEE				
				2,684.00	91011215 547400	GG-C/E-PD-COBI SSWM FEE				
				244.00	91011515 547400	EXEC-C/E-HELPLINE HSE-SSWM FEE				
				1,464.00	91011753 547400	GG-C/E-HIST SOC-COBE SSWM FEE				
				976.00	91011755 547400	GG-C/E-COMMONS-COBI SSWM FEE				
				9,272.00	91011768 547400	GG-C/E-PARKS-COBI SSWM FEE				
				14,884.00	91011897 547400	GG-C/E-O&M YARD FAC-SSWM FEE				
				6,100.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES				
				488.00	91411345 547400	GG-WTR-COBI SSWM FEE				
				488.00	91421355 547400	GG-SWR-COBI SSWM FEE				
				4,148.00	91425358 547400	GG-WWTP-SSWM FEES				
				244.00	91431835 547400	GG-SSWM-COBI SSWM FEE				
				3,660.00	91435838 547400	GG-DECANT-SSWM FEES				
						CHECK	362452	TOTAL:		56,608.00
362453	06/26/2025	PRTD	4828 GAMETIME	280266	PJI-0266362	04/11/2025			06/26/25	8,461.91
	Invoice: PJI-0266362			8,461.91	73011768 531100	PW/WO 24482 - AARDVARK BARK 100CY O&M-C/E-PARKS-SUPPLIES				

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

VOUCHER INVOICE

INV DATE PO CHECK RUN

NET

INVOICE DTL DESC

CHECK 362453 TOTAL: 8,461.91

362454 06/26/2025 PRD 6441 GOLDSTREET DESIGN AG 280267 3500
Invoice: 3500
62.50 73637952 541100
1,187.50 73637950 541100

06/12/2025 06/26/25 1,250.00
PW/WATER QUALITY REPORT 2025
PROFESSIONAL SERVICES
PROFESSIONAL SERVICES

CHECK 362454 TOTAL: 1,250.00

362455 06/26/2025 PRD 4740 KITSAP COUNTY PUBLIC 280278 06/09/2025
Invoice: 06/09/2025
80.00 91011897 547900

06/09/2025 06/26/25 80.00
WET WELL CLEANING SEPTIC DISPOSAL
GG-C/E-O&M YARD FAC-GARBAGE

CHECK 362455 TOTAL: 80.00

362456 06/26/2025 PRD 4740 KITSAP COUNTY 280279 CINV-2025-00521
Invoice: CINV-2025-00521
70.00 73637956 531100

05/28/2025 06/26/25 70.00
PW/KC ROADEO PARTICIPATION & LUNCH
O&M ALLOC-WTR/RBW/SWR/SIS-SUPL

CHECK 362456 TOTAL: 70.00

362457 06/26/2025 PRD 8286 SUPERINTENDENT OF P 280285 19648
Invoice: 19648
50.00 41654861 586110

06/06/2025 06/26/25 50.00
POL/FINGERPRINTING
FINGERPRINT OUT-GOES TO SPI

CHECK 362457 TOTAL: 50.00

362458 06/26/2025 PRD 10748 PBS ENGINEERING AND 280289 8076
Invoice: 8076
5,066.41 72311459 64110001397

06/03/2025 06/26/25 5,066.41
ENG/OLYMPIC DR BLDG DEMO - HAZARDOUS MATERIALS SUR
180 OLYMPIC DR DEMO PROF SVC

CHECK 362458 TOTAL: 5,066.41

362459 06/26/2025 PRD 601 SOUND REPROGRAPHICS 280307 110767
Invoice: 110767
26.93 72011321 549500

06/02/2025 06/26/25 26.93
ENG/EOC MANUAL PRINTING
ENG-C/E-PRINTING/COPIES

CHECK 362459 TOTAL: 26.93

362460 06/26/2025 PRD 952 WASHINGTON STATE PAT 280319 I2506918
Invoice: I2506918
36.00 41654861 586100

06/03/2025 06/26/25 36.00
FIN/BACKGROUND CHECKS
CPL GUN PERMIT-FBI SHARE OUT

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 362460 TOTAL: 36.00

362461 06/26/2025 PRD 8390 WEST HILLS FORD MAZD 280320 75033902-1 05/28/2025 06/26/25 231.90
Invoice: 75033902-1

231.90 53011212 531100

POL/WO 00274 - REGULATOR
PD-C/E-PATROL SUPPLIES

Invoice: 75033970-1

280321 75033970-1
124.05 53011212 531100

05/30/2025 06/26/25 124.05
POL/WO 00236 - WHEEL COVER
PD-C/E-PATROL SUPPLIES

CHECK 362461 TOTAL: 355.95

NUMBER OF CHECKS 14 *** CASH ACCOUNT TOTAL *** 257,717.79

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	14	257,717.79

*** GRAND TOTAL *** 257,717.79

06/26/2025 13:42 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL
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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025	6	255									
APP	001-213000		06/26/2025	06/26/25	062625			GENERAL - ACCOUNTS PAYABLE		56,673.32	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		06/26/2025	06/26/25	062625			CASH			257,717.79
								AP CASH DISBURSEMENTS JOURNAL			
APP	108-213000		06/26/2025	06/26/25	062625			AFFORD HSG - ACCOUNTS PAYABLE		175,797.01	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		06/26/2025	06/26/25	062625			ACCOUNTS PAYABLE		14,813.46	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		06/26/2025	06/26/25	062625			ACCOUNTS PAYABLE		488.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		06/26/2025	06/26/25	062625			ACCOUNTS PAYABLE		4,636.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		06/26/2025	06/26/25	062625			ACCOUNTS PAYABLE		3,904.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		06/26/2025	06/26/25	062625			ACCOUNTS PAYABLE		1,320.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		06/26/2025	06/26/25	062625			ACCOUNTS PAYABLE		86.00	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										257,717.79	257,717.79
APP	631-130000		06/26/2025	06/26/25	062625			DUE TO/FROM CLEARING		256,397.79	
APP	001-130000		06/26/2025	06/26/25	062625			GENERAL - DUE TO/FROM CLEARING			56,673.32
APP	108-130000		06/26/2025	06/26/25	062625			AFFORD HSG DUE TO/FROM CLEAR'G			175,797.01
APP	301-130000		06/26/2025	06/26/25	062625			DUE TO/FROM CLEARING			14,813.46
APP	401-130000		06/26/2025	06/26/25	062625			DUE TO/FROM CLEARING			488.00
APP	402-130000		06/26/2025	06/26/25	062625			DUE TO/FROM CLEARING			4,636.00
APP	403-130000		06/26/2025	06/26/25	062625			DUE TO/FROM CLEARING			3,904.00
APP	650-130000		06/26/2025	06/26/25	062625			DUE TO/FROM CLEARING			86.00
SYSTEM GENERATED ENTRIES TOTAL										256,397.79	256,397.79
JOURNAL 2025/06/255 TOTAL										514,115.58	514,115.58

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025	6	255	06/26/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		56,673.32
001-213000				GENERAL - ACCOUNTS PAYABLE	56,673.32	
				FUND TOTAL	56,673.32	56,673.32
108 AFFORDABLE HOUSING FUND	2025	6	255	06/26/2025		
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		175,797.01
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	175,797.01	
				FUND TOTAL	175,797.01	175,797.01
301 CAPITAL CONSTRUCTION FUND	2025	6	255	06/26/2025		
301-130000				DUE TO/FROM CLEARING		14,813.46
301-213000				ACCOUNTS PAYABLE	14,813.46	
				FUND TOTAL	14,813.46	14,813.46
401 WATER OPERATING FUND	2025	6	255	06/26/2025		
401-130000				DUE TO/FROM CLEARING		488.00
401-213000				ACCOUNTS PAYABLE	488.00	
				FUND TOTAL	488.00	488.00
402 SEWER OPERATING FUND	2025	6	255	06/26/2025		
402-130000				DUE TO/FROM CLEARING		4,636.00
402-213000				ACCOUNTS PAYABLE	4,636.00	
				FUND TOTAL	4,636.00	4,636.00
403 STORM & SURFACE WATER FUND	2025	6	255	06/26/2025		
403-130000				DUE TO/FROM CLEARING		3,904.00
403-213000				ACCOUNTS PAYABLE	3,904.00	
				FUND TOTAL	3,904.00	3,904.00
631 CLEARING FUND	2025	6	255	06/26/2025		
631-130000				DUE TO/FROM CLEARING	256,397.79	
631-213000				ACCOUNTS PAYABLE	1,320.00	
635-111100				CASH		257,717.79
				FUND TOTAL	257,717.79	257,717.79
650 AGENCY FUND	2025	6	255	06/26/2025		
650-130000				DUE TO/FROM CLEARING		86.00
650-213000				ACCOUNTS PAYABLE	86.00	
				FUND TOTAL	86.00	86.00

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FUND	DUE TO	DUE FR
001 GENERAL FUND		56,673.32
108 AFFORDABLE HOUSING FUND		175,797.01
301 CAPITAL CONSTRUCTION FUND		14,813.46
401 WATER OPERATING FUND		488.00
402 SEWER OPERATING FUND		4,636.00
403 STORM & SURFACE WATER FUND		3,904.00
631 CLEARING FUND	256,397.79	
650 AGENCY FUND		86.00
	-----	-----
TOTAL	256,397.79	256,397.79

** END OF REPORT - Generated by Grace Lin **

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

VOUCHER INVOICE

INV DATE

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				INVOICE DTL DESC			
5935	05/16/2025	MANL	7314 US BANK	280099	USB APR25 LABR	04/25/2025	USBAPR25 625.77
Invoice: USB APR25 LABR						HR/US BANK APR25/B LANDOLT	
				244.76	33011161 544000	HR-C/E-ADVERTISING	
				375.00	33011161 544000	HR-C/E-ADVERTISING	
				6.01	33011161 531100	HR-GF-SUPPLIES	
Invoice: USB APR25 LERE				280100	USB APR25 LERE	04/25/2025	USBAPR25 1,112.72
						POL/US BANK APR25/R LEBEAU	
				23.76	53011212 443410	POLICE - C/E PATROL TRAINING	
				16.92	53011212 443410	POLICE - C/E PATROL TRAINING	
				22.69	53011212 443410	POLICE - C/E PATROL TRAINING	
				9.67	53011212 443410	POLICE - C/E PATROL TRAINING	
				22.51	53011212 443410	POLICE - C/E PATROL TRAINING	
				18.26	53011212 443410	POLICE - C/E PATROL TRAINING	
				16.20	53011212 443410	POLICE - C/E PATROL TRAINING	
				21.26	53011212 443410	POLICE - C/E PATROL TRAINING	
				19.90	53011212 443410	POLICE - C/E PATROL TRAINING	
				754.30	53011212 443410	POLICE - C/E PATROL TRAINING	
				15.63	53011212 443410	POLICE - C/E PATROL TRAINING	
				101.50	53011212 443410	POLICE - C/E PATROL TRAINING	
				10.01	53011212 443410	POLICE - C/E PATROL TRAINING	
				20.99	53011212 443410	POLICE - C/E PATROL TRAINING	
				25.48	53011212 443410	POLICE - C/E PATROL TRAINING	
				13.64	53011212 443410	POLICE - C/E PATROL TRAINING	
Invoice: USB APR25 LEAN				280101	USB APR25 LEAN	04/25/2025	USBAPR25 8,045.73
						EX/US BANK APR25/A LESAGE	
				128.35	31011256 539100	EX-GF-EMERG PREP-NON TR MEALS	
				330.00	31011256 542100	EX-GF-EMERG PREP-PHONE	
				120.00	81011881 542100	IT - C/E COMMUNICATION	
				87.36	31011256 542100	EX-GF-EMERG PREP-PHONE	
				53.06	31011256 531100	EX-GF-EMERG PREP-SUPPLIES	
				375.00	31011256 549100	EX-GF-EMERG PREP-DUES/SUBSCRIP	
				4,040.36	31011256 53110001123	FEMA EMPG-EM PREP-SUPPLIES	
				129.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS	
				1,059.72	31011256 531100	EX-GF-EMERG PREP-SUPPLIES	
				150.00	31011256 549100	EX-GF-EMERG PREP-DUES/SUBSCRIP	
				209.52	31011256 53110001345	TSJC EOC-SUPPLIES	
				49.13	31011256 531100	EX-GF-EMERG PREP-SUPPLIES	
				160.03	31011256 531100	EX-GF-EMERG PREP-SUPPLIES	
				19.98	31011256 443410	EX-GF-EMERG PREP-TRAINING	
				497.85	31011256 53110001345	TSJC EOC-SUPPLIES	
				-91.41	31011256 531100	EX-GF-EMERG PREP-SUPPLIES	
				32.16	31011256 443410	EX-GF-EMERG PREP-TRAINING	
				316.08	31011256 443410	EX-GF-EMERG PREP-TRAINING	
				124.00	31011256 531100	EX-GF-EMERG PREP-SUPPLIES	
				-10.87	31011256 531100	EX-GF-EMERG PREP-SUPPLIES	
				74.76	31011256 53110001345	TSJC EOC-SUPPLIES	
				191.15	31011256 53110001345	TSJC EOC-SUPPLIES	
Invoice: USB APR25 DUKI				280090	USB APR25 DUKI	04/25/2025	USBAPR25 200.00
						FIN/US BANK APR25/K DUNSCOMBE	

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
200.00	41011144 443410	FIN - C/E TRAINING			
Invoice: USB APR25 EIKE	280091 USB APR25 EIKE	04/25/2025	USBAPR25		73.21
	73.21 51011211 531100	POL/US BANK APR25/K EISENHOO PD-C/E-ADM-SUPPLIES			
Invoice: USB APR25 FAJO	280092 USB APR25 FAJO	04/25/2025	USBAPR25		3,829.45
	3,280.90 53011212 531100	POL/US BANK APR25/J FASTAIA PD-C/E-PATROL SUPPLIES			
	30.57 53011212 531100	PD-C/E-PATROL SUPPLIES			
	260.40 53011212 531100	PD-C/E-PATROL SUPPLIES			
	257.58 53011212 531100	PD-C/E-PATROL SUPPLIES			
Invoice: USB APR25 NIPE	280105 USB APR25 NIPE	04/25/2025	USBAPR25		2,643.40
	124.59 11011116 539100	EXCC/US BANK APR25/P NIMB COUNCIL-NON TRAVEL FOOD/SNACK			
	12.98 11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
	89.00 36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
	100.00 36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
	327.98 72111421 541100	ENG-STREET-MAINT-PRO SVCS			
	55.16 11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
	99.25 11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
	323.89 72413434 66100000988	WINSLOW WTR TANK LAND/ROW ACQ			
	601.50 36011143 545000	CLERK-RENTS			
	601.50 36011143 545000	CLERK-RENTS			
	148.11 11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
	18.78 11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
	140.66 11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: USB APR25 PIDE	280106 USB APR25 PIDE	04/25/2025	USBAPR25		12.00
	12.00 41011144 443410	FIN/US BANK APR25/D PITTS FIN - C/E TRAINING			
Invoice: USB APR25 QUNO	280107 USB APR25 QUNO	04/25/2025	USBAPR25		146.51
	5.50 53011212 443410	POL/US BANK APR25/N QUINN POLICE - C/E PATROL TRAINING			
	57.89 53011212 443410	POLICE - C/E PATROL TRAINING			
	5.50 53011212 443410	POLICE - C/E PATROL TRAINING			
	66.62 53011212 443410	POLICE - C/E PATROL TRAINING			
	5.50 53011212 443410	POLICE - C/E PATROL TRAINING			
	5.50 53011212 443410	POLICE - C/E PATROL TRAINING			
Invoice: USB APR25 HOPA	280096 USB APR25 HOPA	04/25/2025	USBAPR25		1,614.44
	857.51 41011141 545000	EX/US BANK APR25/P HOUSTON FIN-GF-RENTS & LEASES			
	17.99 31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
	585.00 11011116 443410	COUNCIL - TRAINING			
	153.94 31011131 531100	EX-GF-SUPPLIES			
Invoice: USB APR25 HUER	280097 USB APR25 HUER	04/25/2025	USBAPR25		895.97
	895.97 52011212 543100	POL/US BANK APR25/E HUSKA PD-INV-TRAVEL/MEALS/LODGING			

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

VOUCHER INVOICE

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INVOICE DTL DESC

Invoice: USB APR25 KIBL	280098	USB APR25 KIBL	04/25/2025	USBAPR25	1,067.02
	16.05	31011131 543100	EX/US BANK APR25/B KING		
	36.50	31011131 543100	EX-GF-TRAVEL/MEALS/LODGING		
	24.05	31011131 539100	EX-GF-TRAVEL/MEALS/LODGING		
	19.25	31011134 443410	EX-GF-NON TRAVEL FOOD/SNACK		
	336.61	31011134 443410	EX-GF-TRAINING		
	585.00	31011134 443410	EX-GF-TRAINING		
	49.56	31011131 539100	EX-GF-TRAINING		
			EX-GF-NON TRAVEL FOOD/SNACK		
Invoice: USB APR25 SHLA	280111	USB APR25 SHLA	04/25/2025	USBAPR25	102.70
	19.96	31011131 549100	EX/US BANK APR25/L SHEAR		
	14.65	31011131 543100	EX-GF-DUES/SUBCR/MEMBERSH		
	14.65	31011131 543100	EX-GF-TRAVEL/MEALS/LODGING		
	36.45	31011246 53110001342	EX-GF-TRAVEL/MEALS/LODGING		
	16.99	31011131 549100	STR-SHORT TERM RENTALS-SUPPLY		
			EX-GF-DUES/SUBCR/MEMBERSH		
Invoice: USB APR25 SMJE	280112	USB APR25 SMJE	04/25/2025	USBAPR25	1,758.80
	515.00	21011125 542500	CRT/US BANK APR25/J SMITH		
	118.80	21011125 443410	COURT-POSTAGE/SHIPPING		
	36.53	21011125 531100	COURT-TRAINING		
	27.65	21011125 531100	COURT-SUPPLIES		
	131.31	21011125 531100	COURT-SUPPLIES		
	102.90	21011125 531100	COURT-SUPPLIES		
	826.61	21011125 443410	COURT-SUPPLIES		
			COURT-TRAINING		
Invoice: USB APR25 YEKI	280113	USB APR25 YEKI	04/25/2025	USBAPR25	342.45
	262.08	73011256 549100	PW/US BANK APR25/K YETTE		
	32.27	73638935 531100	O&M-GF-DIS PREP-DUES/SUBS/LIC		
	32.84	73111423 531100	O&M-STD ALLOCATION-SUPPLIES		
	15.26	73638935 531100	OFFICE SUPPLIES		
			O&M-STD ALLOCATION-SUPPLIES		
Invoice: USB APR25 MADA	280102	USB APR25 MADA	04/25/2025	USBAPR25	104.02
	43.00	73011189 539100	PW/US BANK APR25/D MARQUIS		
	61.02	73011189 539100	O&M-NON TRAVEL FOOD/BEV		
			O&M-NON TRAVEL FOOD/BEV		
Invoice: USB APR25 NARA	280103	USB APR25 NARA	04/25/2025	USBAPR25	1,937.02
	126.78	73411345 542500	PW/US BANK APR25/R NAVARETTE		
	609.59	73411345 531100	O&M-WTR MAINT-POSTAGE/SHIPPING		
	254.24	73431835 443410	OFFICE SUPPLIES		
	17.47	73435838 531100	O&M-SSWM MAINT-TRAVEL EXP		
	675.95	73111290 531100	O&M-DECANT-SUPPLIES		
	44.70	73411252 531100	O&M-STREET-MAINT O/H-SUPPLIES		
	191.73	73411345 531100	O&M-WTR-DIS RESPONSE-SUPPLIES		
	16.56	73421355 542500	OFFICE SUPPLIES		
			SEWER MAINT POSTAGE		

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
280104	USB APR25 NEAD	04/25/2025		USBAPR25	1,179.68
Invoice: USB APR25 NEAD					
	EX/US BANK APR25/A NEBENZAHL				
116.19	31011492 53910001194	CAP-WASTE-NON-TRAVEL FOOD/BEV			
163.49	31011131 53110001359	VOLUNTEER APPR EVENT-SUPPLIES			
-325.00	31011134 443410	EX-GF-TRAINING			
325.00	31011134 443410	EX-GF-TRAINING			
900.00	31011131 54500001359	VOLUNTEER APPR EVENT-RENTALS			
280114	USB APR25 BRKA	04/25/2025		USBAPR25	75.00
Invoice: USB APR25 BRKA					
	HR/US BANK APR25/K BROWN				
75.00	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
280115	USB APR25 SCEL	04/25/2025		USBAPR25	75.65
Invoice: USB APR25 SCEL					
	EX/US BANK APR25/E SCHROER				
31.97	31011721 44341001064	REAC-TRAINING			
43.68	31011721 44341001064	REAC-TRAINING			
280116	USB APR25 MEKA	04/25/2025		USBAPR25	861.27
Invoice: USB APR25 MEKA					
	ENG/US BANK APR25/K MEYSENBURG				
107.33	72011321 549100	ENG - C/E ADMIN MISCELLEANEOUS			
42.00	72011321 549100	ENG - C/E ADMIN MISCELLEANEOUS			
40.00	72011324 443410	ENG - C/E - TRAINING			
44.75	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES			
98.28	72011322 53110000485	GROUNDWTR MNGT PRGM-SUPPLIES			
7.63	72011321 531100	ENG - C/E ADMIN SUPPLIES			
208.95	72011321 531100	ENG - C/E ADMIN SUPPLIES			
128.00	72011321 549100	ENG - C/E ADMIN MISCELLEANEOUS			
17.45	71011321 531100	PW - C/E SUPPLIES			
14.60	72637319 53110000809	WATER QUAL FLOW MONIT-SUPPLIES			
27.28	72421351 548100	ENG - SEWER ADMIN REPAIRS			
125.00	72470322 549100	DUES/SUBSCRIPTIONS			
280108	USB APR25 RAJA	04/25/2025		USBAPR25	4,682.19
Invoice: USB APR25 RAJA					
	PW/US BANK APR25/J RASELY				
300.00	73637891 545000	RENTS & LEASES - OPERATING			
450.00	73637891 545000	RENTS & LEASES - OPERATING			
54.68	73637891 531100	OFFICE SUPPLIES			
369.06	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
534.95	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
665.00	73011768 443410	O&M-C/E-PARKS-TRAINING			
36.72	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
444.15	73011768 443410	O&M-C/E-PARKS-TRAINING			
1,768.93	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
34.70	73411345 531100	OFFICE SUPPLIES			
24.00	73637891 531100	OFFICE SUPPLIES			
280109	USB APR25 RYLA	04/25/2025		USBAPR25	175.00
Invoice: USB APR25 RYLA					
	EX/US BANK APR25/L RYSER				
175.00	31011492 443410	CLIMATE ADAPTION-TRAINING			
280110	USB APR25 SCMA	04/25/2025		USBAPR25	2,358.30
Invoice: USB APR25 SCMA					
	PCD/US BANK APR25/M SCHUBERT				

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

VOUCHER INVOICE

INV DATE

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INVOICE DTL DESC

	21.97	61011581	539100	PCD-NON TRAVEL FOOD/SNACK				
	14.98	61470581	549100	PCD - DEV ADMIN DUES/SUBSCR				
	450.00	61470581	545000	PCD - DEV ADMIN RENTS & LEASES				
	530.00	61470581	545000	PCD - DEV ADMIN RENTS & LEASES				
	480.00	61011584	443410	PCD-GF-ADM-TRAINING				
	36.82	61011581	531100	PCD - C/E ADMIN SUPPLIES				
	150.00	63011586	443410	CUR - C/E TRAINING TRAVEL				
	4.80	63011586	443410	CUR - C/E TRAINING TRAVEL				
	150.00	63011586	443410	CUR - C/E TRAINING TRAVEL				
	4.80	63011586	443410	CUR - C/E TRAINING TRAVEL				
	46.20	61011581	531100	PCD - C/E ADMIN SUPPLIES				
	65.06	61011581	531100	PCD - C/E ADMIN SUPPLIES				
	236.41	61011581	531100	PCD - C/E ADMIN SUPPLIES				
	25.74	61011581	531100	PCD - C/E ADMIN SUPPLIES				
	141.52	61011581	539100	PCD-NON TRAVEL FOOD/SNACK				
Invoice: USB APR25 BUZA	280086	USB APR25	BUZA	04/25/2025	USBAPR25			813.94
	72.00	53011212	54110000962	POL/US BANK APR25/Z BURNHAM				
	53.50	53011212	53110000962	TRACKING CANINE-PROF SVCS				
	640.35	53011212	54110000962	TRACKING CANINE-SUPPLIES				
	35.00	53011212	54110000962	TRACKING CANINE-PROF SVCS				
	13.09	53011212	53110000962	TRACKING CANINE-SUPPLIES				
Invoice: USB APR25 BUAU	280085	USB APR25	BUAU	04/25/2025	USBAPR25			47.55
	47.55	52011212	543100	POL/US BANK APR25/A BUONVINO				
				PD-INV-TRAVEL/MEALS/LODGING				
Invoice: USB APR25 BRCH	280084	USB APR25	BRCH	04/25/2025	USBAPR25			100.00
	100.00	36011143	549100	EXCC/US BANK APR25/C BROWN				
				CLERK-DUES/SUBSCR/MEMBRSHPS				
Invoice: USB APR25 HOMA	280095	USB APR25	HOMA	04/25/2025	USBAPR25			734.45
	256.04	73425358	531100	PW/US BANK APR25/M HORTON				
	141.75	73425358	531100	O&M-WWTP-SUPPLIES				
	45.45	73425358	542500	O&M-WWTP-SUPPLIES				
	170.34	73425358	531100	O&M-WWTP-POSTAGE/SHIPPING				
	120.87	73425358	531100	O&M-WWTP-SUPPLIES				
Invoice: USB APR25 HOBL	280094	USB APR25	HOBL	04/25/2025	USBAPR25			250.00
	250.00	62471591	549100	PCD/US BANK APR25/B HOLMES				
				BLDG - BLDG DUES/SUBSCRIPTIONS				
Invoice: USB APR25 HASH	280093	USB APR25	HASH	04/25/2025	USBAPR25			809.41
	5.47	31011572	548500	EX/US BANK APR25/S HAYS				
	83.00	31011572	542450	EX-GF-OUTREACH-SOFTWARE MAINT				
	32.75	31011572	548500	EX-GF-OUTREACH-ADV				
	83.00	31011572	542450	EX-GF-OUTREACH-SOFTWARE MAINT				
	92.00	31011572	542450	EX-GF-OUTREACH-ADV				
	5.47	31011572	548500	EX-GF-OUTREACH-ADV				
				EX-GF-OUTREACH-SOFTWARE MAINT				

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CASH ACCOUNT: 635 111100 CASH
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Invoice: USB APR25 DAME

15.96	31011572	549100	OUTREACH DUES, SUBS& MEMBER
102.00	31011572	542450	EX-GF-OUTREACH-ADV
21.84	31011572	549100	OUTREACH DUES, SUBS& MEMBER
96.10	31011572	548500	EX-GF-OUTREACH-SOFTWARE MAINT
113.00	31011572	542450	EX-GF-OUTREACH-ADV
14.99	31011572	549100	OUTREACH DUES, SUBS& MEMBER
16.37	31011572	549100	OUTREACH DUES, SUBS& MEMBER
5.47	31011572	548500	EX-GF-OUTREACH-SOFTWARE MAINT
107.48	31011572	542450	EX-GF-OUTREACH-ADV
14.51	31011572	542450	EX-GF-OUTREACH-ADV
280089	USB APR25	DAME	04/25/2025 USBAPR25 6,743.26
924.41	81011881	535500	IT/US BANK APR25/M DALTON
398.69	81011881	535500	IT - C/E COMPUTER PARTS & EQ
536.60	81011881	443410	IT - C/E COMPUTER PARTS & EQ
29.00	81011881	535100	IT - C/E TRAINING
624.56	81011881	535500	IT - C/E COMPUTER SOFTWARE
104.90	81011881	548500	IT - C/E COMPUTER PARTS & EQ
49.99	81011881	535100	IT - C/E COMPUTER SUPPORT
655.20	81011881	548500	IT - C/E COMPUTER SOFTWARE
227.00	81011881	443410	IT - C/E COMPUTER SUPPORT
85.00	81011881	443410	IT - C/E TRAINING
311.59	81011881	443410	IT - C/E TRAINING
25.00	81011881	548500	IT - C/E TRAINING
16.32	81011881	531100	IT - C/E COMPUTER SUPPORT
109.10	81011881	443410	IT - C/E SUPPLIES
30.98	81011881	443410	IT - C/E TRAINING
24.48	81011881	443410	IT - C/E TRAINING
123.82	81011881	443410	IT - C/E TRAINING
8.00	81011881	443410	IT - C/E TRAINING
138.66	81011881	548500	IT - C/E TRAINING
59.99	81011881	443410	IT - C/E COMPUTER SUPPORT
21.84	81011881	548500	IT - C/E TRAINING
699.00	81011881	548500	IT - C/E COMPUTER SUPPORT
-371.89	81011881	443410	IT - C/E COMPUTER SUPPORT
53.51	81011881	548500	IT - C/E TRAINING
136.09	81011881	535100	IT - C/E COMPUTER SOFTWARE
18.65	81011881	443410	IT - C/E TRAINING
57.80	81011881	443410	IT - C/E TRAINING
1,242.81	81011881	443410	IT - C/E TRAINING
349.21	81011881	443410	IT - C/E TRAINING
6.97	81011881	443410	IT - C/E TRAINING
19.16	81011881	443410	IT - C/E TRAINING
26.82	81011881	531100	IT - C/E SUPPLIES

Invoice: USB APR25 CLJO

280088	USB APR25	CLJO	04/25/2025 USBAPR25 34.00
34.00	51011214	443410	POL/US BANK APR25/J CLARK
			PD-C/E-ADMIN-TRAINING

Invoice: USB APR25 CHPA

280087	USB APR25	CHPA	04/25/2025 USBAPR25 46.85
			PCD/US BANK APR25/P CHARNAS

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CASH ACCOUNT: 635 111100 CASH
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	18.36	63470588	539100	CUR-NON TRAVEL FOOD/BEV				
	28.49	63470588	539100	CUR-NON TRAVEL FOOD/BEV				
Invoice: USB APR25 BOSC	280083	USB APR25	BOSC	04/25/2025	USBAPR25			495.50
				POL/US BANK APR25/S BOTHE				
	31.25	53011212	443410	POLICE - C/E PATROL TRAINING				
	14.76	53011212	443410	POLICE - C/E PATROL TRAINING				
	72.20	53011212	443410	POLICE - C/E PATROL TRAINING				
	51.87	53011212	443410	POLICE - C/E PATROL TRAINING				
	18.05	53011212	443410	POLICE - C/E PATROL TRAINING				
	26.39	53011212	443410	POLICE - C/E PATROL TRAINING				
	8.37	53011212	443410	POLICE - C/E PATROL TRAINING				
	28.74	53011212	443410	POLICE - C/E PATROL TRAINING				
	33.50	53011212	443410	POLICE - C/E PATROL TRAINING				
	19.29	53011212	443410	POLICE - C/E PATROL TRAINING				
	26.07	53011212	443410	POLICE - C/E PATROL TRAINING				
	70.00	53011212	443410	POLICE - C/E PATROL TRAINING				
	19.29	53011212	443410	POLICE - C/E PATROL TRAINING				
	50.69	53011212	443410	POLICE - C/E PATROL TRAINING				
	25.03	53011212	443410	POLICE - C/E PATROL TRAINING				
Invoice: USB APR25 BOHA	280082	USB APR25	BOHA	04/25/2025	USBAPR25			1,400.15
				EX/US BANK APR25/H BOETTCHER				
	21.79	31011492	443410	CLIMATE ADAPTION-TRAINING				
	18.96	31011492	443410	CLIMATE ADAPTION-TRAINING				
	32.44	31011492	443410	CLIMATE ADAPTION-TRAINING				
	22.71	31011492	443410	CLIMATE ADAPTION-TRAINING				
	68.11	31011492	443410	CLIMATE ADAPTION-TRAINING				
	1,236.14	31011492	531100	CLIMATE ADAPTION-SUPPLIES				
Invoice: USB APR25 BIJO	280081	USB APR25	BIJO	04/25/2025	USBAPR25			87.81
				POL/US BANK APR25/J BINGHAM				
	21.50	54025212	541100	MARINE-PROF SVCS				
	66.31	54025212	531100	MARINE - SUPPLIES				
Invoice: USB APR25 BIMI	280080	USB APR25	BIMI	04/25/2025	USBAPR25			2,418.59
				PW/US BANK APR25/M BIDLENCIK				
	139.57	73011189	53110001391	SUPPLIES				
	30.84	73011183	531100	O&M-C/E-CH FAC-SUPPLIES				
	699.64	73011189	548100	O&M - C/E FACIL REPAIRS				
	457.55	73011189	531100	O&M - C/E FACIL OFC SUPPLIES				
	248.18	73011189	548100	O&M - C/E FACIL REPAIRS				
	655.00	73011189	443410	O&M-C/E-FAC-TRAINING				
	43.67	73111427	531100	OFFICE SUPPLIES				
	144.14	73011189	53110001391	SUPPLIES				
Invoice: USB APR25 BALE	280078	USB APR25	BALE	04/25/2025	USBAPR25			3,277.52
				POL/US BANK APR25/L BASTIAN				
	41.91	51011215	531100	POLICE - C/E FACIL SUPPLIES				
	32.19	51011215	531100	POLICE - C/E FACIL SUPPLIES				
	95.08	51011211	531100	PD-C/E-ADM-SUPPLIES				
	14.99	51011211	549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH				

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443.00	53011212	545000	POLICE - C/E PATROL RENTS
59.69	51011215	531100	POLICE - C/E FACIL SUPPLIES
550.00	53011212	443410	POLICE - C/E PATROL TRAINING
26.18	51011215	531100	POLICE - C/E FACIL SUPPLIES
251.16	53011212	541100	POLICE - C/E PATROL PROF SVCS
119.00	53011212	531100	PD-C/E-PATROL SUPPLIES
207.14	51011215	531100	POLICE - C/E FACIL SUPPLIES
399.00	53011212	443410	POLICE - C/E PATROL TRAINING
50.00	51011120	549100	PD-CLERKS-DUES/MEMBERSHIPS
46.96	51011215	531100	POLICE - C/E FACIL SUPPLIES
895.00	53011212	443410	POLICE - C/E PATROL TRAINING
46.22	51011215	531100	POLICE - C/E FACIL SUPPLIES

Invoice: USB APR25 ARRE

280077	USB APR25 ARRE	04/25/2025	USBAPR25	1,446.21
		PCD/US BANK APR25/R ARGETSINGER		
19.39	63470586	542500	CUR-DEV-ZONING-POSTAGE	
258.55	63470586	542500	CUR-DEV-ZONING-POSTAGE	
300.00	63011586	443410	CUR - C/E TRAINING TRAVEL	
300.00	63011586	443410	CUR - C/E TRAINING TRAVEL	
9.60	63011586	443410	CUR - C/E TRAINING TRAVEL	
9.60	63011586	443410	CUR - C/E TRAINING TRAVEL	
302.24	63470586	542500	CUR-DEV-ZONING-POSTAGE	
20.20	63470586	542500	CUR-DEV-ZONING-POSTAGE	
17.91	63470586	542500	CUR-DEV-ZONING-POSTAGE	
16.16	63470586	542500	CUR-DEV-ZONING-POSTAGE	
192.56	63470586	542500	CUR-DEV-ZONING-POSTAGE	

CHECK 5935 TOTAL: 52,623.54

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 52,623.54

	COUNT	AMOUNT
	-----	-----
TOTAL MANUAL CHECKS	1	52,623.54

*** GRAND TOTAL *** 52,623.54

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 5 453	APP 001-213000	05/16/2025	USBAPR25	062625			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		46,027.06	
APP 635-111100	05/16/2025	USBAPR25	062625				CASH AP CASH DISBURSEMENTS JOURNAL			52,623.54
APP 101-213000	05/16/2025	USBAPR25	062625				STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,080.44	
APP 401-213000	05/16/2025	USBAPR25	062625				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,331.39	
APP 631-213000	05/16/2025	USBAPR25	062625				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		890.81	
APP 403-213000	05/16/2025	USBAPR25	062625				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		271.71	
APP 402-213000	05/16/2025	USBAPR25	062625				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		778.29	
APP 407-213000	05/16/2025	USBAPR25	062625				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,243.84	
GENERAL LEDGER TOTAL								-----	52,623.54	52,623.54
APP 631-130000	05/16/2025	USBAPR25	062625				DUE TO/FROM CLEARING		51,732.73	
APP 001-130000	05/16/2025	USBAPR25	062625				GENERAL - DUE TO/FROM CLEARING			46,027.06
APP 101-130000	05/16/2025	USBAPR25	062625				STREETS - DUE TO/FROM CLEARING			1,080.44
APP 401-130000	05/16/2025	USBAPR25	062625				DUE TO/FROM CLEARING			1,331.39
APP 403-130000	05/16/2025	USBAPR25	062625				DUE TO/FROM CLEARING			271.71
APP 402-130000	05/16/2025	USBAPR25	062625				DUE TO/FROM CLEARING			778.29
APP 407-130000	05/16/2025	USBAPR25	062625				DUE TO/FROM CLEARING			2,243.84
SYSTEM GENERATED ENTRIES TOTAL								-----	51,732.73	51,732.73
JOURNAL 2025/05/453 TOTAL								-----	104,356.27	104,356.27

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025	5	453	05/16/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		46,027.06
001-213000				GENERAL - ACCOUNTS PAYABLE	46,027.06	
				FUND TOTAL	46,027.06	46,027.06
101 STREET FUND	2025	5	453	05/16/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		1,080.44
101-213000				STREETS - ACCOUNTS PAYABLE	1,080.44	
				FUND TOTAL	1,080.44	1,080.44
401 WATER OPERATING FUND	2025	5	453	05/16/2025		
401-130000				DUE TO/FROM CLEARING		1,331.39
401-213000				ACCOUNTS PAYABLE	1,331.39	
				FUND TOTAL	1,331.39	1,331.39
402 SEWER OPERATING FUND	2025	5	453	05/16/2025		
402-130000				DUE TO/FROM CLEARING		778.29
402-213000				ACCOUNTS PAYABLE	778.29	
				FUND TOTAL	778.29	778.29
403 STORM & SURFACE WATER FUND	2025	5	453	05/16/2025		
403-130000				DUE TO/FROM CLEARING		271.71
403-213000				ACCOUNTS PAYABLE	271.71	
				FUND TOTAL	271.71	271.71
407 BUILDING & DEVELOPMENT FUND	2025	5	453	05/16/2025		
407-130000				DUE TO/FROM CLEARING		2,243.84
407-213000				ACCOUNTS PAYABLE	2,243.84	
				FUND TOTAL	2,243.84	2,243.84
631 CLEARING FUND	2025	5	453	05/16/2025		
631-130000				DUE TO/FROM CLEARING	51,732.73	
631-213000				ACCOUNTS PAYABLE	890.81	
635-111100				CASH		52,623.54
				FUND TOTAL	52,623.54	52,623.54

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FUND	DUE TO	DUE FR
001 GENERAL FUND		46,027.06
101 STREET FUND		1,080.44
401 WATER OPERATING FUND		1,331.39
402 SEWER OPERATING FUND		778.29
403 STORM & SURFACE WATER FUND		271.71
407 BUILDING & DEVELOPMENT FUND		2,243.84
631 CLEARING FUND	51,732.73	
	-----	-----
TOTAL	51,732.73	51,732.73

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CASH ACCOUNT: 635 111100 CASH
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				INVOICE DTL DESC					
5936	05/30/2025	MANL	103	CITY OF BAINBRIDGE I	280241	13005MAY25	05/01/2025	UBMAY25	30.02
Invoice: 13005MAY25					30.02	91011768 547500	309 SHANNON DRIVE		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 13006MAY25					280242	13006MAY25	05/01/2025	UBMAY25	1,089.78
					1,089.78	91011768 547500	309 SHANNON DRIVE DOCK		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 10461MAY25					280243	10461MAY25	05/01/2025	UBMAY25	685.99
					685.99	91011768 547500	289 SHANNON DRIVE		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 10463MAY25					280244	10463MAY25	05/01/2025	UBMAY25	538.92
					538.92	91011755 547500	370 BRIEN DRIVE		
							GG-C/E-COMMONS-WTR/SWR		
Invoice: 10464MAY25					280245	10464MAY25	05/01/2025	UBMAY25	501.81
					501.81	91011755 547500	402 BRIEN DRIVE		
							GG-C/E-COMMONS-WTR/SWR		
Invoice: 11573MAY25					280246	11573MAY25	05/01/2025	UBMAY25	30.02
					30.02	91011768 547500	5350 CREOSOTE PLACE NE		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 13331MAY25					280247	13331MAY25	05/01/2025	UBMAY25	21.42
					21.42	91415345 547500	GG-ROCKAWAY BEACH-WTR/SWR		
							GG-ROCKAWAY BCH-WTR/SWR		
							CHECK	5936 TOTAL:	2,897.96
					NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		2,897.96
							COUNT	AMOUNT	
							-----	-----	
					TOTAL MANUAL CHECKS		1	2,897.96	
								*** GRAND TOTAL ***	2,897.96

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 5 454	APP 001-213000	05/30/2025	UBMAY25	062625			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,876.54	
APP 635-111100	05/30/2025	UBMAY25	062625				CASH AP CASH DISBURSEMENTS JOURNAL			2,897.96
APP 401-213000	05/30/2025	UBMAY25	062625				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		21.42	
GENERAL LEDGER TOTAL									2,897.96	2,897.96
APP 631-130000	05/30/2025	UBMAY25	062625				DUE TO/FROM CLEARING		2,897.96	
APP 001-130000	05/30/2025	UBMAY25	062625				GENERAL - DUE TO/FROM CLEARING			2,876.54
APP 401-130000	05/30/2025	UBMAY25	062625				DUE TO/FROM CLEARING			21.42
SYSTEM GENERATED ENTRIES TOTAL									2,897.96	2,897.96
JOURNAL 2025/05/454 TOTAL									5,795.92	5,795.92

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FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2025	5	454	05/30/2025	GENERAL - DUE TO/FROM CLEARING		2,876.54
001-130000					GENERAL - ACCOUNTS PAYABLE	2,876.54	
001-213000						-----	-----
					FUND TOTAL	2,876.54	2,876.54
401 WATER OPERATING FUND	2025	5	454	05/30/2025	DUE TO/FROM CLEARING		21.42
401-130000					ACCOUNTS PAYABLE	21.42	
401-213000						-----	-----
					FUND TOTAL	21.42	21.42
631 CLEARING FUND	2025	5	454	05/30/2025	DUE TO/FROM CLEARING	2,897.96	
631-130000					CASH		2,897.96
635-111100						-----	-----
					FUND TOTAL	2,897.96	2,897.96

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FUND		DUE TO	DUE FR
001	GENERAL FUND		2,876.54
401	WATER OPERATING FUND		21.42
631	CLEARING FUND	2,897.96	
TOTAL		2,897.96	2,897.96

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CASH ACCOUNT: 635 111100 CASH
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VOUCHER INVOICE

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						INVOICE DTL DESC			
5937	06/27/2025 EFT	1030	SUNBELT RENTALS	280314	169769097-0001	06/03/2025	06/26/25	371.61	
Invoice: 169769097-0001				371.61	73011183 548100	PW/WO 24476 - SCISSORLIFT, LIFT BED TRAILER O&M-C/E-CH FAC-REPAIRS			
								CHECK	5937 TOTAL: 371.61
5938	06/27/2025 EFT	7726	AIR MANAGEMENT SOLUT	280248	0001149407	05/30/2025	06/26/25	1,870.76	
Invoice: 0001149407				1,870.76	73011897 54810000707	PW/HVAC REPAIR PWOM PWY HVAC-REPAIRS			
								CHECK	5938 TOTAL: 1,870.76
5939	06/27/2025 EFT	10239	ALLIANCE TECHNICAL G	280249	SEA070264	06/02/2025	06/26/25	135.85	
Invoice: SEA070264				135.85	72637319 54110000809	ENG/WATER RESOURCES 2025-2027 MONITORING WATER QUAL FLOW MONIT-PRO SVCS			
								CHECK	5939 TOTAL: 135.85
5940	06/27/2025 EFT	10692	ARTISAN ELECTRIC INC	280250	PAYREQ3-01302	06/10/2025	06/26/25	185,193.95	
Invoice: PAYREQ3-01302				185,193.95	72311454 66300001302	ENG/WOODWARD MIDDLE SCHOOL 120KW PV SYSTEM TSJC CARBON OFFSET-CAP CONSTR			
								CHECK	5940 TOTAL: 185,193.95
5941	06/27/2025 EFT	9856	BARR-TECH LLC	280253	10429	05/31/2025	06/26/25	8,063.14	
Invoice: 10429				8,063.14	73425358 54790100551	PW/BIOSOLIDS PROCESSED MAY25 117.47 TONS BIOSOLIDS WASTE DISPOSAL			
								CHECK	5941 TOTAL: 8,063.14
5942	06/27/2025 EFT	10600	BOWMAN CONSULTING GR	280256	4010-22505129	05/30/2025	06/26/25	6,695.00	
Invoice: 4010-22505129				1,339.00	72411341 54110001343	ENG/WATER SEWER SSWM UTILITY RATE STUDY WTR-UTIL RATE STUDY-PROF SVCS			
				2,678.00	72421351 54110001343	SWR-UTIL RATE STUDY-PROF SVCS			
				2,678.00	72431831 54110001343	SSWM-UTIL RATE STUDY-PROF SVCS			
Invoice: 4029-22505140				1,170.00	61470581 54110001368	05/30/2025 06/26/25 PCD/PCD RATE STUDY PCD RATE STUDY-FCS PROF SVCS			
								CHECK	5942 TOTAL: 7,865.00
5943	06/27/2025 EFT	112	CODE PUBLISHING COMP	280259	GCI0017673	05/31/2025	06/26/25	1,008.63	
Invoice: GCI0017673				1,008.63	36011143 541100	EXCC/MUNICIPAL CODE WEB UPDATE CLERK-C/E-PROF SVCS			

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

VOUCHER INVOICE

INV DATE PO

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CHECK 5943 TOTAL: 1,008.63

5944 06/27/2025 EFT 10374 ASGN INCORPORATED 280252 901153915 06/16/2025 06/26/25 1,534.50
Invoice: 901153915 IT/WEBSITE CONTENT MANAGER CONSULTING SERVICES
1,534.50 81011881 54110001398 WEBSITE UPDATE - PROF SVCS

CHECK 5944 TOTAL: 1,534.50

5945 06/27/2025 EFT 6363 LN CURTIS & SONS 280282 INV955625 06/04/2025 06/26/25 999.07
Invoice: INV955625 POL/UNIFORMS
999.07 53011212 520000 POLICE - C/E PATROL BENEFITS

CHECK 5945 TOTAL: 999.07

5946 06/27/2025 EFT 8691 ROBERT DAVY 280293 06/17/2025 06/17/2025 06/26/25 100.00
Invoice: 06/17/2025 CRT/JUDGE PRO TEMPORE 06/17/25
100.00 21011125 541210 COURT-JUDGE PRO TEMPORE SVCS

CHECK 5946 TOTAL: 100.00

5947 06/27/2025 EFT 4975 DAY MANAGEMENT CORP 280260 INV875584 05/28/2025 06/26/25 1,605.24
Invoice: INV875584 POL/RADAR RECALIBRATION
1,605.24 53011212 541100 POLICE - C/E PATROL PROF SVCS

CHECK 5947 TOTAL: 1,605.24

5948 06/27/2025 EFT 10556 DESIGNING LOCAL LTD 280261 2516 05/07/2025 06/26/25 3,750.00
Invoice: 2516 EX/COMMUNITY ARTS PLAN
3,750.00 31024759 54110001354 COMMUNITY ARTS PLAN-PROF SVCS

CHECK 5948 TOTAL: 3,750.00

5949 06/27/2025 EFT 10410 DOBBS HEAVY DUTY HOL 280263 025P207233 05/29/2025 06/26/25 370.84
Invoice: 025P207233 PW/WO 00159 - WATER TEMP SENDER
370.84 73411345 531100 OFFICE SUPPLIES

Invoice: 025P207471 280264 025P207471 06/02/2025 06/26/25 219.33
PW/WO 00159 - COOLANT LEVEL SENSOR
219.33 73411345 531100 OFFICE SUPPLIES

CHECK 5949 TOTAL: 590.17

5950 06/27/2025 EFT 10611 DOCTER, JAMES N 280262 06/16/2025 06/16/2025 06/26/25 250.00
Invoice: 06/16/2025 CRT/JUDGE PRO TEMPORE 06/13/25, 06/16/25
250.00 21011125 541210 COURT-JUDGE PRO TEMPORE SVCS

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

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							CHECK	5950 TOTAL:	250.00
5951	06/27/2025 EFT	10027	FEHR & PEERS	280265	186292	06/11/2025	06/26/25		1,525.00
	Invoice: 186292			1,525.00	72111444	54110000930	ENG/TRANSPORTATION ELEMENT UPDATE COMP PLAN UPDATE-TRANSP-PS		
							CHECK	5951 TOTAL:	1,525.00
5952	06/27/2025 EFT	10459	GORDON THOMAS HONEYW	280268	MAY 2025 1337	05/31/2025	06/26/25		4,385.40
	Invoice: MAY 2025	1337		4,385.40	11011112	541100	CC/GTH LOBBYING SERVICES COUNCIL-LOBBYING/PROMOTION PS		
							CHECK	5952 TOTAL:	4,385.40
5953	06/27/2025 EFT	1517	GUARDIAN SECURITY SY	280269	1616125	06/01/2025	06/26/25		70.99
	Invoice: 1616125			70.99	51011215	541100	POL/EVIDENCE LOCKER SECURITY POLICE - C/E FACIL PROF SVCS		
							CHECK	5953 TOTAL:	70.99
5954	06/27/2025 EFT	3114	JOHNSON CONTROLS FIR	280270	24726599	05/21/2025	06/26/25		304.09
	Invoice: 24726599			304.09	73011183	54110000390	PW/ALARM MONITORING FAC BLDG/FIRE ALARM-CITY HALL		
				280271	24726600	05/21/2025	06/26/25		152.41
	Invoice: 24726600			152.41	73011755	54110000390	PW/ALARM MONITORING FAC BLDG/FIRE ALARM-COMMONS		
				280272	24726601	05/21/2025	06/26/25		152.41
	Invoice: 24726601			152.41	73011897	54110000390	PW/ALARM MONITORING PWY-ALARM SVCS		
							CHECK	5954 TOTAL:	608.91
5955	06/27/2025 EFT	10439	KELLEY CREATE CO	280274	39267115	05/21/2025	06/26/25		241.07
	Invoice: 39267115			241.07	51011211	545000	POL/MAIN COPIER LEASE PD-C/E-ADMIN RENTS/LEASE		
				280275	39410395	06/09/2025	06/26/25		294.84
	Invoice: 39410395			294.84	61470581	545000	PCD/COPIER LEASE-6525AC PCD - DEV ADMIN RENTS & LEASES		
				280276	39423005	06/10/2025	06/26/25		233.69
	Invoice: 39423005			233.69	73637891	545000	PW/COPIER LEASE-6525AC RENTS & LEASES - OPERATING		

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

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CHECK 5955 TOTAL: 769.60

5956 06/27/2025 EFT 9852 KISSLER ENTERPRISES 280277 11653 05/31/2025 06/26/25 12,921.70
Invoice: 11653 PW/WWTP BIOSOLIDS HAULING TO BARR-TECH MAY25
12,921.70 73425358 54790100551 BIOSOLIDS WASTE DISPOSAL

CHECK 5956 TOTAL: 12,921.70

5957 06/27/2025 EFT 10563 HORTON WEIBEL BROUGH 280280 25167 06/20/2025 06/26/25 10,000.00
Invoice: 25167 LEGAL/LAW SERVICES MAY25
10,000.00 32011281 541113 LGL-PUBLIC DEFENDER

CHECK 5957 TOTAL: 10,000.00

5958 06/27/2025 EFT 5011 LEXISNEXIS RISK SOLU 280281 1100150185 05/31/2025 06/26/25 218.40
Invoice: 1100150185 POL/MONTHLY SUBSCRIPTION
218.40 52011212 549100 PD-C/E-INV-DUES/SUBSCR/MEMBRSH

CHECK 5958 TOTAL: 218.40

5959 06/27/2025 EFT 9263 BELLEVUE PRINTING LL 280255 62660 05/28/2025 06/26/25 6,904.24
Invoice: 62660 EX/WRRD GRANT POSTCARD SVCS
6,904.24 31011492 54245001194 CAP-WASTE RED-OUTREACH

CHECK 5959 TOTAL: 6,904.24

5960 06/27/2025 EFT 9455 KATHERINE D. JENNING 280273 1246 04/22/2025 06/26/25 1,650.00
Invoice: 1246 EX/VIDEO & PHOTOGRAPHY SVCS
1,650.00 31011572 541100 EX-GF-OUTREACH-PROF SVCS

CHECK 5960 TOTAL: 1,650.00

5961 06/27/2025 EFT 2430 OGDEN MURPHY WALLACE 280284 911140 06/12/2025 06/26/25 70,709.65
Invoice: 911140 LEGAL/PROFESSIONAL SERVICES MAY25
1,055.60 32011152 54111101156 LIT-NEAL PRA SUIT
203.00 32011152 54111101306 LIT-GERLACH CLAIM FOR DAMAGES
93.70 34470586 54111101352 2024 GERLACH LUPA APPEAL SUP
9,960.60 32470152 54111101357 HEX-SPERLING APPEAL
17,683.60 32011152 54111101379 LIT-LINDENBAUM
487.20 32011152 54111001045 LGL-VERIZON FRANCHISE
745.20 32011152 54111001131 ETHICS BOARD LEGAL ADVISOR
2,281.40 32011541 54111001270 GEN'L PRR WORK-OUTSIDEATTORNEY
38,199.35 32011541 54111001298 CITY ATTORNEY

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CASH ACCOUNT: 635 111100 CASH
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INVOICE DTL DESC

CHECK 5961 TOTAL: 70,709.65

5962 06/27/2025 EFT 5545 OTAK INC
Invoice: 000052500224

280286 000052500224
1,064.75 72321953 64110000712

05/27/2025 06/26/25
ENG/CC RD RECONSTRUCTION DESIGN
COUNTRY CLUB RD-DESIGN

1,064.75

Invoice: 000062500204

280287 000062500204
4,631.75 72321953 64110000712

06/13/2025 06/26/25
ENG/CC RD RECONSTRUCTION DESIGN
COUNTRY CLUB RD-DESIGN

4,631.75

CHECK 5962 TOTAL: 5,696.50

5963 06/27/2025 EFT 9650 PAPE MACHINERY INC
Invoice: 16104876

280288 16104876
61.19 73020769 531100

06/10/2025 06/26/25
PW/WO 24483 - DRIVE SHAFT X2
O&M-ROAD ENDS-SUPPLIES

61.19

CHECK 5963 TOTAL: 61.19

5964 06/27/2025 EFT
Invoice: 05/31/2025

7712 PENDLETON CONSULTING 280290 05/31/2025
1,321.60 31011131 541100

05/31/2025 06/26/25
EX/LEADERSHIP TEAM RETREAT FACILITATION
EX-GF-PROF SERVICES

1,321.60

CHECK 5964 TOTAL: 1,321.60

5965 06/27/2025 EFT 6333 PETROCARD INC.
Invoice: 0555114-IN

280292 0555114-IN
1,998.97 73638893 532000
1,594.52 73638932 532000

05/29/2025 06/26/25
PW/DIESEL & REGULAR FUEL
O&M-FUEL USE-ALLOCATION
O&M-FUEL ALLOC TO OTH DEPTS

3,593.49

CHECK 5965 TOTAL: 3,593.49

5966 06/27/2025 EFT 617 S & B INC
Invoice: 27012B

280294 27012B
519.79 73425358 548100

06/12/2025 06/26/25
PW/WO 24572 - SIEMENS MAG 6000 FLOW TRANSMITTER
O&M-WWTP-REPAIRS

519.79

Invoice: 27025B

280295 27025B
442.26 73411345 548100

06/12/2025 06/26/25
PW/WO 24522 - FLETCHER BAY WELL AQUIFER LEVEL
REPAIRS & MAINTENANCE

442.26

CHECK 5966 TOTAL: 962.05

5967 06/27/2025 EFT 10496 SEATTLE AUTOMOTIVE D
Invoice: S10-9993679

280296 S10-9993679
170.21 73421355 531100

05/28/2025 06/26/25
PW/WO 00143 - BATTERY
WIN COLL-SUPPLIES

170.21

280297 S10-9993691

05/28/2025 06/26/25

340.41

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CASH ACCOUNT: 635 111100 CASH
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Invoice: S10-9993691

INVOICE DTL DESC
340.41 73011189 531100 PW/VO 00146 - BATTERY
O&M - C/E FACIL OFC SUPPLIES

Invoice: S10-9993699

280298 S10-9993699 05/28/2025 06/26/25 238.70
238.70 73421355 531100 PW/VO 00147 - BATTERY
WIN COLL-SUPPLIES

Invoice: S10-9993710

280299 S10-9993710 05/28/2025 06/26/25 238.70
238.70 73421355 531100 PW/VO 00152 - BATTERY
WIN COLL-SUPPLIES

Invoice: S10-9993717

280300 S10-9993717 05/28/2025 06/26/25 170.21
170.21 73011897 531100 PW/VO 00158 - BATTERY
O&M-C/E-PWY FAC-SUPPLIES

Invoice: S10-9993724

280301 S10-9993724 05/28/2025 06/26/25 340.41
340.41 73425358 531100 PW/VO 00189 - BATTERY
O&M-WWTP-SUPPLIES

Invoice: S10-9993729

280302 S10-9993729 05/28/2025 06/26/25 170.21
170.21 73425358 531100 PW/VO 00272 - BATTERY
O&M-WWTP-SUPPLIES

Invoice: S10-9993736

280303 S10-9993736 05/28/2025 06/26/25 -104.82
-104.82 73638935 531100 PW/SHOP SUPPLIES - CREDIT MEMO
O&M-STD ALLOCATION-SUPPLIES

Invoice: S10-10026646

280304 S10-10026646 06/11/2025 06/26/25 -17.47
-17.47 73638935 531100 PW/SHOP SUPPLIES - CREDIT MEMO
O&M-STD ALLOCATION-SUPPLIES

CHECK 5967 TOTAL: 1,546.56

5968 06/27/2025 EFT
Invoice: 2261

9910 SEIDL, MICHAEL TIMOT 280283 2261

06/02/2025 06/26/25 7,845.00
EX/VIDEO PRODUCTION SERVICES
7,845.00 31011572 54110001184 CITY MNGR VIDEO UPDATE-PROF SV

CHECK 5968 TOTAL: 7,845.00

5969 06/27/2025 EFT
Invoice: 14667

7173 SKILLINGS

280305 14667 06/03/2025 06/26/25 60,000.00
ENG/Engineering Design Services fo
6,150.14 72423434 64110000820 REHAB WING PT PUMP STATION-DES
22,328.46 72424435 64110000989 SUNDAY COVE PUMP REHAB-PROF SV
13,583.81 72423434 64110000990 WOOD AVE PUMP STA-PROF SVCS
17,937.59 72423434 64110001086 LOWER LOVELL SLS-PROF SVCS

CHECK 5969 TOTAL: 60,000.00

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

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INVOICE DTL DESC

5970 06/27/2025 EFT 8744 SOUND PACIFIC CONSTR 280306 PAYREQ12-01088-01100 06/16/2025 06/26/25 449,411.70
Invoice: PAYREQ12-01088-01100
8,500.01 72413434 66300000988 ENG/MAD AVE NMI & VILLAGE BASIN IMP BUNDLE - CONST
269,655.13 72334561 66300001088 NEW WATER TANKS-CONSTR
171,256.56 72423434 66300001100 MAD AVE NM IMPR-CONSTR
BUNDLED MAD AVE SWR-CONSTR

CHECK 5970 TOTAL: 449,411.70

5971 06/27/2025 EFT 8132 SPECTRA LABORATORIES 280308 25-03216 05/12/2025 06/26/25 32.00
Invoice: 25-03216
32.00 73011897 54110000391 PW/TESTING - PW ADMIN SINK
LAB SVCS-PWY FAC

Invoice: 25-03756
280309 25-03756 05/28/2025 06/26/25 826.00
826.00 73425358 54110000391 PW/TESTING - WWTP
LAB & TESTING SVCS-WWTP

Invoice: 25-03837
280310 25-03837 05/30/2025 06/26/25 287.00
287.00 73411345 54110000391 PW/TESTING - MULTIPLE WELL SITES
LAB SVCS-WATER

Invoice: 25-03931
280311 25-03931 05/30/2025 06/26/25 207.00
207.00 73425358 54110000391 PW/TESTING - WWTP
LAB & TESTING SVCS-WWTP

Invoice: 25-03933
280312 25-03933 05/30/2025 06/26/25 207.00
207.00 73425358 54110000391 PW/TESTING - WWTP
LAB & TESTING SVCS-WWTP

CHECK 5971 TOTAL: 1,559.00

5972 06/27/2025 EFT 2467 STAPLES 280313 7005515512 05/31/2025 06/26/25 194.70
Invoice: 7005515512
194.70 73637891 531100 PW/OFFICE SUPPLIES
OFFICE SUPPLIES

CHECK 5972 TOTAL: 194.70

5973 06/27/2025 EFT 6059 SUSTAINABLE BAINBRID 280315 06/16/2025 06/16/2025 06/26/25 1,035.00
Invoice: 06/16/2025
1,035.00 31011492 54245001194 EX/WRRED GRANT OUTREACH
CAP-WASTE RED-OUTREACH

CHECK 5973 TOTAL: 1,035.00

5974 06/27/2025 EFT 10124 THUILLIER, JENNIFER 280316 202543 05/31/2025 06/26/25 516.00
Invoice: 202543
516.00 31011572 541100 EX/TWEE-A GRAPHIC DESIGN
EX-GF-OUTREACH-PROF SVCS

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

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INVOICE DTL DESC

CHECK 5974 TOTAL: 516.00

5975 06/27/2025 EFT 553 UTILITIES UNDERGROUN 280317 5050125 05/31/2025 06/26/25 218.70
Invoice: 5050125 PW/EXCAVATION NOTIFICATIONS MAY25
218.70 73637893 54110000393 O&M ALLOC-LOCATING SVCS

CHECK 5975 TOTAL: 218.70

5976 06/27/2025 EFT 9373 VISIT BAINBRIDGE ISL 280318 2025-Q2.2 05/31/2025 06/26/25 17,417.83
Invoice: 2025-Q2.2 2025 LTAC MAY25
17,417.83 91140573 541100 GG-TOUR-PROF SERVICES

CHECK 5976 TOTAL: 17,417.83

NUMBER OF CHECKS 40 *** CASH ACCOUNT TOTAL *** 874,481.13

	COUNT	AMOUNT
TOTAL EFT'S	40	874,481.13

*** GRAND TOTAL *** 874,481.13

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JOURNAL ENTRIES TO BE CREATED
CLERK: glin

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 6 258	APP 001-213000	06/27/2025	06/26/25	062725			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		107,545.58	
	APP 635-111100	06/27/2025	06/26/25	062725			CASH AP CASH DISBURSEMENTS JOURNAL			874,481.13
	APP 631-213000	06/27/2025	06/26/25	062725			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,254.14	
	APP 301-213000	06/27/2025	06/26/25	062725			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		460,545.58	
	APP 402-213000	06/27/2025	06/26/25	062725			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		257,837.42	
	APP 401-213000	06/27/2025	06/26/25	062725			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,158.44	
	APP 403-213000	06/27/2025	06/26/25	062725			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,678.00	
	APP 407-213000	06/27/2025	06/26/25	062725			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,519.14	
	APP 101-213000	06/27/2025	06/26/25	062725			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,525.00	
	APP 104-213000	06/27/2025	06/26/25	062725			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		17,417.83	
GENERAL LEDGER TOTAL									874,481.13	874,481.13
	APP 631-130000	06/27/2025	06/26/25	062725			DUE TO/FROM CLEARING		870,226.99	
	APP 001-130000	06/27/2025	06/26/25	062725			GENERAL - DUE TO/FROM CLEARING			107,545.58
	APP 301-130000	06/27/2025	06/26/25	062725			DUE TO/FROM CLEARING			460,545.58
	APP 402-130000	06/27/2025	06/26/25	062725			DUE TO/FROM CLEARING			257,837.42
	APP 401-130000	06/27/2025	06/26/25	062725			DUE TO/FROM CLEARING			11,158.44
	APP 403-130000	06/27/2025	06/26/25	062725			DUE TO/FROM CLEARING			2,678.00
	APP 407-130000	06/27/2025	06/26/25	062725			DUE TO/FROM CLEARING			11,519.14
	APP 101-130000	06/27/2025	06/26/25	062725			STREETS - DUE TO/FROM CLEARING			1,525.00
	APP 104-130000	06/27/2025	06/26/25	062725			CIVIC IMPR DUE TO/FROM CLEAR'G			17,417.83
SYSTEM GENERATED ENTRIES TOTAL									870,226.99	870,226.99
JOURNAL 2025/06/258 TOTAL									1,744,708.12	1,744,708.12

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025	6	258	06/27/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		107,545.58
001-213000				GENERAL - ACCOUNTS PAYABLE	107,545.58	
				FUND TOTAL	107,545.58	107,545.58
101 STREET FUND	2025	6	258	06/27/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		1,525.00
101-213000				STREETS - ACCOUNTS PAYABLE	1,525.00	
				FUND TOTAL	1,525.00	1,525.00
104 CIVIC IMPROVEMENT FUND	2025	6	258	06/27/2025		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		17,417.83
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	17,417.83	
				FUND TOTAL	17,417.83	17,417.83
301 CAPITAL CONSTRUCTION FUND	2025	6	258	06/27/2025		
301-130000				DUE TO/FROM CLEARING		460,545.58
301-213000				ACCOUNTS PAYABLE	460,545.58	
				FUND TOTAL	460,545.58	460,545.58
401 WATER OPERATING FUND	2025	6	258	06/27/2025		
401-130000				DUE TO/FROM CLEARING		11,158.44
401-213000				ACCOUNTS PAYABLE	11,158.44	
				FUND TOTAL	11,158.44	11,158.44
402 SEWER OPERATING FUND	2025	6	258	06/27/2025		
402-130000				DUE TO/FROM CLEARING		257,837.42
402-213000				ACCOUNTS PAYABLE	257,837.42	
				FUND TOTAL	257,837.42	257,837.42
403 STORM & SURFACE WATER FUND	2025	6	258	06/27/2025		
403-130000				DUE TO/FROM CLEARING		2,678.00
403-213000				ACCOUNTS PAYABLE	2,678.00	
				FUND TOTAL	2,678.00	2,678.00
407 BUILDING & DEVELOPMENT FUND	2025	6	258	06/27/2025		
407-130000				DUE TO/FROM CLEARING		11,519.14
407-213000				ACCOUNTS PAYABLE	11,519.14	
				FUND TOTAL	11,519.14	11,519.14
631 CLEARING FUND	2025	6	258	06/27/2025		

06/26/2025 14:26
glin

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 11
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
631-130000				DUE TO/FROM CLEARING	870,226.99	
631-213000				ACCOUNTS PAYABLE	4,254.14	
635-111100				CASH		874,481.13
				FUND TOTAL	874,481.13	874,481.13

FUND	DUE TO	DUE FR
001 GENERAL FUND		107,545.58
101 STREET FUND		1,525.00
104 CIVIC IMPROVEMENT FUND		17,417.83
301 CAPITAL CONSTRUCTION FUND		460,545.58
401 WATER OPERATING FUND		11,158.44
402 SEWER OPERATING FUND		257,837.42
403 STORM & SURFACE WATER FUND		2,678.00
407 BUILDING & DEVELOPMENT FUND		11,519.14
631 CLEARING FUND	870,226.99	
	-----	-----
TOTAL	870,226.99	870,226.99

** END OF REPORT - Generated by Grace Lin **

06/26/2025 14:54 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

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

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

NET

		INVOICE DTL DESC			
240	06/26/2025	PRTD	50 BAINBRIDGE ISLAND EL 280323	RETREL-00818-00821	06/09/2025 RT062625 11,011.50
Invoice: RETREL-00818-00821				RET REL - SCADA UPGRADES	
				RETAINAGE RELEASE	
11,011.50 41628860 586000					

CHECK 240 TOTAL: 11,011.50

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 11,011.50

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	11,011.50

*** GRAND TOTAL *** 11,011.50

06/26/2025 14:54 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED
CLERK: glin

|P 2
|apcshdsb

YEAR PER	JNL									
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2025 6 259										
APP 622-213000	06/26/2025	RT062625	062625			ACCOUNTS PAYABLE		11,011.50		
						AP CASH DISBURSEMENTS JOURNAL				
APP 628-111100	06/26/2025	RT062625	062625			CASH-RETAINAGE			11,011.50	
						AP CASH DISBURSEMENTS JOURNAL				
						JOURNAL 2025/06/259 TOTAL		11,011.50	11,011.50	

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2025	6	259	06/26/2025			
	622-213000					ACCOUNTS PAYABLE	11,011.50	
	628-111100					CASH-RETAINAGE		11,011.50
						FUND TOTAL	11,011.50	11,011.50

** END OF REPORT - Generated by Grace Lin **



CITY OF
BAINBRIDGE ISLAND

PAYROLL REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

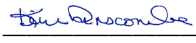
PAYROLL CHECK RUN: 07-05-2025

Run Type	Date	Check # Sequence	Comments	Amount
Normal	7/3/2025	64883-65037	Regular check run (Direct Dep)	452,440.63
EFTPS	7/3/2025	EFTPS	Federal Tax Electronic Transfer	168,084.67
EFT	7/3/2025	ACH	DSHS	147.08
			TOTAL:	\$ 620,672.38

Prepared and Reviewed by: 
Carrie Freitas, Budget Manager

Date 07/03/2025

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

 Date 07/03/2025
Kim Dunscombe, Acting Finance Director

07/02/2025 12:46 |CITY OF BAINBRIDGE ISLAND |P 64
cfreitas |PAYROLL ELECTRONIC FUND TRANSFER REGISTER |pradvreg

WARRANT: 070525 PAY PERIOD From: 06162025 To: 06302025 CHECK DATE: 07032025

COMPANY NAME: CITY OF BAINBRIDGE ISLA BANK: UMPQUA BANK
TRANSIT/ROUTING #: 12320505-4

TOTAL DEPOSIT: 189 452,440.63

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

DETAIL PROOF - FINAL REPORT

Pay Period 06/16/25 To 06/30/25

WARRANT: 070525 PAYROLL TYPE: NORMAL

CHECK DATE: 07/03/2025

Earnings-Deductions Proof Summaries**DEDUCTION SUMMARY**

=====

DED	TYPE	EMPLOYEE AMT	EMPLOYER AMT	TOTAL AMT	EMPLOYEE GROSS	FICA/MED CALC
1000	SOCIAL SEC	41,208.59	41,208.59	82,417.18	664,655.02	x 12.40% = 82,417.22
1100	MEDICARE	9,637.54	9,637.54	19,275.08	664,655.02	x 2.90% = 19,275.00
2308	HF HDHP EE	0.00	7,965.84	7,965.84	53,969.42	
2310	HF HDHP E+S	0.00	8,014.80	8,014.80	34,165.67	
2311	HFHDHPE+S1	0.00	6,691.04	6,691.04	21,438.79	
2312	HF HDHP ES2	0.00	11,691.96	11,691.96	27,362.67	
2314	HF HDHP ES+2	389.73	1,558.93	1,948.66	7,409.17	
2316	PT HFHDHP EE	331.91	331.91	663.82	4,301.47	
2330	K HDHP ES+1	0.00	1,761.00	1,761.00	4,117.29	
2332	K HDHP E+SP	0.00	1,405.52	1,405.52	4,026.28	
2334	K HDHP E	0.00	709.90	709.90	4,919.80	
2336	K HDHP ES+2	0.00	6,349.56	6,349.56	11,037.44	
2350	HSA	5,304.14	9,416.66	14,720.80	172,748.00	
2351	AFLAC PST TX	100.37	0.00	100.37	3,696.40	
2410	DEP DAY CARE	446.33	0.00	446.33	14,178.98	
2420	FL EX PL HLT	1,130.00	0.00	1,130.00	79,203.31	
2430	AFLAC	294.43	0.00	294.43	34,421.92	
2455	HF IAM	7,706.01	71,669.97	79,375.98	182,870.99	
2456	HF UNREP	2,951.76	26,273.00	29,224.76	100,632.85	
2470	HF POLICE	3,033.16	34,935.68	37,968.84	94,108.89	
2501	K UNREP	636.54	5,313.44	5,949.98	17,940.55	
2502	K EE IAM	997.25	9,632.57	10,629.82	27,995.58	
2540	PT E, PLAN F	152.52	275.66	428.18	13,434.03	
2590	K POLICE	212.18	2,336.22	2,548.40	6,736.50	
2700	WA PFML	3,995.14	1,590.84	5,585.98	607,168.18	
2710	WA CARES	2,563.13	0.00	2,563.13	441,912.95	
2910	DCP-ROTH	2,638.87	0.00	2,638.87	64,388.01	
2915	MSQ-ROTH	190.97	0.00	190.97	8,380.09	
2920	ICMA	6,425.00	3,350.00	9,775.00	181,622.16	
2925	ICMA CIT MGR	0.00	1,291.67	1,291.67	9,737.18	
2930	ICMA/MATCH50	1,394.90	888.77	2,283.67	53,622.66	
2931	ICMA/PAT	0.00	437.34	437.34	36,238.45	
2932	DCP/PAT	0.00	262.23	262.23	22,268.57	
2935	ICMA DIR 4%	0.00	633.15	633.15	15,828.72	
2940	DEF COMP DCP	8,599.64	4,399.98	12,999.62	236,118.60	
2950	DCP/MATCH 50	2,033.15	881.15	2,914.30	57,069.81	
2955	DCP/DIR 4%	0.00	1,000.53	1,000.53	25,013.38	
3000	FED INC TX	66,392.45	0.00	66,392.45	580,722.33	
6540	DSHS-CHILD S	147.08	0.00	147.08	3,416.87	
7230	LEOFF 2	11,896.42	7,419.56	19,315.98	139,465.63	
7231	LEOFF 2 ST	0.00	22.76	22.76	667.52	
7270	PERS 2	23,267.56	33,328.28	56,595.84	365,842.75	
7272	PERS 2	683.93	391.86	1,075.79	4,301.47	
7275	PERS3A WSIB	852.84	1,553.88	2,406.72	17,056.75	
7276	PERS3A SELF	1,144.28	2,084.88	3,229.16	22,885.63	
7279	P3B <=34SELF	359.28	654.61	1,013.89	7,185.60	

Payroll	7/5/2025
SS	82,417.22
Med	19,275.00
Fed	66,392.45
Total	168,084.67

DEDUCTIONS REPORT BY TYPE: NORMAL

WARRANT: 070525

PAY PERIOD: 06/16/2025 TO 06/30/2025

CHECK DATE: 07/03/2025

DEDUCTION: 6540 DSHS-CHILD S

LOC RANGE: ALL

ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2019	MARCUS, JACOB W	73111423	7360	147.08	0.00			
RECORD COUNT:	1	TOTAL		147.08	0.00			



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME:

AGENDA ITEM: Approve Council Meeting Minutes

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Consider approval of meeting minutes.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Regular City Council Business Meeting Minutes, June 24, 2025.pdf](#)



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JUNE 24, 2025**

Meeting Minutes

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

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

Mayor Mathews, Deputy Mayor Quitslund, and Councilmembers Deets, Hytopoulos, Moriwaki, and Schneider were present. Councilmember Fantroy-Johnson joined the meeting remotely.

Mayor Mathews led the Pledge of Allegiance and provided information on the Suquamish Tribe.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

City Manager King requested that Item 4.I on the Consent Agenda be removed from the agenda. Councilmember Moriwaki moved and Councilmember Deets seconded to approve the agenda with the removal of Item 4.I. The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

3) PUBLIC COMMENT

3.A Guidelines and Instructions for Public Comment

[Cover Page](#)

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

Charlie Kratzer spoke about new committee policies and the Environmental Technical Advisory Committee.

Ron Peltier spoke about new committee policies.

Lindsey Browning, Chamber of Commerce, spoke about their work.

Eric Ludwig, Sage Manufacturing, spoke about economic development.

David Marx spoke about economic development.

Matt Grady, Pegasus Coffee, spoke about economic development.

Melanie Keenan spoke against the changes to committee policies.

Malcolm Gander spoke against changes to committee policies.

Richard Potter spoke about a non-motorized transportation committee.

Alyse Nelson spoke in favor of a non-motorized transportation committee.

A woman who did not provide her name spoke against the sign indicating time restrictions for public comment.

4) CONSENT AGENDA

4.A Agenda Bill for Consent Agenda

[Cover Page](#)

MOTION: I move to approve the Consent Agenda with the removal of 4.I.

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

4.B Approve Accounts Payable and Payroll

[Cover Page](#)

[Council Report 06-20-25.pdf](#)

[AP Report to Council of Cash Disbursements 06-04-25.pdf](#)

[AP Report to Council of Cash Disbursements 06-12-25.pdf](#)

4.C Approve City Council Meeting Minutes

[Cover Page](#)

[051325 Special City Council Meeting Executive Session Minutes.pdf](#)

[061025 Special City Council Meeting - Executive Session Minutes.pdf](#)

[061025 Regular City Council Business Meeting Minutes.pdf](#)

[061725 City Council Study Session Minutes.pdf](#)

[061725 Special City Council Business Meeting Minutes.pdf](#)

4.D Adopt Ordinance No. 2025-17 relating to the City's 2025 Revised Budget and the 2025 Update to the 2025-2030 Capital Improvement Plan - Finance

[Cover Page](#)

[Ordinance No. 2025-17 2025 1st Budget Amendment.docx](#)

[Ordinance No 2025-17 Memo of 2025 BUA-1.docx](#)

[Ordinance 2025-17 Exhibit A.pdf](#)

[Ordinance 2025-17 Exhibit B.pdf](#)

[Ordinance 2025-17 Exhibit C.pdf](#)

4.E Ratify the City Manager's Pre-Approved Purchase of a Ford F-150 Lightning 4WD Battery Electric Vehicle (BEV), Special Service Vehicle (SSV) Police Vehicle as Part of the Capital Improvement Plan Fleet Purchase (\$95,852.70, Equipment Rental and Revolving Fund) - Public Works

[Cover Page](#)

[Bud Clary Ford_Purchase Order 20250027_Project 01395.pdf](#)

[2025-30 Fleet CIP.pdf](#)

- 4.F Ratify the City Manager's Pre-Approved Purchase of a 2025 Chevrolet Tahoe 4WD Police Pursuit Vehicle as Part of the Capital Improvement Plan Fleet Purchase (\$64,308.30 - Equipment Rental and Revolving Fund) - Public Works**
[Cover Page](#)
[Bud Clary Chevrolet_Purchase Order 20250024_Project 01395.pdf](#)
[2025-30 Fleet CIP.pdf](#)
- 4.G Authorize the City Manager to Open a 30-day Call Beginning July 1, 2025, for Requests to Connect to the City's South Island Sewer System in Accordance with the Supplemental South Island Sewer Connection Policy 2.14A - Public Works**
[Cover Page](#)
[PW Director Memo SIS Call for Connections Policy Water Sewer Application.pdf](#)
- 4.H Adopt Ordinance No. 2025-15, Approving Comcast Cable Television Franchise Agreement**
[Cover Page](#)
[Comcast Franchise Ordinance 4912-5751-6607.1.docx](#)
[Bainbridge Island Comcast Cable Television Franchise 4-24-25.docx](#)
- 4.I [Removed from Consent Agenda] Consider License Agreement with Bainbridge Island Rowing for Specified Uses of the City Dock - Executive**
[Cover Page](#)
[BIR-COBI License Agreement for City Dock Use - BIR Executed.pdf](#)
- 4.J Cancel the July 1, 2025, City Council Study Session**
[Cover Page](#)

5) COUNCIL ANNOUNCEMENTS

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

6) CITY MANAGER'S REPORT

City Manager King spoke about the Eagle Harbor/Head of the Bay project.

7) REGULAR BUSINESS

7.A Receive Update Winslow Subarea Plan and the Comprehensive Plan - Planning [Cover Page](#)

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

7.B Consider Proposal from the Bainbridge Island Chamber of Commerce Related to a Series of Tasks for Economic Development Including Preparatory Steps Towards an Economic Development Strategy (\$80,000) [Cover Page](#) [Agreement for Economic Development Services - Chamber.pdf](#) [Economic Element of the Comprehensive Plan.pdf](#) [2024 Property Taxes as a Percentage of Taxpayer's Bill.pdf](#)

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

MOTION: I move to put the Bainbridge Island Chamber of Commerce Economic Development Strategy Study forward to July 8 for review and approval.

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

7.C Consider Modification to Council Policies with regard to Committees, Commissions and Boards - Executive

[Cover Page](#)

[Presentation - City Committee Policy Clarification for CC 06242025.pdf](#)

City Manager King introduced the agenda item. Deputy City Manager Schroer provided a presentation, and Council discussed the topic.

MOTION: I move to direct the City Manager to prepare an ordinance to establish the membership of most City advisory groups at five to seven members, to provide that committee members on certain committees will prepare committee minutes, to establish that one member per household may serve on any committee, and update other code language to standardize committee organization.

Moriwaki/Quitslund: The motion carried 6 – 1.

AYES: Brenda Fantroy-Johnson, Jon Quitslund, Joe Deets, Clarence Moriwaki, Leslie Schneider, Ashley Mathews

NOES: Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

7.D Consider Creation of a Non-Motorized Transportation Advisory Committee - Executive

[Cover Page](#)

[Chapter 2.32 MULTI-MODAL TRANSPORTATION ADVISORY COMMITTEE.pdf](#)

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

MOTION: I move to direct staff to review and suggest revisions to the existing Municipal Code, Chapter 2.32, to reflect current staffing and adopted transportation plans.

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

7.E Adopt Bond Delegation Ordinance No. 2025-20 Authorizing the Issuance and Sale not to Exceed \$13.0 Million in 2025 Limited Tax General Obligation Bonds for Water and Sewer Capital Projects of the City - Finance

[Cover Page](#)

[Ordinance 2025-20 Bond Ordinance_City of Bainbridge Island_LTGO Bonds, 2025.docx](#)

[2025-06-24 Bond Delegation Ordinance - Water and Sewer Bonds.pptx](#)

[Water & Sewer Capital Improvement Plan.pdf](#)

City Manager King introduced the agenda item. Finance Director Pitts provided a presentation.

MOTION: I move to Adopt Ordinance No. 2025-20 authorizing the issuance and sale not to exceed \$13 million of 2025 Limited Tax General Obligation Bonds for water and sewer capital projects of the City.

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

7.F Appoint Deputy Mayor for a Term Commencing on July 1 and Ending on December 31, 2025
[Cover Page](#)

Mayor Mathews introduced the agenda item.

MOTION: I move to appoint Deputy Mayor Quitslund as Deputy Mayor for a term commencing on July 1 and ending on December 31, 2025.

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

8) COMMUNICATIONS

8.A Consider Request from Councilmember Deets to Add a Discussion Reviewing the Efficacy of the Disposable Food Service Ware and Waste Reduction Ordinance due to Passage of the WA State Recycling Reform Act (Senate Bill 5284) to a Future Council Agenda

[Cover Page](#)

[Request to Review Ordinance 2023-30 due to Passage of SB 5284.pdf](#)

Councilmember Deets provided information on the agenda item.

MOTION: I move forward for a future discussion request, to add a discussion reviewing the efficacy of the Disposable Food Service Ware and Waste Reduction Ordinance due to passage of the Washington State Recycling Reform Act (Senate Bill 5284) to a future Council agenda.

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

8.B Consider Request from Deputy Mayor Quitslund to Add a Discussion regarding the Scope of Responsibilities of the Steering Committee Overseeing Public Engagement for the Winslow Subarea and Comprehensive Plans to a Future Council Agenda

[Cover Page](#)

[Scope of Responsibilities of the Steering Committee.pdf](#)

Deputy Mayor Quitslund provided information on the agenda item, and Council discussed the request.

MOTION: I move to place this item on a future Council agenda.

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

9) ADJOURNMENT

Mayor Mathews adjourned the meeting at 8:37 p.m.

Ashley Mathews, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Construction Contract in the Amount of \$740,800.50 with Tucci & Sons, LLC for the 2025 Annual Roads Repair and Maintenance Program (\$740,800.50 - Streets Fund) - Public Works,

SUMMARY: The 2025 Annual Roads projects are as follows:

- Sportsman Club Road NE (High School Road NE to NE New Brooklyn Road)
- NE Baker Hill Road (Lynwood Center Road NE to NE Blakely Heights Drive)
- NE Lariat Loop (off of NE Baker Hill Road)

Five bids were opened on July 2, 2025.

City staff reviewed the bid results and the contractor's qualifications and recommend that City Council award the 2025 Annual Roads project to the apparent low bidder, Tucci & Sons, LLC in the amount of \$740,800.50. See attached bid form. The engineer's estimate is \$1,002,978.74.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Authorize the City Manager to execute a construction contract with Tucci & Sons, LLC in the amount of \$740,800.50 for the 2025 Annual Roads Repair and Maintenance Program.

COMMUNITY ENGAGEMENT AND OUTREACH:

None planned at this time.

FISCAL IMPACT:

Amount:	\$740,800.50
Ongoing Cost:	
One-Time Cost:	\$740,800.50
Included in Current Budget?	true

BACKGROUND: The 2025 Annual Roads project will consist of Island-wide asphalt repairs through pulverizing existing road surface, grading, and paving. The repair locations are prioritized using a pavement preservation analysis and visual field inspections to ensure a positive cost-benefit ratio as well as maintenance of the overall Island's pavement preservation score.

The 2025 Annual Roads projects are as follows:

- Sportsman Club Road NE (High School Road NE to NE New Brooklyn Road)

- NE Baker Hill Road (Lynwood Center Road NE to NE Blakely Heights Drive)
- NE Lariat Loop (off of NE Baker Hill Road)

Bids for this project were solicited through the Daily Journal of Commerce, Kitsap Sun and the City's Bids & Awards webpage.

Five bids were opened on July 2, 2025.

City staff reviewed the bid results and the contractor's qualifications and recommend that City Council award the 2025 Annual Roads project to the apparent low bidder, Tucci & Sons, LLC in the amount of \$740,800.50. See attached bid form. The engineer's estimate is \$1,002,978.74.

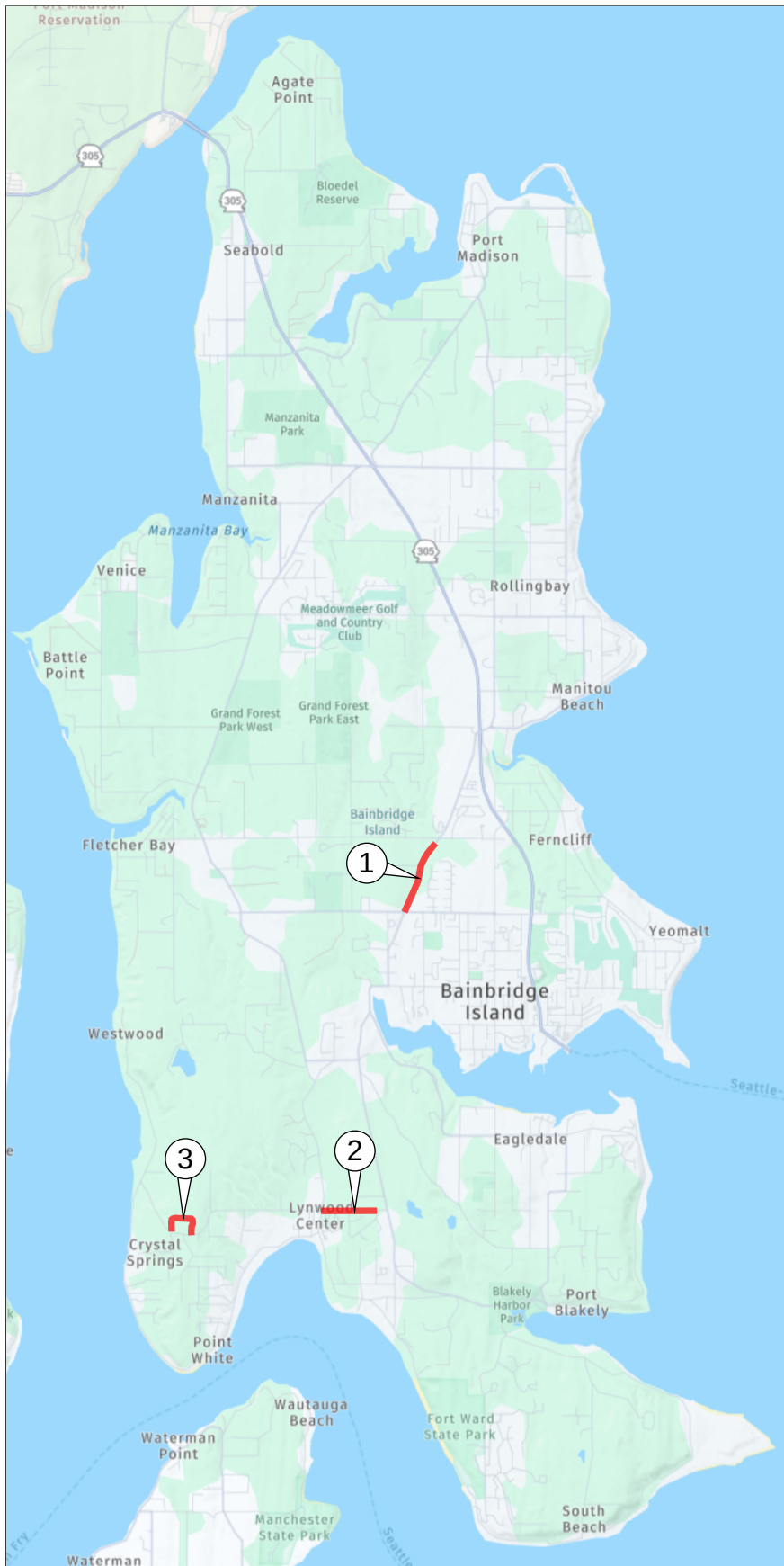
ATTACHMENTS:

[2025 Annual Roads Map List.pdf](#)

[Bid Form_2025 Annual Roads.pdf](#)

[FBB 2025 Annual Roads Tucci Sons LLC CC.docx](#)

2025 Annual Roads Repair and Maintenance



Road Rehab List:

- ① Sportsman Club Road NE
- NE High School Road to NE New Brooklyn Road
- ② NE Baker Hill Road
- Lynwood Center Road NE to NE Blakely Heights Drive
- ③ NE Lariat Loop
- off of NE Baker Hill Road



City of Bainbridge Island
Public Works Department – Engineering

2025 ANNUAL ROADS

Bid Opening Date: July 2, 2025

Bids Open @ 10:00am

Note: Bids Are Opened in Order Received. Bids Solicited by: ☒ Advertisement ☐ Small Works Roster The Engineers Estimate is: \$1,002,978.74.	Bidder 1 Lakeside Industries Inc	Bidder 2 Tucci & Sons, LLC	Bidder 3 Granite Construction Company	Bidder 4 Miles Resources, LLC	Bidder 5 Northern Asphalt LLC
Proposal	✓	✓	✓	✓	✓
Signature Page – Addenda 1 & 2 Acknowledged	✓	✓	✓	✓	✓
Certification of Wage Payment Statutes	✓	✓	✓	✓	✓
Certification of COBI Conduct and Ethics Program	✓	✓	✓	✓	✓
Non-Collusion Declaration	✓	✓	✓	✓	✓
Proposal Bond (5%)	✓	✓	✓	✓	✓
Statement of Bidders Qualifications	✓	✓	✓	✓	✓
TOTAL BASE BID AMOUNT (Line A)	\$669,002.50	\$523,989.50	\$575,620.00	\$594,588.05	\$560,311.00
TOTAL BASE BID plus ADDITIVE ALTERNATIVE A1 (Line C)	\$906,708.00	\$740,800.50	\$779,840.00	\$809,487.55	\$818,348.00

A total of **5** bids were received for the **2025 ANNUAL ROADS** project. Project Manager, **SAM SNOOK**, has reviewed all bids and recommends that the City Council award the contract to the apparent low bidder, **TUCCI & SONS, LLC** in the amount of **\$740,800.50**.

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (“Contract”), made the ____, day of July, 2025, by and between the City of Bainbridge Island, a Washington state municipal corporation (“City” and/or “CONTRACTING AGENCY”) and Tucci & Sons, LLC, a Washington state limited liability company, (“CONTRACTOR”).

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the 2025 ANNUAL ROADS PROJECT, and

WHEREAS, the CONTRACTOR has offered to perform the proposed Work in accordance with the terms of the Contract Documents including but not limited to this Contract, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of Seven Hundred Forty Thousand Eight Hundred and 50/100 Dollars (\$740,800.50) (“Contract Price”) for the fulfillment of the Work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this Contract are set forth in the following documents, all of which are component parts of this Contract as if set out in full, and if not attached, as if hereto attached collectively referred to as the “Contract Documents”:

1. This Contract, including the form “Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices”
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2025 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter “Standard Specifications”)
3. Special Provisions
4. Indemnity and Insurance Agreement
5. Special Indemnity and Insurance Agreement
6. Prevailing Wage Schedules and Regulations
7. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
8. Certification of Compliance with Wage Payment Statutes
9. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

The CONTRACTING AGENCY and the CONTRACTOR recognize that time is of the essence of this Contract and that the CONTRACTING AGENCY will suffer financial loss if the Work is not completed within the time specified in this Contract. Therefore, the parties agree that the liquidated damages provisions of the Standard Specifications as modified herein shall apply and that those provisions have been mutually negotiated.

CONTRACTOR’s Initials: _____

The CONTRACTOR hereby warrants and represents it has reviewed, understands, and agrees to the terms and conditions of this Contract, all Addenda, and the Standard Specifications as modified by the Special Provisions and all other Documents contained in the Project Manual and incorporated herein by reference. The person executing this Contract warrants and represents that they are fully authorized to execute this Contract.

All parties agree that the State of Washington is hereby named as an express third-party beneficiary of this Contract, with all rights as such.

THE CONTRACTOR AGREES TO RETURN THIS EXECUTED CONTRACT AND OTHER REQUIRED DOCUMENTS TO THE CONTRACTING AGENCY as required by the Standard Specifications as modified herein, and to return the DECLARATION OF OPTION OF MANAGEMENT OF STATUTORY RETAINED PERCENTAGE AT THE SAME TIME.

IN WITNESS WHEREOF, this Contract has been executed on the day and year above written.

TUCCI & SONS, LLC

By: _____

Name: _____

Title: _____

Date: _____

CITY OF BAINBRIDGE ISLAND

By: _____
Blair King, City Manager

Date: _____



City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME:

AGENDA ITEM: Approve Cultural Funding Task Forces Request for Proposal Process Criteria and Scoring Matrix - Executive,

SUMMARY: Every two years, the City issues a Request for Proposals (RFP) to solicit funding requests from eligible organizations that provide cultural services to Bainbridge Island residents. Proposals are reviewed by a citizen advisory committee appointed by the City Council (Cultural Funding Advisory Task Force, or CFATF). The CFATF develops a funding recommendation that is provided to the City Council for their consideration and approval. Because the City operates on a two-year funding cycle, the City will make decisions this year to provide awards for activities in 2026 and 2027. The City anticipates awards in each year of roughly \$150,000, or \$300,000 total. The RFP includes an evaluation matrix that is used by the CFATF to assess the funding proposals. The RFP also includes guidelines for eligibility.

City staff met with Council liaisons in the beginning of June to provide feedback on the RFP and selection criteria and the City Council reviewed the RFP and application at their June 17th Study Session.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION:

Approve the Cultural Funding Task Force's Request for Proposal Process Criteria and Scoring Matrix.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City allocates \$150,000 each year, or \$300,000 total, to fund applications for projects in 2026-2027.

ATTACHMENTS:

[City of Bainbridge Island Request for Proposals 2026-2027.docx](#)

[COBI Cultural Funding Application Form for 2026-2027 - Final \(word version\).docx](#)

City of Bainbridge Island Request for Proposals 2026-2027 Draft Cultural Funding Award Cycle

Cultural Funding Award Cycle

The City of Bainbridge Island is seeking proposals for cultural projects and activities that will benefit Bainbridge Island residents and visitors during 2026-2027. Special consideration will be given to organizations and projects that will use City funds to advance the community objectives identified within the Cultural Element and/or Economic Element of the City's Comprehensive Plan.

All City-funded activities must provide public benefit.

The City is seeking proposals for projects and activities that:

- involve significant community participation;
- create access to cultural activities for underserved or underrepresented communities;
- highlight innovative and underrepresented art forms;
- capital projects such as renovation space for a performance or exhibition or essential equipment, tools, or materials;
- strengthen organizational capacity; and
- foster opportunities for collaboration within the cultural sector.

What Does Cultural Funding Support?

- General operating support
- Project support
- Capital projects
- Organizations with missions that include but are not entirely focused on arts, culture, and heritage can apply for funding. However, requests must be restricted to the portion of their budget that applies to arts, cultural, or heritage projects or activities. (For example, if an environmental organization primarily focused on trail restoration also runs an outdoor arts program, it may submit a request to support the operating or project costs of its outdoor arts program, but not the operating costs associated with its trail restoration work.)

What Does Cultural Funding NOT Support?

- Commercial projects
- Direct support to individuals
- Fundraising
- Debt service, savings, endowment building or
- Religious or political activities

About Cultural Funding

Arts and humanities are an integral part of the community fabric. They contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island.

- Cultural Vision 2036, City of Bainbridge Island 2016 Comprehensive Plan Cultural Element

The 2016 Comprehensive Plan Cultural Element states:

“Bainbridge Island is home to thriving cultural institutions, and to many artists, writers, musicians, and craftspeople, serving a local and regional public and many tourists. The forms of art and culture that we celebrate are as diverse as our population; they are embedded in our history and our economy. [We] recognize the contributions of cultural institutions and many dedicated individuals to our quality of life.

...The arts and humanities are mechanisms for developing larger community values that are rooted in the interests of citizens such as economic vitality, quality education, and community planning and design and are unto themselves a valuable element of the Island’s rich character. Support for the arts and humanities is an investment in the community.

The economic identity and vibrancy of Bainbridge Island is based upon its unique cultural values. These values have been historically developed and shaped by generations of Island residents. Invention, creativity, diversity and generosity of spirit and expression have led to the development of Island organizations, events, programs and individual pursuits allowing the community to flourish, enhancing its quality of life.

This Cultural Element continues to recognize that the arts and humanities significantly contribute to the City’s identity, sense of place, and economy.”

A total of \$300,000 will be available for distribution through a two-year funding cycle. Applicants can apply for awards ranging from a minimum of \$5,000 to a maximum of \$50,000 and funds must be used to support activities during 2026 and 2027.

The City hopes to consider a wide range of projects and activities of varying sizes that provide public benefit to Bainbridge Island residents and visitors. Proposals must be for services provided during calendar year 2026 and 2027; funding requests for goods or services to be provided in 2025 or beyond calendar year 2027 will not be considered.

What Key Dates Do I need to Know?

Pre-Application Information Session for Interested Applicants:

Opportunity for applicants to learn more about process and ask questions about the RFP

Week of September 8

Application Deadline:

4:00 PM, September 26

Applications will not be accepted after this time

Proposal Presentations:

Week of October 16-20

Applicants will present proposals to and answer questions from the Cultural Funding Advisory Task Force

Cultural Funding Advisory Task Force Funding Recommendation:

Week of October 20-24

City Council Approval of 2026-2027 CF Awards:

November 18

Notification by:

November 30

Who Is Eligible?

Organizations with:

- Tax-exempt status under section 501(c)(3) of the Internal Revenue Code status. Alternatively, entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status. The fiscal sponsor provides fiduciary oversight of the project and must agree to enter into the funding contract with the City.
- The majority of services are provided on Bainbridge Island or for its residents and visitors.
- At least one ongoing cultural program open to the public or that provides services (training, administrative support, technical assistance, and more) to arts professionals on Bainbridge Island.
- A minimum two-year history of continuous operation. Organizations that have not existed for a minimum of two-years of continuous operation may apply with a fiscal sponsor.

Conflict of Interest

Organizations with a staff member, board member or officer serving on the Cultural Funding Task Force are not eligible to receive Cultural Funding.

Assurances of nondiscrimination:

Title VI

The City of Bainbridge Island, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full

and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Americans with Disabilities Act (ADA) Information/Pledge

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA) commits to nondiscrimination on the basis of disability in all its programs and activities.

We pledge to make our bid process accessible and user-friendly for everyone. If you are having difficulty viewing or navigating the content of this document, or note any content, feature, or functionality that you believe is not fully accessible to people with disabilities, please contact us at cityadmin@bainbridgewa.gov or 206.842.2545 for assistance.

Please note the nature of your accessibility concern, the preferred format in which to receive the online material (hard copies are available), the Web page address of the requested material, and the best way to contact you.

Nondiscrimination Statement

The City of Bainbridge Island hereby notifies all bidders that all bidders and contractors will be selected, compensated and, if necessary, terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

In alignment with the City of Bainbridge Island's equity and inclusion goals, we encourage organizations led by those who identify as women or members of traditionally marginalized communities, including those who could be certified as Minority Business Enterprise/Women Business Enterprise (MBE/WBE), Disadvantaged Business Enterprise (DBE), or to respond.

How to Apply

- Complete the application form by using this link:
<https://apps.bainbridgewa.gov/Forms/Cultural-Funding-Application>.
- Paper applications may be picked up from the front desk at City Hall during the regular business hours Monday-Friday, 8:00 AM to 4:00 PM.
- Applications may be submitted on paper given to the front desk at City Hall, although electronic submissions are preferred.
- Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each applicant organization is limited to one proposal per review cycle. The task force will not review more than one proposal per organization. Organizations may apply for organizational funding and also, separately, as a fiscal sponsor for another organization.

Requirements to Receive Funding

Organizations which receive funding through the Cultural Funding Award Cycle process will complete the following process to receive funding:

- If the funding award is less than the total request, adjust the budget accordingly.
- Resubmit the budget to City staff.
- Complete the City standard professional services agreement. Your organization must have or be able to:
 - Obtain City Business License
 - Meet City insurance requirement minimums. These items are mandatory to receive funding. If your organization does not have this type of insurance coverage, you may not be able to receive awarded funding.
 1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
 2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 4. Professional Liability insurance appropriate to the Consultant's profession. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.
 - Submit invoices for work complete and expenses incurred. An invoice example and detailed instructions related to acceptable documentation will be provided.
 - Quarterly: Invoices must document that the expenses were for eligible items. Eligible items include:
 - Services/Consultants/Contractors
 - Program Supplies
 - Scholarships
 - Other: Promotions/Marketing, Insurance, etc.
 - All other expenses not labeled in *Monthly* below
 - Monthly: Invoices must document that the expenses were for eligible items. Eligible items include:
 - Staff Costs
 - Other Operating Expenses: Rent
 - Report quarterly metrics, determined with the proposal.
 - Complete annual reporting to include progress and learning on the use of awarded City funds.

Acknowledgement

Organizations awarded funding will be expected to acknowledge financial support from the City in their promotional materials. The City logo will be provided for this purpose.

Audit

All organizations awarded funds will be asked to provide documentation that funded services have been delivered and within the approved funding period.

The Fine Print

- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

For assistance or questions, contact: Adam Nebenzahl, Management Analyst
anebenzahl@bainbridgewa.gov, 206-780-8597.

Review Process

2026 Cultural Funding Advisory Task Force (CFATF)
(Appointed by City Council)

Council Liaison:

Councilmember Kirsten Hytopoulos

Councilmember Jon Quitslund

Task Force:

Members To Be Determined

The City of Bainbridge Island uses a task force to review and assess all applicant proposals. In September or October, the City Council will appoint two non-voting liaisons and up to seven members to the Cultural Funding Advisory Task Force (CFATF). The CFATF will develop award recommendations based on the published evaluation criteria affirmed by the City Council and funds available. It is anticipated that funds requested will exceed funds available, so awards may be less than the original request.

The City Council will consider and approve the CFATF recommendation. Funds will be awarded to recipient organizations through a professional services agreement, which will be administered by City staff. Funding is not guaranteed.

Applicants will have an opportunity to meet with the CFATF to provide additional information about their proposals at a public meeting in the fall. Applicant participation in this CFATF briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the task force. Applicants will be notified in advance of any questions related to presentation materials, format, and time allowed.

All meetings of the CFATF will be open to the public, and advance notification of CFATF meetings will be provided.

The CFATF will provide its recommendation for awards to the City Council for consideration and final approval. The City Council's consideration of the CFATF's recommendation for 2026-2027 funding is currently tentatively scheduled for November 18, 2025, subject to change.

Review Criteria

The CFATF will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the task force members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the task force's work to develop a funding recommendation.

Topic	Description	Maximum Score
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Impact	Does the proposal improve services on Bainbridge Island? Specifically identify how it will: • involve significant community participation; • create access to cultural activities for underserved or underrepresented communities, or include underrepresented art forms; • strengthen organizational capacity; and/or foster opportunities for collaboration within the cultural sector.	30 points
Community Need	Strength of the demonstration that there is a significant need in our community via recent demographic and/or usage data and trends. Clarity of explanation of how the proposal avoids duplicating existing services for Bainbridge Island residents.	25 points
Equity and Inclusion	Does the proposal show how the organization's work contributes to a more diverse, equitable, inclusive and accessible Bainbridge? Does it describe how the organization has worked towards a deeper understanding of DEI?	20 points
Alignment	Does the proposal align with the goals of COBI Cultural funding in that it: • Supports goals in the cultural and economic elements of the Comprehensive Plan • Supports overall City values related to climate, equity and inclusion, and sustainable transportation	15 points
Organizational Capacity	Is this service likely to continue operating throughout the two-year cycle (and beyond)? Will the City's funds be used wisely and responsibly?	10 points



PROPOSAL COVER SHEET – 2026-2027 Funding Cycle

Proposal Summary	
Applicant Organization Name	
Grant Request Type	☐ General Operating Support ☐ Project Support ☐ Capital Project
Proposal Title	
Total Amount Requested (over 2-year period)	
One Sentence Description of Request <i>"To support..."</i>	

Applicant Organization Information	
Applicant Organization Name	
Proposal Contact Person	
Position/Title	
Email Address*	
<i>*Note: All communication regarding this proposal and any questions will be communicated using this email address.</i>	
Mailing Address, City, State, Zip	
Phone	
Legal Status of Applicant Organization	
Applicant Organization Legal Status	
<i>If non-profit organization:</i>	
Year Established	
Organization Tax ID #	
<i>If applying with a fiscal sponsor:</i>	
Fiscal Sponsor Organization Name	
Fiscal Sponsor Contact/Title	
Fiscal Sponsor Email/Phone	
Fiscal Sponsor Tax ID #	
Fiscal Sponsor Mailing Address	

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

City of Bainbridge Island Funding					
Please list year(s) and award amount of other funding received from the City of Bainbridge Island. Include Human Services (HS), Lodging and Tourism Tax (LTAC) funding, Cultural Funding (CF), and/or any other grant or contract funding.					
	2025	2024	2023	2022	2021
LTAC					
HS					
CF					
Other					

Attachment Checklist – please ensure you provide each of these items. Check them off here before submitting your application and attachments.	
1. Cover Sheet (this document)	
2. Proposal Narrative <i>Please use the attached format and reference instructions on that form.</i>	
3. Board of Directors List <i>Include names and titles of current members, as well as any open positions</i>	
4. Current Staff List <i>Include names and titles of current leadership team, indicating if full-time, part-time, volunteer</i>	
5. Operating Budget <i>For your current fiscal year. If you work with a fiscal sponsor or are a division of a larger organization, please include the operating budget specifically for your entity or division.</i>	
6. Organizational Statement of Activities <i>This is sometimes referred to as Income and Expense Statement. Please provide a statement for your most recently-completed fiscal year for your organization. If you work with a fiscal sponsor or are a division of a larger organization, include a statement specific to your entity or division.</i>	
7. Organizational Statement of Financial Position <i>This is sometimes referred to as a Balance Sheet. Please provide a statement for your most recently completed fiscal year for your organization. If you work with a fiscal sponsor or are a division of a larger organization, include a statement specific to your entity or division.</i>	
8. Use of Funds Worksheet (Project Funding Only) <i>Please complete the attached form specific to request.</i>	
9. Top Five Funding Sources <i>Please prepare a list of your five largest income sources in your past two fiscal years – this may be a single funder, donor, fundraising event, community appeal, etc. We are trying to get a sense of where most of your funding comes from.</i>	
10. IRS Determination Letter of 501(c)(3) Non-profit Status	
Authorization	
Authorized Signature	
Print Name	
Date	

PROPOSAL NARRATIVE

Answer each question in the order in which they appear below. You may choose to delete the prompts for each narrative question before providing your answers, but please include the headers for each section. Each question has a page limit; in total, the entire Proposal Narrative should be no more than 8 total pages in length. Please type responses in single-spaced 11-point font.

I. ORGANIZATIONAL OVERVIEW – no more than ½ page

Please provide a brief history of your organization and an overview of the programs and services you currently provide.

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

II. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY – no more than 1 page

Does the work of your organization contribute to a more diverse, equitable, inclusive, and accessible Bainbridge Island? If so, please describe.

Have members of your organization (staff, leadership, board, etc.) worked towards greater understanding of diversity, equity, inclusion, and accessibility issues? This may include trainings, conversations, workplans, actions taken, or other strategies you have employed to address sociocultural barriers to equity within your organization and its programs and services. If so, please describe.

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

III. SCOPE OF WORK – no more than 2 pages

Please provide a scope of work to the services you plan to provide for your project or general operating, whichever you are applying for. A scope of work lists the activities, deliverables, outcomes, and goals to be accomplished under an agreement.

Activities: This is the work that will be accomplished with the requested budget. It should include the who, what, when, where, and how the recipient implements the work.

Deliverables are the items produced under the agreement. These are tangible evidence of the work done and aligned the activity's progress with meeting the expected outcomes. This can include reports, workshops, outreach materials, evaluations, and other relevant products.

Outcomes are the measurable results of your work. Outcomes can be estimated based on the planned activities and schedule and should be measured and reported on throughout the agreement period. Your application should also indicate how you plan to measure these outcomes to track success.

Goals are the big-picture benefits or changes you anticipate as a result of meeting your estimated outcomes.

All applications should include a goal statement that identifies a community need and how the organization works to address it. Keep the following in mind:

- - Categorize your task work into activities.
- - Determine the cost for each activity and a plan to track spending.
- - Align your activities with a schedule that provides sufficient time to complete the planned work.
- - Identify key deliverable(s) for each activity and target dates for their completion.
- - Identify and estimate at least one measurable outcome and how it will be measured.
- - Relate each activity to a specific goal.

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

IV. COMMUNITY NEED THAT YOUR ORGANIZATION MEETS – no more than 1 page

What needs in the community are addressed by your organization?

How does your organization meet these needs?

How does the proposed project or program specifically meet these needs? If possible, please cite relevant and up-to-date City documents, demographic or research sources, etc. For general operating support requests, describe overall how your organization meets that community need.

Please also explain how the proposal prevents duplicating other services for Bainbridge Island residents

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

V. CITY CULTURAL FUNDING GOALS ALIGNMENT – no more than 1/2 page

Please describe how this proposal aligns with:

- *Goals in the cultural element of the City's Comprehensive Plan*
- *Values related to climate adaptation/mitigation (including sustainable transportation)*
- *Values related to equity and inclusion*

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

VI. IMPACT – no more than 2 pages

How does this proposal improve services on Bainbridge Island? Specifically, how will it:

- Involve significant community participation*
- Create access to human services activities for underserved or underrepresented groups of people*
- Strengthen organizational capacity; and/or foster opportunities for collaboration with the human services sector?*

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

VII. ORGANIZATIONAL CAPACITY – no more than ½ page

Please explain how this service will continue operating during and after the funding period.

Please explain how the City's funds would be used responsibly.

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

VIII. PROPOSED CONTRACT METRICS – see tables below

Awardees will enter into a contract with the City and report back quarterly on what you have achieved. Please list 2-3 outputs that you have the capacity to monitor and report on over the two-year contract period. These should be “Outputs” which are defined as the number served or amounts of service provided. They are quantitative in nature. They should be easily measurable for your organization. All organizations must provide the number of unduplicated Bainbridge Island residents served per year, and the title of that metric is filled in for you.

Example

Metrics	Q1	Q2	Q3	Q4	Total
# unduplicated Bainbridge Island residents served	100	100	100	125	425
# Hours of lessons provided	60	100	75	200	435
# free/reduced price tickets provided	100	500	575	800	1,975

Year 1

Metrics	Q1	Q2	Q3	Q4	Total
# unduplicated Bainbridge Island residents served					
<i>Optional Metric 2:</i>					
<i>Optional Metric 3:</i>					

Year 2

Metrics	Q1	Q2	Q3	Q4	Total
# unduplicated Bainbridge Island residents served					
<i>Optional Metric 2:</i>					
<i>Optional Metric 3:</i>					

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

IX. USES OF FUNDS – see tables below

Please complete this form below. The Total column should equal the total cost of delivering your program.

YEAR 1

Expense Category	Amount Covered by COBI CF Request <i>Column A</i>	Amount Covered by Other Funding <i>Column B</i>	Total Cost (A + B)
Staff Costs (Salaries, Benefits, Taxes, Training, etc.)			
Professional Services / Consultants / Contractors			
Program Supplies			
Other Operating Expenses (e.g, Technology, Rent, Equipment, Insurance)			
Scholarships			
Other (describe)			
Total			

YEAR 2

Expense Category	Amount Covered by COBI CF Request <i>Column A</i>	Amount Covered by Other Funding <i>Column B</i>	Total Cost (A + B)
Staff Costs (Salaries, Benefits, Taxes, Training, etc.)			
Professional Services / Consultants / Contractors			
Program Supplies			
Other Operating Expenses (e.g, Technology, Rent, Equipment, Insurance)			
Scholarships			
Other (describe)			
Total			

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

Comments on Other Funding Sources (please limit response to one page)

Of the amounts listed in Column B, do you have any funds committed to date? If yes, please list sources and amounts below. If no, please describe where you expect to secure these funds from, and how you know you can raise those funds.

CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING APPLICATION

X. STORIES OF IMPACT – no more than ¼ page

Please provide a quote or story that demonstrates the impact of your work.



City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME:

AGENDA ITEM: Approve Lodging Tax Advisory Committee's (LTAC) Request for Proposal Process Criteria and Scoring Matrix - Executive

SUMMARY: Every year, the City issues a Request for Proposals (RFP) to solicit funding requests from eligible organizations to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington ("RCW") and Section 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities, or capital expenses for an eligible tourism-related facility. Proposals are reviewed by a citizen advisory committee appointed by the City Council (Lodging Tax Advisory Committee, or LTAC). LTAC develops a funding recommendation that is provided to the City Council for their consideration and approval. In 2025, there is \$400,000 in Civic Improvement Funds available for distribution to support selected project in 2026. The RFP includes an evaluation matrix that is used by the LTAC to assess the funding proposals. The RFP also includes guidelines for eligibility. To prepare for the next funding cycle, the City Council will review the draft RFP, provide any feedback, and approve the final form. A draft version of the RFP is provided for review.

Council reviewed the Request for Proposals and application at the June 17th study session and forwarded it to the July 8th business meeting for approval.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION:

Approve the Lodging Tax Advisory Committee's (LTAC) Request for Proposal Process Criteria and Scoring Matrix.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Every year, the City issues a Request for Proposals (RFP) to solicit funding requests from eligible organizations to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington ("RCW") and Section 3.65.040 of the Bainbridge Island Municipal Code. In recent years, the City has established a process, as laid out in the RCW, to distribute funds to eligible organizations in the region. Proposals are reviewed by a citizen advisory committee appointed by the City Council

(Lodging Tax Advisory Committee, or LTAC). Per RCW, in order to receive funds, an organization must be a municipality, public facilities district, or an IRS and state recognized nonprofit. The City of Bainbridge Island has, in previous years, clarified that applicants can include convention and/or visitors' bureaus, destination marketing organizations, lodging associations, or chambers of commerce. Individual persons, for-profit private businesses, and proposals from organizations with a board member, officer, or staff member serving on LTAC are not eligible. The state also imposes restrictions on what projects are eligible for funding. For municipalities or public facilities districts, the following are applicable:

- Operating expenditures of owned or operated tourism-related facilities
- Capital expenditures of owned or operated tourism-related facilities
- Tourism marketing
- Marketing and operations of special events and festivals designed to attract tourists
- Repayment of general obligation bonds for eligible capital projects
- Repayment of revenue bonds for eligible capital projects

For nonprofit organizations, tourism marketing, marketing operations of special events and festivals designed to attract tourists, and operations of tourism-related facilities owned or operated by nonprofit organizations are eligible.

City staff met with the City Council liaisons in May to discuss the process and provide any feedback to improve the process.

Additionally, the City Council has shown interest in using Civic Improvement Funds for affordable housing projects. According to the RCW, the use of Civic Improvement Funds for affordable housing projects are limited to supporting debt service. The available Civic Improvement Funds of \$400,000 may be able to support a \$6 million bond with a repayment period of 20 years.

ATTACHMENTS:

[2025 LTAC RFP for 2026.docx](#)

[COBI LTAC Funding Application Form for 2025 - Final \(word version\).docx](#)



CITY OF BAINBRIDGE ISLAND

REQUEST FOR PROPOSALS 2026 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)

The City of Bainbridge Island is seeking proposals for projects to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington (“RCW”) and Section 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities,¹ or capital expenses for an eligible tourism-related facility.²

In 2025, \$400,000 in Civic Improvement funds (also known as Lodging Tax funds) are available for distribution to support selected projects in 2026. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting – and expanding – tourism trends and opportunities happening on Bainbridge Island. In general, awards will be made in amounts between \$5,000 and \$200,000. Applications that exceed \$200,000 are allowed; these applicants may receive additional questions or requests for documentation to support the request. Awards will not be made for amounts less than \$5,000 to support efficiency on the part of both the applicant organizations and City administration.

Funds must be used for: tourism marketing; marketing and operations of special events and festivals designed to attract tourists; operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations. The City makes single-year commitments with Lodging Tax funds.

Successful applicants will be required to enter into a professional services agreement with the City to provide the services or products outlined in their proposals, including obtaining a business license and providing documentation of certain types of insurance. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City will not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island Civic Improvement Fund.

Applicant Eligibility

¹ To be eligible for *operating* expenses, the tourism-related facility must be owned or operated by a municipality, or a public facilities district, or a nonprofit recognized by the Internal Revenue Service under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6). See, RCW 67.28.1816.

² To be eligible for *capital* expenses, the tourism-related facility must be owned or operated by a municipality or a public facilities district. See, RCW 67.28.1816.

- Applicants seeking funding for capital expenditures for a tourism-related facility must be a municipality or a public facilities district created under Chapters [35.57](#) and [36.100](#) RCW.
- Applicants seeking funding for operating expenditures for a tourism-related facility must be a municipality or a public facilities district, or be recognized by the Internal Revenue Service as a nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).
- Applicants, other than municipalities or a public facilities district, must be registered with the Washington Secretary of State as a Washington State Corporation.
- Applicants may be: convention and visitors' bureaus, destination marketing organizations, main street organizations, lodging associations, chambers of commerce, nonprofit organizations, or a municipality (defined as any city, town or county).
- Individual persons are not eligible for funding.
- For-profit, private businesses are not eligible for funding.

Proposal Eligibility

- Proposals must comply with federal, state, and City of Bainbridge Island laws and requirements.
- Proposals must fund expenses incurred during January 1 – December 31, 2026. Funding requests for goods or services to be provided in 2027 or beyond calendar year 2026 will not be considered.
- Proposals from non-City organizations with a board member, officer, or staff member serving on the Lodging Tax Advisory Committee are not eligible for funding and will not be considered.
- Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

Policy Background

Bainbridge Island Municipal Code – [Section 3.65.040 Civic Improvement Fund](#)

[Revised Code of Washington \(RCW\) Chapter 67.28 RCW](#) – PUBLIC STADIUM, CONVENTION, ARTS, AND TOURISM FACILITIES

Definition of Terms

(Per RCW 67.28.080)

“Operation” includes, but is not limited to, operation, management, and marketing.

“Tourism” means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

“Tourism promotion” means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

“Tourism-related facility” means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Application Requirements

- Each proposal must **be submitted online on the LTAC 2024 Proposal Form on the City's website or linked here:**
- Proposals are due **no later than 4:00 pm, September 26**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each selected Service Provider (i.e., Lodging Tax funding recipient) will be required to submit to the City a final report on project results by January 31, 2027. **Per RCW 67.28.1816, and the reporting guidelines provided by the Washington State Joint Legislative Audit and Review Committee (JLARC), final reports must include the following information related to the activity:**

The projected and actual data for each of the following categories:

- a) Overall attendance for the activity;*
- b) The number of people who traveled more than 50 miles to attend the activity;*
- c) The number of people from outside the state or outside the country who attended the activity;*
- d) The number of people who attended the activity and paid for overnight lodging;*
- e) The number of people who attended the activity without paying for overnight lodging, and*
- (f) Total number of paid lodging nights (one lodging night = one or more persons occupying one room for one night).*

Additional information is available via JLARC's "[Instructions For Reporting Lodging Tax Expenditures](#)" document.

How to Apply

- **Complete the application form** using the online application form at the following link: <https://apps.bainbridgewa.gov/Forms/LTAC>. Physical copies are available to pick up at City Hall.
- **Applications are due no later than September 26, 4:00 PM**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each applicant organization is limited to one proposal per review cycle. The task force will not review more than one proposal per organization. Organizations may apply for organizational funding and also, separately, as a fiscal sponsor for another organization.

Review Process

Lodging Tax Advisory Committee (LTAC)

To be appointed by the Council in September, 2025

John Quitslund
Ashley Mathews

City Councilmember Chair, voting
City Councilmember Vice-chair, non-voting

TBD
TBD
TBD
TBD

Eligible lodging business representative
Eligible lodging business representative
Eligible recipient organization representative
Eligible recipient organization representative

Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the LTAC will be open to the public, and advance notification of LTAC meetings will be provided by the City Clerk.

The LTAC will provide its recommendation for 2026 awards to the City Council for a final funding decision. The committee recommendation will include a list of candidate projects and recommended amounts of funding, which the City Council will consider for final approval.

What Key Dates Do I Need to Know?

Pre-Application Information Session for Interested Applicants:

*Opportunity for applicants to learn more about
process and ask questions about the RFP*

**Week of September 8
1 p.m. via Zoom**

Application Deadline:

Applications will not be accepted after this time

**September 26
no later than 4:00 pm**

Proposal Presentations:

Applicants will present proposals to and answer questions from the Lodging Tax Advisory Committee (LTAC)

**Week of October 14
Time TBD at City Hall**

LTAC Funding Recommendation:

Week of October 21

City Council Approval of 2025 LTAC Awards:

November 18

Notification by:

November 31

Selection Criteria

The LTAC will use the following criteria in evaluating project proposals. Other relevant factors, such as the availability of funds, may also guide the decision process.

Lodging Fund Project Evaluation – Threshold Criteria Required by the State

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

Lodging Fund Project Evaluation – Evaluation Criteria that the City of Bainbridge Island Additionally Prioritizes

- D. Goals and/or results objectively assessed, clearly presented in the application, and support increased tourism.
- E. Emphasize tourism during the off-season, from October 1 until Memorial Day.
- F. Demonstrated history of organizational success and stability, including but not limited to previous LTAC-funded projects.
- G. Record of cooperation with other organizations and businesses, as well as matching funds or in-kind goods and services.
- H. Innovative use of LTAC funds.
- I. Alignment with City goals and values including climate-friendly tourism, equity and inclusion, and sustainable transportation practices.
- J. Proposals for capital projects by municipalities and public facilities districts are encouraged.

Review Matrix

The LTAC will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as the availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee's work to develop a funding recommendation.

Topic	Description	Maximum Score
Impact	Does the proposal encourage tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country? What is the expected impact on increasing overnight stays in paid accommodations on the island? What is the expected increase in tourism? Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs. Does the proposal target off-season tourism? Does the proposal provide clear metrics of success?	25 points
Community Need	Does the proposal demonstrate that there is a significant need in our community via recent demographic and/or usage data and trends. Does the proposal provide an innovative use of LTAC funds? Does the proposal clearly explain how it avoids duplicating existing services for Bainbridge Island residents and visitors?	20 points
Organizational Capacity	Is it clear who the applicant is, what they do, what they are requesting, and who they serve? Does the organization have a successful track record or expertise in encouraging tourism? Does the organization show the ability to fulfill its mission through effective leadership and governance, sound management, and the alignment of measurable outcomes with strategies, resources, and partners? Is this service likely to continue operating throughout the funding cycle (and beyond)? Will the City's funds be used wisely and responsibly?	15 points
Collaboration	Does the organization have a history of collaborating with other organizations? Will the applicant partner or collaborate with other organizations? Does the proposal include matching funds or services?	15 points

Equity and Inclusion	Does the proposal show how the organization's work contributes to a more diverse, equitable, inclusive, and accessible Bainbridge? Does the proposal describe how the organization has worked towards a greater understanding of diversity, equity, and inclusion?	10 points
Alignment	How well does the proposal align with the goals of COBI LTAC funding and the City's overall priorities including climate, equity and sustainability? Does the proposal support tourism that reduces carbon emissions or promotes alternative forms of transportation other than automobiles?	10 points
Capital Project	If the proposal is for an eligible capital project by a municipality of public facilities district, how will the proposal's expected impact increase tourism?	5 points

Accessibility Pledge

The City of Bainbridge Island is committed to making our bid process accessible and user-friendly to everyone. If you are having difficulty viewing or navigating the content on this Request for Proposal, or notice any content, feature, or functionality that you believe is not fully accessible to people with disabilities, please contact us for assistance. In order to respond in a manner most helpful to you, please note the nature of your accessibility concern, the preferred format in which to receive the online material, the Web page address of the requested material, and the best way to contact you.

Hard copy documents are available for those unable to access or view the downloadable files. Simply contact us by e-mail at cityadmin@bainbridgewa.gov to make your request.



PROPOSAL COVER SHEET – 2025 Funding Cycle

Proposal Summary	
Applicant Organization Name	
Grant Request Type	☐ Tourism Marketing ☐ Marketing and operations of special events and festivals ☐ Supporting the operations of a tourism-related facility owner or operated by a nonprofit organization* ☐ Supporting the operations and/or capital expenditures of a tourism-related facility owned or operation by a municipality or a public facilities district
Proposal Title	
Total Amount Requested	
One Sentence Description of Request <i>"To support..."</i>	

Applicant Organization Information	
Applicant Organization Name	
Proposal Contact Person	
Position/Title	
Email Address*	
<i>*Note: All communication regarding this proposal and any questions will be communicated using this email address.</i>	
Mailing Address, City, State, Zip	
Phone	
Legal Status of Applicant Organization	
Applicant Organization Legal Status	Non-profit organization; Municipality
<i>If non-profit organization:</i>	
Year Established	
Organization Tax ID #	
<i>If applying with a fiscal sponsor:</i>	
Fiscal Sponsor Organization Name	
Fiscal Sponsor Contact/Title	
Fiscal Sponsor Email/Phone	
Fiscal Sponsor Tax ID #	
Fiscal Sponsor Mailing Address	

City of Bainbridge Island Funding					
Please list year(s) and award amount of other funding received from the City of Bainbridge Island. Include Human Services (HS), Lodging and Tourism Tax (LTAC) funding, Cultural Funding (CF), and/or any other grant or contract funding.					
	2024	2023	2022	2021	2020
LTAC					
HS					
CF					
Other					

Attachment Checklist – please ensure you provide each of these items. Check them off here before submitting your application and attachments.	
1. Cover Sheet (this document)	
2. Proposal Narrative <i>Please use the attached format and reference instructions on that form.</i>	
3. Board of Directors List <i>Include names and titles of current members, as well as any open positions</i>	
4. Current Staff List <i>Include names and titles of current leadership team, indicating if full-time, part-time, volunteer</i>	
5. Operating Budget <i>For your current fiscal year. If you work with a fiscal sponsor or are a division of a larger organization, please include the operating budget specifically for your entity or division.</i>	
6. Organizational Statement of Activities <i>This is sometimes referred to as Income and Expense Statement. Please provide a statement for your most recently-completed fiscal year for your organization. If you work with a fiscal sponsor or are a division of a larger organization, include a statement specific to your entity or division.</i>	
7. Organizational Statement of Financial Position <i>This is sometimes referred to as a Balance Sheet. Please provide a statement for your most recently completed fiscal year for your organization. If you work with a fiscal sponsor or are a division of a larger organization, include a statement specific to your entity or division.</i>	
8. IRS Determination Letter of 501(c)(3) Non-profit Status, if applicable	
Authorization	
Authorized Signature	
Print Name	
Date	

PROPOSAL NARRATIVE

Answer each question in the order in which they appear below. You may choose to delete the prompts for each narrative question before providing your answers, but please include the headers for each section. Each question has a page limit; in total, the entire Proposal Narrative should be no more than 8 total pages in length. Please type responses in single-spaced 11-point font.

I. ORGANIZATIONAL OVERVIEW – no more than ½ page

Please provide a brief history of your organization and an overview of the programs and services you currently provide.

II. SCOPE OF WORK – no more than 2 page

Please provide a scope of work to the services you plan to provide for your project or general operating, whichever you are applying for.

A scope of work lists the activities, deliverables, outcomes, and goals to be accomplished under an agreement.

Activities: *This is the work that will be accomplished with the requested budget. It should include the who, what, when, where, and how the recipient implements the work.*

Deliverables *are the items produced under the agreement. These are tangible evidence of the work done and aligned the activity's progress with meeting the expected outcomes. This can include reports, workshops, outreach materials, evaluations, and other relevant products.*

Outcomes *are the measurable results of your work. Outcomes can be estimated based on the planned activities and schedule and should be measured and reported on throughout the agreement period. Your application should also indicate how you plan to measure these outcomes to track success.*

Goals *are the big-picture benefits or changes you anticipate as a result of meeting your estimated outcomes.*

All applications should include a goal statement that identifies a community need and how the organization works to address it. Keep the following in mind:

- *- Categorize your task work into activities.*
- *- Determine the cost for each activity and a plan to track spending.*
- *- Align your activities with a schedule that provides sufficient time to complete the planned work.*
- *- Identify key deliverable(s) for each activity and target dates for their completion.*
- *- Identify and estimate at least one measurable outcome and how it will be measured.*
- *- Relate each activity to a specific goal.*

CITY OF BAINBRIDGE ISLAND LODGING TAX/CIVIC IMPROVEMENT FUND APPLICATION

III. IMPACT – no more than 2 pages

How does this proposal encourage tourism from visitors traveling from more than 50 miles away or from visitors traveling from outside Washington State or the United States?

What is the expected impact on increasing overnight stays in paid accommodations on the island?

What is the expected increase in tourism?

Does your proposal target off-season tourism? If so, how?

CITY OF BAINBRIDGE ISLAND LODGING TAX/CIVIC IMPROVEMENT FUND APPLICATION

IV. COMMUNITY NEED – no more than 1.5 pages

- A. *How does your proposal demonstrate that there is a significant need in our community for this work? Please cite recent demographic and/or usage data and trends.*
- B. *How does your proposal provide an innovative use of LTAC funds?*
- C. *How does your proposal prevent the duplication of other services for Bainbridge Island residents and visitors?*

CITY OF BAINBRIDGE ISLAND LODGING TAX/CIVIC IMPROVEMENT FUND APPLICATION

V. ORGANIZATIONAL CAPACITY - no more than 1.5 pages

- A. *How will this service continue throughout the funding period and after? How will the City's funds be used wisely and responsibly?*
- B. *Please explain your organization's track record in encouraging tourism.*
- C. *Please explain how your organization fulfills its mission through effective leadership and governance, sound management, and the alignment of measurable outcomes with strategies, resources, and partners.*

CITY OF BAINBRIDGE ISLAND LODGING TAX/CIVIC IMPROVEMENT FUND APPLICATION

VI. COLLABORATION - no more than 1.5 pages

- A. *Please explain your organizations history of collaborating with other organizations.*
- B. *Will this proposal partner or collaborate with other organizations? If so, how will you collaborate?*
- C. *Does this proposal include matching funds or services? If so, what matching funds or services?*

VII. EQUITY AND INCLUSION – no more than 1 page

- A. *Does the work of your organization contribute to a more diverse, equitable, inclusive, and accessible Bainbridge Island? If so, please describe.*
- B. *Have members of your organization (staff, leadership, board, etc.) worked towards greater understanding of diversity, equity, inclusion, and accessibility issues? This may include trainings, conversations, workplans, actions taken, or other strategies you have employed to address sociocultural barriers to equity within your organization and its programs and services. If so, please describe.*

VIII. ALIGNMENT – no more than 1 page

- A. *How does your proposal align with the goals of the City's overall priorities including climate, equity, and sustainability?*
- B. *Does your the proposal support tourism that reduces carbon emissions or promotes alternative forms of transportation other than automobiles? If so, how?*

CITY OF BAINBRIDGE ISLAND LODGING TAX/CIVIC IMPROVEMENT FUND APPLICATION

IX. CAPITAL PROJECT – no more than ½ page

A. If the proposal is for a capital project, how will its impact increase tourism

X. CONTRACT METRICS

Awardees will enter into a contract with the City and report back quarterly on what you have achieved.

Metrics	Q1	Q2	Q3	Q4	Total
Overall attendance					
Number of people who traveled more than 50 miles					
The number of people who attended the activity and paid for overnight lodging					
Estimated LTAC dollars spent per person who traveled more than 50 miles					
Total number of paid lodging nights due to LTAC award					
Other, to be determined					

XI. STORIES OF IMPACT – no more than ¼ page

Please provide a quote or story that demonstrates the impact of your work to support or increase tourism on Bainbridge Island.

USE OF FUNDS WORKSHEET

Please complete this form below. The Total column should equal the total cost of delivering your proposed program or event.

2025

Expense Category	Amount Covered by COBI LTAC Request <i>Column A</i>	Amount Covered by Other Funding <i>Column B</i>	Total Cost (A + B)
Staff Costs (Salaries, Benefits, Taxes, Training, etc.)			
Professional Services / Consultants / Contractors			
Program Supplies			
Event-related expenses			
Advertising/Promotion			
Other Operating Expenses (e.g, Technology, Rent, Equipment, Insurance)			
Other (describe)			
Total			

Comments on Other Funding Sources (please limit response to one page)

Of the amounts listed in Column B, do you have any funds committed to date? If yes, please list sources and amounts below. If no, please describe where you expect to secure these funds from, and how you know you can raise those funds.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Advertise for Professional Engineering Services to Support the Design Phase of the Bucklin Hill to Fletcher Bay Road Non-Motorized Improvements Project - Public Works,

SUMMARY: The Bucklin Hill Non-Motorized Improvements project envisions approximately 2,000 linear feet of protected multi-use paths between Blakely Ave. and Fletcher Bay Road. The improvements - and the facility type that is selected - are eventually intended to extend south to Baker Hill Road.

City staff are preparing to present high-level conceptual design alternatives to the City Council at the August 22, 2025 City Council meeting. A public engagement meeting will be planned shortly thereafter, with the goal of selecting a preferred alternative in fall 2025.

The project will require engineering consulting design services. In accordance with the city's Procurement Policy, professional service contracts estimated to cost over \$100K are required to be authorized for advertisement by the City Council. A formal agreement will be delivered to the City Council for consideration at a future date.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

Authorize the City Manager to advertise for Professional Engineering Services to support the design phase of the Bucklin Hill to Fletcher Bay Road Non-Motorized Improvements Project.

COMMUNITY ENGAGEMENT AND OUTREACH:

A community engagement meeting will be planned in summer 2025.

FISCAL IMPACT:

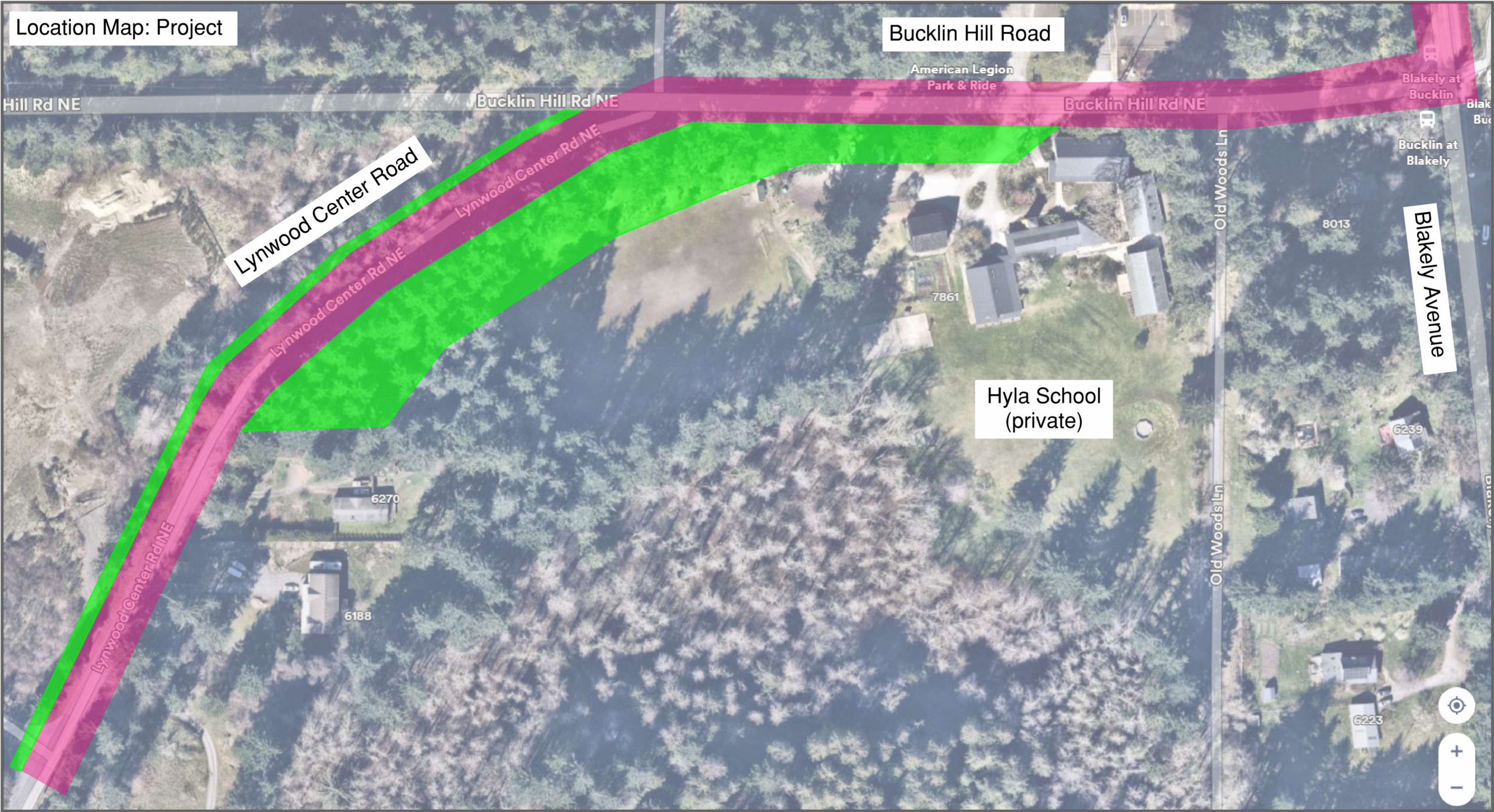
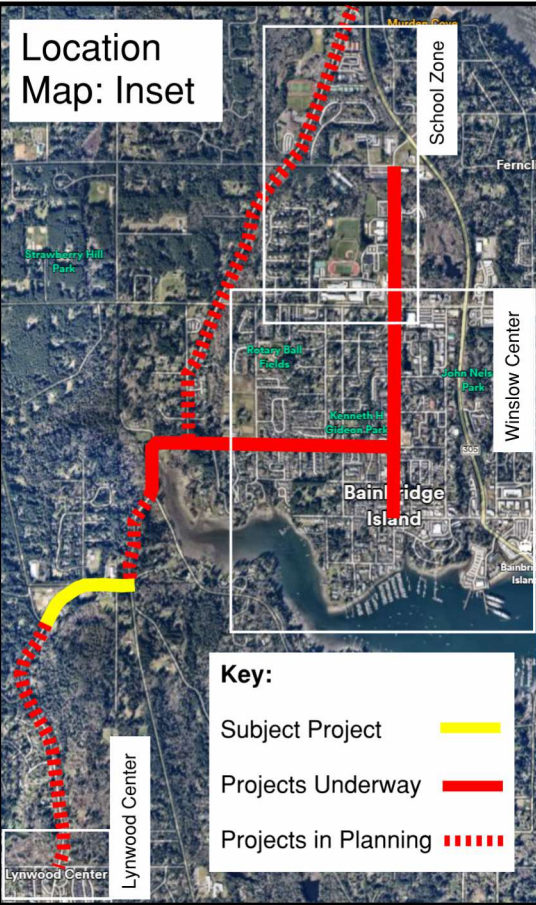
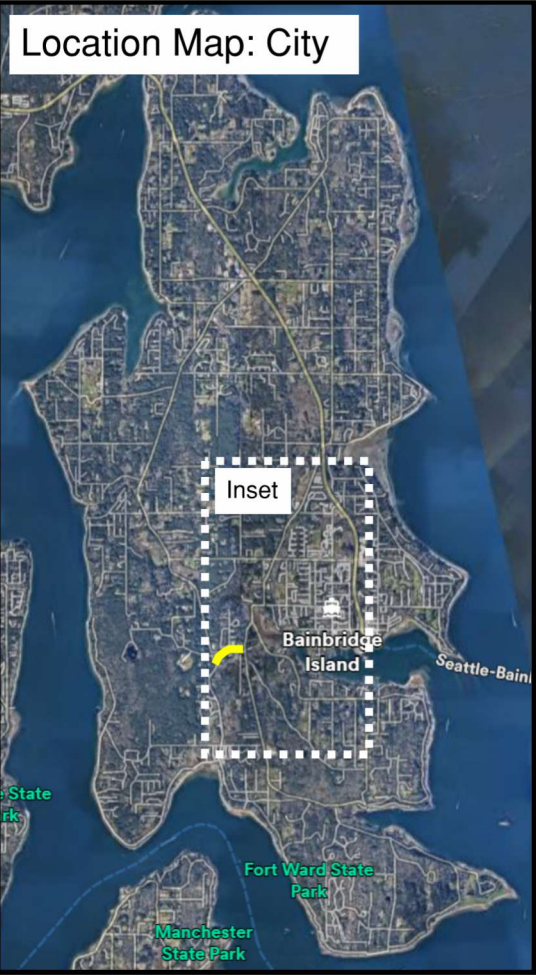
Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	true

ATTACHMENTS:

[Bucklin_NM Project Area Map.pdf](#)

[Bucklin_CIP Project Page.pdf](#)

Bucklin Hill Road NE Non-Motorized Improvements Project



Project: Connecting Centers: Bucklin Hill Non-Motorized
Location: Blakely Ave to Fletcher Bay Road

Number: 00723

Project Description



Description: This project will provide non-motorized improvements along Bucklin Hill and Lynwood Center Roads between Blakely and Fletcher Bay Road. Improvements could include physically or vertically separated paths on one or both sides of the road and associated safety improvements.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: 2025: Design; 2026: Construction

Capital Funding (1000's)								
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	1,170	-	-	-	-	-	-	1,170
REET	-	-	250	-	-	-	-	250
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	1,170	-	250	-	-	-	-	1,420
FUNDING USES (1000's)								
Project Management	57	-	-	-	-	-	-	57
Design/construction	1,113	-	250	-	-	-	-	1,363
Sub-total	1,170	-	250	-	-	-	-	1,420



City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Approve Proposal from the Bainbridge Island Chamber of Commerce Related to a Series of Tasks for Economic Development Including Preparatory Steps Towards an Economic Development Strategy (\$80,000),

SUMMARY: On June 24, 2025, the Council received a presentation on a suite of economic development activities proposed by the Bainbridge Island Chamber of Commerce. At the conclusion of the presentation, the Council voted to advance the proposal to the July 8 meeting for final approval.

This proposal was the result of action taken by the City Council on October 22, 2024. At that time, the City Council moved to provide \$140,000 for economic development purposes from the Council's 2024 contingency. The Council took this action in response to the Comprehensive Plan Economic Development Element economic implementation activities that call for a coordination of public and private efforts to grow and sustain a healthy economy on Bainbridge Island and a partnership with the business community. The Council also realized sales tax revenues fell from 2023 (\$7,396.070) to 2024 (\$7,238.020).

In response to the economic development set-aside, the Bainbridge Island Chamber of Commerce submitted a proposal to partner with the city to enter into an agreement for an amount not to exceed \$80,000 for the purpose of engaging in a series of tasks over 18 months related to economic development including preparatory steps towards development of an Economic Development Strategy.

The tasks are intended to grow the tax base, specifically with regard to sales tax. The tasks focus on qualitative focus groups and quantitative surveys; preparing the business community to use the FIFA 2026 World Cup as a catalyst for economic development; and the development of an Economic Development Dashboard hosted by the Chamber of Commerce to provide market and economic development data. This is consistent with Economic Element policy 1.3.

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve the proposal from the Bainbridge Island Chamber of Commerce for Economic Development.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	Not to exceed \$80,000 with specific deliverables.
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	true

BACKGROUND: The Economic Development Committee of the Bainbridge Island Chamber of Commerce is seeking to advance a long-term economic development strategy for Bainbridge Island. They seek to offer their expertise and knowledge of local economic conditions. Data gathering is one of the first steps in developing a comprehensive economic development plan. The Chamber proposes to conduct a series of three business focus groups to understand the high priority needs of the business community. The focus groups will be centered on the Creative/Cultural Industry, Tourism, and Entrepreneurism/Tech. These groups align with the Comprehensive Plan policies to address tourism and arts.

The Chamber is proposing to engage a subset of its economic development committee to maximize the economic opportunities arising from the FIFA 2026 World Cup. It is proposed to have a strategic and action plan to respond to the opportunities of the FIFA World Cup.

The third major element of the proposal is the development of an Economic Dashboard that will include demographic data, point of service spending data, employer data, high demand jobs data, and other information. The Chamber will subscribe to Lightcast Data and develop a detailed information dashboard for Bainbridge Island.

Property and sales tax are the largest sources of revenue for the City's General Fund. Contrary to popular belief, the city's share of the property tax bill is only 7.60 percent, a smaller percentage than the School District, Fire District, and Metro Park District. The city's sales tax revenues declined in 2024 from 2023. It is now expected to grow a modest three percent year over year, less than the rate of inflation.

Bainbridge Island has a unique business climate. The community supports independent businesses over larger chains. Consequently, the cultivation of the tax base requires a unique approach focused on the needs and desires of the community.

ATTACHMENTS:

[Agreement for Economic Development Services - Chamber.pdf](#)

[Economic Element of the Comprehensive Plan.pdf](#)

[2024 Property Taxes as a Percentage of Taxpayer's Bill.pdf](#)

AGREEMENT FOR ECONOMIC DEVELOPMENT CONSULTING SERVICES

THIS AGREEMENT FOR ECONOMIC DEVELOPMENT CONSULTING SERVICES

("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Bainbridge Island Chamber of Commerce, a Washington nonprofit corporation ("Consultant").

WHEREAS, economic development is a critical component to ensuring the long-term success of the Bainbridge Island community and the continued economic health of the more than 1,000 businesses and 8,000 jobs on the Island.

WHEREAS, the Consultant has proposed to support the City's efforts to further economic development on Bainbridge Island by developing a series of surveys focused on gaps in services and potential areas for increased sales tax revenue generation, preparing and engaging the Bainbridge Island business community in anticipation of FIFA 2026, and developing a dashboard with key economic indicators including current job hiring data.

WHEREAS, the City desires that Consultant undertake the proposed activities under a formal contract for economic development consulting services.

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall conduct the survey activities, prepare and engage the Bainbridge Island business community, and develop the dashboard as provided in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment B** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement. The survey work deliverable described in **Attachment B** shall be completed and provided to the City no later than November 30, 2025. The preparation and engagement deliverable described in **Attachment B** shall be completed and provided to the City no later than January 31, 2026. The economic dashboard deliverable described in **Attachment B** shall be completed and available on the Consultant's website no later than October 31, 2026.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until January 31, 2027 unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant upon satisfactory completion of each deliverable described in **Attachment B**. Payment for each deliverable shall be as follows:

Deliverable	Cost
3 Focus Groups	\$15,000.00
3 Surveys	\$15,000.00
Convening for FIFA World Cup	\$5,000.00
Strategic and Action Plan for FIFA World Cup	\$10,000.00
Economic Dashboard	\$35,000.00
Total	\$80,000.00

B. Consultant shall not exceed the amounts shown without prior authorization from the City. If Consultant's costs exceed the amounts shown, any overage shall be the sole responsibility of the Consultant and not the City. Consultant shall also not perform services beyond the expiration date of this contract without prior authorization by the City,

C. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

D. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

E. If the services rendered do not meet the requirements of this Agreement, the Consultant shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

4. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants, and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall the Consultant claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

B. The Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

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

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the negligent or alleged negligent acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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

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

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

10. INSURANCE

The Consultant shall maintain the insurance described in **Attachment A**.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager

To the Consultant: Bainbridge Island Chamber of Commerce
385 Winslow Way E
Bainbridge Island, WA 98110
Attention: Executive Director

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

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

BAINBRIDGE ISLAND CHAMBER OF
COMMERCE

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Lindsay Browning, Executive Director

Blair King, City Manager

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A INSURANCE REQUIREMENTS

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

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

C. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Colorado.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

Before commencing work and services, the Consultant shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

Attachment B



BAINBRIDGE ISLAND
CHAMBER OF COMMERCE

Proposal

Contact Information:

Lindsay Browning - Executive Director
Bainbridge Island Chamber of Commerce
Lindsay@bainbridgechamber.com

Primary Point People

<https://www.linkedin.com/in/lindsay-browning/>

<https://www.linkedin.com/in/erikaleeborg/>

Capability Statement

Bainbridge Island Chamber of Commerce:

The Bainbridge Island Chamber of Commerce sees Economic Development as a critical component to ensuring the continued liveliness of our Island community. Bainbridge Island is home to more than 1,000 local businesses and 8,000 local jobs.

By and large, these local businesses are not corporate leaders - but small and medium sized businesses with owners active in our community. You are likely to see these community leaders sponsoring 4th of July, active in local schools and shopping at the grocery store. They also help each and every one of us have a smaller carbon footprint - by providing jobs close to home and ensuring we buy and utilize local products.

The Economic Development Committee of the Bainbridge Island Chamber of Commerce seeks to look at how we advance a long-term economic development vision for our Island. We also provide expertise to Chamber Staff, Public Officials and Chamber Board members on how best to ensure Bainbridge continues to have a strong and thriving local economy.

Our goal is to understand and actively work to ensure the conditions on the Island are present so small business and our community thrives.

Project Summary: Economic Development for Bainbridge Island

The small businesses and maintaining the high quality of life for our island residents is of utmost importance to the City of Bainbridge Island, Bainbridge Island Chamber of Commerce and larger business community.

Bainbridge Island is a unique destination in the Puget Sound region. Known for its ferries, artistic vibe, independent shops, high quality restaurants, charming small-town feel and proximity to downtown Seattle, Bainbridge Island is a destination for hundreds of thousands of tourists each year.

The following project is focused on ensuring a strong Economic Development strategy is developed over the next 18 months to ensure our Island is able to maximize tax revenue and ensure a thriving business environment for the small mom-and-pop businesses that make up the backbone of our Island

economy. Ultimately this work should directly impact and develop paths forward to increase local lodging tax revenue *and* support the continued value of property owners on Bainbridge Island.

The Bainbridge Island Economic Development Committee is made up of key business leaders from various industries across the island. It serves as thought-leadership group and regular focus group alongside the emerging First Light Insights program.

The project will focus on the following: (1) Development of a series of surveys focused on Data Demand (2) Preparing and Engaging the Business Community in anticipation of FIFA 2026 (3) Development of a Dashboard with key economic indicators including current job hiring data.

Surveys for Data Demand

Bainbridge Island has a need for real data regarding gaps in services and potential areas for increased sales tax revenue generation. The Chamber recommends two courses of action 1) Qualitative Focus Groups and 2) Quantitative Surveys.

Qualitative Focus Groups

The Chamber has several avenues for conducting a series of 3 business focus groups to understand high priority infrastructure needs: transportation, wayfinding etc. Each of these focus groups will be organized around the needs of high priority sectors for the Island: the Creative/Cultural Industry, Tourism, and Entrepreneurism/Tech. The third focus group, centered on tourism, will take place through the Chamber's Economic Development committee with special invitees from businesses within the tourism space. Quotes, takeaways and common themes will be shared with the City of Bainbridge Island.

Quantitative Surveys

Three quantitative surveys will be developed and sent out. One survey will focus on the business community and provide active opportunities to understand the need for various services and impediments to their success on the island. The second survey will focus on the experience of Island Visitors and Tourists. The final survey will focus on residents and missing business needs/community demand. The Chamber will work with staff at the City of Bainbridge Island to develop survey questions, utilize Survey Monkey or another online tool to develop and administer the survey. Tourism Information staff will utilize ipads to ensure strong distribution of the Visitor survey over Summer 2025.

Deliverables: 3 Qualitative Focus Groups and 3 Quantitative Surveys

Results will be available to be shared with the City of Bainbridge Island by December 2025.

Using FIFA 2026 As a Catalyst for Economic Development

FIFA presents a unique opportunity to advance two major issues on Bainbridge Island. In preparation for this regional event which should bring increased visitors, the Bainbridge Chamber will engage a subset of its economic development committee to develop and execute a plan focused on enhancing tourist/visitor experience from the ferry dock - including clear wayfinding. A group of key stakeholders will be brought together to discuss the lasting impact of a better visitor experience (inclusive of wayfinding), increased lodging options, and how best to build capacity (are there opportunities for camping, ramping up airbnbs, etc) on our Island that can be flexed for special events/tourist draws.

**Deliverable: A Strategic and Action Plan focus on Bainbridge Island's plan for FIFA
Ongoing Convening of FIFA Planning Committee**

Economic Development Dashboard

Development of Economic Dashboard hosted by Bainbridge Island Chamber of Commerce to include demographic data, point of service spending data, employer data, high demand jobs data etc. The data will be collected from the following sources: Visit Bainbridge Island (Datafy), Bainbridge Community Foundation, Port of Seattle, and Lightcast Data.

Bainbridge Island Chamber of Commerce will set up a place within the Chamber website for data to be housed and showcased - creating consistent transparency around the importance of tourism and other industries in sustaining the high quality of life, tax base and property values on the Island. This will require staff time in order to make sure the website is appropriately developed and updated. In addition, the Chamber will have a series of conversations with the City of Bainbridge Island and the Economic Development committee to ensure the appropriate indicators are selected and work to contract with Lightcast Data to secure a regular data update link and design the graphical visualization.

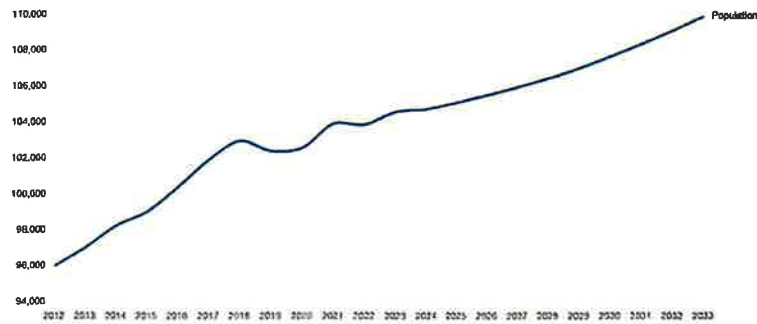
The ultimate product will appear similar to Federal Way Chamber of Commerce with an emphasis not on "growth" for the Island but understanding meaningful gaps in services and how best to support the small businesses that make Bainbridge Island a desirable place to live.

Datafy has ready-made information available to the City of Bainbridge Island through a Visit Bainbridge Island subscription, Bainbridge Community Foundation has been actively working to produce an annual state of the city report utilizing US Census Data. The Bainbridge Chamber will review these data sources along with a potential subscription to Lightcast Data - an data company that is able to provide communities with direct access to the most comprehensive labor datasets in the world to create custom data displays and applications that power decisions based on local data (including the most detailed information on skills, jobs, supply, and labor market demand to build a future-ready workforce).

Deliverable: An Economic Dashboard hosted on the Bainbridge Island Chamber of Commerce's website

See samples of potential graphs and an online dashboard below - Note the data is taken from Federal Way and not reflective of Bainbridge Island demographics or the data points ultimately hosted by Bainbridge Island.

Population Trend and Forecast



[Get the data](#) (Updated 03-13-2025)

[Download Image](#)

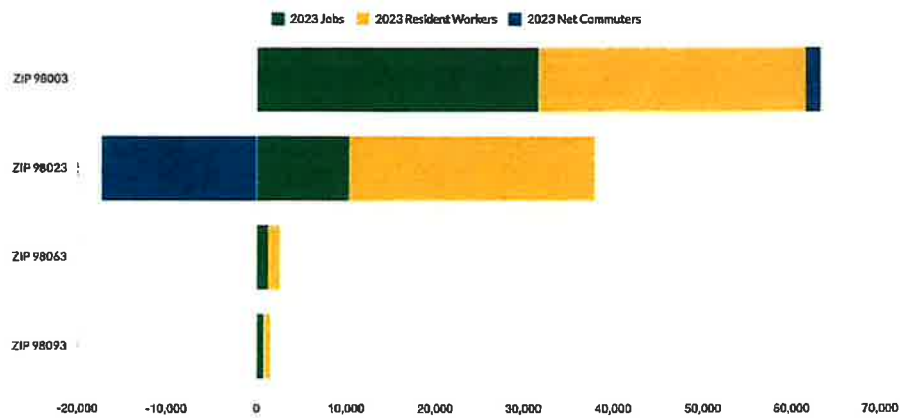
Business Distribution by Employment

Business Size	Percentage	Business Count
1 to 4 employees	36.2%	1,391
5 to 9 employees	32.2%	1,236
10 to 19 employees	19.8%	760
20 to 49 employees	9%	344
50 to 99 employees	2%	78
100 to 249 employees	0.7%	27
250 to 499 employees	0.1%	3
500+ employees	0%	1

Source: Lightcast

Workforce Jobs, Resident Workers, and Net Commuters

Federal Way Region (hover to display values)



Job Postings by Occupation

Trailing 30-Days

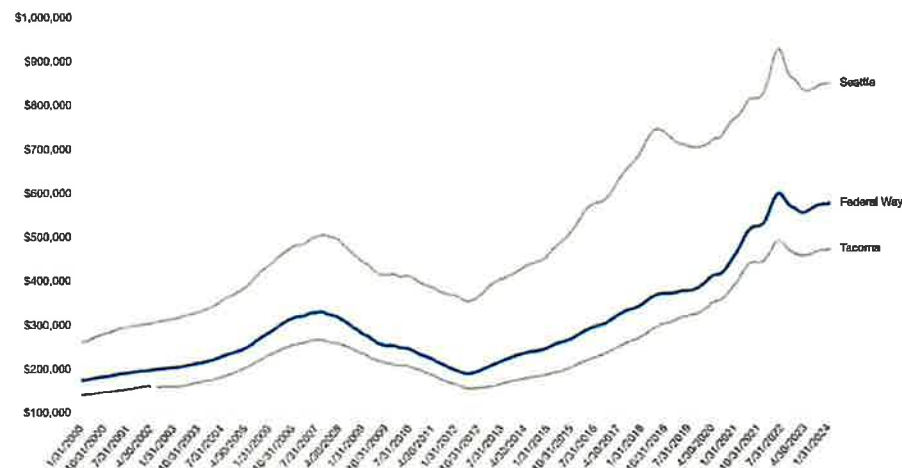
Occupation	Latest 30 Days Unique Postings	Latest 30 Days Unique Postings % Change	Median Salary
Healthcare Practitioners and Technical Occupations	592	-6.1%	\$108,800
Sales and Related Occupations	229	-14.4%	\$46,592
Office and Administrative Support Occupations	206	-8.7%	\$48,640
Management Occupations	190	-6.6%	\$78,080
Healthcare Support Occupations	138	-1.4%	\$51,968
Business and Financial Operations Occupations	102	2.9%	\$77,568
Transportation and Material Moving Occupations	96	-6.2%	\$60,160
Computer and Mathematical Occupations	94	-6.4%	\$176,896
Food Preparation and Serving Related Occupations	94	-14.9%	\$44,288

Occupation Concentration

Profession	2024 Jobs	2023 Median Salary	2023 Average Hourly Wage	2024 LQ (Occupation Concentration)	2019-2024 % Change in Jobs
Sales and Related	6,474	\$49,862	\$40.77	1.19	1.42%
Healthcare Support	4,697	\$47,142	\$22.86	2.61	10.63%
Office and Administrative Support	4,545	\$55,224	\$28.48	0.94	-6.27%
Food Preparation and Serving Related	4,075	\$42,794	\$24.09	1.35	0.14%
Transportation and Material Moving	3,456	\$48,647	\$28.66	0.91	2.75%
Business and Financial Operations	3,088	\$96,924	\$64.22	0.83	19.71%
Management	2,607	\$125,518	\$71.53	0.61	7.5%
Healthcare Practitioners and Technical	2,077	\$106,085	\$60.3	0.9	-0.64%

Home Value Trends*

Regional Comparison



ECONOMIC ELEMENT

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ECONOMIC ELEMENT INTRODUCTION

The future economy of Bainbridge Island is linked to the community's *vision* and strategy for dealing with future needs. A healthy, resilient economy, based on our collective future vision of the Island, is a tool for accomplishing larger community *goals* and creating a robust future.

"The *vision* a community has of itself is important to its economy. Each community plays a crucial role in creating for itself an environment that is attractive to and nurturing of new and existing businesses. A vital economy requires adequate *public facilities* (water, sewer, roads, schools, parks, libraries, emergency services and utilities). A community that does all that AND preserves its natural features will have an edge when it comes to improving its economy."

Washington State Department of Commerce

The *Growth Management Act (GMA)* addresses the concerns of "uncoordinated and unplanned growth that potentially pose a threat to the environment, sustainable economic development, and the health, safety and high quality of life enjoyed by residents." An important part of a healthy economy is the quality of the environment.

The Economic Element of the *Comprehensive Plan* is intended to guide the climate for enterprise and commercial exchange on Bainbridge Island and reinforce the overall vision and values of the *Comprehensive Plan* adopted in 1994, and subsequently updated in 2004 and 2016: to steward a sustainable community; to protect the quality of its environment: the water, air and land; and to encourage traditional resource based activities such as *agriculture*.

ECONOMIC VISION 2036

Bainbridge Island has developed in a manner that is consistent with stewardship of our Island's finite natural resources and the needs of a diverse population. *Affordable housing* is available for much of the local service sector workforce and improvements in communications infrastructure have enabled more successful local enterprises, including home-based business.

The economy of Bainbridge Island reaps advantages from proximity to the Seattle area and the Kitsap Peninsula. The Island is a destination for visitors interested in learning about sustainability and resilient community development. Local employment opportunities are diverse, including small manufacturing, artisanal crafts, high tech, e-commerce, arts, and food. Small retailers are thriving by serving the needs of local residents as well as visitors.

Agriculture is a thriving part of the Island's economy: City-owned agricultural lands are being sustainably cultivated and producing seasonal foods for local consumption. The number of *farms* on private acreage has increased and is supplementing the local food supply. To enhance the viability of local *farms*, *affordable housing* for farmworkers has been appropriately built on City owned farmland.

Innovative and flexible city programs encourage the real estate market to adapt to trends that favor conservation, efficient use of land and resources, and homes of modest size and price. Islanders recognize that a sense of community as well as economic value is achieved by

neighborly acts. A robust non-profit sector strengthens social capital, provides services and employment opportunities.

GOALS & POLICIES

DIVERSIFIED ECONOMY

GOAL EC-1

Promote economic vitality, growth and stability.

Bainbridge Island has the opportunity to create a robust, resilient and durable economy by demonstrating early leadership and acknowledging the changes that will affect our economy. Planning for these changes and taking actions that support and encourage a local economy will help reduce community vulnerability to issues such as aging demographics, housing availability, transportation constraints, and *climate change*.

By providing enterprises that both serve and employ local residents, Bainbridge Island will be better able to withstand fluctuations in the larger regional economy. In addition, people who live and work in their community are available to invest time and money in their families, organizations, and community life. A key to a healthy, stable and vital economy is to create and undertake business opportunities that anticipate and respond to conditions that affect our community. This would include identifying emerging needs and markets so that Bainbridge Island businesses benefit from being on the leading edge of change.

Policy EC 1.1

Develop and maintain regulations that provide support for our community's businesses.

Policy EC 1.2

The city *should* embrace diverse and innovative business opportunities compatible with community values and develop programs to make Bainbridge Island an attractive location for those businesses.

Bainbridge Island is affected by regional, national, international and global environmental and economic trends and changes in the physical environment. While we cannot control global economic or environmental conditions we can support the local economy by providing *policy* direction and *land use infrastructure* to allow for and encourage robust economic activities that are prepared for and responsive to change.

Policy EC 1.3

Coordinate with local business groups to track commercial activity, identify trends and assess the economic health of the Island. Create an Economic Development Strategy to identify creative and appropriate ways for the City to encourage and stimulate business activity.

Policy EC 1.4

Support entrepreneurship by providing adequate *land use* designations in keeping with the character of the Island, while avoiding investment in sectors, activities, or *infrastructure* that will not remain viable in the foreseeable future.

Policy EC 1.5

In order to provide opportunities for business enterprise, adequate space must be provided for efficient use of existing developed areas near public transportation (e.g. ferry, bus service) and for growth that recognizes and protects the Island's valued natural amenities, its limits of land and water and the quality of its residential *neighborhoods*.

Policy EC 1.6

Coordinate with the business community and others to monitor the Island's business climate and make appropriate adjustments to the economic vitality strategy

INFRASTRUCTURE

GOAL EC-2

Provide sufficient and resilient infrastructure that is supportive of a healthy economy and environment, particularly telecommunications and electrical reliability.

Policy EC 2.1

Identify long-term *infrastructure* needs that support economic *sustainability* and are designed to withstand future conditions.

Policy EC 2.2

Support *infrastructure* enhancement to accommodate new information technology and changing conditions.

Policy EC 2.3

Implement infrastructure and technology improvements around *designated centers* to provide enhanced service and to retain and attract business.

Policy EC 2.4

Utilize Local Improvement Districts to spur *infrastructure* development.

Policy EC 2.5

Consider the development of a downtown parking structure, possibly through a public/private partnership.

SUSTAINABILITY

GOAL EC-3

Promote business practices that protect the Island's natural beauty, and environmental health, and support long-term business success.

Environmental protection is a value expressed in the *guiding principles* that are the foundation of the comprehensive plan. A quality environment incorporates and enhances financial, natural, and social *economic capital* of the community.

Policy EC 3.1

Encourage the use of *green building* materials and techniques in all types of construction, as well as design approaches that are responsive to changing conditions.

Policy EC 3.2

Help businesses find markets for surplus materials, by-products and waste.

Policy EC 3.3

Encourage local enterprises to participate in programs such as the Kitsap County Waste Wise and Green Community Initiative, which recognize and assist business efforts to protect the environment.

Policy EC 3.4

Encourage public sector solid waste reduction, reuse and recycling.

Policy EC 3.5

Encourage existing and new businesses to become part of a linked cooperative whereby the by-products and waste of one enterprise become the raw materials of another.

Policy EC 3.6

Create opportunities to foster green technology and industries, such as energy, waste and information technology, which have the potential to create local, family wage jobs in our community at the same time we are protecting our natural beauty, environmental and economic health.

CIVIC LIFE

GOAL EC-4

Encourage a broad range of civic activities and organizations.

Non-profit organizations are a source of employment and other economic benefits for Islanders and utilize many local commercial and service providers. Volunteers also provide significant contributions to the local economy and provide valuable human resources to the community.

Policy EC 4.1

Support the non-profit sector of human and social service providers.

Policy EC 4.2

Encourage and recognize individuals, organizations, and businesses that volunteer time and skills to the community.

Policy EC 4.3

Encourage local business groups, educational institutions, and other entities to provide continuing education and skills development.

2/28/17

Policy EC 4.4

Promote Bainbridge Island as a family-friendly community with high quality schools, recreational opportunities and a safe, clean environment.

JOBS/HOUSING BALANCE

GOAL EC-5

Provide a variety of *affordable housing* choices so that more people who work on Bainbridge Island can live here.

The Housing Element of the *comprehensive plan* provides several options for the development of *affordable housing* on the Island.

Policy EC 5.1

Continue to monitor the progress in implementing the Housing Element and evaluate new ways of providing *affordable housing*.

Policy EC 5.2

In concert with the Housing Element's Goals and Policies, pursue a housing strategy that seeks to accommodate a wide variety of housing options, both in design and affordability, to meet the demands of the full range of the population including service sector employees, retirees, students, artists, farmers and craftspeople.

DEVELOPMENT IN DESIGNATED CENTERS

GOAL EC-6

As the city's *designated centers* evolve, balance their functions as places of commerce and employment with their roles helping to meet housing needs and provide focal points for civic engagement and cultural enrichment.

Policy EC 6.1

Enhance the existing *designated centers* to help the Island economy prosper and provide a high quality of life, creating ancillary benefits such as decreasing pollution (including *greenhouse gas emissions*), protecting *open space*, and creating local family wage jobs.

Policy EC 6.2

Utilize urban design strategies and approaches to ensure that changes to the built environment are at a locally appropriate scale and enhance the Island's unique attributes, in recognition of the economic value of "sense of place."

Policy EC 6.3

Develop urban design strategies to ensure that the built environment is appropriate for present and future conditions, including the impacts of *climate change*.

Policy EC 6.4

Ensure the efficient flow of people, goods, services, and information in and throughout the Island with *infrastructure* investments, particularly within and connecting to *designated centers*, to anticipate the needs of the Island's businesses.

Policy EC 6.5

Promote emerging business sectors such as artisanal and small-scale producers, including *craft food and beverages*, as well as low-impact, specialty manufacturing, including software, electronics and green technology.

Policy EC 6.6

Preserve and enhance activities that feature Bainbridge Island's history of maritime, agricultural and artistic enterprises.

Policy EC 6.7

Monitor parking requirements in the *designated centers* and revise them as needed to encourage business development, while reasonably accommodating parking demand. This should be done in concert with efforts to increase use of multi-modal transportation options, reduce dependence on automobiles and improve our local environment.

PUBLIC/PRIVATE PARTNERSHIPS

GOAL EC-7

Partner with local businesses and business associations on programs and projects to diversify and grow the City's economic make-up, reduce sales leakage, attract spending by visitors, enhance local employment, and increase municipal tax revenues to support local services.

Policy EC 7.1

Leverage technology assets, such as existing fiber connections, to support technology- based businesses and potentially to pursue new revenue streams.

Policy EC 7.2

Focus "buy local" community marketing on consumer spending segments in which there is significant "leakage" and also a strong possibility of recapturing spending.

Policy EC 7.3

Support and enhance social, cultural, artistic, nature based recreational and other learning activities for residents, workers and visitors.

Policy EC 7.4

Integrate programs and activities related to economic prosperity with objectives related to environmental *sustainability*, social and political equity, *climate change* adaptation and cultural engagement.

2/28/17

Policy EC 7.5

Continue to support and enhance the arts/culture sector and the visitors that arts and cultural events attract.

Policy EC 7.6

Support and enhance the role of the *craft food and beverage* industry as attractions for residents and visitors alike.

Policy EC 7.7

Support and enhance recreational, nature-based, and other outdoor events that attract visitors.

Policy EC 7.8

Support and make Bainbridge Island a model community for *climate change* preparedness and *sustainability* practices that ensure long-term business viability while attracting and protecting visitors, businesses and residents.

Policy EC 7.9

Support and enhance our waterfront, including docks and maritime services that attract visitors and residents.

Policy EC 7.10

Provide an efficient, timely and predictable regulatory environment within the framework of a strong customer service approach.

Policy EC 7.11

Encourage the private, public, and non- profit sectors to incorporate environmental and social responsibility into their practices.

RETAIL AND SERVICES

GOAL EC-8

Maintain and enhance Winslow as the commercial hub of Bainbridge Island. Position the Neighborhood Centers to provide the opportunities for smaller-scale commercial and service activity.

Policy EC 8.1

Reinforce Winslow as the mixed-use center for commerce and exchange by fully implementing the Winslow Master Plan.

Policy EC 8.2

Develop Neighborhood Centers at higher residential *densities*, as recommended in the Land Use Element, in order to attract a variety of small-scale retail and service providers.

Policy EC 8.3

Promote locally-owned and independent businesses with standards that foster unique development.

SERVICES SECTOR

GOAL EC-9

Grow a healthy service sector to increase employment opportunities, enhance local revenues, and meet emerging needs of the Island's changing demographics.

Policy EC 9.1

Increase availability of housing to enable service sector employees to live on the Island.

Policy EC 9.2

Increase access to transportation options that better enable service sector employees who live off-Island to work on-Island.

Policy EC 9.3

Promote an emerging professional services sector that recognizes the Island's linkage to the Seattle job market for managerial jobs and information-based industries.

Policy EC 9.4

Promote on-Island access to healthcare facilities and medical services, particularly those addressing the needs of the Island's increasing older population.

BUILDING DESIGN AND CONSTRUCTION SECTOR

GOAL EC-10

Support building design and construction industries to increase employment opportunities, enhance local revenues, and help ensure a built environment that responds to and reflects the Island's Vision and Guiding Principles.

The professions and trades involved in design, construction, furnishing, renovation and marketing of commercial and residential real estate constitute a large and very important sector of the Island's economy. Productivity and profits within that sector are crucial factors in the stability and well-being of the entire community. Good development, in a community such as ours, must work within limits and be compatible with the goals of environmental conservation.

Policy EC 10.1

Make the City's development permit and code enforcement action process timely, fair and predictable.

Policy EC 10.2

Partner with Island architects, landscape architects, builders and related construction professionals to draft development standards and practices that incorporate *green building* practices and *context-sensitive design*.

TOURISM

GOAL EC-11

Tourism is a key sector of the Island's economy and needs to be supported. Bainbridge Island provides unique opportunities for visitors to experience internationally recognized gardens, cultural centers, parks, and recreational events.

Policy EC 11.1

Improve pedestrian links between the ferry terminal, downtown Winslow, and the harbor. Encourage visitors on foot and bicycle and support public *transit* and shuttle services.

Policy EC 11.2

The predominant focus of downtown Winslow is to serve the commercial and social needs of Island residents. A lively, *pedestrian-oriented* town center that provides a mix of commercial and *residential uses* creates a potential tourist destination.

Policy EC 11.3

Support the Island as a visitor destination by preserving and enhancing the unique qualities of our community.

Policy EC 11.4

Encourage multiple-day stays and participation in selected Island events and destinations by off-Island visitors.

Policy EC 11.5

Encourage bed and breakfasts and other creative tourist accommodations.

Policy EC 11.6

Monitor the Island's short-term rentals to gauge their impact on the community.

ARTS

GOAL EC-12

Continue to promote the arts as a significant component of the Bainbridge Island economy.

Policy EC 12.1

Encourage and support the creative and economic contribution of the arts by implementing the *goals* and *policies* of the Cultural Element.

Policy EC 12.2

Promote the arts community within the region as an economic asset of the Island.

HOME-BASED BUSINESSES

GOAL EC-13

Foster home-based businesses as a key to a present and future vital economy.

Nearly half of all businesses licensed on Bainbridge Island are reported as home-based. Bainbridge Island allows home-based businesses in all zones, and 16.3% of the Island workforce works from home. Home-based businesses are divided into two categories: minor and major *home occupations*.

Policy EC 13.1

Apply performance standards to limit impacts of home-based businesses in residential *neighborhoods*. Home-based business that do not meet performance standards may qualify as a major *home occupation* and will require a conditional use permit.

Policy EC 13.2

Support home-based businesses through business licensing and other City programs.

AGRICULTURE

GOAL EC-14

Recognize that farming is a part of the Island's heritage and contributes to the island's economy.

The Environmental and Land Use Elements contains several *goals* and *policies* intended to sustain and enhance agriculture.

Policy EC 14.1

Support the market for Island-grown *agriculture* products by:

- Recognizing and supporting the Bainbridge Island Farmers' Market, including permanently dedicating space for the market and enhancing the market area.
- Allowing and promoting roadside stands that sell Island-grown products.
- Promoting and supporting Community Supported Agriculture (CSA).
- Encouraging the development of value-added processing facilities that can be shared by many farmers.
- Encouraging food crops to be planted on public land.

Policy EC 14.2

Support a program that helps working farms through educational, historic, farm stay and tourist visits.

Policy EC 14.3

Support working farms through the creation and sale of locally-constituted, high-grade compost to maintain the fertility of Island soils.

BUSINESS/INDUSTRIAL

GOAL EC-15

The Business/Industrial (B/I) *land use* designation should provide space for job creating enterprises. Island based businesses provide the possibility of living and working in the community. It is the purpose of the B/I land use designations to provide opportunities for light industrial and other non-retail activities. The City should be prepared to respond to a changing marketplace and the business opportunities perceived by its citizens, when those opportunities require pre-existing infrastructure and well-designed accommodations in order to flourish.

Policy EC 15.1

Promote manufacturing and business/industrial employment as an important source of family wage jobs on Bainbridge Island.

Policy EC 15.2

New Business/Industrial (B/I) *land use* designations will be considered based on the following:

- Proximity to existing B/I.
- The total amount of and expected need for B/I-zoned land.
- Compliance with all *policies* in the Land Use Element.
- Reasonable proximity to SR 305.
- Availability of public sewer and water, or whether permitted uses might safely use wells and septic systems or other alternative systems that are approved by the Kitsap Public Health District.
- Consideration of pollution and *aquifer recharge* concerns.
- Adjacency to non-residential *land uses*.
- Minimal impact to residential *land uses*, *neighborhoods* and *open space*/conservancy and agriculture areas.

Policy EC 15.3

Conform Business/Industrial development to all Business/Industrial performance standards, the requirements of Site Plan and Design Review, and applicable design guidelines.

ECONOMIC IMPLEMENTATION

To implement the goals and policies in this Element, the City must take a number of actions, including adopting or amending regulations, creating partnerships and educational programs, and staffing or other budgetary decisions. Listed following each action are several of the comprehensive plans policies that support that action.

HIGH PRIORITY ACTIONS

EC Action #1 Adopt and maintain an Economic Development Strategy to coordinate public and private efforts to grow and sustain a healthy economy on the Island

Policy EC 1.3

Coordinate with local business groups to track commercial activity, identify trends and assess the economic health of the Island. Create an Economic Development Strategy to identify creative and appropriate ways for the City to encourage and stimulate business activity.

Policy EC 1.6

Coordinate with the business community and others to monitor the Island's business climate and make appropriate adjustments to the economic vitality strategy.

EC Action #2 Continue efforts to promote and support *agriculture* as a component of the Island's economy, landscape and culture.

Policy EC 14.1

Support the market for Island-grown agriculture products by:

- Recognizing and supporting the Bainbridge Island Farmers' Market, including permanently dedicating space for the market and enhancing the market area.
- Allowing and promoting roadside stands that sell Island-grown products.
- Promoting and supporting Community Supported Agriculture (CSA).
- Encouraging the development of value-added processing facilities that can be shared by many farmers.
- Encouraging food crops to be planted on public land.

EC Action #3 Assure that adequate parking is available to support businesses.

Policy EC 6.7

Monitor parking requirements in the *designated centers* and revise them as needed to encourage business development, while reasonably accommodating parking demand. This should be done in concert with efforts to increase use of multi-modal transportation options, reduce dependence on automobiles and improve our local environment.

EC Action #4 Identify capital projects and streetscape standards to implement Policy EC 11.1, to improve non-motorized facility links between the ferry terminal, downtown Winslow, and the harbor.

Policy EC 11.1

Improve pedestrian links between the ferry terminal, downtown Winslow, and the harbor. Encourage visitors on foot and bicycle and support public transit and shuttles.

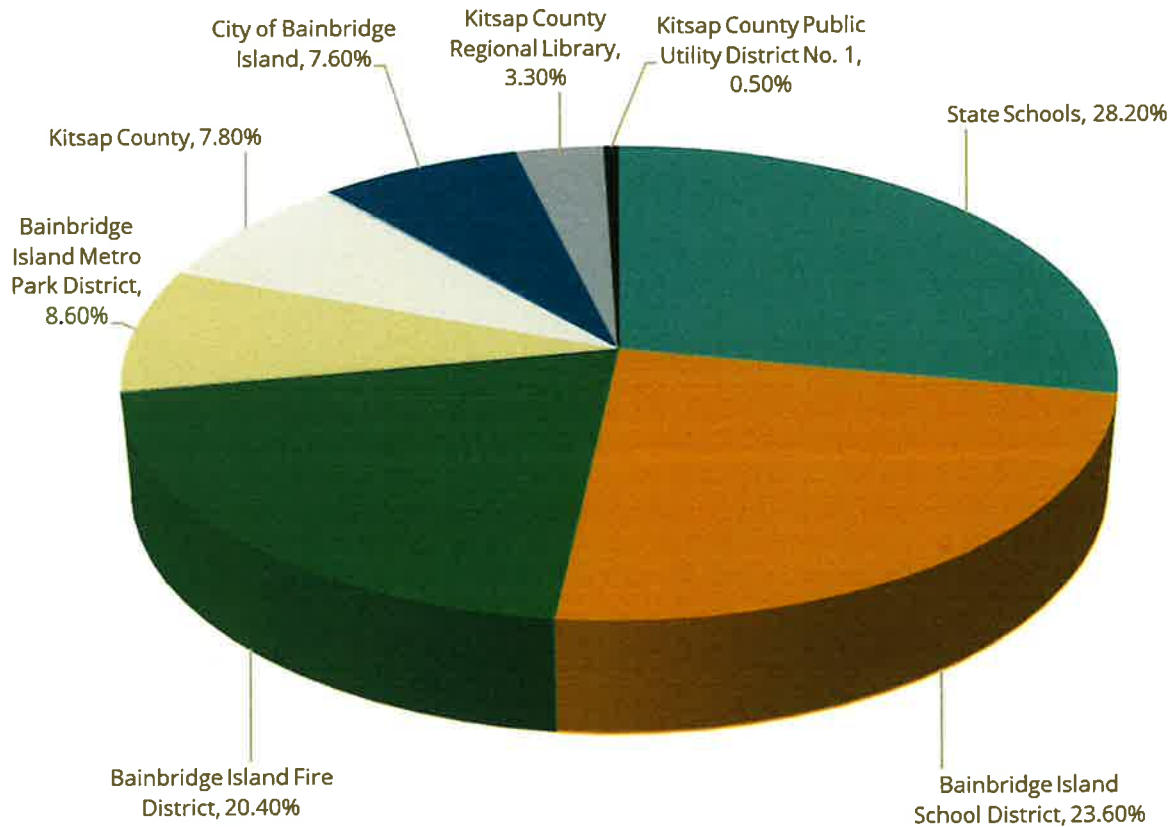


Property Taxes

Property Tax Assessments for Taxes Payable in 2024

Tax District	Tax Rate	Percentage of Bill
State Schools	2.33026	28.20%
Bainbridge Island School District	1.95384	23.60%
Bainbridge Island Fire District	1.68641	20.40%
Bainbridge Island Metro Park District	0.70785	8.60%
Kitsap County	0.64235	7.80%
City of Bainbridge Island	0.62961	7.60%
Kitsap County Regional Library	0.27224	3.30%
Kitsap County Public Utility District No. 1	0.04409	0.50%

2024 Property Taxes as a % of Taxpayer's Bill





City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Three-Year Unit Price Contract in the amount of \$150,000 (Not to Exceed \$50,000 Annually) with Kitsap Backflow for the 2025-2027 Backflow Testing Project (\$150,000 - Water Fund) - Public Works

SUMMARY: This three-year contract will support the annual testing of backflow devices on the Island and fulfill the state requirements to adequately protect the public water system. A backflow device an important safety measure that prevents water from the customer side to flow back into the distribution system potentially carrying harmful bacteria and other unknown constituents with it. Backflow devices are generally installed at high risk connections such as irrigation meters, water filling stations, chemical mixing stations, biological hazard and medical equipment washing stations. A backflow can occur when a water system is depressurized during a main break.

Bids were solicited through the MRSC Roster. The bid opening was held on June 13, 2025, and two bids were received.

City staff reviewed the bid results and the contractor's qualifications and recommends that City Council award the 2025-2027 Backflow Testing project to the apparent low bidder, Kitsap Backflow, in the amount of \$150,000 (not to exceed \$50,000 annually). See attached bid form. The engineer's estimate is \$142,937.55.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

Authorize the City Manager to execute a three-year Unit Price Contract with Kitsap Backflow for the 2025-2027 Backflow Testing Project in the amount of \$150,000 (not to exceed \$50,000 annually).

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$150,000.00
Ongoing Cost:	
One-Time Cost:	\$150,000.00
Included in Current Budget?	true

BACKGROUND: In accordance with Washington State Department of Health guidelines, and the City's Backflow Prevention and Cross-Connection Control Program, this three-year contract will support the annual testing of backflow devices on the Island and fulfill the state requirements to adequately protect the public water system.

Bids were solicited through the MRSC Roster. The bid opening was held on June 13, 2025, and two bids were received.

City staff reviewed the bid results and the contractor's qualifications and recommends that City Council award the 2025-2027 Backflow Testing project to the apparent low bidder, Kitsap Backflow, in the amount of \$150,000 (not to exceed \$50,000 annually). See attached bid form. The engineer's estimate is \$142,937.55.

ATTACHMENTS:

[2025-2027 Backflow Contract Testing_Bid Tabulation_Project 00510.pdf](#)

[Kitsap Backflow 2025-2027 Backflow Contract Testing Contract.docx](#)



2025-2028 Backflow Testing

BID TABULATION

Bid Opening Date: June 13, 2025 10:00 AM

** For WSDOT projects, the bids listed shall be in lowest to highest bid amount order, not by bid submittal time **

ITEM NO.	DESCRIPTION	UNITS	QTY	Eng Est		Bidder #1 Kitsap Backflow		Bidder #2 Backflow Assembly Solutions	
				UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE
1	Residential RPBA/DCVA	Each	830	\$30.00	\$24,900.00	\$23.70	\$19,671.00	\$ 31.50	\$ 26,145.00
1A	Residential RPBA/DCVA (Test and Repair)	Each	100	\$30.00	\$3,000.00	\$25.88	\$2,588.00	\$ 28.00	\$ 2,800.00
2	Commercial, RPBA/DCVA, ½ to 2.5 inch	Each	325	\$30.00	\$9,750.00	\$23.70	\$7,702.50	\$ 30.00	\$ 9,750.00
2A	Commercial, RPBA/DCVA, ½ to 2.5 inch (Test and Repair)	Each	100	\$30.00	\$3,000.00	\$25.88	\$2,588.00	\$ 28.00	\$ 2,800.00
3	Commercial, RPBA/DCVA, 3 to 6 inch	Each	55	\$30.00	\$1,650.00	\$23.70	\$1,303.50	\$ 32.00	\$ 1,760.00
3A	Commercial, RPBA/DCVA, 3 to 6 inch (Test and Repair)	Each	15	\$30.00	\$450.00	\$25.88	\$388.20	\$ 28.00	\$ 420.00
4	Fire Line, DCDA/DCVA/RPBA, ¾" TO 2.5 inch	Each	66	\$30.00	\$1,980.00	\$23.70	\$1,564.20	\$ 32.00	\$ 2,112.00
4A	Fire Line, DCDA/DCVA/RPBA, ¾" TO 2.5 inch (Test and Repair)	Each	10	\$30.00	\$300.00	\$25.88	\$258.80	\$ 28.00	\$ 280.00
5	Fire Line, DCDA/DCVA/RPBA, 3 to 8 inch	Each	45	\$32.50	\$1,462.50	\$30.20	\$1,359.00	\$ 32.00	\$ 1,440.00
5A	Fire Line, DCDA/DCVA/RPBA, 3 to 8 inch (Test and Repair)	Each	15	\$32.50	\$487.50	\$32.98	\$494.70	\$ 35.00	\$ 525.00
Subtotal (Items 1, 2, 3, 4, 5)					\$39,742.50		\$31,600.20		\$41,207.00
Subtotal (Items 1a, 2a, 3a, 4a, 5a)					\$7,237.50		\$6,317.70		\$6,825.00
Line C (9.2% WSST on Line B)					\$665.85		\$581.23		\$627.90
Grand Total (Line A + D)					\$47,645.85		\$38,499.13		\$48,659.90
						Tax on bid was incorrect.		Tax on bid was incorrect.	

CITY OF BAINBRIDGE ISLAND
UNIT PRICE CONTRACT – Less Than \$350K

THIS UNIT PRICE CONTRACT (“Contract”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Kitsap Backflow, a Washington State Sole Proprietorship (“Contractor”). In consideration of the terms and conditions set forth in this Contract, the City and the Contractor (the “Parties”) agree as follows:

1. Contractor Services. This Contract is a Unit Price Contract, within the meaning of RCW 35.23.352(13), for a 3-year Unit Price Contract which consists of testing backflow assemblies in accordance with Washington State Department of Health guidelines. Upon issuance of a Task Order by the City, the Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the work specified in the Task Order. The categories of work which may be included in a Task Order are specified in **Attachment A** to this Contract. The following documents govern the performance of work under this Contract and are attached hereto and incorporated herein by this reference:

- ☐ Scope of Work (**Attachment A**)
- ☐ Insurance Requirements (**Attachment B**)
- ☐ Sample Task Order (**Attachment C**)
- ☐ Retainage Bond (**Attachment D**)
- ☐ Payment and Performance Bonds (**Attachment E**)
- ☐ Schedule of Prevailing Wages (see <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>)

2. Task Order; Time of Completion. When the City desires that the Contractor perform work under this Contract, the City shall issue a written Task Order to the Contractor. A sample Task Order is included in this Contract as **Attachment C**. The City reserves the right to modify the form of the Task Order at any point during the term of this Contract. Each Task Order will specify the work to be completed, the time that work shall be commenced, and the time for completion of the work to be performed. The time of beginning, rate of progress, and time of completion are essential conditions of this Contract.

3. Payment.

3.1 Payment amount and procedures. The City shall pay the Contractor the relevant unit price specified in **Attachment A** for each unit of work performed under this Contract plus a 5% annual COLA in 2026 and 2027, the total of which will not exceed Fifty Thousand Dollars (\$50,000) annually, which amount includes all applicable sales tax. The payment amount shall exclude approved change orders. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City’s payment shall not constitute a waiver of the City’s right to final inspection and acceptance of the work.

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

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

3.4 Retainage. Given the unit price nature of this contract, the City's strong preference is that the Contractor elect to tender a retainage bond, in accordance with RCW 60.28.011(6), in the amount of 5% of the maximum amount payable under this Contract specified in Section 3.1. If the Contractor elects to submit a retainage bond, the bond shall be issued by a surety accepted for business in Washington State by the Washington Insurance Commissioner and with an A.M. Best rating of at least A minus and otherwise, acceptable by the City. The retainage bond shall be in a form approved by the City Attorney's Office. If the Contractor does not elect to submit a retainage bond, the City will deduct an amount equal to five percent (5%) of the total amount of each payment earned by the Contractor. The retainage will be held and managed according to the Declaration of Option for Management of Statutory Retainage Form submitted by the Contractor. After completion of the work directive and formal acceptance by the City, the retainage will be released to the Contractor at the end of the calendar year in which the work directive was performed, subject to the receipt of all necessary releases from the State Department of Revenue, the Employment Security Department, and the State Department of Labor and Industries, or until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

In accordance with RCW 35.23.352(13), prevailing wages for all work performed pursuant to each Task Order issued under this Contract must be the prevailing wage rates in effect at the beginning date of each contract year that this Contract remains in effect. Prevailing wage rates shall be updated annually.

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

At the end of each contract year, the Contractor shall file an “Affidavit of Wages Paid” with the Department of Labor and Industries for all work completed within that contract year. The Contractor shall submit an approved Affidavit to the City.

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

5. Indemnification and Hold Harmless.

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

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

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

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

6. Nondiscrimination and Compliance with Laws.

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

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

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

7. Job Safety.

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

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

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

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

not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections. The provisions of this section shall survive the expiration or termination of this Contract. Upon completion of work on each Task Order, the City may, at its sole discretion, require the Contractor to execute and notarize a Guarantee Form containing the information, terms, and guarantee described in this section.

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

11. Change Order/Contract Modification.

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

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

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete

records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

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

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

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

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

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

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

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

14. Insurance. The Contractor shall maintain insurance described in **Attachment B**.

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

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

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

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

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

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

21. Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this

Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

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

23. Term. This Contract shall become effective upon execution by both parties and shall continue in full force and effect for three years from its effective date, unless terminated as provided in Section 24 of this Contract. Following the initial three-year term of this Contract, the parties may mutually agree to extend the Contract term for an additional one-year term.

24. Termination. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (**Attachment A**) and final payment by the City. The City may terminate this Contract as allowed under Section 1-8.10 of the edition of the WSDOT Standard Specifications in effect on the effective date of this Contract, except that "Project Manager" shall be substituted in for "Engineer" as that term is used in Section 1-8.10.

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

KITSAP BACKFLOW

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

CONTRACTOR CONTACT:

Print Name: _____

Address: _____

Phone: _____

Email: _____

Contractor License #: _____

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

CITY CONTACT:

Michael Conover

City of Bainbridge Island

7305 Hidden Cove Road

Bainbridge Island, WA 98110

Phone: 206-780-3591

Email: mconover@bainbridgewa.gov

ATTACHMENT A
PROJECT – SCOPE OF WORK
Annual Backflow Testing

Overview:

The Contractor shall conduct annual tests for approximately 1,561 residential, commercial, and fire line backflow prevention assemblies in the City's Winslow, Rockaway Beach, and Public Works water systems.

Tasks:

The Contractor shall conduct tests and submit test reports for all backflow assemblies on the supplied list by December 1, 2025, and by November 1, in year 2026 and 2027. The Contractor shall also compile a list of any assemblies that were inaccessible, to be submitted one month prior to the testing deadline. Assemblies will range in size from 1/2" to 8" and ranging in residential, multifamily, commercial and fire line. If for some reason the backflow fails on the initial test of any type of backflow or the Reduced Pressure Backflow Assembly (RPBA) vent is dripping, the tester shall one time flush and/or clean the assembly and retest. The test, cleaning and retesting shall be included in the cost per test plus 9.2% sales tax as shown in bid items 1A, 2A, 3A, 4A, and 5A.

Bid Item 1: Residential RPBA/DCVA - A single family residence or townhouse that has a reduced pressure backflow prevention assembly and double-check valve assembly. Passing test.

Cost per test \$22.90
City Utility Billing Codes: 411001 & 415001

Bid Item 1A: Residential RPBA/DCVA (Test and Repair) - A single family residence or townhouse that has a reduced pressure backflow prevention assembly and double-check valve assembly. Failed test, flush, backflow cleaning and retesting.

Cost per test \$25.01 plus 9.2% sales tax
City Utility Billing Codes: 411001 & 415001

Bid Item 2: Commercial RPBA/DCVA ½ to 2.5-inch commercial, multi-family complex, apartment, or condominium that has reduced pressure backflow prevention assemblies and double check valve assemblies. Passing test.

Cost per test \$22.90
City Utility Billing Codes: 411002 & 415002

Bid Item 2A: Commercial RPBA/DCVA ½ to 2.5 inch (Test and Repair) commercial, multi-family complex, apartment, or condominium that has reduced pressure backflow prevention assemblies and double check valve assemblies. Failed test, flush, backflow cleaning and retesting.

Cost per test \$25.01 plus 9.2% sales tax

City Utility Billing Codes: 411002 & 415002

Bid Item 3: Commercial Large RPBA/DCVA 3 to 6 inch commercial, multi-family complex, apartment, or condominium that has reduced pressure backflow prevention assemblies and double check valve assemblies. Passing test.

Cost per test \$22.90

City Utility Billing Codes: 411003

Bid Item 3A: Commercial Large RPBA/DCVA 3 to 6 inch (Test and Repair) commercial, multi-family complex, apartment, or condominium that has reduced pressure backflow prevention assemblies and double check valve assemblies. Failed test, flush, backflow cleaning and retesting.

Cost per test \$25.01 plus 9.2% sales tax.

City Utility Billing Codes: 411003

Bid Item 4: Fire Line DCDA/DCVA/RPBA ¾ to 2.5 inch a designated fire sprinkler line that has a double-check valve assembly, double-check detector assembly, and reduced pressure backflow prevention assembly. The bypass meter and double-check valve assembly or reduced pressure backflow prevention assembly is considered part of this category. Passing test.

Cost per test \$22.90

City Utility Billing Codes: 411004 & 415004

Bid Item 4A: Fire Line DCDA/DCVA/RPBA ¾ to 2.5 inch (Test and Repair) a designated fire sprinkler line that has a double-check valve assembly, double-check detector assembly, and reduced pressure backflow prevention assembly. The bypass meter and double-check valve assembly or reduced pressure backflow prevention assembly is considered part of this category. Failed test, flush, backflow cleaning and retesting.

Cost per test \$25.01 plus 9.2% sales tax City

Utility Billing Codes: 411004 & 415004

Bid Item 5: Fire Line DCDA/DCVA/RPBA 3 to 8 inch a designated fire sprinkler line that has a double-check valve assembly, double-check detector assembly, and reduced pressure backflow prevention assembly. The bypass meter and double-check valve assembly or reduced pressure backflow prevention assembly is considered part of this category. Passing test.

Cost per test \$30.20

City Utility Billing Codes: 411005 & 415005

Bid Item 5A: Fire Line DCDA/DCVA/RPBA 3 to 8 inch (Test and Repair) a designated fire sprinkler line that has a double-check valve assembly, double-check detector assembly, and reduced pressure backflow prevention assembly. The bypass meter and double-check valve assembly or reduced pressure backflow prevention assembly is considered part of this category. Failed test, flush, backflow cleaning and retesting.

Cost per test \$32.98 plus 9.2% sales tax
City Utility Billing Codes: 411005 & 415005

Receivables:

The City shall supply the tester with the following materials:

- ☐ An electronic format listing the backflow prevention assemblies to be tested.
- ☐ Pay requests based on tests submitted for the Service Provider to review and sign for payment.
- ☐ Access for potential electronic test submissions

Assumptions:

Test procedures shall be pursuant to Bainbridge Island Municipal Code 13.20, Washington State Administrative Code 246-290, and the most current version of the Cross Connection Control Manual by the Pacific Northwest Section of the American Water Works Association. The backflow tester shall have a valid Washington State Certified Backflow Assembly Tester and Plumbing Specialty or Washington State certified Journeyman Plumbers license (as required). A copy of the certifications and licenses listed above shall be submitted for all backflow testers prior to starting the work.

The Contractor shall notify the City within two working days of a failed backflow prevention assembly test by sending an email to backflow@bainbridgewa.gov.

The Contractor shall furnish all labor, materials, tools, equipment, supplies, facilities, vehicles, and supervision necessary to provide annual tests.

The Contractor shall locate each assembly and schedule testing with the customers/occupants that are indicated on the City provided list.

The Contractor shall provide notification of service interruption to the customer of the annual backflow prevention assembly testing as follows:

- ☐ Residential - Attempt to verbally notify occupants in person.
- ☐ Commercial/Multi-Family/Fire Line - Notify onsite authorized representative for each affected suite or building.

The Contractor shall in a manner acceptable to the City, notify the City of illegal cross-connection, incorrect installation, or any other potential hazard to the water system observed during the annual backflow prevention assembly test. The Contractor shall work with the City to provide updated device locations and/or notes and photos of backflow connections and assemblies if requested.

It is the responsibility of the Contractor to locate the backflow assembly and schedule the test. The City shall only pay for a backflow assembly test that is completed according to the procedure agreed upon in the final contract.

The Contractor shall file the intent and affidavit forms(s) with Washington State Department of Labor and Industries, and this shall be included in the test price.

Deliverables:

The Contractor shall provide the City an accurate and complete individual copy of each test report in the City's requested format, this may include the use of an electronic device utilizing a software portal to record results. Contractor shall make every effort to locate and schedule backflow assemblies. The Contractor shall submit test reports by the last business day of each week for all tests conducted the previous week and submit all test reports by December 1, 2025, and by November 1, 2026 & November 1, 2027.

The Contractor shall provide the City with an annual calibration document showing all test kits the Contractor will use to perform the duties listed above are appropriately calibrated and will not expire during the timeframe of the contract. A copy of all annual calibration documents shall be submitted prior to starting work.

The Contractor shall provide the City by November 1, 2025, October 1, 2026, and October 1, 2027, with a list in a mutually agreed upon format of backflows that were inaccessible due to a failure to locate or contact the customer.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME:

AGENDA ITEM: Preliminary Approval of the Island-Wide Mobility Plan as the Transportation Plan of Reference Included in the Transportation Element of the Comprehensive Plan,

SUMMARY: At the June 10 City Council meeting, City Staff presented the final draft of the Island-Wide Mobility Plan (IWMP). The IWMP consolidates and updates the existing Island-Wide Transportation Plan (IWTP, 2017) and Sustainable Transportation Plan (STP, 2022) into a single document. The IWMP sets forth the City's 20-year transportation vision as well as establishes level of service standards for motorized and non-motorized facilities. The IWMP is intended to replace the IWTP as the transportation planning document of reference included in the Transportation Element of the Comprehensive Plan.

A memo responding to questions asked at the June 10 meeting is attached.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

I move to grant preliminary approval to the Island-Wide Mobility Plan and to forward the same to the Planning Commission for consideration as an amendment to the Transportation Element of the Comprehensive Plan.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Currently the City has two transportation plans, the Island-Wide Transportation Plan (IWTP) which was adopted in 2017 and the Sustainable Transportation Plan (STP) which was adopted in 2022. The IWTP is adopted by reference as part of the Comprehensive Plan and includes the City's current transportation level of service (LOS) policies. The IWTP includes non-motorized projects including trails, sidewalks, and bike lanes. The STP, by contrast, is a stand-alone plan that centers around a set of mobility goals and values including climate mitigation, equity, safety, and connectivity. These goals are reinforced by a set of multi-modal projects and programs including transit improvements, non-motorized infrastructure, and policies and programs that encourage their adoption. The Island-Wide Mobility Plan (IWMP) consolidates these two plans into a single transportation planning document. Doing so improves policy clarity and transparency, eliminates redundancy, and moves the City towards a multi-modal approach to transportation planning.

The IWMP includes a goal framework informed by the IWTP and STP and sets forth a multimodal transportation vision that supports these goals. The plan includes a reconciled project list that combines projects from both the IWTP and STP. The IWMP introduces a new project prioritization methodology that uses variables derived from plan's goals and community feedback to prioritize the plan's projects and programs for implementation. In addition, the IWMP sets forth an updated LOS policy for the City that adopts a multi-modal approach to transportation planning. Most significantly, this new LOS policy uses level of traffic stress (LTS) as the basis for bicycle infrastructure LOS. This approach is highly customized to the roadway context on Bainbridge Island and considers the experience of cyclists instead of focusing solely on the facility type. The revised LOS approach also establishes updated minimum standards for pedestrian facilities based on corridor type and develops new criteria to evaluate roadway level of service that reflects an emphasis on multimodal and sustainable transportation. The IWMP also updates the City's concurrency standard to reflect the new approach to LOS. The new concurrency policy requires the City to invest in projects identified in the IWMP in proportion to planned growth to meet concurrency requirements. This allows the City to use non-motorized transportation projects to meet concurrency requirements which is a departure from previous standards which focused on roadway capacity and LOS.

The IWMP identifies a 20-year revenue and expenditure forecast which is used to estimate investments in transportation projects. Over the next 20-years the City is estimated to spend approximately \$75.75 million on capital projects. The City will pull from the prioritized project list included in the IWMP to implement these capital improvements.

The IWMP will be adopted by reference in Transportation Element of the Comprehensive Plan.

ATTACHMENTS:

[061025 question responses.pdf](#)

[IWMP_6225.pdf](#)



EXECUTIVE DEPARTMENT MEMORANDUM

DATE: June 30, 2023

TO: Blair King, City Manager

FROM: Hannah Boettcher, Sustainable Transportation Coordinator
Chris Wierzbicki, Public Works Director

SUBJECT: Island-Wide Mobility Plan: Responses to Council Questions from June 10 Council Meeting

At the June 10th regular business meeting of the Bainbridge Island City Council, the Sustainable Transportation Coordinator and Public Works Director provided an update on the Island-Wide Mobility Plan (IWMP) and provided recommended next steps for adoption of that document.

Responses to Questions

1. *When would the policies in the IWMP go into effect? When would the City start using them?*

The policies included in the IWMP would go into effect **in coordination with the adoption of the Comprehensive Plan**. Once the plan is adopted, staff will prepare ordinances for the City Council's consideration that will make the appropriate municipal code changes related to the transportation concurrency program, and any other necessary policy changes that require code changes. As discussed with the City Council at the June 10th meeting, the proposed new level of service standards, including level of bicycle traffic stress, will not be used to evaluate the existing and future transportation network as it relates to the upcoming Comprehensive Plan changes.

2. *Will there be additional opportunities to weigh in on the plan and make changes or additions?*

Yes. Assuming the City Council votes to adopt the IWMP as the transportation plan of reference included in the Transportation Element of the Comprehensive Plan, additional changes may be made prior to the adoption of the Comprehensive Plan. These changes could include additional projects and programs, and potentially minor tweaks to plan language, that are needed to fulfill the vision and ensure consistency with the revised Comprehensive Plan.

3. *How were changes to previous transportation planning documents recorded? How can readers find out what was changed in the IWMP?*

The IWMP is the product of merging the previously adopted Island-Wide Transportation Plan (IWTP) and Sustainable Transportation Plan (STP). Changes made during the plan reconciliation process are cataloged in a change-log, which can be located in Appendix A of the IWMP. The change-log tracks changes made to the IWTP and STP and indicates where information included in the deprecated plans can be found in the IWMP.

4. *What is the difference between level of service (LOS) and intersection delay? How are these things related?*

LOS standards are adopted policies that communicate the desired experience across different modes of transportation. LOS is determined by metrics like intersection delay (for motorized LOS) and level of traffic stress (for bicycle LOS). The IWMP adopts a multimodal level of service (MMLOS) approach which considers the level of service provided across all modes of transportation, including walking and bicycling. This approach replaces the vehicular-based LOS approach – including standards like intersection delay – that is referenced in previous plans.



CITY OF BAINBRIDGE ISLAND

ISLAND WIDE MOBILITY PLAN

June 2025

ISLAND-WIDE MOBILITY PLAN

June 2025



280 Madison Ave North
Bainbridge Island, WA 98110
206-842-7633
www.bainbridgewa.gov

LAND ACKNOWLEDGEMENT

We acknowledge that Bainbridge Island is within the aboriginal territory of the suq̓'abš "People of Clear Salt Water" [Suquamish People]. Expert fishermen, canoe builders, and basket weavers, the Suquamish People live in harmony with the lands and waterways along Washington's Central Salish Sea as they have for thousands of years. Here, they live and protect the land and waters of their ancestors for future generations as promised by the Point Elliot Treaty of 1855.

"Every part of this soil is sacred in the estimation of my people. Every hillside, every valley, every plain and grove, has been hallowed by some sad or happy event in days long vanished."

Chief Seattle 1854

ACKNOWLEDGEMENTS

The Island-Wide Mobility Plan advances our climate and mobility goals by building out networks of safe, connected, and accessible routes for both motorized and non-motorized users. This plan is the culmination of significant efforts by many across our Island including City staff, residents, and community partners. The contributions of following individuals were invaluable in the development of this plan.

CITY OF BAINBRIDGE ISLAND

Hannah Boettcher
Sustainable Transportation Coordinator

Chris Wierzbicki
Public Works Director

Paul Nylund
Sustainable Transportation Coordinator

Peter Corelis
Sustainable Transportation Coordinator

Ellen Schroer
Deputy City Manager

Blair King
City Manager

CONSULTANT TEAM

Fehr & Peers
Marissa Milam
Sydney Weisman
Chris Breiland

CITY COUNCIL

Ashley Mathews
Mayor, South Ward

Jon Quitsland
Deputy Mayor, South Ward

Leslie Schneider
Central Ward

Clarence Moriwaki
Central Ward

Brenda Fantroy-Johnson
North Ward

Joe Deets
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1 INTRODUCTION

INTRODUCTION

The Island-Wide Mobility Plan is a composite of previous transportation planning efforts providing an updated approach to transportation planning that incorporates the City's climate and equity goals.

The City of Bainbridge Island (City) is a unique community with a distinct set of transportation needs. The Island includes a variety of land uses from the downtown Winslow area to farmlands and suburban communities. Each of these land uses has different transportation needs; however, the entire mobility network must operate as a system that accommodates all users.

State Route (SR) 305 serves as the central spine of the mobility network. This corridor, which runs from the Bainbridge Island Ferry Terminal north to the Agate Pass Bridge, not only provides regional travel to and from the Island, but also provides important local connections.

Downtown Winslow and other neighborhood centers commonly have sidewalks and bicycle lanes which facilitate non-motorized movement. By contrast, the rural and suburban areas of the Island feature verdant winding roads where pedestrians and bicyclists must frequently share travel lanes with motorists or walk on narrow shoulders.

1.1 Plan Purpose

The purpose of this plan is to provide a framework of overarching goals as well as the technical data and analysis that facilitates the implementation of the Transportation Element of the Comprehensive Plan. To achieve this, the **Island-Wide Mobility Plan (IWMP)** includes information about existing

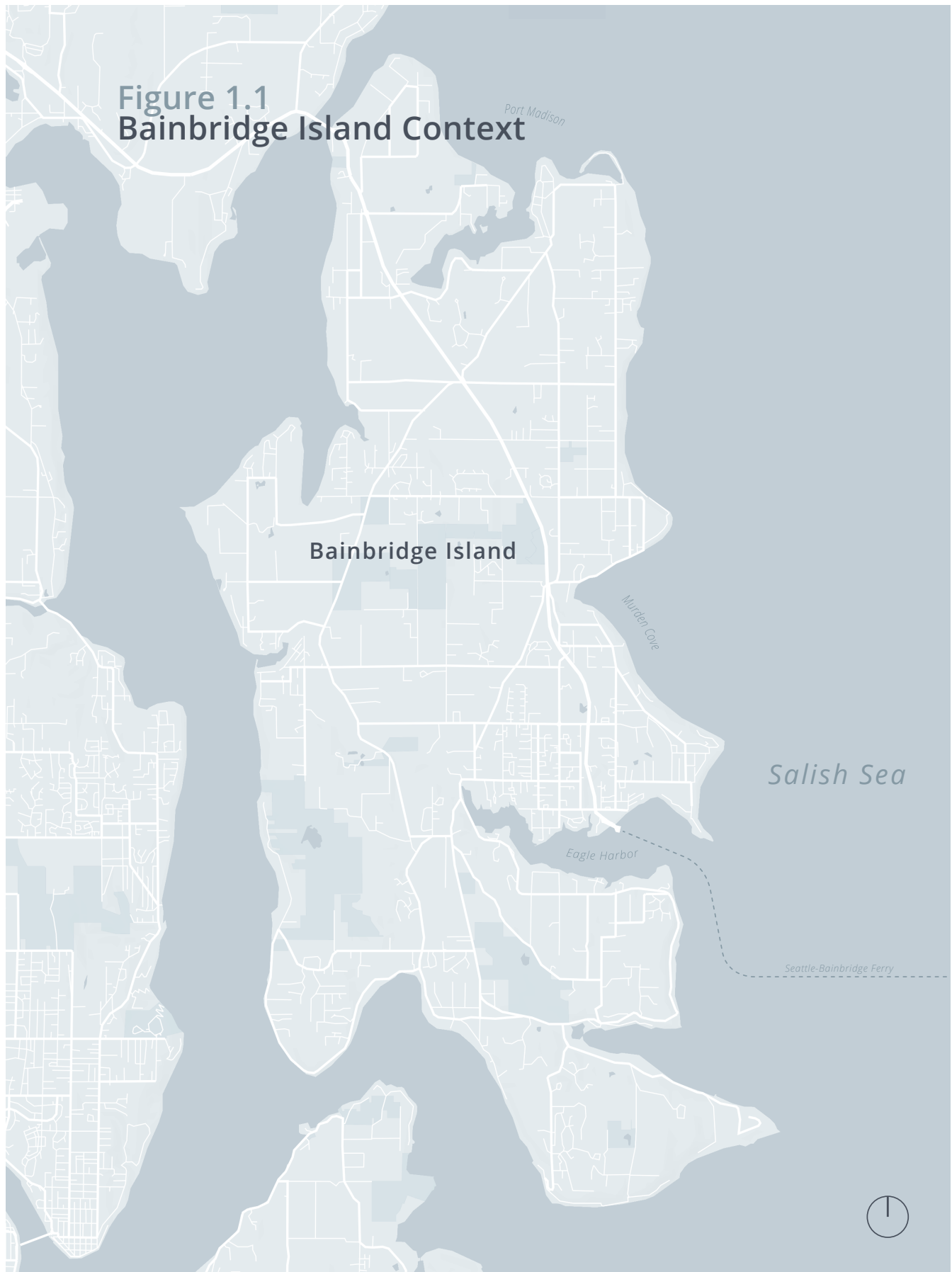
and desired future conditions and outlines a prioritized long range project plan. In addition, the IWMP establishes multimodal transportation standards based on recent traffic counts, land use data, and roadway information.

The IWMP incorporates information from recent transportation planning efforts, including the Sustainable Transportation Plan and Island-Wide Transportation Plan, to provide a consistent approach to transportation issues. The IWMP uses information from the Comprehensive Plan to provide direction to transportation planning efforts throughout the community.

1.2 Planning History

In 1994, the City's Transportation Plan provided discussion and analysis of the transportation needs of the Island. The final study was adopted and incorporated into the Transportation Element of the City's 1994 Comprehensive Plan. In 1995, the Winslow Master Plan (now referred to as the Winslow Subarea Plan), as a sub-element of the Comprehensive Plan, provided focus on the transportation needs in the Winslow and ferry terminal areas.

Since 2002, the City has made focused efforts at planning specifically for the needs of non-motorized users. The 2002 **Non-Motorized Transportation Plan** was adopted to propose a transportation system to meet the needs



of pedestrians, bicyclists, and other non-motorized transportation users. This work was followed by the development of the 2004 Island-Wide Transportation Study.

The City's Non-Motorized Transportation Advisory Committee (NMTAC) and staff worked together to further advance the City's level of thinking for non-motorized planning. This work was reflected in the development of the 2016 **Island-Wide Transportation Plan (IWTP)**.

In 2022, the City adopted the **Sustainable Transportation Plan (STP)**. The STP built on the success of previous non-motorized planning efforts to establish a consistent set of goals that more closely aligned with the City's Climate Action Plan.

1.3 Relationship to Comprehensive Plan

The **Transportation Element** of the **Comprehensive Plan** provides transportation policy guidance. This includes identification of transportation issues, establishing a comprehensive vision for transportation, and setting overarching goals. The IWMP provides the technical data and analysis to facilitate transportation planning and provides for implementation of the vision, goals, and policies established in the Transportation Element. The IWMP is adopted by Council as a reference document to the Transportation Element of the Comprehensive Plan.

The City of Bainbridge Island has developed its Comprehensive Plan under the requirements of the Growth Management Act (GMA). The GMA requires that jurisdictions identify existing transportation system characteristics, establish level of service ratings, identify existing and future deficiencies, develop improvement projects

HOW TO USE THIS DOCUMENT

GOALS + PLAN PRIORITIES

Chapters 1 and 2 establish the context and goals for this plan which are carried throughout the entirety of the document. Look for the goal icons scattered throughout this document that indicate what the intended outcomes of proposed actions are.

EXISTING CONDITIONS

Chapter 3 considers Bainbridge Island's existing conditions and provides an inventory of the Island's non-motorized facilities.

FUTURE MOBILITY NETWORK

Chapter 4 imagines the future conditions of Bainbridge Island and suggests strategies that can be employed to reach the goals established in this plan. Chapter 4 is informed by community input and is intended to create community discussion about how to achieve our shared goals.

TECHNICAL SUPPORT

Chapter 5 establishes level of service standards for the Island's mobility network. This chapter provides the technical support for City staff.

IMPLEMENTATION

Chapter 6 establishes the implementation plan for the realization of the mobility network vision. This chapter includes project lists, funding strategies, and project selection criteria that help the City move the needle on achieving the community's goals.

and strategies to mitigate deficiencies, and analyze projected revenues to ensure that necessary improvements will be constructed concurrent with demand.

1.4 Plan Engagement

To aid in the development of the Island-Wide Mobility Plan, City staff gathered feedback from the community and a variety of key partners. City committees were leveraged for their expertise and staff shared information and solicited feedback from the newly-formed Sustainable Transportation Coalition. Multiple in-person community engagements were held and comparable online engagements were made available. The summarized results from the engagement sessions are included in Appendix B.

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GOALS + STRATEGIES

GOALS + STRATEGIES

The IWMP includes six overarching goals that respond to the unique transportation context on Bainbridge Island and align with shared community values.

The intersections between transportation and climate, safety, equity, accessibility, and natural systems are important for understanding the full scope of the Island's mobility network. This chapter establishes a framework of overarching goals that touches on these intersections and identifies objectives that help us achieve these goals. Together, these goals and objectives help to achieve an improved quality of life for Bainbridge Island residents and visitors. This chapter provides additional context to support the transportation issues, policies, and goals in the Transportation Element of the Comprehensive Plan.

The existing mobility network of Bainbridge Island has a significant impact on the quality of life for Bainbridge Island residents. The Seattle-Bainbridge ferry route and the Agate Pass Bridge are the only two options for accessing off-Island destinations. The current level of service results in long commute times for off-Island trips and traffic back-ups are frequent along the SR305 corridor.

Transportation and mobility alternatives, such as dedicated bicycle and pedestrian facilities and transit services, lack convenience and connectivity. Despite the challenges that have slowed building out a more complete non-motorized transportation network, an increasing number of Island residents are choosing to walk and bike to education, employment, cultural, and recreation opportunities.

How people choose to travel is a key element of both environmental sustainability and quality of life. The City's 2020 Climate Action Plan reports that transportation-related emissions account for nearly one-third of all of the Island's greenhouse gas emissions. This justifies the need to prioritize making diverse transportation and mobility options available to Island residents and visitors in order to mitigate the negative impact of greenhouse gas emissions on the climate and public health.

The City's 2025 Comprehensive Plan update focuses growth in Winslow and the neighborhood centers. The implementation of mixed-use development and higher densities within these areas can lead to more sustainable growth. Investments in infrastructure for non-motorized transportation modes and public transit allow for reduced dependence on automobiles and present opportunities for greater mobility between the neighborhood centers. These strategies and targeted investments will help the Island to develop more sustainably and improve the quality of life for Island residents.

In response to the unique challenges and opportunities of Bainbridge Island, this plan establishes six overarching goals that align with the Transportation Element of the Comprehensive Plan. These goals are informed by the STP and IWTP.

Climate Action



GOAL:

Reduce transportation-related greenhouse gas emissions to achieve a 90% reduction in overall emissions by 2045.

Transportation is the second-largest contributor of greenhouse gases on the Island and accounts for nearly one-third of the Island's total greenhouse gas (GHG) emissions. Reducing the number of vehicle miles traveled (VMT) and encouraging the adoption of low- and no-emission transportation modes is critical in achieving the City's 90% by 2045 GHG emissions reduction goal.

The City has taken steps towards advancing climate action and sustainability. In 2020 the City adopted the Climate Action Plan (CAP) which sets forth goals and objectives for improving climate resiliency and reducing climate impacts. This effort was followed up by the adoption of the Sustainable Transportation Plan (STP) in 2022 and a report on the potential positive climate impacts resulting from the implementation of the STP.

Climate Action Strategies:

- **Transportation Demand Management Programs** to encourage and incentivize the use of sustainable transportation modes.
- **EV Charging Infrastructure Expansion** to facilitate the adoption of electric vehicles and bikes
- **Safe Routes to School** to encourage sustainable transportation habits from a young age

Community Vision



GOAL:

Preserve the Island's characteristic natural landscape and winding roads while providing mobility for all road users.

The Comprehensive Plan describes Bainbridge Island as being characterized by "... forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation." These elements are the foundation for the vision that Bainbridge Islanders hold for the community. This vision emphasizes the importance of preserving natural features while intentionally creating an environment where residents and visitors of all ages and abilities can safely and comfortably experience Bainbridge Island regardless of transportation mode. Transportation and mobility improvements should support and advance this vision where practicable.

Community Vision Strategies:

- **Road Development Guidelines** to ensure consistency in design and compatibility with surrounding development context
- **Complete Streets Design** to provide bike/ped/transit access on roads
- **Connecting Centers Approach** to create non-motorized access to the Island's defining neighborhood centers

Equity + Accessibility



GOAL:

Ensure parity in mobility outcomes for all users regardless of race, gender, identity, age, or ability.

Transportation equity highlights the importance of meeting the needs of all transportation users and considers how transportation systems can better serve disadvantaged groups. Historically, transportation investments were aimed at motorized users and often ignored the needs of non-drivers. This approach disadvantages minority groups, such as people of color and low-income folks, who are more likely to be non-drivers.

Vulnerable populations are disproportionately killed while walking and biking. In 2023, 25% of pedestrian and bicyclist fatalities in Washington state involved someone over the age of 65 despite only accounting for 16% of the total population.¹ This points to the need to create facilities that serve the most at-risk users.

Equity and Accessibility Strategies:

- **All Ages and Abilities Infrastructure** to provide safe and comfortable bicycle and pedestrian facilities regardless of experience or ability
- **Mobility Hubs and Transit** to increase available transportation options and create convenient connections between modes
- **Multimodal Level of Service** to prioritize the development of multimodal infrastructure and improve access for non-drivers

1. <https://wtsc.wa.gov/dashboards/active-transportation-user-fatalities/>



ALL AGES AND ABILITIES

All ages and abilities bicycle and pedestrian facilities provide comfortable separation from motor vehicles, both along a roadway and while crossing an intersection. To make biking and walking attractive and accessible to a broad range of people, Bainbridge Island needs facilities that meet the needs of our most vulnerable users. Many of Bainbridge's existing bicycle facilities exclude people who are curious but cautious riders and favor confident riders. All ages and abilities infrastructure addresses this gap by considering the needs and comfort level of children, seniors, and folks who use adaptive mobility devices.

All ages and abilities facilities can be achieved by employing a variety of infrastructure interventions based on the road context. In higher speed and higher volume contexts, a greater level of separation between vehicle and bicycle and pedestrian traffic is needed to meet all ages and abilities standards. In low speed and volume contexts, lower touch interventions such as advisory shoulders can also achieve all ages and abilities facilities.

Safety + Comfort



GOAL:

Create mobility networks that protect and prioritize the most vulnerable travelers. Strive for Vision Zero.

Pedestrian and bicyclist fatalities nationwide increased by 75% between 2010 and 2022. This trend holds true in Washington state where pedestrian and bicyclist fatalities have more than doubled between 2014 and 2023. Both nationally and regionally, traffic accidents involving pedestrians or bicyclists have dramatically increased since the beginning of the COVID-19 pandemic. This trend underscores the importance of intentionally designing mobility networks to be safe for our most vulnerable road users.

Safety and comfort improvements enhance user experience for not only bicyclists and pedestrians, but also for motorists. Improving predictability in the mobility system ultimately enhances safety for all road users.

Safety + Comfort Strategies:

- **All Ages and Abilities Infrastructure** to provide safe and comfortable non-motorized facilities regardless of age or ability
- **Traffic Calming** to slow vehicle speeds and create safer conditions for all users
- **Bike and Pedestrian Level of Traffic Stress** to help inform infrastructure design decisions with the goal of reducing stress for all road users



TRAFFIC CALMING

Traffic calming is the use of road design features to slow down vehicles as they move through neighborhoods. Traffic calming deemphasizes the movement of vehicles and instead prioritizes non-motorized users.

Introducing traffic calming elements such as traffic circles, speed tables, and other visual and physical road elements serve to slow down vehicle traffic. Slower travel speeds prevent crashes with non-motorized road users and reduce the likelihood of serious injury or death when crashes do happen.

Besides improving safety for road users, traffic calming interventions can also have the following benefits:

- improve natural systems by providing green stormwater infrastructure (ex. median with planting area)
- encourage placemaking through the use of public art and street tree planting
- support local businesses by including on-street parking

Connectivity



GOAL:

Improve connectivity on the Island by providing a greater number of route and mode alternatives, especially for non-motorized users.

Bainbridge Island is primarily a residential community. Many of the Island's roads are winding and do not provide convenient access to nearby destinations. A highly connected mobility network is desirable as it provides redundancy in the transportation network which can help to alleviate traffic congestion and provide a greater level of flexibility in route choice.

Focusing on non-motorized connectivity through the creation of trails and off-road paths expands route options and makes non-motorized modes a more convenient option. Connectivity can also be improved by increasing the opportunities to connect to multiple transportation modes. By creating opportunities for non-motorized users to connect to transit, car-share, and other mobility opportunities, users can reach a greater number of destinations than by a single transportation mode alone.

Connectivity Strategies:

- **Trail Connection Zones** to provide non-motorized access between existing trails
- **Mobility Hubs** to improve access to multiple transportation modes and facilitate convenient mode transfers
- **Island-Wide and Winslow Circulator** to improve connections in and around the Island's neighborhood centers

Natural Systems



GOAL:

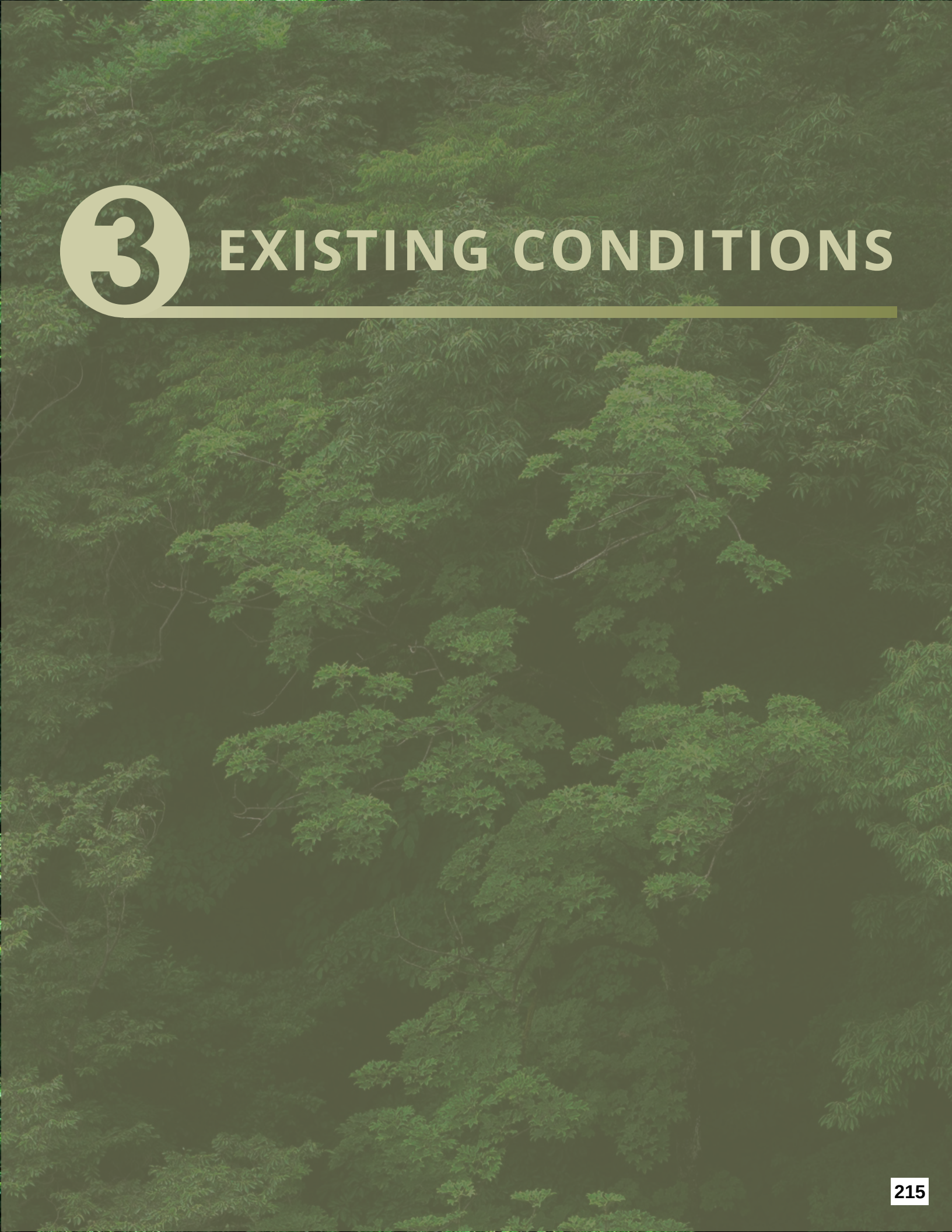
Protect natural systems and local ecologies. Mitigate impacts on natural systems when disturbances are unavoidable.

Maintaining a healthy natural environment is a key value of Bainbridge Island community members. The Island's natural systems and features, including wetlands, forests, and shorelines contribute to the overall look and feel of Bainbridge Island and are a source of community pride. In addition, maintaining the Island's natural systems helps to achieve climate and sustainability goals by preserving the healthy function of carbon sequestering features such as wetlands and forested areas.

The Island has many sensitive resources such as ravines, parklands, open spaces, and shoreline and wetland areas that require creative and environmentally sensitive approaches to roadway and non-motorized facility development.

Natural Systems Strategies:

- **Stormwater Management** to minimize impervious road surfaces
- **Native Plant Landscaping** to mitigate the impacts of run-off and improve aesthetics of the roadway
- **Context Sensitive Solutions** to roadway and bikeway design that consider the surrounding ecology and environmental resources



3 EXISTING CONDITIONS

EXISTING CONDITIONS

Bainbridge Island has an existing transportation network that primarily serves motorists. While the improvements have been made to non-motorized facilities, connectivity and comfort remain a challenge.

This chapter on existing conditions provides an overview of the current transportation conditions and provides a baseline for future comparisons. The City of Bainbridge Island's mobility network is made up of roadways, pedestrian facilities, bikeways, trails, and the ferry terminal. Each of these elements is important to the movement of people and goods to destinations within and beyond the Island. A map of all existing non-motorized facilities is shown in Figure 3.1

3.1 Existing Bicycle Network

Bainbridge Island's existing bicycle network consists primarily of on-road bike lanes and improved shoulders. In recent years, the City has shifted focus to provide bicycle facilities with a greater level of separation from vehicle traffic. These facilities include raised bike lanes (Madison Ave.), separated side paths (Eagle Harbor Dr.), shared use paths (Sound to Olympics Trail), and soft surface trails suitable for biking (Sportsman Club Rd.). In addition to dedicated bicycling infrastructure, the City has also improved conditions for cyclists through the implementation of traffic calming features such as traffic circles and radar feedback signs intended to slow down vehicle traffic and create safer conditions for cyclists.

Connectivity

Much of City's existing bicycle network suffers from a lack of connectivity and poor safety conditions. Many of the Island's

roads lack dedicated bicycle facilities, and where facilities do exist, often there is little to no separation between non-motorized and motorized road users. In some cases, bicycle facilities abruptly end, forcing bicyclists to negotiate for space with drivers. These conditions are discouraging to many bicyclists, especially children, seniors, and beginners. Figure 3.3 provides an analysis of existing connectivity gaps in the City's non-motorized network. Gaps were identified where missing links between existing non-motorized facilities occurred. Additionally, the analysis considered trail connection areas where opportunities exist to make connections between corridors with existing non-motorized facilities.

Chapter 4 of this document proposes ways to address these challenges and makes suggestions for improving safety and comfort for all road users.



Figure 3.1
complete existing network

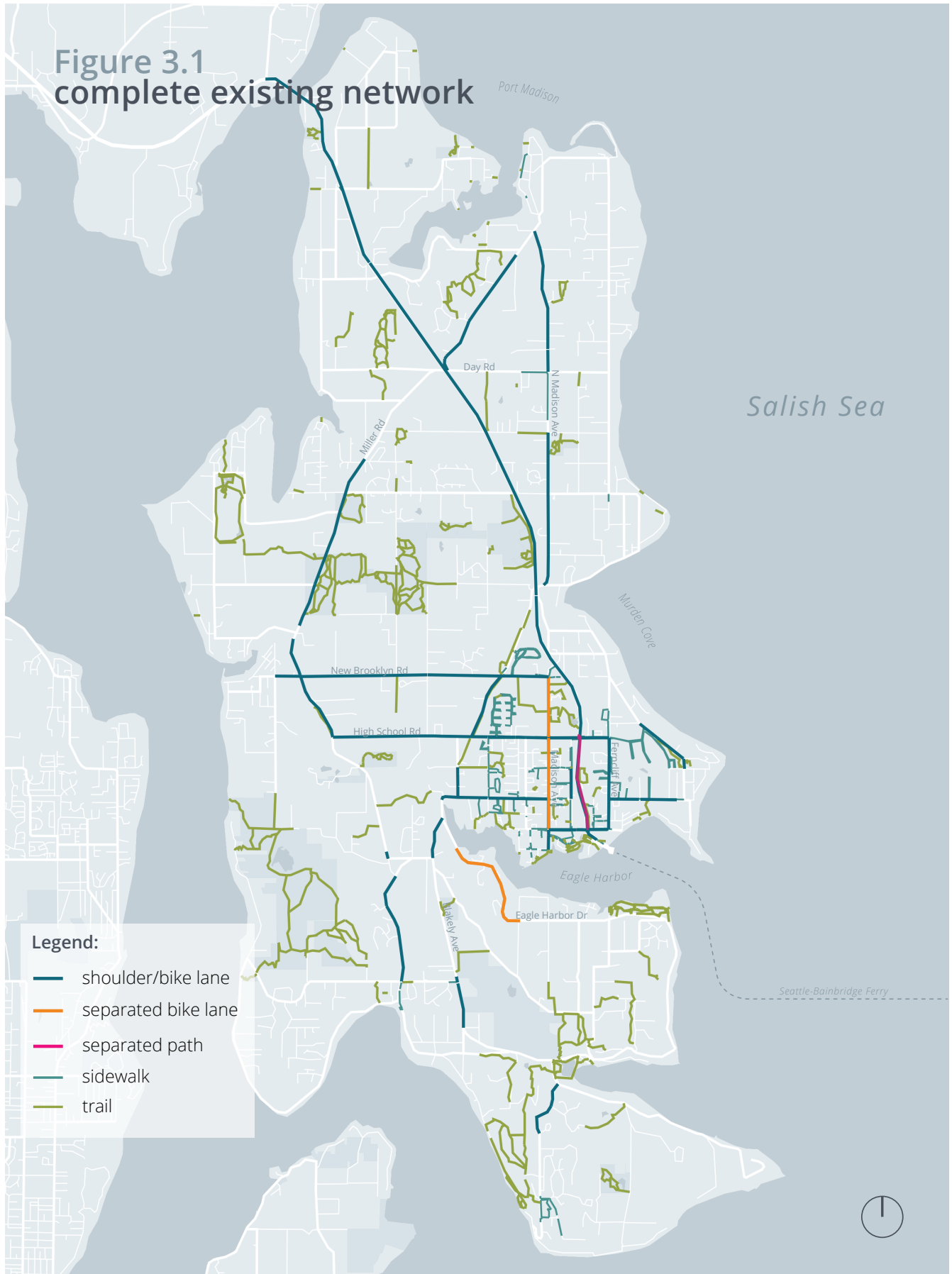
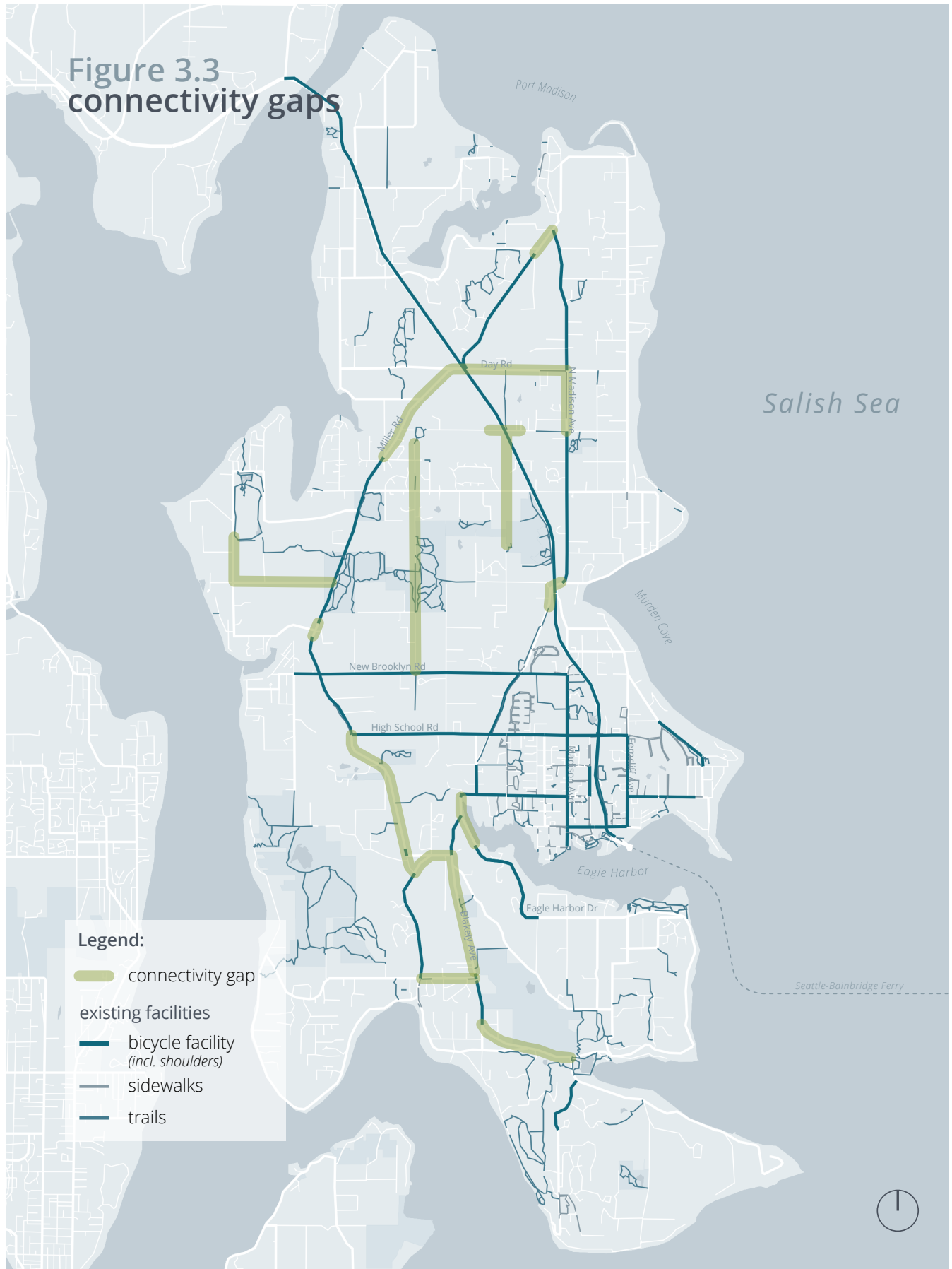


Figure 3.2
existing bicycle network



Figure 3.3
connectivity gaps



3.2 Existing Pedestrian Network

The City provides sidewalks for pedestrians primarily within Winslow and Lynwood Center. Sidewalks are also sometimes present in areas immediately adjacent to schools (Halilts, Blakely/Islandwood). On most of the Island's roads, pedestrians must walk on the shoulder. A map of all existing sidewalks is included in Figure 3.4.

While not included in the pedestrian network map, improvements made to the bicycling network, including sidepaths and shared use paths also benefit pedestrians by providing additional spaces suitable for walking.

Significant sidewalk gaps exist in the pedestrian network within the neighborhood centers. The City should prioritize filling these gaps as development occurs to improve connectivity and safety for pedestrians.

3.3 Existing Trail Network

Bainbridge Island boasts a vast network of formal and informal trails. These trails are frequently used by both pedestrians and bicyclists for a variety of purposes including recreation and commuting. A map of all existing trails on the Island is included in Figure 3.5.

While this existing trail network is extensive, it is not without its challenges. Some trails are too steep or technical to be wellsuited to commute cycling, while other trails do not provide convenient access to key destinations. The future mobility network that is presented in Chapter 4 attempts to improve these conditions by improving safe connections to trail areas and expanding trail connections on key cross-Island routes.

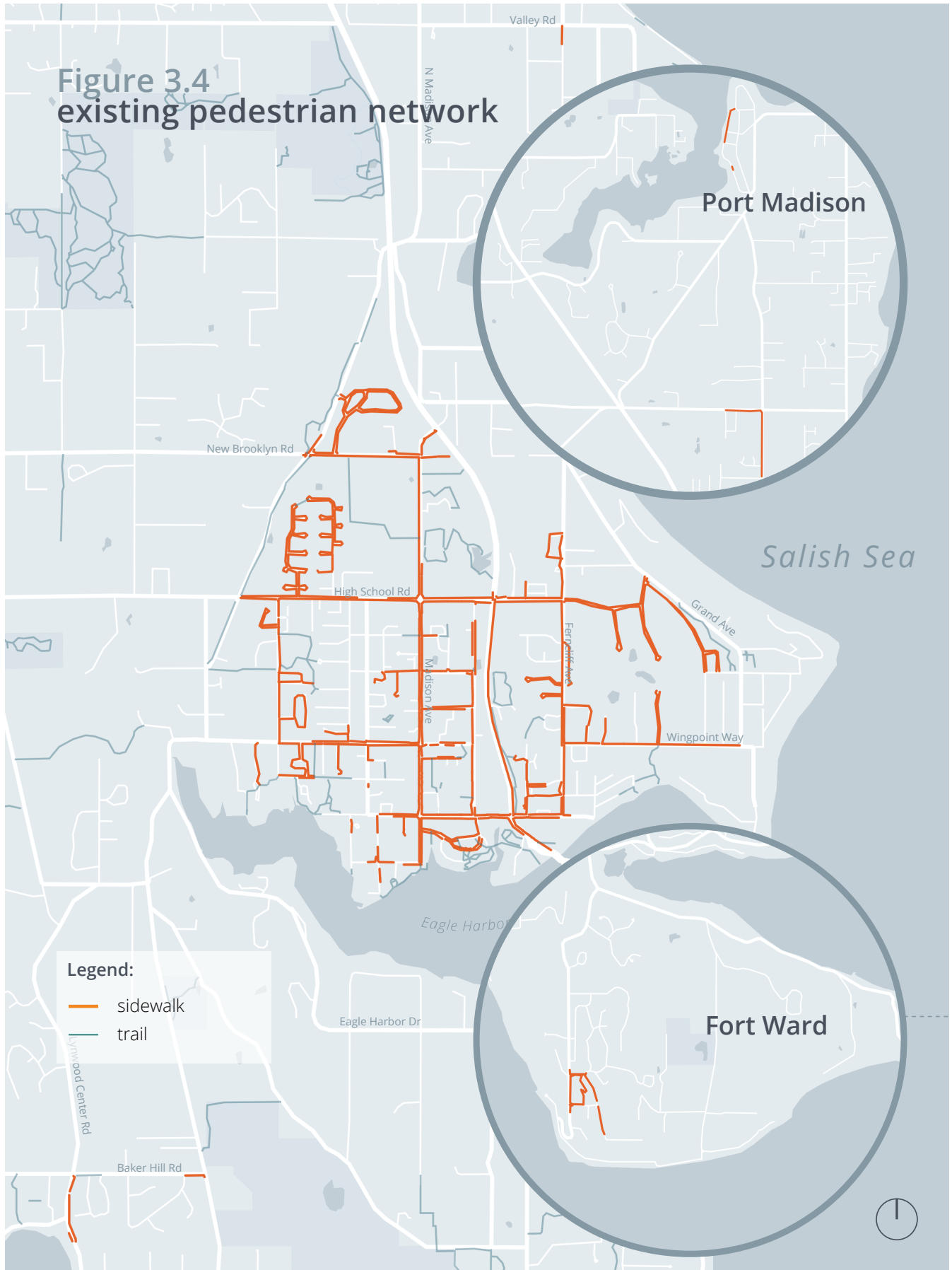
3.4 Existing Transit and Shared Mobility Network

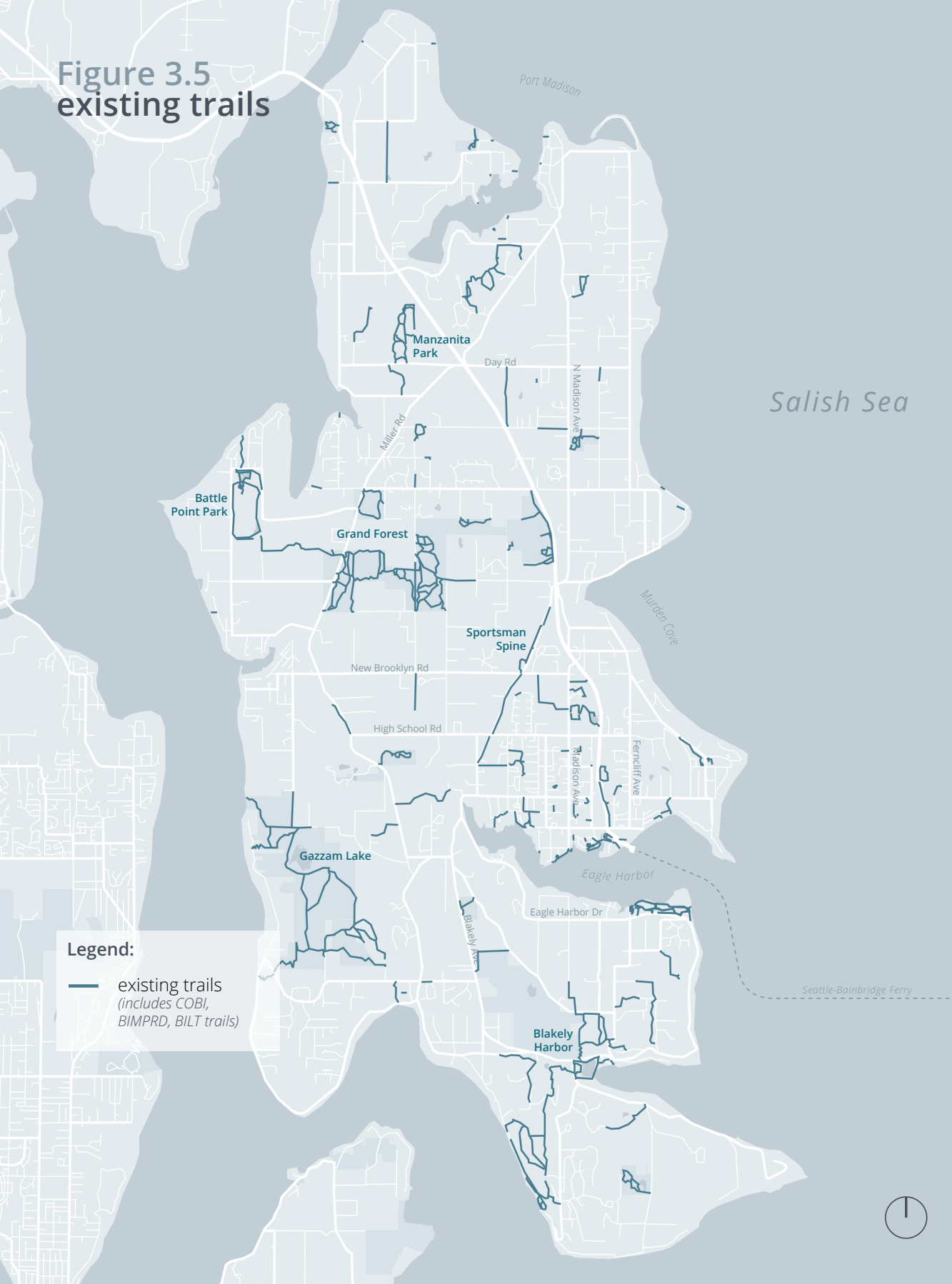
Kitsap Transit, Clallam Transit, and Washington State Ferries provide local and regional transit service on Bainbridge Island. Kitsap Transit is the primary transit service provider and operates approximately 110 miles of bus routes and 125 bus stops on the Island. The commuter transfer station for Kitsap Transit bus service is located in Winslow at the ferry terminal. There are no bus maintenance depots or fueling facilities located on the Island. Kitsap Transit also operates BI Ride, an on-demand service hailed through a digital booking app, or through a pick-up at designated stops and times Monday through Saturday. Existing park and ride facilities are located at Bethany Lutheran Church, Island Church, American Legion Post, and Day Road park and ride lot on SR 305. A map of existing transit and mobility options is included in Figure 3.6.

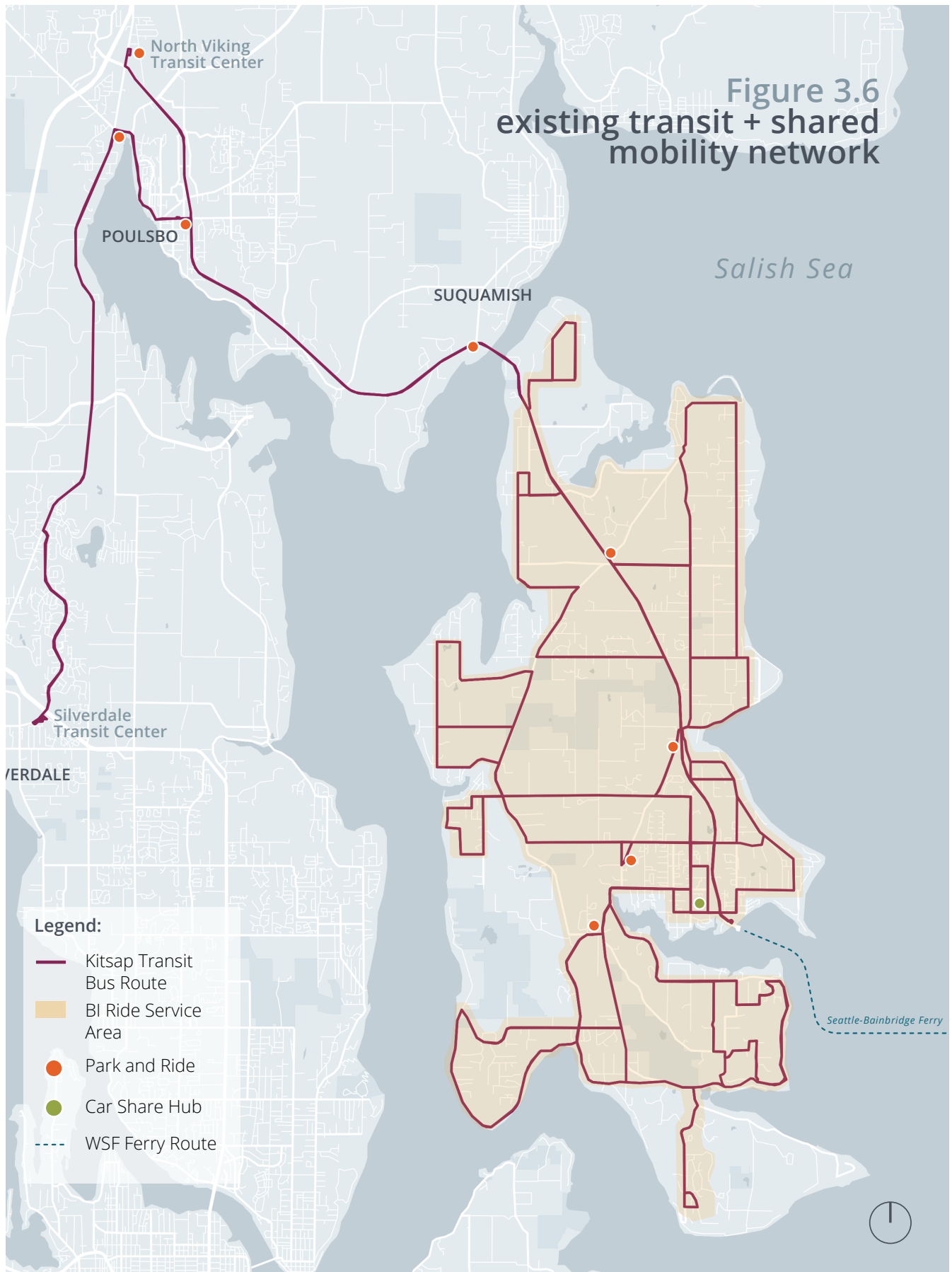
Washington State Ferries provides regional transit with approximately 21-23 sailings per day between Bainbridge Island and Seattle. The maximum passenger capacity per ship is approximately 2,500 people and the vessels can accommodate between 144 and 202 passenger cars. Clallam Transit offers regional bus service between Bainbridge Island, Poulsbo, Sequim, and Port Angeles with multiple daily trips.

In addition to traditional transit services, there are also several other smaller programs generally targeted at commute trip reduction. These programs include employee-sponsored carpool/vanpool programs and vehicle pool rentals. ZEV Co-op operates an electric car sharing service in the region, and has multiple vehicles stationed at City Hall that are available for public use.

Figure 3.4
existing pedestrian network







3.5 Existing Roadway Network

The roadway network is designed for the movement of people and goods throughout the community. Major regional transportation features of the Island include the Washington State Ferry Terminal, which connects Bainbridge Island to downtown Seattle; and SR 305, which connects the Island to the Kitsap and Olympic Peninsula. SR 305 is the Island's principal transportation corridor, providing an important north-south connection. The State system is supported by a City roadway network of approximately 210 miles that connects residential areas and neighborhood centers to WSDOT facilities.

This section describes current operating conditions, which serves as a baseline for future comparisons. The vehicle and freight network analysis focuses on delay at intersections under 2022 conditions, which is the base year for the Comprehensive Plan update.

Road Classification

The City's roadway network is categorized into four functional classifications. These classifications indicate the level of traffic service that a roadway is intended to provide. Roadway functional classifications are used to determine roadway level of service standards and to support non-motorized level of service analyses. The City's roadway classifications are described in Table 3.1 below and displayed in Figure 3.7.

Existing Traffic Conditions

The City collects regular traffic counts to assess changes in travel behaviors, to collect information for its concurrency program, and to track the operational health of the City's roadways. The City most recently collected

traffic counts in 2024, the results of these counts are shown in Table 3.2. Additional information regarding level of service standards and how the City can mitigate traffic impacts is included in Chapter 5.

Traffic Counts

The City collects periodic traffic counts in key locations across the Island to understand vehicle volumes on City roadways. This information is used to inform non-motorized and motorized improvement design and helps the City to better understand travel behavior on the Island. Traffic count data is collected at a roughly biennial cadence. 2023 traffic counts at selected intersections are provided in Table 3.2.

Intersection Delay

In addition to collecting periodic traffic counts, the City also collects information on intersection delay— or the amount of time that a vehicle dwells, on average, at an intersection. This data is used to assess an intersection's performance against adopted level of service standards. Table 3.3 provides the average intersection delay at 32 intersections across the Island. For information regarding roadway level of service standards, refer to Chapter 5.

3.6 Safety

The City is committed to creating safe conditions for both motorized and non-motorized road users. The City keeps records of all reported traffic accidents that occur on the Island and collects information regarding the type and severity of accidents. The City is responsive to resident feedback on safety concerns and conducts regular Traffic Operations Committee meetings to address these concerns and analyze solutions.

Figure 3.7
road classification

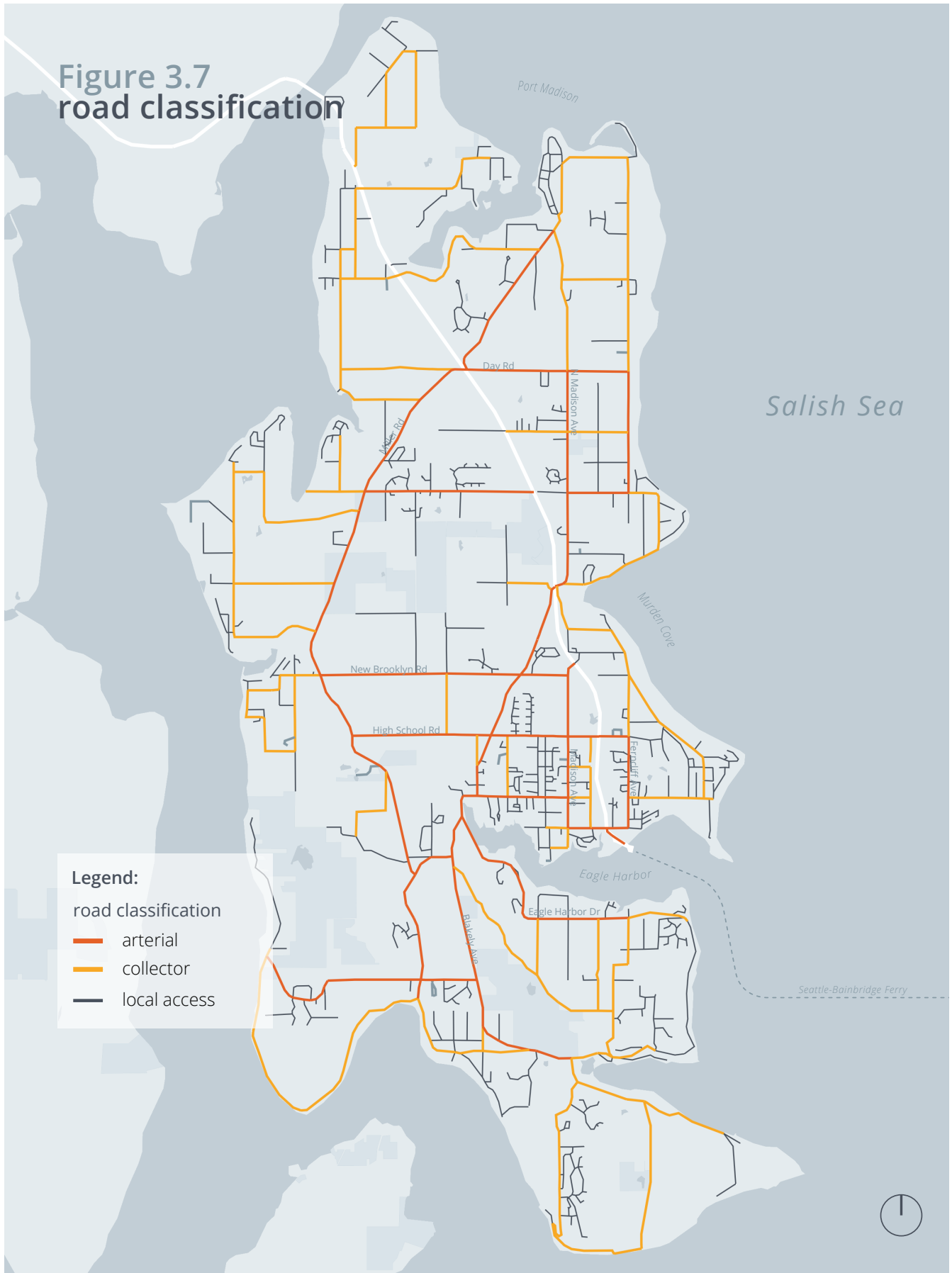


Table 3.1 Road Classifications

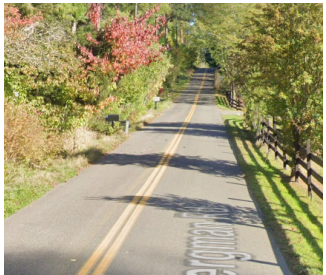
Classification	Definition	Example
Primary Arterial	Carries the highest levels of traffic in the system at the greatest speed for the longest uninterrupted distance, often with some degree of access control. Used for through trips and connections within the system.	SR 305 
Secondary Arterial	Carries a high level of traffic at moderate speed, sometimes for through trips. Often serves as access to high-intensity land uses such as major employers or larger commercial centers; provides connections within the system.	New Brooklyn Rd 
Collector	Connects traffic from residential roads to arterials at a lower speed, carrying lower levels of traffic than arterials. Serves neighborhood centers.	Bergman Rd 
Local Access	Carries low levels of traffic at low speeds. Serves as access to residential and commercial areas. Not used for through trips.	Mandus Olson Rd 

Table 3.2
2023 traffic counts

Intersection	PM Peak Hour Volume
Lynwood Rd/Baker Hill Rd	924
Bucklin Hill Rd/Eagle Harbor Dr	1958
Wyatt Wy/Finch Rd	2060
Weaver Rd/Wyatt Wy	1422
Grow Ave/Wyatt Wy	1145
Madison Ave/Wyatt Wy	2328
Madison Ave/Winslow Wy	1750
SR305/Winslow Wy	2982
Ferncliff Ave/Winslow Wy	549
Ferncliff Ave/Wing Point Wy	680
SR305/High School Rd	3386
Fercliff Ave/High School Rd	1740
Madison Ave/High School Rd	3574
Grow Ave/High School Rd	1555
Weaver Rd/High School Rd	784
Sportsman Club Rd/High School Rd	1736
Fletcher Bay Rd/High School Rd	1105
Fletcher Bay Rd/New Brooklyn Rd	1560
Madison Ave/New Brooklyn Rd	1712
SR305/Madison Ave	3265
Sportsman Club Rd/SR305/Madison Ave	3972
Miller Rd/Koura Rd	1344
SR305/Koura Rd	3098
N Madison Ave/Valley Rd	1287
SR305/Lovgreen Rd	2912
SR305/Day Rd	3980
SR305/Hidden Cove Rd	3850
SR305/Port Madison Rd	3868
SR305/Agatewood Rd	3806
Madison Ave/Wallace Wy	1766
Winslow Wy/Ericksen Ave	1184
Bucklin Hill Rd/Blakely Ave	1490

Source: Fehr & Peers. 2024.

Table 3.3
2024 intersection delay

Intersection Name	Level of Service (LOS) Standard	Existing LOS	Existing Delay (seconds)
Miller Rd NE & NE Koura Rd	C	C	17
Madison Ave & Valley Rd	C	B	12
Fletcher Bay Rd NE/Miller Rd & New Brooklyn Rd	D	B	12
Fletcher Bay Rd NE & High School Rd NW	C	B	12
Lynwood Center Rd & NE Baker Hill Rd	D	B	13
Madison Ave N & New Brooklyn Rd	C	C	19
Sportsman Club Rd & High School Rd NW	D	B	14
Weaver Rd NE & High School Rd NW	D	B	13
Grow Ave NW & High School Rd NW	D	C	15
Madison Ave N & High School Rd NW	D	B	14
Ferncliff Ave NE & High School Rd NE	D	A	10
Madison Ave N & Wallace Way NE	D	C	19
Bucklin Hill Rd NE & Blakely Ave NE	C	C	19
Bucklin Hill Rd & Eagle Harbor Dr	C	B	13
Wyatt Way NW & Finch Rd NE	D	D	29
Weaver Rd NE & Wyatt Way NW	D	C	17
Grow Ave NW & Wyatt Way NW/Wyatt Way NE	D	B	13
Madison Ave N & Wyatt Way NE	D	A	7
Ferncliff Ave NE & NE Wing Point Way	D	B	11
Madison Ave N & Winslow Way E	D	B	14
Winslow Way E & Ericksen Ave NE	D	C	17
Ferncliff Ave NE & Winslow Way E	D	A	9
SR 305 & Winslow Way E	D	C	25
SR 305 & High School Rd NE	D	D	48
SR 305 & Madison Ave N	D	C	32
SR 305 & Sportsman Club Rd/Madison Ave	D	D	54
SR 305 & NE Koura Rd	D	C	21
SR 305 & NE Lovgreen Rd	D	E	39
SR 305 & Day Rd	D	D	39
SR 305 & NE Hidden Cove Rd	D	E	48
SR 305 & Ne Seabold Rd/W Port Madison Rd	D	B	18
SR 305 & Agatewood Rd NE	D	D	26

Source: Fehr & Peers, 2024

Accident History

Between 2019 and 2024, the Bainbridge Island Police Department reported a total of approximately 1,250 traffic accidents for an average of about 200 accidents per year. While only 5% (61) of all accidents involved a pedestrian or bicyclist, they account for over 20% of traffic accident-related injuries. Of all traffic accidents involving non-motorized road users, more than 90% resulted in injury (compared to just 20% of accidents involving only motor vehicles). These statistics provide justification for implementing strategies to improve safety conditions for non-motorized users.

The charts shown in Figures 3.8 – 3.10 provide additional analysis on traffic accidents occurring on Bainbridge Island.

Traffic Calming

One strategy for improving transportation safety is traffic calming. Traffic calming is the use of road design features to slow vehicle traffic speeds. Traffic calming interventions may also be used to reduce traffic volumes.

Speed

Reducing vehicle traffic speeds is one key strategy for improving safety for bicyclists and pedestrians. A 2023 study of National Highway Traffic Safety Administration (NHTSA) data indicates that a pedestrian has a 75% survival rate when struck by a vehicle traveling at 32 miles per hour (mph). At speeds of 42 mph, just 10 mph faster, the survival rate drops to 50%.

Traffic calming strategies, such as chicanes, speed tables, and pinch points require motorists to slow down to safely navigate the road. Other traffic calming strategies such as raised center medians and raised crosswalks have the added benefit of increasing the

visibility of pedestrians and bicyclists.

Traffic calming interventions may be implemented as spot treatments (Sakai Park), or they may be implemented along an entire corridor (Grow Ave.).

Volume

Traffic volume is one of the most useful indicators of the level of stress a bicyclist or pedestrian experiences while using a roadway. On lower volume roads, drivers tend to give non-motorized users more space and pass bicyclists and pedestrians at safer speeds. Minimizing traffic volumes through road design often entails changing the roadway to limit through traffic. The existing mobility network on Bainbridge Island makes implementing these strategies difficult to accommodate. However, converting streets into one-way couplets and restricting roads to local traffic only present viable options for reducing traffic volumes on Bainbridge Island.

Safety Spot Improvements

The City frequently receives requests from residents to improve safety conditions on the Island's roads. The City evaluates these requests and provides responses through the Traffic Operations Committee which is comprised of staff representatives from the Public Works, Police, and Executive departments. Some of the safety challenges the City seeks to address are:

- **High speed/high volume traffic**
- **Complex turning movements**
- **Sight distance challenges (blind curves, hills)**
- **Lack of visible non-motorized facilities**

Figure 3.8
traffic accidents by collision type
2019-2024

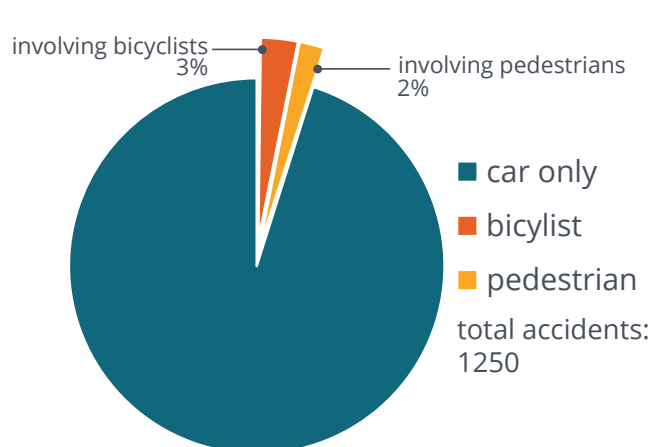


Figure 3.9
injuries by collision type
2019-2024

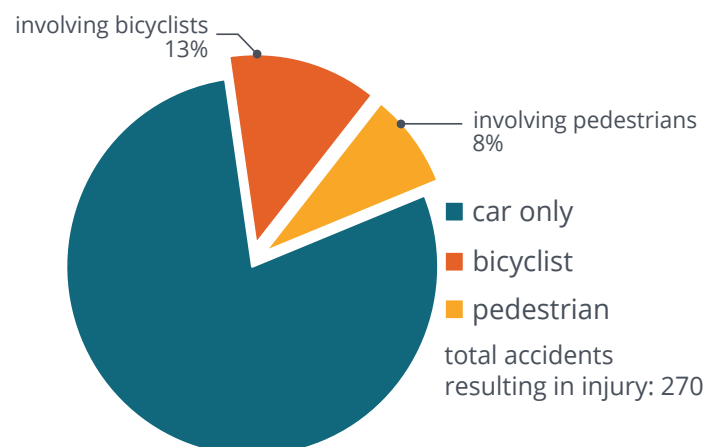


Figure 3.8 shows that approximately 5% of all traffic collisions on Bainbridge Island involve non-motorized users. This is in contrast to Figure 3.9 which indicates that despite only making up 5% of all accidents, non-motorized users account for over 20% of all traffic related injuries.

Figure 3.10
traffic accidents by year and collision type
2019-2024

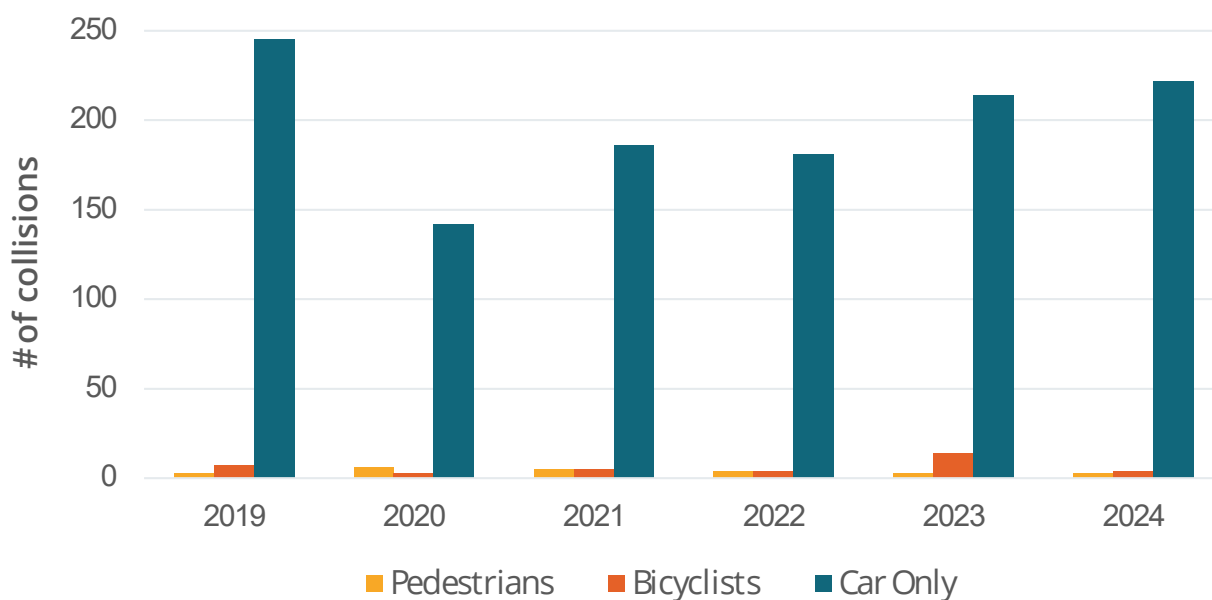
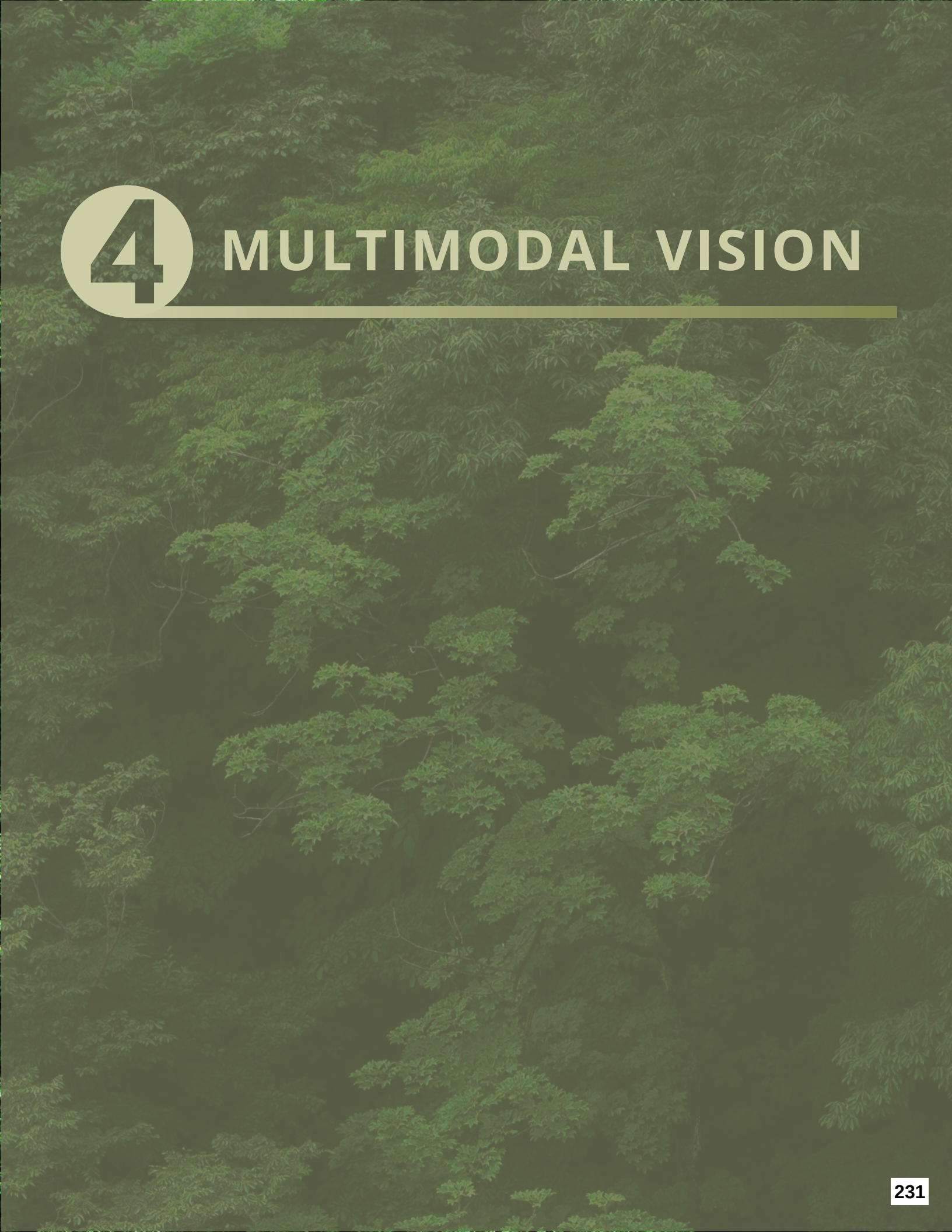


Figure 3.10 shows the number of collisions by year and collision type. While overall, the number of traffic accidents in 2020-2024 is fewer than the number of accidents in 2019, the number of accidents appear to be slowly increasing.



4

MULTIMODAL VISION

MULTIMODAL VISION

Bainbridge Island's multimodal network vision includes a rich variety of transportation options that meet the needs of drivers, pedestrians, bicyclists, and transit users.

This chapter focuses on the desired future conditions of Bainbridge Island's multimodal transportation system. Multimodal systems include both motorized and non-motorized transportation modes. This chapter will focus on non-motorized systems as well as transit and shared transportation systems. This chapter acknowledges the current challenges and gaps in the existing multimodal transportation system and suggests strategies for future development.

This chapter also emphasizes the importance of the development of new programs and policies that complement capital infrastructure projects and enhance their effectiveness.

Strategies and projects proposed in this plan are presented as the ideal for Bainbridge Island's future mobility network. Implementation of the projects and programs included in this plan will be balanced against funding availability, physical design constraints including environmental features, and property availability.

4.1 Non-Motorized Systems

Non-motorized users – people walking, cycling, and using mobility devices – have an important place in Bainbridge Island's mobility network. Facilities that accommodate non-motorized users provide safety and access, support density, reduce impact to the environment, and ultimately

provide for improved quality of life for residents, workers, and visitors. For a full list of planned and proposed non-motorized projects and programs see Chapter 6.

Future Mobility Network



The Island-Wide Mobility Plan proposes the development of a connected mobility network that provides non-motorized access to many of the Island's key destinations. This proposed network builds on previous City planning efforts and the Island's existing trail network to provide safe facilities for people of all ages and abilities.

The proposed network includes new bicycle and pedestrian facilities and upgrades to existing facilities that create a greater level of separation from vehicle traffic. Proposed projects include new sidewalks, side paths, separated bike lanes, as well as neighborhood greenways and traffic calming installations. Facility types are selected based on a variety of contextual factors including road classification, road speeds, traffic volumes, and connections to destinations.

A combination of the facility types described in the figure and tables on the following pages is intended to create a safe and functional non-motorized network that provides convenient connections to neighborhood centers and key Island destinations, including education, employment, recreational, and cultural

Figure 4.1
facility typology

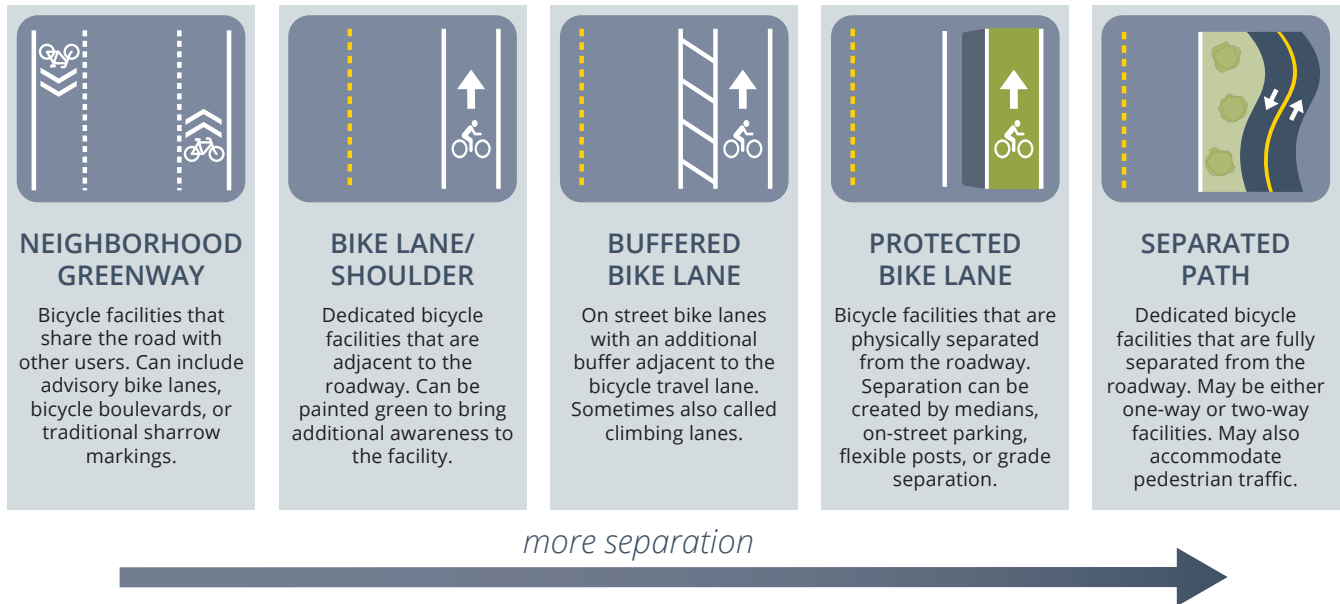


Table 4.1
facility selection considerations

	road context		
facility type	vehicle speed	traffic volume	sight distance
neighborhood greenways/ advisory bike lanes	≤ 20 mph	low volume (eg. Old Mill Rd)	not recommended if road has poor vertical or horizontal sight distances
striped bike lanes/ shoulders	≤ 25 mph	low volume (eg. Old Mill Rd)	not recommended if road has poor vertical or horizontal sight distances
buffered bike lanes	≤ 25 mph	medium volume (eg. Eagle Harbor Dr)	suitable for roads with poor vertical or horizontal sight distances
protected bike lanes	≤ 30 mph	high volume (eg. Madison Ave.)	suitable for roads with poor vertical or horizontal sight distances
separated paths	any speed	any volume	any road context

Table 4.2
facility design guidance

facility type	design guidelines			
	lane width	buffer width	markings	other considerations
neighborhood greenways/ advisory bike lanes	not applicable	none	sharrows or advisory bike lane striping	consider restricting vehicle access; pair with traffic calming
striped bike lanes/ shoulders	6'	none	bike lane marking; green striping at intersections recommended	pair with traffic calming strategies
buffered bike lanes	5'	2' painted buffer	bike lane marking; green striping at intersections recommended	pair with traffic calming strategies; consider adding road signage
protected bike lanes	5'	2' horizontal buffer with physical barriers or 3' vertical buffer	bike lane marking; green striping at intersections	consider corner islands or medians at intersections
protected bike lanes : 2-way	8'	2' horizontal buffer with physical barriers or 3' vertical buffer	bike lane marking; yellow centerline; green striping at intersections	consider corner islands, medians, and/or bike signals at major intersections
separated paths	8'-11' (based on bike/ ped volumes)	none	bike/ped markings and/or yellow centerline in high traffic areas	avoid the use of bollards; use flashing beacons and/or bike signals at intersections

opportunities across the Island. Facility types should be chosen based on the surrounding roadway and land use context. The full future mobility network vision is shown in Figure 4.3 on the following page.

People Safe Intersections



In addition to creating safe and context appropriate linear facilities, the City's multimodal vision includes people safe intersections that improve the visibility and predictability of all road users as they travel through the intersection. Well-designed

intersections are intuitive to navigate, encourage slow speeds, improve visibility of all users, and give priority to non-motorized users. Intersection features such as raised crosswalks, curb extensions, and pedestrian islands can help to minimize conflict at the intersection.

Figure 4.2 identifies common intersection treatments and design elements. Treatment types indicated are not comprehensive.

Connecting Centers

The Connecting Centers projects are a key element of the future mobility network. This collection of projects proposes to create a non-motorized spine that connects Lynwood Center to Rolling Bay via Winslow. Together, these projects create non-motorized access to many of the Island's key destinations including schools and employment centers. Focusing on connections between the Island's neighborhood centers will help facilitate non-motorized trips throughout the Island by creating safe and convenient routes for

walking and biking. The connecting centers projects were adopted by City Council for implementation in 2022.

Existing conditions provide safe walking and biking facilities within downtown Winslow and Lynwood Center, however, these facilities abruptly end outside of these areas forcing bicyclists and pedestrians to mix with vehicle traffic. This lack of continuous facilities creates a barrier to adopting non-motorized transportation modes, especially for vulnerable users such as children and seniors.

Figure 4.2
intersection treatment examples

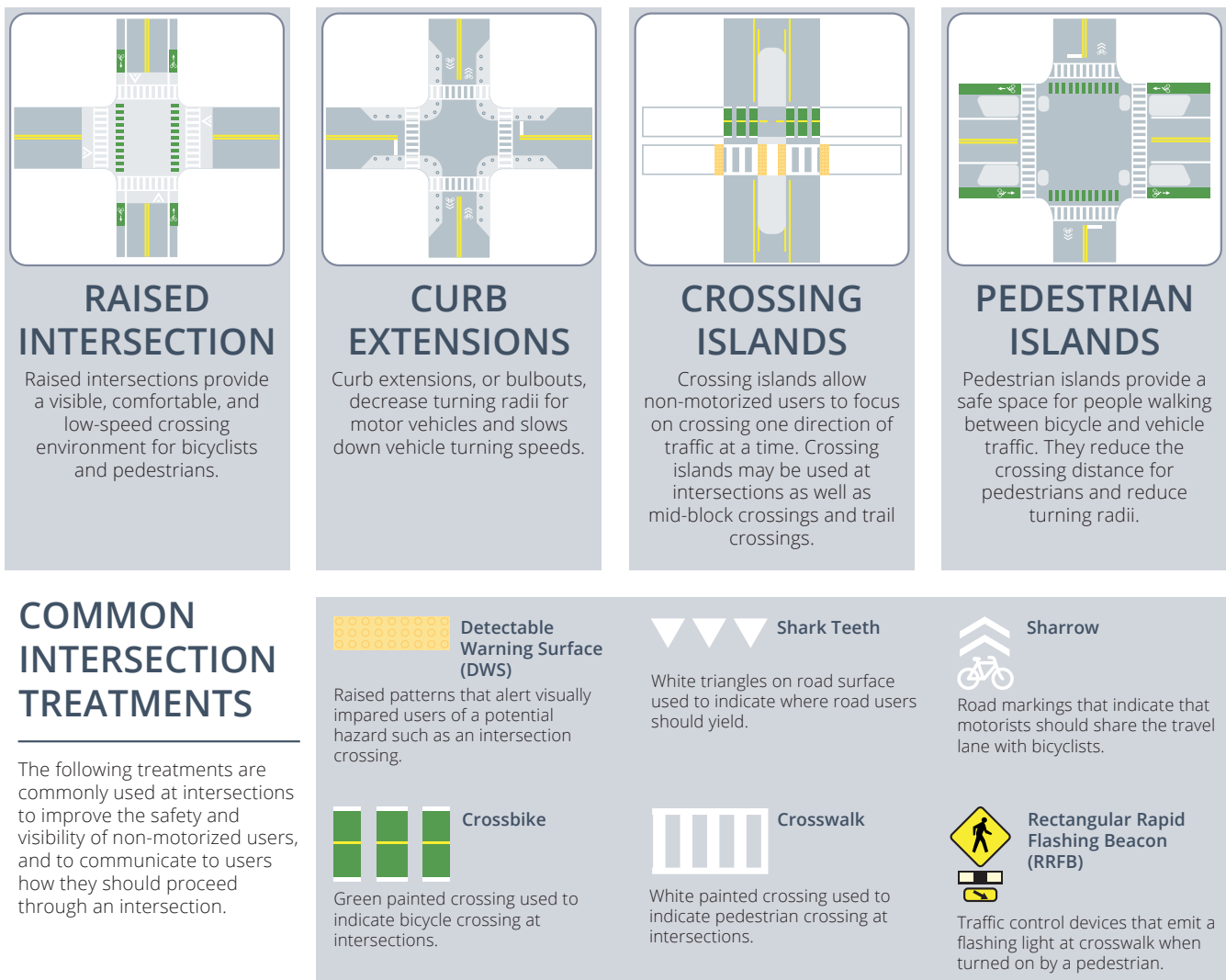
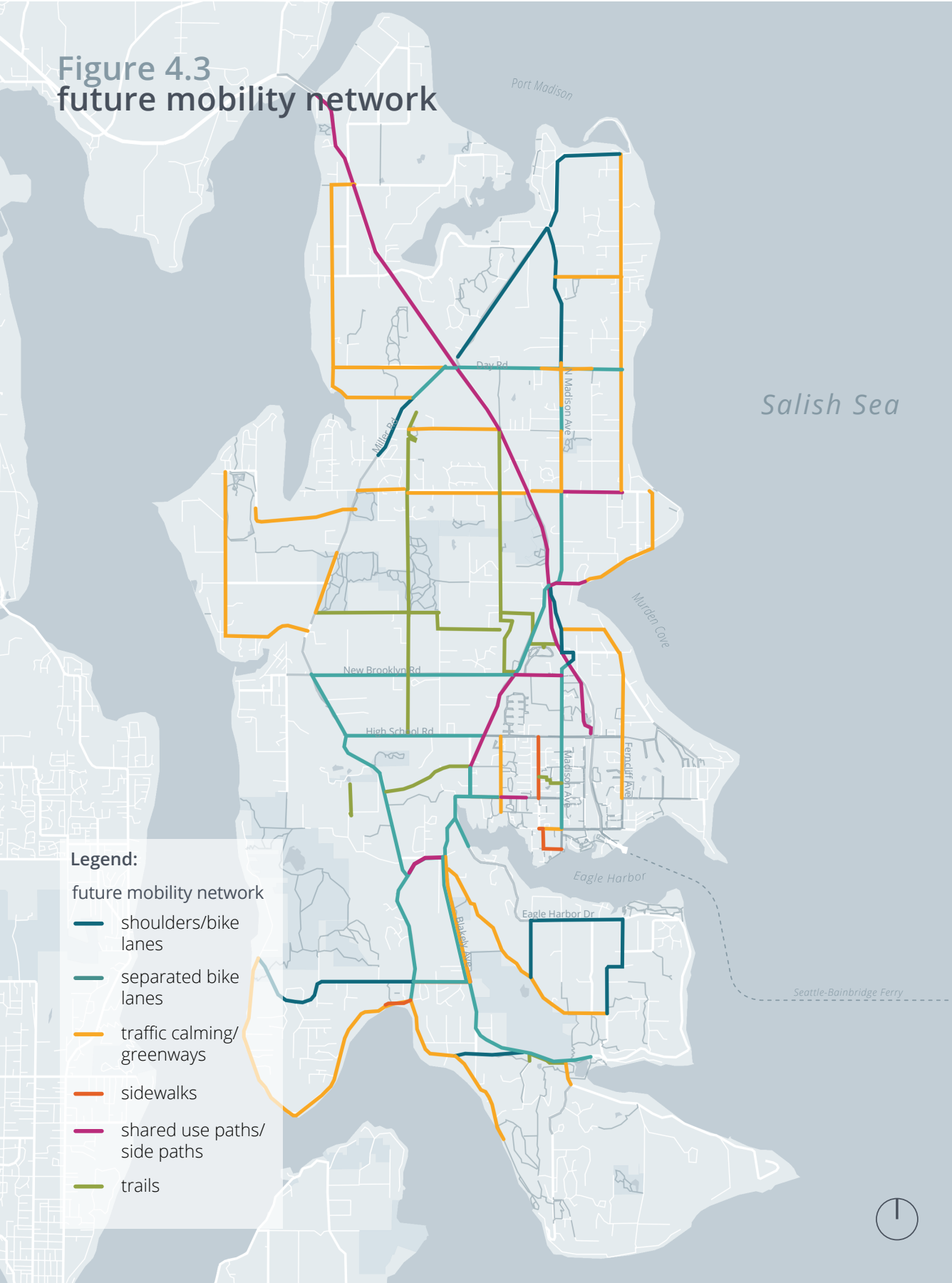


Figure 4.3
future mobility network



Other identified barriers to creating connected non-motorized facilities are:

- **Deficiencies in ADA-compliant facilities**
- **Inadequate and unsafe crossing conditions at roadway intersections**
- **Facilities that do not extend far enough to meet users' needs**

Refer to Figure 3.3 for a map of the Island's existing non-motorized connectivity gaps.

Creating safe and convenient connections for bicyclists and pedestrians is a crucial strategy for reducing vehicle miles traveled (VMT). A 2021 study determined that 70% of all vehicle trips that occur on Bainbridge Island start and end on the Island and are between 2-6 miles long. These short on-Island trips are particularly well-suited for replacement by a non-motorized mode. The completion of the Connecting Centers projects is estimated to reduce total vehicle miles traveled by roughly 5%, or approximately 4,500 miles daily.

All Ages and Abilities

All ages and abilities facilities provide comfortable separation from motor vehicles, both along a roadway and while crossing an intersection. All ages and abilities facilities are designed to meet the needs of all users but especially cater to the most vulnerable road users who may otherwise not feel comfortable biking or walking to their destinations. This group includes seniors, women, children, and people with disabilities. Providing safe and low-stress facilities that all bicyclists and pedestrians can feel comfortable using empowers people to take more non-motorized trips. Increased non-motorized trips reduce traffic congestion, improve air quality, provide more equitable access to jobs, and bolster local economies. Creating all ages and abilities non-motorized infrastructure not only benefits current

cyclists and pedestrians, but also benefits future bicyclists and pedestrians, motorists, local economies, and the environment.

The IWMP proposes the creation of an all ages and abilities network that connects non-motorized users to destinations across the Island. All ages and abilities facilities are defined as bicycle and pedestrian facilities that achieve a level of traffic stress (LTS) of one. More information about LTS is included in Chapter 5.

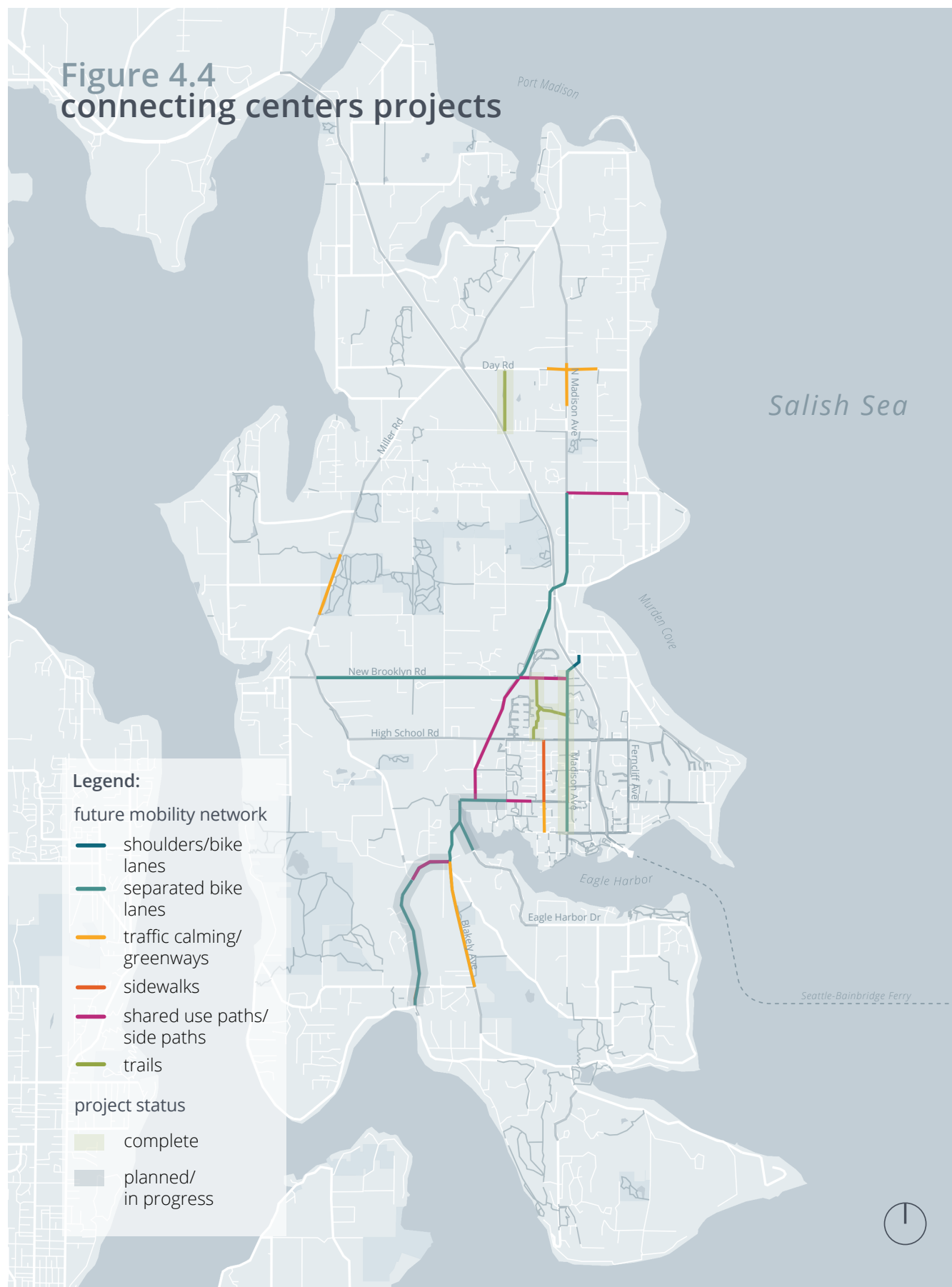
Figure 4.4 shows the proposed Connecting Centers and All ages and Abilities non-motorized network.

Sound to Olympics Trail

The IWMP supports the continued development and implementation of the Sound to Olympics (STO) Trail. The STO is a regional trail which, once completed, will run from the Bainbridge Island Ferry Terminal through the Kitsap Peninsula to Port Gamble. The STO will connect with the Olympic Discovery Trail to provide seamless non-motorized access to the Pacific Coast.

The STO provides an all ages and abilities facility from the ferry terminal to the Agate Pass Bridge along the SR305 corridor and is an important part of the Island's future mobility network. Combined with the Connecting Centers projects, this would create a complete all ages and abilities connection from Lynwood Center to the Agate Pass Bridge. The STO will improve non-motorized access to destinations such as the Bainbridge Island Recreation Center, Meigs Park, and the Day Road business-industrial area. In addition, the STO will also provide safe, convenient, and low-cost access to off-Island destinations.

Figure 4.4
connecting centers projects



In 2024 the Bainbridge Island City Council approved a preliminary alignment for the STO. The preferred route alternatives can be found in Appendix C.

4.2 Transit + Shared Mobility

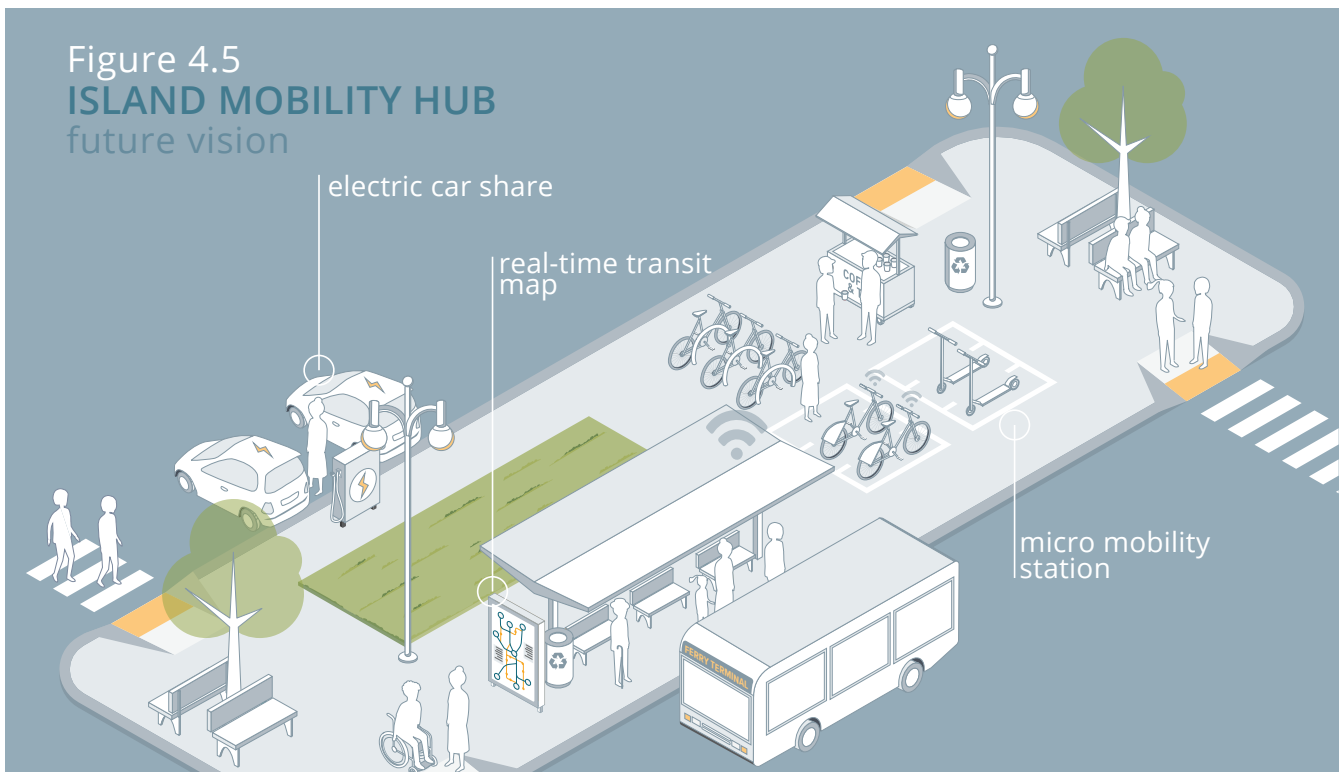
Transit and shared mobility—programs such as carshare or bike share—play an important role in Bainbridge Island’s mobility network. These transportation options provide sustainable alternatives to using a personal vehicle for both long and short-distance trips. These options may also be preferred by users who are unable to, or uncomfortable with, walking or biking to their destinations. Providing a variety of transit and shared mobility options improves access for a wide range of users and increases the resiliency of the mobility network by providing alternatives for reaching a destination.

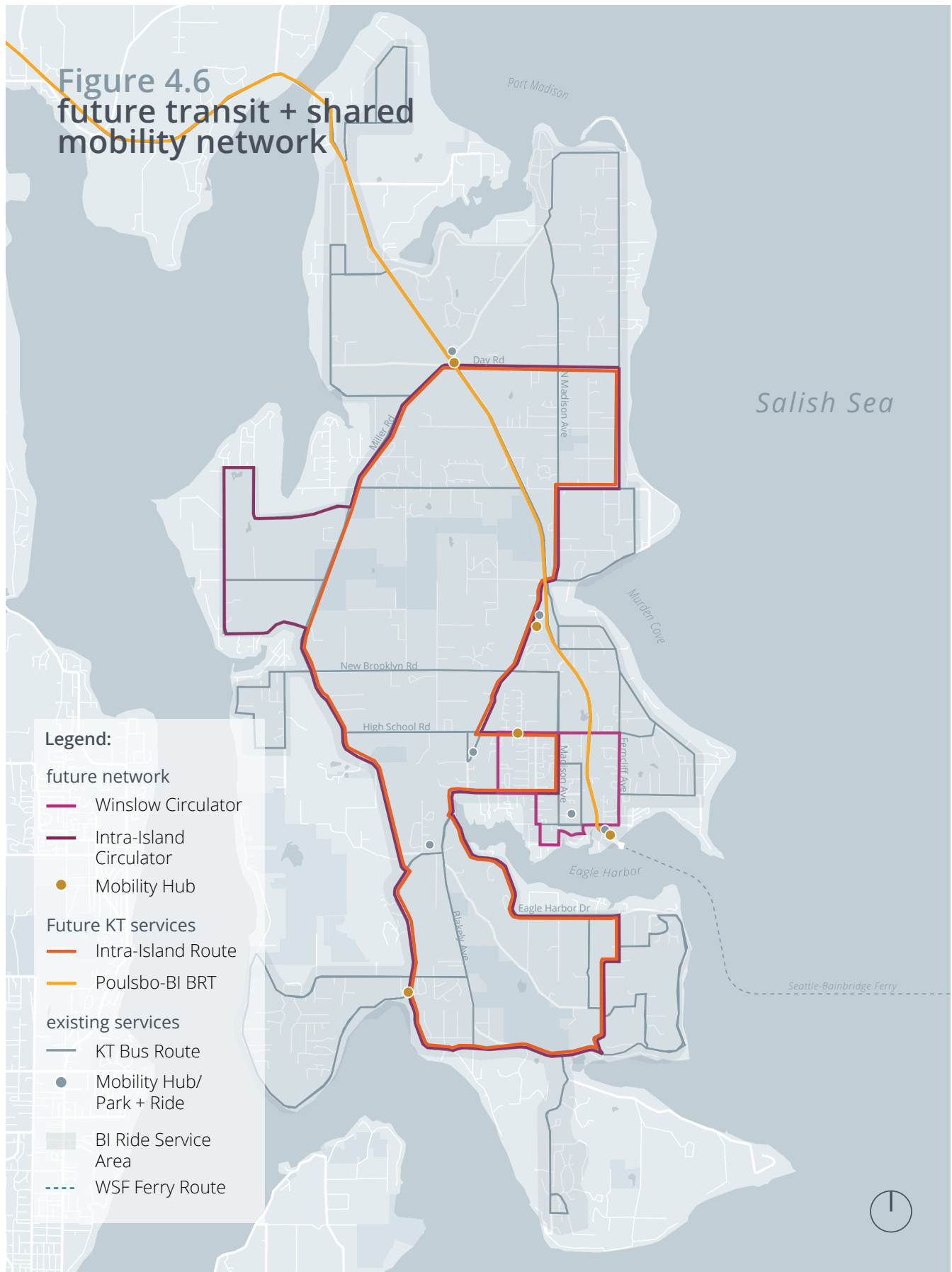
Island Mobility Hubs

Mobility hubs are designed to connect users to a variety of multimodal transportation options and travel amenities. Mobility hubs ease the burden of transferring between travel modes and make adopting sustainable transportation options more convenient by clustering services and amenities in one location. Importantly, mobility hubs integrate public and private mobility services such as transit, bike share, and ride-hailing, to allow users to seamlessly access first and last mile connections which can make sustainable transportation modes a more desirable travel option.

This plan calls for the creation of multimodal mobility hubs in Lynwood Center and the Coppertop business park as well as in Rolling Bay and the High School Road commercial area. Additional mobility hubs within the Island’s neighborhood centers may be warranted to meet the needs of the

Figure 4.5
ISLAND MOBILITY HUB
future vision





community. Mobility hubs are intended to be flexible in scale and design to respond to the current and anticipated needs of the community. Examples of potential mobility hub configurations are shown in figure 4.5.

Island Circulator

Two new all-electric circulator services are proposed—a Winslow circulator that operates in and around the Winslow area and an Island-Wide Circulator that provides access to destinations in Lynwood Center and other parts of the Island. These proposed circulators are intended to complement the existing transit services provided by Kitsap Transit by addressing current service gaps such as weekend and evening service. Figure 4.6 shows the proposed circulator routes.

Kitsap Transit Service

Currently, Kitsap Transit (KT) is the sole transit service provider on Bainbridge Island. Kitsap Transit operates fixed-route buses, paratransit services, flexible on-demand services, and provides vanpools to eligible groups commuting to or from anywhere in the County.

Kitsap Transit publishes periodic updates to its Long Range Transportation Plan (LRTP) that establishes the agency's guiding goals and includes proposals for service and capital infrastructure improvements. The most recent Kitsap Transit Long Range Plan update was completed in 2022 and includes a variety of system improvements that directly impact transportation on Bainbridge Island. Transit improvements included in the LRTP include the following:

- **High Capacity Transit Routes** The new Bainbridge-Poulsbo-Viking Transit Center would be the Island's first bus rapid transit (BRT) route. This proposed route is also

identified in Puget Sound Regional Council's Vision 2050 Plan.

- **New Local Routes:** The proposed Bainbridge Intra Island Route would create a new fixed route bus that connects Lynwood Center and Rolling Bay via Winslow and Island Center.
- **Expanded on-demand ride service:** The Kitsap Transit LRTP proposes expanded service hours for BI Ride. Extending service hours would help capture after-school travel and improve the usefulness of the service.
- **New Circulator Route:** The Kitsap Transit LRTP proposes the creation of a Winslow Circulator that would facilitate trips in the Winslow commercial areas. This service would improve access from the ferry terminal to downtown Winslow and the High School Road commercial area.
- **Multimodal Hubs:** In addition to new services, the Kitsap Transit LRTP includes the addition of a new multimodal hub in Lynwood Center. This hub would service a variety of transportation modes including transit, biking, and rideshare.

See Appendix D for the transit service and capital investments identified in Kitsap Transit's Long Range Plan.

Micro-Mobility

Micro-mobility services such as bike-sharing programs can supplement transit and shared mobility services by providing non-motorized first- and last-mile connections. As Bainbridge Island continues to grow its mobility network, the City should proactively plan for micro-mobility services.

4.3 Programmatic Support

Infrastructure improvements should be complemented with programmatic support and policy change. Education and incentive programs can help inform and encourage

future multimodal transportation users while policy changes help to evolve and refine City processes that impact transportation planning.

Programs

Implementation Oversight

The implementation of this plan will rely on the continued support and guidance provided by oversight bodies such as a Transportation Commission and/or Transportation Working Group. These oversight groups should be made up of Councilmembers and interested residents and would provide implementation recommendations to the City Council. Topics considered by these groups should be constrained to the projects, policies, and programs included in this plan.

Travel Options Programs

One key strategy for achieving the goals outlined in this plan is to provide incentives and educational resources to residents and visitors to encourage the adoption of sustainable transportation modes. This plan recommends the development of the following incentivization and education programs.

- 
Safe Routes Programs focus on developing travel options and eliminating barriers to help children, older adults, low-income residents, and other vulnerable members of the community reach their destinations safely and comfortably. Examples of safe routes programming include biking and walking buses, safe cycling education courses, and volunteer crossing guard programs.
- 
Rideshare Programs facilitate trips on the Island without the need for a personal vehicle. Programs could include the development of carpooling and vanpooling incentives or the development of carsharing services like ZEV Co-op.

- 
E-Bike Voucher Program to accelerate e-bike adoption amongst Bainbridge Island residents. This program proposes to provide a subsidy in the form of a voucher for the purchase of an e-bike. Studies have shown that e-bikes may reduce vehicle use by nearly 40% amongst adopters.
- 
First/Last-Mile Transportation Programs such as bike and scooter share and Transportation Network Companies (TNC) such as Uber and Lyft can help Island residents bridge the gap between transit services and their destinations.

Island-Wide Programs

The following program recommendations aim to provide consistency in the mobility network across the Island. These programs can help to enhance predictability and safety for all road users.

- Wayfinding Program** to develop a consistent wayfinding system across the Island. The development of this program should be done in collaboration with partner organizations such as the Park District, the Chamber of Commerce, and the School District. This program should include the development of print and on-line map resources including pedestrian and bicyclist route maps.
- Gravel Shoulder Maintenance Program** to provide safe spaces for travel and preserve asphalt life. There are many locations along the Island's roads that have gravel shoulders with enough room for people to safely walk, roll, or ride and off-road bike. This program would invest more staff time and funding into regular maintenance of these gravel shoulders.
- 
Traffic Calming Program that plans and implements road design features such as chicanes, traffic circles, and pinch points that encourage motorists to drive at slower and safer speeds. Traffic calming projects included in this program may be temporary or permanent and should respond to the local context and resident feedback.



SAFE ROUTES TO SCHOOL

The goal of Safe Routes to School (SRTS) is to encourage more students to walk and bike by improving safety in areas around schools and by giving students and their parents the tools and resources they need to feel comfortable walking and biking. SRTS includes both improvements to the built environment and education and incentive programs.

SRTS is intended to improve health and well-being of students and their families, lower GHG emissions, and foster a generation of non-motorized transportation users.

Some Safe Routes to Schools projects and programming could include the following:

- LTS I facilities within 1/2 mile of schools
- Youth bicycling education program
- School crossing guard program
- Improved crossing facilities and intersections near schools
- Traffic calming in school zones
- Bike and helmet giveaways to low-income youth

Policies

In addition to developing new programs to encourage transportation behavior change and improve transportation options for Bainbridge Islanders and visitors, the IWMP recommends new and updated policies that support the goals of this plan. These policies are intended to provide a decision-making framework for City staff to better direct development and resources in a way that supports the goals of this plan including reducing VMT and embedding equity considerations into projects. The following policy changes are supported by this plan:

- **Multimodal level of service standard** that updates the way the City evaluates transportation mitigation efforts needed to accommodate new development. Current level of service standards do not consider bicycle, pedestrian, or transit level of service. Using a multimodal approach would allow transportation improvements such as new bike lanes and sidewalks to be used to mitigate transportation impacts from new developments. Refer to Chapter 5 for more information on multimodal level of service.
- **Project selection criteria** that provides a systematic approach to selecting and prioritizing projects and programs for planning and implementation. This process change is intended to ensure that projects and programs included in this plan and future plans align with adopted City goals. Refer to Chapter 6 for more information on project prioritization.

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OPERATIONS + MOBILITY

OPERATIONS + MOBILITY

Updating Bainbridge Island’s level of service standards to a multimodal approach represents a shift in thinking away from automotive efficiency to multimodal network completeness that better aligns with adopted city goals.

Following the adoption of the 2022 Sustainable Transportation Plan (STP), Bainbridge Island is aligning its transportation plan and policies with goals established in the STP, including greenhouse gas reductions, safety, accessibility, and connectivity. These goals and the Connecting Centers scenario were adopted by City Council in 2022. The proposed multimodal level of service (MMLOS) framework integrates the STP goals and identifies a layered network of facilities for non-motorized modes. This section outlines the MMLOS framework and standards. The section first describes the standards set as part of the 2017 IWTP before describing the updated MMLOS standards for active modes.

5.1 Prior LOS Standards

The facility types and associated LOS for non-motorized transportation infrastructure were previously established in the 2017 IWTP. The minimum bicycle level of service (BLOS) and pedestrian level of service (PLOS) for development is LOS C. PLOS and BLOS were calculated using the 2010 Highway Capacity Manual (HCM 2010) methodology. The LOS is based on quality of facilities as well as traffic volume and vehicle speeds. LOS measures are graded A through F based on a numerical score with the letter A representing facilities that are the most comfortable for walking or biking. Additional information about prior LOS standards can be found in Appendix E.

While the 2017 IWTP provides a framework for calculating MMLOS, the plan does not identify target LOS scores along specific roadways. In other words, it does not define if Bainbridge Island is striving to achieve a certain PLOS or BLOS on a given roadway. To streamline the application of these LOS standards, the proposed LOS approach outlines the desired LOS across the multimodal network. By setting a target, the City can assess the current condition and determine the type of improvement that could achieve the desired MMLOS standard.

5.2 Revised Multimodal Level of Service Approach

The subsequent sections outline the updated MMLOS metrics, standards, and guidelines for each modal network. Fundamentally, this approach to MMLOS is built off the concept of layered networks: the understanding that each mode has its own modal network, but the overall network must integrate and consider all modes simultaneously. Previous planning efforts, including the 2022 STP, outline the City’s goals for greenhouse gas reduction and building out sustainable modes that are safe, accessible, and connected. Building on MMLOS efforts from the previous Comprehensive Plan, this plan revises MMLOS metrics and defines standards to clearly outline what the City, partner agencies, and developers need to implement to fulfill Bainbridge Island’s multimodal network.

Bicycle Level of Traffic Stress

Level of traffic stress (LTS) is the current state of the practice in planning bike facilities. This metric is termed “level of traffic stress” instead of “level of service” to acknowledge that the same bicycle treatment can have varying levels of stress depending on the street context. In this case, the standard is measured against the level of comfort a person may experience on the facility in a specific location. This approach provides a framework for designing bike facilities that meet the needs of the intended users of the system. Figure 5.1 describes the four typical categories of cyclists, each requiring different levels of accommodation to feel comfortable using the system.

Table 5.1 displays the various treatments required for each LTS designation along corridors. With this approach, treatments required to meet each LTS designation along a corridor vary based on speed limit and traffic volume. The contextual nature of the LTS approach acknowledges that the same bike treatment under different street conditions can evoke different levels of stress. For example, a striped bike

lane without a buffer may be comfortable for all ages and abilities on slow streets. However, as speeds increase and corridor conditions change, a striped bike lane would no longer meet the needs of those in the LTS 1 category. Utilizing the LTS approach for bike conditions provides the City with the opportunity to plan bike networks that address the varying comfort levels of people who bike.

The cells in Table 5.1 that contain bold text indicate where “roadway condition modifiers” affect the score. These modifiers apply under some circumstances and there may be other factors influencing LTS such as significant slopes and challenging sight distances. The modifiers in these circumstances are outlined in Table 5.2.

Resulting LTS Network

The updated LTS standards for bicycle facilities were applied to all currently planned projects included in this plan (for more information on planned projects, see Ch. 6). The results of this LTS analysis are shown in Figure 5.2. This analysis can provide additional understanding of how the future

Figure 5.1
bicycle level of traffic stress

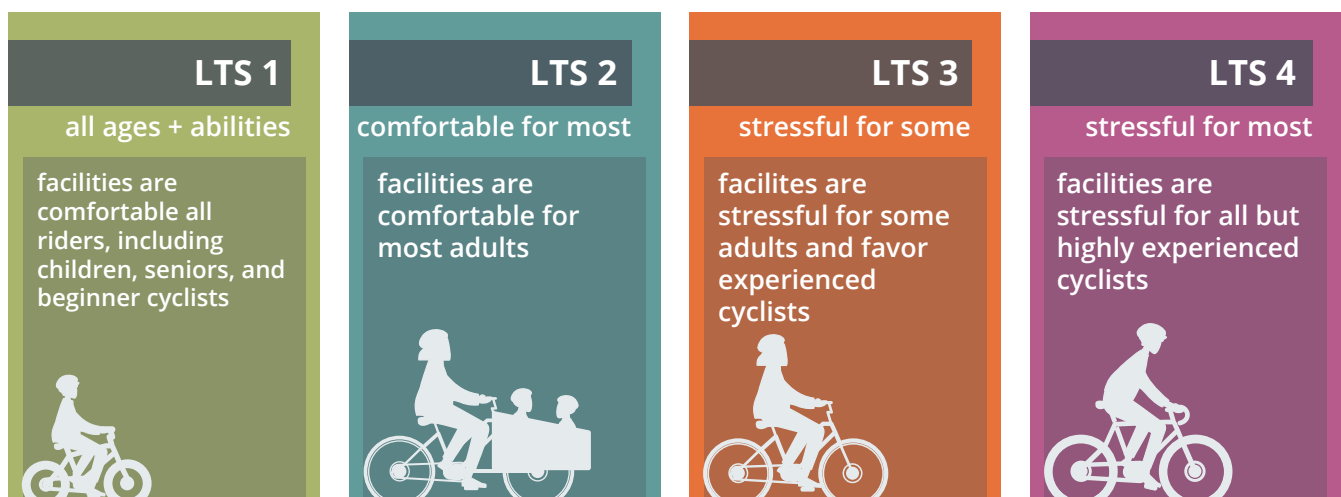


Table 5.1
bicycle level of traffic stress

speed limit (MPH)	no markings	sharrows/ traffic calming/ greenways	striped bike lane/ shoulder	buffered bike lane	separated bike lane (vertical)	separated path/ shared use path/ side path
≤ 20	1 or 2	1 or 2	1 or 2	1	1	1
25	3	3	2 or 3	2	1	1
30	4	4	3	2 or 3	1 or 2	1
35	4	4	4	3	3	1
>35	4	4	4	4	3	1

Note: **Bold** text indicates that there is a modifier.

Source: City of Bainbridge Island, Fehr & Peers, 2024

Table 5.2
bicycle LTS score modifiers

Speed Limit (MPH)	Treatment	LTS 1 if...	LTS 2 if...	LTS 3 if...
≤ 20	No Marking Sharrow Striped Bike Lane/Shoulder	Few driveways, good sight distance, and minimal roadway slopes	Numerous driveways, sight distance concerns, and/or significant roadway slopes.	N/A
25	Striped Bike Lane/Shoulder	N/A	Few driveways, good sight distance, and minimal roadway slopes	Numerous driveways, sight distance concerns, and/or significant roadway slopes.
30	Buffered Bike Lane	N/A	Few driveways, good sight distance, and minimal roadway slopes	Numerous driveways, sight distance concerns, and/or significant roadway slopes.
30	Protected Bike Lane (Vertical)	Vertical element that prevents vehicles from entering the bike lane (vertical curb, concrete planters, etc.).	Vertical element that limits but does not prevent vehicles from entering the bike lane (vertical flex-posts).	N/A

Figure 5.2
resulting bicycle LTS
(from IWMP project list)

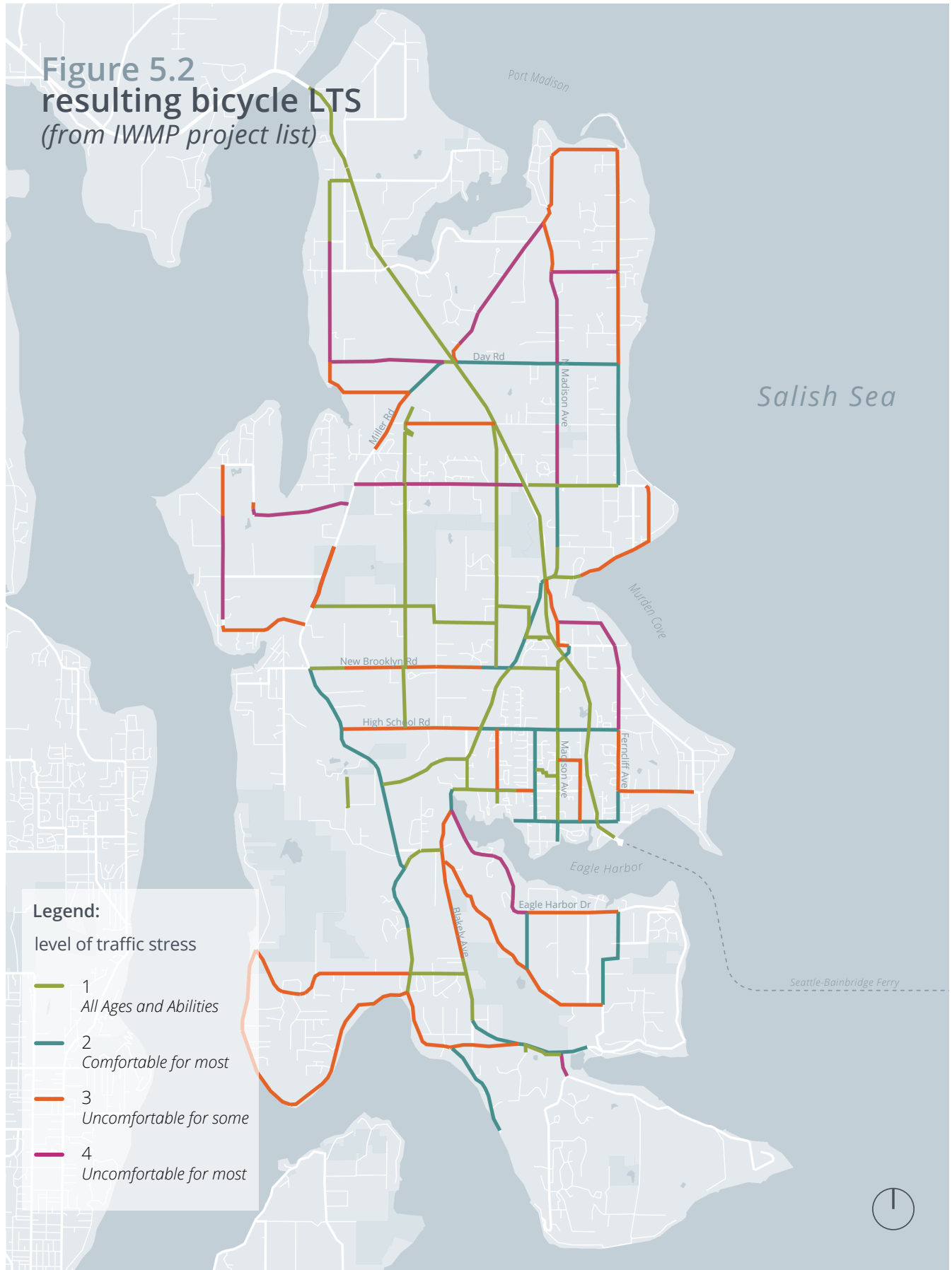
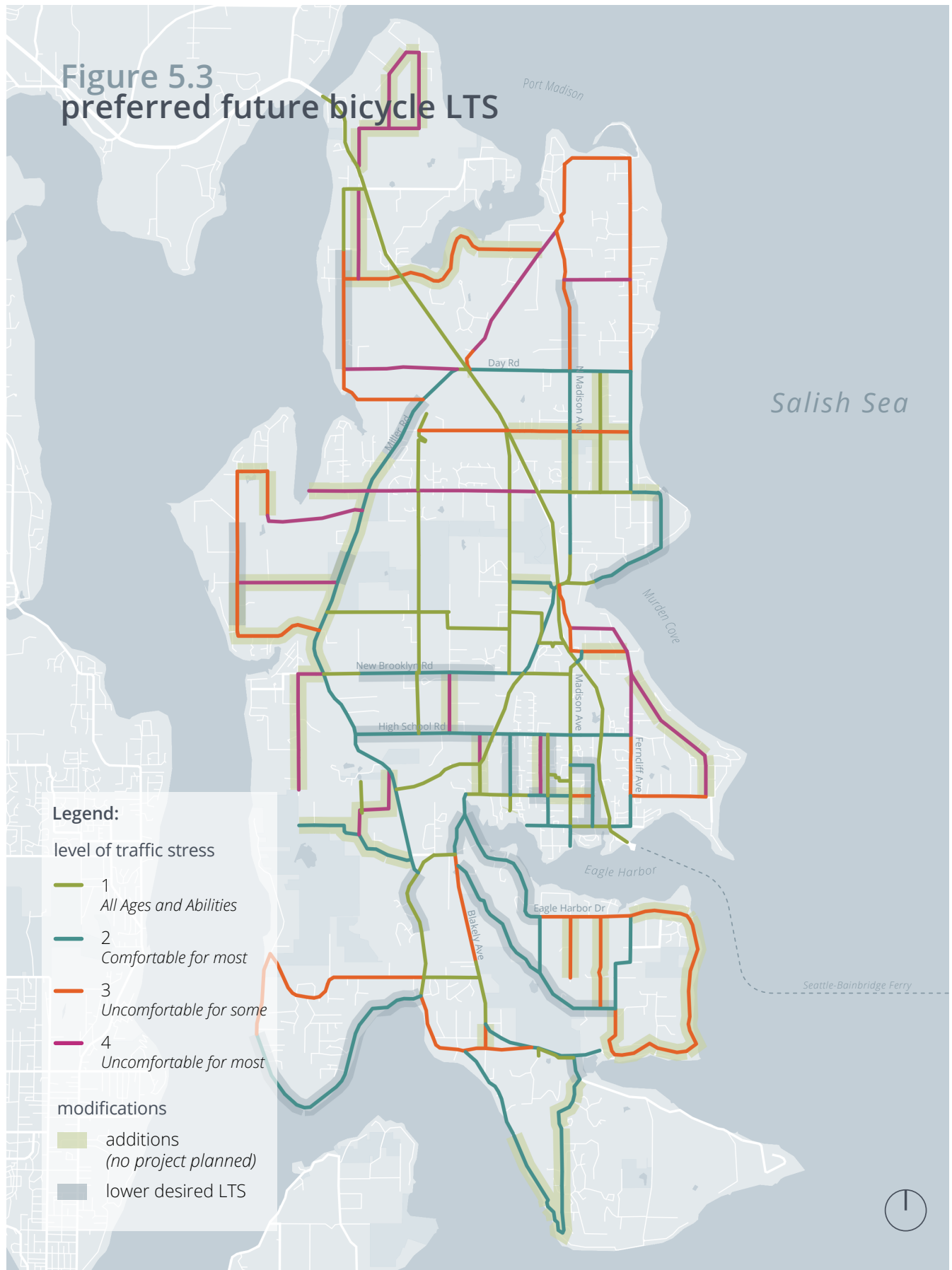


Figure 5.3
preferred future bicycle LTS



network and planned facilities will impact LTS results. The City aspires to create a core network of all ages and abilities facilities that connect the neighborhood centers to common destinations. To further build out this network, the City can work to expand and update the project list to meet desired LTS along each corridor. Awareness of the varying needs of people who bike can provide insight into the inclusivity of each bike route. Establishing multiple options for people who bike at any level of experience allows people to efficiently reach desired destinations while acknowledging it may take a long time and require significant resources to build an LTS 1 network across the entire community.

Intersection Stress

While Bainbridge Island's LTS framework focuses on linear treatments such as bike lanes and shoulders, the City recognizes that intersections are critical components of the biking experience and often represent the highest-stress points in a network. Intersection treatments address the specific challenges and stressors that bicyclists encounter at intersections, which is crucial to supporting the all-ages-and-abilities network that Bainbridge Island is striving for. Therefore, the City is actively considering the influence of intersection design on user experience and overall level of traffic stress. Treatments such as high-visibility crossings, parking prohibitions to improve sight distance, and refined right-turn lane interactions are being evaluated as key strategies to reduce conflict and improve safety. Table 5.3 displays recommended intersection treatments by bike facility type based on guidance from the Federal Highway Administration (FHWA) for Rural Multimodal Networks.

These measures help reduce the risk of conflict between bikes and vehicles and minimize the stress experienced by people who bike. By addressing the unique challenges at intersections into project designs, Bainbridge Island can foster a more seamless, low-stress, and inclusive network for people of all ages and abilities who bike.

Intersection design guidelines can be found in Chapter 4.

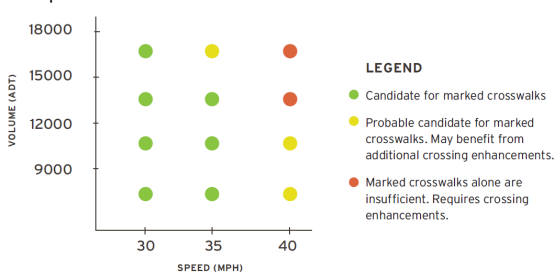
Desired LTS Network

In response to feedback received from our community partners and members of the public, City staff developed a desired LTS network map. This map is in addition to the resulting LTS map described in the preceding section. The desired LTS network used the resulting network as a base and incorporated additional corridors that currently do not have planned project. Corridors that were identified by the community as priority low-stress routes were assigned a lower desired LTS score based on the following criteria:

- **Low-Stress connectivity** routes that provide a connection between existing or proposed low-stress facilities
- **Proximity to parks and schools** routes that provide low-stress access to parks and schools
- **Traffic speeds and volumes** routes that are located on high speed or high volume corridors
- **Route alternatives** routes that do not have a low-stress alternative route

The map in Figure 5.3 indicates the desired LTS bicycle network. This map is provided as an aspirational vision for the Island's bicycle network and is not representative of current or future planned projects.

Table 5.3
FHWA recommended intersection treatments for rural roads

Facility Type	Suggested Treatments
Bicycle Boulevard	- Consider parking prohibitions of 20–50 ft in advance of intersections. - Design treatments at minor roadway intersections to offer priority for bicyclists over cross-street traffic (stops or yield signs should be oriented to favor the bicycle boulevard). - At major intersection crossings, refer to National Cooperative Highway Research Program's <i>NCHRP 562 Improving Pedestrian Safety at Unsignalized Crossings Appendix A</i>.
Advisory Shoulder	- At minor street crossings, use a dotted line extension on both sides of the advisory shoulder to maintain delineation of the advisory shoulder space. - If contrasting pavement material is used, maintain the material through driveway crossings and minor intersections. - Where the road is controlled by a stop sign or traffic signal, discontinue the advisory shoulder 50 ft (15 m) in advance of the intersection (at these locations, provide a bicycle accessible paved shoulder outside of the travel lanes or design for operation as a shared roadway).
Paved Shoulder	Either - Consider as an on-street bike lane (A right turn lane should be added to the right of the bike lane. Dotted line extensions should be used to define the tapered entrance into the right-turn lane, and signs should direct motorists to yield to bicyclists. - Configure as a separated bike lane or shared use path (Where a high degree of user comfort is desired, the shoulder may transition into a one-way separated bike lane or shared use path in advance of intersections. Once established, the separated facility may maintain separation up to the crossing. This increased separation provides an opportunity for motorists to slow in advance of the turn and yield to bicyclists.)
Bike Lane	- Under most conditions, bicyclists have priority over turning traffic. Markings and signs should support this priority and remind motorists of the obligation to yield. - Where special emphasis is desired, green pavement color may be used within bike lanes and at merging or weaving areas where motor vehicles may cross bike lanes.
Shared Use Path	- Implement either a marked crosswalk, median enhanced crosswalk, or active enhanced crosswalk depending on volume and speed conditions.  LEGEND ● Candidate for marked crosswalks ● Probable candidate for marked crosswalks. May benefit from additional crossing enhancements. ● Marked crosswalks alone are insufficient. Requires crossing enhancements.
Sidepath	The AASHTO Bike Guide 2012 lists a variety of design strategies for enhancing sidepath crossings including: - Reduce the frequency of driveways. - Design intersections to reduce driver speeds and heighten awareness of path users. - Encourage low speeds on pathway approaches. - Maintain visibility for all users. - Provide clear assignment of right-of-way with signs and markings and elevation change.
Separated Bike Lane	- Prohibit parking within 20ft of the intersection to improve visibility - Blend-In: Position bicyclists closer to turning vehicles to increase visibility prior to the turn. - Blend-Out: Provide space for right-turning vehicles to yield to bicyclists. - Mixed Zone: Shared turn lane with motor vehicles and bicyclists - Protected Signal Phase: Separate conflicting movements in time.

Source: Small Town and Rural Multimodal Networks, FHWA: https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns

Pedestrian Level of Service

Pedestrian LOS standards and guidelines provide the fundamental expectations for physical space, modal separation, and street crossing amenities. These metrics are informed by the street characteristics as well as the neighborhood and land use context of a given street. Accordingly, pedestrian LOS standards typically involve design standards applied to each of the various pedestrian environments represented within the City.

Table 5.4 presents a new pedestrian LOS policy, which would apply minimum standards to all streets on Bainbridge Island. The current pedestrian network has not been compared against the proposed sidewalk policies. However,

these policies can serve as a tool when considering frontage improvements and new projects as development occurs. Where existing conditions do not meet minimum requirements, the City aims to provide sidewalk/shoulder on at least one side of each roadway in the interim. Figure 5.4 maps the pedestrian level of service standards on all streets in the City. Utilizing a simplified approach to pedestrian LOS standards allows for flexibility in addressing critical concerns while deferring design-specific nuances to a future date when project details are identified.

Roadway Level of Service

As part of the Transportation Element update process, the City also developed new criteria

Table 5.4
pedestrian level of service (LOS)

Corridor Types	Treatment Type	Side of Street	Minimum Width ¹	Amenity Zone ²
Neighborhood Centers	Sidewalk	Both Sides	6 ft	4 ft
Local Access Street (suburban)	Shoulder	Both Sides	6 ft	None
Local Access Street (urban)	Sidewalk	Both Sides	5 ft	None
Suburban Collector	Shoulder	Both Sides	6 ft	None
Urban Collector	Sidewalk	Both Sides	5 ft	None
Secondary Arterial (<30mph)	Sidewalk or Shoulder	Both Sides	6 ft	None
Secondary Arterial (≥30mph)	Sidewalk or Shoulder	Both Sides	8 ft	None
SR-305	Sidewalk or Asphalt Path	One Side	12 ft	6 ft

Notes:

¹ The minimum sidewalk width refers to the pedestrian through zone, which serves as an accessible pathway, clear of obstacles.

² The amenity zone provides additional space for pedestrians and/or serves as a buffer from vehicle traffic, separate from the minimum sidewalk width. This space may include street furniture, landscaping, or trees.

Source: City of Bainbridge Island, Fehr & Peers, 2024.

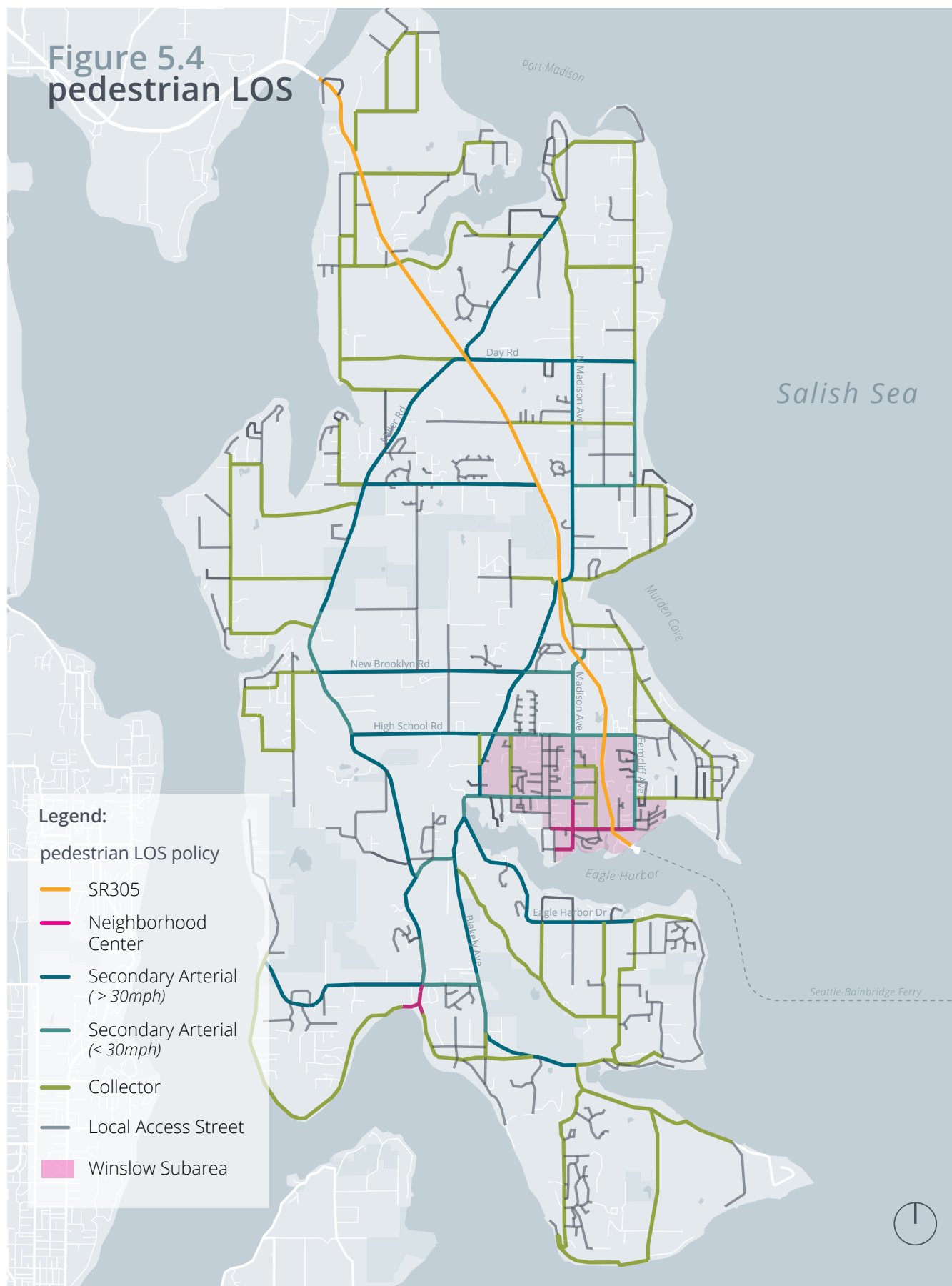
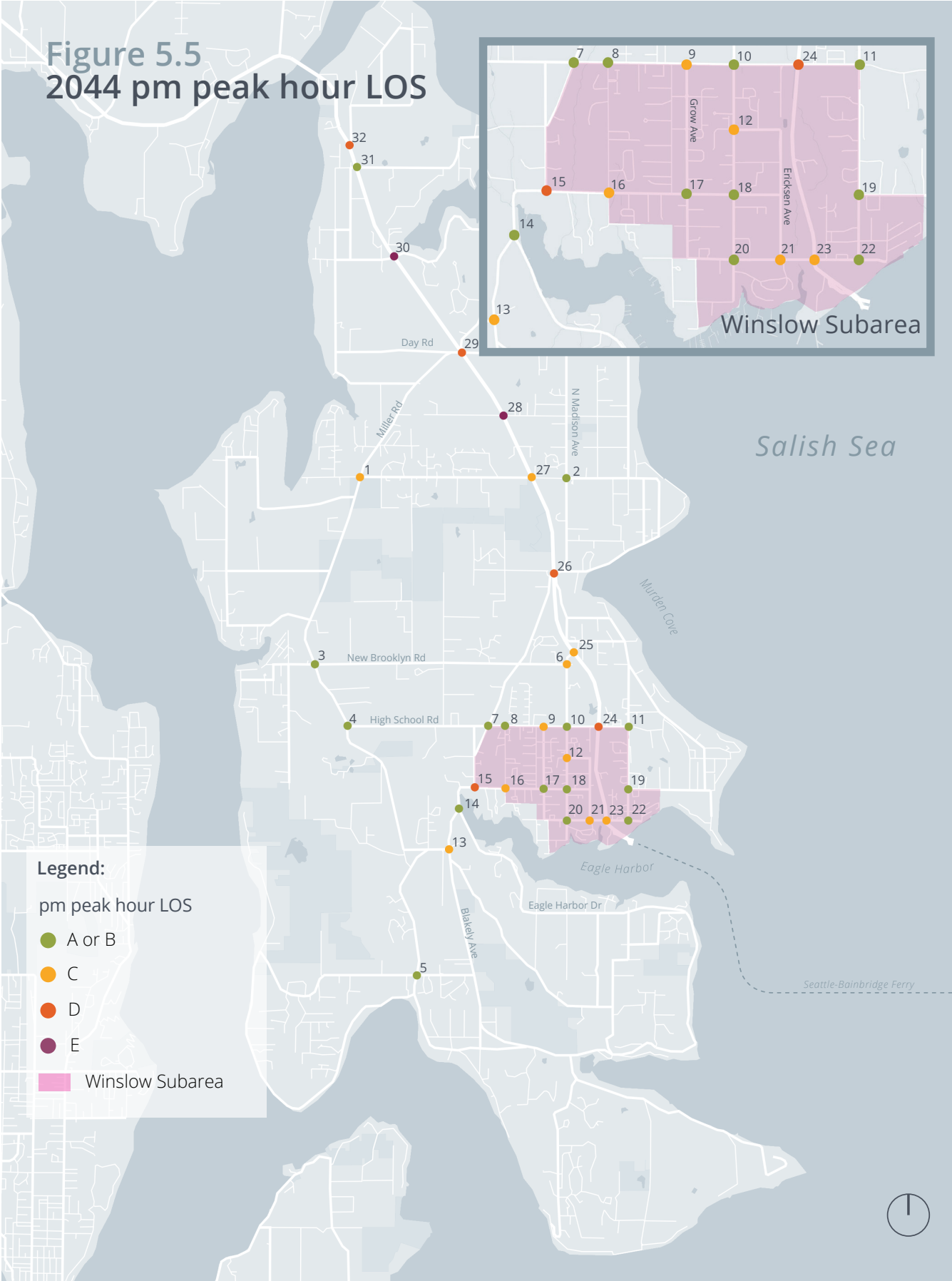


Table 5.5
future 2044 pm peak hour level of service results

ID	Intersection Name	LOS Standard	2044 LOS	2044 Delay (seconds)
1	Miller Rd NE & NE Koura Rd	C	C	17
2	Madison Ave & Valley Rd	C	B	12
3	Fletcher Bay Rd NE/Miller Rd & New Brooklyn Rd	C	B	12
4	Fletcher Bay Rd NE & High School Rd NW	C	B	12
5	Lynwood Center Rd & NE Baker Hill Rd	C	B	13
6	Madison Ave N & New Brooklyn Rd	C	C	19
7	Sportsman Club Rd & High School Rd NW	E	B	14
8	Weaver Rd NE & High School Rd NW	E	B	13
9	Grow Ave NW & High School Rd NW	E	C	15
10	Madison Ave N & High School Rd NW	E	B	14
11	Ferncliff Ave NE & High School Rd NE	E	A	10
12	Madison Ave N & Wallace Way NE	E	C	19
13	Bucklin Hill Rd NE & Blakely Ave NE	C	C	19
14	Bucklin Hill Rd & Eagle Harbor Dr	C	B	13
15	Wyatt Way NW & Finch Rd NE	E	D	29
16	Weaver Rd NE & Wyatt Way NW	E	C	17
17	Grow Ave NW & Wyatt Way NW/Wyatt Way NE	E	B	13
18	Madison Ave N & Wyatt Way NE	E	A	7
19	Ferncliff Ave NE & NE Wing Point Way	E	B	11
20	Madison Ave N & Winslow Way E	E	B	14
21	Winslow Way E & Ericksen Ave NE	E	C	17
22	Ferncliff Ave NE & Winslow Way E	E	A	9
23	SR 305 & Winslow Way E	D	C	25
24	SR 305 & High School Rd NE	D	D	48
25	SR 305 & Madison Ave N	D	C	32
26	SR 305 & Sportsman Club Rd/Madison Ave	D	D	54
27	SR 305 & NE Koura Rd	D	C	21
28	SR 305 & NE Lovgreen Rd	D	E	39
29	SR 305 & Day Rd	D	D	39
30	SR 305 & NE Hidden Cove Rd	D	E	48
31	SR 305 & Ne Seabold Rd/W Port Madison Rd	D	B	18
32	SR 305 & Agatewood Rd NE	D	D	26

Source: Fehr & Peers, 2024.



to evaluate roadway LOS across Bainbridge Island. This includes changes to roadway LOS standards. The change in roadway LOS also reflects the City's goal of increasing the share of travel by non-motorized modes and transit, and shifting more investments to these modes as opposed to adding vehicle capacity.

This plan updates the City's roadway LOS standards to simplify the LOS evaluation process. The update sets LOS C as the standard for intersections outside the Winslow Subarea, except for intersections along SR 305. WSDOT sets the LOS standard for state-controlled facilities, so SR 305 intersections will continue to have a LOS D standard. Within the Winslow Subarea, LOS E is the updated roadway LOS standard. This change acknowledges that greater vehicle delay is expected in the Winslow Subarea compared to the rest of the City.

The future 2044 PM peak hour intersection level of service and delay are included in Table 5.5 and mapped in Figure 5.5. Under the preferred alternative 2044 conditions, only two intersections fall below the City's level of service standards (shown in bold in Table 5.5).

Transit Network Performance Measures

Kitsap Transit and Washington State Ferries provide transit service to Bainbridge Island. Although the City of Bainbridge Island is not directly responsible for maintaining transit service, the transit LOS standard can be met by coordinating and supporting the work of local transit agencies as well as tracking roadway LOS measures to track transit performance, speed, and reliability. Measuring and tracking roadway LOS can

support transit performance: transit service on Bainbridge Island relies heavily on roadways. In the case of transit, however, it may be desirable to optimize the roadway LOS in the direction of transit travel to reduce transit delays, even if the overall intersection does not perform as well. This type of consideration will be made on a case-by-case basis as Bainbridge Island coordinates with Kitsap Transit.

5.3 Concurrency Program

With Bainbridge Island clearly identifying LOS standards for pedestrian and bicycle LOS in addition to the updating the roadway LOS standards, the City can better identify areas that are not meeting the desired MMLOS standards and develop a plan to address gaps in the system.

By defining a full suite of MMLOS standards, Bainbridge Island will find that many facilities will not meet the LOS standard for a given mode, which is particularly true for pedestrian and bicycle LOS. The STP goes a long way toward identifying facilities that will improve pedestrian and bicycle LOS, but it will take time, funding, and participation from private developers to meet the MMLOS standards identified in this document.

As Bainbridge Island strives to update its MMLOS standards, the transportation concurrency standard required by the Growth Management Act must be updated to reflect this new multimodal perspective. Prior to this plan, transportation concurrency only focused on roadway LOS and it was possible, although financially challenging at times, to ensure there were no facilities that did not meet the roadway LOS standard. Under the new transportation concurrency standard, the City will make progress on implementing the projects identified in the Transportation

Element concurrent with planned growth in Bainbridge Island. Failing to meet a mode-specific LOS standard will not constitute a concurrency violation since the City will need to balance financial resources to implement a multimodal system and address LOS gaps across all modes and the entire city.

The simplest way to understand the new multimodal concurrency system is through the following example:

Let's say that Bainbridge Island commits to build five projects identified in the Plan and that these five projects constitute 20% of the City's needed capital investment to meet growth demand. In that case, the City can issue permits for up to 20% of all the planned growth anticipated in the Comprehensive Plan.

With the updated multimodal concurrency program, so long as the transportation investments (as measured by the proportion of planned future investments) stay ahead of allowed growth (measured as the proportion of all growth anticipated in the Comprehensive Plan), the City meets its concurrency requirements.

More information about the updated concurrency program can be found in Appendix F.



IMPLEMENTATION

IMPLEMENTATION

The efficient implementation of this plan requires a combination of carefully and intentionally selected projects, robust funding sources, and a strong network of community support.

The successful realization of the goals and objectives outlined in this plan relies on a clear and concise implementation strategy. This final chapter of the Island-Wide Mobility Plan establishes a framework for project selection and prioritization as well as identifies funding sources and financing strategies for completing projects and developing new sustainable transportation programs. This framework is intended to provide decision-making guidance to City staff and City Council which will improve consistency in plan implementation.

Partnerships with local, regional, and state organizations and agencies will support the implementation of the IWMP. This chapter describes how the City of Bainbridge Island is currently engaged in coordination efforts and presents opportunities for expanding and strengthening partnerships.

6.1 Project Selection + Prioritization

Projects and programs recommended in this plan should be reflective of the goals and objectives stated in the plan. To ensure that projects align with the goals of the plan, project selection and prioritization criteria can be used to assess project and program proposals. A well-defined project prioritization methodology provides a structured framework to evaluate, rank, and select projects based on their alignment with City goals and objectives. The following

project prioritization methodology was created through thoughtful collaboration with community partners, see Appendix G for a diagram of the methodology.

Methodology Development

The project prioritization methodology described in the sections below was developed through an iterative and collaborative process. City staff engaged key partners and stakeholder groups to create a list of variables and scoring values that align with adopted City goals. These variables and scoring values were fine-tuned through a series of feedback sessions. Multiple iterations of the prioritization methodology were tested using a small sample of existing projects to understand how the methodology functioned.

Prioritization Variables

The project prioritization methodology used in this plan collects data from a variety of sources and measures project proposals against a diverse set of variables. Variables are assigned scores between -5 – 10 points. Negative points were intentionally included to deprioritize projects that do not advance City goals. The variables used in the methodology are broken down into five categories and each variable is weighted based on staff expertise and comments and feedback received from community partners. The sum of each category's variable weights are indicated.

Access 40% of Score

Access to key destinations improves the convenience and desirability of the multimodal network which may encourage more people to choose a sustainable transportation mode. Projects are evaluated for their capacity to serve a variety of destinations including employment centers, schools, recreation opportunities, transit services, and neighborhood centers. In addition, this scoring category also considers network connectivity. Access variables describe the relationship between land use and transportation which is critical to creating a multimodal network that supports the needs of the community.

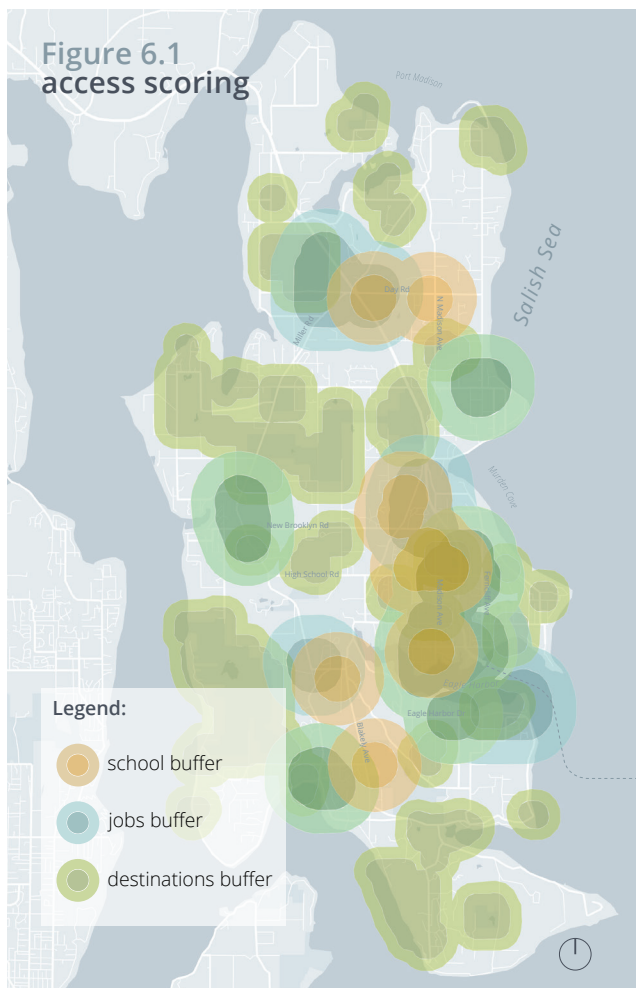


Figure 6.1 shows a selection of the access variables used to determine each project's access score. For this analysis buffers of either 1/8, 1/4, or 1/2 mile were placed around access destinations. Layering the buffers as shown in the map allows us to understand where key destinations overlap.

Variables + Scoring

Education Access (.1)

Projects are assessed on their proximity to schools.

- 0 points > 1/2 mile from school
- 5 points < 1/2 mile from school
- 10 points < 1/4 mile from school

Jobs Access (.05)

Projects are assessed on their proximity to employment areas.

- 0 points > 1/2 mile from job center
- 5 points < 1/2 mile from job center
- 10 points < 1/4 mile from job center

Destinations Access (.1)

Projects are assessed on their proximity to popular destinations including parks and neighborhood centers.

- 0 points > 1/2 mile from destinations
- 5 points < 1/2 mile from destinations
- 10 points < 1/4 mile from destinations

Transit Access (.05)

Projects are assessed on their proximity to transit routes and stops.

- 0 points > 1/4 mile from transit
- 5 points < 1/4 mile from transit
- 10 points < 1/8 mile from transit

System Connectedness (.1)

Projects are assessed for their ability to improve non-motorized network connectivity.

- 0 points no connectivity improvement
- 5 points extends existing facility
- 10 points completes network gap

Safety *25% of Score*

Actual and perceived safety of roadways plays a large role in whether or not a person decides to walk or bike to their destination. High-stress environments, such as roads with fast-moving traffic, discourage walking and bicycling due to fear of accidents with vehicles. Each proposed project is scored on three safety criteria: bicycle and pedestrian level of stress, accident history, and traffic speeds. These criteria indicate the likelihood of a severe crash and describe the experience of using the facility as a non-motorized user.

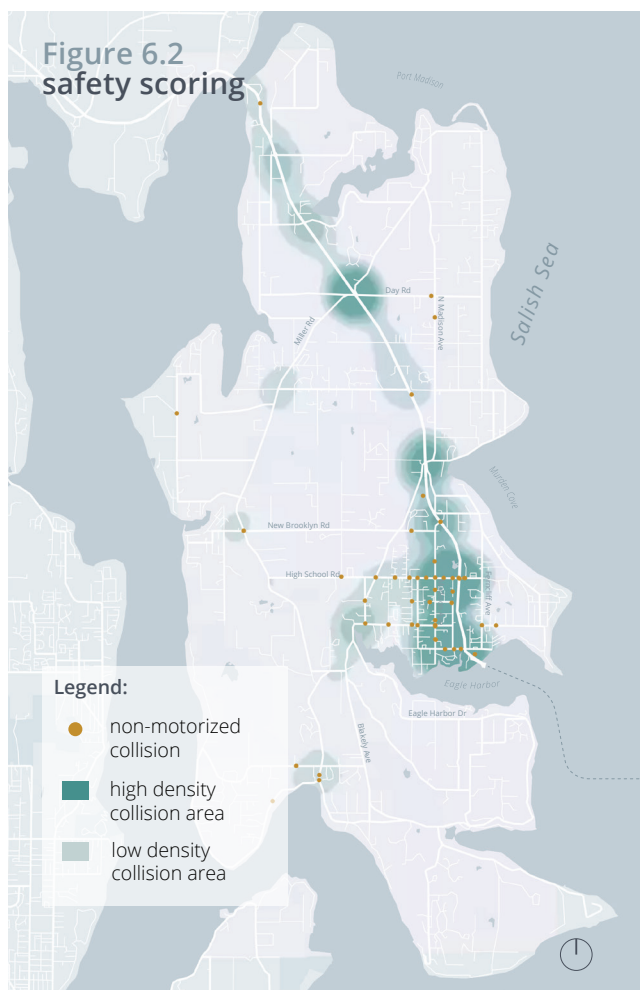


Figure 6.2 shows the location of high and low density collision areas as well as the location of collisions involving bicyclists and pedestrians (2019-2024). This data indicates that most traffic collisions on the Island occur in close proximity to Winslow and the SR305 corridor. Projects that are located in high density collision areas (dark teal on map) receive 10 points.

Variables + Scoring

Level of Traffic Stress (.1)

LTS scores based on road speed and proposed facility type were calculated for each project. LTS describes the user experience of a facility and assesses the perceived safety of a facility. Full LTS tables and descriptions are included in Chapter 5.

-5 points	LTS 3 or higher
5 points	LTS 2
10 points	LTS 1

High Speed Roads (.1)

Higher traffic speeds increase the likelihood of serious injury for both motorists and non-motorists. The City should prioritize projects that improve safety conditions on high speeds roads.

0 points	low speed road
5 points	high speed road

Accident History (.05)

Previous collision history is an indicator of high traffic volumes and/or sub-optimal road design (sight distance, lane markings, etc.) that may contribute to traffic collisions. Investments should be made in areas with known safety deficits.

0 points	no collision history
5 points	low density collision area
10 points	high density collision area

Climate + Sustainability *20% of Score* 🌍

Reducing vehicle miles traveled through the increased adoption of sustainable transportation options is a critical piece of the City's climate action strategy. Proposed projects will be evaluated for the inclusion of incentivization or encouragement strategies that reduce reliance on single occupancy vehicles. In addition, projects will be evaluated for their greenhouse gas emission reduction capacity by measuring how many residents live within a half mile of the project location.

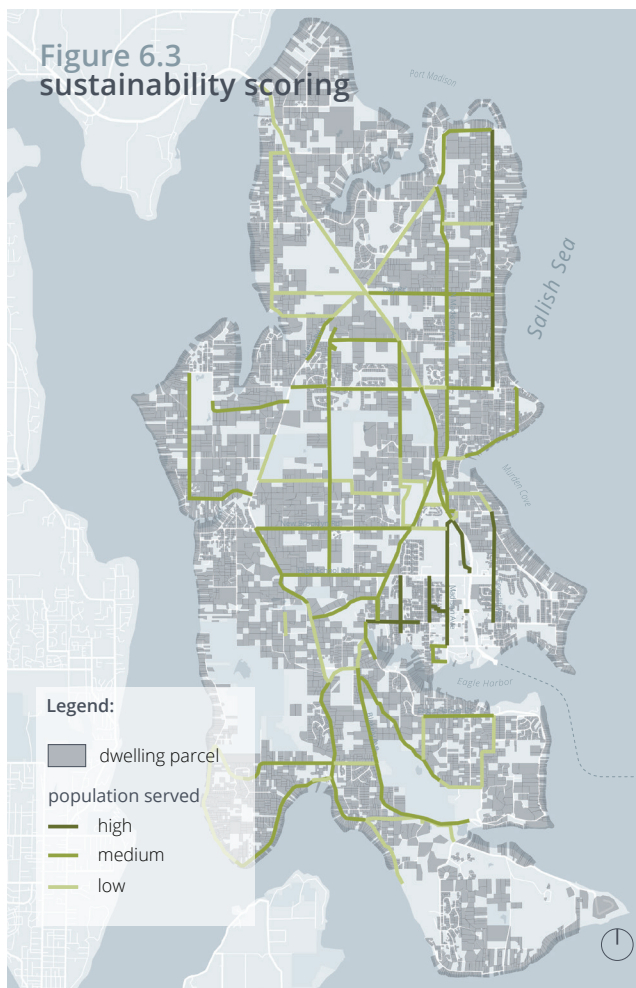


Figure 6.3 indicates how large of a population each project serves. Projects shown in dark green on the map receive the most points for GHG emissions reductions potential.

Variables + Scoring

Behavior Change (.1)

Projects are evaluated for their capacity to encourage mode shift. Projects that provide incentives and increase the availability of sustainable transportation options will be prioritized over projects that do not encourage behavior change.

0 points no mode shift incentives or increase in the availability of sustainable transportation options

5 points increases availability of options but does not provide incentives

10 points increases availability of options and provides incentives

Greenhouse Gas Emissions Reduction Potential (.1)

To approximate a project's capacity to reduce GHG emissions, staff performed a population density analysis. This analysis involved counting the number of parcels with dwelling units within a one-half mile radius of each project then multiplying that number by the average Bainbridge Island household size to produce a population estimate.

-5 points low population served
<1000

5 points medium population served
<1800

10 points high population served
>1800

Equity 15% of Score

To assess the equity impact of each proposed project and program, this methodology uses a social vulnerability index (SVI). This index compiles a variety of demographic variables including race, income, age, disability, education, and housing characteristics. These variables are measured and ranked for each census block group on Bainbridge Island and combined to create a composite social vulnerability score for each block group. This method allows staff to understand where more vulnerable residents are located and where transportation projects may have the biggest social impact.

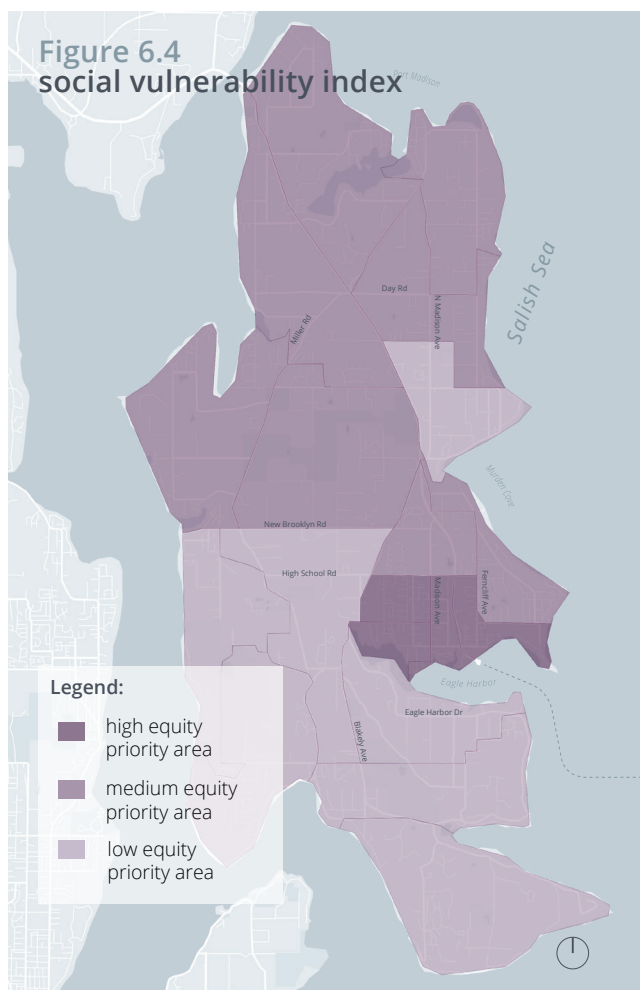


Figure 6.4 shows the social vulnerability of each census block group on Bainbridge Island. This analysis combines several tract level demographic variables with parcel-level housing variables to create a nuanced understanding of vulnerability on the Island. Projects in high equity priority areas (dark purple on map) receive 10 points.

Variables + Scoring

To create the social vulnerability index, each census block group on Bainbridge Island was ranked on the following variables:

- % Population below poverty
- % Population unemployed
- Median household income
- % Population 65 or older living alone
- % Population with a disability
- % Population single parents
- % Population speaks English less than well
- % Population under 16 years
- % Population no college degree
- % Households rent burdened
- % Households no vehicle
- % Households no internet
- % Households crowded
- % Households mobile home

These rankings were added to create a composite SVI score for each block group. Projects are scored based on if they are in a high, medium, or low equity priority area. If a project spans across multiple equity priority areas, it is scored based on the highest priority area.

Social Vulnerability Index (.15)

- 5 points low equity priority area
- 5 points medium equity priority area
- 10 points high equity priority area

Fine Tuning Variables

In addition to the prioritization scoring variables, the project prioritization methodology includes a set of fine-tuning variables. These variables were developed to provide additional flexibility in project prioritization. These variables allow staff to “normalize” results based on known existing and future conditions that may not be fully captured by the variables included in the prioritization scoring. These variables do not contribute to the overall score of each project, however, they can influence a project’s overall priority level.

Funding Availability

Projects with known funding availability, including grant funding, may be prioritized over projects that do not have an identified funding source. Especially costly transportation projects may be prioritized less due to the opportunity cost associated with the project. Projects that are likely to be competitive for state and federal grants may be prioritized more.

Community Feedback

Projects with high levels of community support may be prioritized over projects that lack broad community support. Community support is determined through feedback sessions held with members of the public and key partners.

Connecting Centers

Projects that are included in the connecting centers scenario are not included in prioritization scoring. All connecting centers projects will be prioritized for near-term implementation in alignment with Council direction. In 2022 City Council adopted the Connecting Centers Scenario and directed staff to pursue its implementation.

Methodology Workflow

The methodology’s variables and their associated weighting were informed by adopted City goals and feedback received from key partners and stakeholders. The project list was created using existing proposed projects included in the Island-Wide Transportation Plan and the Sustainable Transportation Plan. Where project areas overlapped between these two plans, the design proposed in the more recently adopted Sustainable Transportation Plan was favored. The draft prioritized project list was shared with key partners and members of the public and was further refined based on feedback received from those engagement processes.

Each project on the proposed project list was run through the prioritization methodology and a score was assigned to each project. Project scores were visualized in a histogram chart to analyze the distribution of scores. High, medium, and low-priority categories were created based on this distribution, and projects were sorted into these prioritization categories based on their score.

The results of the prioritization were analyzed by staff and key partners and the fine-tuning variables were used to shift projects into a higher or lower prioritization category where appropriate.

6.2 Project + Program List

The proposed projects and programs shown in the tables on pages 70-73. Projects and programs are listed in priority order and categorized by project type. Figure 6.5 shows a map of proposed projects and their priority level.

Figure 6.5
project prioritization

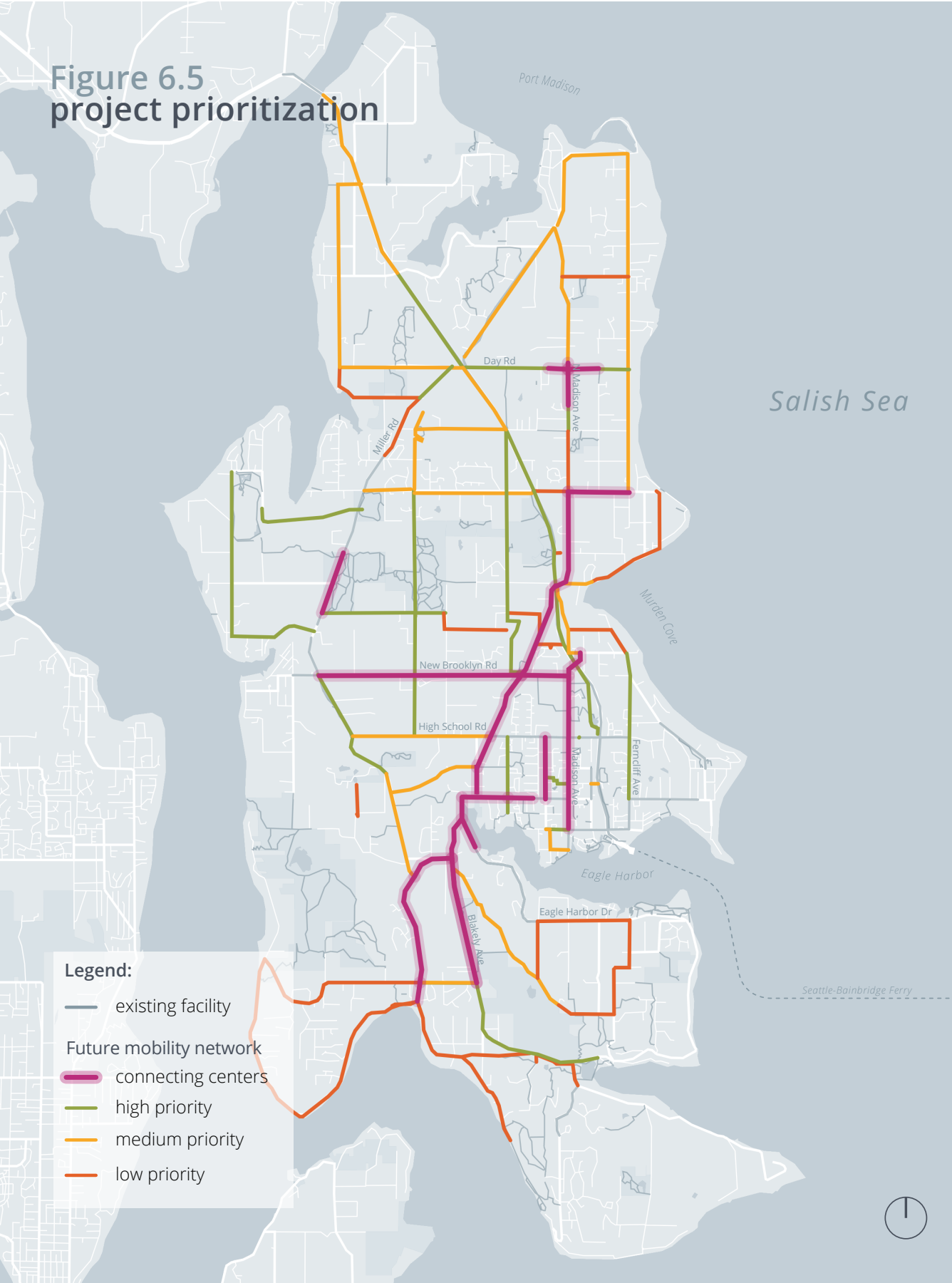


Table 6.1
connecting centers projects

	Connecting Centers Projects			
Project Name	Project Extents	Project Description	Resulting LTS	
Pt. White Drive	Pleasant Beach to Crystal Springs	Traffic calming	3 or 4	traffic calming
Manitou Beach	Loop to Falk	Traffic Calming, advisory shoulders/greenway	3 or 4	
Miller	Tolo to Grand Forest	Traffic calming islands and crossing enhancements @ Forest to Sky Trail	3 or 4	
Winslow Way	Grow to Wood	sidewalks, intersection improvements	1	sidewalks
Bucklin Hill Road	Eagle Harbor to Blakely	separated bike lanes both sides	1	separated bike lanes
Eagle Harbor Phase 1	Adams to Finch	separated bike lanes both sides	3	
Finch Rd	Wyatt to Sportsman	separated bike lanes both sides	1	
Lynwood Center Rd	Pt White to Fletcher	separated bike lanes both sides	2	
N. Madison Ave	305 to Valley	separated bike lane	2	
New Brooklyn Rd	Fletcher to Sportsman	separated bike lanes both sides	1	
Sportsman Club Rd	New Brooklyn to 305	Vertically separated bike lanes, 6'-wide northbound and both sides north of Sakai	1	
Wyatt Way	Finch to Weaver	separated bike lanes both sides	1	
Valley Rd	Madison to Sunrise	Vertically separated bike lanes, 6'-wide both sides	1	
Bucklin Hill Road - Hyla Path	Fletcher to Blakely	vertically separated side paths	1	separated paths
New Brooklyn Rd	Sportsman to Madison	Widen existing side path for bi-directional travel	1	
Sportsman Club Rd	Finch to High School	Widen exist. side path for bi-directional travel; intersection improvements	1	
Sportsman Club Rd	High School to New Brooklyn	Widen existing side path for bi-directional travel; southbound visual separation	2	

Table 6.2
high priority projects

High Priority Projects				
Project Name	Project Extents	Project Description	Resulting LTS	
Ferncliff	Wing Pt. to Yaquina	traffic calming	3 or 4	traffic calming
Shepard Way Greenway	Grow to Weaver	greenway	1	
Weaver	High School to Shepard	greenway	3 or 4	
Winslow Way	Grow to Madison	greenway	1	
Battle Pt.	Miller to B.P. Park	Traffic calming on stretch adjacent to B.P. Park	3 or 4	
Arrow Point Dr	BP Park to Miller	traffic calming	3 or 4	
Bus Stop Improvements	Island wide	bus stop improvements including shelters and other amenities	n/a	mobility
Ferry Terminal Mobility Hub	Ferry Terminal	see mobility hub description pg. 41	n/a	
Island-wide/Winslow Shuttle	tbd	electric shuttle providing evening/weekend transit service in Winslow and/or Island-wide	n/a	
			n/a	crossing improvement
High School Rd Crossing	High School Rd	midblock crossing on High School Rd between Madison Ave and SR305	n/a	
Baker Hill Rd	Lynwood to Blakely	complete sidewalk gap between Lynwood Rd and Blakely Elementary	1	sidewalks
Wyatt Way	Weaver to Finch	sidewalks	1	
Fletcher	Isl. Ctr.Rd. to New Brook.	8' wide vertically separated path southbound	1	separated bike lanes
Blakely Ave	Baker Hill Rd to Blakely Harbor	8'wide vertically separated path northbound	2	
Day	SR305 to Sunrise Dr	8'-wide vertically separated path eastbound, traffic calming east from Madison	2	
Madison	Winther Rd to Day Rd	8'wide vertically separated path northbound; traffic calming	2	
Miller	Bergman Rd to SR305	6'wide vertically separated bike lanes both sides	2	
STO - Day to Hidden Cove	Day Rd to Hidden Cove Rd	10' separated paved trail	1	separated paths
STO - High School to Madison	High School Rd to Madison Ave	10' separated paved trail	1	
STO - Koura to Lovegreen	Koura Rd to Lovegreen Rd	10' separated paved trail	1	
STO - Madison to Sportsman	Madison Ave to Sportsman Club Rd	10' separated paved trail	1	
STO - Sportsman to Koura	Sportsman Club Rd to Koura Rd	10' separated paved trail	1	
Wyatt Wy Sidepath	Weaver to Ashbury Ct	Infill sidepath north side; Weaver intersection improvements	1	
Knechtel Trail Connector	Knechtel to Fir Acres	new trail connection	1	trails
Mandus Olson Trail	Koura to Bergman	off-road path connecting Koura to Bergman via Yukio Ln and Minnie Rose Lane	1	
Wardwell	Wardwell to Lovgreen	8' off-road gravel path	1	
Wardwell	New Brooklyn to Wardwell	8' off-road gravel path	1	

Table 6.3
mid priority projects

Medium Priority Projects				
Project Name	Project Extents	Project Description	Resulting LTS	
Blakely	Bucklin to School zone	traffic calming	3 or 4	traffic calming/ greenways
Day	Manzanita to Miller	Traffic calming	3 or 4	
Day	school zone	traffic calming	3 or 4	
Koura	Miller to Mandus	Traffic calming	3 or 4	
Lovegreen	305 to new trail	greenway	3 or 4	
Manzanita	Day to Pt. Madison	Traffic calming; greenway	3 or 4	
Old Mill Rd	Blakely to Island Wood Trail	Traffic calming; greenway	3 or 4	
Sunrise	Valley to Lafayette	Traffic calming; gravel shoulder enhancement	3 or 4	
Yaquina	Madison to Ferncliff	Traffic calming	3 or 4	
Coppertop Mobility Hub	Coppertop/Sportsman Club Mobility Hub	see mobility hub description pg. 41	n/a	mobility
Day Rd Park and Ride Improvement	Day Rd and SR305	EV charging stations, bike racks, etc	n/a	
E-vehicle share/subsidy	island wide	EV/e-bike	n/a	
Safe Routes Program	island wide	safe routes program for children and seniors	n/a	
Koura Rd	Valley Rd to Koura Rd	SR305 crossing	3 or 4	crossing improvement
Knechtel Trail Connector	Vineyard Ln to Knechtel Trail	grade separated crossing over SR305	1	
Winslow Way	Grow to Wood	sidewalks, intersection improvements	1	sidewalks
Wood Ave	Parfitt to Winslow Way	sidewalks	1	
Lafayette Rd	Sunrise to Phelps	paved shoulders 2 sides	3 or 4	shoulders/ bike lanes
Moran Rd	Yaquina to Madison	improved shoulder northbound side	3 or 4	
N Madison Ave	Day to Phelps	paved shoulders 2 sides	3 or 4	
Phelps Rd	Day to Madison	paved shoulders 2 sides	3 or 4	
Baker Hill Rd	Lynwood to Blakely	8'-wide vertically separated path eastbound	1	separated bike lanes
Blakely	Baker to Bucklin	8'-wide vertically separated path southbound	3 or 4	
Day Rd	Miller to SR305	separated bike lanes	3 or 4	
High School	Fletcher to Sportsman	Visual separation of existing facilities both sides	2	
Fletcher	Lynwood to Isl. Ctr. Rd.	8'wide vertically separated path southbound	1	
Manitou	305 to Loop	eastbound separated side path	1	separated paths
STO - Hidden Cove to Port Madison	Hidden Cove to Port Madison	10' separated paved trail	1	
STO - Lovegreen to Day	Lovegreen to Day	10' separated paved trail	1	
STO - Pt. Madison to Agate Pass	Port Madison to Agate Pass Bridge	10' separated paved trail	1	

Table 6.4
low priority projects

Low Priority Projects				
Project Name	Project Extents	Project Description	Resulting LTS	
Koura	Mandus to 305	Traffic calming	3 or 4	traffic calming/ greenways
Lofgren Rd	Yaquina to Moran	Traffic calming	3 or 4	
Madison	Valley to Winther	Traffic calming	3 or 4	
Old Mill Rd	Briar Rose Ln to Taylor Ave	greenway	3 or 4	
Pl. Beach	Oddfellows to Ft. Ward Park	greenway; traffic calming	3 or 4	
Pl. Beach	Oddfellows to Pt. White	Traffic calming; advisory shoulder striping	3 or 4	
Torvanger	Sunrise to Madison	greenway	3 or 4	
Valley	madison to 305	gravel shoulder	3 or 4	
Lynwood Center Mobility Hub	Lynwood Center Neighborhood Center	see mobility hub description pg. 41	n/a	mobility
Pt. White Dr	Lynwood Center Rd to Schel Chelb Park	sidewalks	1	sidewalks
Eagle Harbor Dr	McDonald to Pritchard Park	paved shoulders both sides	3 or 4	shoulders/ bike lanes
Madison Ave	SR305 to Yaquina	paved shoulders both sides	3 or 4	
McDonald Rd	Eagle Harbor to Old Mill	paved shoulders both sides	3 or 4	
Miller Rd	Peterson Hill to Day	paved shoulders both sides	3 or 4	
Oddfellows Rd	Pleasant Beach to Blakely	paved shoulders both sides	3 or 4	
Taylor Ave	Eagle Harbor to Old Mill	paved shoulders both sides	3 or 4	
Grand Forest Connector	Miller to Sands Ave	new trail connection	1	trails
Middle Schools	STO to Sportsman club to Bucsit	trail	1	
Gravel shoulder program	Island-wide	new program to expand the availability of gravel shoulders	n/a	programs
Sound to Olympics - Planning South	n/a	planning for Sound to Olympics Trail - south of Koura Rd	n/a	
Sound to Olympics Grant Match	n/a	Grant match for current and future grants supporting the development of the STO	n/a	
Sound to Olympics/305 Advocacy	n/a	advocacy at regional, state, and federal levels for future funding	n/a	
STO Planning - North	n/a	planning for Sound to Olympics Trail - north of Koura Rd	n/a	
Transportation Committee	n/a	create new sustainable transportation committee to assist with implementation	n/a	

6.3 Funding

The City of Bainbridge Island uses a variety of funding resources for the design, right-of-way procurement, and construction of transportation facilities. Local funds, developer fees, and County, State, and Federal grant programs all contribute to the development of the Island's mobility network. The City routinely prepares and adopts a biennial budget, financial capacity analysis, and a Capital Improvement Plan (CIP). These documents provide a multi-year outlook that allows the City to make decisions about the pace of project implementation.

This chapter describes the funding sources and financing strategies that the City will use to support the implementation of the projects and programs included in the Island-Wide Mobility Plan. In accordance with Washington State GMA requirements, this chapter will also describe the City's funding capabilities, the 20-year mobility improvement plans, and a reassessment strategy.

Current Funding Sources

The City of Bainbridge Island uses different revenue sources for transportation capital projects and operations. Bainbridge Island's transportation funds come from eight main sources outlined below.

- **Grants** are a competitive revenue source where projects must meet certain criteria. Federal, state, and regional agencies release grants to help fund transportation projects. This revenue source is highly dependent on the grant opportunities available each year and the City's capacity to respond to grant funding opportunities. The City competes with other jurisdictions to receive each grant, based on need, service population, project potential, project deliverability, and expected impact/value. Historically, there are significantly more grant opportunities (and funding available) in even years than odd years. Currently, the City receives an average of \$1.4M annually in grant funding for transportation projects.
- **Traffic Impact Fees (TIF)** are authorized as a revenue source by the Washington State Growth Management Act. These fees are levied on new development as a method to pay for the increased demand that development puts on infrastructure. Accordingly, TIF revenue is dependent on development activity. TIF funds can only be spent on transportation capital projects that add capacity to the system. Maintenance, operations, safety, and other types of investments cannot be funded by TIF funds. Currently, the City collects approximately \$100K annually in traffic impact fees.
- **Transportation Benefit District (TBD)** is a mechanism that local agencies can use to raise funds for transportation capital, maintenance, or operations projects. TBD funding can be drawn from different types of taxes or fees, but sales taxes and vehicle license (car tab) fees are the most common. Bainbridge Island has a \$40 car tab fee that was established in 2012. \$10 of this car tab fee is currently reserved for sustainable transportation projects and programs. Currently, the City receives approximately \$800K annually in TBD funding.
- **Real Estate Excise Tax (REET)** is an optional tax collected on the sale of qualifying real estate sales. REET is dependent on the amount of real estate sales and tends to fluctuate from year to year. Since this revenue is derived from a percentage of the sale price, an increase or decrease in property values has a direct impact on it. Currently, the City receives approximately \$2.2M annually from REET funds.

- **Commercial Parking Tax** is levied on commercial parking businesses within the city. The tax amounts to 30% of the gross proceeds of the business. In practical terms, this amounts to a tax on vehicles parking for ferry access. Commercial parking tax revenues can be used to fund all types of transportation projects. Currently, the City collects approximately \$600K annually in commercial parking taxes.
- **Motor Vehicle Fuel Tax** is a tax collected at the state level and distributed to jurisdictions. The funds allocated to Bainbridge Island are generally used for maintenance and operational expenses of the transportation systems on the Island. Currently, the City receives approximately \$450K annually in motor vehicle fuel tax payments.
- **Right of Way (ROW) Permits** are required when right of way is being utilized. The revenue generated by collecting the permits is generally used to fund operational expenses of the transportation system. Currently, the City collects approximately \$32K annually in ROW permits.
- **Multimodal Funds** are collected at the state level. These funds are derived from the Motor Vehicle Fuel Tax and are distributed by WSDOT to jurisdictions via a formula. Multimodal funds must be directed towards multimodal projects. Currently, the City receives approximately \$33K annually in multimodal funds.

In addition to these funding sources, the City also uses operational revenue to fund street maintenance expenses, as well as to fund annual operational/programmatic needs such as pedestrian improvements and traffic calming. Between 2019 and 2024, the City's operational expenditures averaged about \$1.1 million annually. The total estimated revenues for transportation projects between 2024-2044 is shown in Table 6.5.

Transportation Funding Challenges

In recent years, the City of Bainbridge Island has been faced with structural challenges that have restricted the amount of revenues available for transportation, including a decreased ability to raise revenues from previously relied upon sources:

- **Commercial Parking Tax** revenue peaked in 2019 and declined in 2020 due to COVID-19 and the shift towards remote work. This revenue's sharp drop in 2020 and 2021 has not yet fully recovered and may take many years to return to 2019 levels.
- **Motor Vehicle Fuel Tax** revenues will continue to decrease as vehicle fuel efficiency improves, and electric vehicle adoption increases.

Transportation Funding Trends

Bainbridge Island has a relatively robust mix of transportation funding sources compared to other cities, which will help it balance economic cycles that can impact some funding sources. However, as noted earlier, funding sources that rely on fuel taxes will invariably decline in value as the fuel tax loses relevance in the face of vehicle electrification. This is most clear for the motor vehicle fuel tax and multimodal funds, which are drawn directly from state gas taxes. However, many grants are also funded by fuel taxes. Unless the legislature and federal government enact a replacement for the gas tax, these sources are at risk and the City should be prepared to evaluate replacement funding sources, if necessary.

20-year Forecast

If the City were to continue business as usual with current funding sources, and assuming no long-term increases or decreases, the estimated amount of transportation revenue that would be generated over the

Table 6.5
total estimated available funds 2024-2044

Revenue (20-year period)	
Transportation Benefit Fund (TBF) – Operational Revenue	\$16,000,000
Commercial Parking Tax	\$13,200,000
Motor Vehicle Fuel Tax	\$6,010,000
ROW Permits	\$650,000
Multimodal Funds	\$660,000
Real Estate Excise Tax (REET)	\$30,000,000
Grants	\$28,220,000
Traffic Impact Fees (TIF)	\$3,000,000
Total Revenues	\$97.75 million
Expenditures (20-year period)	
Operational Expenditures	\$22 million
Capital Project List Total Cost	\$75.75 million
Total Expenditures	\$97.75 million

Table 6.5 provides forecasted transportation revenues and expenditures. Forecasted values are shown in 2024-dollar terms which allows for the potential that costs and revenue inflation track together. This tends to be true for revenue sources like sales tax and REET but is not true for fixed fees like car tabs or fixed per-gallon fuel taxes. Forecasted revenues are subject to change based on a variety of factors including, but not limited to inflation and changing regulatory landscapes.

next twenty years is estimated to be \$97.75 million in 2024-dollar terms. However, this estimate may be an overly-optimistic funding prediction if the City does not raise TBD funds periodically to match inflation and if the systemic issues with the gas tax are not addressed. Assuming a consistent level of funding in operations and capital expenditures, the City is forecasted to spend \$22 million on operations and maintenance expenses and approximately \$75 million on capital projects and improvements over the

next 20 years (cost estimates in 2024-dollar terms). The full 20-year forecasted revenues and expenditures is shown in Table 6.5.

The City will pull from the overarching IWMP prioritized project list to implement capital improvements. As funding availability changes, the City will continue to prioritize the most important projects that maximize the ability to leverage external funding while balancing the IWMP goals.

Potential Future Funding Sources

Although the City may fall a bit shy of the full cost for operations and capital projects, it is reasonable for the City to identify additional funding sources to close the funding gap. Additional funds can be generated through grants, state funding, state road usage charge, or other new sources documented in this section.

This section describes potential approaches the City could take to generate additional revenues for its transportation program. These new fund sources could be used to support construction of capital projects and programs identified in the IWMP.

Transportation Benefit District Fund

The City's Transportation Benefit District (TBD) is a special fund that is limited in use for transportation projects. The TBD fund can fund a variety of transportation improvements including road maintenance, transit services, and transportation demand management programming. The City's TBD fund is currently supported by the City's \$40 car tab fee. Currently, this fee generates approximately \$800,000 annually.

The City can increase TBD funding through the following:

- **0.1% Local Sales Tax** : \$800,000/year in revenue
- **0.2% local sales tax**: \$1.6M/year, requires voter approval
- **\$10 car tab fee increase**: \$200K/year, subject to referendum

Property Tax Levy Lid Lift

Cities can levy either a single-year or multiyear levy lid lift, temporary or permanent, to increase property taxes in taxing districts without banked capacity beyond the 1% limit.

With a permanent, single-year lid lift, cities can increase general property taxes beyond the 1% limit in the first year, and then that amount is used to calculate all future 1% levy limitations. The measure never expires, and the levy lid never reverts. Single-year lid lifts may be submitted to voters at any special, primary, or general election. With a permanent, multiyear lid lift, cities can increase general property taxes beyond the 1% limit (up to a limit factor specified in the ballot measure), for six consecutive years up to a rate equal to or less than the statutory maximum, which is \$2.25 per \$1,000 of assessed value. After the required six years, the total levy can increase by up to 1% annually. Multiyear lid lifts must be submitted at the primary or general election.

With a temporary, single-year lid lift, cities can increase general property taxes beyond the 1% limit in a single year. Following the initial lid lift "bump," property tax rates increase at the 1% limit for the number of years specified in the lid lift ballot measure. Once the lid lift expires, the property tax rates revert to what they would have been without the lid lift. Temporary, multiyear lid operate similarly and allow cities to increase general property taxes beyond the 1% limit for up to six consecutive years. Once the lid lift expires, the property tax rates revert to what they would have been without the lid lift.

As with all property tax revenue, revenue generated from a property tax levy lid lift can pay for operational or capital expenditures. Several cities have successfully passed single-year levy lid lifts (both temporary and permanent) for transportation improvements since 2011, including Bellevue, Bothell, Kirkland, Seattle, and Snoqualmie.

Utility Taxes

Cities can impose a business and occupation tax on most utilities that operate within the city boundaries. For many utilities, the City Council can pass a tax of up to 6% without a vote of the public. A higher tax requires a public vote for electricity, natural gas, or telephones (cell phones and land lines can be taxed, but not internet connections). There are no restrictions on how utility tax revenues can be spent.

Tax Increment Financing and Local Improvement Districts

Cities can impose a special property tax to finance the capital costs of transportation improvements that benefit properties within a city-defined benefit area. Sometimes this strategy is used to improve roads to a business district, or add sidewalks across an entire community, for example. For tax increment financing, the increase in property tax is excluded from the typical property tax increase limits and is calculated separately from standard property tax levies. Tax increment financing does not require a vote but has specific public hearing and notification requirements.

Local Improvement Districts are similar to tax increment financing but are allowed under a different and older state statute. Local Improvement Districts require a vote of affected property owners. Both tax increment financing and local improvement districts require detailed studies to calculate the cost of the improvements, and an estimated value of the revenues expected to be raised by the new property taxes. These programs can be more complex to establish and maintain compared to other revenue sources. The property tax ends when there are no additional capital project costs or when the districts sunset clause is reached. Often,

these funding mechanisms are used to pay back bonds over time, although the revenue stream can be used directly as well.

6.4 Partnerships + Regional Coordination

In addition to clearly prioritizing projects and identifying funding sources to support project implementation, the creation and maintenance of local and regional partnerships is critical to effectively implementing this plan. Generating widespread local and regional support for projects accelerates project implementation and increases the likelihood of project success.

Local Partnerships

In 2023 the City worked with City Thread, a national, non-profit organization, to develop an Accelerated Mobility Playbook (Playbook) that outlined strategies the City could take to advance the implementation of the Sustainable Transportation Plan. Many of the Playbook's recommended strategies highlight the importance of building local partnerships and creating support for projects from the ground up. The City maintains several existing local partnerships with key organizations such as the Bainbridge Island School District and Chamber of Commerce. Additionally, in the spirit of building widespread and consistent support for transportation projects, in late 2024 the City convened a coalition of multiple key local partners. This Sustainable Transportation Coalition represents a broad array of interests on the Island, including, but not limited to, seniors, parents, students, trail users, cyclists, pedestrians, and mobility experts. The purpose of this coalition is to provide a forum for providing feedback and building consensus on transportation projects.

Regional Coordination

The City is required by the Washington State Growth Management Act to coordinate planning efforts with adjacent jurisdictions. The City is committed to fulfilling and exceeding this requirement and frequently interfaces with regional agencies to proactively coordinate planning efforts on upcoming transportation projects. The City often communicates with WSDOT and Kitsap Transit to ensure consistency between regional planning efforts. Where practicable, the City and our regional partners aim to align overlapping projects to minimize construction impacts to the community.

Washington State Department of Transportation

The Washington State Department of Transportation (WSDOT) manages both SR305 and the Washington State Ferries (WSF) Bainbridge Island Ferry Terminal. As these two facilities are the only access points to Bainbridge Island, coordination and communication with WSDOT and WSF are critical for maintaining a operational mobility network on the Island.

SR305

SR305 is the only primary arterial on Bainbridge Island and offers the only two entrance points where vehicles from other jurisdictions connect to Bainbridge Island. Accordingly, SR305 is a critical piece of the Island's transportation network. SR305 is managed by WSDOT and WSDOT defines the LOS standard for SR305. SR305 is also a "Highway of Statewide Significance," which means local LOS and transportation concurrency standards do not apply to the facility.

SR305 is distinct from other City-owned and

operated roadways on Bainbridge Island. Operational challenges unique to SR305 are described below:

- **Multi-Agency Coordination** WSDOT is the lead agency and has primary decision-making and financial responsibility for improvements to the highway.
- **Multiple User Groups** SR305 is used for both local and regional trips, especially by vehicles traveling to and from the ferry terminal. WSF controls the ferry schedules and therefore influences the traffic patterns on SR305.
- **Substandard Level of Service** A substantial portion of the seven-mile length of the highway on the Island experiences a substandard level of service. Improvements to the level of service would require several large projects along the length of the highway.

In 2017, Kitsap County, Kitsap Transit, Suquamish Tribe, City of Bainbridge Island, City of Poulsbo, and WSDOT partnered on a Needs and Opportunities Study to identify transportation issues and ideas along the corridor. The study was conducted to assess constraints on the corridor and identify a prioritized list of strategies to improve mobility and safety. The study connected with partner agencies as well as the community throughout the timeline of the study using both in person and online engagement tools. As a key corridor on the Island, the City plans to continue working with WSDOT to make improvements to the corridor that align with the vision of the IWMP and improve mobility and safety.

Kitsap Transit

As the primary provider of transit service on Bainbridge Island, Kitsap Transit plays an important role in providing sustainable transportation alternatives to Bainbridge

Island residents and visitors. The City's Comprehensive Plan development process takes into consideration future transit and mobility services as proposed in Kitsap Transit's Long Range Transportation Plan.

6.5 Maintenance

After building transportation facilities, the City must dedicate time and resources to their upkeep to ensure they remain safe and functional. Proper maintenance preserves the infrastructure's utility, prevents deterioration, enhances safety, and optimizes the use of City resources. As off-road, non-motorized transportation facilities expand, the City must prioritize their maintenance to uphold safety and comfort for users.

Maintenance Challenges

The City's mobility network faces several maintenance challenges that City staff work to address. These issues require consistent and routine attention to manage effectively. Key maintenance challenges include:

- **Vegetation Growth** Overgrown vegetation requires the trimming of foliage to improve roadway safety and sight distances.
- **Pavement Damage** As roadways age, the pavement surface and underlayment can be damaged by traffic, heavy vehicles, weather, and water seepage if not properly maintained. Poor pavement conditions can affect the safety of the road for all road users.
- **Gravel Road Grading** The surface of gravel roadways can deteriorate quickly, producing potholes in the roads and creating unsafe and uncomfortable conditions for road users. These roads need regular regrading to maintain the surface.
- **Roadway and Shoulder Sweeping** Regular

sweeping of roadways is necessary to provide a clean, smooth surface for travel. Bicyclists are particularly concerned about gravel, dirt, and debris accumulating on shoulder areas.

- **Stormwater** Maintaining good roadway stormwater drainage is important to protect roadway conditions and to prevent flooding hazards.
- **Roadway erosion** Prevention of roadway erosion on shoreline and steep slope areas is important to avoid significant roadway damage. Repair of these severely eroded roadways is costly and may require special permits and mitigation efforts to maintain consistency with shoreline management goals and objectives.



Maintenance Programs

The City has several maintenance programs aimed at preserving the functionality and safety of the Island's mobility network. These programs prevent major infrastructure failures that could necessitate extensive and costly reconstruction.

- **Street Sweeping Program** Street sweepers remove debris and litter to prevent them from entering stormwater collection systems or roadside ditches. This process protects stormwater runoff from roadway pollutants and ensures a safe surface for vehicles and bicyclists.
- **Vegetation Management Program** Roadway vegetation is mowed to maintain roadway clearance and ensure clear sightlines for drivers, bicyclists, and pedestrians.
- **Roadway Ditches and Shoulders:** These elements are regularly maintained, cleaned, and reshaped to function as designed and support the roadway system effectively.
- **Road Preservation Program:** Bainbridge

Island conducts an annual program to preserve, maintain, and repair roadway infrastructure. Streets are assessed for reconstruction, overlay, seal coat, or patching. For roads not requiring full reconstruction, the City can repair damaged sections with asphalt patches, apply a chip seal, or overlay new asphalt on existing pavement.

- **Gravel Grading Program:** Each year, the City regrades and fills the surfaces of a select number of gravel roads to ensure their usability.
- **Trail and Pathway Maintenance Program** Maintenance activities include brush cutting and trail surface restoration to uphold the quality of the City's network of separated pathways and trails

Spot Improvements

The City frequently responds to requests from residents to improve travel conditions on the Island. These requests range from filling pot holes to adding stop signs to creating off-road paths for pedestrians and bicyclists.

The City responds to these requests through the Traffic Operations Committee which is comprised of staff representatives from the Public Works, Executive, and Police departments. At present, this group meets on an ad-hoc basis to discuss requests for spot improvements and assess whether the City has capacity to address them.

Recent spot improvements that the City has made in response to community requests include:

- **Sportsman Club Rd trail and fence improvements**
- **New crosswalk at Winslow Way and Bjune**
- **Valley Rd shoulder improvements**
- **New stop signs in Seabold neighborhood**



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appendix a :

IWMP Change Log

The following change log tracks changes made to the Island-Wide Transportation Plan (IWTP) and the Sustainable Transportation Plan (STP) through the course of the development of the Island Wide Mobility Plan. The following tables indicate where changes or modifications were made to each plan and where the information can be found in the Island Wide Mobility Plan.

Where information included in the IWTP and the STP conflicted with each other, the IWMP favors the STP as it is the more recently adopted plan. City Council have directed staff to implement the Connecting Centers Scenario of the STP which is reflected in the content and project/program list included in the IWMP.

Island Wide Transportation Plan

	IWTP content	where to find in IWMP	description of change
IWTP Ch. 1	Island Context Map	Chapter 1 Introduction	updated maps to have consistent style
	Planning History	Chapter 1 Introduction	updated to include STP planning process
IWTP Ch. 2	Community Character	Chapter 2 Goals + Objectives	renamed to Community Vision
	Neighborhoods	Chapter 2 Goals + Objectives	included in Connectivity goal
	Environment	Chapter 2 Goals + Objectives	renamed to Natural Systems
	Balancing Community Needs	n/a	section not included in IWMP
	Level of Service	Chapter 5 Operations + Mobility	adopts new multimodal level of service standards
	Non-Motorized LOS Standard	Chapter 5 Operations + Mobility	adopts level of traffic stress based LOS standard for bike facilities
IWTP Ch. 3	Existing Traffic Conditions	Chapter 3 Existing Conditions	updated with more recent traffic data
	Existing LOS	Chapter 3 Existing Conditions	updated with more recent traffic data
	Land Use Forecast	n/a	not included in IWMP; refer to Comp Plan
	Future Traffic Conditions	Chapter 5 Operations + Mobility	updated to match new LOS standards
	Mobility Issues	Chapter 3 Existing Conditions	information included in connectivity gaps assessment
IWTP Ch. 4	SR305 LOS	Chapter 3 Existing Conditions Chapter 5 Operations + Mobility	updated with more recent traffic data
	SR305 Recommendations	Chapter 6 Implementation	modified to include information about coordination with WSDOT
IWTP Ch. 5	Collision History	Chapter 3 Existing Conditions	updated to include more recent data
	Safety Programs	Chapter 3 Existing Conditions Chapter 4 Multimodal Vision	updated to include traffic calming and safe routes to school programming
	Maintenance	Chapter 6 Implementation	no changes made

Island Wide Transportation Plan (cont.)

	IWTP content	where to find in IWMP	description of change
IWTP Ch. 6	System Inventory	Chapter 3 Existing Conditions	updated inventory for all modes
	Non-Motorized Use	n/a	not included in IWMP
	Connectivity Barriers	Chapter 3 Existing Conditions Chapter 4 Multimodal Vision	updated connectivity gap analysis; identification of barriers
	Non-Motorized Network	Chapter 4 Multimodal Vision Chapter 6 Implementation	updated to include Connecting Centers approach; updated project lists
	Facility Types	Chapter 4 Multimodal Vision	updated and simplified facility typology and design guidelines
	Levels of Service	Chapter 5 Operations + Mobility	adopts level of traffic stress based LOS standard for bike facilities
	Non-Motorized Improvement Plan	Chapter 6 Implementation	updated project lists to include STP projects; updated maps
	Design Considerations	Chapter 4 Multimodal Vision	updated to align with goals and new LOS standards
IWTP Ch. 7	Education, Encouragement and Enforcement	Chapter 4 Multimodal Vision Chapter 6 Implementation	updated to include STP programs
	Washington State Ferry Operations	n/a	not included in IWMP
	Kitsap Transit Bus and Other Services	Chapter 3 Existing Conditions Chapter 4 Multimodal Vision	existing routes updated, improvements updated to match Kitsap Transit Long Range Transportation Plan
	Multimodal - Transportation Demand Management	Chapter 4 Multimodal Vision Chapter 6 Implementation	updated to match STP programs
IWTP Ch. 8	Regional Coordination	Chapter 6 Implementation	no significant changes
	Funding Capabilities	Chapter 6 Implementation	20-year revenue forecast updated
	Funding Needs	Chapter 6 Implementation	20-year expenditure forecast updated
	Proposed Sources of Funding	Chapter 6 Implementation	updated to include more detailed information

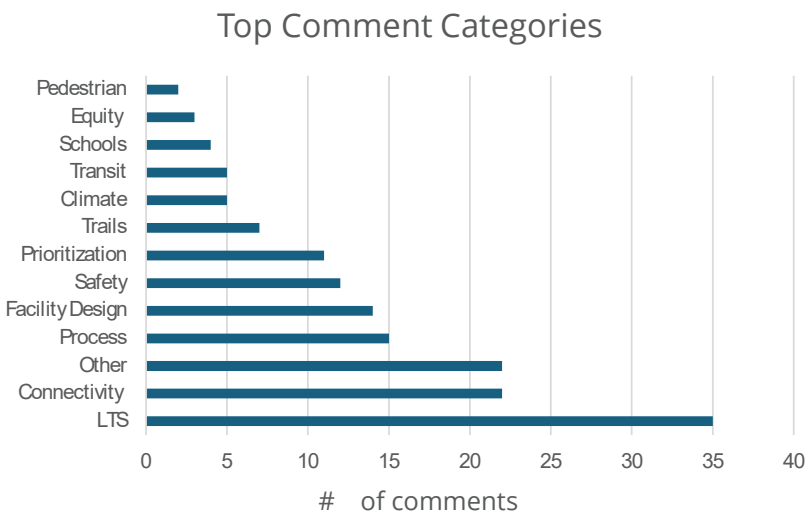
Sustainable Transportation Plan

	STP content	where to find in IWMP	description of change
STP Vision + Goals	Who developed this plan?	Chapter 1 Introduction	updated to reflect IWMP process
	Transportation Assets	Chapter 3 Existing Conditions	section expanded to include inventory of existing facilities
	Transportation Gaps	Chapter 3 Existing Conditions	section expanded to include connectivity and safety analyses
	Sustainable Transportation Goals	Chapter 2 Goals + Objectives	renamed goals, eliminated funding goal from goal framework
	Walking and Rolling Network	Chapter 4 Multimodal Vision	updated map, see Figure 4.2
	Sound to Olympics Trail	Chapter 4 Multimodal Vision	updated to include current status
	Transit and Shared Mobility Network	Chapter 4 Multimodal Vision	updated mobility hub locations to match connecting centers project list
STP Scenarios	Scenario 1: Status Quo	n/a	not included in IWMP
	Scenario 2: Connecting Centers	Chapter 4 Multimodal Vision Chapter 6 Implementation	no changes made to projects
	Scenario 3: Island Wide Stretch	Chapter 6	select projects included in IWMP project list
	Programs and Policies	Chapter 4 Multimodal Vision Chapter 6 Implementation	updated to reflect implemented policy changes

appendix b : Engagement Summary

The City collected community feedback on the draft of the Island-Wide Mobility Plan in Spring 2025. An in-person engagement event was hosted on March 24, 2025 at City Hall; approximately 30 residents attended this meeting. In addition to the in-person engagement opportunity, the City opened an online feedback form. This online comment period was open for three weeks and received approximately 75 comments. Residents and community partners were also encouraged to reach out to City staff directly with any questions, or feedback they had regarding the IWMP. In total, the City logged 159 comments from members of the public.

An analysis of these engagements is provided below as well as a list of frequently asked questions. The following pages catalog the comments received and indicate the City’s response to each comment.



IWMP FAQs

Based on the feedback and questions received from community partners and residents, staff compiled a list of frequently asked questions. These questions respond to the questions and comments received and aim to provide additional clarity and direct readers to the chapters in the IWMP where additional information on the topic can be found.

What does level of traffic stress account for?

Level of traffic stress (LTS) describes the user experience of a particular bicycle facility. It considers roadway features such as speed, slopes, sight distances, and number of driveways as well as how much separation is provided by the bicycle facility. See Chapter 5 for more information.

How does LTS account for intersections?

The current LTS measurement does not account for stress at intersections. However, the IWMP has been revised to include design guidelines and best practices for creating safe intersections for non-motorized users. For more information, refer to Chapter 4 of the IWMP.

What is a neighborhood greenway ?

A neighborhood greenway refers to a low-volume/ low-speed road that has design features that prioritize non-motorized users. One way in which a road can be converted to a neighborhood greenway is through the implementation of traffic calming features such as chicanes and traffic circles.

How is access to schools prioritized in this plan?

Projects that are ½ mile or closer to a school score higher than projects that are further than ½ mile from a school. Additionally, the plan provides for a Safe Routes to School (SRTS) program. More information can be found in Chapter 6.

Why are the Connecting Centers projects prioritized over others in this plan?

The Island-Wide Mobility Plan is a combination of previous planning efforts. The transportation planning priorities that City Council most recently adopted were included in the Connecting Centers scenario of the Sustainable Transportation Plan. When compiling projects to be included in the IWMP, staff prioritized the connecting centers projects in order to align with Council direction.

How does the plan address spot improvements?

Spot improvements are typically addressed on an ad-hoc basis. The City has existing and ongoing transportation maintenance programs that address these shorter term projects, such as shoulder improvements and vegetation management. More information about the City's maintenance programs and how it addresses requests for spot improvements can be found in Chapter 6.

How were projects selected?

Projects were compiled from the existing Sustainable Transportation Plan (STP) and the Island-wide Transportation Plan (IWTP). Projects that have been completed were eliminated. Where projects were duplicated between the two existing plans, the facility type proposed in the STP was given preference.

How can the City speed up implementation of this plan?

The capacity of the City to implement capital projects is dependent on funding availability, staff resources, and community support. Partnerships, especially those with local and regional organizations, can help to increase the speed of implementation by sharing resources and accruing a broad base of community support for the project. Several recommendations on how to accelerate implementation are provided in the City Thread Report in Appendix I.

Comment ID		Comment Summary	Comment Type	Response
Public Works COBI	01	Fig. 3.3: How were connectivity gaps identified?	Connectivity	Additional details added to section 3.1 of the IWMP.
	02	Ch. 4: Clarify that proposed network represents an ideal outcome that is balanced against funding availability, property availability, and design feasibility.	Process	Clarification made in Chapter 4 of the IWMP.
In-Person Engagement March 2025	03	Intersection design and level of stress should be more of a focus (multiple)	LTS	Added intersection design guidance to Chapter 4 of the IWMP.
	04	Topography should be considered in LTS measurements	LTS	Current LTS measurement does account for vertical and horizontal sight distance.
	05	School access is important, how is this incorporated into plan?	Schools	Included in prioritization methodology. See Chapter 6 of the IWMP.
	06	LTS varies along project extents - creates challenges	LTS	Noted.
	07	How is the City planning for pedestrian mobility (multiple)	Pedestrian	Information about pedestrian level of service included in Chapter 5 of the IWMP.
	08	Clarify typology of greenways	Facility Design	Noted. Typology clarified in Chapter 4 of the IWMP.
	09	How does the plan address spot projects and improvements	Process	Information included in Maintenance section of Chapter 6 of the IWMP.
	10	Network should be cohesive and target specific users (multiple)	Connectivity	Noted.
	11	Consider increasing capacity by adding lanes	Other	Noted.
	12	Gaps in shoulder network should be improved	Connectivity	Network gaps and connectivity is addressed in prioritization methodology.
	13	IWMP prioritizes commuters	Equity	Noted.
	14	Inadequate funding can result in patchwork of projects and facilities	Connectivity	Noted.
	15	How do trails fit into the LTS map?	Trails	Trails are considered off-road facilities and would be categorized as LTS 1 (eg. STO).
	16	Consider equity for people who use mobility devices (wheelchairs, walkers, etc)	Equity	Additional accessibility language added to Equity goal in Chapter 2 of the IWMP.

Comment ID	Comment Summary	Comment Type	Response
In-Person Engagement March 2025	17 Proposed BRT routes and Island Circulators should be mapped to understand transit priorities and access	Transit	Added to Figure 4.5 in Chapter 4 of the IWMP.
	18 What options does the City have to encourage easements for non-motorized infrastructure and connections?	Connectivity	Exploring options could be included in scope of IWMP project "Off-Road Easement Strategy"
	19 Connecting Centers projects should be visually distinguished in maps to indicate high priority	Other	Changes made to Figure 4.3 in Chapter 4 of the IWMP.
	20 Consider setting LTS minimums for corridors to avoid varying LTS across projects on the same corridor	LTS	Added intersection design guidance to Chapter 4 of the IWMP.
	21 Intersections should include traffic calming and spot improvements	Safety	Noted.
	22 Henderson Rd has poor road surface, suggest alternate route Komedal to Ralston	Other	Noted.
	23 Grow Ave traffic calming is inadequate, preference for sidewalks	Pedestrian	Noted.
	24 Add additional traffic calming on Miller Rd	Safety	Noted.
	25 Separated bike lanes feel dangerous in certain contexts	Safety	Noted.
	26 How does the City identify/meet the needs of "recreational" cyclists vs. "transportation" cyclists?	Equity	No distinction is made in the IWMP between recreational and commute cyclists.
	27 How can the City spend funds more efficiently to speed up implementation?	Process	Refer to City Thread Accelerated Mobility Playbook. See Appendix I.
Bainbridge Island Parks and Trails Foundation	28 Supports the continued development of the Connecting Centers Projects connecting Winslow to Lynwood Center, Island Center, and Rolling Bay	Connectivity	Noted.
	29 Emphasize the development of the Sound to Olympics Trail, southern segments from Sakai Park to Koura should be high priority	Trails	Adjusted prioritization of STO segments between Sakai Park and Koura Rd to reflect community feedback.
	30 Develop Safe Routes to Schools trails within half-mile of schools	Schools	Included in scope of Safe Routes to School project included in the IWMP.
	31 Improve roadside connections and crossings to improve safety for trail users. Especially Lost Valley and Kojima trail connection on Fletcher Bay Rd and Day Rd between Farmland Trails	Connectivity	Noted.

Comment ID	Comment Summary	Comment Type	Response
Bainbridge Island Parks and Trails Foundation	32 Consider bike and pedestrian use from Farmland Trail to Day Rd between 305 and Sunrise	Connectivity	Noted.
	33 Consider Wallace trail connector instead of Knechtel	Other	Noted.
	34 Remove Bucsit trail connection from STO to Sportsman trail connection project	Other	Separated into separate projects.
	35 Wardwell to Lovgreen should be medium priority	Prioritization	Noted.
	36 consider sidewalk only at south end of Baker Hill Rd from Blakely Heights	Facility Design	Noted.
	37 Have all 305 crossings been approved by WSDOT? Are they feasible?	Process	Projects are in conceptual phase and have not been reviewed by partner agencies.
	38 Lovgreen to Farmland trail, important for trail access	Connectivity	Noted.
	39 New Brooklyn, Fletcher to Sportsman important student connection from schools to Strawberry Hill Park	Schools	Project priority has been adjusted to respond to multiple public comments.
	40 Consider sidepath from Old Mill Trail to Blakely for students	Schools	Project segment currently calls for a separated bike path, design has not been finalized.
	41 Sands/Sakai connector should be low priority	Prioritization	Prioritization adjusted.
	42 Valley Rd sidepath from Madison to Sunrise should be high priority, lots of community interest	Prioritization	This project is included in the Connecting Centers scenario and is considered highest priority.
	43 Eagle Harbor: consider focusing on shoulder just east of McDonald, blind hill and very dangerous for peds/ cyclists	Facility Design	Noted.
	44 STO Port Madison to Agate Pass should be prioritized higher, connection to N. Kitsap for commuters	Prioritization	Noted.
	45 Consider safety improvements at intersection of Sportsman and Finch "y" intersection	Safety	Section added in Chapter 6 to address safety and spot improvement projects.
	46 Consider improving sidepath in ROW from Grand Forest to New Brooklyn on Mandus Olson	Other	Noted.
	47 Consider adding sidepath on Koura between Fieldstone and Miller for parks and trails access	Connectivity	Noted.
	48 How does greenway typology different from trails	Facility Design	Project typology has been clarified, see Chapter 4 of the IWMP.

Comment ID	Comment Summary	Comment Type	Response
Bainbridge Greenways	49 New bike infrastructure should be LTS1 to address needs of children	LTS	Noted.
	50 STO to Sportsman Club Road should be high priority, LTS 1	LTS	Project priority has been adjusted to respond to multiple public comments.
	51 High School Rd from 305 to Finch, LTS 1	LTS	Noted.
	52 Lynwood Center to Eagle Harbor Dr via bucklin, LTS 1	LTS	Noted.
	53 Wardwell route from New Brooklyn on west edge of Sakai and Woodward heading north to Lovgreen and 305, LTS 1	LTS	Noted.
	54 Grow Ave between High School Rd and Winslow Wy, LTS 1	LTS	LTS map has been adjusted. Note that no project is currently proposed for this location.
	55 Baker Hill Rd from Lynwood Center Rd to Blakely, LTS 1	LTS	Noted.
	56 Sportsman Club Rd from Wyatt and Finch, New Brooklyn crossing to SR 305, LTS 1	LTS	Project priority has been adjusted to respond to multiple public comments.
	57 Day Rd from SR 305 to Sunrise, LTS 1	LTS	Noted.
	58 High School Rd from Finch to Strawberry Hill Park, LTS 1	LTS	LTS has been adjusted to LTS 2 respond to multiple public comments.
	59 Lost Valley Trail, 8-10 ft bikeable surface	Facility Design	Noted.
	60 Valley Rd between Sunrise and N. Madison Ave, LTS 1	LTS	Noted.
	61 Fletcher Bay Rd between Bucklin and Lost Valley Trail, LTS 1	LTS	Noted.
	62 Wyatt Wy from Finch to Weaver, LTS 1	LTS	Noted.
	63 Eagle Harbor Dr Ph. 1, LTS 1	LTS	Noted.
Resident	64 Concerns about proposed Bucsit Lane trail, poor road conditions and unstable shoulders, private road	Trails	Project priority has been adjusted to respond to multiple public comments.
Resident	65 Concerns about proposed Sands/Sakai Connector. Environmental concerns regarding wetland in the area and beaver habitat. Property concerns regarding private road on Bucsit.	Trails	Project priority has been adjusted to respond to multiple public comments. Project included in IWMP as a legacy project from the IWTP.

Comment ID	Comment Summary	Comment Type	Response
Resident	66 What are the overall GHG emissions; how much transportation related GHG reduction do we expect by 2035? 2045?	Climate	Transportation related emissions totaled 78,723 MTCO ₂ e in 2021. For a detailed analysis on GHG reduction potential refer to Appendix J.
	67 do equity and all-ages ability goals conflict with GHG emission goal? Since all-ages and abilities facilities are likely costlier to construct meaning fewer facilities being built per year.	Climate	All ages and abilities infrastructure is shown to be effective at lowering VMT by providing facilities that the greatest number of people feel comfortable and encouraged to use.
	68 Connectivity is essential to reducing VMT because it is essential to safety. What is the relationship, in the plan, between connectivity, access, and safety?	Connectivity	Noted.
	69 There are safety gaps in every arterial and collector on the Island. What percentage of the existing network is unconnected?	Connectivity	The percentage of disconnected network was not calculated. See Figure 3.3 for a visualization of connectivity gaps.
	70 Where can we learn more about the GHG reduction analysis of the connecting centers scenario? How does this compare to the Island-Wide Stretch scenario?	Climate	Refer to Appendix J of the IWMP.
	71 What are the assumptions about the rate of growth in Island Center and Rolling Bay? How does this compare to the soon-to-be updated land use element in the Comp Plan?	Process	Expected future growth of neighborhood centers not addressed in the IWMP. Refer to the Comprehensive Plan.
	72 How much will the STO cost? What are the VMT impacts of the STO compared to other projects?	Climate	Total cost of the STO including construction and design is not calculated. Project level VMT reductions have not been calculated due to unavailability of precise measurement tools.
	73 What is the average cost per mile of the treatments listed in Table 5.2? How much would be saved by reducing speed limits to achieve LTS goals versus constructing separated bike lanes?	LTS	Cost/mile of treatment types was not calculated. Costs are highly variable based on a number of factors outside of facility design.
	74 What are the benefits of "access" as described in the prioritization methodology? How does it relate to connectivity?	Connectivity	See response to comment 67.
	75 Who were the key partners and stakeholders involved in the project prioritization process? How were they chosen?	Process	Input was provided by the Sustainable Transportation Coalition and the Climate Change Advisory Committee.
	76 Why are projects in the Connecting Centers scenario of the STP prioritized over others? Why is the Council bound to the STP, which was not even part of the comp plan?	Process	The STP is the current direction provided to staff by City Council and therefore was identified as highest priority.

Comment ID	Comment Summary	Comment Type	Response
Resident (cont.)	77 How will the City address the Agate Pass Bridge as it continues to plan for the STO?	Trails	The City currently and will continue to collaborate with WSDOT as it develops the STO.
	78 Will Lost Valley Trail be accessible to bikes, too?	Trails	Bikes will be allowed on Lost Valley Trail.
	79 Where will mobility hubs be located for transferring from bikes to buses, taxis, etc?	Connectivity	See Figure 4.6 in the IWMP.
	80 How will/does the City coordinate with Kitsap Transit?	Process	Refer to section 6.4 of the IWMP.
	81 Why is the City not considering a water taxi across Eagle Harbor?	Other	No new projects were considered in the development of the IWMP.
	82 Is Mandus Olson going to be available to bike?	Facility Design	Yes, bikes currently allowed on Mandus-Olson.
	83 To improve connectivity, any plans to gain more easements through private property (e.g. Lovgreen for STO, road next to Hyla School to get to Lynwood)	Connectivity	In scope of "Off-Road Easement Strategy" project proposed in the IWMP.
Online Engagement	84 COBI should be moving toward as many miles as possible of LTS below 4. It would be great to get to LTS 2 on most of our unavoidable well-traveled roads.	LTS	Noted.
	85 The difference between LTS1 and LTS2 is so large. One family and ability differences included the next only adults and just some adults at that! In order to foster a future that encourages a healthy and climate friendly future for the island, we need to help children and older adults especially!	LTS	Noted.
	86 I would prefer more miles of "less than perfect" bike routes. Not sure why Miller is labeled with LTS 4 - currently has 30mph limit with striped bike lane which per chart is LTS 3?	LTS	Noted.
	87 Please increase the speed of construction. These improvements are very important for allowing individuals to begin to experience the island by means beyond personal vehicle	Process	Noted.
	88 Miller Road-Fletcher Bay road needs a corridor plan so that all the segments are coherent and connected	Connectivity	Noted.

Comment ID		Comment Summary	Comment Type	Response
Online Engagement	89	I drive New Brooklyn daily at all times of the day and I rarely come across anyone on a bike. The plan for separated bike lanes seems excessively in favor of the handful of bicyclists who would use that. Not to mention the “citifying” effect this will have on our country roads. People do live in a rural community for a reason.	Other	Noted.
	90	Relying on sidewalks and shared trails for bikes is concerning. E-bikes are becoming more prevalent and pedestrian/bike interactions will happen at higher speed and be less safe than today.	Safety	Noted.
	91	Henderson Rd is a great choice for the bike mobility route, but you need to slow down the cars to make it safe for cyclists. During rush hour, cars routinely ignore the speed limit, frequently passing law abiding cars at high rates of speed. It is almost guaranteed that if you drive that road during rush hour and go the speed limit, someone will be on your bumper and fly around at the first opportunity, even if it's not a safe or legal one. Happens almost every day!	Safety	City Traffic Operations Committee has recently deployed traffic data collectors on Henderson Rd. In response to the traffic conditions experienced and measured in the Seabold neighborhood, new stop signs were installed at multiple intersections in Winter 2025. Additional improvements, including traffic calming, may be considered in the future.
	92	I don't support LTS because it focuses on perceived hazards as opposed to real hazards. Expensive separated bike paths are too expensive to build and maintain and limit the amount of non motorized improvements that can be done within the limited funding. Speed limits, along with enforcement, is an important part of safety for non motorized users. As is volume of traffic. More growth means more volume of traffic and diminished non motorized safety.	LTS	Noted.
	93	Even if this doesn't happen for another 20-40 years, I think magnetic rail or electric rail from ferry to Poulsbo with stops along the way makes sense. Any improvements along 305 should consider the potential of rail in the future. If we do eventually replace or modify the Agate pass bridge, keep rail in mind. This planning might change what we do and might save \$\$\$ in the long run.	Transit	Noted.

Comment ID	Comment Summary	Comment Type	Response
94	please just do more quickly. Again - I feel like proposals or aiming for "perfect" and so nothing gets done.	Process	Noted.
95	As you acknowledge, this project has been in the works since 2017 and has little to show for the thousands of hours of public employees time and labor. Please start projects. Please increase your speed of construction	Process	Noted.
96	You're making this too complicated. For all the fanfare around the sustainable transportation plan there's been very little non motorized improvements. The facilities recently built on Madison were part of a sewer project and not particularly well design. Experienced bike riders will be riding on the road instead of the lumpy narrow path.	Process	Noted.
97	Bucsit Lane (public and private sections) need to be widened and paved to accommodate pass through traffic, even if it is just on foot and bike, because it is already unsafe to do those things on our road. .	Safety	Noted.
98	Having a route that connects around from STO back to the ferry to give a protected loop for visitors would be a potential win.	Connectivity	Noted. The IWMP did not consider any new projects not included in previous planning efforts.
99	The safety category [of the prioritization methodology] should consider the collision rate, not just the # of collisions.	Safety	Noted.
100	[Projects should be prioritized based on] community feedback and relying on previously developed plans makes the most sense (ie core 40 and the newer sustainable transportation plan)	Prioritization	City staff have revised the prioritization of proposed projects based on community feedback received.
101	Your equity score is zero until you have any projects to show for the countless planning and outreach meetings	Other	Noted.
102	You've made this way too complicated. Equity? While you dither and pander to special interest groups simple widened shoulders are not being build. The CF on Eagle Harbor drive North of McDonald Street is a good example of pandering to one person and ending up with a really bad design.	Other	Noted.

Online Engagement

Comment ID		Comment Summary	Comment Type	Response
Online Engagement	103	No one is going to choose to ride on 305! If you prioritize the side roads, you'll get a lot more cyclists choosing to ride over driving. Riding on 305 is miserable!!	Other	Noted.
	104	I actually think completing Miller should be prioritized higher. The "middle" was done and then nothing else leaving a common biking corridor dangerous at either end. (But to Lynnwood should be highest priority now). otherwise this entire section is too busy and unrealistic given current pace of projects.	Prioritization	Prioritization of Miller Rd projects have been prioritized higher in response to comments received from members of the community.
	105	Install widened shoulders. It might mean less work for City staff but we'd all be safer.	Facility Design	Noted.
	106	In general I feel that the plan gives a lower priority to west-side residents.	Prioritization	Some projects on the west side have been assigned a higher priority level based on feedback received.
	107	Concerning connecting city centers, why no discussion about connecting Island Center to Winslow or Lynwood Center. Anyone biking or walking to/from Battle Point Park to these locations has to navigate very unsafe conditions. This is especially true from the Park to these locales using Battle Point or Arrow Point roads	Connectivity	Connecting centers projects were included in the Sustainable Transportation Plan scenario adopted by City Council in 2022. Some projects on the west side connecting to Island Center have been re-prioritized higher in response to community feedback.
	108	why is doing something about unsafe multi-modal use of Fletcher Bay Road and Lynwood Center Road south of High School Road almost to Lynwood Center such a low priority? The route connects city centers and is very unsafe currently. The lack of infrastructure here does not make sense. They are shown as connectivity gaps in Figure 3.3.	Safety	Refer to response provided to comment 106.
	109	funding to keep the pathways accessible (free of debris, branches, wet/slimy/slippy decaying leaves etc) needs to be factored in. You can't consider paths viable without the maintenance required to keep them in useable condition. Many times I see bicyclists forced to ride outside the paths our taxes paid for because its too hazardous to stay in them.	Other	Refer to section 6.5 of the IWMP.

Comment ID	Comment Summary	Comment Type	Response
Online Engagement	110 there are more transportation options than autos and bikes. Consider rail as an option along 305 corridor in our future at some point and plan ahead for best outcome. I am also a big fan of the expansion of dial a ride bus service on the island. It serves everyone and provides vital access.	Transit	Noted.
	111 Stop with the never ending public outreach. Administrations turn over while zero projects occur.	Process	Noted.
	112 Years go by without simple widened shoulders being installed where it could easily be done, like on Blakely Avenue. It's really kind of pathetic.	Process	Noted.
	113 Regarding sustainability, it's assumed the Sustainable Transportation Plan will reduce greenhouse gas emissions related to transportation. That should not be assumed. All projects should be subjected to an objective, non green washing, climate lens to evaluate their relative benefits.	Climate	Noted.
	114 Battle Point Park is a very highly used park, perhaps more than any other Island park, and almost everyone is forced to drive there. That makes Battle Point Drive unsafe for pedestrians and bikers along a very flat, straight, remote stretch of road (without shoulders or sidewalks) where almost no one adheres to the 25 mph speed limit. At night some use the road to drive VERY fast. A couple of years one of our neighbors, walking by the west entrance to the park was hit by a car and sent to the hospital with a head injury.	Safety	Projects around Battle Point Park have been re-assigned higher priority levels in response to community feedback.
	115 Bainbridge cannot maintain the roads it has; and will not adopt private roads that have continuous housing construction on them. Seems the city priorities are not geared to current conditions..... just always looking to spend money on new stuff. shame shame	Other	Noted.
	116 It would be great if an email address were provided so that a more thoughtful respond can be submitted.	Other	Point of contact for this project is Hannah Boettcher, hboettcher@bainbridgewa.gov. Contact information has been provided on the City website and the Engage Bainbridge page for this project.

Comment ID		Comment Summary	Comment Type	Response
Online Engagement	117	Generally like the idea of trying to prioritize lots of safe connections to STO separated trail	Connectivity	Noted.
Resident	118	Distinguish more clearly the difference between LTS 1 and 2	LTS	Noted.
	119	More specificity is needed in the design guidelines provided in table 4.2; increased separation for vertically separated bike lanes, emphasize the use of barriers for decreasing user stress	Facility Design	Design guidelines included in Chapter 4 of the IWMP have been updated to provide greater specificity.
	120	Avoid the creation of "island deserts" i.e. disconnected facilities that dump users out onto unsafe roads	Connectivity	Noted.



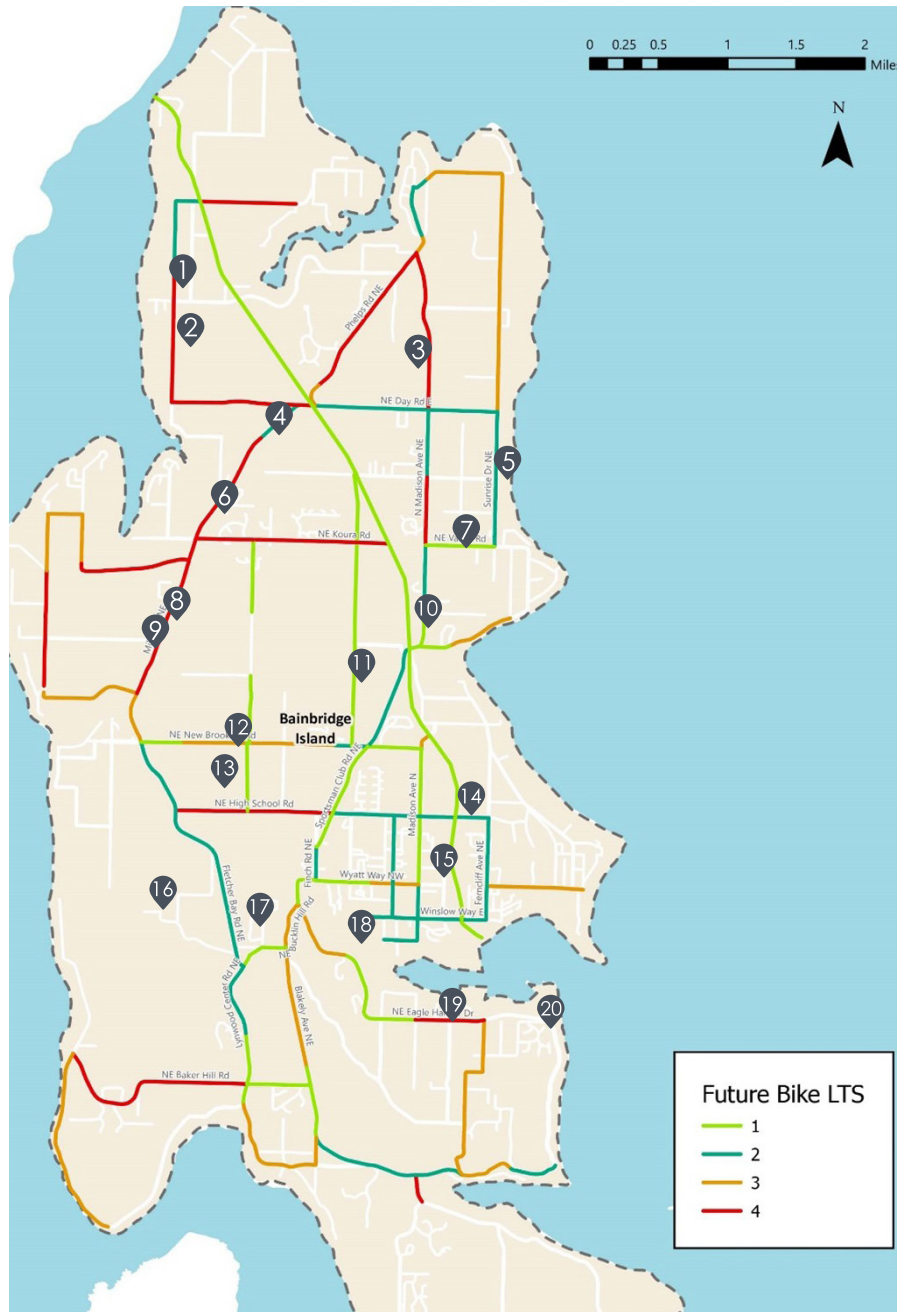
What do you think the minimum LTS should be?

ID#	Comment Summary	Response
1	Main route for cyclists	Noted.
2	Battle Point Drive needs widened shoulders for bikes and peds	Minimum LTS for Battle Point Dr. lowered to 3
3	LTS 2 or 3 - there are portions of Madison that have wide shoulders. Take advantage of the width and upgrade to more protected lanes	Minimum LTS on N Madison Ave between Torvanger and Day lowered to 3
4	Miller road is heavily traveled roadway partially served with widened shoulders. Widened shoulders for bikes and peds need to be extended to the intersection at Day Road and SR305.	Noted.
5	Sunrise drive is dangerous for bikes. Widened shoulders need to be installed on the most dangerous sections, which include close to Rolling Bay.	Noted.
6	Another important route for cyclists.	Noted.
7	Valley road needs widened shoulders for bikes and peds that retain the semi-rural feel of this stretch. City engineers should be deterred from over-designing road improvements on Valley that would impact its character.	Noted.
8	LTS 2-this area has a lot of pedestrian and bike activity on account of the access to the grand forest and the crossing from the grand forest to the trail going to battle point park.	Speed limit on Miller Rd makes LTS 2 difficult to achieve. Modified minimum LTS to 3.



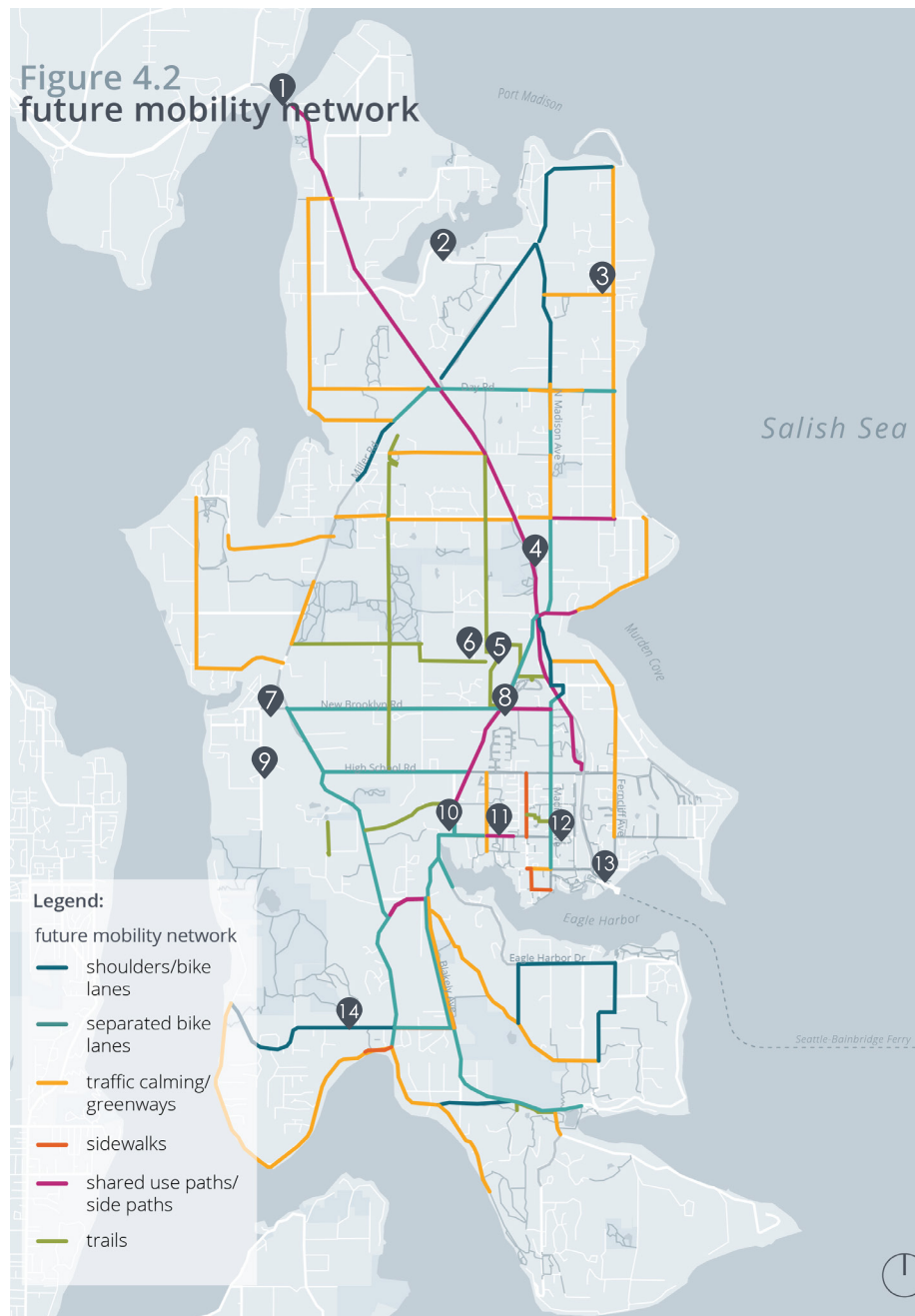
What do you think the minimum LTS should be?

ID#	Comment Summary	Response
9	Miller is a critical route for people outside of Winslow. And should be 3 or lower to encourage safe travel	LTS modified to LTS 3 on Miller
10	The Sound to Olympics Trail: It should not plow through the scenic buffer. Widened shoulders would be just fine.	Noted.
11	this is a private road that I have to maintain. Will city take over maintenance ?	Future LTS is based on proposed projects. Many projects are in conceptual phase and subject to modification.
12	Either New Brooklyn or HS Rd should have continuous LTS of 2 to make a comfortable east west route from island center	Noted. High School Rd upgraded to be LTS 2 between Miller and Sportsman Club Rd
13	Intersection of Finch and Madison: This is a difficult intersection for bikes going East and then turning left onto Finch. This needs to be corrected, possibly by making the intersection a 3-way stop.	Noted. Section on intersection design guidelines added to Chapter 4 of IWMP
14	The State is planning to build a roundabout at the HS road and SR305 intersection. COBI should be advocating for the project to include a non motorized passage under the new roundabout.	Noted. Section on intersection design guidelines added to Chapter 4 of IWMP
15	Currently a great street for bikes and peds. A possible connection with Hildebrand threatens to degrade non motorized LOS here.	Noted.
16	Lynwood Center Road needs widened shoulders for bikes and peds. This is a heavily used roadway with a low LOS for bikes.	Noted. Separated bike path planned on Lynwood Center Rd.



What do you think the minimum LTS should be?

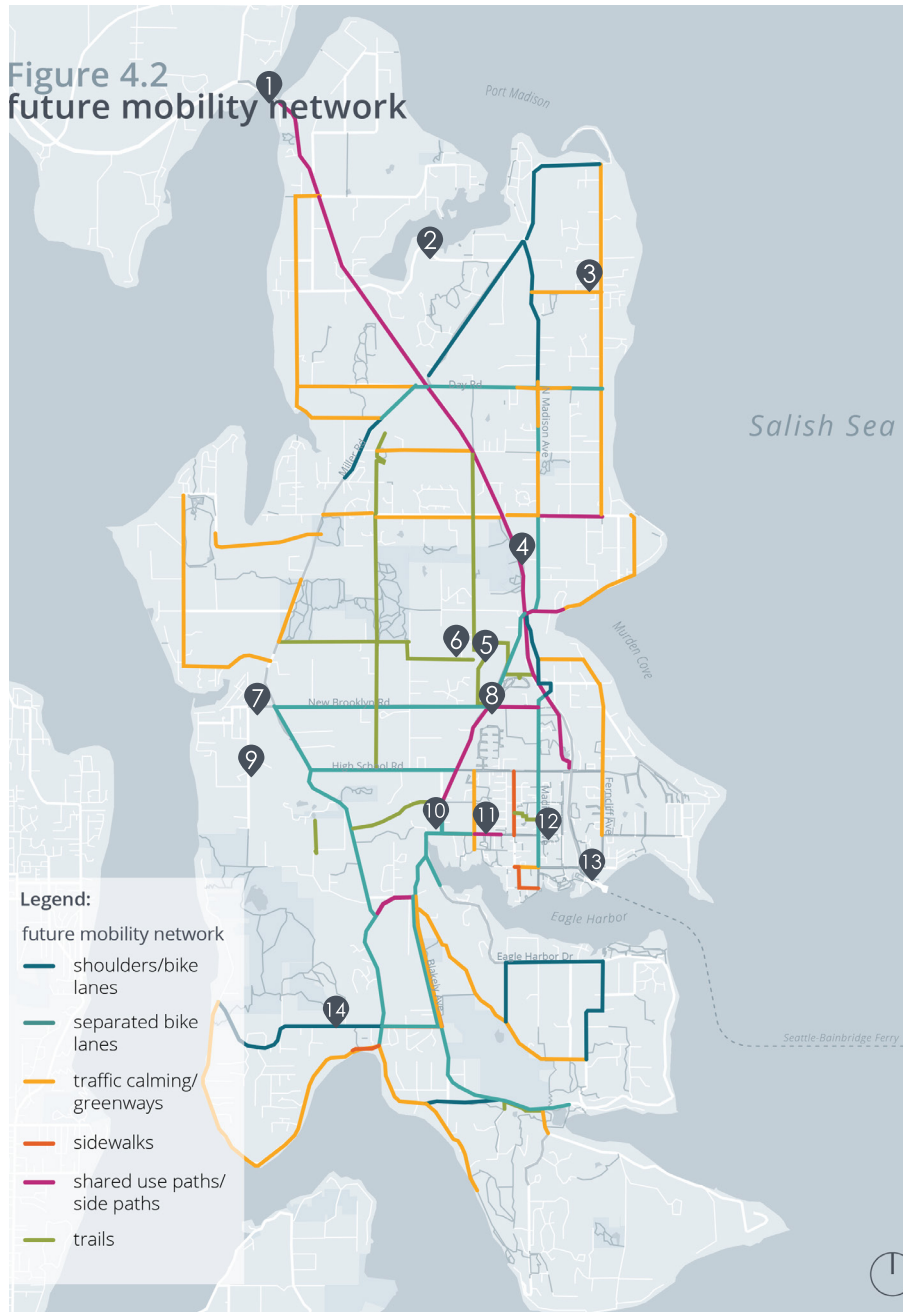
ID#	Comment Summary	Response
17	Blakely Avenue needs widened shoulders for bikes and pedestrians. The level of feasibility on this section of road for a widened shoulder is high.	Noted. Separated bike lane and traffic calming planned on this corridor.
18	The stretch of Eagle Harbor Drive by the Blue Light Garage needs to be expanded with a boardwalk on the West side of the road to minimize encroachment of the garage business.	Noted.
19	The Easterly stretch of Eagle Harbor is dangerous for non motorized users, which hills and NO wide shoulders. Feasibility for adding wide shoulders is challenging but should be explored. Traffic calming measures should be considered to reduce motor vehicle speeds, which would increase the LOS for non motorized users.	Modified LTS on this segment to LTS 3.
20	Places with blind hills and significant bike traffic deserve improvements. It often leads to close passes, delays and stress to inexperienced bikers	Vertical and horizontal sight distances accounted for in LTS methodology.



What should Bainbridge Island's future mobility network look like?

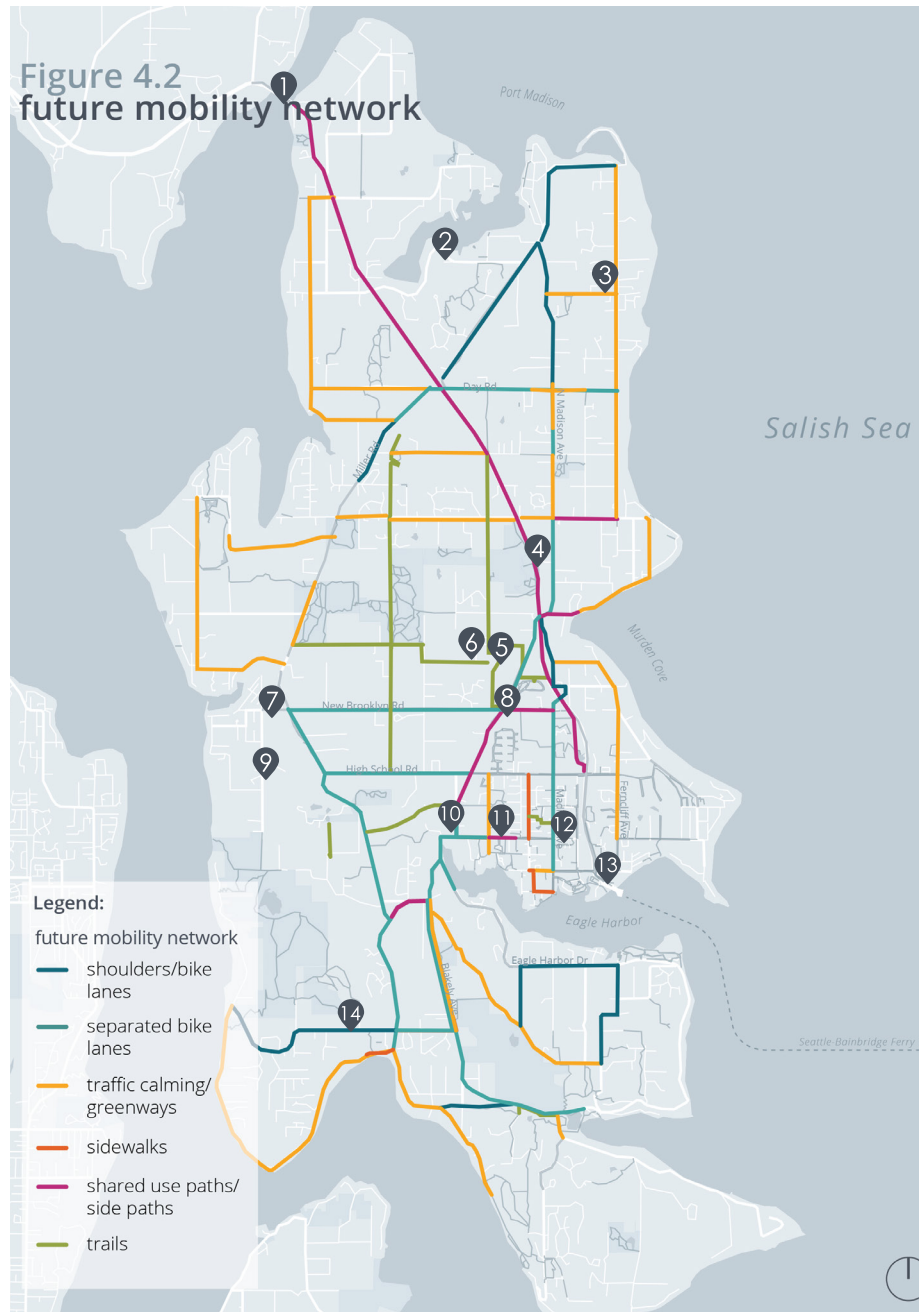
ID#	Comment Summary	Response
1	Connecting the dots for the future of light rail on Bainbridge Island.	Noted.
2	Consider bike lanes on Hidden Cove. It is a convenient east west cycling route for more confident riders, but could use some improvement to bring visibility to cyclists on the road-way	Noted. Added to LTS map.
3	[no comment made]	
4	I believe there would be value in thinking more long term. Imagine how much Seattle would have saved in finances and resources if they had kept passenger rail services from the past, or planned for "subway/ light rail" when city was first growing. One we should think about, plan for potential of this type of transport before we need to replace the Agate pass bridge. This type of alternative transportation would serve all ages, abilities, our environment and our budgets in the long run.	Noted.
5	I am concerned about the proposals for the trails converging on Bucsit Lane. When folks are walking/bike riding on the road, it is difficult to give them safe space as we drive around them. Our potholes are devastating and when you are forced to maneuver around people walking and biking, you have no choice but to drive into potholes or dangerously close to the end of the ditch which is unstable at certain points. I am all in favor of improved mobility on the island but	Project lowered in prioritization.

Figure 4.2
future mobility network



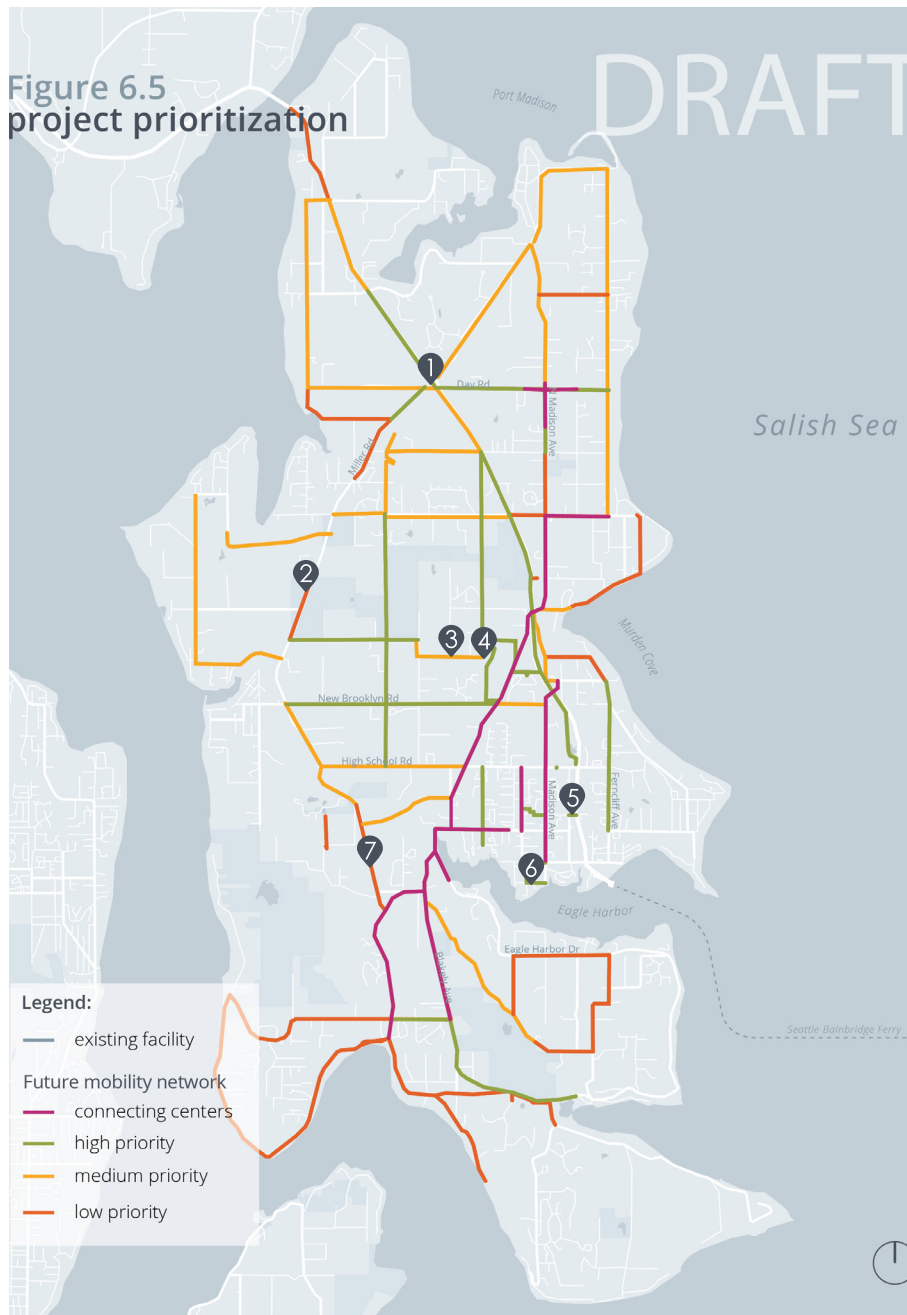
What should Bainbridge Island's future mobility network look like?

ID#	Comment Summary	Response
5	our road is not in a condition to take on so much additional foot and bike traffic if it became a through passage, vs the current dead end road.	
6	this is a huge swamp. How would a path go through this and who maintains it?	Project in conceptual phase, exact route tbd.
7	When the Springbrook fish passage and bridge is upgraded, consider an uphill bike lane on Fletcher Bay Rd to improve cyclist connectivity from the Fletcher Bay neighborhoods to the path proposed on New Brooklyn	Project in conceptual phase, exact project extents to be determined.
8	The intersection at Sportsman and New Brooklyn was poorly designed by bikes, forcing uphill riders traveling North to use the sidewalk to avoid cars coming up from behind.	Noted.
9	Consider adding Springridge as a potential greenway, particularly south of Hansen. This corridor serves as an important non auto connection from Lynwood to Island Center through Gazzam.	Noted.
10	No 2-way non motorized separated path coming up the hill West of the intersection of Finch and Madison Ave. No 2-way non motorized paths next to traffic. Really bad idea, especially on a hill.	Noted.
11	No 2-way paths on Madison, or anywhere next to a major road. It's dangerous and restricts options for turning onto side roads by making that maneuver non intuitive compared to driving a motor vehicle.	Noted.



What should Bainbridge Island's future mobility network look like?

ID#	Comment Summary	Response
12	The roundabout at Madison and Wyatt was poorly designed by bikes, forcing uphill riders to use the sidewalk to avoid cars coming up from behind.	Noted.
13	[no comment made]	
14	Provide and uphill climbing lane for cyclists on Baker Hill	bike lane proposed on Baker Hill, facility is not designed.

Figure 6.5
project prioritization

Do you agree with these project priorities?

ID#	Comment Summary	Response
1	The day road roundabout project needs to happen soon! This intersection is a mess	The Day Rd roundabout project is a WSDOT project.
2	This is a major park entrance and it should be high on priority lists to reflect the actual usage	Project priority modified to reflect community feedback.
3	this is a swamp	Noted.
4	this is my private road. NO changes please, I am here because I like privacy and NO ONE bothers me.	Project priority modified to reflect community feedback.
5	This crossing will be expensive and seems to serve relatively few people	Noted.
6	These are low volume streets that probably only score highly because of the math of the prioritization not actual usage or need	Project priority modified to reflect community feedback.
7	The prioritization over weights Winslow and the connecting centers projects. While I support the focus on connecting centers, the plan also needs to address other corridors that might be easy wins with routine striping or maintenance projects. Also, Fletcher bay road is important north south route on the west side of the island	Connecting Centers projects are intentionally prioritized at the highest level. Some projects on the west side of the Island have been re-prioritized in response to community feedback.

appendix c : STO Preferred Alignment

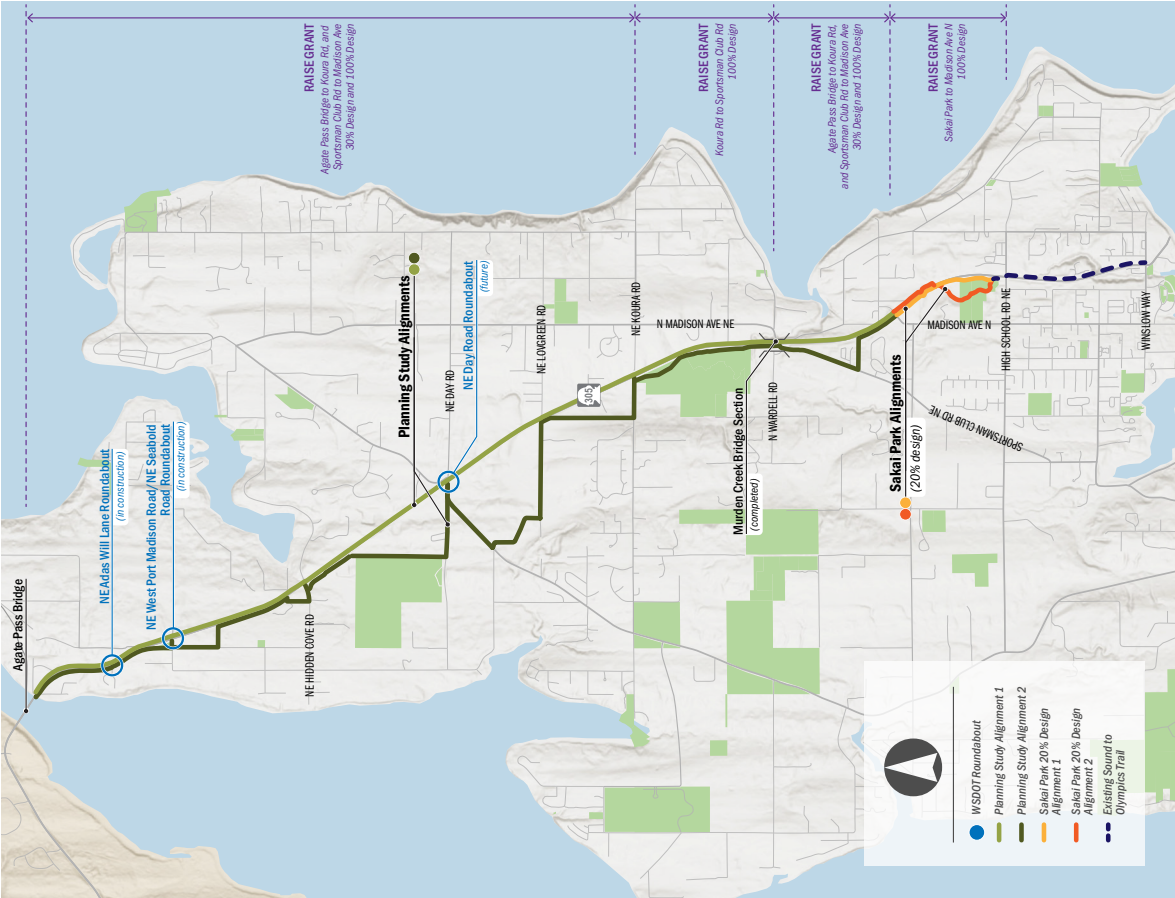
Sound to Olympics Trail Design and Planning Study Executive Summary

The Sound to Olympics Trail (STO) design and planning work was initiated in October of 2023 by the City of Bainbridge Island, the Bainbridge Island Metropolitan Parks and Recreation District, and the Bainbridge Island Parks and Trails Foundation, as a jointly-funded venture to define the trail corridor through public engagement and engineering analysis. The work supports the securing of necessary easements, the future delivery of the trail construction, and enhances the project readiness from the perspective of upcoming grant opportunities.

During the development of the design and planning study work, the City and other partners in the region secured \$1.7M in federal grant funds (RAISE or Re-building American Infrastructure with Sustainability and Equity funds) to support the design and planning of the Puget Sound to Pacific Trail (PS2P), of which the STO is the originating segment. The purpose of this Executive Summary is to provide an overview of the work performed through the City, Parks, and the Trails Foundation effort, and show the relationship between those efforts and the upcoming federal RAISE grant work.

As identified on the map (left), the following design and planning work is included as a part of these materials:

- **Sakai Park 20% Design Alignment 1 (preferred)** - a preliminary design of the Sakai Pond to Madison Avenue segment of the STO that follows the State Route 305 right-of-way. The 100% design of this segment is a funded, future RAISE grant project.
- **Sakai Park 20% Design Alignment 2** - a preliminary design of the Sakai Pond to Madison Avenue segment of the STO that travels inland from the State Route 305 right-of-way
- **Planning Study Alignment 1 and 2** - a preliminary alignment that extends from Madison Avenue to the Agate Pass Bridge. Each segment has a recommended alternative determined by cost, environmental impact and other factors. The 100% design of this entire recommended alignment is a funded, future RAISE grant project.



appendix d : Kitsap Transit Long Range Transportation Plan

visit: https://www.kitsaptransit.com/uploads/pdf/planning/lrtpreport_6dec2022.pdf

appendix e : Prior LOS Standards

The following pages from the Island-wide Transportation Plan (2017), detail the City's previous Level of Service (LOS) standards. These LOS standards were used in the 2025 Comprehensive Plan Update.



Streets and highways are assigned one of these classes, depending on the character of the traffic (i.e., local or long distance) and the degree of land access that they allow. Typically, a trip will use a combination of different road classes, with each classification having a specific function with regard to access and travel speed. Arterials provide a high degree of mobility and less access, while local access roads provide a high level of access and less mobility. Collectors provide a balance between access and mobility and connect the system.

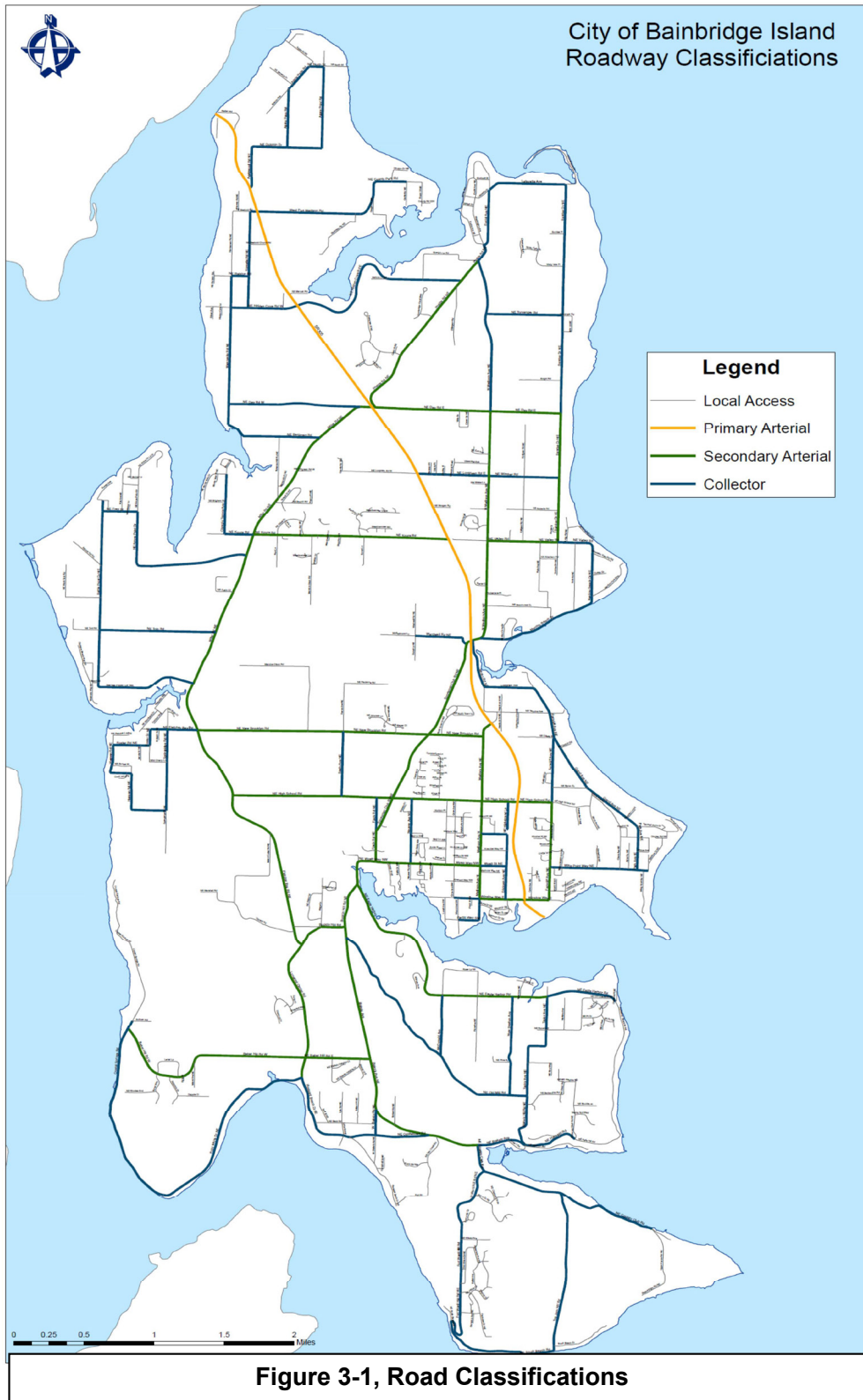
Road Standards

The City of Bainbridge Island has established its roadway street and design standards as part of its *Engineering Design and Construction Standards and Specifications*. These standards set the minimum requirements for constructing roadways and are applicable to all new roadway construction and modifications to existing roadways within the City of Bainbridge Island. The road and street design standards follow the functional classification system described above and establish separate standards for designated centers and the conservation area of the Island.

The City has both urban and suburban standards. Urban standards are intended to apply within the designated center of Winslow, the neighborhood centers including Lynwood, Island Center, and Rolling Bay, and the Day Road Industrial Center. Urban standards apply in all locations with R2.9 and greater zoning and/or effective density. The City may require urban standards to be applied in other areas in close proximity for system continuity.

Level of Service

This section describes the Level of Service (LOS) standards used in this document. LOS provides a method for measuring the performance of the transportation system. The City uses a standard for LOS that determines if adequate mobility is being provided on the roadway system. LOS standards and method of measurement have been coordinated with Washington State Department of Transportation, Washington State Ferries, Kitsap County, and Kitsap Transit to ensure that standards used in this document are consistent with these other entities.





LOS Defined

LOS is a measurement used in transportation planning to assess the operating performance of the transportation system. For roadways, LOS measures the degree of traffic congestion along a roadway varying from LOS A (free-flow traffic with minimal delays) to LOS F (highly-constrained traffic with long delays).

The Highway Capacity Manual (HCM) (Transportation Research Board, Special Report 209) establishes quantitative methodologies for determining level of service for differing types of facilities. The methodologies vary for intersections, roadways, freeway, and highway, but all follow the LOS A - F classification and provide a consistent method of measuring the performance of the transportation system. Table 3-2 describes the operation of the transportation system at each LOS ranking.

Table 3-2: Level of Service Descriptions

Level of Service	Description
LOS A	Free flow traffic conditions with very low delay at intersections.
LOS B	Reasonably unimpeded traffic operations with only short traffic delays at intersections.
LOS C	Stable operating conditions with average traffic delays at intersections
LOS D	Operating conditions result in lower travel speeds and higher delays at intersections.
LOS E	Travel speeds are substantially restricted with problems likely to occur at intersections.
LOS F	Roadway operations are over capacity with extreme delays likely at intersections.

LOS is measured differently for roadways and intersections. For roadways, LOS is measured as a function of traffic volume and roadway capacity. For intersections, LOS is measured as a function of vehicle delay in clearing the intersection.

Roadway LOS Measurement

Roadway LOS is measured by the relationship between traffic volume (V) and capacity (C) of the roadway. As the volume of traffic using the roadway approaches the capacity of the roadway (V/C approaching 1.0), the level of service deteriorates. Table 3-3 relates volume/capacity to LOS measurements for roadways.



Table 3-3. Roadway Level of Service and Volume/Capacity Ratio

<i>LOS</i>	<i>Volume/Capacity (V/C) Ratio</i>
<i>A</i>	<i>Less than 0.6</i>
<i>B</i>	<i>0.60 to less than 0.70</i>
<i>C</i>	<i>0.70 to less than 0.80</i>
<i>D</i>	<i>0.80 to less than 0.90</i>
<i>E</i>	<i>0.90 to less than 1.00</i>
<i>F</i>	<i>More than 1.00</i>

Traffic volumes can be counted or they can be calculated using the traffic model by analyzing land uses that are served by the roadway. Bainbridge Island's roadway capacity policy is defined in the City's Design and Construction Standards; see Table 3-4. No policy is currently defined for arterial roadway capacity. There is some inconsistency between the City's current capacity policy and an engineering-based approach to roadway capacity calculation which would typically consider the physical structure of the roadway, including the number of lanes, type of intersection controls, widths of lanes and shoulders, and design speed. The City's capacity standards will be reviewed and updated during the roadway design standard update process.

The roadway levels of service described in this plan are based upon current capacity policy. In lieu of an arterial capacity policy, this plan calculated arterial segment LOS based on an approach which is currently used by other small cities and which is consistent with the state of engineering practice.

Table 3-4. Existing Roadway Capacity Policy

<i>Functional Classification</i>	<i>Area Type</i>	<i>Capacity *</i>
<i>Secondary Arterial</i>	<i>Urban</i>	<i>> 3,000</i>
<i>Secondary Arterial</i>	<i>Suburban</i>	<i>>2,000</i>
<i>Collector</i>	<i>Urban</i>	<i>2,000 to 3,000</i>
<i>Collector</i>	<i>Suburban</i>	<i>1,000 to 2,000</i>
<i>Residential</i>	<i>Urban</i>	<i>< 2,000</i>
<i>Residential</i>	<i>Suburban</i>	<i>< 1,000</i>

* Capacity is measured using the Average Daily Traffic (ADT)

To improve the LOS for a roadway, either the capacity must be increased or the volume of traffic using the road must be decreased. To increase the capacity, the City can look at several options such as roadway improvements ranging from adding signals or separated turn lanes to an intersection to roadway widening. To reduce traffic volumes, the City can explore options such as changing allowable land uses or modifying individual travel behavior. This section focuses on capacity improvements. Chapter 7 discusses other travel modes and methods of transportation demand management.



Intersection LOS measurement

Intersection LOS is measured by the amount of delay experienced by a vehicle waiting to clear an intersection. Delay at a signalized intersection can be caused by waiting for the signal or waiting for the queue ahead to clear the signal. Delay at un-signalized intersections is caused by waiting for a break in traffic or waiting for a queue to clear the intersection. Table 3-5 shows the amount of delay used to determine LOS for signalized and un-signalized intersections. Roundabout controlled intersections use the same LOS thresholds as signalized intersections.

Table 3-5. Intersection LOS and Delay

LOS	Signalized Delay per Vehicle (sec/veh)	Unsignalized Delay per Vehicle (sec/veh)
A	0-10	0-10
B	>10-20	>10-15
C	>20-35	>15-25
D	>35-55	>25-35
E	>55-80	>35-50
F	>80	>50

Generally, speaking...

Roadways that are LOS E or F fail the standard.

LOS D is okay for certain arterials and collectors in urban areas

LOS A, B or C are within the standard for all arterials and collectors

Different delay standards are used for signalized (stop light controlled) and un-signalized (stop sign controlled) intersections. For signalized and all-way stop controlled intersections, the LOS is the amount of delay per vehicle caused by control and is reported for the intersection. For un-signalized intersections, where there are controls only on the minor approaches, the LOS is estimated by the average delay per vehicle and is reported for only minor approaches to the intersection.

City LOS Standard

The City of Bainbridge Island's LOS standard designates the minimum operational performance of the roadway system that must be maintained. If traffic volumes cause a roadway to fall below the minimum LOS standard, improvements or other mitigation must be made to bring the facility back to the designated LOS standard. Level

of service standards are normally prescribed for the afternoon or p.m. peak hour (most congested hour) of the traffic system, which typically occurs between 4:45 and 5:45 in the evening on Bainbridge Island.

The recommended minimum LOS standard uses the City's roadway classification system, and four zones that reflect the differences in the Island's character: designated centers including Winslow and Neighborhood Centers, Conservation Area, and the SR 305 Corridor. Within each of these categories, individual minimum LOS standards were established for secondary arterials, collectors, and residential roadways. These are shown in Figure 3-2 and described below.



Winslow – (applies to roadways and intersections in the greater Winslow area)

- Secondary Arterial – LOS D
- Collector – LOS D
- Local Access – LOS C

Neighborhood Centers – (applies to roadways and intersections within the City-defined centers of Rolling Bay, Island Center, and Lynwood Center)

- Secondary Arterial – LOS D
- Collector – LOS C
- Local Access – LOS C

Conservation Area – (applies to roadways and intersections in areas outside of the Winslow core and the Designated Centers – the remainder of the Island)

- Secondary Arterial – LOS C
- Collector – LOS C
- Local Access – LOS B

SR 305 Corridor – (applies to state highways and is established by the State)

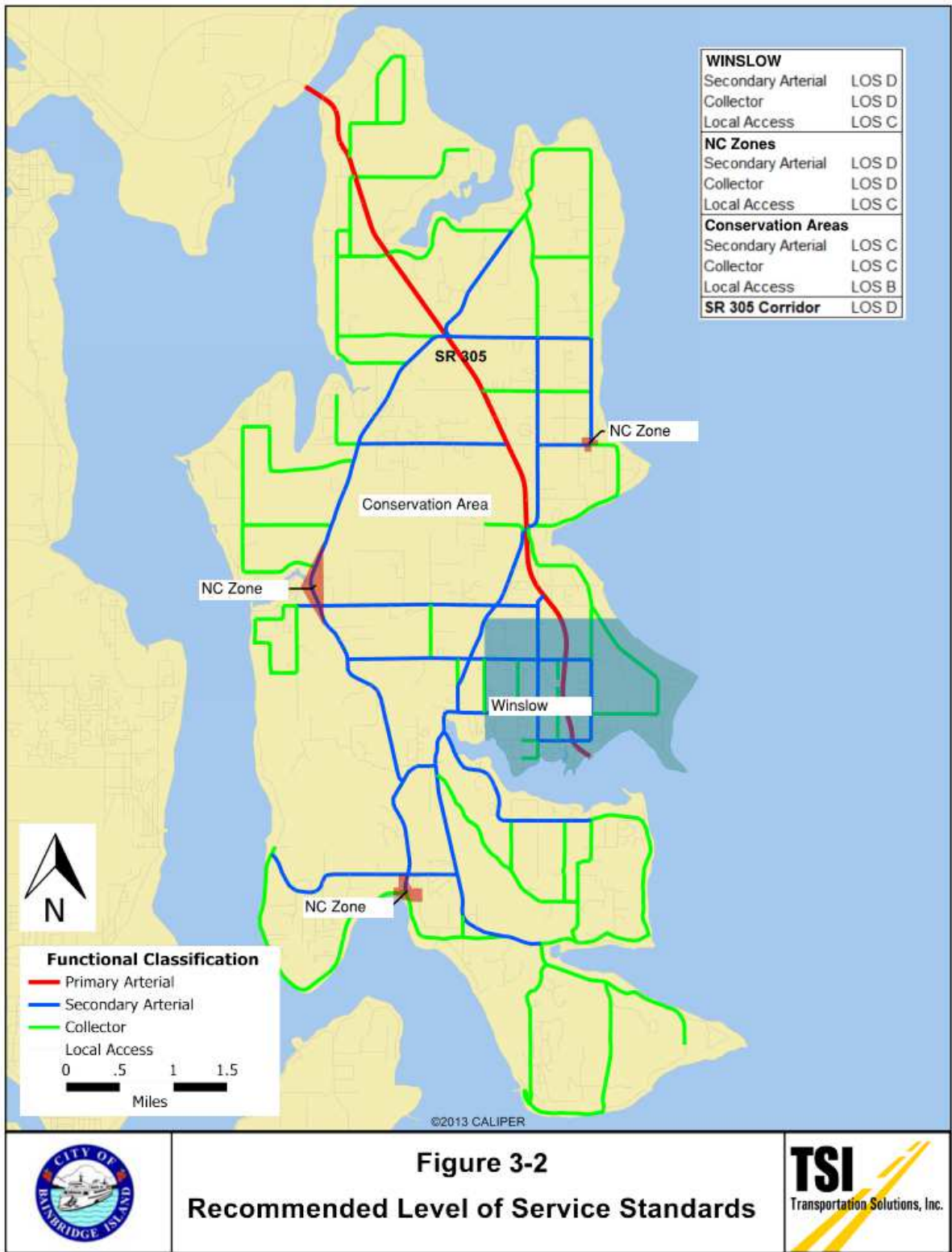
- All Roadways– LOS D

SR 305 LOS Standard

The LOS standard for state facilities is set by the Washington State Department of Transportation as a Highway of Statewide Significance (HSS) under RCW 47.06.140. The HSS designation requires that SR 305 be evaluated using a LOS Standard designated by WSDOT. While WSDOT internally evaluates roadways using its own methodology, WSDOT has assigned a level of service standard for SR 305 as LOS D-mitigate for City planning purposes. This standard requires that congestion be mitigated when the peak period operation of the state facility falls below LOS D.

Non-Motorized LOS Standard

The facility types and associated level of service for non-motorized transportation elements for secondary arterial and high volume collector (ADT 1500 or greater) roadways are established in Chapter 6, “Non-Motorized Systems” of this plan. The minimum Bicycle Level of Service (BLOS) and Pedestrian Level of Service (PLOS) for development is level of service C. PLOS and BLOS is calculated using the methodology in the latest edition of the Highway Capacity Manual. The 2010 Highway Capacity Manual (HCM 2010) provides a detailed methodology for calculating level of service for pedestrians and cyclists. The level of service is based on quality of facilities as well as traffic volume and speeds. LOS measures are graded A through F based on a numerical score with the letter A representing the highest-grade facility.





Levels of Service

Bicycle Level of Service (BLOS) and Pedestrian Level of Service (PLOS) are established for each of the facility types for Secondary Arterial Streets and High Volume Collector Streets over 1500ADT with posted speeds up to 35mph..

Table 6-6, Non-motorized LOS Guideline	
LOS	Description
A	Separation from vehicular modes that is comfortable for the majority of users. Minimum 7 feet of separation or curb with 3 feet of separation.
B	Separation from vehicle modes that may not be comfortable for some users. Minimum curb or two feet of separation.
C	Space provided for non-motorized modes. Meets AASHTO minimums.
D	Space provided for non-motorized modes but may be sub-standard and not considered a non-motorized facility.

Table 6-7a, Non-Motorized Level of Service for Designated Centers		
Facility Description	BLOS	PLOS
10-foot wide multi-use pathway separated 7 or more feet from the roadway or separated by physical barrier	A	A
6-foot wide trail separated 7 or more feet from the roadway	C	A
5-foot wide sidewalk or trail with curb and gutter and planter strip 3 or more feet wide	N/A	A
5-foot wide sidewalk	N/A	B
5-foot wide paved shoulder w/ 2 foot buffer	B	C
5-foot wide paved shoulder (6 foot total width)	C	C



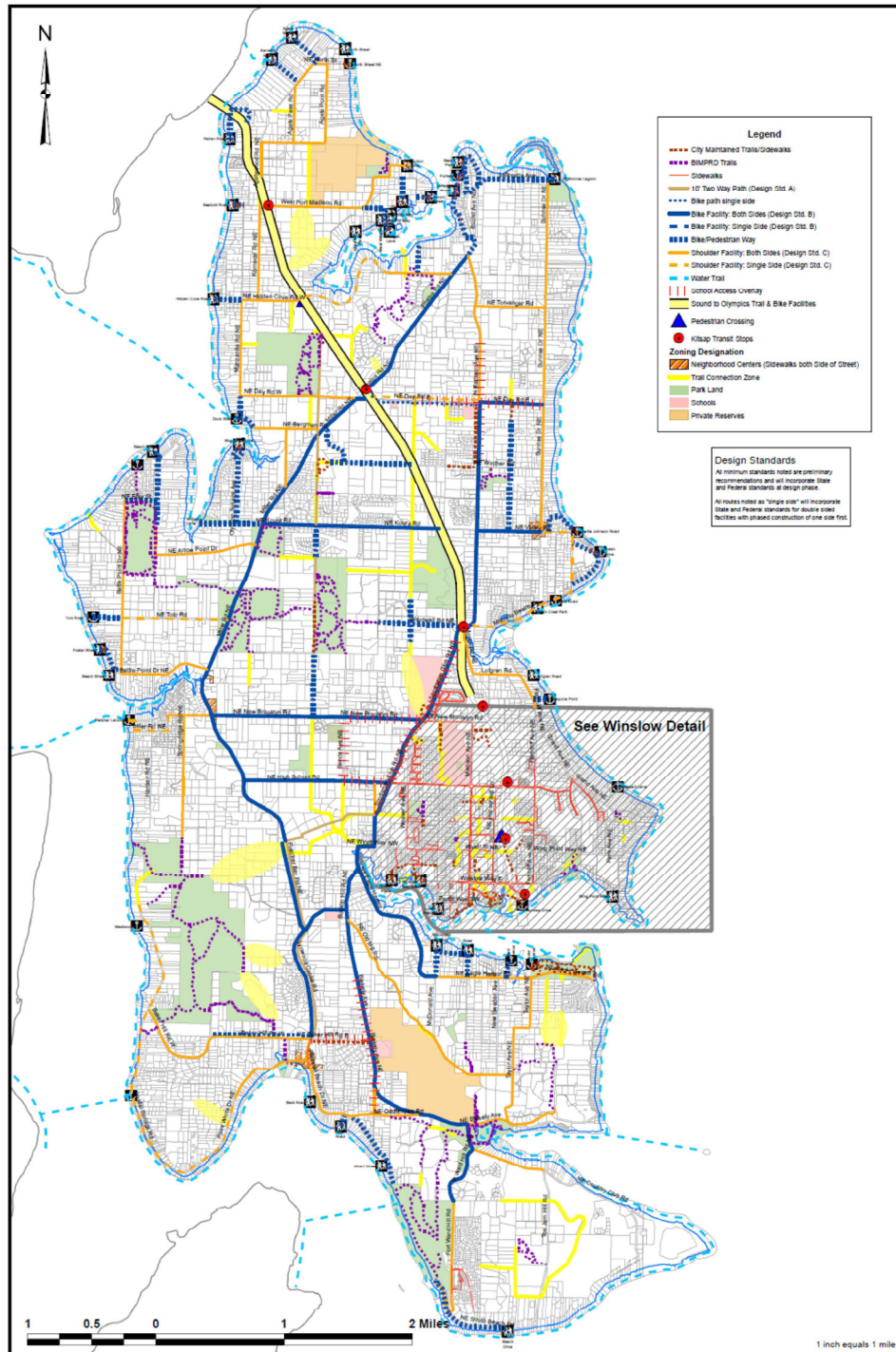
Table 6-7b, Non-Motorized Levels of Service for Conservation Area

Facility Description	BLOS	PLOS
10-foot wide multi-use pathway separated 7 or more feet from the roadway or separated by physical barrier	A	A
6-foot wide trail separated 7 or more feet from the roadway	C	A
5-foot wide paved shoulder w/ 2 foot buffer	B	C
5-foot wide paved shoulder (6 foot total width)	C	C
8-foot wide shoulder	N/A	B
6-foot wide shoulder	N/A	C
3-foot wide shoulder *	N/A	D

* 3 foot shoulders are not intended as a non-motorized facility but may provide space to avoid run out into a ditch or vegetation for non-motorized users, as well as recovery for vehicular traffic.



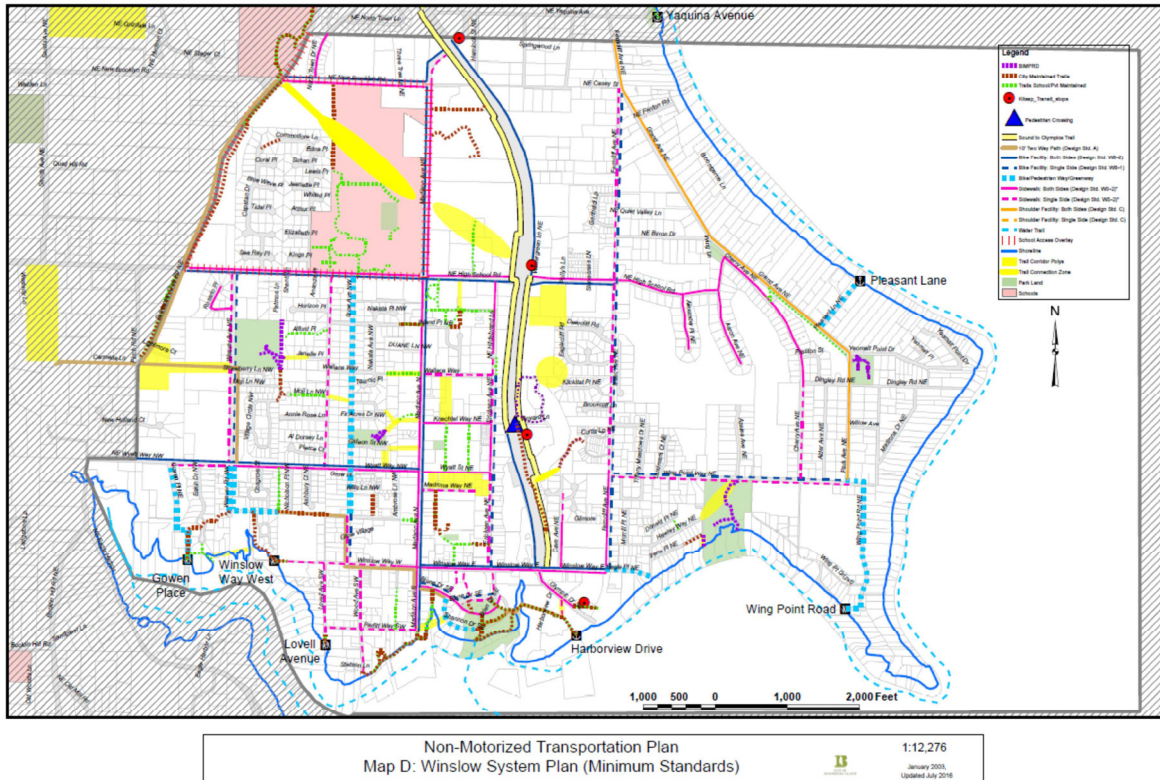
City of Bainbridge Island – Island Wide Transportation Plan
Chapter 6 Non-Motorized Systems



Non-Motorized System Plan
Map C: (Minimum Standards)

January 2003 Updated July 2016

IB
CITY OF BAINBRIDGE ISLAND



Non-Motorized Improvement Plan

Programs and projects to achieve the proposed Non-motorized Transportation System Plan are identified in Maps E and F and Appendix K.

appendix f :
Concurrency User Guide

Concurrency Tool User Guide

Prepared for:
City of Bainbridge Island, WA

March 2025

FEHR  PEERS

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- Appendix A – How to Use the Summary Tab**
- Appendix B – Updating Capital Projects Tab Example**
- Appendix C – Updating Frontage Improvement Projects Tab Example**
- Appendix D – Permitting Development Projects Example**

Introduction

Along with updating its Transportation Element and Transportation Impact Fee program, the City of Bainbridge Island is updating the way it assesses transportation concurrency. This concurrency program update moves to a City-wide multimodal capacity assessment based on the supply and demand of person trips. The new system tracks whether the implementation of new transportation infrastructure (supply) is keeping pace with land use development, which generates person trips (demand). Under the Washington Growth Management Act (GMA), the City of Bainbridge Island is required to ensure that the transportation system capacity is expanded “concurrent with the development.” This is defined by the GMA under RCW 36.70A. 070(6)(b) to mean that any needed “improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years.”

Purpose of the Tool

Fehr & Peers developed a spreadsheet tool that provides the following key functionalities:

1. It allows the City to track its concurrency status over time, measuring whether there is adequate transportation capacity either built or funded within the next six years to support proposed development projects.
2. It estimates frontage improvement concurrency value associated with development projects.

The concurrency program is built around the assumption that the City is committed to spending \$55 million (in 2025 dollars) on capital transportation investments by 2044. In the spreadsheet, this is represented as the 2025-2044 Total Concurrency Commitment (cell C5 on the Assumptions tab). This number is 75% of the expected capital revenue (in 2025 dollars) over the course of the plan, which accounts for uncertainty associated with funding sources such as state and federal grants. If the City can invest more funding, then it allows for additional growth capacity. Because the concurrency tool tracks project costs in current dollar terms, the \$55 million is inflated to an estimated 2044-dollar cost (approximately \$71 million as of March 2025, but this value will fluctuate slightly as annual inflation values for years 2025 and beyond are updated). This approach ensures that projects completed later in the plan horizon do not contribute disproportionately towards the concurrency progress just because of inflated project costs.

The **Total Forecasted Investment (2022 – 2044)**, which is cell AC11 on the Summary tab, and cell B5 on the Assumptions tab, is the overall concurrency value which the City will continue to track progress towards over the next 20 years. This includes the completed Bundled Madison Avenue project to align the investment with the plan horizon 2022 – 2044.

Total Forecasted Investment (2022 – 2044) =
Total Concurrency Commitment (2025 – 2044) + Completed Project Costs (2022 – 2024)

Using the Concurrency Tool

Overview of the Tool

This spreadsheet tool consists of five tabs:

- **ReadMe:** The ReadMe tab should be used to track updates.
- **Summary:** An auto-generated summary of concurrency status. Identifies whether the concurrency threshold is met based on the multimodal capacity projects and development projects loaded in the Capital Projects, Frontage Improvement Projects, and Development Projects tabs. Refer to **Appendix A** for details about this tab.
- **Capital Projects:** This tab lists investments projects based on the City's most recent Capital Improvement Plan (CIP). This list is updated as the CIP is refreshed.
- **Frontage Improvement Projects:** This user-input tab lists all frontage improvements built by developers and calculates the total frontage improvement cost in the current dollar value.
- **Development Projects:** A user-input list of land use development projects. This list is updated periodically to account for new trip generating land use projects in Bainbridge Island.
- **Assumptions:** Underlying data assumptions that dictate calculations in this tool, including the total planned investment and new person trips (as defined by the Comprehensive Plan and long-range financial forecasts). This sheet also contains CCI adjustments used to adjust values into current dollars. In addition, a trip generation table based on the 11th edition of the ITE Trip Generation Manual also resides in this tab. The last few rows allow customizations from City staff if necessary. In general, cells in this tab should not be modified unless City staff have valid reasons to do so.

This tool is also color-coded in the following conventions:

- Cells in **beige** accept input by typing or selecting from a drop-down list.
- Cells in white have preset formulas and should not be modified by a user.
- Cells in **green** are headers.

Updating and Maintaining the Tool

There are three circumstances in which the tool needs to be updated:

- Permitting development projects
- Updating frontage improvements
- Updating transportation capital investment projects

Every time the "current year" is updated, the file should be saved (or archived) as an independent version. However, new updates should always start from the most current version of the file (e.g. the file with the

most up-to-date current year entry). A summary of the timeline for updating each user input element of the spreadsheet is included below:

Tab	Element(s)	Frequency
CapitalProjects	Add new rows for new projects in the CIP Update 6-year spending estimate Enter Project close-out Year and Cost	Annually with new CIP Annually with new CIP Annually upon project completion
FrontageImprovementProjects	Add new rows for new frontage improvement projects	Annually, or as permitted
DevelopmentProjects	Add new rows for new development projects	As permitted (or annually for single family development)
Assumptions	CCI Adjustments (starting below cell C11) TE Net New Trips (2022 - 2044)	Annually with ENR inflation data Update to match the preferred alternative of the current comprehensive plan
Summary	Current Year	Annually

In addition to the regular updates outlined above, the City should update the concurrency tool in its entirety when there is a major revision to the land use element of the comprehensive plan or when the plan horizon changes.

The following subsections serve as guides for updating the tool to reflect changes to capital projects, frontage improvement projects, and development permits. Examples of each circumstance will be provided in **Appendix B**, **Appendix C**, and **Appendix D**.

Updating Capital Projects

Enter/Update Capital Project(s)

When this tool was delivered to the City in March 2025, the “Capital Projects” and “Frontage Improvement Projects” tabs have been filled with latest information from the City’s 2025 CIP and Nonmotorized CIP. However, City staff should update the columns in this tab at least once per year, when the City adopts a new CIP for the next six years.

- **ID:** Input the CIP ID for the investment project.
- **Project/Location:** Input the project name or project location.
- **Description/Comments:** Input the description of the project.
- **Source:** Input the document where the project is referenced
- **6-year Spending (Current \$):** Obligated project dollars over the next 6 years in the latest CIP. A project should only be added if funds are obligated within the CIP timeframe. “Placeholder” funding that is reliant on grants or other unsecured funding should not be included. The amount entered will be the estimate from the CIP, so the value will always be set to “current” dollar value and the estimate is not adjusted for inflation. For CIP projects that carry over from the previous CIP to the latest CIP, update the cost to the latest estimate and adjust six-year range under “Source” to match the latest CIP. Once funding is obligated, all sources of funding (grants, local funds, developer contributions, etc.) should be included to ensure the full value of the project is captured.
- **Project Close-Out Year:** Input the year that the project is completed.
- **Project Cost (Close-Out Year \$):** Input the total project cost once the project is completed. The dollar value should be included in the close-out year dollar value. When the project is completed and this cell is filled out, the obligated funding amount (6-year Spending) can be removed. Project costs should include design, right-of-way, and construction costs.

After all columns above are filled, the “Total Cost (Current \$)” column will automatically calculate the total investment amount for each project by pulling the obligated “6-year Spending” value or adjusting the “Project Cost (Close-Out Year \$)” into current dollar value.

Enter/Update Frontage Improvement Project(s)

Frontage improvement projects can be entered in the “Frontage Improvement Projects” tab of the spreadsheet. The following columns will be updated on an annual basis:

- **ID:** Input the ID for the frontage improvement project.
- **Permit Year:** Input the year that the project was permitted.
- **Frontage Improvement Project Location:** Input the project name or project location.
- **Description/Comments:** Input a description of the project.
- **Frontage Improvement Type:** Select from the drop-down menu one of the potential types of frontage improvements.

- **Length (feet) or Number:** Input the length in feet of the project or the number of improvements made.

With this information, the Unit, Raw Frontage Improvement Cost (2025 \$), and Total Frontage Improvement Cost (Current \$) will auto-populate.

Permitting development projects

Enter New Development Project(s)

When a developer comes to the City to apply for land use project development permits, City staff should make updates in the “Development Projects” tab. As development occurs, the City should first fill out details in the following columns from the left to the right:

- **ID:** Enter the permit ID for the project. Once a permit ID is entered, the row will be “activated” and will start showing numbers or dashes in white cells.
- **Description:** Enter a description about the project.
- **Date:** Enter the year associated with the project.
- **Project Status:** From the dropdown list, choose “Paid/Active”, “Assessed”, or “Scoping” based on the project’s current status. “Paid/Active” means the TIF has been paid or the development project is moving forward. In either case, trips generated from the project will be counted as planned trips for concurrency. “Assessed” means the City has evaluated the development project’s application and has come up with the TIF to be collected. In this case, trips generated from the project will be counted as planned trips for concurrency. “Scoping” means the development project is still in a “pre-application” phase, so trips generated from the project will not be considered for concurrency.

Moving to the right, City staff should skip the column “Person Trips” and fill out land use information under the “**Land Use Type #1**” header. Two columns need to be filled out by the user:

- **Code:** From the dropdown list, choose the appropriate land use code. Once a land use code is selected, a unit designated to the land use type would pop up in the “Unit” column.
- **Qty:** Enter the quantity of units that this development is adding or subtracting. The type of unit associated with the type of development is automatically populated based on the ITE Land Use Code. See the Assumptions tab for the Units by ITE Land Use Code.

Once the land use type and its quantity are filled out, the “Unit” column will auto populate and the person trips generated from this specific land use would be calculated and reflected in the “Trips” column under the “**Land Use Type #1**” header.

For any project that has more than one type of land use, such as a mixed-use development, the tool is designed to accommodate up to ten land use types per project. City staff can select different codes under land use headers #1 to #10 and enter desired exemption type and quantity for each land use type.

In a situation where a land use code cannot be found from the dropdown list, City staff can customize their own land use information in the “Assumption” tab. At the bottom of ITE Trip Generation table, City staff can customize the row(s) starting from code 991 and then go back to the “Development Projects” tab to select the customized land use from the dropdown list.

The City’s concurrency methodology tracks the change of land use. The “Development Projects” tab can be used to understand the net new person trips associated with development. This is calculated by subtracting the number of person trips associated with the previous land use from the number of new person trips associated with the new land use. If there is a net reduction in planned trips, the methods above will derive negative numbers under “Trips” with respect to the prior land use. The reduced trips will be taken away from the planned trips for concurrency. In other words, the City will not pay developers for reducing planned trips under any circumstance, however they will count toward the City’s overall concurrency accounting.

Check Concurrency Status

After updating all of the tabs, City staff can track the concurrency status by going to the “Summary” tab and updating the Current Year. The other cells on the “Summary” tab will be automatically updated to reflect changes on the input tabs. This tab is where the City can track concurrency status.

- **Current Year:** This is a manual input of the current year. This is used to auto-calculate currency values to the current dollar value.
- **Investment Projects Summary:** Auto-populates the following information:
 - **Obligated to Date:** The current dollar value of the total spending obligated to date.
 - **6-Year Forecast:** The current dollar value of the spending expected over the next six years.
 - **Frontage Improvements Cost:** The current dollar value of the completed frontage improvements.
 - **Total for Concurrency:** The sum of the Obligated to Date funds, the 6-year Forecast, and Frontage Improvement Costs.
- **Development Projects Summary:** Auto-populates to show total person trips generated from all the development projects by their status, including the one(s) just got entered.
- **Capital Projects:** Auto-populates the following information:
 - **Total Forecasted Investment:** The total value of the expected investment throughout the plan horizon.
 - **Planned Person Trips:** The net new trips expected from the Comprehensive Plan horizon. This value can be updated in the Assumptions tab.
 - **Investment per Person Trip:** Total Forecasted Investment divided by Planned Person Trips.
- **Concurrency Summary:** Auto-populates the following information:
 - **Planned Investment:** The sum of the Obligated to Date funds, the 6-year Forecast, and Frontage Improvement Costs.

- **Allowed Person Trips:** Planned Investment divided by the Investment per Person Trip.
- **Permitted Person Trips:** Total person trips generated from all “Paid/Active” or “Assessed” development projects, including the one(s) just got entered.
- **Remaining Trips / Results:** The number of person trips that still could be allowed under currently planned investments. If the value is positive, concurrency would be met. If the value is negative, development projects would exhaust all person trip supply from the currently planned investment, and the negative number would indicate how many person trips are still needed to meet concurrency. The cell will also show “PASS” or “FAIL” to indicate whether the current list of development projects complies with concurrency under currently planned investments.

Assumptions

The “Assumptions” tab is core to calculating key pieces off the concurrency summary. This tab is referenced in formulas throughout the tool and if assumptions change, calculations will be automatically populated. This tab documents the following content:

- Total Forecasted Investment (2022-2044), which is the sum of the Total Concurrency Commitment, and the cost of projects completed prior to 2025
- Total Concurrency Commitment (2025-2044)
- Comprehensive Plan estimated growth in Net New Trips
- CCI Adjustments
- Frontage Improvement Cost Estimates (2025 \$)
- PM Peak Hour Net New Person Trips by ITE Land Use Code

The concurrency tool adjusts costs to the current dollar value, unless otherwise noted. Costs are updated by adjusting for inflation based on the Engineering News Records (ENR) Construction Cost Index (CCI) 2-year rolling average for October. This technique is consistent with the inflation adjustments applied to Bainbridge Island’s impact fees. The City will need to update the inflation values annually for 2025 and later years. To do so, the City should update the values in Column C under the heading “CCI Adjust” in the Assumptions tab where the text is red (2025 and beyond). Once updated, text can be changed back to black to show that the update has been made.

Appendix A – How to Use the Summary Tab



- 1 Summary from the "Capital Projects" and "Frontage Improvement Projects" tabs
- 2 Summary from the "Development Projects" tab
- 3 Assumptions forming the concurrency standard, based on planned projects by the 2044 planning horizon
- 4 Concurrency check would be passed if the planned person trips were not to exceed allowed person trips
- 5 Comparison chart of Permitted Person Trips to the total Allowed Person Trips.
- 6 Comparison of the Committed Funding to date out of the Total Forecasted Investment.

Appendix B – Updating Capital Projects Example

ID	Project/Location	Description/Comment	Source	6-year Spending By 2030 (Current \$)	Project Close-Out		Total Cost (Current \$)
					Year	Project Cost (Close-Out Year \$)	
	Bundled Madison Project				2024	\$5,800,000	\$5,950,000
TIP-3	Pleasant Beach Drive Extension (Tean Creek to Pleasant Beach)		2025 CIP	\$375,000			\$375,000
TIP-4	Winslow Way West and Finch Place Improvements (Finch to Grow Ave)		2025 CIP	\$875,000			\$875,000
NonMotorCIP-1	Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements (Shoreline to Nicholson)		2025 Nonmotorized CIP				\$0
NonMotorCIP-2	Connecting Centers: Bucklin Hill Non-Motorized Improvements (Blakey - Fletcher Bay)		2025 Nonmotorized CIP	\$250,000			\$250,000
NonMotorCIP-3	Sound to Olympics Trail Long Range Plan (STO Trail)		2025 Nonmotorized CIP				\$0
NonMotorCIP-4	Connecting Centers: Lynwood Center (Bucklin to Lynwood)		2025 Nonmotorized CIP	\$4,500,000			\$4,500,000
NonMotorCIP-5	Connecting Centers: Valley Road (Madison to Sunrise)		2025 Nonmotorized CIP	\$750,000			\$750,000
NonMotorCIP-6	Connecting Centers: Bucklin Hill and Finch to High School Road (Bucklin Hill Road and Finch Road)		2025 Nonmotorized CIP	\$5,200,000			\$5,200,000
NonMotorCIP-7	Lost Valley Trail (Head of Bay to Fletcher Bay Road)		2025 Nonmotorized CIP				\$0

- 1 Delivered in March 2025, the "Capital Projects" tab is pre-loaded with the 2025-2030 Transportation CIP and 2025-2030 Non-Motorized Transportation CIP project list. This tab should be updated annually when a new TIP is adopted, starting from 2025.
- 2 Enter/Update project "ID," "Location," and "Description," if necessary.
- 3 Update the source and the six-year spending estimate every year when a new CIP is adopted and updated in this tab.
- 4 If the project has closed out, enter the "Project Close-Out Year" and "Project Cost (close-out year \$)"
- 5 Total investments from a project is adjusted to current dollar value.

Appendix C – Updating Frontage Improvement Projects Example

ID	Permit Year	Frontage Improvements Project Location	Description/Comment	Frontage Improvement Type	Length (feet) or Number	Unit	Raw Frontage Improvement Cost (2025 \$)	Total Frontage Improvement Cost (Current \$)
PLN52091	2024	Baker Woods 7 SUB	asphalt shoulder, gravel shoulder on Baker Hill Road (see below)	Asphalt Shoulder	145	Linear Feet	\$ 21,750	\$22,316
PLN52091	2024	Baker Woods 7 SUB	asphalt shoulder (see above), gravel shoulder on Baker Hill Road	Widen Shoulder (gravel Shoulder Enhancement)	145	Linear Feet	\$ 1,450	\$1,488
PLN52001	2024	Nigh 3 lot SPT	gravel shoulder only on Sunrise (critical area prevents additional asphalt shoulder)	Widen Shoulder (gravel Shoulder Enhancement)	300	Linear Feet	\$ 3,000	\$3,078
PLN51737	2024	Pippinger 4 lot SPT	gravel shoulder on Koura at Miller	Widen Shoulder (gravel Shoulder Enhancement)	350	Linear Feet	\$ 3,500	\$3,591

- 1 Delivered in March 2025, the "Frontage Improvement Projects" tab is pre-loaded with the permitted frontage improvements that were approved between 1/1/2022 and 1/1/2025. This tab should be updated annually to reflect newly permitted projects, starting from 2025.
- 2 Enter/Update project "ID," "Permit Year," "Location," and "Description/Comment" to reflect the new project.
- 3 Update the "Frontage Improvement Type" and "Length (feet) or Number" for every frontage improvement project.
- 4 The input of "Frontage Improvement Type" is used to determine the unit.
- 5 The input of "Length (feet) or Number" is used as an input to calculate the "Raw Frontage Improvement Cost (2025 \$)." The assumptions tab details the cost estimates by unit.
- 6 "Total Frontage Improvement Cost (Current \$)" is calculated by scaling to the Raw Frontage Improvement Cost (2025 \$)" to reflect inflation.

Appendix D – Permitting Development Projects Example

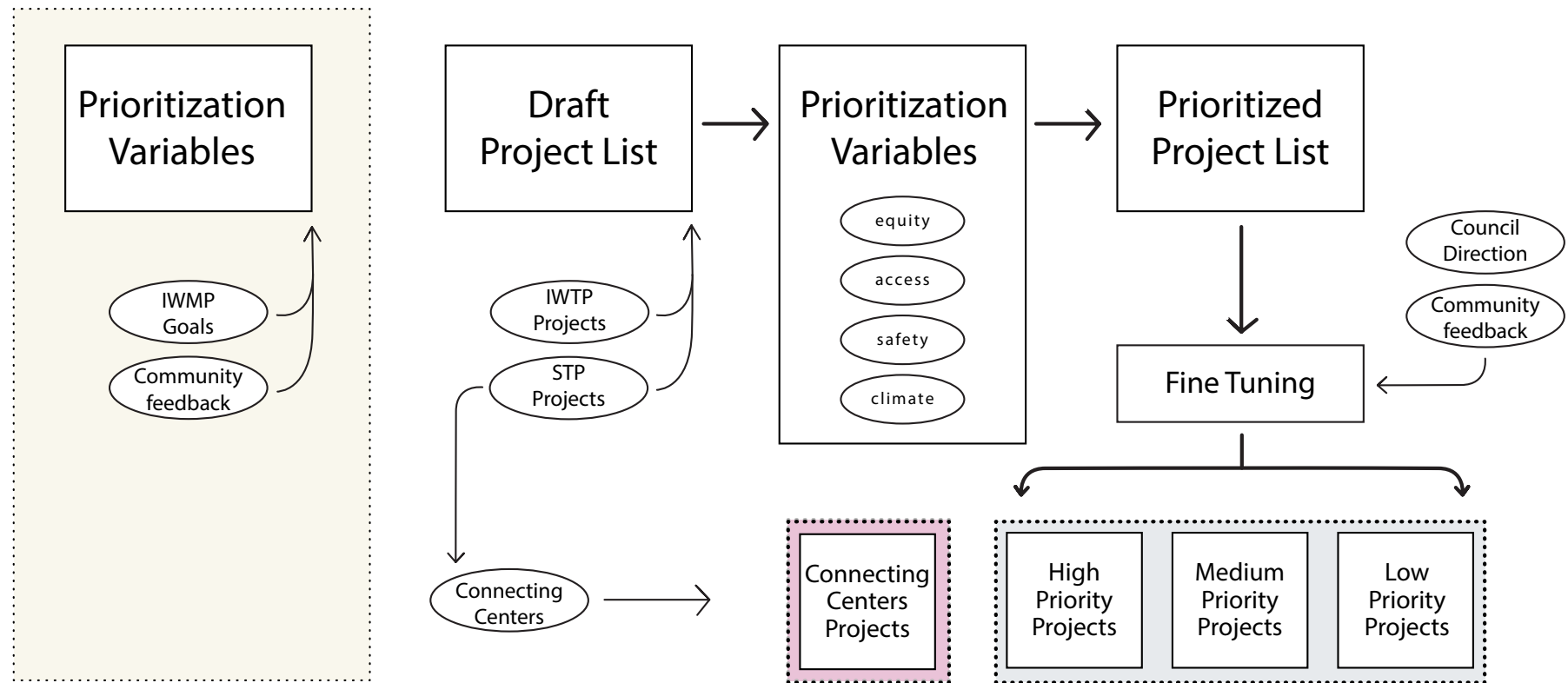
ID	Description	Location	Project Status	Total		Land Use Type #1 Code	Qty	Unit	Trips
				Person Trips					
VAR	Wintergreen Phase I		Paid/Active	17.0		220 - 1-3 Story Multi/Townhome/ADU	23	per DU	17.0
BLD28628	Strawberry Hill Bike Park		Paid/Active	0.2		411 - Public Park	1.75	acres	0.2
BLD25689	Hyla High School		Paid/Active	19.8		525 - High School	70	students	9.9
BLD26583	Bainbridge Dog Club		Paid/Active	8.1		565 - Day Care Center	2.3	per KSF	8.1
BLD25815	Fort Ward Stables		Paid/Active	5.1		715 - Single Tenant Office	2,355	per KSF	5.1
BLD25089	Ted Spearman Justice Ctr		Paid/Active	37.0		730 - Government Office Building	17,739	per KSF	37.0
BLD25915	Siters Cider House		Paid/Active	11.3		975 - Drinking Place	1.22	per KSF	11.3
BLD28446	Briny Bagels		Paid/Active	16.4		936 - Coffee/Donut Shop w/o Drive-Thru	0.795	per KSF	16.4
BLD26790	Yoyo Poke		Paid/Active	3.6		931 - Fine Dining Restaurant	0.66	per KSF	3.6

- 1 Delivered in March 2025, the "Development Projects" tab is pre-loaded with the planned development from 2022 to 2024. This tab should be updated annually to reflect newly approved developments, starting from 2025.
- 2 Enter/Update project "ID," "Description," "Location," and "Project Status" to reflect the new project.
- 3 Select the ITE Land Use Code from the drop-down menu.
- 4 A "Unit" will pop up when a "Code" is selected.

- 5 Enter a "Qty" based on the "Unit". Enter a negative "Qty" to account for a prior land use.
- 6 The number of person "Trips" will populate based on the "Code" and "Qty."
- 7 If there are multiple land use code changes as part of a singular project, populate the "Code" and "Qty" for each change in the same row, scrolling to the right.
- 8 The "Total Person Trips" will populate based on the trips generated from each land-use change as part of the project.

appendix G : Prioritization Methodology

The following diagram illustrates the prioritization methodology and how the final prioritized project list was created for this document. For more specific information about the scoring variables, see Chapter 6 of the IWMP.



appendix H : Project Prioritization Scoring Results

project prioritization scoring																
Project Information			Equity (15%)	Access (40%)					Safety (25%)			Climate (20%)		Results		
Project Name	Extents	Description	Equity Focus Area (.15)	Job Access (.05)	Education Access (.1)	Transit Access (.05)	Destinations Access (.1)	System Connectedness (.1)	Level of Traffic Stress (.1)	Accident History (.05)	Traffic Speeds (.1)	Behavior Change (.1)	Population Served (.1)	Weighted Score	Project Priority	
Arrow Point Dr	BP Park to Miller	traffic calming	5	0	0	10	10	5	-5	5	5	0	5	3.5	med	
Baker	Lynwood to Blakely	8'-wide vertically separated path eastbound	-5	10	10	10	10	10	10	5	0	5	-5	4.5	med	
Baker Hill Rd	Lynwood Center to Palimino	Climbing Lane	-5	10	0	10	10	5	-5	5	5	0	5	2.5	low	
		Traffic calming on stretch adjacent to Battle Point Park	5	10	0	10	10	0	-5	5	0	0	5	3	med	
Battle Pt.	Miller to B.P. Park	shoulder improvements	5	10	0	10	0	0	-5	5	0	5	-5	1.5	low	
Bergman	Miller to Day Rd	traffic calming	-5	5	10	10	5	10	-5	5	5	0	5	3.25	med	
Blakely	Bucklin to School zone	8'wide vertically separated path northbound	-5	5	10	10	10	5	5	5	5	5	5	4.75	high	
Blakely	Baker to Blakely Harbor	8'-wide vertically separated path southbound	-5	5	10	10	5	10	-5	5	5	5	5	3.75	med	
Blakely	Baker to Bucklin	vertically separated side paths	-5	10	10	10	0	10	10	5	0	5	-5	3.5	med	
Bucklin Hill	Fletcher to Blakely	separated bike lanes both sides	-5	5	10	10	0	0	-5	5	5	5	-5	1.25	low	
Bucklin Hill	Eagle Harbor to Blakely		10	10	10	10	0	0	0	0	0	5	10	5	high	
Bus Stop Improvements			0	0	0	0	0	0	0	0	0	5	10	1.5	low	
Community Educ. / Signage			5	10	10	10	0	0	0	0	0	10	-5	3.25	med	
Coppertop Mobility Hub		Traffic calming at Blakely Harbor Park	-5	0	0	10	10	5	-5	5	5	0	-5	1	low	
Country Club	Blakely to Fort Ward	Traffic calming; advisory shoulder striping	-5	0	0	10	10	0	-5	5	0	5	-5	0.5	low	
Crystal Springs	Pt. White to Baker															
		Trail enhancements across School property Madison to New Brooklyn	5	10	10	10	0	10	10	5	0	5	5	6	high	
Dana's Trail	school zone	traffic calming	5	5	10	10	10	5	-5	5	5	0	5	4.75	med	
Day		8'-wide vertically separated path eastbound, traffic calming east from Madison	5	10	10	10	0	10	5	10	5	5	5	6.25	high	
Day	305 to Sunrise	Traffic calming	5	10	5	10	10	0	-5	10	5	0	-5	3.25	med	
Day	Manzanita to Miller	bike lanes	5	10	10	10	0	5	-5	10	5	5	-5	3.75	med	
Day Rd	Miller to 305															
Day Rd Park and Ride		EV charging stations, bike racks, etc	5	10	10	10	0	0	0	0	0	5	5	3.75	med	
Eagle Harbor Phase 1	Adams to Finch	separated bike lanes both sides	5	5	5	10	0	10	-5	5	5	5	5	4.25	med	
E-vehicle share/subsidy		EV/e-bike	10	0	0	0	0	0	0	0	0	10	10	3.5	med	
Extend Transp. Benefit Dist. Fees			0	0	0	0	0	0	0	0	0	0	0	0	low	
Farm Trail		off-road path	0	0	0	0	0	0	10	0	0	5	5	2	low	
Ferncliff	Wing Pt. to Yaquina	Traffic calming	10	10	5	10	10	5	-5	10	5	0	10	6	high	
Ferry Terminal Mobility Hub			10	10	5	10	0	0	0	0	0	10	10	5	high	
Finch	Wyatt to Sportsman	separated bike lanes both sides	10	0	0	10	0	0	10	0	5	5	10	5	high	
Fletcher	Lynwood to Isl. Ctr. Rd.	8'wide vertically separated path southbound	-5	10	10	10	0	0	10	5	5	5	-5	3	med	
Fletcher	Isl. Ctr.Rd. to New Brook.	8' wide vertically separated path southbound	-5	10	0	10	10	0	10	5	5	5	5	4	med	
Gravel shoulder program			0	0	0	0	0	0	0	0	0	0	0	0	low	
grow	winslow to HS	sidewalks	10	10	10	10	10	10	10	10	0	5	10	8.5	high	
High School	Fletcher to Sportsman	Visual separation of existing facilities both sides	-5	5	5	10	10	0	5	5	5	0	5	3.25	med	
High School Rd	Mid block crosswalk (ACE hardw	crosswalk	10	10	10	10	0	0	0	10	0	0	10	5	high	
Island Center Rd	Island Center to Twin Ponds	trail connection	-5	5	0	0	0	0	10	0	0	5	-5	0.5	low	
Island-wide/Winslow Shuttle			10	10	10	10	0	0	0	0	0	10	10	5.5	high	
Kalgreen Connector	rolling bay to Halits	trail	0	0	0	0	0	0	10	0	0	5	5	2	low	
		vineyard lane crossing at Knechtel and 305	10	10	5	10	10	10	0	10	5	5	10	7.5	high	
Knechtel Trail Connector	305 to Knechtel	Traffic calming	5	0	0	10	10	5	-5	5	5	0	5	3.5	med	

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Koura	Miller to Mandus	Traffic calming	5	0	0	10	10	5	-5	5	5	0	5	3.5	med
Land-use Code Updates			0	0	0	0	0	0	0	0	0	0	0	0	low
Lost Valley Trail		new trail	-5	5	0	10	0	5	10	5	5	5	5	3.25	med
Lovegreen	305 to new trail	off-road trail	5	5	5	10	0	5	-5	5	0	5	5	3.25	med
Lynwood Center Mobility Hub			-5	10	0	10	0	0	0	0	0	10	5	1.75	low
Lynwood Center Rd	Pt White to Fletcher	separated bike lanes both sides	-5	10	10	10	10	5	5	5	5	5	5	5	med
Madison	Winslow to 305	new sidewalks and bikelanes	10	10	10	10	10	0	10	10	0	5	10	7.5	high
Madison	Valley to Winther	Traffic calming	-5	5	5	10	10	0	-5	5	5	0	5	2.25	low
Madison	305 to Yaquina		5	10	5	10	5	5	-5	10	0	0	-5	2.75	med
		8'wide vertically separated path													
Madison	Winther to Day	northbound; traffic calming	5	0	10	10	10	10	5	5	5	5	5	6.5	high
Maintenance Equipment			0	0	0	0	0	0	0	0	0	0	0	0	low
Maintenance Staff			0	0	0	0	0	0	0	0	0	0	0	0	low
Mandus Olson Trail	Koura to High School Rd	8' off-road gravel path	5	0	0	10	10	10	10	5	0	5	5	5.5	high
		off-road path connecting Koura to Bergman via Yukio Ln and Minnie Rose Lane													
Mandus Olson Trail	Koura to Bergman		5	10	0	10	10	0	10	5	0	5	5	5	med
Manitou	Loop to Falk	Traffic Calming, advisory shoulders	-5	10	0	10	10	0	-5	5	0	5	5	2	low
Manitou	305 to Loop	eastbound separated side path	-5	10	5	10	10	5	10	5	0	5	-5	3.5	med
		Traffic calming; advisory shoulder striping													
Manzanita	Day to Pt. Madison		5	0	0	10	10	5	-5	5	5	5	-5	3	med
Middle Schools	STO to Sportsman club to Bucsit	trail	5	10	10	10	0	5	10	10	5	5	-5	5.25	high
Miller	Tolo to Grand Forest	Traffic calming islands and crossing enhancements @ Forest to Sky Trail	5	10	0	10	10	0	-5	5	5	0	-5	2.5	low
		6'wide vertically separated bike													
Miller	Bergman to 305	lanes both sides	5	10	5	10	10	5	5	10	5	5	-5	5.25	high
Mobility Manager			0	0	0	0	0	0	0	0	0	0	0	0	low
Moran Rd	Yaquina to Madison	improved shoulder northbound side	5	10	5	10	10	0	-5	10	5	0	5	4.25	med
Multi-modal level of service			0	0	0	0	0	0	0	0	0	0	0	0	low
Phelps	Day to Madison	shoulder/bike lanes	5	10	5	5	10	5	-5	5	5	0	-5	3.25	med
New Brooklyn	Fletcher to Sportsman	separated bike lanes both sides	5	10	10	10	10	0	-5	5	5	5	5	5	high
		Widen existing side path for bi-directional travel													
New Brooklyn	Sportsman to Madison		5	10	10	10	5	0	10	10	0	0	-5	4.25	med
Off-Road Easement Strategy			0	0	0	0	0	0	0	0	0	0	0	0	low
N Madison	Day to Phelps	paved shoulders 2 sides	5	0	10	10	0	10	-5	5	5	0	5	4	med
		Traffic calming; advisory shoulder striping													
Pl. Beach	Oddfellows to Pt. White		-5	10	0	10	10	0	-5	5	0	0	5	1.5	low
Project Manager			0	0	0	0	0	0	0	0	0	0	0	0	low
Pt White	Pleasant Beach to Crystal Spring	Traffic calming	-5	10	0	10	10	0	-5	5	0	0	5	1.5	low
Pt. White	lynwood to park	sidewalks	-5	10	0	10	10	0	10	5	0	0	-5	2	low
Safe Routes Program			5	0	10	0	0	0	0	0	0	10	10	3.75	med
Shepard Way Greenway	grow to weaver	greenway	10	10	10	10	0	0	10	10	0	0	10	6	high
Sound to Olympics - Planning South			0	0	0	0	0	0	0	0	0	0	0	0	low
Sound to Olympics Grant Match			0	0	0	0	0	0	0	0	0	0	0	0	low
Sound to Olympics/305 Advocacy			0	0	0	0	0	0	0	0	0	0	0	0	low
		Widen exist. side path for bi-directional travel; intersection improvements													
Sportsman	Finch to High School		5	0	5	10	10	10	10	5	5	0	5	6	high
		Widen existing side path for bi-directional travel; southbound													
Sportsman	High School to New Brooklyn	visual separation	5	10	10	10	10	0	10	5	5	0	5	6	high
		Vertically separated bike lanes, 6'-wide northbound and both sides													
Sportsman	New Brooklyn to 305	north of Sakai	5	10	10	10	10	10	5	5	5	5	5	7	high

		crossing enhancements, new multi-use sidewalks, side path extensions	5	10	10	10	0	0	0	5	5	0	5	4	med
Sportsman/New Brooklyn STO Planning - North			0	0	0	0	0	0	0	0	0	0	0	0	low
		Traffic calming; gravel shoulder enhancement	5	10	0	10	10	0	-5	5	5	0	10	4	med
Sunrise	Valley to Lafayette		5	0	0	10	0	5	-5	0	5	5	-5	1.75	low
Torvanger	Sunrise to Madison	shoulder	0	0	0	0	0	0	0	0	0	0	0	0	low
Translate STP to Comp Plan Transportation Commission Updated Impact Fees			0	0	0	0	0	0	0	0	0	0	0	0	low
Valley		gravel shoulder	0	0	0	0	0	0	0	0	0	0	0	0	low
Valley		Madison to 305	-5	5	0	10	10	5	-5	5	0	0	-5	0.75	low
		Vertically separated bike lanes, 6'-wide both sides	-5	10	0	10	10	10	10	5	0	5	5	4.5	med
Wardwell	New Brooklyn to Wardwell	8' off-road gravel path	5	10	10	10	10	0	10	5	5	5	-5	5.5	high
Wardwell	Wardwell to Lovgreen	8' off-road gravel path	5	5	5	10	10	5	10	5	5	5	5	6.25	high
		sidewalks, intersection improvements	10	10	10	10	10	0	10	10	0	0	5	6.5	high
Winslow Way	Grow to Wood		10	10	10	10	10	5	10	10	0	0	5	7	high
Wood Ave	parfitt to Winslow	sidewalks	10	10	10	10	10	0	10	10	0	0	5	6	high
Wyatt	Finch to Weaver	separated bike lanes both sides	10	5	0	10	10	0	10	5	0	5	10	6	high
		Infill sidepath north side; Weaver intersection improvements	10	10	5	10	10	0	10	5	0	5	10	6.75	high
Wyatt	Weaver to Ashbury Ct	sidewalks	10	5	0	10	5	0	10	5	0	5	10	5.5	high
Wyatt Way	Weaver to Finch		5	10	5	10	0	0	-5	10	0	0	5	2.75	med
Yaquina	Ferncliff to 305	sidewalks	5	10	5	10	0	0	0	5	5	5	-5	1.5	low
Koura	Valley to Koura	305 crossing	-5	0	0	10	10	0	0	5	5	5	-5	1.5	low
Beach Crest Dr	305 crossing	formalize existing path	-5	5	0	10	10	0	0	5	5	5	-5	1.75	low
Winslow Way	Grow to Madison		10	10	10	10	10	5	10	10	0	0	5	7	high
Weaver	High School to Shepard		10	5	5	10	10	10	-5	5	0	5	10	6	high
Pl. Beach	Oddfellows to Ft. Ward Park		-5	5	0	10	10	0	-5	5	0	5	-5	0.75	low
Old Mill Rd	Blakely to Island Wood Trail		-5	5	10	10	10	0	-5	5	0	5	5	2.75	med
Old Mill Rd	Briar Rose Ln to Taylor Ave		-5	0	0	10	10	0	-5	5	0	5	-5	0.5	low
Madison	305 to Valley		-5	10	5	10	10	10	5	5	5	5	5	5	med
STO - Koura to Lovgreen	koura to lovgreen		5	5	5	10	10	0	10	5	5	5	-5	4.75	high
STO - Day to Hidden Cove	day to hidden cove		5	10	10	10	10	0	10	10	5	5	-5	5.75	high
STO - Pt. Madison to Agate Pass	pt madison to agate pass		5	0	0	10	0	0	10	5	5	5	-5	3	med
STO - High School to Madison	high school to madison		5	10	10	10	10	0	10	10	5	5	10	7.25	high
STO - Madison to Sportsman	madison to sportsman		5	10	10	10	10	0	10	10	5	5	5	6.75	high
STO - Sportsman to Koura	sportsman to koura		5	10	5	10	10	0	10	5	5	5	5	6	high
STO - Lovegreen to Day	lovegreen to day		5	10	10	10	0	0	10	10	5	5	-5	4.75	med
STO - Hidden Cove to Port Madison	hidden cove to port madison		5	5	0	10	10	0	10	5	5	5	-5	4.25	med
Miller	Peterson Hill to Miller		5	10	0	10	0	5	-5	5	5	0	5	3	med
Oddfellows	Pleasant Beach to Blakely		-5	5	0	10	10	0	-5	5	0	0	-5	0.25	low
Lafayette	Sunrise to Phelps		5	0	0	10	10	5	-5	5	5	0	5	3.5	med
Baker Hill Rd	Palamino to Crystal Springs		-5	0	0	10	10	0	-5	0	5	0	-5	0.25	low
Taylor Ave	Eagle Harbor to Old Mill		-5	10	0	10	10	0	-5	5	0	0	-5	0.5	low
McDonald	Eagle Harbor to Old Mill		-5	5	5	10	10	5	-5	0	0	0	-5	1	low
Eagle Harbor Dr	McDonald to Pritchard Park		-5	10	0	10	10	5	-5	5	5	0	5	2.5	low
Blakely Ave	school zone		-5	5	10	10	5	0	5	5	5	5	-5	2.75	med
Baker Hill Rd	Lynwood to Blakely		-5	10	10	10	10	10	10	5	0	5	5	5.5	high
Lofgren Rd	Yaquina to Moran		5	10	5	10	5	0	-5	10	5	0	-5	2.75	med
Blakely Ave	Country Club to Tani Creek		-5	0	0	10	10	0	10	5	5	5	-5	2.5	low
Grand Forest Connector	Miller to Sands Ave		5	10	0	10	10	5	10	0	5	5	-5	4.75	high
Sands/Sakai Connector	Sands to Sakai via Paulanna Ln		5	5	10	0	10	0	10	0	5	5	-5	4.5	med
Knechtel Trail Connector	Knechtel to Fir Acres		10	10	5	10	10	5	10	10	0	5	10	7.5	high
Wyatt	weaver		-5	0	0	10	10	0	10	5	5	5	-5	2.5	low

appendix I :

City Thread Accelerated Mobility Playbook

visit: <https://www.bainbridgewa.gov/DocumentCenter/View/17548/City-Thread-Accelerated-Mobility-Playbook-Report-for-Bainbridge-Island---May-2023?bidId=>

appendix J : Sustainable Transportation & Greenhouse Gas Emissions Report

visit: https://www.bainbridgewa.gov/DocumentCenter/View/17823/FandP_VMT_GHG-Emissions_Final-Report_with_Appendix_August-2023?bidId=

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:05 PM) Authorize the City Manager to Execute a Construction Contract in the Amount of \$2,558,798.39 with Johansen Construction Company, LLC for the Eagle Harbor Drive Safety Improvements & Wyatt Way Bicycle and Pedestrian Safety Improvements Project (\$2,219,449.45 - Capital Construction Fund; \$339,348.94 – Water Fund) - Public Works,

SUMMARY: The goal of the Eagle Harbor Drive Safety Improvements & Wyatt Way Bicycle and Pedestrian Safety Improvements project is to improve safety for non-motorized users along Wyatt Way westward around the Head of the Bay. The project team worked in close coordination with Washington Department of Transportation on the bid package. This project will be supported by three (3) non-motorized improvement grants.

Four bids were opened on July 2, 2025.

City staff reviewed the bid results and the contractor's qualifications and recommend that City Council award the Eagle Harbor Drive Safety Improvements & Wyatt Way Bicycle and Pedestrian Safety Improvements project to the apparent low bidder, Johansen Construction Company, LLC in the amount of \$2,558,798.39. See attached bid form. The engineer's estimate is \$2.8M to 3.1M.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to authorize the City Manager to execute a construction contract with Johansen Construction Company, LLC in the amount of \$2,558,798.39 for the Eagle Harbor Drive Safety Improvements & Wyatt Way Bicycle and Pedestrian Safety Improvements project.

COMMUNITY ENGAGEMENT AND OUTREACH:

A communication plan will be developed along with the construction schedule.

FISCAL IMPACT:

Amount:	\$2,558,798.39
Ongoing Cost:	
One-Time Cost:	\$2,558,798.39
Included in Current Budget?	true

BACKGROUND: The goal of the Eagle Harbor Drive Safety Improvements & Wyatt Way Bicycle and Pedestrian safety Improvements project is to improve safety for non-motorized users along Wyatt Way westward around the

Head of the Bay. The project includes a waterline replacement and upgrade of an 4-inch asbestos concrete to a standard 8-inch ductile iron pipe main within the footprint of the non- motorized improvements. Similar to the Bundled Madison project approach, the water line work was included to reduce the cost of the water improvements and to minimize overall disruptions to traffic to a single construction season.

The project team worked in close coordination with Washington Department of Transportation on the bid package. This project will be supported by three (3) non-motorized improvement grants: two federal grants administered by the Washington Department of Transportation and a state grant from the Transportation Improvement Board.

The project construction is anticipated to commence in the summer of 2025, concurrent with a separate but related project, the Eagle Harbor Dr. (Cooper Creek) Fish Passage Improvements. An overall construction schedule will be developed and published after the contract has been awarded.

This project was originally advertised on April 30, 2025, and bids were opened on June 4, 2025. The work is being rebid following Council's approval of Resolution 2025-13 Rejecting All Bids for this project on June 17, 2025.

The City re-advertised the project on June 18, 2025. Bids were re-advertised in the Kitsap Sun, Daily Journal of Commerce, and the City's Bid Posting page.

Four bids were opened on July 2, 2025.

City staff reviewed the bid results and the contractor's qualifications and recommend that City Council authorized the City Manager to award the Eagle Harbor Drive Safety Improvements & Wyatt Way Bicycle and Pedestrian Safety Improvements project to the low bidder, Johansen Construction Company, LLC in the amount of \$2,558,798.39. See attached bid form.

The engineer's estimate is \$2.8M to 3.1M.

ATTACHMENTS:

[FBB Eagle Harbor Drive Wyatt Way Johansen.docx](#)

[Bid Form_EH Safety and WW Ped and Bicycle Safety Improvements_CC.pdf](#)

[CIP_Connecting Centers - Eagle Harbor Drive Wyatt Way Non-Motorized Improvements_00968.pdf](#)

[EHD Wyatt Location Map.pdf](#)

[CIP_Water Main Replacement_01415.pdf](#)

[Slides EHD Award 07082025.pdf](#)

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (“Contract”), made the ____, day of _____, 2025, by and between the City of Bainbridge Island, a Washington state municipal corporation (“City” and/or “CONTRACTING AGENCY”), and Johansen Construction Company, LLC, a Washington state limited liability company (“CONTRACTOR”).

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the Eagle Harbor Drive Safety Improvements & Wyatt Way Bicycle and Pedestrian Safety Improvements Project, and

WHEREAS, the CONTRACTOR has offered to perform the proposed Work in accordance with the terms of the Contract Documents including but not limited to this Contract, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of Two Million Five Hundred Fifty-Eight Thousand Seven Hundred Ninety-Eight and 39/100 Dollars (\$2,558,798.39) (“Contract Price”) for the fulfillment of the Work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this Contract are set forth in the following documents, all of which are component parts of this Contract as if set out in full, and if not attached, as if hereto attached collectively referred to as the “Contract Documents”:

1. This Contract, including the form “Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices”
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2025 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter “Standard Specifications”)
3. Special Provisions
4. Indemnity and Insurance Agreement
5. Special Indemnity and Insurance Agreement
6. Prevailing Wage Schedules and Regulations
7. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
8. Certification of Compliance with Wage Payment Statutes
9. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

The CONTRACTING AGENCY and the CONTRACTOR recognize that time is of the essence of this Contract and that the CONTRACTING AGENCY will suffer financial loss if the Work is not completed within the time specified in this Contract. Therefore, the parties agree that the liquidated damages provisions of the Standard Specifications as modified herein shall apply and that those provisions have been mutually negotiated.

CONTRACTOR’s Initials: _____

The CONTRACTOR hereby warrants and represents it has reviewed, understands, and agrees to the terms and conditions of this Contract, all Addenda, and the Standard Specifications as modified by the Special Provisions and all other Documents contained in the Project Manual and incorporated herein by reference. The person executing this Contract warrants and represents that they are fully authorized to execute this Contract.

All parties agree that the State of Washington is hereby named as an express third-party beneficiary of this Contract, with all rights as such.

THE CONTRACTOR AGREES TO RETURN THIS EXECUTED CONTRACT AND OTHER REQUIRED DOCUMENTS TO THE CONTRACTING AGENCY as required by the Standard Specifications as modified herein, and to return the DECLARATION OF OPTION OF MANAGEMENT OF STATUTORY RETAINED PERCENTAGE AT THE SAME TIME.

IN WITNESS WHEREOF, this Contract has been executed on the day and year above written.

JOHANSEN CONSTRUCTION COMPANY, LLC

By: _____

Name: _____

Title: _____

Date: _____

CITY OF BAINBRIDGE ISLAND

By: _____

Blair King, City Manager

Date: _____



City of Bainbridge Island

Public Works Department – Engineering

EAGLE HARBOR SAFETY IMPROVEMENTS & WYATT WAY BICYCLE AND PEDESTRIAN SAFETY IMPROVEMENTS PROJECT

Bid Opening Date: July 2, 2025

Bids Open @ 10am

Note: Bids Are Opened in Order Received. Bids Solicited by: ☒ Advertisement ☐ Small Works Roster The Engineers Estimate is: \$2,953,684.87	Granite Construction Company	Sound Pacific Construction	Johansen Construction Company	Titan	
Proposal	✓	✓	✓	✓	
Signature Page – Addenda Acknowledged, if applicable	✓	✓	✓	✓	
Certification of Compliance with Wage Payment Statutes	✓	✓	✓	✓	
Code of Conduct and Ethics Program	✓	✓	✓	✓	
COBI Non-Collusion Declaration	✓	✓	✓	✓	
WSDOT Non-Collusion Declaration (Form 272-036I EF)	✓	✓	✓	✓	
Local Agency Certification for Federal-Aid Contracts (Form 272-040A)	✓	✓	✓	✓	
DBE Requirements	✓	✓	✓	✓	
Local Agency Subcontractor List (Form 271-015A): Electrical	✓	✓	✓	✓	
Local Agency Subcontractor List (Form 271-015A): Rebar	✓	✓	✓	✓	
Contractor Certification (Form 272-009)	✓	✓	✓	✓	
Proposal Bond (5%)	✓	✓	✓	✓	
Statement of Bidders Qualifications	✓	✓	✓	✓	
WSDOT Bidder Questionnaire (Form 272-022)	✓	✓	✓	✓	

TOTAL BASE BID AMOUNT (LINE F)	\$3,730,149.28	\$2,574,650.28	\$2,558,798.39	\$2,890,787.03	
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A total of 4 bids were received for the Eagle Harbor Safety Improvements & Wyatt Way Bicycle and Pedestrian Safety Improvements. Project Manager, Nick Rasor, has reviewed all bids and recommends that the City Council award the contract to the apparent low bidder, Johansen Construction Company, LLC, in the amount of \$2,558,798.39.

Project: Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements

Number: 00968

Location: Ashbury Court to Bucklin Hill

Project Description



Description: This project will provide non-motorized improvements along Eagle Harbor Drive from the shoreline to Head of the Bay, and along Wyatt from the Head of the Bay to Ashbury Court. Improvements will include a mix of shoulders, vertically and physically separated paths, and safety improvements at the Finch/Wyatt intersection.
Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2024: Design; 2025: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	4	-	-	-	-	-	-	4
REET	3,193	-	-	-	-	-	-	3,193
Water Fund		-	-	-	-	-	-	-
Sewer Fund		-	-	-	-	-	-	-
SSWM Fund		-	-	-	-	-	-	-
Federal Grant	950	-	-	-	-	-	-	950
State Grant	500	-	-	-	-	-	-	500
Sub-total	4,647	-	-	-	-	-	-	4,647
FUNDING USES (1000's)								
Project Management	95	-	-	-	-	-	-	95
Design/construction	4,552	-	-	-	-	-	-	4,552
Sub-total	4,647	-	-	-	-	-	-	4,647

30% Design – Project Location Map



Eagle Harbor/Wyatt Non-Motorized Improvements

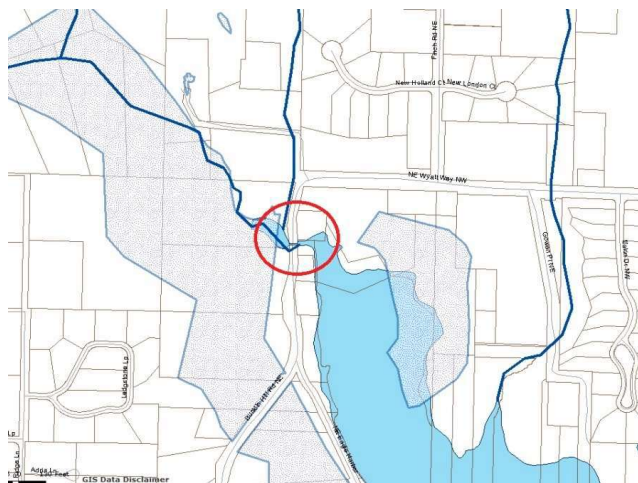
December 12, 2023

Project: Water Main Replacement

Number: NEW

Location: Eagle Harbor Dr

Project Description



Description: This project includes two components - the first is new water line infrastructure to be built underneath the new Eagle Harbor Drive Cooper Creek Fish Passage project (PRJ 01107). The second component includes the replacement of an existing water main extending from the north end of the fish passage north and east to Gowen Place.

Benefit: The new water main will facilitate future water connections and the replacement is required due to the existing infrastructure reaching the end of useful life.

Schedule: Construction: 2025

Capital Funding (1000's)

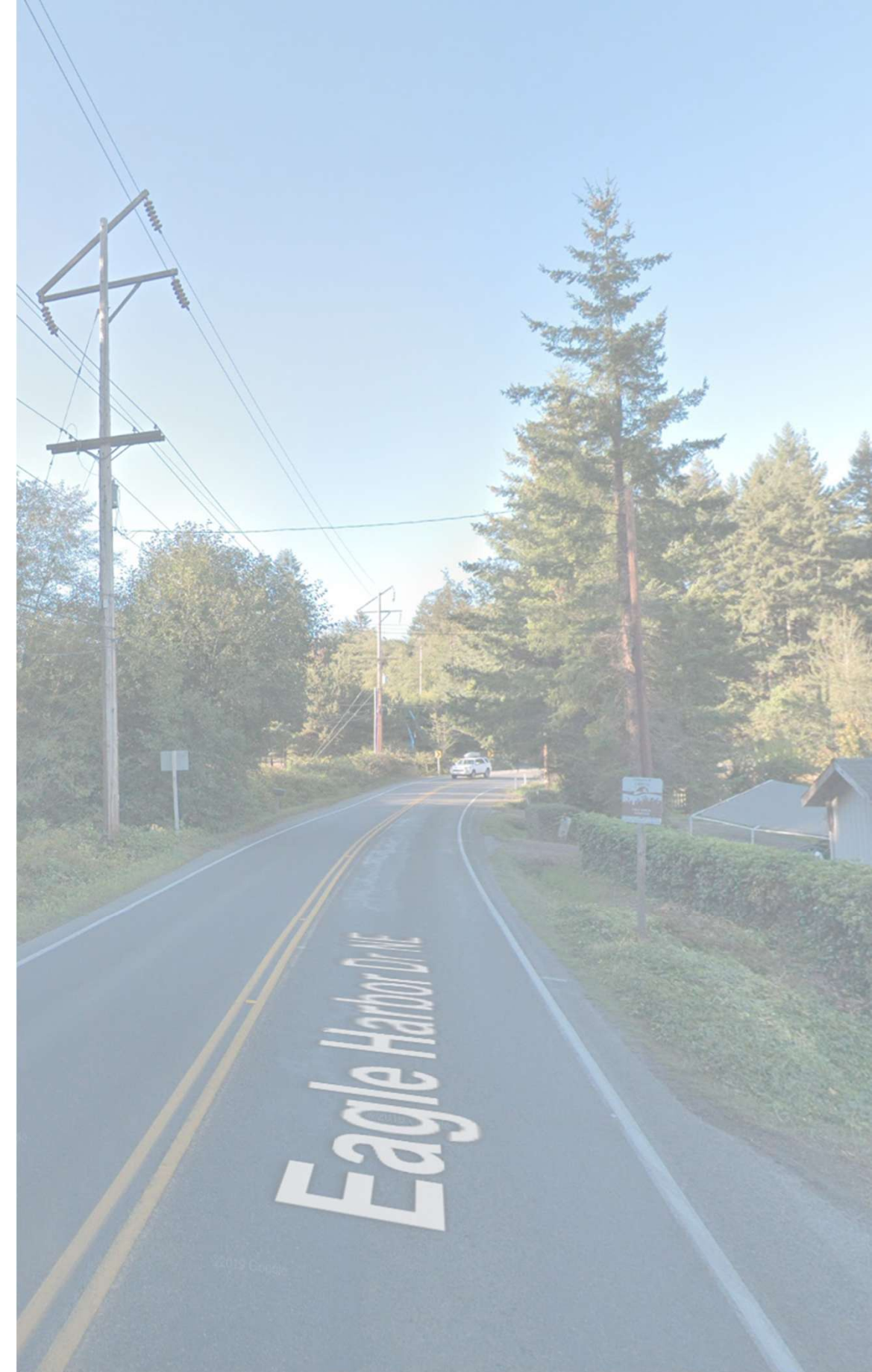
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
REET Fund	-	-	-	-	-	-	-	-
Water Fund	-	440	-	-	-	-	-	440
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	440	-	-	-	-	-	440
FUNDING USES (1000's)								
Project Management	-	10	-	-	-	-	-	10
Design/construction	-	400	-	-	-	-	-	400
Sub-total	-	410	-	-	-	-	-	410

Amounts in thousands

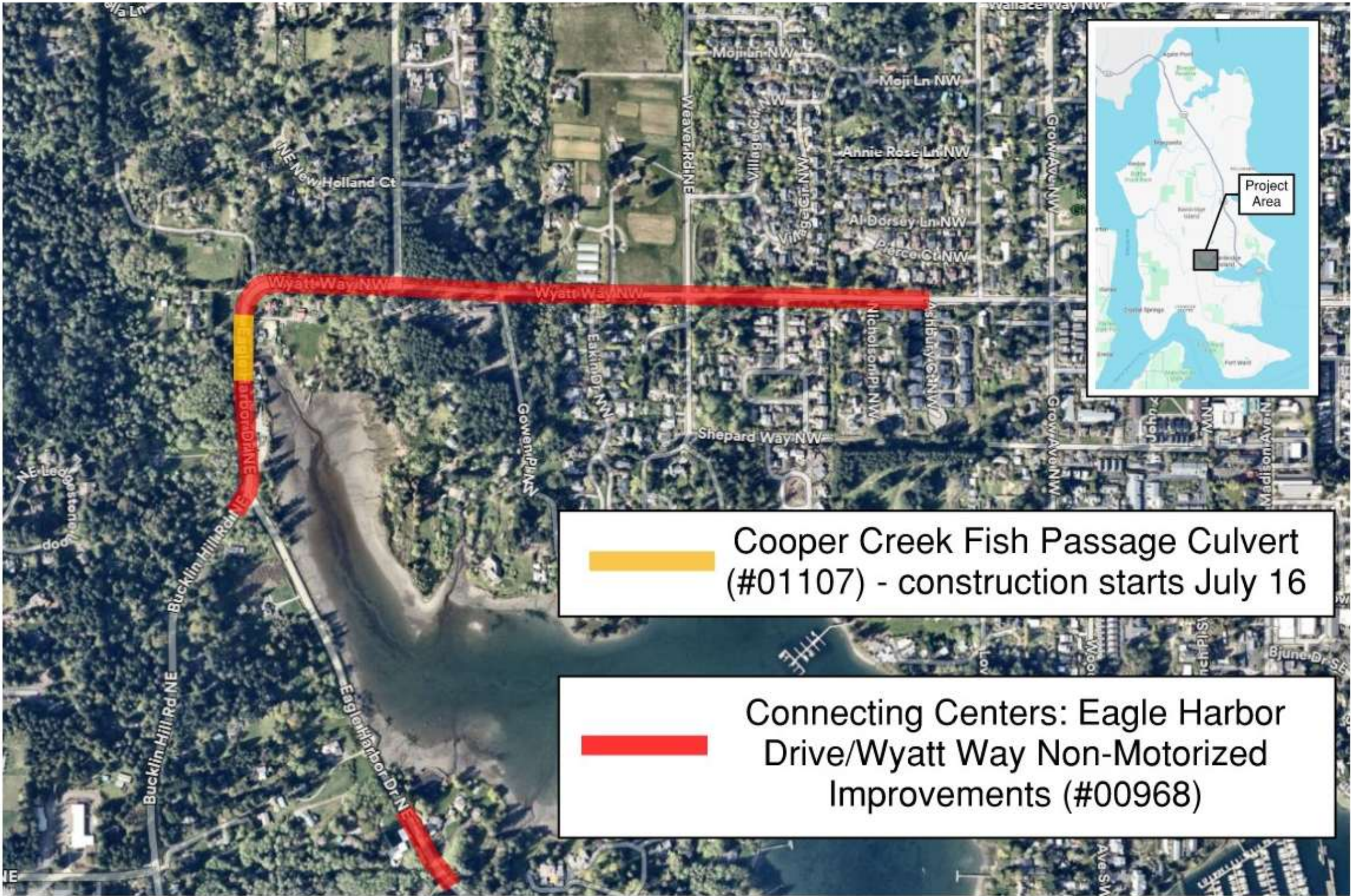
Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements

Contract Award

July 8, 2025



Project Areas



Eagle Harbor/Wyatt Non-Motorized Improvements

July 8, 2025

Cooper Creek Fish Passage Culvert Project (#01107)

- January 28, 2025 - Authorization to Advertise
- April 8, 2025 - Authorize Construction Contract Award
- April 10, 2025 - Contract Execution with Redside Construction, LLC
- June 25, 2025 – Press Release to Community
- July 16, 2025 – First Working Day
- Construction Contract Cost: \$2,334,836
- Project Budget: \$3.37M SSWM Fund; \$98k Water Fund

Connecting Centers: Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project (#00968)

- November 12, 2024 - Authorization to Advertise
- June 10, 2025 – Authorize Construction Contract Award
- June 17, 2025 – Bids Rejected
- June 18, 2025 – Re-Advertise
- July 2, 2025 – Rebid Closing
- July 8th, 2025 – Recommendation to Award

Connecting Centers: Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project (#00968)

- Construction Contract Cost: \$2,558,798
- Project Budget: \$4.65M Fund; \$342k Water Fund
- Federal Grant: \$950,250
- State TIB Grant: \$500,000

Full Road Closure and Detour

Eagle Harbor Drive at Head of the Bay | Closed to Vehicles: July 16 – Early October 2025

Eagle Harbor Drive NE Fish Passage Improvement Detour Route

- Primary detour route
- Secondary detour route
- Walking trail
- Closed to vehicles, open to bikes/pedestrians
- Closure location

Getting Around During Construction

Businesses open during construction.

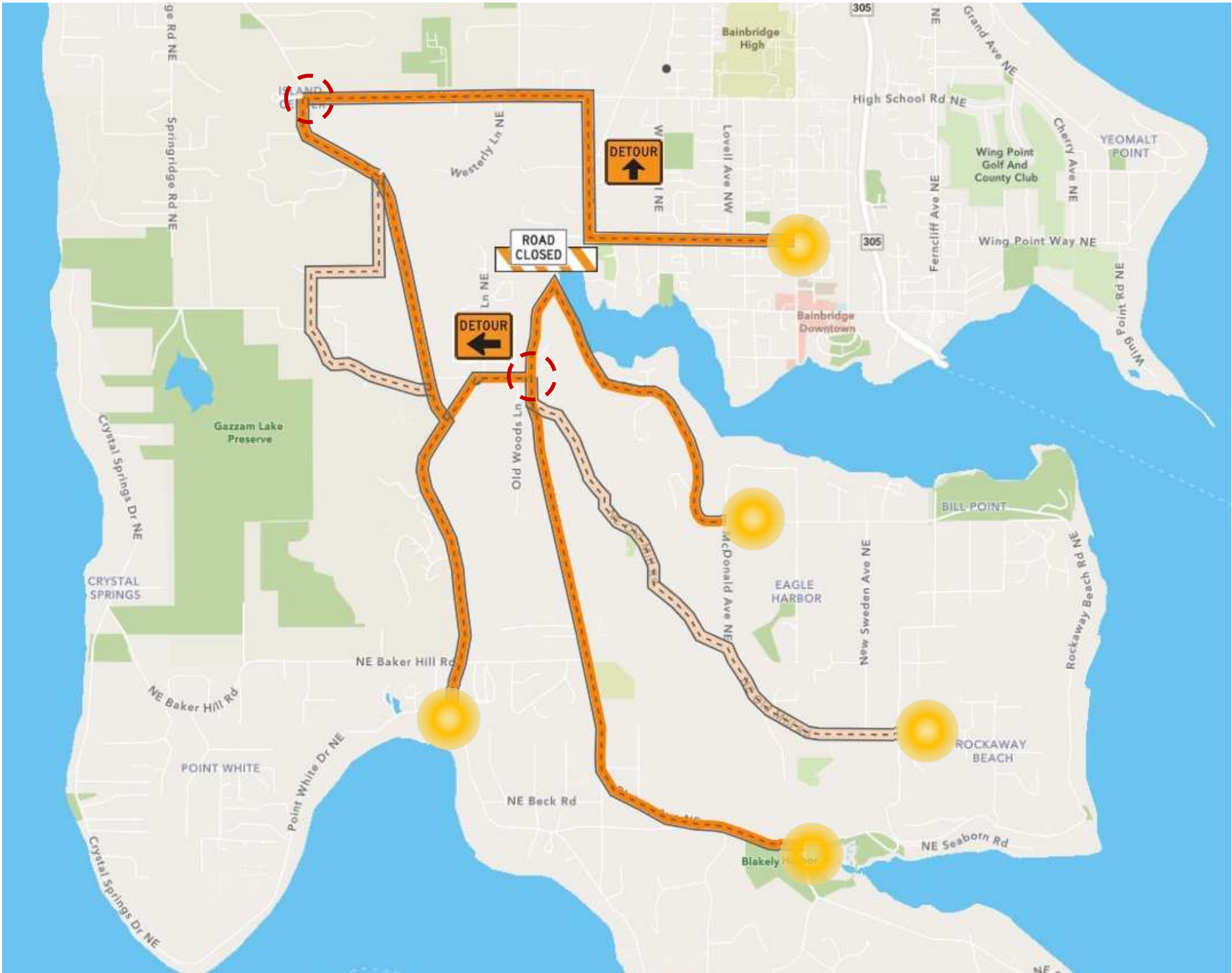
Vehicle Detour: Cars and trucks can use Fletcher Bay Road & High School Road.

Walk/Bike/Roll: A temporary pedestrian gangway will be in place around the construction site. Walkers can also use Lost Valley Trail.

Transit: For real-time status, visit [KTTracker.com/map](https://kttracker.com/map) and select a bus route. For details about bus detours and to view rider alerts, visit kitsaptransit.com/alerts.



Primary and Secondary Detour Routes (Motorized)



-  Intersection Operation to be Evaluated
-  Vehicle Trip Generators
-  Primary Route
-  Secondary Route

Simultaneous Project Construction Benefits

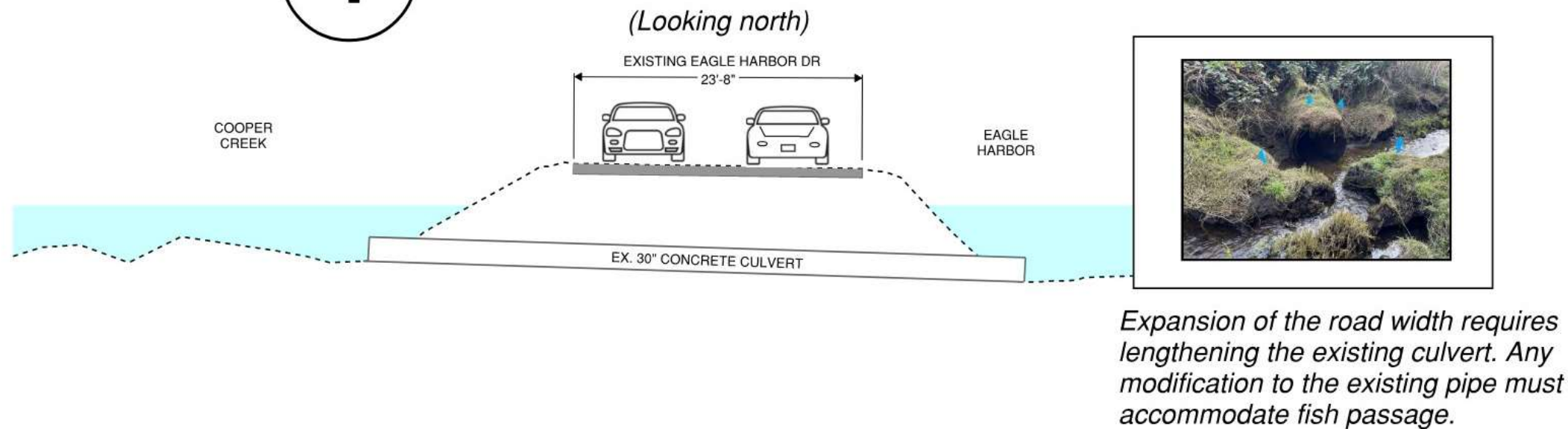
- Minimizing impact to community – compressed schedule
- Lower cost, faster construction, less traffic control
- Lower traffic volumes during summer months
- Least interruption to school district transportation
- Work zone safety
- Limited fish construction window

Estimated Cost Implications: Award of EHD vs. Postponement

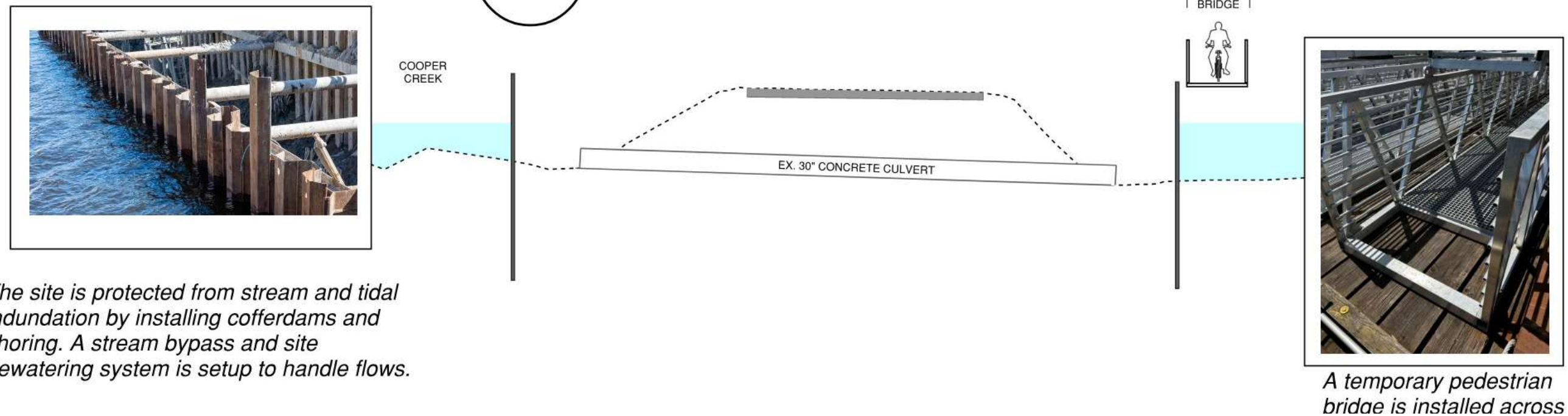
Eagle Harbor Dr/Wyatt Way NM Improvements		
Starts w/ Cooper Creek (Summer/Fall 2025)	Built Separately After Cooper Creek Project (2025-2026)	Postponed to Next Season (2026)
No additional costs above contract award	+\$60k (traffic control)	+\$60k (traffic control) +\$950,250 (Federal grant risk) +\$500k (state grant risk)
-	+\$60k	+\$1.51M
Eagle Harbor Drive at Cooper Creek Road Closure in Summer of 2025 occurring under all scenarios		

Road Closure – Construction Sequence For Cooper Creek Fish Passage Culvert

1 EXISTING CONDITIONS



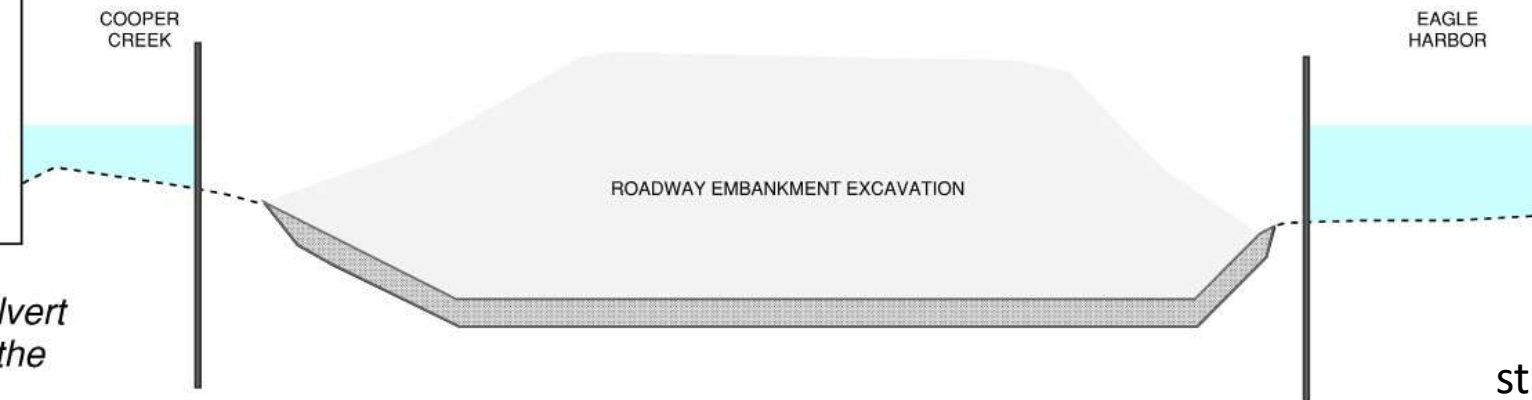
2 DEWATERING SITE





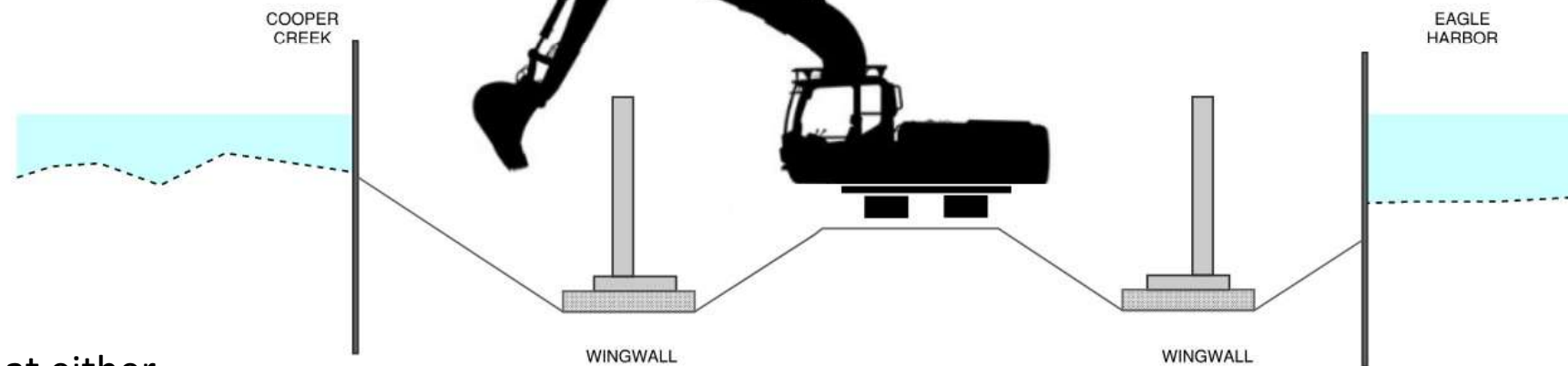
Remove the existing road bed and culvert and prepare ground for placement of the 15' wide 11' tall concrete box culvert.

3A EXCAVATE ROADWAY AND STREAMBED



Section A at stream crossing

3B WINGWALL INSTALLATION



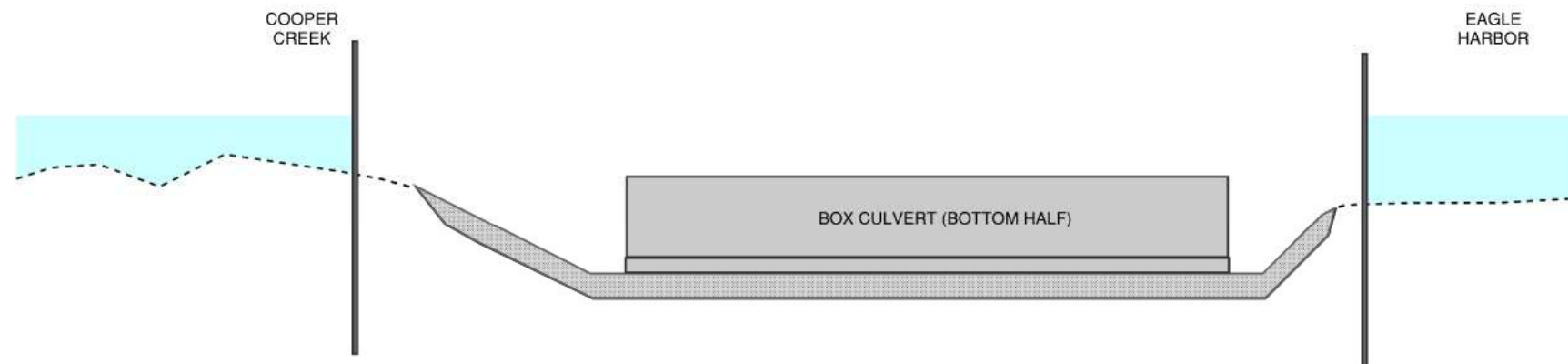
Section B at either side of stream crossing



On either side of the stream channel a wingwall is installed to retain the roadway earth. The limits of excavation required span the entire roadway.

4A

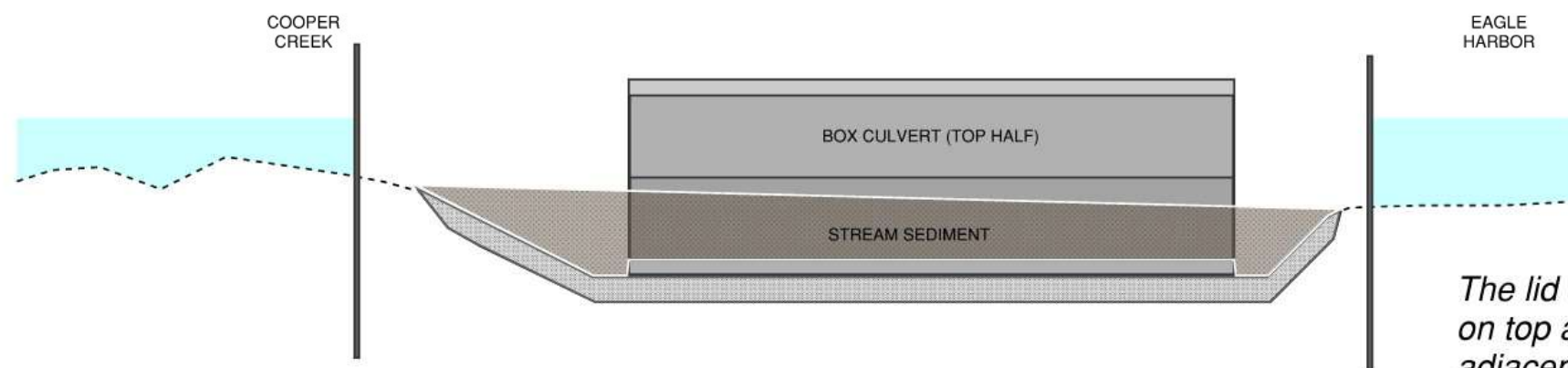
CULVERT BOTTOM INSTALLED



Before placing the top half of the box culvert the stream bed sediment is placed in the box culvert channel to promote a natural crossing environment for fish.

5A

CULVERT TOP INSTALLED

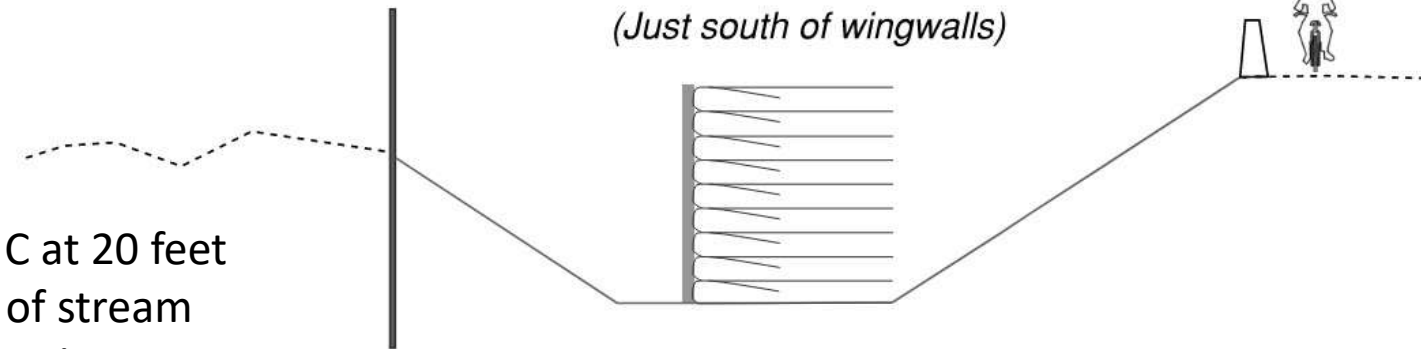


The lid of the box is placed on top and secured to the adjacent wingwalls.

3C

GEOSYNTHETIC RETAINING WALL SOUTH OF THE CREEK

Section C at 20 feet
south of stream
crossing



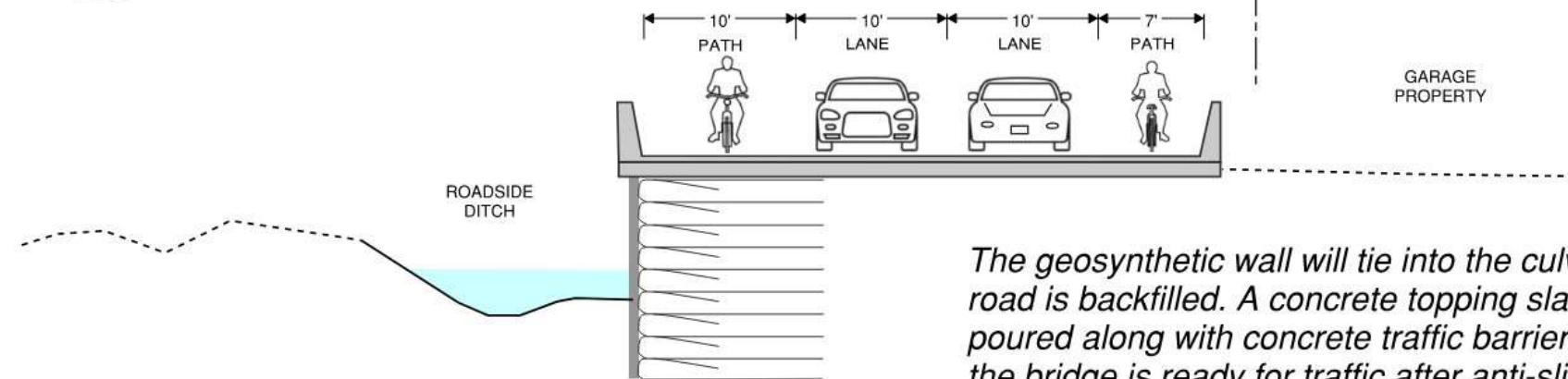
GARAGE
PROPERTY



A mass excavation is required to install the soil reinforced retaining wall on the west side of Eagle Harbor Drive. The wall will be surfaced with shotcrete (sprayed concrete).

4C

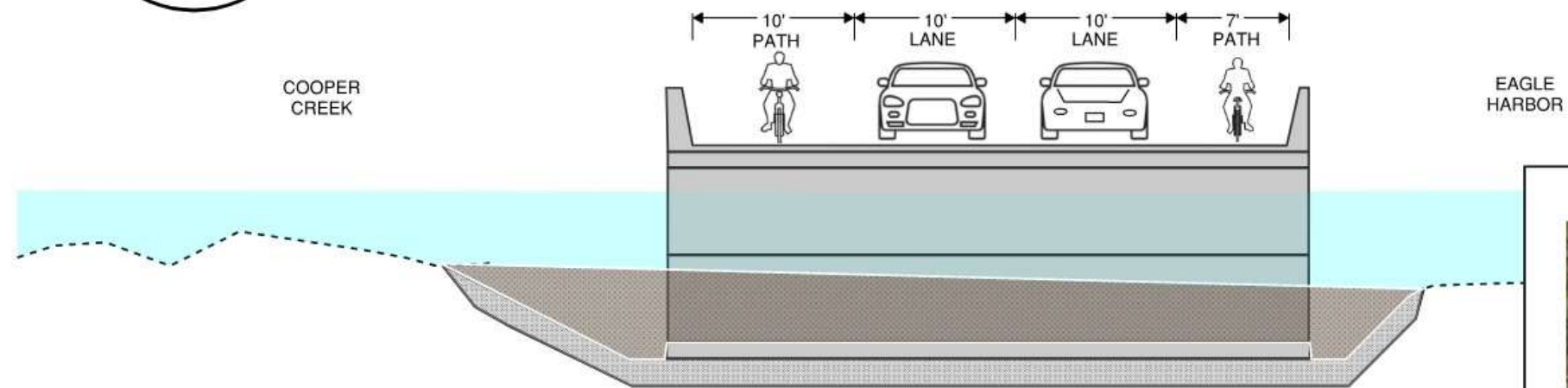
APPROACH AND TOPPING SLABS



The geosynthetic wall will tie into the culvert wingwalls and the road is backfilled. A concrete topping slab and approach slab is poured along with concrete traffic barriers. The final surface of the bridge is ready for traffic after anti-slip grooves are cut into the cured roadway.

6A

STREAM RESTORATION AND PROJECT COMPLETION



Once in water work is completed and the stream banks and channels restored the cofferdams may be removed to allow stream and tidal flow through the new structure.





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:20 PM) Introduce Dave Ullin Open Water Marina Housing Policy, New Low-Income Moorage Rates, and Increased City Dock Rates - Executive,

SUMMARY: During the May 20, 2025 Study Session, it was presented to Council that the rent rate set from the Aquatic Lands Lease (Lease) that the City holds with the Washington State Department of Natural Resources (DNR) increased from \$36,556.80 to \$54,850.20. This Lease with the DNR allows the Dave Ullin Open Water Marina (DUOWM) to operate with sixteen (16) anchored buoys for liveaboards. In that May 20 Study Session, Council provided policy guidance for payment of this DNR expense increase while avoiding displacement of current tenants in good standing. That guidance has been used to create the following for Council consideration:

1. Introduction of Low-Income Moorage Rate for those that income-qualify at or below 60% Kitsap County Area Median Income (AMI)
2. Dave Ullin Open Water Marina Housing Administrative Policy
3. Increase City Dock Transient Moorage Rate (visitors) to accommodate deficit introduced by new Low-Income Moorage Rate

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I direct the City Manager to introduce a new low-income-qualified moorage rate set at a 40% discount to the standard moorage rate for liveaboards, and to increase the City Dock day rate with the 2026 fee schedule update.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City maintains sixteen anchored buoys and operates moorage agreements for liveaboards in the Dave Ullin Open Water Marina thanks to the Lease agreement between the City and the Washington State DNR. As part of the Lease agreement, every four years the Lease rate is subject to a rate revaluation stipulated by RCW 79.105.240 and WAC-330-123 (Revised Code of Washington and Washington Administrative Code, respectively). The four-year revaluation for 5/1/25 - 4/30/26 resulted in an increase from \$36,566 in 2024/2025 to \$66,458 in 2025/2026, but since that increase is greater than the maximum 50% allowed in the Lease, the rate has been stair-stepped to \$54,850 this year, with an anticipated increase next year.

In order to maintain fiduciary responsibility to the DNR and to avoid displacement of DUOWM tenants in good standing, Staff proposes the following for Council Consideration:

1. Introduction of Low-Income Moorage Rate for those that income-qualify at or below 60% Kitsap County Area Median Income (AMI)
2. Dave Ullin Open Water Marina Housing Administrative Policy
3. Increase City Dock Transient Moorage Rate (visitors) to accommodate deficit introduced by new Low-Income Moorage Rate

1. Introduce a new low-income moorage rate for those that income-qualify at or below 60% AMI
2. Dave Ullin Open Water Marina Housing Administrative Policy
 - Current tenants in good standing given priority to renew moorage agreement
 - Once a buoy becomes vacant:
 - Waitlist priority given to those that qualify as low-income (at or below 60% Kitsap County Area Median Income (AMI))
 - Buoy to remain vacant for 30 days before offering to a waitlist member earning more than 60% AMI in case an income-qualified and eligible individual does not apply during that time period.
 - Standard Rate:
 - Annual Standard Rate (\$/ft/mo) set by the following formula:
 - $(\text{DNR Rate} + \text{Buoy Maintenance Costs}) / \text{Total Length of all vessels}$
 - Low-Income Rate (at or below 60% AMI):
 - 2026 Rate held at 2025 Rate
 - 2027 and future rates to set at a 40% discount from the Standard Rate
 - Tenants to income-qualify annually to continue to be eligible for Low-Income rate
3. Increase City Dock Transient Moorage Rate (visitors) from \$1.20 to \$1.50 with the 2026 Fee Schedule Update
 - Median Puget Sound dock day rate is approx. \$1.50/ft/day
 - Based on previous years usage, the increased revenue would cover the deficit introduced by the low-income DUOWM rates for approx. two years
 - Would need to be re-evaluated in 2028, considering factors such as
 - 2028 DNR Rate
 - No. of liveaboards at low-income moorage rate in 2028
 - 2027 City Dock activity

ATTACHMENTS:

[Liveaboards 7-8-25 R0.pptx](#)

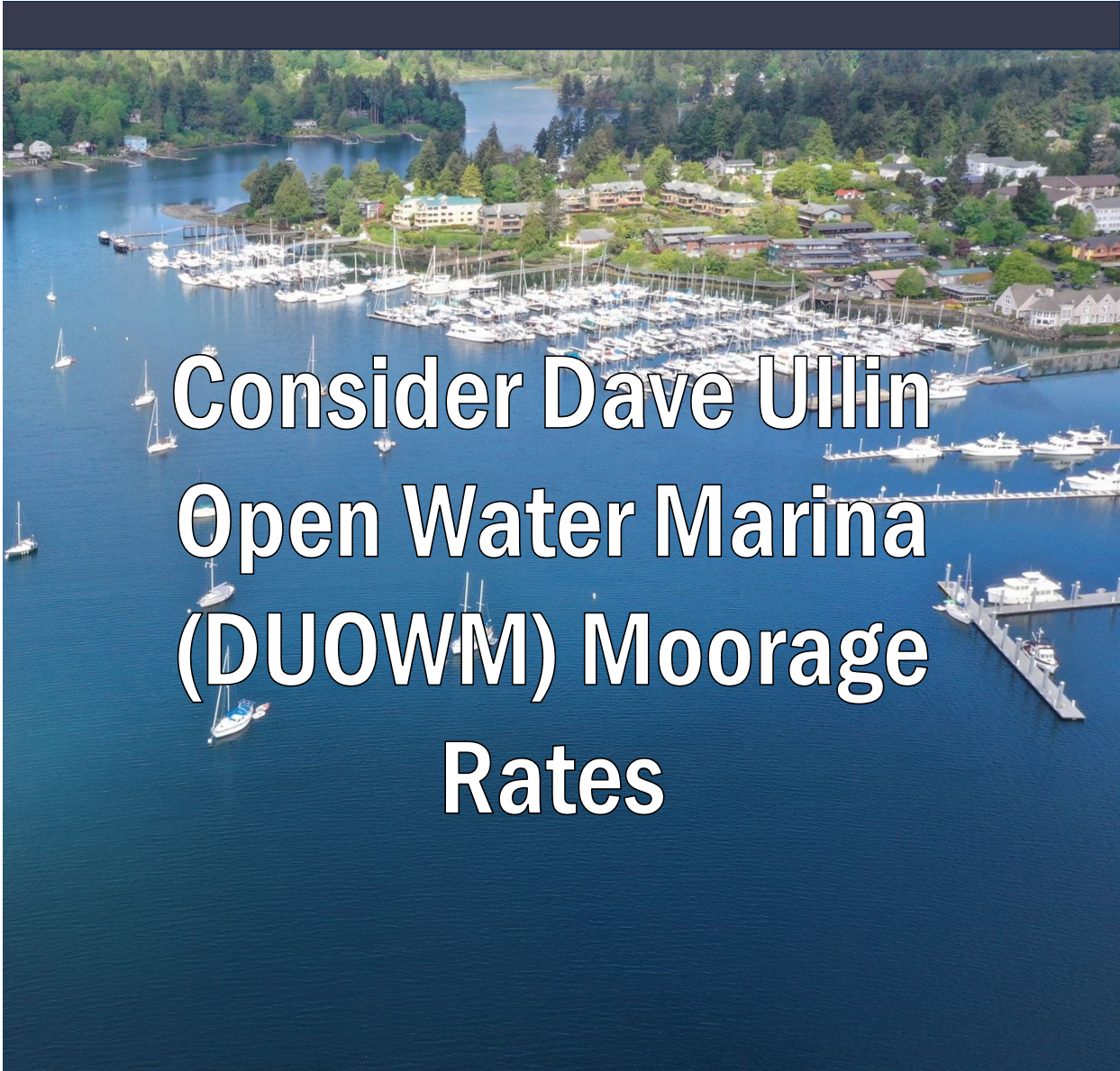
[DUOWM Housing Policy Rev0.docx](#)



**CITY OF
BAINBRIDGE ISLAND**

Prepared for:
City Council Business Meeting

July 8, 2025



Consider Dave Ullin Open Water Marina (DUOWM) Moorage Rates

Today's Discussion

1

DNR Rate Revaluation

2

**Introduce DUOWM
Housing Administrative
Policy**

3

**Moorage and City Dock
Rates**

4

**Council
Recommendation**

Washington State Department of Natural Resources (DNR) Aquatic Lands Water-Dependent Rent Rate



July 8, 2025

- City holds Aquatic Lands Lease from Washington State Department of Natural Resources for the *Dave Ullin Open Water Marina (DUOWM)*
- Lease rate set every four years
- Lease rate calculation per RCW 79.105.240, WAC-330-123
 - Based on assessed land value of nearest upland parcel used for water dependent purposes and actual area used by liveaboards
- Lease charge from DNR:
 - Current: \$36,556
 - 2025-26: \$66,458 (calculated)
 - Maximum allowable increase applied: \$54,850 (2025-26)
 - Balance applied: \$66,458 (2026-27)

Dave Ullin Open Water Marina

RCW = Revised Code of Washington WAC = Washington Administrative Code

When recorded, return to:
City Manager
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110-1812

CITY OF BAINBRIDGE ISLAND 201705160022
Lease Rec Fee: \$ 130.00
05/16/2017 09:42 AM Page: 1 of 58
Dolores Gilmore, Kitsap Co Auditor



HILARY S. FRANZ
COMMISSIONER OF PUBLIC LANDS

AQUATIC LANDS LEASE

Lease No. 20-A85592

Grantor: Washington State Department of Natural Resources
Grantee(s): City of Bainbridge Island
Legal Description: Area A - Section 26, Township 25 North, Range 2 East, W.M.
Area B - Sections 34 and 35, Township 25 North, Range 2 East, W.M.
Assessor's Property Tax Parcel or Account Number: N/A
Assessor's Property Tax Parcel or Account Number for Upland parcel used in conjunction with this lease: 4114-002-001-0000

THIS LEASE is between the STATE OF WASHINGTON, acting through the Department of Natural Resources ("State"), and CITY OF BAINBRIDGE ISLAND, a government agency ("Tenant").

BACKGROUND

Tenant desires to lease the aquatic lands commonly known as Eagle Harbor, which are bedlands located in Kitsap County, Washington, from State, and State desires to lease the property to Tenant pursuant to the terms and conditions of this Lease. State has authority to enter into this

Aquatic Lands Lease

Page 1 of 40

Lease No. 20-A85592

DUOWM Administrative Housing Policy



When a buoy becomes available:

- Waitlist priority given to those that qualify as Low-Income ($\leq 60\%$ AMI)
- Buoy to remain vacant for 30 days before offering to next person on the waitlist
- Tenants to income-qualify each year for low-income rate
- Effective with next moorage agreement cycle (Jan 1, 2026)

AMI = Area Median Income for Kitsap County

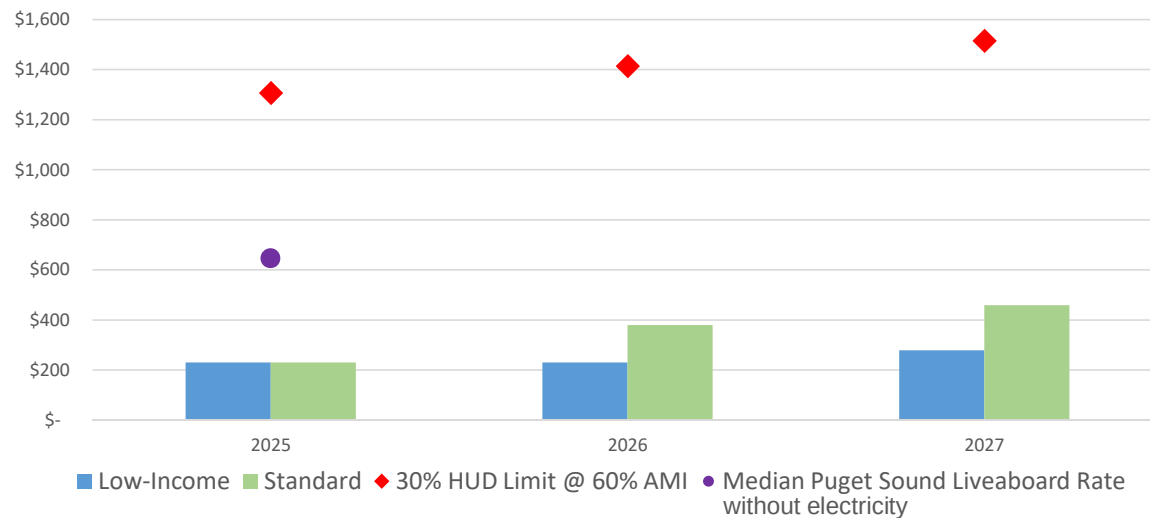


July 8, 2025

Moorage & City Dock Rates

Proposed DUOWM Liveaboard Rent Rates Lower than Regional Average Marina Rates

Example: 37 Foot Vessel Monthly Moorage Rates



	2025	2026	2027
Standard Rate (\$/ft/mo.)	\$6.20	\$10.23	\$12.37*
Low-Income Rate (\$/ft/mo.)		\$6.20	\$7.42*
City Dock Rate (\$/ft/day)	\$1.20	\$1.50	\$1.55*

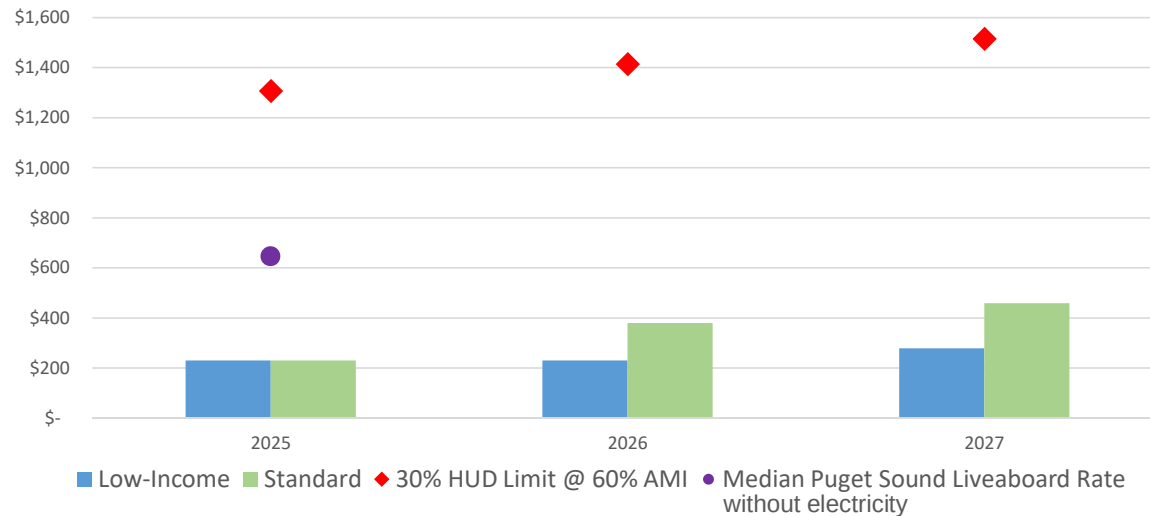


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Estimated	2026	2027
Increased City Dock Revenue (\$1.20 → \$1.50/? /day in 2026)	\$25,500	\$26,200
Low-Income Moorage Rate Deficit	(\$22,900)	(\$28,000)
Balance	\$2,600	(\$1,800)

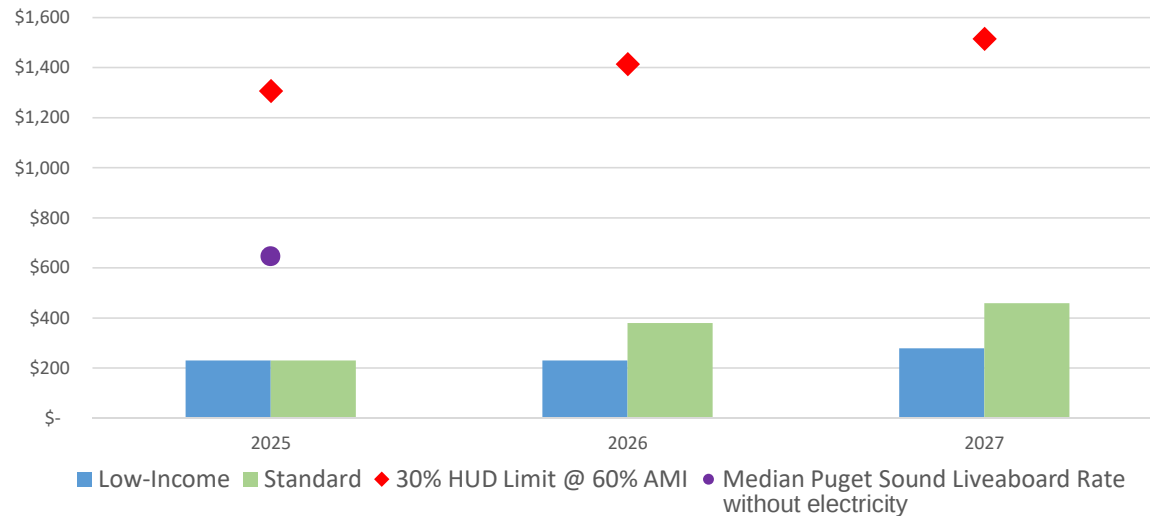


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Low-Income Moorage Rate Deficit	(\$22,900)	(\$28,000)
Balance	\$2,600	(\$1,800)

City Dock Rate subject to CPI

Balance in 2026 would cover 2027 (estimated)

To be revisited if rate deficit exceeds balance

Recommended Motion

I direct the City Manager to introduce a new low-income-qualified moorage rate set at a 40% discount to the standard moorage rate for liveaboards, and to increase the City Dock day rate with the 2026 fee schedule update.

	Administrative Policy	No.	2025-04
	Subject: Dave Ullin Open Water Marina (DUOWM) Housing Policy	Date:	July 8, 2025
		Authority:	City Manager

Policy Purpose:

The purpose of this policy is to prioritize tenants with incomes at or below 60% of Area Median Income (AMI) when offering leases at the Dave Ullin Open Water Marina (DUOWM). This policy ensures that to the greatest extent possible, economic status does not prevent residents from accessing shared maritime resources on Bainbridge Island.

Policy Scope:

The policy outlines the process for filling vacant buoys within the DUOWM. For the purposes of this policy, low-income is defined as individuals or households earning at or below 60% of the Area Median Income (AMI) for Kitsap County, as published annually by the U.S. Department of Housing and Urban Development (HUD).

Policy Application:

This policy applies to the management, assignment, and leasing of all sixteen (16) buoys for all current and future DUOWM tenants in good standing.

Policy Documentation:

Buoy Assignment Protocol:

Current tenants are given priority to renew their moorage agreement at the end of each year for the following calendar year. The City retains sole and exclusive discretion over its decision to extend Moorage Agreement renewals to current tenants, taking into account criteria such as timely payments, adherence to waste management requirements, and tenant conduct.

When one of the sixteen buoys in the DUOWM becomes vacant, it will first be offered exclusively to low-income-qualified individuals on the waitlist.

If no low-income-qualified individuals accept or are eligible, the buoy will remain vacant for 30 days to allow time for potential qualified low-income applicants to apply.

After the 30-day period, if no qualified low-income applicants have come forward, the buoy will be offered to the next eligible individual(s) on the waitlist, regardless of income.

Moorage Rate Structure:

Standard Rate:

Calculated annually by adding the current DNR Rent Rate to the total Annual Buoy Maintenance Costs, then dividing the sum by total Length Overall (LOA) of all vessels, then dividing by 12 months to achieve a dollar/foot/month rate.

$$\frac{\$(DNR \text{ Annual Rate} + \text{Annual Buoy Maintenance Costs})}{\text{Total LOA of all vessels (ft)} \times 12 \text{ months}}$$

Low-Income Rate:

In 2026, the low-income rate will be held at the 2025 rate.

Beginning in 2027 and in each subsequent year, the low-income rate will be 40% of the calculated Standard Rate.

$$\text{Low Income Rate} = \text{Standard Rate} \times 60\%$$

Tenants will be required to submit annual proof of income eligibility to maintain moorage at the low-income rate. Acceptable documentation includes a copy of their most recent federal tax return or other verifiable income statements demonstrating that their household income remains at or below 60% AMI.

Approved By:

Blair King, City Manager

Date



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:30 PM) Receive Presentation of Community Arts Plan,

SUMMARY: In June 2024, the City of Bainbridge Island selected Designing Local to develop a Community Arts Plan aimed at fostering a vibrant, inclusive arts ecosystem that reflects the community's values through investment in the literary, performing, and visual arts. The planning process involved one-on-one interviews, public pop-up sessions, and an online survey—collecting 163 responses—to gather broad input from stakeholders, including artists, local institutions, and community members. With guidance from a local steering committee, Designing Local analyzed this input and best practices to craft a plan that outlines key strategies such as revising public art policies, expanding committee roles, and studying the local creative economy. The plan's vision centers on connecting to community roots and fostering collective growth through authentic arts experiences, with implementation set to begin following City Council adoption.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to direct the city manager circulate the draft Community Arts Plan among executive directors and staff of Bainbridge Island arts organizations and return it to the Council for adoption at a future meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

One-on-one interviews, pop-up sessions, and an online survey

FISCAL IMPACT:

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

BACKGROUND:

In June 2024, the City selected Designing Local of Columbus, Ohio, to assist in the development of a Community Arts Plan. This initiative began with the belief that establishing a strategy for a vibrant, culturally rich, and artistic community would reflect the best of Bainbridge Island through investments in the literary, performing, and visual arts, as well as planning for public spaces and policies that support a healthy arts ecosystem.

To gain a comprehensive understanding of community desires, the planning team employed a variety of engagement methodologies, including one-on-one interviews, pop-up sessions, and an online survey to

gather input from all stakeholders. Twenty-six one-on-one stakeholder conversations were conducted via Zoom during the summer and fall of 2024, involving representatives from city government, local institutions, arts and culture organizations, interested community members, and several local artists. Additionally, a public survey aimed at discerning community members' preferences related to arts and culture was published and made available from July to October 2024. The survey was promoted through social media, local organizational email networks, and print materials distributed by the City of Bainbridge Island and local organizations, yielding a total of 163 responses.

Designing Local analyzed the current level of community arts involvement, feedback from community outreach, and best practices in community arts to craft the final plan. Throughout the drafting process, a steering committee composed of local organizations, City staff, and community representatives provided valuable feedback.

The Plan articulates a vision that states: "By championing the arts, we bridge connections to our deepest roots and foster a future where all are seen and uplifted in the arts, allowing our entire community to flourish collectively. The arts on Bainbridge Island emphasize authentic experiences of arts and culture within the local community." It also identifies key focus areas and outlines an action plan for the City to implement over the next 15 years. Strategies include a revised public art policy, clarified roles and responsibilities for City staff, an expansion of the purview of current City committees, and an analysis of the local creative economy as part of a broader economic study, among 13 other initiatives.

Specifically, the draft plan suggests the identification of the equivalent of a part-time staff position to serve as an Arts Coordinator, the appointment of the Community Arts Committee, Creation of a Biennial Community Arts Workplan, host a Community Arts Summit and sponsor a Community Arts Calendar, study the economic benefits of the arts, and provide more funding for the arts.

Following the City Council's adoption of the plan, the City will begin to integrate it into current and future program planning.

ATTACHMENTS:

[Bainbridge Island Community Arts Plan.pdf](#)



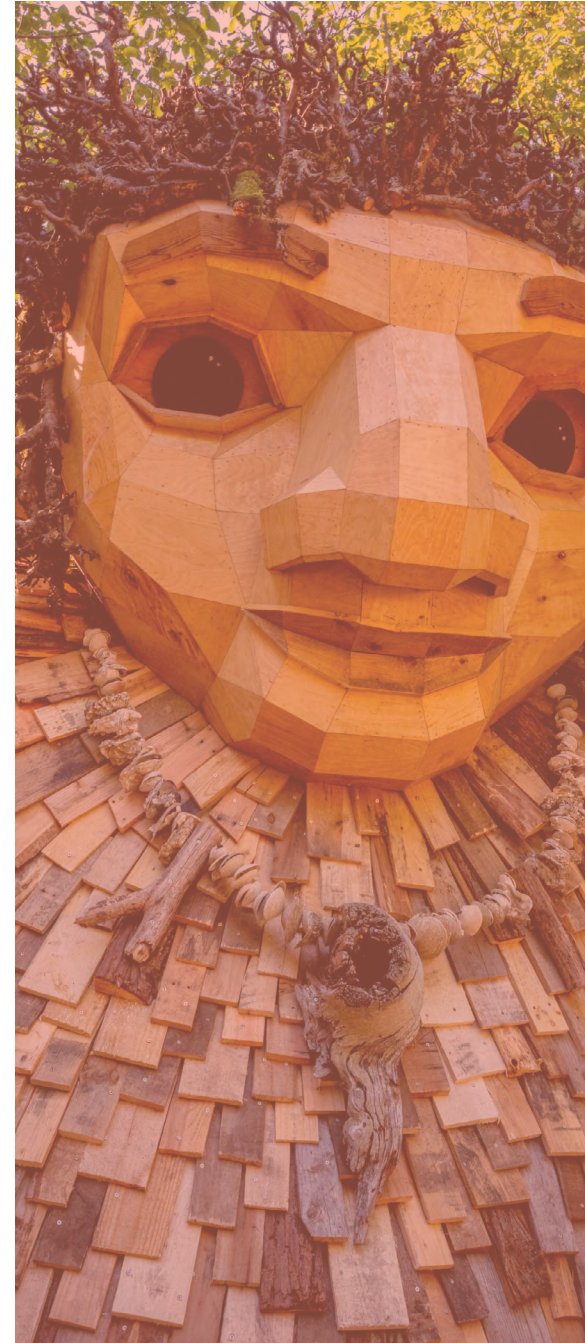
BAINBRIDGE ISLAND COMMUNITY ARTS PLAN

JULY 2025



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EXECUTIVE SUMMARY

The document outlines Bainbridge Island’s community character, arts and culture assets, . several opportunities for storytelling within the community using various art forms such as public art, narrative arts, craftsmanship, and participatory art to express these shared themes and strengthen community ties.

Based on discussions with stakeholders and community surveys, the plan captures current views on the arts, perceived benefits, viewing the arts as a way to unite people, boost the economy, and promote fair access. Additionally, this document examines community priorities and obstacles to participation.

The vision for the future focuses on expanding audience experiences and community arts. It aims to create lasting structures and processes while impact through the arts in the form of guiding principles, funding models, and action planning.

.The action plan is organized using a “Now, Soon, Next, and Then” framework casted over the next 15 years. It details recommendations for adopting policies, defining staff roles, developing funding methods, and creating programs.

Key strategies include updating the Public Art Policy, investigating new funding options like a Cultural Access Tax, investing in creative placemaking, and public art projects,

Attached to this document is also a Public Art Policy (Appendix A) that outlines the use of funds, artist selection procedures, collection management, temporary public art, and maintenance considerations.

This plan was created through the efforts and guidance of these members:

CITY OF BAINBRIDGE ISLAND

- BLAIR KING**
CITY MANAGER
- ELLEN SCHROER**
DEPUTY CITY MANAGER
- ADAM NEBENZAHL**
MANAGEMENT ANALYST
- ANSHU WAHI**
EQUITY AND INCLUSION MANAGER

STEERING COMMITTEE

- MICHELE BOMBARDIER**
- GLYNNIS COWDERY**
- GRAE DRAKE**
- AMY KING**
- KEN MATSUDAIRA**
- JACKIE MUTH**

DESIGNING LOCAL

- JOSH LAPP**
PRINCIPAL + CO-FOUNDER
- JASMINE METCALF**
PROJECT MANAGER
- ANDREW EBLE**
URBAN PLANNER
- ASMITA GURUNG**
URBAN PLANNING CO-OP

01 INTRODUCTION

CREDIT: ARTS & HUMANITIES BAINBRIDGE
ARTIST MOLLY BAHMER

WHY THIS PLAN?

This project began with the belief that defining a strategy for a vibrant, culturally rich, artistic place would reflect the very best of the Bainbridge Island community. That by investing in the literary, performing, and visual arts, Bainbridge Island can create an opportunity to engender widespread community pride and a willingness to invest and connect as the foundation to a thriving, resilient community.

Arts capacity on Bainbridge Island has been building at the local level through investment by non-profit and private organizations over the last couple of decades and the arts have taken a larger role in the community. In acknowledging the growing arts presence on the island, the City of Bainbridge Island deemed it necessary that an agreed upon set of goals, strategies, and actions should be outlined in a plan for Community Arts. The ultimate goal of which is to bolster the local creative community and define the community's vision for the arts over the next decade.

WHY COMMUNITY ARTS?

COMMUNITY ARTS DEFINED

While “Community Arts” is a phrase that can mean many things to many different people, the following definition by Maryo Gard Ewell, arts administrator and long-standing leader in community development through the arts, is useful here:

Maryo Gard Ewell

“Community art is of and by the people of a place and culture, often facilitated by a professional artist. It reflects the values, concerns, and meaning of living in that place or culture.”

While often facilitated by professional artists or cultural creator(s), community arts projects can also be grassroots initiatives driven by community members. Regardless of the facilitation practice, community arts projects are almost always deeply rooted in the community's context and may showcase culturally specific themes or media, and offer a unique representation of the place, people, and culture they are created within. They may be characterized by one or more of the following:

1. A grassroots, community-driven approach to arts creation or programming
2. The involvement of non-professional artists or community members in the creation of art
3. Facilitation by an artist who lives locally or otherwise has a connection to the community
4. Existence as a medium or tradition that has a specific relationship with the community or culture at-large
5. The inclusion of intentional moments for community participation in influencing the artwork, co-creating the experience, and/or providing context that drives the vision for the art.

BAINBRIDGE ISLAND
DEFINED

Located in Washington State on the ancestral territory of the suq`wabš “People of Clear Salt Water”, Bainbridge Island encompasses 26 square miles, with 52 miles of shoreline and dense forests interspersed with suburban development patterns. The entire island is incorporated as one City and has an estimated population of 25,177.

The following demographic information provides context as to the makeup of the community of Bainbridge Island as well as the size and makeup of Bainbridge Island’s potential arts audience. This data was captured using ESRI Business analyst through 15, 30, and 60 minutes drive sheds radiating from the ferry terminals on both the island and downtown Seattle to provide us with understanding of who is within in reach of this critical transit route to the island.

Critical findings of this data include a relatively high median age of 51 inside the 15-minute radius of Bainbridge Island, as compared to other areas in the reach, such as 34.7 within 15-minutes of downtown Seattle. The immediate 15-minute radius of Bainbridge Island is also starkly more wealthy, with a median disposable income figure exceeding \$20,000 more than any other geographic boundary studied.

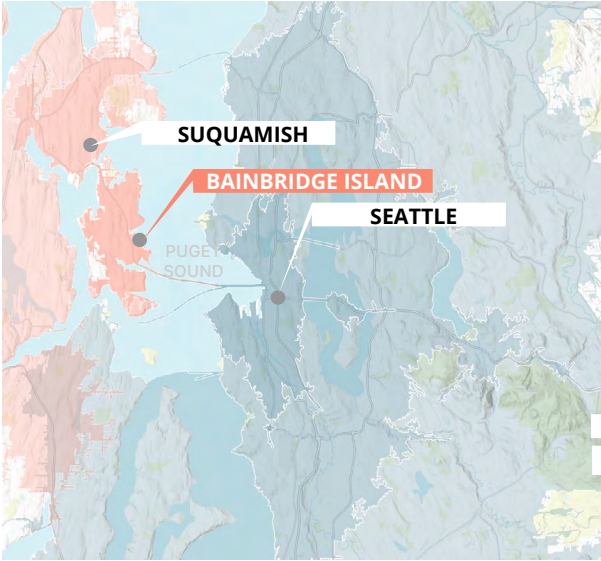


Total Population	Bainbridge Island	Local Audience (15 min Drive)	Regional Audience (30 min drive)
2020	24,825	21,920	49,994
2024 (Today)	25,177	22,233	51,562
2029 (Projected)	25,135	22,194	53,037
Population by Age	Bainbridge Island	Local Audience (15 min Drive)	Regional Audience (30 min drive)
<15 years old	16.1%	15.2%	16.2%
15-24	7.6%	9.9%	11.9%
25-44	20.2%	16.8%	35.3%
45-64	28.9%	30.9%	22.8%
65-84	24.5%	24.8%	12.3%
85+	1.8%	2.3%	1.4%

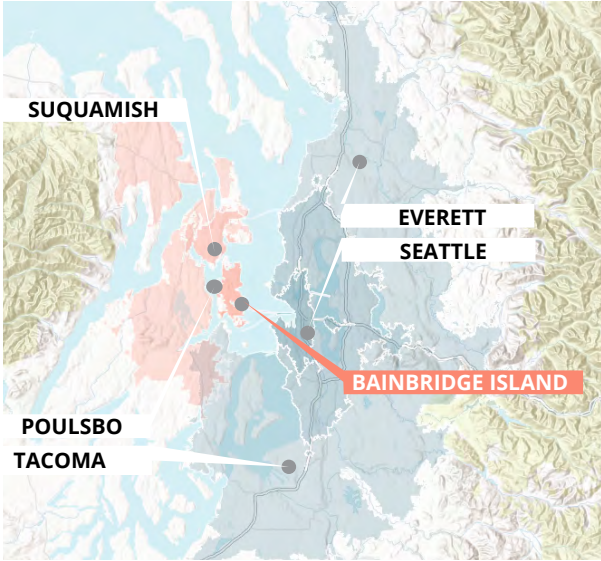
SOURCE: ESRI BUSINESS ANALYST ONLINE (2024 AND 2029 PROJECTIONS)



15 MINUTE DRIVE	
BAINBRIDGE ISLAND	DOWNTOWN SEATTLE
22,233 POPULATION	513,558 POPULATION
9,214 TOTAL HOUSEHOLDS	248,158 TOTAL HOUSEHOLDS
51.0 MEDIAN AGE	34.5 MEDIAN AGE
\$125,285 MEDIAN DISPOSABLE INCOME	\$101,350 MEDIAN DISPOSABLE INCOME



30 MINUTE DRIVE	
BAINBRIDGE ISLAND	DOWNTOWN SEATTLE
51,562 POPULATION	1,962,382 POPULATION
20,819 TOTAL HOUSEHOLDS	824,098 TOTAL HOUSEHOLDS
47.4 MEDIAN AGE	37.4 MEDIAN AGE
\$103,372 MEDIAN DISPOSABLE INCOME	\$102,013 MEDIAN DISPOSABLE INCOME



60 MINUTE DRIVE	
BAINBRIDGE ISLAND	DOWNTOWN SEATTLE
264,051 POPULATION	4,008,805 POPULATION
102,817 TOTAL HOUSEHOLDS	1,569,041 TOTAL HOUSEHOLDS
40.4 MEDIAN AGE	37.9 MEDIAN AGE
\$81,045 MEDIAN DISPOSABLE INCOME	\$96,059 MEDIAN DISPOSABLE INCOME



CURRENT ARTS AND CULTURE ASSETS

Bainbridge Island has a wide-variety presence of arts institutions, non-profit organizations, and philanthropic activity which feeds and supports the creative sector.

On Bainbridge Island, there are museums dedicated to visual arts and history, a recently renovated performing arts center, and a nascent film festival. There are numerous venues for performing arts, including the Bainbridge Performing Arts Center (BPA), the Bainbridge High School performance space, the Bainbridge Island Museum of Art, and outdoor venues like Waterfront Park and Battle Point Park. The City of Bainbridge Island recently launched a Poet Laureate program in partnership with local arts organizations. Additionally, the Bainbridge Artisan Resource Network (BARN) provides community access to facilities and classes for a wide range of arts activities, from cooking to audio production and woodworking. The City has also designated a Creative District in the downtown Winslow area.

BAINBRIDGE CREATIVE DISTRICT

The Bainbridge Creative District, officially designated by the Washington State Arts Commission, is located in Downtown Winslow, a short walk from the Seattle Bainbridge Ferry dock. The district serves as the island's cultural hub, where many of its major arts and culture events and institutions — including the Museum of Art, Performing Arts Center, Artisan Resource Center, Moonlight Market, and Asian Arts & Heritage Festival, among others — can be found.

- Bainbridge Island Museum of Art (BIMA)
- Bainbridge Performing Arts Center (BPA)



CREDIT: ARTS & HUMANITIES BAINBRIDGE ARTIST ALLY MCKAY

- Bi-annual Studio Tour
- Monthly First Friday Art Walk
- Moonlight Market (First Fridays in the summer)
- Saturday Farmer's Market
- Asian Arts & Heritage Festival (May)*

AHB (ARTS & HUMANITIES BAINBRIDGE)

AHB leads the Bainbridge Creative District (BCD) and promotes arts and culture through its online media platform, BainbridgeCurrents.com. The organization also administers public art, community arts education, creative circles, artist grants, and panel and speaker presentations

BARN (Bainbridge Artisan Resource Network)

BARN provides a home for makers and artisans of all skill levels in a regional center for hands-on creativity. The organization's mission is to grow and inspire a creative community through craft, learning, and service, primarily by maintaining craft studios and offering classes and events to expand participants' skill sets.

BAINBRIDGE ARTS & CRAFTS

Bainbridge Arts & Crafts, established in 1948, is a nonprofit gallery and arts organization that works to support local and regional artists; provide arts education, outreach, and scholarships; and partner with artists and other arts organizations to foster a vibrant arts culture on the island.

BAINBRIDGE BLACK

Bainbridge Black is a social group sharing the Black experience, culture, history, and joy on Bainbridge Island.

*Content taken from the organization's website

BIJAC (BAINBRIDGE ISLAND JAPANESE AMERICAN COMMUNITY)

BIJAC is a nonprofit organization that honors the heritage of the Issei (first-generation Japanese) who came to the United States, and particularly to Bainbridge Island, to make a new life for themselves and their children. The organization is dedicated to preserving and sharing an accurate historical record through oral histories and educational outreach programs that foster a deep appreciation for diversity, justice, and the need for vigilant protection of civil and constitutional rights.

BAINBRIDGE ISLAND JAPANESE AMERICAN EXCLUSION MEMORIAL (BIJAEMA)

The BIJAEMA is part of the Minidoka National Historic Site, through the U.S. National Park Service, which honors the first Japanese Americans to be excluded, forcibly removed from their community, and incarcerated under Executive Order 9066 and Civilian Exclusion Order No. 1 during World War II. It is a place of healing and learning, where the human rights lessons of the internment can be shared widely and the foundational idea of Nidoto Nai Yoni, "Let It Not Happen Again" can inform future generations.

Engraved on the Memorial:

"Nidoto Nai Yoni" — Let it not happen again.

BIMA (BAINBRIDGE ISLAND MUSEUM OF ART)

BIMA is a renowned art museum that offers gallery spaces with permanent and rotating exhibits focusing on artists and collections from the Puget Sound region, as well as classes, tours, films, workshops, lectures, concerts, and other events. Its educational programs include student field trips, youth art projects, after-school art clubs, summer camps, adult learner workshops, and programs for those experiencing early stage memory loss. BIMA believes art is for everyone and is committed to providing free general admission to the museum every day.

BAINBRIDGE ISLAND POET LAUREATE PROGRAM

The Bainbridge Island Poet Laureate Program began in 2021 as an ad hoc group of local poets who believed that Bainbridge Island, home to many poets, artists, and writers, was an ideal community for the establishment of a city poet laureate. In August 2023, the program steering committee announced its inaugural poet laureate, who will serve for two years as a writer, teacher, host, and communicator who promotes the writing and enjoyment of poetry on Bainbridge Island.

BPA (BAINBRIDGE PERFORMING ARTS)

Bainbridge Performing Arts is a nonprofit community theater and event space that produces five mainstage plays and musicals and four Bainbridge Symphony Orchestra concerts annually, monthly improv shows with The Edge, and a theatre school program for children and adults. The organization also partners to host numerous events including Island Theatre's 10-Minute Play Festival, the Island Treasure Awards, The Seattle



International Comedy Competition, Bainbridge Dance Center's annual show, and more.

BAINBRIDGE PRIDE

Bainbridge Pride is a nonprofit organization that promotes equality for LGBTQIA islanders by serving as a safe, accepting, and loving space for LGBTQIA individuals, families, and allies. Its signature event is the island's annual Pride Festival.

BAINBRIDGE ISLAND PUBLIC ART PROGRAM

The City's Public Art Program is funded by the Public Art Fund and managed by the Public Art Committee with administrative support from AHB. The City currently holds approximately two dozen pieces of public art in its permanent collection, displayed at City Hall, city parks, the public library, and the swimming pool, among other places. AHB also curates an annual Something New rotating sculpture exhibition.

BLOEDEL RESERVE

Bloedel Reserve is a nonprofit, 140-acre forest garden and event center created by founders Prentice and Virginia Bloedel, who lived at the property and transformed it into a series of curated gardens, structural features, and distinctive landscapes over more than 30 years.

BI READS

The City's Community Reads Program, called BI Reads, launched in 2022 to build community on the island through reading one book together each year and engaging in productive dialogue about it across various forums.



THE INDOPINO COMMUNITY OF BAINBRIDGE ISLAND

The Indopino Community of Bainbridge Island is a nonprofit organization that works to reduce prejudice and discrimination by developing Indigenous and Filipino cultural and historical resources for schools, museums, libraries, and the community, and to provide a forum for mixed-heritage people. The group originates from the time during the 1930s and 40s when Indigenous U.S. and Canadian women came to pick berries for Japanese American farmers and stayed to marry Filipino immigrants.

BAINBRIDGE ISLAND METRO PARK & RECREATION DISTRICT

The island's Park District operates and maintains more than 1,500 acres of parks, trails, and open space for active and passive use. It offers programs for all ages, from sports to cultural arts, aquatics, boating, and outdoor programs, as well as concerts and special events in island parks.

SOMETHING NEW

Something New invites five sculpture artists annually to showcase their work for one year at one of several outdoor locations in the Creative District. The program is administered by the Public Art Committee in partnership with AHB and the City of Bainbridge Island, with selections made by a jury of local artists and community members.



CREDIT: BLUE BY JENNY ELLSWORTH PHOTO ARTS & HUMANITIES BAINBRIDGE

WHAT STORIES DOES THIS COMMUNITY WANT TO TELL?

By providing a platform for diverse voices to present their works and stories. The arts can serve as a vehicle for community storytelling. The people of Bainbridge Island have many stories to tell, and by engaging artists and other creatives in uncovering and sharing them, community members can explore their shared histories, cultural traditions, and values to foster a collective identity and strengthen social bonds. In particular, the following thematic storytelling opportunities were identified by stakeholders and community members during this process:

- The Suquamish Lands and People
- Japanese American Community History and Culture
- Logging History and Environmental Stewardship
- Bloedel Reserve History and Presence
- Traditionally Underrepresented Voices

Chief Seattle

“Every part of this soil is sacred in the estimation of my people. Every hillside, every valley, every plain and grove, has been hallowed by some sad or happy event in days long vanished.”

PUBLIC ART AS PLACEMAKING

Unlike traditional placemaking measures, public art allows for a greater degree of storytelling, interpretation, and creativity within public space, making it a critical element of dynamic public spaces. Public art transforms ordinary spaces into vibrant, meaningful locations, instilling them with character and distinctive identities. Strategically placed public art installations also encourage a greater degree of social interaction, prompting people to gather, engage, and connect with their surroundings. More critically, public art promotes a sense of belonging, reflecting community values, history, and experiences, thereby creating environments where residents feel connected and invested in their shared spaces.

COLLECTIVE MEMORY

Collective memory is the mechanism by which we understand and interpret our collective pasts, as social groups, communities, and cultures. It can take the form of monuments and memorials, be interpreted through the narrative arts, or be emulated within the works created by artisans through knowledge passed down over generations. The interpretation of collective memory within the arts and in shared spaces allows people to better understand their past and each other, better understand differing experiences across time, and confront difficult moments and histories within our communities.

Telling community stories, in community with others, is a powerful way to accomplish myriad goals — among them, fostering a shared identity, encouraging empathy and connection, inspiring action and change, strengthening engagement and participation, and preserving history and legacy. There are many forms that community storytelling can take, and the arts provide innumerable opportunities for exploration and experimentation in this realm.

ARTISANRY & TRADITIONAL CRAFTS

Through artisanry, people pass down shared traditions and customs in the form of handcrafted works and the exchange of skill-based knowledge.

Through the work of artisans, shared traditions and customs are preserved and represented through tangible works and crafts that engage audiences on a level beyond traditional learning, allowing individuals to engage with cultural heritage and workmanship on a deeper and more meaningful level. Many who do not identify as “artists” can relate to the desire to create, .

REPRESENTATION AND NARRATIVE ARTS

The narrative arts, and particularly the oral traditions, ground people to their humanity and to their ancestral roots. Stories told by campfire thousands of years ago allowed humans to understand their world and survive its dangers, and stories are no less important to the people of today. When the power of words is employed to create new possibilities, it can transcend all manner of difference to foster empathy and deepen communal bonds. Bainbridge Island’s community of writers, readers, culture-bearers, and performing artists have cultivated a rich tapestry of narrative for community members to explore, and further emphasis on sharing complex stories in public forums will bind residents more firmly together.

COMMUNITY PARTICIPATORY ARTWORKS

Participatory art involves the community or a public group in the process of art-making, as guided by an artist, generating feelings of community pride and ownership in both the process and the finished piece.



COMMUNITY ARTS
TYPOLOGIES



PERFORMING ARTS

The performing arts are a vital form of expression and storytelling within the community. The performing arts provide artists with a platform for creative expression and artistic communication, and audiences with opportunities to engage in diverse and dynamic stories that connect people more widely to cultural themes and human stories. The impact of the performing arts often hinges on the dynamic interplay between the performers and the audience and the fostering of shared experiences as a community. Dance, theater, music, and spoken word are common types of performance and while the scale and scope of these art forms and performance spaces may vary, each of these art forms utilizes the human body, voice, and/or instruments to convey stories, emotions, and ideas.



LITERARY ARTS

Literary arts—such as poetry, prose, and dramatic scripts—are creative forms of artistic expression that rely on language and written text to tell a story, share a perspective, entertain, and inspire audiences. The literary arts are highly accessible—both to create and experience. These art forms can be performed, channeled into visual forms of expression, or printed for publication. A thriving literary arts community can serve to promote critical thinking and self-expression, and the preservation of local traditions, culture, and folk themes.



VISUAL ARTS

The visual arts are a broad category of artistic expression, spanning the gamut of painting, printmaking, glass, ceramics, sculpture, mixed media, mosaics and many others. The visual arts may include both highly representational and/or abstract works utilized to convey the theme, concept, emotions, and overall experience created by the artist. The visual arts are also often incorporated into public space through temporary and permanent works of public art that remain a testament to the larger creative community.



PUBLIC ART TYPOLOGIES



SCULPTURE

Sculptures are three-dimensional original artworks that can be made of any material that offers structural stability and durability. Sculptures are scaled to their surroundings and typically do not move from the location in which they are installed. Whether contemporary, whimsical, traditional or something more, sculptures are often the focal points of civic art. Sculptures may commemorate and celebrate our history, express civic pride, or be established as culturally defining showpieces for the town.

Sculptures can take on many shapes and sizes and often fit well when created in or alongside gateways, parks, gathering spaces, and community centers. Because communities can celebrate and enhance their civic identity, they are especially appropriate in parks and downtown settings.



ENVIRONMENTAL ART

Environmental art is any kind of outdoor public art that uses materials with a direct connection to nature, landscaping, or organic materials. Environmental art can be temporary or permanent, and its scale can vary. Its thematic context addresses environmentalism and sustainability.



FIBER

Fiber art is any kind of artwork that uses natural or synthetic fiber materials as the primary component of its overall composition. Fiber art can take the form of wall hangings, tree wraps, suspended sculptures, and beyond. Examples of fiber materials include fabric, yarn, polyurethane materials (like tarp), and mesh.



FUNCTIONAL ART

Functional Art is ordinary infrastructure that has been reimagined and designed by an artist. Integrating unique designs into infrastructure may be an affordable and efficient way to create a major visual impact. Some possible options for functional art installations include bike racks, benches, play equipment, medians, subdivision walls, trash cans, transit stops, storm drains, manholes, monument signage, sidewalk treatments and more.



MURALS

Murals are large-scale, two-dimensional compositions that can be: 1) painted onto the surface 2) graphic reproductions printed onto vinyl that is adhered to a surface, or 3) painted onto a panel that is affixed to the building. Environmental conditions, artwork display duration, artist ability, timeline, and budget are all considerations for which mural application style is suitable for a project. While curating permanent works of art as part of the collection is important, ephemeral works such as murals allow for the exposure of many artists over a short period of



LIGHT INSTALLATIONS

Artists use lighting in creative and interesting ways in order to manipulate the built environment with limited physical impacts. Light installations may be used on existing buildings, in parks on substantial landscape features, or as part of a larger installation of sculpture. They may be especially useful and impactful when used in infrastructure projects.

PUBLIC ART TYPOLOGIES



MOSAIC

Mosaics come in many shapes and sizes and include glass or ceramics. The relative flexibility of the application of mosaics responds well to many art contexts. Mosaics can be inlaid for flooring or wall elements, or they may be a component of a sculpture. Terrazzo floors can be considered as a kind of mosaic installation.



MULTIMEDIA

Multimedia installations may combine many other art types in ways that expand the imagination. Video, lighting, sculpture, murals, and more can be combined to make multimedia installations. Multimedia installations are especially useful for temporary or pop-up installations.



SITE-SPECIFIC ART

Site-specific art is artwork that is aesthetically, conceptually, and/or thematically connected to the unique circumstances, culture, history, and environment of a particular site. Site-specific art can take many forms, and may be permanent or temporary. In this approach to art-making, artists extensively research the place, site, or area where the site-specific artwork will be placed. Site-specific art tells the story of a place through its surroundings, enriching the experience of the place itself.

PLACEMENT STRATEGIES



ITERATIVE PUBLIC ART PROJECTS

An iterative project is one that has many parts united by the same theme. For example, a park may commission an artist to create a series of sculptures placed in various locations around the park, united by the theme “Larger than Life Flowers.” Another example could be a recurring design motif or symbol placed in a range of sites around a town center. If a City’s symbol is a beehive, then an artist could design a series of beehive images to be printed on vinyl stickers and placed around a town. Iterative projects establish a “trail” for the community to follow across a predetermined area, making them a great option for retail areas, parks, or historic town centers.



SINGLE-PRESENTATION PUBLIC ART PROJECTS

Single-presentation public art projects are those that do not repeat in multiple locations and their compositions are limited to one site. Examples of these kinds of projects include, a large-scale sculpture commissioned for a City hall lawn; a unique mural on the facade of a community center; or light installation that is engineered to complement the detailed architecture of a historic building. Single-presentation projects may be temporary, or long-term, and they are primarily characterized by their function as a landmark in public space.



ART TRAILS

Taking inspiration from the format of Iterative Public Art Programs, art that is placed along trails or integrated into a Public Transit system can shape transportation routes and provide a captivating, continuous experience for travelers. The benefits of art integrated into the mass transit experience includes increased ridership, enhanced system identity, and vandalism deterrence, in addition to an overall stimulating and engaging rider experience.

02 A VISION FOR THE FUTURE

COMMUNITY ENGAGEMENT

APPROACH TO ENGAGEMENT

To ensure this plan authentically reflected the Bainbridge Island community and honored its multicultural character and historical legacies, the planning team utilized a variety of engagement methodologies. It was particularly important that traditionally underrepresented voices were included so direct invitations for conversations were forwarded to a variety of groups. Methods utilized are described below:

STAKEHOLDER CONVERSATIONS

Twenty-six 1-on-1 stakeholder conversations with representatives from City government, local institutions, local arts and culture organizations, as well as interested community members and several local artists, were held via Zoom during the summer and fall 2024. These stakeholders were primarily identified by City staff and the Steering Committee as those with essential perspectives; some were identified by the Designing Local team as the discovery process unfolded. The conversations were used to collect feedback from key arts and culture stakeholders regarding their current perception of the arts on Bainbridge Island and their vision for the future.

All participants and common themes from these conversations can be found on pages 24-29 of this document.

COMMUNITY SURVEY

A non-scientific survey to discern community members' arts and culture-related preferences was also published and available from July–October, 2024. It was promoted on social media, via the email networks of local organizational leaders, and

through print materials distributed through the City of Bainbridge Island and local organizations. The survey was also promoted directly to participants at each engagement opportunity. Ultimately, the survey received 163 responses.

Survey responses and key insights can be found on pages 14-15 of this document.

POP-UP EVENTS

A visual preference survey and cultural asset mapping activity was utilized during pop-up sessions at the Grand Old Fourth Street Fair and First Friday Artwalk in July and August.

The results of this engagement are provided on pages 16-17 of this document.

YOUTH OUTREACH

High school students from around the island were invited to participate in a Mentimeter survey during school hours in which 61 students participated with results available on pages 18-19.

STAKEHOLDER REPORT

CURRENT PERCEPTION OF THE ARTS ON BAINBRIDGE ISLAND

Stakeholders reported that:

- The quality of arts offerings on Bainbridge Island is high compared to what is available in similar communities, as evidenced by institutions like Bainbridge Island Museum of Art (BIMA), Bainbridge Artisan Resource Network (BARN), and Bainbridge Performing Arts (BPA).
- There is a scarcity of paid opportunities for artists, writers, and performers.
- There is a clear desire for an elevated public art presence, particularly through larger-scale, permanent installations that act as placemaking measures and feel as though they authentically represent community stories
- Bainbridge Island’s investment in the arts is focused on its non-profit and private institutions, as opposed to its public spaces
- Diverse representation in all spaces, including the arts, is a key community value and should be upheld in the Community Arts Plan.

PERCEIVED VALUE OF THE ARTS TO THE COMMUNITY

Stakeholders reported that the arts:

- The value of the arts extends far beyond aesthetics. The arts are a unifying force with a profound capacity to enrich the community experience and strengthen their sense of community connection
- Can play a role in celebrating the diverse

heritages of Bainbridge Island

- Are a means to ensure equitable access to artistic experiences (especially for the most under-served)
- Are a way to cement Bainbridge Island’s legacy of civic engagement and pride, and to bridge real and perceived social divides
- Investment in the arts creates crucial opportunities for artists to thrive and is a powerful tool that can bolster the local economy by attracting visitors and expanding and diversifying the local market
- The arts are recognized as a powerful catalyst for fostering a stronger, more connected, and culturally vibrant Bainbridge Island

Additionally, stakeholder articulated beliefs that the arts have the power to:

- Bring people together
- Connect people to their shared history, values, and interests
- Showcase to wider audiences, regionally and beyond, the strength of Bainbridge Island’s arts identity
- Celebrate the rich, dynamic, and diverse heritages of Bainbridge Island
- Create opportunities for artists to thrive within the creative sector
- Bolster the local economy and attract visitors
- Provide access to the arts for all
- Cement a legacy of civic engagement

and pride through a common, vision and mission across non-profit and public sectors, championed by the people who live on Bainbridge Island

- Increase the capacity for people to connect across real and perceived social divides
- Elevate artists to the center of community experiences
- Create ‘third’ spaces for the community to come together as well as gathering spaces for arts-focused experiences in the public realm

FUNDING OPPORTUNITIES

Stakeholders reported:

- There is a correlation between available funding and their access to arts opportunities
- There is a need for diverse, sustainable, and predictable funding sources to align arts programming, services, and operations around
- Explore national, statewide, and local funding options
- Need for transparent funding criteria and processes that allow them to focus less on fundraising efforts and more on serving the community.

Stakeholders articulated support for funding strategies such as:

- National, statewide, and local grants
- One-time developer fees for projects
- A Cultural Access Tax

- Grants leveraged within the Creative District
- Mini-grants for artist development
- An increase in city funds allocations
- Leveraging Bainbridge Island’s active donor audience
- Strategic investments in organizations, facilities, and programs that support the broader community vision for place
- Coordinating efforts across the creative sector to serve and support the creative community

BARRIERS TO PARTICIPATING IN THE ARTS

Stakeholders reported:

- A lack of knowledge about arts-related opportunities
- The competitive non-profit environment
- The cannibalization of audiences due to poor event coordination
- Feelings of exclusion, or being out of place in spaces for the arts

STAKEHOLDER SUMMARY

Evident throughout these conversations was the value community members place on having a long-term strategy for the role that Community Arts play on Bainbridge Island. This plan represents a critical moment to leverage existing assets, address the lack of paid opportunities, and foster a more inclusive and diverse arts scene, ensuring that the arts not only thrive but also become more accessible to all community members, especially those who need it most.

The themes present in this report were further utilized to inform a new vision for the arts on Bainbridge Island, as articulated on pages 30-31.

STAKEHOLDER SUMMARY

Evident throughout these conversations was the value community members place on having a long-term strategy for the role that Community Arts play on Bainbridge Island. This plan represents a critical moment to leverage existing assets, address the lack of paid opportunities, and foster a more inclusive and diverse arts scene, ensuring that the arts not only thrive but also become more accessible to all community members, especially those who need it most.

Stakeholder

“Art should inspire and be woven into the fabric of our place. “



ENGAGEMENT RESULTS

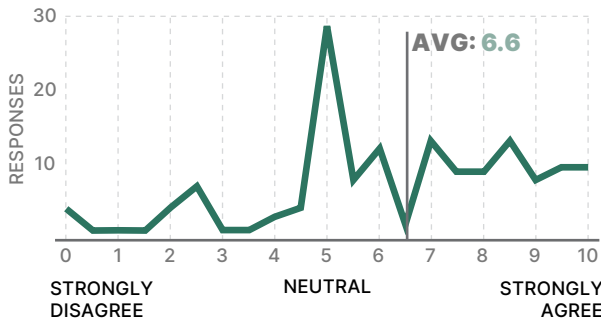
From the community-wide survey promoted throughout the Fall of 2024 to an in-person pop-up engagement series that reached 200+ people to targeted youth outreach that garnered input from 61 high school students, community members strongly supported plan outcomes that were:

- Community Event Focused Opportunities
- Creating Opportunities for Artists
- Creating Opportunities for Youth
- Leverage the Visual Arts for Placemaking and Public Art Installations Outdoors
- Encourage Community Participation in the arts in order to bring people together
- Support artwork and experiences that are local

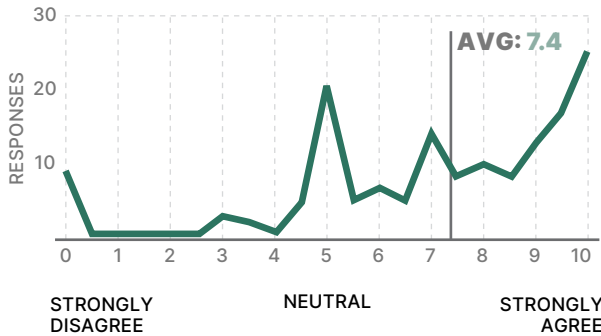
Survey Respondent

“Art sparks imagination in whoever is seeing or experiencing it. It moves us emotionally when done well and inspires us. I appreciate the City supporting art on the island!”

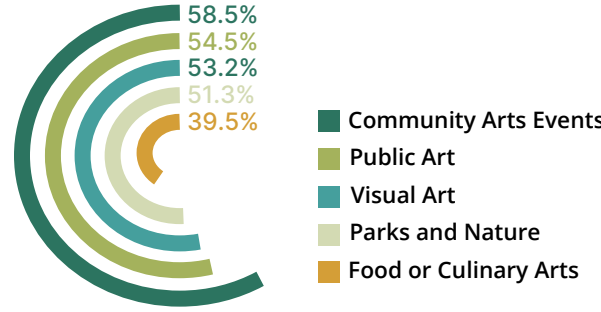
I FEEL THE QUALITY OF THE ARTS ON BAINBRIDGE ISLAND IS SATISFACTORY:



WOULD BAINBRIDGE ISLAND BE A BETTER PLACE TO LIVE WITH INCREASED SUPPORT FOR THE ARTS?



WHAT CULTURAL ACTIVITIES DO YOU WANT MORE OF ON BAINBRIDGE ISLAND?



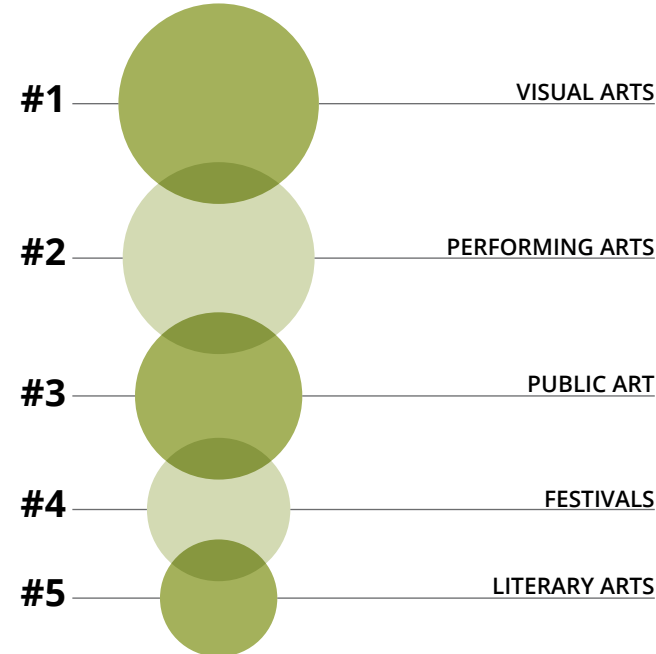
TOP 5 HIGHEST RANKED PLAN GOALS



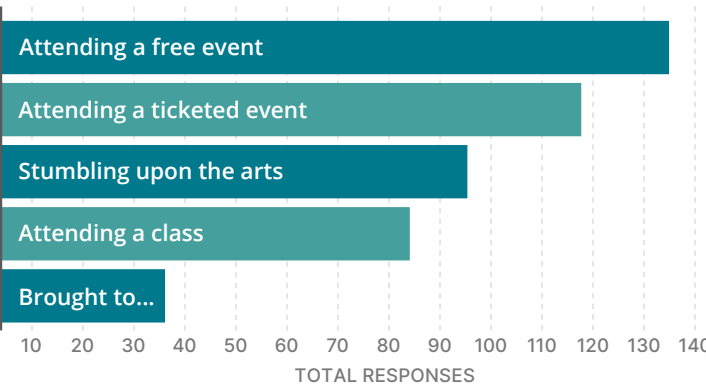
WHAT TYPES OF PUBLIC ART WOULD YOU LIKE TO SEE MORE OF?

- #1 SCULPTURE
- #2 FUNCTIONAL ART
- #3 MURALS
- #4 TEMPORARY ART
- #5 INTERACTIVE ART

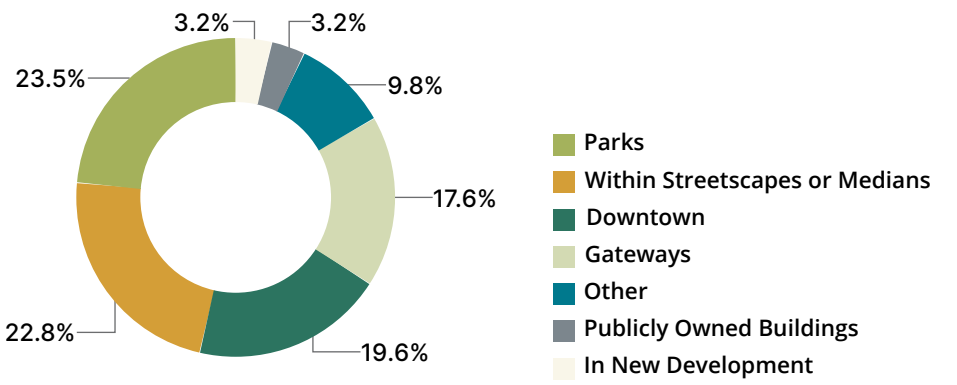
WHICH COMMUNITY EVENT OFFERING IS MOST IMPORTANT?



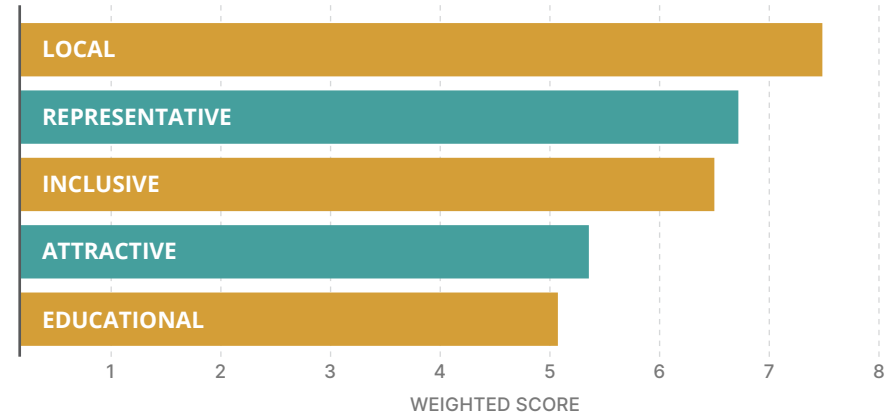
WHEN DO YOU MOST COMMONLY EXPERIENCE COMMUNITY ARTS?



WHERE WOULD YOU LIKE TO SEE MORE PUBLIC ART ON BAINBRIDGE ISLAND?



COMMUNITY ARTS ON BAINBRIDGE ISLAND SHOULD FEEL:



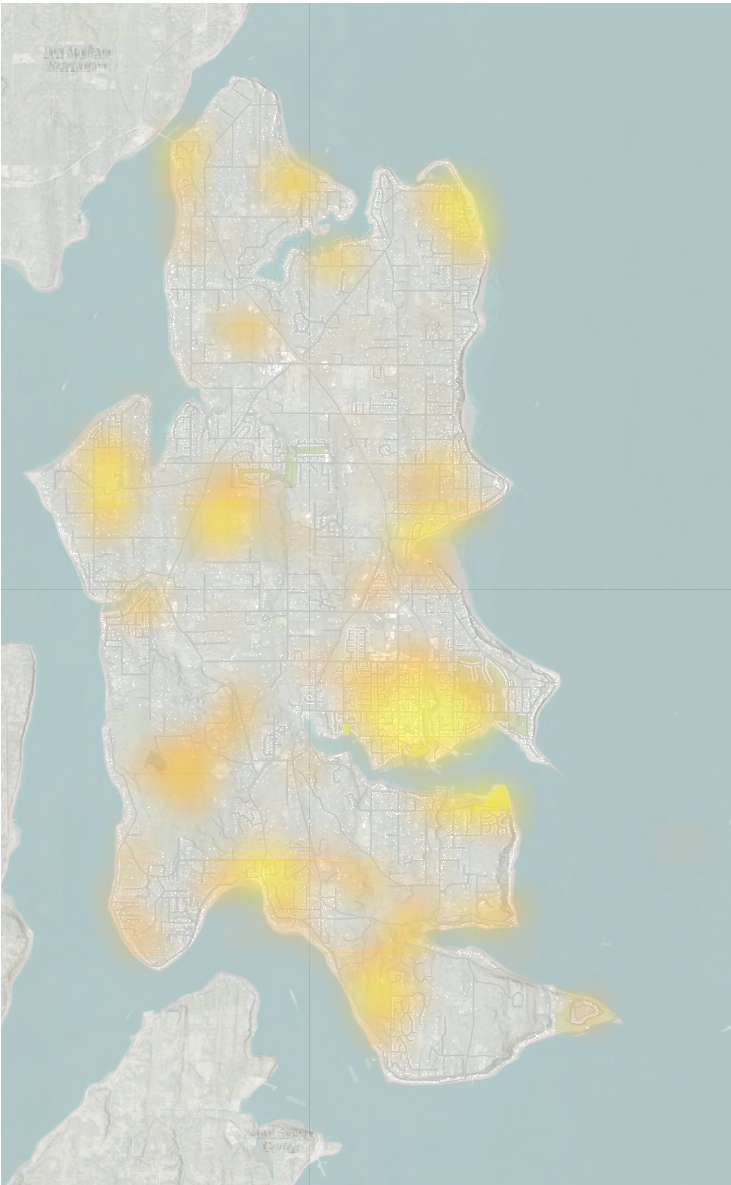
WHICH OF THESE MOTIVATIONS FOR EXPERIENCING THE ARTS DO YOU MOST STRONGLY ALIGN WITH?



POP-UP EVENT RESULTS

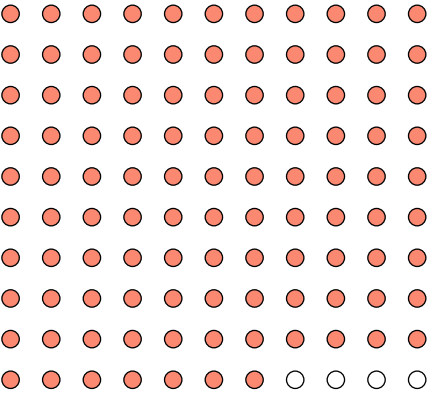


MAPPING EXERCISE: WHERE DO YOU WANT TO EXPERIENCE THE ARTS?

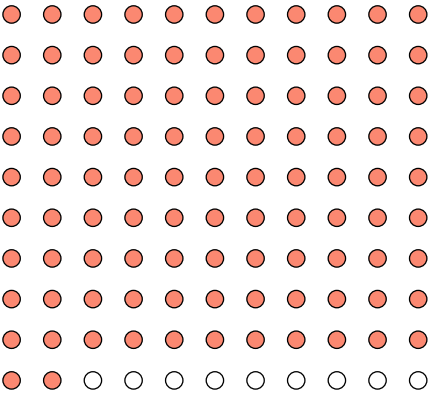


WHAT SHOULD THIS PLAN DO FOR THE COMMUNITY?

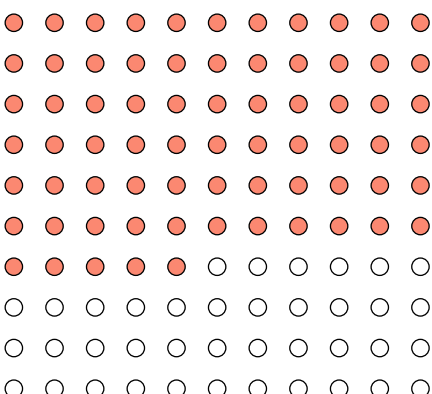
CREATE MORE VISUAL ART



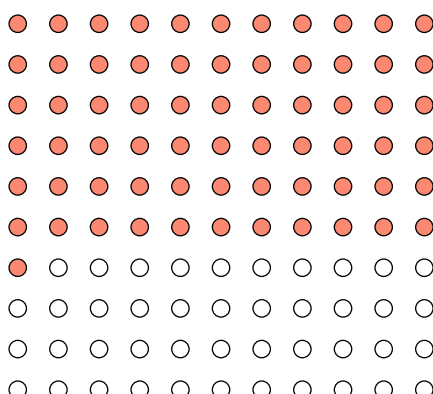
INVITE EXPLORATION



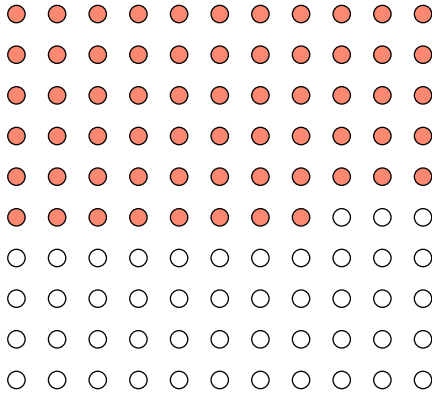
CREATE MORE PERFORMANCE ART



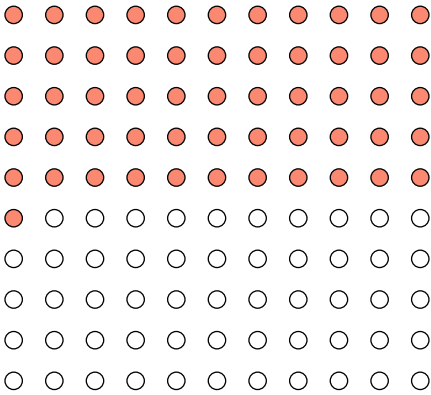
TELL COMMUNITY STORIES



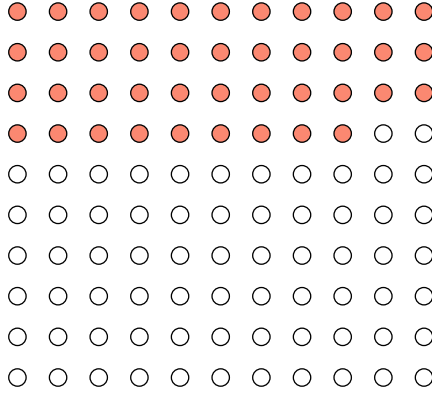
CREATE OPPORTUNITIES FOR CHILDREN



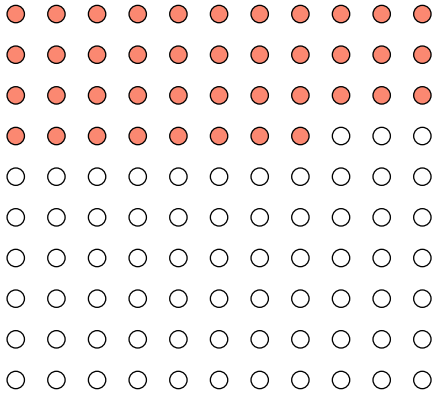
SPARK CONVERSATIONS



CREATE MORE LITERARY ART



CREATE OPPORTUNITIES FOR ADULTS



YOUTH OUTREACH RESULTS

WHAT IS THE BEST THING ABOUT BEING PART OF THE BAINBRIDGE ISLAND COMMUNITY?

“Probably the closeness we have with each other. Most of us seem to know each other even after living here for not too long and I really appreciate that.”

“The nature element is absolutely spectacular about Bainbridge island and the community is also very close leaving room for support and community along the way.”

“I think one of the best things about being apart of the Bainbridge Island Community is how open everyone is and how welcoming people are in this community. And how you see a lot of people helping out!”

IN WHAT WAYS COULD THE ARTS MAKE LIVING ON BAINBRIDGE ISLAND BETTER?

“I feel like there should be more multi-media art showcases and contests. Give us a theme or a color of a color scheme and let us go wild. I love drawing and would love for there to be a way to show it”

“It sparks more creativity in us! it encourages us to want to create more whether it be preforming arts or not it still makes us want to make more to feed that fire of creativity inside of us.”

“It could be more of a melting pot of different people and different cultures. It could help represent that to its people and could be a thing to attract people from all over the world.”

HOW CAN THIS PLAN CREATE GOOD VIBES ON BAINBRIDGE ISLAND?

“Makes the island more relatable and more memorable.”

“It can show a community and a place where everyone should and will feel welcomed. A place where people can be themselves and show their art.”

“The arts are the backbone of the culture and shared experience of any City, and improving access, diversity, and quality and the arts is fundamental to BI’s vibes and sense of community. Include youth!”

HOW MUCH DO YOU AGREE WITH EACH OF THESE STATEMENTS?

I FEEL THE QUALITY OF THE ARTS ON BAINBRIDGE ISLAND IS SATISFACTORY.



I FEEL THERE ARE FREQUENT OPPORTUNITIES FOR ME TO ENGAGE IN THE ARTS.



I FEEL THAT THE ARTS ON BAINBRIDGE ISLAND REFLECT THE COMMUNITY OF BAINBRIDGE ISLAND.



I FEEL THAT THE ARTS ON BAINBRIDGE ISLAND REFLECT THE PEOPLE WHO VISIT BAINBRIDGE ISLAND.



I FEEL IF THERE WAS MORE SUPPORT FOR COMMUNITY ARTS BAINBRIDGE ISLAND BE A BETTER PLACE TO LIVE.



WHERE DO YOU WANT TO EXPERIENCE THE ARTS ON BAINBRIDGE ISLAND?

#1 DOWNTOWN

#2 PARKS

#3 EVERYWHERE

#4 BIMA

#5 OUTSIDE





VISION

By championing the arts we bridge connections to our deepest roots and bring forward a future where all are seen and uplifted in the arts and where our entire community can flourish collectively. The arts on Bainbridge Island places emphasis on allowing people to experience arts and culture authentically within their local community.

KEY PILLARS

01

BROADEN AUDIENCE EXPERIENCES

- Expand programming to reach diverse audiences
- Provide lower-cost access to those who need it the most
- Expand programming to reach underserved demographics and intergenerational audiences
- Offer diverse and inclusive programming
- Create spaces for art consumption

02

EMPHASIZE COMMUNITY ARTS

- Regard public art as a placemaking measure
- Tell stories through the arts
- Create paid opportunities for local artists
- Encourage cultural exchange through new experiences
- Elevate the arts as a unifying force for the community

03

CREATE SUSTAINABLE STRUCTURES & PROCESSES

- Cultivate community partnerships that provide reciprocal value for the community
- Increase collaboration between local organizations to bring stability to the creative sector
- Be strategic regarding public art investment and placement
- Refine City processes and policies to better support the arts
- Seek diverse and sustainable funding sources

04

ELEVATE THE ARTS

- Strategize communications to elevate and underscore the value of the local arts community
- Invest strategically in relationships and organizations that serve the community's vision
- Create opportunities and pathways for careers in the arts
- Provide opportunities to measure and report out the impact of the arts
- Increase opportunities for artists and community members

03 ACTION PLAN

ACTION PLAN

NOW, SOON, NEXT, AND THEN.

Long-range planning for cultural investment means that plans may feel “of an era.” The Now, Soon, Next, Then framework for plan implementation provides decision-makers with a flexible yet strategic timeline that prioritizes projects and foundational cultural program elements so that future investments can best leverage the momentum of prior phases.

NOW (0-3 YEARS)

Recommendations and projects to occur “Now” are generally either foundational elements that are required prior to other arts and culture investments or low-cost and quick-to-implement project ideas that provide early wins for the community. This might include feasibility studies that provide substantive data to direct capital investments or grantmaking; partnerships and organizational capaCity building; or the adoption or refinement of policies, processes, and ordinances that create funding streams and lay the groundwork for longer-term strategies.

SOON (3-5 YEARS)

Recommendations and projects to occur “Soon” typically require additional planning and financial measures compared to items in the Now category. These projects may also take advantage of new and diverse funding streams and partnerships from the earlier phase. This category is likely to include priority investments to support the community’s vision for arts and culture, and strategies to maintain momentum in growing the local arts and culture ecosystem.

NEXT (5-8 YEARS)

Recommendations and projects to occur “Next” may include projects with longer implementation timelines driven by their complexity or funding requirements and/or projects that provide clear value but may still be a lower priority compared to those recommended for earlier phases. These projects are often informed by successes and challenges faced during the early years of plan implementation and may pivot from the early vision after additional stakeholder input provides immediate direction to the community’s current needs and priorities. That said, large-scale investments in the Next category are often some of the most impactful and galvanizing moments in plan implementation, cementing the local art and culture legacy and serving to fulfill the community vision.

THEN (8-10 YEARS)

“Then” is the moment when the community has truly arrived at the vision articulated through the planning process. This may be evidenced by the runoff effect earlier plan outcomes have on the broader arts and culture ecosystem, which may be felt across both economic measures and civic participation rates. Action items in the Then category encompass visionary and transformative measures that require robust partnerships and a commitment to creating a truly thriving arts and culture ecosystem.



GUIDING PRINCIPLES

In addition to vetting strategies and project recommendations against the vision, key focus areas, and identified plan priorities, it is important to ensure that annual work plans, programming, and project priorities are rooted in the vision for community arts. Whether making critical decisions regarding funding, internal roles and responsibilities, community partnerships, capital investments or public art and project implementation, the following considerations should be made:

1. Bainbridge Island residents desire public art installations that play the role of placemaking in the built environment. This includes more large-scale, permanent installations in critical areas across the island and at key gateways to the community.
2. The community desires authentic stories rooted in Bainbridge Island community history and heritage, which should be balanced against artworks and programming traditionally considered more abstract or whimsical.
3. Transparency in funding decisions and public art selection, and predictable processes, will help build public trust and allow organizations to tailor their short-term goals to match each funding cycle and better serve the community through their work. With more direct involvement by the City, guided by the Community Arts Plan, more stability can be extended to the creative community.
4. Funding decisions should be consistently in line with the community vision, key focus areas, and plan recommendations to ensure mission alignment.
5. Community arts-based work requires some level of flexibility to allow creative minds to

apply their own unique stamp to a piece and create the greatest impact locally.

6. Access and representation are critical components of a community-serving strategy; where possible, efforts should be made to reduce barriers and increase access to community members most in need. Programming and arts opportunities that provide lower-cost access to community members or paid opportunities for local artists should be strongly considered.

7. The community should be looked to as a partner in implementing the shared vision for Community Arts. Philanthropy, donations, and partnerships with local organizations are all highly encouraged to help lift the mantle of the arts locally.

FUNDING CONSIDERATIONS

1. Transparent funding criteria and priorities are critical to ensure that artists, administrators, and cultural creators are best positioned to serve the community. A collaborative approach to identifying cycle evaluation criteria, rooted in the key focus areas of the Community Arts Plan, will help to ensure buy-in from the public, City of Bainbridge Island, and the arts community on programming, projects, and initiatives.

Utilizing the Community Art Plan's key focus areas, funding rubrics should be developed by the Community Arts Taskforce to direct biennial funding allocations grounded in serving the community's vision for the arts.

2. Volunteerism and philanthropic support is a critical advantage of a highly-engaged audience; however:

Pathways for artists to be paid for their work should remain open and opportunities for arts-focused

careers should remain viable even in communities with high rates of volunteerism.

Funding opportunities should remain viable for artists and creators who work in the arts as a career path and they should be empowered to both serve the community and make a livable wage.

Organizations with full-time staff can provide stable services and programming, and investments in these organizations will allow Bainbridge Island to leverage the talent of local professional arts administrators and resources. That said, a sustainable and stable arts ecosystem has a healthy injection of funding that supports a variety of arts activities including projects, arts programs, capital investments, and operating expenses.

FUNDING MECHANISMS

A strong arts and culture ecosystem supports a variety of arts activities, from built projects and community programs to cultural facilities and operational support. Funding arts and culture for the greatest impact requires: (1) a diverse array of funding sources that can meet the sector's myriad needs and (2) sustained and predictable funding that keeps pace with economic changes. Across the U.S., these funding streams may come more predictably from:

SALES TAX MEASURES

- Common Examples:
- Transient Room Tax
- Restaurant Tax
- Drug&Alcohol Tax

DEVELOPMENT INCENTIVES

- Common Examples:
- Percent-for-Art in Private Development
- Voluntary Inclusionary Zoning Overlays

SUSTAINED PUBLIC SECTOR ALLOCATIONS

- Common Examples:
- General Fund Allocation
- Percent-for-Art in Capital Improvement

Arts and culture activities, particularly one-time projects and programs, are often supported by the philanthropic community, granting organizations, or municipal budget allocations. This might include one-time general fund support or a percentage of public capital improvement projects. Typical funding sources for the execution of projects and one-off community programs may include:

PUBLICLY-FUNDED GRANTS

- Common Examples:
- The National Endowment for the Arts
- National Trust for Public Spaces
- Federal Grants
- State Grants

PRIVATELY-FUNDED GRANTS

- Common Examples:
- The Mellon Foundation
- The Lilly Foundation
- The Levitt Foundation
- AARP
- Local Philanthropic Organizations
- Private Donors

When properly supported, the arts and culture ecosystem drives economic impact (across both private and non-profit measures) and generates revenue that empowers cultural creators to reinvest in the sector and their communities. A thriving community has funds incoming from several of the previously mentioned sources and aligns this funding to existing needs, which may include:

- Operations Support
- Capital Support for Facility Development
- Programming and Project-based Support
- Direct Funding for Artists & Creative Entrepreneurs

EXISTING CULTURAL FUNDING

SUSTAINED PUBLIC SECTOR ALLOCATIONS

Currently, the City of Bainbridge Island funds cultural activities from public sector contributions in the general budget. This typically amounts to \$300,000 biennially in the form of a Cultural Fund. In 2024, \$524,861 in total funding was requested through the Cultural Grant Program; the program partially funded 16 requests, many of which were for operating support. In addition to the Cultural Fund, \$50,000 is allocated annually for the Public Art Fund.

LODGING TAX

Currently, Bainbridge Island collects a 4% lodging excise tax. This amounted to \$400,000 in funding for community partners in 2024, which partially met the \$755,066 in funding requests. Of the awarded \$400,000, \$88,328 went to arts and culture organizations that demonstrated the tourism-driving potential of their proposed projects and campaigns. Continuing to align arts and culture initiatives with and advocate on behalf of the economic impact of the arts will allow arts organizations to remain competitive for this funding source and expand their reach to also impact tourism figures.

ACTIVE PHILANTHROPIC COMMUNITY

On Bainbridge Island, there's a strong culture of individual and family giving. Residents are deeply invested in the well-being of the island and often prefer to support local causes where they can see a direct impact, whether through direct contributions to local organizations and projects or through Donor-Advised Funds (DAFs). Beyond financial contributions, volunteering is deeply ingrained in the community culture of Bainbridge Island, with many residents actively contributing their time and skill sets to local organizations.

The Bainbridge Community Foundation (BCF) is a central pillar of philanthropy on the island. The BCF fulfills its mission by analyzing community needs, awarding grants to meet those needs, connecting donors with nonprofits, offering public training on key topics, and supporting capacity building and collaboration among nonprofits. BCF supports a wide range of nonprofits across various sectors and has awarded \$25 million since its inception. Organizations like the Rotary Club of Bainbridge Island are very active, with their annual Rotary Auction & Rummage Sale being a major fundraiser that distributes grants to many local organizations and projects.

When it comes to supporting arts and culture, the philanthropic community's presence can be best evidenced through their support of cultural facility development and operational support for organizations such as the Bainbridge Island Museum of Art, Bainbridge Artisan Resource Network, and Bainbridge Island Performing Arts.



CULTURAL FUNDING OPPORTUNITIES

A variety of sources should be evaluated for their suitability to meet each of the arts and culture ecosystem’s needs. When it comes to building capacity at the local level, funding that supports the operational needs of cultural organizations, supports recurrent community programs, and provides funding streams for the development of facilities and cultural infrastructure is all critical to serving the local audience in the most impactful way. Funding opportunities for evaluation and potential implementation for Bainbridge Island include:

CULTURAL ACCESS TAX

The Cultural Access Tax (CAT) is a potential funding mechanism available in the State of Washington to support arts and culture. If the Cultural Access Tax had been enacted, this sales tax would have yielded an average of approximately \$305,000 annually between 2022 and 2024 for cultural funding. This is a particularly effective source of funding because of its relative predictability, the variety of allowable expenditures, and its targeted investment in arts and culture initiatives. Key differentiators of the Cultural Access Tax include:

A requirement that awarded funds must be used for projects demonstrating public benefits. Reports on realized benefits are required after project completion.

Funds can be used for a diverse array of cultural investments, including support for cultural and educational activities, public benefits communication, basic operations, capital expenditures (including real property acquisition/improvement), and the purchase of technology, equipment, and supplies.

Program guidelines may determine whether a new

cultural organization’s startup expenses can be funded through the program.

PERCENT-FOR-ART IN PRIVATE DEVELOPMENT

Percent-for-Art in Private Development Ordinances can create an additional funding stream to support the commissioning of public art in conjunction with development projects and help underscore community identity and bring character to new development, providing enhanced value to the projects and community. By implementing a Percent-for-Art in Private Development program, the City of Bainbridge Island can expand its public art program and increase its ability to fund larger-scale works of art than the current budget allows in a given year. Typically, this program requires a public art commission commensurate with 1% of the valuation of the development at the time of permit approval or a 0.80% fee if paid directly into the public art fund. If this program had been enacted, it would have generated approximately \$114,050-\$142,560 in new public art commissions between 2022-2024.

Typical allowable expenditures include public art located within the development/improvement (particularly strict with bonded dollars or a fee paid into the public art fund).

Because developers can choose to incorporate the public art into the development to satisfy the conditions of the program, the city may have less control over the outcome of the project, although it is strongly encouraged that developers follow the public art policy for artist selection and that artwork meet the definition for public art provided in the public art policy.

FUNDING DEPLOYMENT CONSIDERATIONS

Transparent funding criteria and priorities are critical to ensure that artists, administrators, and cultural creators are best positioned to serve the community. A collaborative approach to identifying funding cycle evaluation criteria, rooted in the key focus areas of the Community Arts Plan, will help to ensure buy-in from the public, COBI, and the arts community on programming, projects, and initiatives.

Utilizing the Community Art Plan’s key focus areas, funding rubrics should be developed by the Community Arts Taskforce to direct biennial funding allocations through the Cultural Fund, grounded in serving the community’s vision for the arts.

Volunteerism and philanthropic support are a critical advantage of a highly-engaged audience; however:

Pathways for artists to be paid for their work should remain open, and opportunities for arts-focused careers should remain viable even in communities with high rates of volunteerism.

Funding opportunities should remain viable for the operations of arts administrators.

artists and creators who work in the arts as a career path, and they should be empowered to both serve the community and make a living wage.

Organizations with full-time staff can provide stable services and programming, and investments in these organizations will allow Bainbridge Island to leverage the talent of local professional arts administrators and resources. That said, a sustainable and stable arts ecosystem financially supports a combination of projects, programs, capital investments, and the operations of arts administrators.



1.1 ADOPT THE REVISED PUBLIC ART POLICY.

Adopting the revised Public Art Policy is crucial for establishing a clear and structured framework for City-owned public art pieces. This update brings City of Bainbridge Island processes up to current national best practices and formalizes essential aspects of the Public Art Program, including: clear public art definitions, established roles and responsibilities, transparent selection processes, effective collection management, responsible use of funds, and standardized acquisition and procedures. By implementing these revisions, the City ensures a more organized, equitable, and sustainable approach to managing the Public Art Program.

The full revised Public Art Policy can be found in Appendix A. Updates to specific policies include:

- Public Art Definitions
- Roles & Responsibilities
- Public Art Selection
- Collection Management
- Use of Funds
- The Public Art Program Workplan
- Public Art Acquisition



TIMING
>6 MONTHS

PRIORITY
HIGH

INCREASED INVESTMENT
COST NEUTRAL



TIMING
>1 YEAR

PRIORITY
HIGH

INCREASED INVESTMENT
COST NEUTRAL- \$60,000

1.2 IDENTIFY CITY STAFF ROLES AND RESPONSIBILITIES.

It is essential to more broadly define City staff roles and responsibilities, beginning with the identification of a part-time staff equivalent Arts Coordinator. This individual will serve as a vital liaison between the Community Arts Taskforce and the City, ensuring seamless project implementation. Initially, this role may be structured as a contracted position, with the potential for transition into a regular City staff position as the program develops and expands.

Roles and responsibilities for this position may include:

- Public art project management
- Artist selection committee management
- Community engagement in support of arts implementation
- Arts budget management
- Policy implementation

1.3 CREATE A CITY-APPOINTED COMMUNITY ARTS COMMITTEE

To shepherd this plan through implementation, the absorption of the Cultural Funding Advisory Task Force into the newly established Community Arts Committee is recommended. Currently, this task force works in collaboration with the City to develop recommendations for how to use the funding currently allocated to cultural activities biennially. Going forward, it should utilize this plan to establish biennial evaluation criteria for grant making, ensuring public funds are distributed in alignment with its recommendations and that City of Bainbridge Island has useful criteria for its funding decisions. It should further influence the selection of lower-budget artworks, guide the composition of selection committees for projects over \$50,000, and be responsible for prioritizing implementation projects and finalizing the Public Art Program Workplan. In addition, it should play a vital role in organizing and promoting the Annual Community Arts Summit and promoting the Community Arts Calendar.



TIMING
> 18 MONTHS

PRIORITY
HIGH

INVESTMENT
COST NEUTRAL



TIMING
> 18 MONTHS

PRIORITY
HIGH

INVESTMENT
COST NEUTRAL

1.4 CREATE THE BIENNIAL COMMUNITY ARTS WORKPLAN.

The biennial Community Arts Workplan, to be authored by the Community Arts Committee, is essential for the strategic implementation of community arts initiatives. This workplan should clearly outline the implementation priorities for any given funding cycle, including:

- Plan implementation priorities
- A communication strategy and partners to support arts promotion
- The roles and responsibilities of City of Bainbridge Island and implementation partners
- Public art project identification, call for art strategies, and selection criteria
- A timeline for implementation

1.5A HOST AN ANNUAL COMMUNITY ARTS SUMMIT.

Leveraging the collaborative potential built through the implementation of prior action items, hosting an annual Community Arts Summit will strengthen the relationships between the City and local arts organizations, facilitating collaboration and knowledge sharing. Critically, the summit will provide an opportunity to gather valuable insights and feedback from the community each year, and a mechanism for discussions to directly inform subsequent Community Arts Workplans. It will help to ensure that future community arts initiatives are responsive to the community's emerging needs and aspirations.



TIMING
> 24 MONTHS

PRIORITY
MEDIUM

INVESTMENT
> \$5,000



TIMING
> 18 MONTHS

PRIORITY
MEDIUM

INVESTMENT
COST NEUTRAL

1.5B SPONSOR A COMMUNITY ARTS CALENDAR.

Although a community arts calendar managed by Arts and Humanities Bainbridge exists, stakeholder and survey respondents still routinely identified “lack of knowledge about offerings” as a critical barrier to participating in the arts locally. By promoting and sponsoring a new calendar, the City could help elevate this vital arts and culture resource and make it accessible to a wider audience, for example by partnering with organizations like Visit Bainbridge to expand the calendar's reach. Promoting local arts offerings is critical to advancing the creative sector and therefore should be a priority, with communications strategies clearly outlined in the biennial Community Arts Workplan.

1.6 INCLUDE AN ANALYSIS OF THE LOCAL CREATIVE SECTOR IN A BROADER CITY ECONOMIC STUDY.

To accurately gauge the economic impact of the arts and culture sector locally, an analysis of the local creative economy should be included within an upcoming economic study. This will provide a more complete picture of the City's economic landscape, highlighting the contributions of artists, cultural institutions, and creative businesses. The study should specifically measure the impact of non-profit arts organizations, recognizing their vital role in community enrichment and economic vitality. Findings should inform future policies and investments as they relate to the creative sector, as well as marketing strategies within the Creative District.



TIMING
> 18 MONTHS

PRIORITY
MEDIUM

INVESTMENT
COST NEUTRAL - \$30,000



TIMING
> 18 MONTHS

PRIORITY
HIGH

INVESTMENT
COST NEUTRAL

1.7 EXPLORE NEW FUNDING MECHANISMS.

It cannot be overstated — diverse, sustainable, and predictable funding is critical to a vibrant, stable, and resilient arts and culture ecosystem and creative economy. As political landscapes shift, arts organizations, artists, and cultural creators will rely on predictable and steadfast sources of funding to continue building and executing on their missions. Diverse funding streams for programming, operations, and capital expenses can be achieved through, for example, a Cultural Access Tax, a Percent-for-Art in Private Development program, details of which are provided on page 38.

2.1 REEVALUATE STAFFING NEEDS TO SUPPORT A GROWING ARTS AND CULTURE SECTOR.

When building capacity at the local level, it is important to routinely evaluate the art program's emerging needs. Following the findings of the proposed economic study, staff support for the arts and culture sector should be evaluated and expanded as necessary to more proactively support its growth.

SOON



TIMING
24-48 MONTHS

PRIORITY
MEDIUM

INVESTMENT
1/2 - FULL TIME STAFF EQUIVALENT



TIMING
> 24 MONTHS

PRIORITY
MEDIUM

INVESTMENT
COST NEUTRAL

2.2 REVIEW EXISTING CITY PROCESSES THAT IMPACT ARTS PROGRAMMING AND FACILITIES.

A review of existing City processes that impact arts programming and facilities should be undertaken to provide a more supportive environment for the arts. This review should:

Identify ways to streamline permitting applications to help break down barriers that create friction within the arts community for events and creative enterprises such as:

- Events permitting
- Food trucks

Audit existing informational resources for artists and arts organizations and create new online and print materials (such as brochures, handouts, and landing pages for arts-related activities) that help them work with the City to produce art and events for public consumption.

Include an examination of zoning requirements for arts and culture institutions to ensure that existing land use practices are inclusive of the arts. By adapting and implementing similar policies, the City can remove unnecessary barriers and create a more conducive and accessible landscape for arts programming and facilities. Case studies:

- Nashville, TN's Artisan Manufacturing Code
- Lowell, MA's Artist Overlay District
- Somerville, MA's Artist & Creative Enterprises by Right

2.3 INVEST IN CREATIVE PLACEMAKING AND PROGRAMMING MEASURES LEVERAGING THE CREATIVE DISTRICT

State-certified Creative Districts are designed to stimulate economic growth by leveraging local cultural activities and allowing communities to tap into a network of support, resources, and funding potential through ArtsWA. ArtsWA supports certified communities through specialized resources, including startup operating grants, capital project funding, technical assistance, and progress tracking of the creative economy. To fully realize the potential of the Creative District, a critical community asset, the City of Bainbridge Island should take a larger role in supporting project implementation, programming, and management of this asset.

- Key Considerations:
- Revisit the five-year strategic plan and evaluate it against current conditions and Community Arts Plan recommendations
- City of Bainbridge Island should take a larger role in the Creative District and leverage the designation to create a stronger arts and culture economy. The City should provide support and investment to realize the district's potential to:
- Promote the community's creative identity
 - Grow jobs in the creative sector
 - Increase tourism and bring new visitors
 - Attract and support artists, start-ups, and creative businesses
 - Create opportunities for affordable housing. This may include live/work and maker spaces for artists



TIMING
24 - 36 MONTHS

PRIORITY
MEDIUM

INVESTMENT
\$10,000 - \$50,000



TIMING
> 18 MONTHS

PRIORITY
MEDIUM

INVESTMENT
COST NEUTRAL

2.4 DEVELOP DESIGN STANDARDS AND STREETScape IMPROVEMENT STRATEGIES FOR THE CREATIVE DISTRICT.

To further develop the Creative District as a community and economic asset, design standards that overlay the district and streetscape improvements are recommended. These strategies should prioritize the aesthetic and experiential aspects of the district, with more conventional improvements, such as those that promote enhanced identity and visibility of the arts.

- Key strategies:
- Buried utility lines
 - Enhanced landscaping
 - Artistic gateway elements
 - Creative placemaking features
 - Signage and environmental graphics standards
 - Creative crosswalks and enhanced pedestrian experiences
 - Protect and preserve historic assets in the community that contribute to the character

2.6 FORMALLY ACCESSION ARTWORK INTO THE PUBLIC ART COLLECTION, PERFORM A PUBLIC ART CONDITION ASSESSMENT, AND AUTHOR AN EMERGENCY MANAGEMENT PLAN.

Following the implementation of actions 1.1 and 1.2, the City of Bainbridge Island should formally creating the Public Art Collection by accessing existing artworks into the collection. This process would officially recognize the artworks as publicly owned and record their details for public record. Furthermore, best practices recommend that a public art conservator evaluate the collection's condition approximately every three to five years, identifying upcoming maintenance and conservation needs related to climate, age, wear and tear, and other factors. In addition to a public art condition assessment, an Emergency Management Plan should be developed to outline procedures for relevant emergency scenarios, such as inclement weather and public safety concerns; this plan should be updated every ten years.



TIMING
> 18 MONTHS

PRIORITY
MEDIUM

INVESTMENT
> \$5,000



TIMING
> 36 MONTHS

PRIORITY
MEDIUM

INVESTMENT
COST NEUTRAL

2.7 STRENGTHEN COLLABORATION WITH THE PARKS DISTRICT TO CREATE COMMUNITY ARTS OPPORTUNITIES.

As a key public facing agency, the Parks District and the City of Bainbridge Island should work together to identify ways in which Parks District programming and offerings can align with the Community Arts Plan. Key areas of impact may include low cost programming focused on the arts, new public art commissions within parks, or the development of cultural amenities such as outdoor performances spaces.

3.1 ESTABLISH A MOU FOR ARTWORK ON STATE- AND PARKS DISTRICT-OWNED PROPERTY.

Establishing a Memorandum of Understanding (MOU) for artwork placed on state- and parks district-owned property will allow the City of Bainbridge Island and community partners to fulfill the community's vision for an elevated public art program that plays a critical role in placemaking within parks and gateways to the community. Opportunity sites identified by community members include the Ferry Terminal, the Agate Pass Bridge, roundabouts along Highway 305, and parks and natural spaces dispersed across the island. This agreement will define the parameters for artwork installation, maintenance, and potential removal, ensuring clear communication and collaboration between the City and these entities. It will also serve as a template for future agreements concerning artwork on properties not owned by the City, promoting consistency and efficiency in managing public art across various land ownerships.

NEXT



TIMING
36-48 MONTHS

PRIORITY
MEDIUM

INVESTMENT
COST NEUTRAL



4.1 CONSIDER AN OUTDOOR PERFORMANCE SPACE.

Currently, there are no purpose-built outdoor performance spaces on Bainbridge Island. A performance space can serve as the focal point for community activity should be explored through a market analysis that helps determine site evaluation criteria to support placement, scenarios for cost recapture, and viable programming and operations.

It is critical that this facility complement existing cultural facilities, and connect to other community amenities. It should also support a diverse variety of arts and culture programming and provide a platform for local artists and performers as often as financially feasible.



TIMING
5-10 YEARS

PRIORITY
MEDIUM

INVESTMENT
\$100,000-\$500,000



TIMING
5 - 10 YEARS

PRIORITY
MEDIUM

INVESTMENT
\$30,000-\$75,000 IN
OPERATIONS SUPPORT FOR
COMMUNITY SERVICES

4.2 SUPPORT THE FORMATION OF A COUNTY-WIDE ARTS COUNCIL OR COMMISSION.

In order to leverage a larger audience and more efficiently serve a broader population, the City of Bainbridge Island should consider supporting the formation of a county-wide Arts Council or Commission. Arts Councils typically champion the arts locally through advocacy, grant-making, program development, resource sharing and artist development, and sometimes operations support for cultural facilities. A strong county arts council with full-time paid staff would allow Bainbridge Island and neighboring communities to more effectively collaborate on initiatives that support a regional approach to growing an arts and culture ecosystem.

THEN

4.3 CONSIDER AN EXPANDED ARTIST-IN-RESIDENCY PROGRAM.

A critical component of a thriving arts and culture landscape is the continual infusion of new ideas and perspectives. To continue to provide community members diverse cultural experiences, consider an artist-in-residency program for local or visiting artists that injects new life and ideas into the local creative fabric. An expanded artist-in-residency program, modeled after existing programs like Bloedel's Creative Residency, could include a housing subsidy supported by the City of Bainbridge Island.



TIMING
5 -10 YEARS

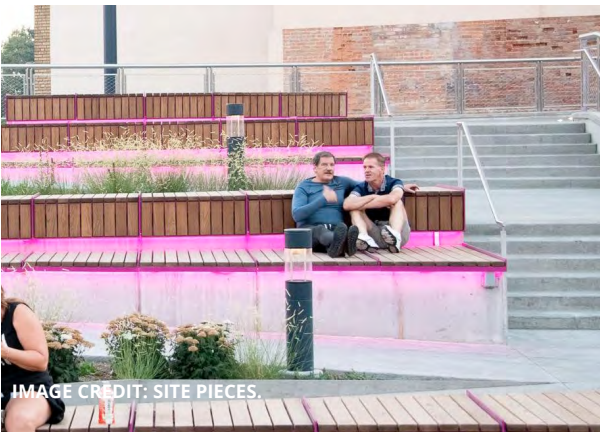
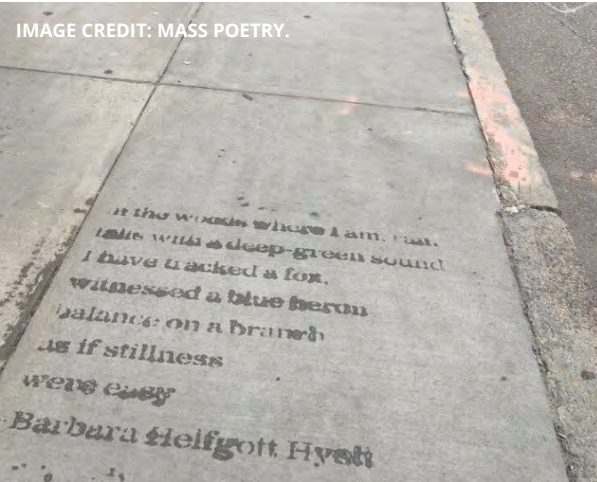
PRIORITY
MEDIUM

INVESTMENT
\$10,000-\$30,000

STRATEGY	TIMING	PRIORITY	INCREASED INVESTMENT
1.1 Adopt the revised Public Art Policy.	> 6 MONTHS	HIGH	COST NEUTRAL
1.2 Identify City staff roles and responsibilities.	> 1 YEAR	HIGH	COST NEUTRAL-\$20,000 OR 1/4 STAFF EQUIVALENT
1.3 Form the Community Arts Task Force.	> 18 MONTHS	HIGH	COST NEUTRAL
1.4 Create the Biennial Community Arts Workplan.	> 18 MONTHS	HIGH	COST NEUTRAL
1.5A Host an annual Community Arts Summit.	> 2 YEARS	MEDIUM	> \$5,000
1.5B Sponsor a community arts calendar.	> 18 MONTHS	MEDIUM	COST NEUTRAL
1.6 Include an analysis of the local creative economy in a broader City economic study.	> 18 MONTHS	MEDIUM	COST NEUTRAL - \$30,000
1.7 Explore new funding mechanisms.	> 18 MONTHS	HIGH	COST NEUTRAL
2.1 Reevaluate staffing needs to support a growing arts and culture sector.	2 - 4 YEARS	MEDIUM	1/4 - FULL TIME STAFF EQUIVALENT
2.2 Review existing City processes that impact arts programming and facilities.	> 2 YEARS	MEDIUM	COST NEUTRAL
2.3 Invest in creative placemaking and programming measures leveraging the Creative District.	> 18 MONTHS	MEDIUM	> \$5,000
2.4 Develop design standards and streetscape improvement strategies for the Creative District.	> 18 MONTHS	MEDIUM	COST NEUTRAL
2.6 Formally accession the Public Art Collection and conduct and assessment of the condition.	> 18 MONTHS	MEDIUM	\$10,000 - \$30,000
3.1 Establish a MOU for artwork on State- and Parks Department–owned property.	2 - 3 YEARS	MEDIUM	COST NEUTRAL
3.2 Create a Percent-for-Art in Private Development program.	> 3 YEARS	HIGH	COST NEUTRAL
4.1 Consider the development an outdoor performance space.	5-10 YEARS	HIGH	\$100,000 - \$500,000
4.2 Support the formation of a county-wide Arts Council or Commission.	5-10 YEARS	MEDIUM	\$30,000 - \$75,000
4.3 Consider an expanded Artist-in-Residency Program.	5-10 YEARS	MEDIUM	\$10,000 - \$30,000

PROJECT IDEAS

During the planning process many ideas were put forward by community members, stakeholders, and the planning team. The adjoining precedent images are to provide inspiration for the kinds of arts projects and programming the City of Bainbridge Island could support in the wake of the plans adoption. A menu is provided on the next few pages to provide details on the potential projects.



PROJECT IDEAS	PROJECT DETAILS
Temporary Sculpture Installation Revamp	• To balance the community's desires for an elevated public art program alongside the built-in benefits of a temporary sculpture exhibition, a revamp of the current rotating artwork would be wise. • Funding should be redirected towards one larger-scale rotating work of art on a permanent plinth in a high-traffic area of the community that does not impede pedestrian movement. • This work should be held on loan for one to two years and then should rotate out. • The call for art should be regional and selected by the public art selection committee with final approval by City Council.
Gateway Art & Placemaking Opportunities	• The community consistently affirmed that public art should be elevated, reflective of local stories and themes, and act as a placemaking measure within the community. • The primary focus should be to commission the installation of artworks that are conceptualized with the community of Bainbridge Island in mind. • These should be located in key gateways to the community, roundabouts, and high-traffic pedestrian areas.
Literary Trail	• Bainbridge Island is a literary arts community with many local writers and literary talents, making a literary trail an ideal art intervention. • Locating these works within a natural setting should be a key element of the experience.

PROJECT IDEAS	PROJECT DETAILS
Winter Arts Programming	- Temporary Winter Art events should be considered to enliven the built environment during the colder season. Examples: - Rain-activated poetry - Pop-up artwork installations, asphalt artwork - Community participatory art events
Creative District Placemaking Program	- Guided by the five-year strategy for the Creative District, a placemaking program should be considered to create arts-focused experiences and activations within the district. - This may include tactical placemaking measures such as creative crossings and wayfinding elements alongside functional and creative site fixtures and furnishings.
Story Exchange Event	- Community members routinely called for arts-focused experiences that connected the wider community and removed barriers between individuals. A storytelling exchange is an ideal platform for these experiences. - The Moth Storytelling events are an exemplary model of this format.



PROJECT IDEAS	PROJECT DETAILS
Youth Focused Programming	- The arts are a key component of fostering cognitive, emotional, and social development, particularly in young people. - Survey respondents and workshop participants underscored their desire for youth-focused programming and opportunities that engage young community members, particularly teens and specifically in the evenings, in social and educational experiences centered around the arts. Examples: - Live music and DJs in the evenings - The public realm and third spaces are built for gathering and encourage young people to stay and socialize - Opportunities to participate in public art selection and creation - Recurrent programming that is focused on youth and provides the opportunity to build a social network of other young creative individuals.
Bainbridge Culinary Week	- A critical component of local culture is the food scene. Bainbridge Island benefits from a diverse array of culinary traditions that have been brought to the island over the years. - A culinary arts showcase that engages both brick-and-mortar establishments as well as emerging culinary artists and entrepreneurs should be supported. - This event may coincide with an Arts Bazaar, makers market, juried art show, or craft fair that highlights other local traditions and talents. - This event should be held in the Creative District.
Bainbridge Arts Bazaar	- Offer in a public space within the Creative District. - This event should aim to provide a platform that elevates local artists and creatives and showcases crafts and traditions practiced by artists and artisans locally. - Planning of the event should be in partnership with the Community Arts Advisory Task Force and local arts organizations.



City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:45 PM) Consider Conducting a Study for the Feasibility of Paid Parking in the Downtown Corridor - (\$13,190) Police,

SUMMARY:

At the January 21, 2025 Study Session, the Council expressed interest in studying the feasibility or the profitability of paid parking. In response, the City contacted Rick Williams Consulting to discuss an update to their 2018 Bainbridge Island Downtown Parking Strategies Report. Specifically, they were asked to provide a proposal to develop a revenue forecast model to assess the feasibility of transitioning from free to paid parking in the Downtown corridor. The proposed scope of work will evaluate the cost to install, maintain, and operate a pay-to-park equipment and technology system while generating reasonable net revenue for the City. The Council is asked to discuss their interest in paid parking and provide direction to the City Manager for pursuing this proposal.

AGENDA CATEGORY: Discussion

PROPOSED BY: Police

RECOMMENDED MOTION:

Council direction requested - Does the Council wish the City Manager to move forward to study the feasibility of paid parking in the Downtown corridor.

COMMUNITY ENGAGEMENT AND OUTREACH:

If the Council directs the topic of paid parking be studied, community outreach will be conducted.

FISCAL IMPACT:

Amount:	\$13,190
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	false

BACKGROUND:

In 2018, the City of Bainbridge Island commissioned a comprehensive Downtown Parking Strategies Report. This report examined the existing inventory of parking spaces and provided recommendations for improving the efficiency of the overall system. Several strategies were recommended such as employing consistent time limits, assessing a shared off-street parking program, street improvements to increase on-street parking, programs to increase non-motorized and transit access, revisions to employee parking, and assessing the feasibility of a new parking structure.

The 2018 report noted that paid parking for the on-street spaces was not recommended as “the small size of the system would make cost recovery challenging;” however, further revenue/expense forecasting was not conducted.

In 2024, changes were adopted to increase parking availability and simplify enforcement of parking based on recommendations from this report. Through Council action, the City standardized time limits at 3-hours along Brien Drive and Bjune Drive to be consistent with Winslow Way, reduced the number of reserved boat/trailer parking spaces in agreement with the Recreation and Conservation Office, and established a Bicycle Parking Zone to encourage non-motorized transportation.

ATTACHMENTS:

[2025 Bainbridge Island WA - RWC Proposal_5.12.25 \(v1\).pdf](#)

[Bainbridge Island Downtown Parking Strategy 2018.pdf](#)

Scott Weiss
Deputy Chief
Bainbridge Island Police Department
8804 Mandison Avenue N., Suite 100
Bainbridge Island, WA 98110



PO Box 12546
Portland, Oregon 97212
owen@rickwilliamsconsulting.com

Proposal: Pay-to-Park Expense/Revenue Assessment

May 13, 2025

Dear Scott:

Thank you for the opportunity to assist you in developing a revenue forecast model examining revenue generation for the possible conversion of an area in your downtown from free to paid parking. A proposed scope of work with tasks related to this type of analysis and forecast is provided below.

RWC has been providing these services since 1995 across the US, most prevalently on the West Coast and Pacific Northwest. We are highly experienced in developing parking management plans and studies for cities of all sizes and private development. Our expertise includes all phases of parking management: policy/code, management, operations, demand (right-sizing), development, and (as in the case of this proposed project) financial feasibility assessments. We are proud of the fact that our data work, financial analyses, and operations plans are successful, self-sustaining, and in place.

In the past three years, we have completed expense/revenue forecasting models for the transition of free parking areas to pay-to-park areas for the cities of Corvallis and Salem, Oregon, Everett and Leavenworth, WA, and Ventura, CA. Of those cities, Corvallis, Salem, and Ventura are underway with their transitions to pay-to-park systems. Other similar analyses in prior years include work for Portland, OR (multiple parking districts), Olympia, Seattle, Tacoma, Vancouver, WA, and Santa Monica, CA.

We also have experience with the Bainbridge Island parking system, having conducted data collection and demand performance analysis for 387 on-street stalls in 2017. This data could serve as a "pre-Covid" baseline for a forecast analysis model. We could possibly supplement the data with traffic metrics through 2024 to account for any new growth in vehicle volumes "post-COVID," if data sources are available.

The accompanying proposal details our team's approach to this project, deliverables, and estimated budget. We look forward to discussing our proposal and your needs in greater detail with you. Also, feel free to ask questions or for more information as you review our approach and scope. We are happy to make revisions and adjustments.

Thanks for this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rick Williams'.

Rick Williams, Senior Partner

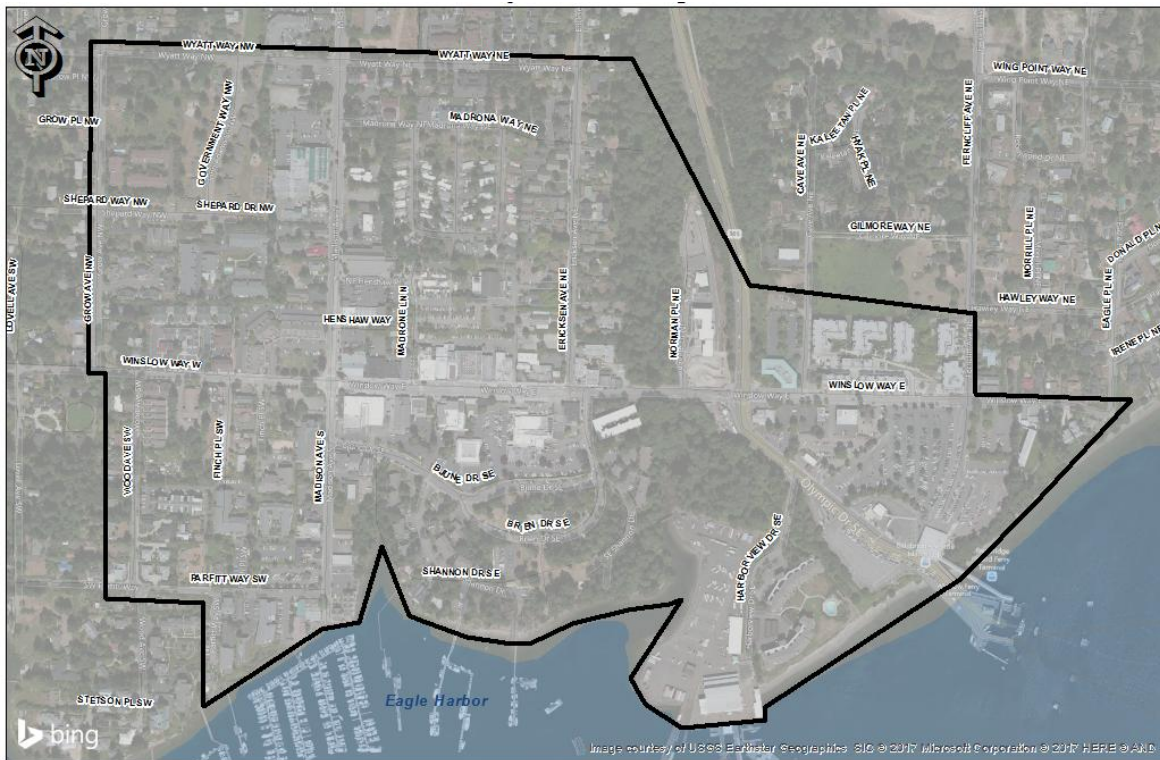
A handwritten signature in black ink, appearing to read 'Owen Ronchelli'.

Owen Ronchelli, President

A. Downtown Project Study Area

The project study area for downtown parking planning is as defined in the **Figure A** map provided by the City of Bainbridge Island in 2017. The area represented also covers the boundary in which RWC has both on and off-street parking use data. We would anticipate that changes to this boundary that focus on the specific area for locating pay-to-park technology will be made.

Figure A: 2017: Bainbridge Island Parking Study Area



B. Approach

RWC's approach to this project is to use existing data sources to develop an accurate model that will evaluate the financial feasibility of pay-to-park in designated areas of Bainbridge Island's downtown. Financial feasibility is defined as a pay-to-park equipment and technology system that covers its cost to install, maintain, and operate while generating reasonable net revenue for the City.

To this end, we recommend the following tasks.

TASK 0 – PROJECT LAUNCH

- **Project Team Meeting:** The Pay-to-Park Assessment will begin with a kick-off meeting to confirm the project scope and discuss information needs, expectations, and schedule. Project goals, timelines, and specific needs from the City will be compiled following the meeting.

City Responsibilities

- Coordinate with RWC to schedule project kick-off meeting.

RWC Deliverables: Participate in the project kick-off meeting. RWC to provide notes.

**TASK 1 – FINANCIAL FEASIBILITY ASSESSMENT (EXPENSE/REVENUE MODEL)**

- **Model Inputs.** Work with the City and its designees to generate a base set of model input assumptions necessary to format an initial revenue/expense forecasting model. Inputs include assumptions for:
 - Confirm and finalize targeted pay-to-park boundary.
 - Definitions and terminology (e.g., revenue hours, weekly and seasonal demand distributions, leakage, rates, etc.).

City Responsibilities

- *If available, provide existing GIS-based parking inventory and attribute information (i.e., layers, shapefiles)*

RWC Deliverables:

- Technical Memorandum # 1: How the model works. A summary of the key model inputs and assumptions.

TASK 2 – PARKING DEMAND ASSESSMENT: LOAD AND RUN SCENARIOS

Develop cost and expense proforma models to determine base costs for the implementation of an on-street paid parking environment in the downtown and its gross and net revenue potential to determine the feasibility of paid parking - gross cost to net revenue potential.

- **Data Source:** Use occupancy data developed by RWC in 2017 as a baseline data set for analysis. Make (and document) revisions to the baseline data set based on available yearly traffic volume information available. Model "demand" outputs will be used to develop a revenue forecast model that annualizes documented "revenue hours" from the City's occupancy database.
- **Cost Data:** RWC will use expense and equipment/technology cost data from recent and similar projects completed in the Pacific NW. Operating expenses will be derived from similar sources and from any current operating costs related to parking that the City would carry into this assessment model.
- **Model Framework:** Based on the above, RWC will develop an expense/revenue forecast for the implementation of an on-street pay-to-park program.
 - The forecast would convert occupancy findings to revenue hours and assign assumed hourly parking charges (e.g., \$1.25, \$1.50, \$1.75, \$2.00) to those hours. Up to four rate categories can be evaluated.
 - Factor for seasonality.
 - Factor for the cost of equipment, installation, internal administrative burden, credit card fees, warranties, and other factors of ongoing operation.
 - Provide research, technical assistance, and advice to the City to elevate understanding of the range of issues, challenges, and strategies that could be initiated.
- **Model Runs:** RWC will provide up to three model runs of scenarios evaluating feasibility outcomes. Each scenario will be provided to the City for review, facilitated by a meeting to review outputs (see **Task 3**). Revisions from each meeting will be used to update the model, resulting in another model run.

RWC Deliverables

- Model review meetings (up to 3) with City staff
- Updated model runs
- Model 1 – 3 Revised feasibility model drafts.

TASK 3 – DRAFT AND FINAL REPORTS

RWC will develop draft and final reports that summarize the project and describe the outcomes of the most favorable model run.

RWC Deliverables

- Draft Final Report
- Final Report

TASK 4 – PROJECT AND TASK REVIEW MEETINGS

RWC will be available for up to 4 meetings with the City to support:

- **Model Scenarios:** Review findings and adjust model assumptions and inputs. Meetings would be held remotely via Microsoft Teams and/or Zoom.
- **Final Report:** Review and offer revisions to the Draft Final Report.

City Responsibilities

- Review model summaries
- Attend meetings and provide feedback

RWC Deliverables

- Meeting summaries

C. Project Schedule

The Consultant will work with the City to establish a reasonable schedule for the completion of tasks. Timeline and deliverables schedule can be adjusted to meet established City milestones to complete project tasks in a timely manner.

D. Fee Proposal

The Consultant will bill the Client only for actual hours and expenses incurred up to the total amount specified below, according to the rate schedule provided in Section E. The Consultant will not exceed \$13,190 amount without the written authorization of the Client. Invoices are due and payable within 30 days of receipt.

A budget breakdown by task is provided in the table below.

Estimated Project Budget

	Williams	Ronchelli	Collins	Reynolds	Baron-Williams	Hours	Cost
Base Scope	\$190	\$180	\$170	\$170	\$115		
Task 0 – Project Kick-off	1.5	1.5	0	0	0	3	\$555
Task 1 – Build Expense/Revenue Model	5	0	0	5	0	10	\$1,475
Task 2 – Load and Run Scenarios	24	0	0	8	8	40	\$6,160
Task 3 – Draft and Final Reports	4	4	4	4	0	16	\$2,600
Task 4 – Project Support Meetings	6	4	2	2	0	14	\$2,400
Project expenses (e.g., travel mileage)							\$0
TOTAL	40.50	9.50	6.00	19.00	8.00	83.00	\$13,190

E. RWC Staff and Hourly Rate Schedule

Rick Williams will serve as the Consultant's Project Manager and primary client contact. Owen Ronchelli, Peter Collins, William Reynolds, and Connor Baron-Williams will serve in areas of data review, report writing, and seasonality modeling.

Hourly Rate Schedule

RWC Member	Title	Hourly Rate
Rick Williams	Senior Partner	\$190
Owen Ronchelli	President	\$180
Pete Collins	Senior Associate	\$170
William Reynolds	Strategic Partner	\$170
Connor Williams	Data Analysis/GIS/Mapping	\$115

F. Additional Services

The Client can request additional services beyond the scope of work, billed at the hourly rates described in Section E above.

BAINBRIDGE ISLAND DOWNTOWN PARKING STRATEGY

STRATEGIES REPORT 2018



CITY OF
BAINBRIDGE ISLAND



RICK WILLIAMS CONSULTING
Parking & Transportation

ACKNOWLEDGMENTS

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- Appendix B – Data Collection Summary and Findings
- Appendix C – Survey Summary
- Appendix E – Stakeholder Interview Summary
- Appendix F – Open House Summary

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INTRODUCTION

The City of Bainbridge Island and the Downtown attract residents, businesses, and visitors due to its beautiful natural setting, human-scaled streets, buildings, and public spaces, and the mix of shops, services, and activities in a walkable environment. The proximity to Seattle via the ferry is also a major driver of activity in the Downtown area and brings people to the Downtown on foot, bikes, or with a vehicle. These attractive qualities and proximity to Seattle create a high demand for parking for longer-term parking for employees and commuters and shorter-term parking for visitors and customers. Many of the businesses in the Downtown do not have off-street parking and rely on the limited public parking system for employee, customer, and visitor parking.

Figure 1: Weekend activity on Winslow Way, Summer 2017



Framework, 2017

The City developed this Downtown Parking Strategy to better understand how the existing parking system is functioning and to develop strategies to improve parking and access that are tailored to local conditions and support the community's goals for Downtown. The strategy includes a parking inventory of on and off-street facilities, weekday and weekend parking data collection, extensive public outreach, a vision and guiding principles, parking management strategies, and consideration of a public parking structure as part of the redevelopment of the Town Square.

The implementation plan includes more detail on the strategies, establishes priorities, a timeline, responsibilities, and planning level cost and revenue estimates to guide City decision-making and future parking management. The report includes this document with appendices for the existing conditions report, the data collection summary, the survey summary, the stakeholder interview summary, and map folios from the data collection.

STUDY AREA

The study area for the Parking Strategy includes the Downtown area of Bainbridge Island, generally bordered by Grow Avenue to the west, Wyatt Way to the north, 305 to the east, and the waterfront to the south. The study area also includes the ferry parking area east of Olympic Drive and south of Winslow. See Figure 2 for the Parking Strategy study area.

Figure 2: Bainbridge Island Downtown Study Area



Framework, 2017; Google Maps, 2017

VISION + GUIDING PRINCIPLES

The management of the parking system in Downtown Bainbridge Island should support the community's goals for a vibrant, active, and sustainable Downtown with a strong local economy. The parking system should provide parking options for all users that are convenient, user-friendly, and make efficient use of existing parking facilities through shared parking. Parking management should encourage and support the use of other travel modes, where feasible, to reduce demand on the parking system while increasing access to the Downtown.

The City of Bainbridge Island's Downtown Parking System:

- 1 Supports the community's goals for a vibrant and attractive Downtown experience.
- 2 Is user-friendly and prioritizes on-street parking in the core for short-term visitor and customer parking.
- 3 Is efficient through the implementation of shared parking to increase parking availability to a wide-range of users.
- 4 Is simple and easy to understand with a positive user-experience for residents, employees, customers, and visitors.
- 5 Is financially sustainable to operate and maintain including any new parking facilities with public funding.
- 6 Balances the needs for on-street parking with other priorities within the public right-of-way.
- 7 Supports the Downtown economy by increasing access to the Downtown.

STUDY AREA + INVENTORY

ON-STREET INVENTORY

The on-street inventory within the study area contains 387 stalls, which vary in restriction type. There are spaces with hourly restrictions, electric vehicle only restrictions, ADA restrictions, and no restrictions. The predominant restriction is two-hour parking (50%), followed by three-hour parking (25%). Figure 3 shows the on-street supply, broken down by restriction type. Winslow Way, specifically, has 134 on-street parking spaces between the ferry and Grow Avenue, with one-hour, two-hour, and three-hour restrictions varying by block.

Figure 3: *On-Street Restriction Types*

RESTRICTION	STALLS	% OF SUPPLY
1-Hour Parking	8	2%
2-Hour Parking	195	50%
3-Hour Parking	97	25%
4-Hour Parking	29	7%
Electric Vehicle Only	1	0%
ADA Parking	10	3%
No Limit	47	12%
On-Street Total	387	100%

All eight of the one-hour spaces and 59 of the 2-hour spaces allow employee permit parking during weekdays, which exempts the permitted car from the timed restriction. Figure 5 shows the Employee Permit Program parking map, indicating the authorized weekday permit parking areas in green, authorized weekday parking exclusive of holidays in yellow, and no weekday employee parking anytime in red.

Figure 4: On-Street Inventory and Restrictions Map

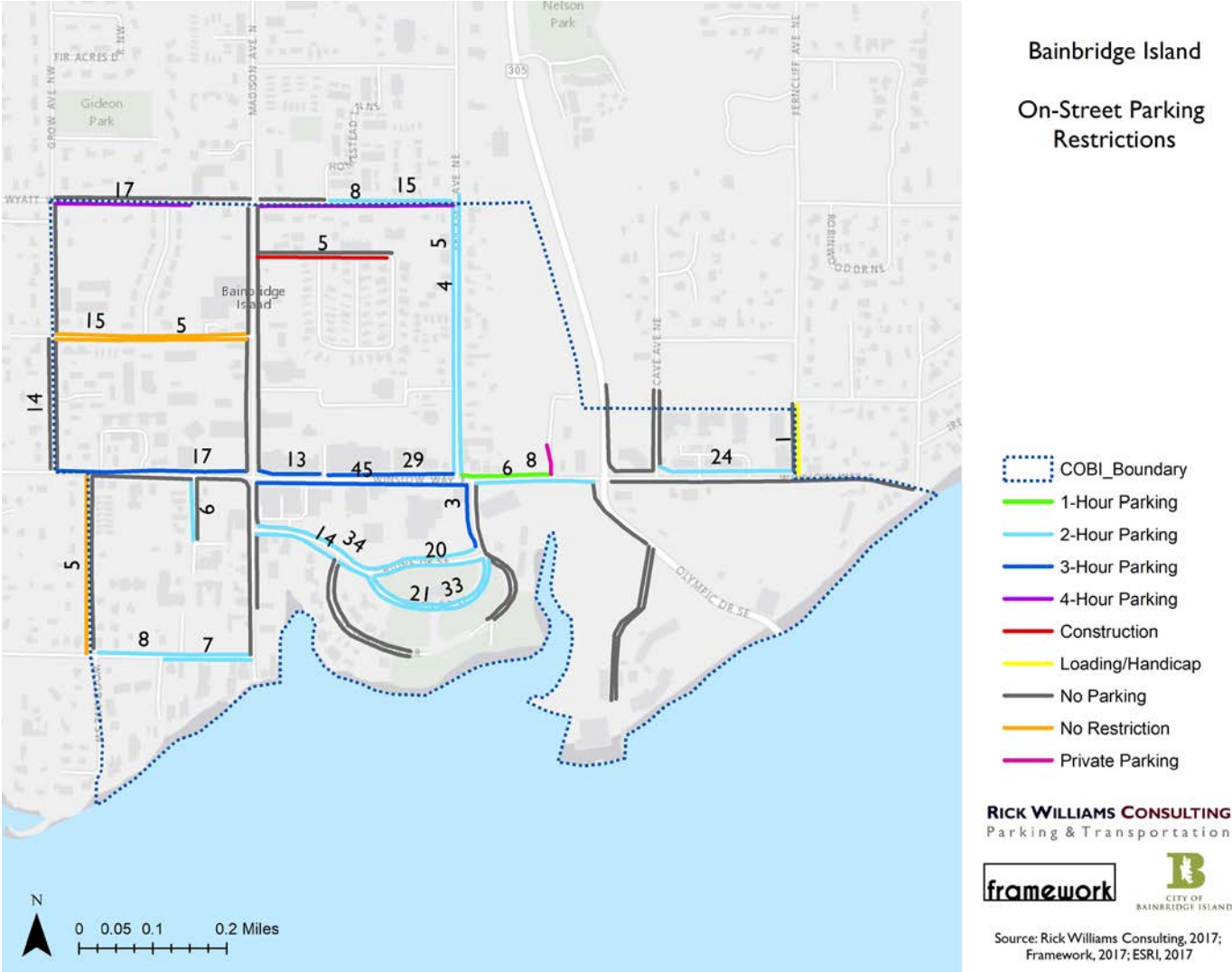
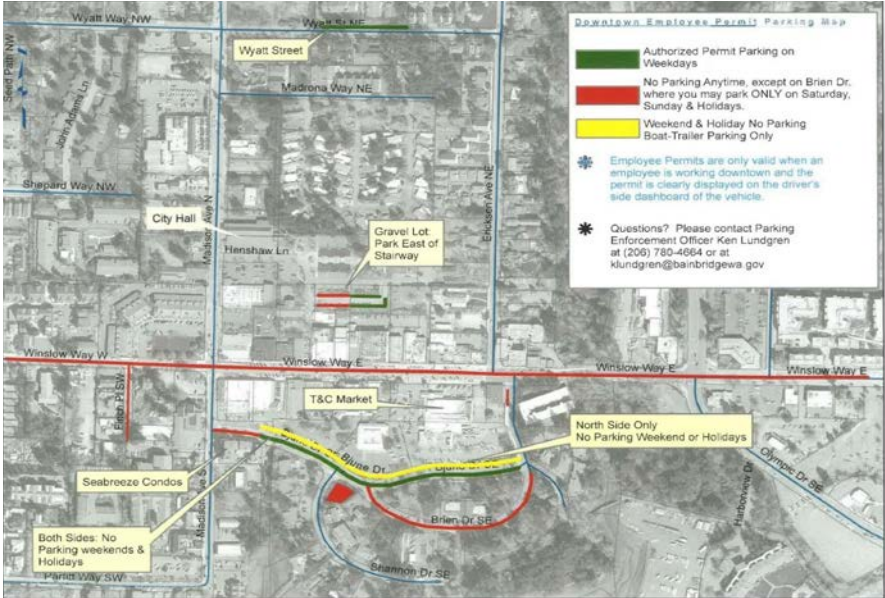


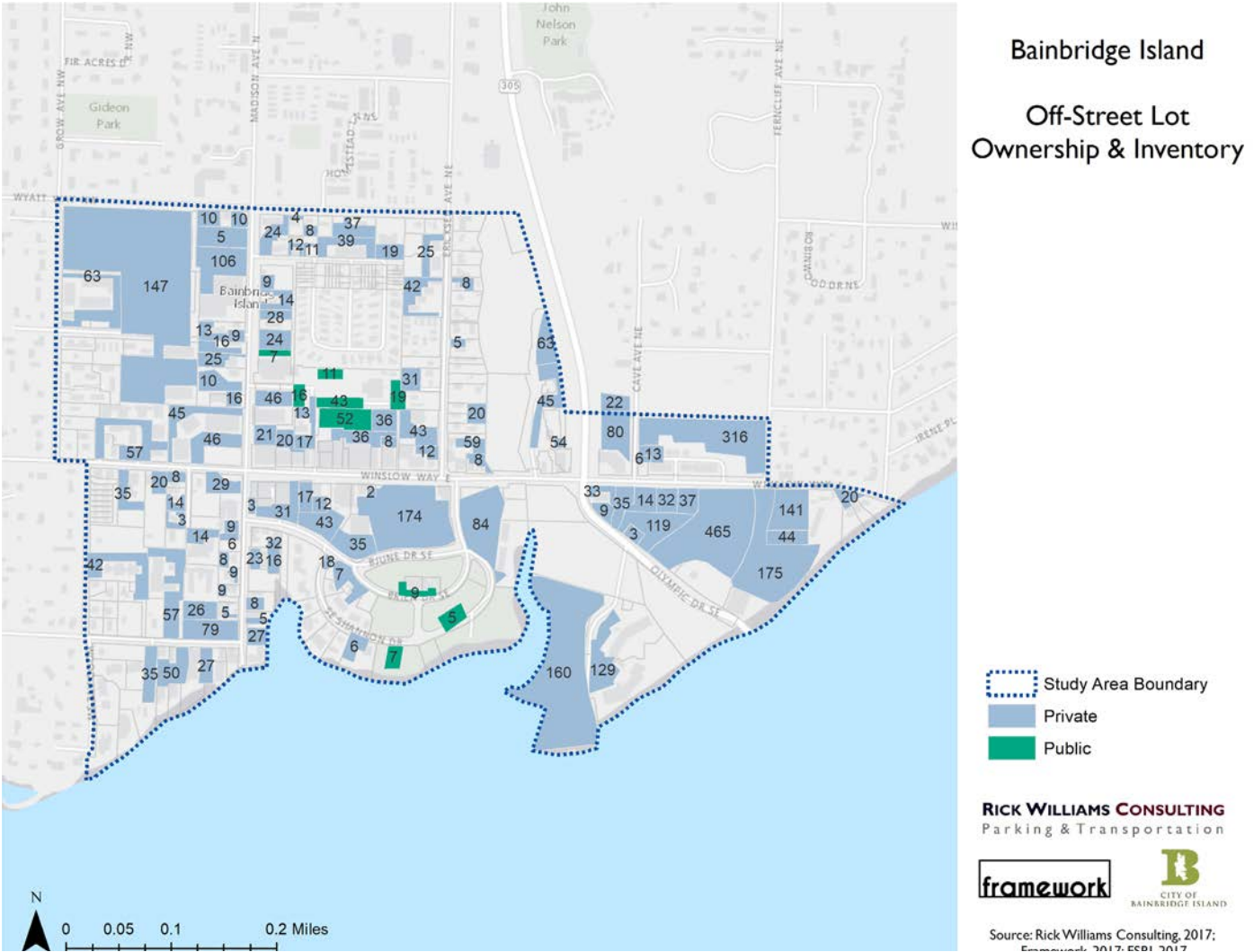
Figure 5: Employee Permit Parking Map



OFF-STREET INVENTORY

The inventory of off-street lots includes 4,856 stalls. Figure 6 shows the locations and types of the off-street parking inventory in Downtown Bainbridge Island. The lots highlighted in green are those that are publicly-owned, although many of the stalls in these publicly-owned lots are restricted to City employees, City Hall visitors, or those with permits through the Downtown employee permit program.

Figure 6: Off-Street Parking Inventory and Type



Note: The inventory shows a snapshot of the number of stalls observed during the inventory data collection process. Some lots may have changed since the inventory was collected.

STAKEHOLDER INTERVIEW THEMES

As part of the Bainbridge Island Downtown Parking Strategy, Framework interviewed stakeholders representing a range of perspectives about their experiences and perceptions about parking Downtown, strategies to improve parking, and how parking can support the City's vision for Downtown. The Multi-Modal Transportation Advisory Committee was engaged and a total of eleven stakeholders were interviewed, including city staff, residents, business owners, and employees.

- The stakeholders expressed consistent viewpoints on the need to pro-actively address parking in Downtown. Stakeholders also see a larger connection between the quality of the experience in Downtown, the tourist economy, and parking issues that occur.
- Parking and Future Growth
- Parking Experience
- Parking Logistics and Circulation
- Employee Parking Challenges
- Ferry Parking Challenges
- High Activity Waterfront Park
- Trailer Parking on Bjune
- Off-Street Parking is Hard to Find and Poorly Signed
- A Multi-Modal Downtown
- Residential Parking Challenges
- Parking for New Development

SURVEY FINDINGS

The City of Bainbridge Island conducted an online survey on parking in Downtown. The survey was open for public response between August 25th and September 30th of 2017 and 572 total responses were received. The survey was advertised on the City's webpage for the project, on the City's Facebook page, and was the subject of a KOMO 4 news story on Friday, September 29th. Survey results provided the following findings:

- The majority (68.4%) of respondents go Downtown to visit a Downtown Business, and the second most common reason (13.8%) for going Downtown was to go to work at a Downtown business.
- Half of respondents (49.0%) go Downtown frequently (a few times a week), with another 29.9% going Downtown daily. Just over 20% of respondents go Downtown only occasionally or rarely.

- Thirty-five percent (35%) of respondents find parking to be inconvenient and difficult. The second most common response (27.1%) was that parking is inconvenient, but not bad for a Downtown. 137 people (24.0%) find the parking experience to be a deterrent to coming Downtown. Only 55 people (10.0%) find parking to be convenient and easy to find.
- Half of Downtown trips are one to three hours in length. Eighteen percent of respondents stay less than an hour. Seventy percent of those staying all day (14.0 % of all respondents) are employees in Downtown.
- Sixty-six percent (66%) of the survey respondents feel that there is not enough parking in Downtown. Just over 20 percent feel that the time limits don't align with the length of their trip. The same number of respondents feel that there is not enough signage directing people to parking locations.
- When asked to provide examples of parking challenges, the most common topics included struggling to find parking when visiting Downtown businesses (72 comments) and needing to circle to find parking, with some respondents eventually just leaving Downtown (70 comments).
- When going Downtown, half of respondents indicated they park on-street in time-restricted stalls closest to their destination. Another 25% park in off-street lots close to their destination. Only 7.7% bike or walk when they go Downtown. Half of respondents feel that they find parking an acceptable walking distance from their destination, while 20.6% feel they find parking an unacceptable walking distance from their destination. Another 16.4% find parking in close proximity to their destination. Several people commented that reserved on-street boat trailer parking often doesn't get used on the weekends, particularly in the winter.
- About 78% of the 572 respondents circle the block either sometimes or always when looking for parking. This has additional implications for the circulation and traffic in Downtown. Those who find parking in no time, or who rarely circle the block, make up 12.6% of respondents.
- Respondents identified that parking is the most difficult on summer weekends before 5pm (70.8%) and on summer weekdays before 5pm (57.2%). The next most difficult parking times experienced by respondents is before 5pm on fall, winter, and spring weekdays and weekends (29.4% and 28.0%).
- When asked if respondents ever park in an off-street lot, 42.0% responded that they do but they are never sure if they can legally park there and another 24.5% responded that they do not because they are not sure what off-street facilities are available for public parking. Less than a quarter (22.7%) of respondents said they park in off-street lots and it's both easy to find and convenient.
- More than 45% of respondents would like to see more off-street structured parking as a solution for improving parking in Downtown. About the same number would like more off-street surface lots and 33.2% would like to see more on-street parking. Just over 16% do not think there is a need for more parking and find the system to be fine the way it is. Twenty-seven respondents (4.7%) would like to see less parking with redevelopment of surface lots to more retail and residential uses.
- When asked about whether there is a need for more convenient motorcycle, disabled, and bicycle parking, 69.2% said the question was not applicable as there are enough alternative parking options. However, 17.2% want to see more bicycle parking, 14.3% want to see more disabled parking, and 7.7% want to see more motorcycle parking. Based on open-ended responses about specific locations desired for new alternative parking options, respondents would like to see more on or near Winslow Way and City Hall and near the ferry.

DATA COLLECTION + FINDINGS

Data was collected for both the on and off-street on Tuesday, August 15th, 2017 between 9am and 7pm and Saturday, September 23rd, 2017. A summary of the data collection for the study area, the Winslow Way detail area, and the ferry detail area is provided in this section. More detail on data collection efforts is provided in the Data Summary Appendix. Some summary findings from the data include:

- **Most of the available parking in Downtown is located off-street.** About 8% (387) of all parking stalls in Downtown Bainbridge Island are located on-street, with the remaining 92% (4,469 stalls) of all parking stalls located in public or private off-street lots.
- **People moving vehicles to avoid time limits is not a major problem.** During weekday data collection, 31 cars were found to exhibit “moving to evade citation” behavior, where they were moving their vehicles within the restriction time in order to avoid a ticket, but were parking on-street long-term, which is not the intended use for on-street parking. During the Saturday observation, there were 30 cars “moving to evade.”
- **Peak use of the parking system is in the middle of the day.** On weekdays, 74.3% of the parking system was full between 12pm and 1pm, which was the weekday peak hour. The on-street system peaked at the same hour, with 75.1% of on-street stalls full. The off-street system peaked between 1pm and 2pm, when 74.4% of all off-street stalls were full.
- **Public lots are full.** The off-street lots by City Hall (which include the city staff and visitor lots) were full for much of the day.
- **There is high demand for on-street parking, particularly on Winslow Way.** On-street peak occupancies were similar during the weekday (75.1%) and weekend (74.3%) data collection. Off-street peak occupancies were lower during the weekend (56.8%) collection day than the weekday (74.4%). The systemwide (total on and off-street system) peak occupancies were higher during the weekday observation (74.5%) than the weekend observation (59.9%).
- **There is high demand for parking near Winslow Way.** When the Winslow Way core area was isolated, the core exhibited high occupancies during both the weekday and weekend observations. Overall weekday peak occupancy was 79.0%. The on-street system peaked at 86.4%, and the off-street system peaked at 77.0%. Overall weekend peak occupancy was 73.7% at 12pm, with an on-street peak of 94.2% occupancy and an off-street peak occupancy of 68.9%.
- **There is high demand for parking at the ferry.** The ferry area utilization peaked between 12pm and 1pm when the combined on and off-street area observed peaked at 85.7% occupancy. At this time, the off-street system was 86.2% occupied and the on-street system was 62.5% occupied.
- **Park and ride facilities on Bainbridge Island have available capacity.** Kitsap Transit data, using monthly park and ride facility counts, shows that on average, across the seven months of collection from January through July of 2017, there were 59 available spaces in Bainbridge Island park and ride facilities per collection day.

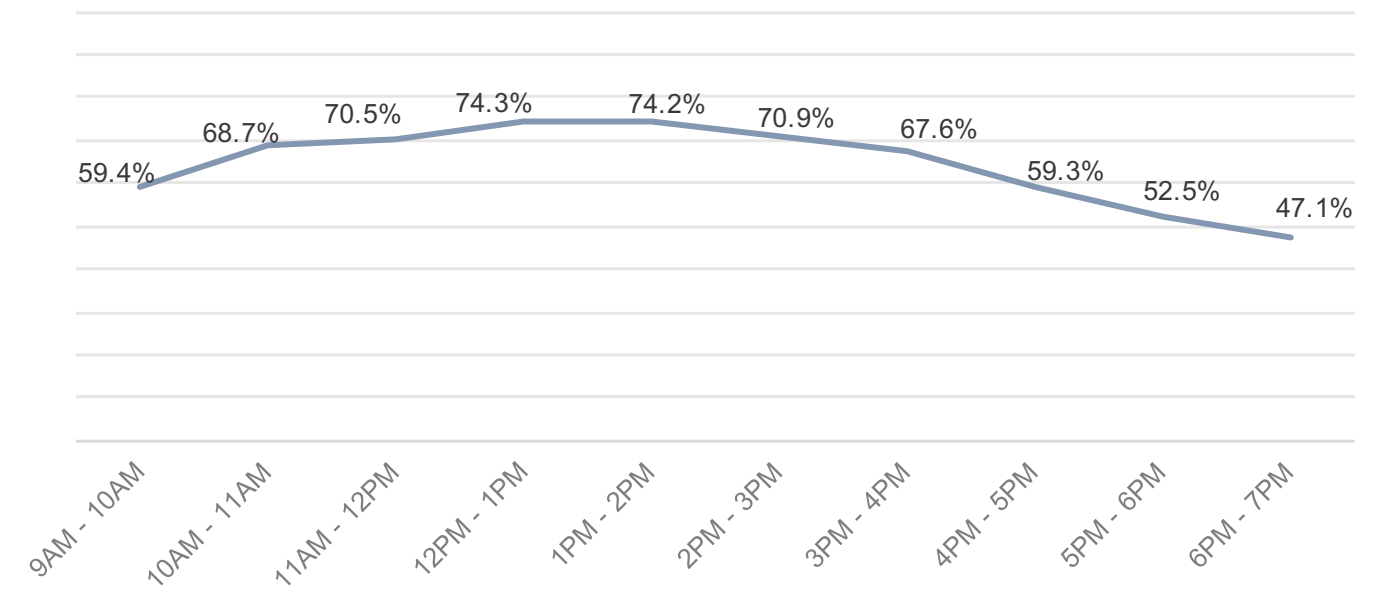
STUDY AREA UTILIZATION SUMMARY

The following section provides a summary of systemwide utilization (percent of the total on- and off-street system occupied) for the weekday and weekend data collection days. Detailed results on the individual on- and off-street systems is available in the Data Collection Summary.

Weekday Total Parking System Utilization (on-street and off-street)

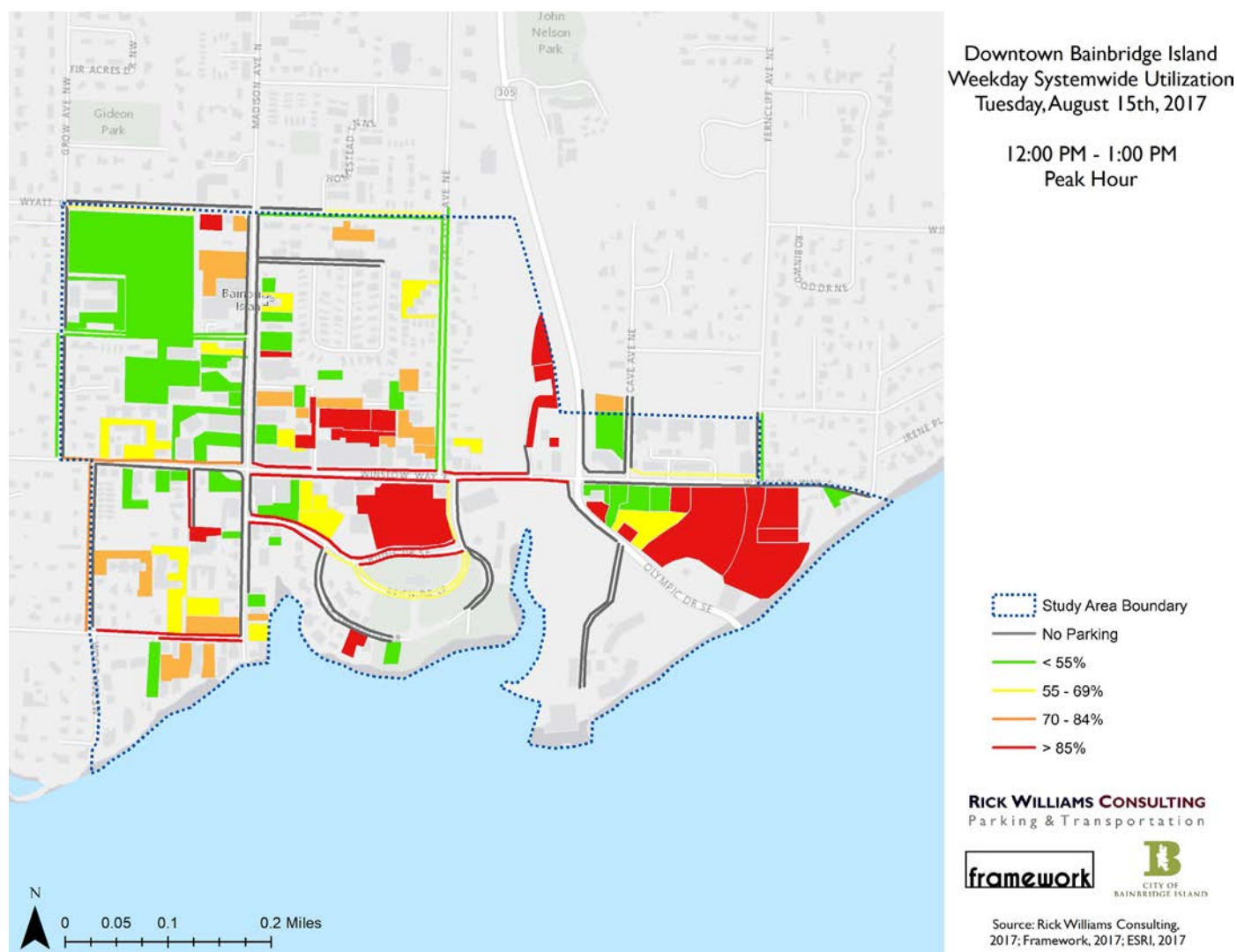
Weekday utilization data was collected on Tuesday, August 15th. The peak hour for system-wide occupancy was in the middle of the day between 12pm and 1pm when 74.3% of all on-street and off-street stalls were occupied. Figure 7 shows the hourly trend for on-street occupancy during the weekday observation and Figure 8 shows the occupancies of individual blocks or lots during the peak hour of 12pm to 1pm. Parking near the ferry and surrounding Winslow Way in the Downtown core were the most heavily occupied.

Figure 7: Total Weekday Utilization (on-street and off-street)



Rick Williams Consulting, 2017; Framework, 2017

Figure 8: Weekday Systemwide Peak Hour, 12pm-1pm



Weekend Total Parking System Utilization (on-street and off-street)

Weekend utilization data was collected on Saturday, September 23rd. The peak hour for system-wide occupancy was in the middle of the day between 12pm and 1pm when 59.9% of all on-street and off-street stalls were occupied. Figure 10 shows the occupancies of individual blocks or lots during the peak hour of 12pm to 1pm and Figure 9 shows the hourly trend for on-street occupancy during the weekday observation. Parking near the ferry and surrounding Winslow Way in the Downtown core were the most heavily occupied.

Figure 9: Weekend Systemwide Peak Hour, 12pm-1pm

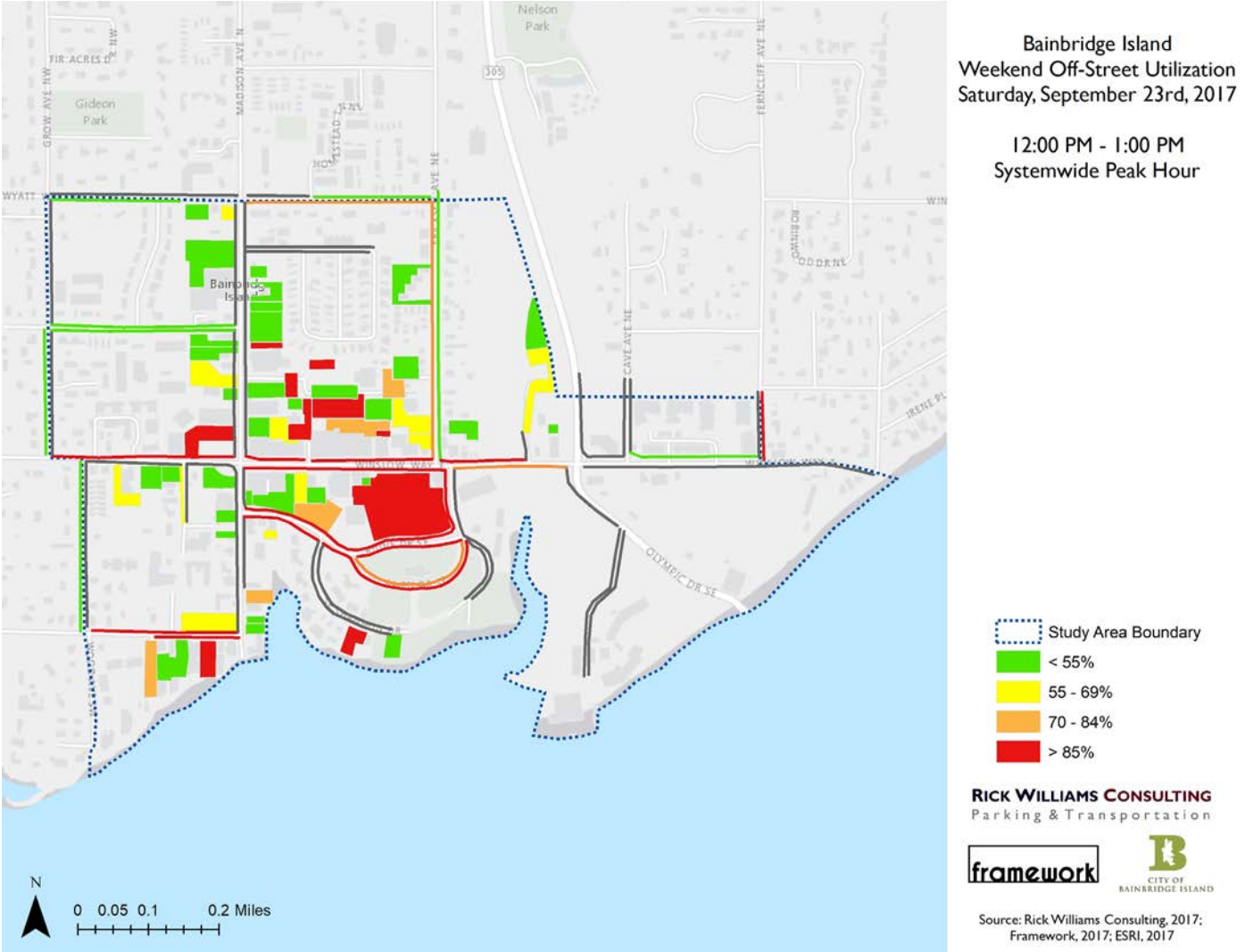
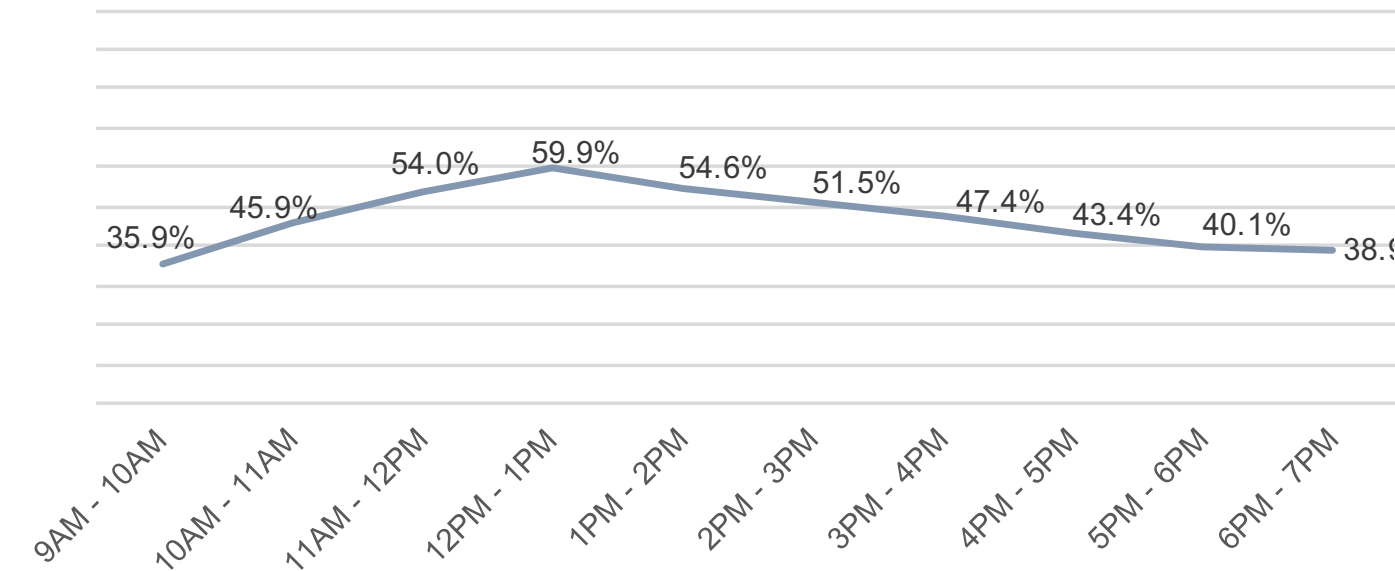


Figure 10: Total Weekend Utilization (on-street and off-street)

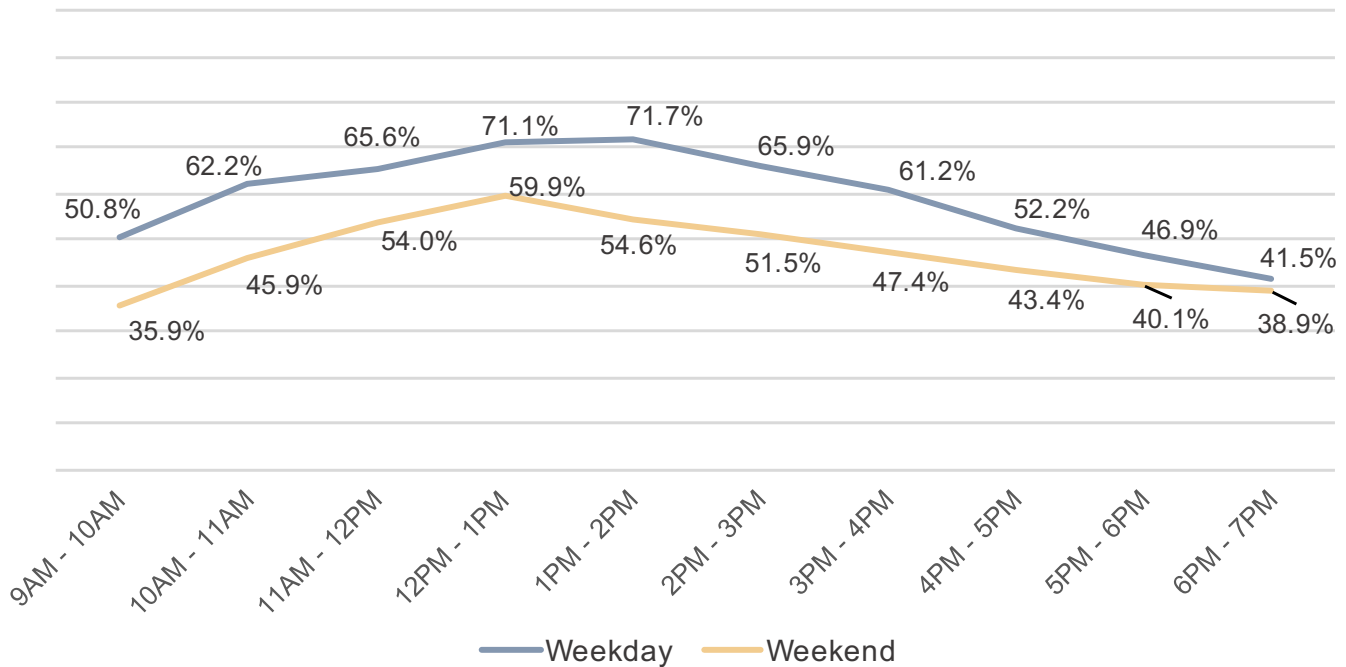


Rick Williams Consulting, 2017; Framework, 2017

Weekday Versus Weekend Systemwide Comparison

When comparing the weekend versus weekday data, the trend was similar between the two days, with overall weekday systemwide occupancy around ten percent higher on average for each hour than weekend systemwide occupancy (see Figure 11). The comparison shows the occupancy trends for those lots that were observed on both collection days, so the geography of the study area for the two charts is consistent.

Figure 11: Occupancy Trends, Tuesday, August 15th versus Sunday, September 23rd



Rick Williams Consulting, 2017; Framework, 2017

WINSLOW WAY AREA DETAIL

An analysis of the Winslow Way area was run to determine the occupancy for this isolated area. The area was selected based on its proximity to the businesses in central Downtown and the presence of publicly-available parking options.

Weekday Peak

During the weekday collection on Tuesday, August 14th, the Winslow Way area exhibited an overall peak occupancy of 79.0% at 12pm. The on-street system peaked at 86.4%, and the off-street system peaked at 77.0% (see Figure 13). Figure 12 shows the occupancy and available stalls during the peak hour. At peak during the weekday collection there were very spaces available in publicly-owned lots, with some of these spaces restricted to City employees and those with Downtown employee permits.

Figure 12: Winslow Way Area Weekday Peak, 12pm - 1pm

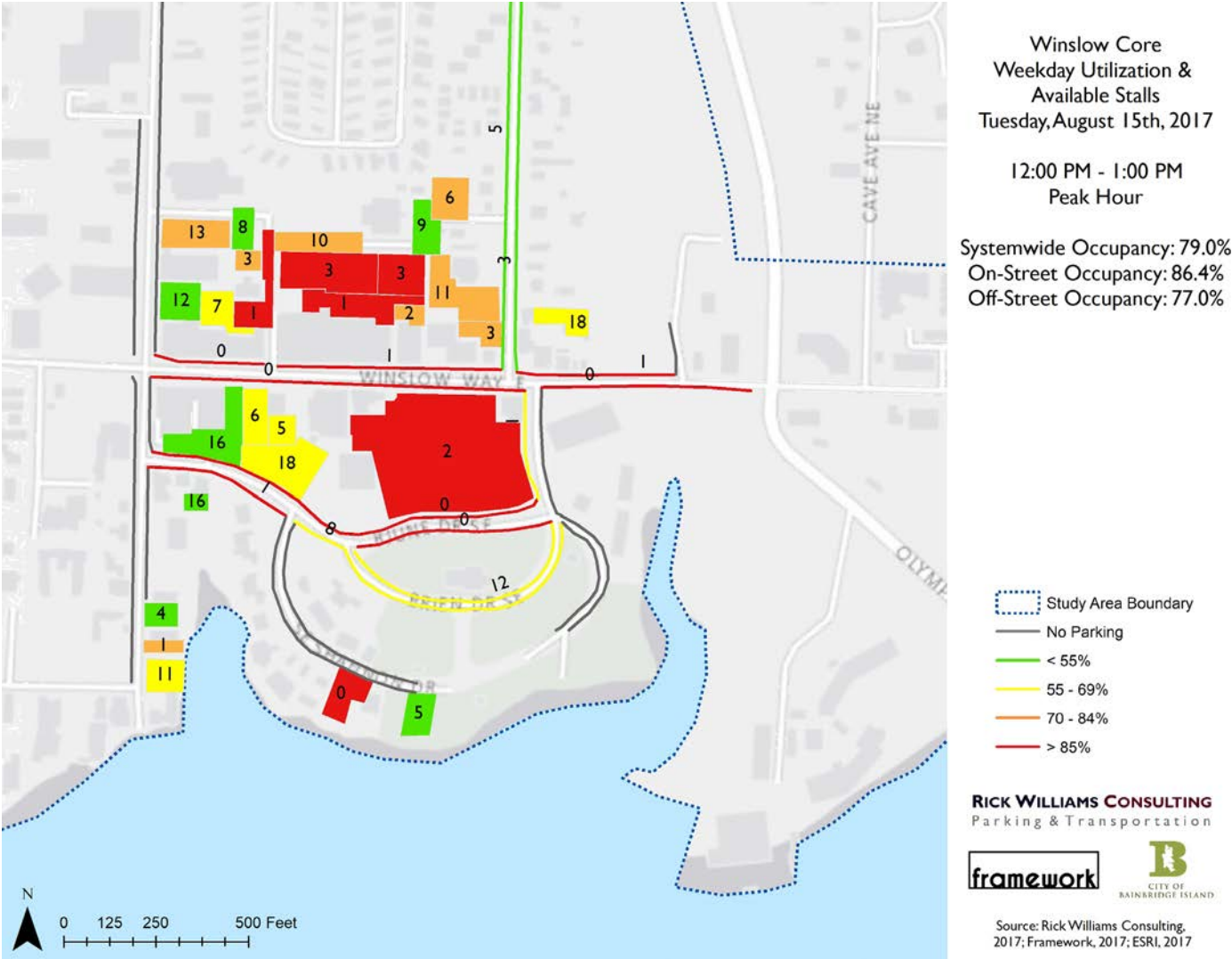
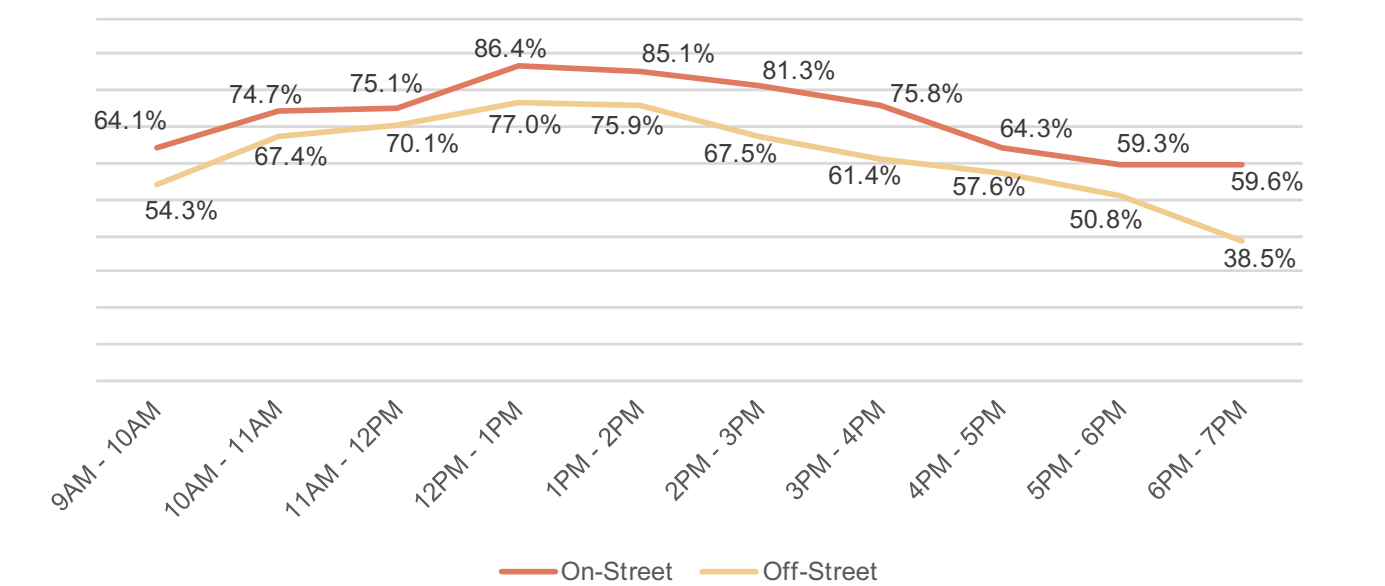


Figure 13: Weekday Winslow Way Area Utilization (on-street and off-street)



Rick Williams Consulting, 2017; Framework, 2017

Weekend Peak

During the weekend collection on Saturday, September 23rd, the Winslow Way area exhibited an overall peak occupancy of 73.7% at 12pm (see Figure 15). The on-street system peaked at 94.2%, and the off-street system peaked at 68.9%. Figure 14 shows the occupancy and available stalls during the peak hour.

Figure 14: Winslow Way Area Weekend Peak, 12pm - 1pm

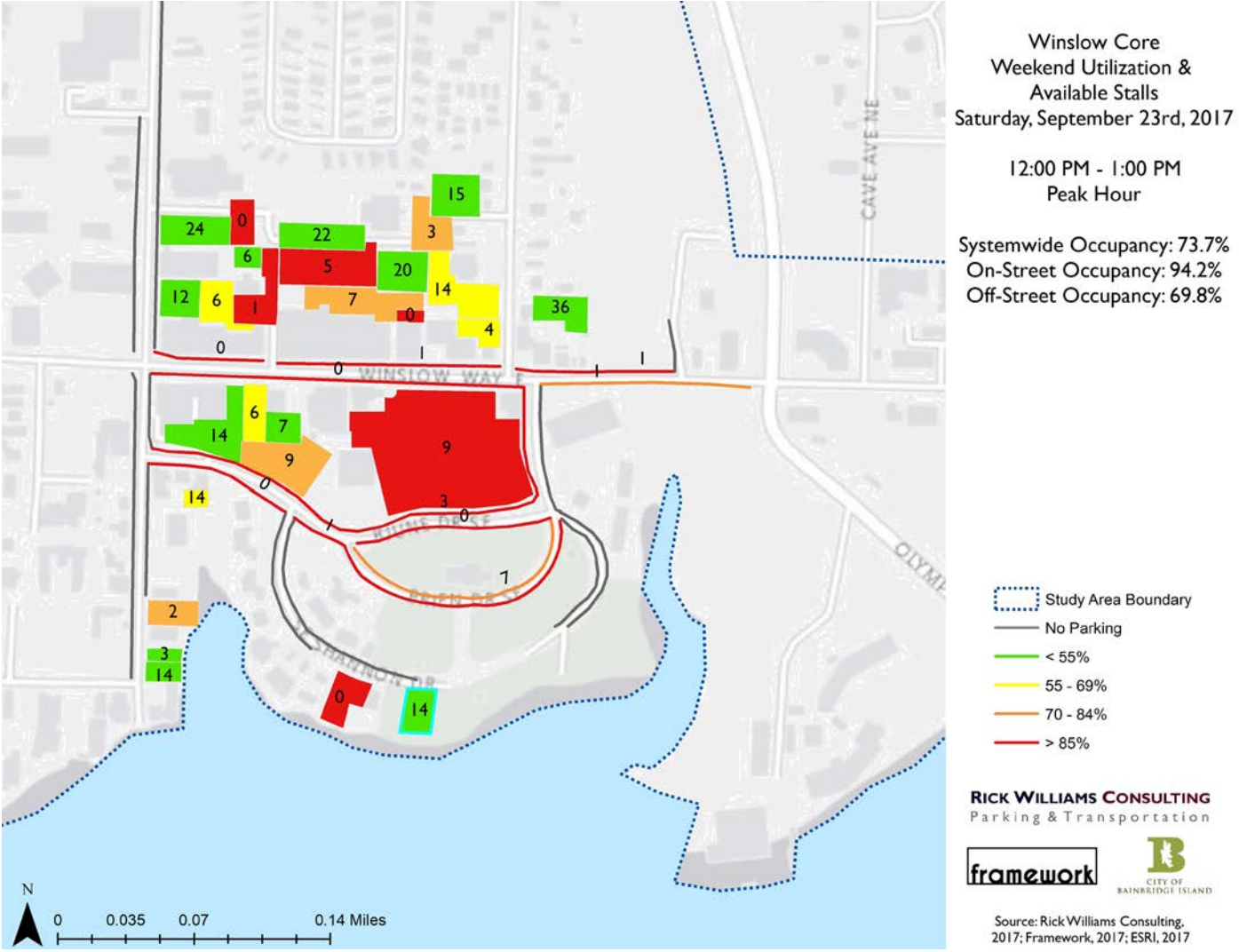
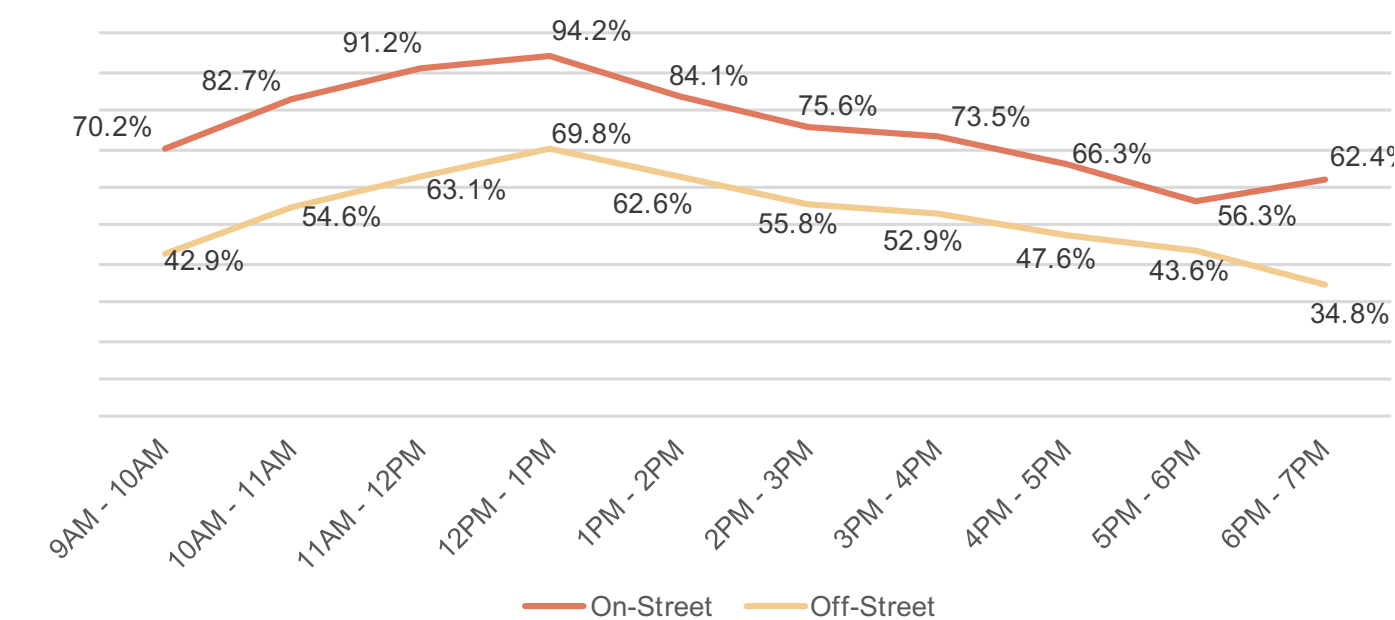


Figure 15: Weekend Winslow Way Area Utilization (on-street and off-street)

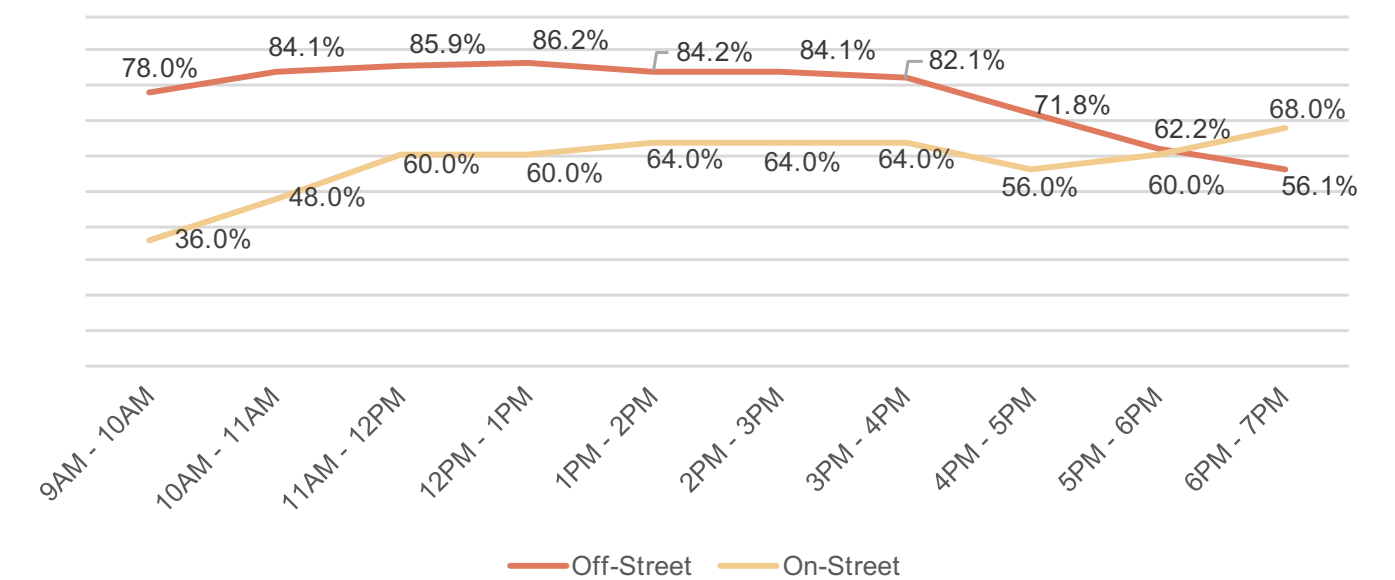


Rick Williams Consulting, 2017; Framework, 2017

FERRY AREA OBSERVATIONS

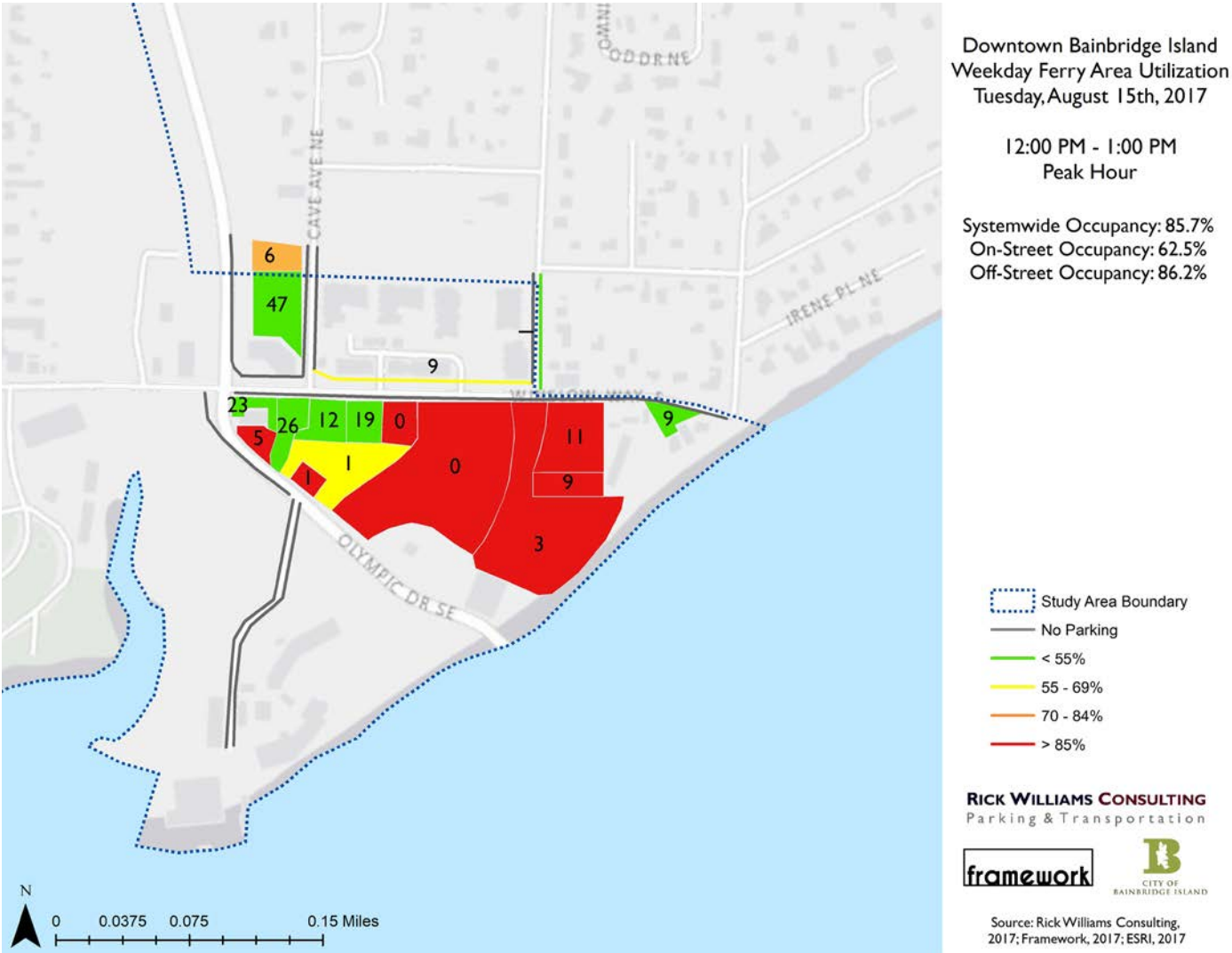
When isolating the ferry area, which was observed during the weekday data collection day on Tuesday, August 15th, the overall systemwide occupancy was 85.7%, with an on-street peak occupancy of 62.5% and off-street peak occupancy of 86.2%.

Figure 16: Ferry Area Weekday Utilization



Rick Williams Consulting, 2017; Framework, 2017

Figure 17: Ferry Area Peak, 12pm - 1pm (showing available stalls at peak)



PARK + RIDE DATA

The following page shows the location and capacity of the Kitsap Transit Park & Ride facilities. The facilities are scattered around the Kitsap Peninsula and connect to various Kitsap Transit bus and passenger ferry routes. Figure 18 shows the locations of park and ride facilities on Bainbridge Island. Figure 19 shows the occupancy data for Kitsap Transit Park & Rides for the 2017 data collection period from January through July. Parking counts were collected once a month.

Figure 19: Kitsap Transit Park & Ride Utilization

LOCATION	STALLS	AVERAGE UTILIZATION	PEAK UTILIZATION	PEAK MONTH	AVAILABLE AT PEAK
NORTH					
Bayside Community Church	210	23%	27%	Jul	57
George's Corners	225	45%	47%	Jul	106
Suquamish United Church of Christ	65	57%	71%	Jul	46
Clearwater Casino (Level 2=20), (Level 3=20)	96	31%	35%	Jul	34
Gateway Fellowship	138	95%	100%	Jul	138
North Base Park & Ride	265	29%	33%	Jul	88
Poulsbo Junction (North=11) (South=24)	35	61%	74%	Feb	26
BAINBRIDGE					
American Legion Post	26	45%	62%	Jul	16
Bethany Lutheran Church	80	64%	71%	May	57
Island Church	37	58%	73%	Feb	27
CENTRAL					
Crossroads Church	107	65%	76%	Feb	81
McWilliams Park & Ride	151	62%	72%	Jul	109
Evergreen Lutheran Church	19	47%	58%	Jan; Feb; Jul	11
1st United Methodist Church	53	66%	81%	Mar; Jul	43
Gateway Center	104	63%	73%	Jul	76

Figure 18: Kitsap Transit Park and Ride Locations on Bainbridge Island



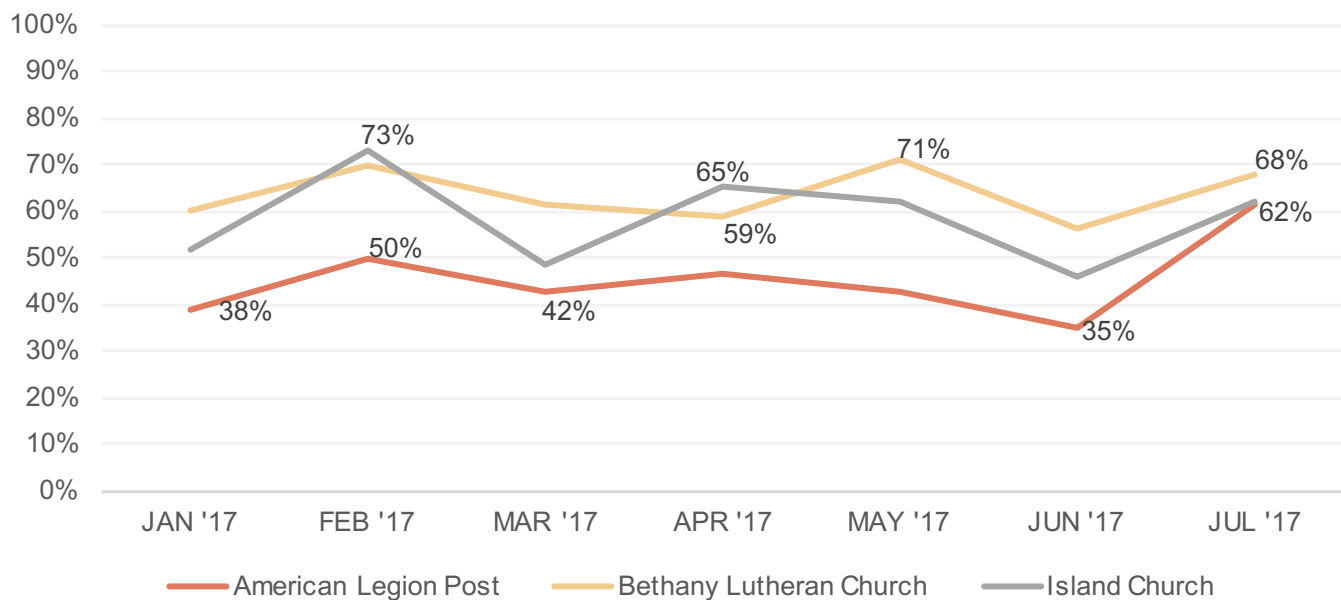
Kitsap Transit, 2017

LOCATION	STALLS	AVERAGE UTILIZATION	PEAK UTILIZATION	PEAK MONTH	AVAILABLE AT PEAK
SOUTH					
Burly Bible Church	20	46%	55%	Feb; Mar	11
Mullenix and Highway 16	92	97%	100%	Jan; Jun	92
Olalla Valley Fire Station	47	40%	47%	Feb	22
Harper Free Evangelical Church	462	26%	30%	Apr	137
First Lutheran Church	13	89%	100%	Jan; Feb; Mar; Jul	10
Port Orchard Armory	105	70%	80%	Apr	84
Annapolis Park & Ride	82	88%	89%	Jan; Mar; May	73
TOTAL	2,432	49%	52%	Jul	1,270

Kitsap Transit, 2016; Framework, 2017

Figure 20 shows the occupancy trends from January through July of 2017 for the three Bainbridge Island park and ride facilities. The American Legion Post shows the lowest occupancies in 2017, with the Bethany Lutheran Church and the Island Church sites peaking at 71% and 73%, respectively.

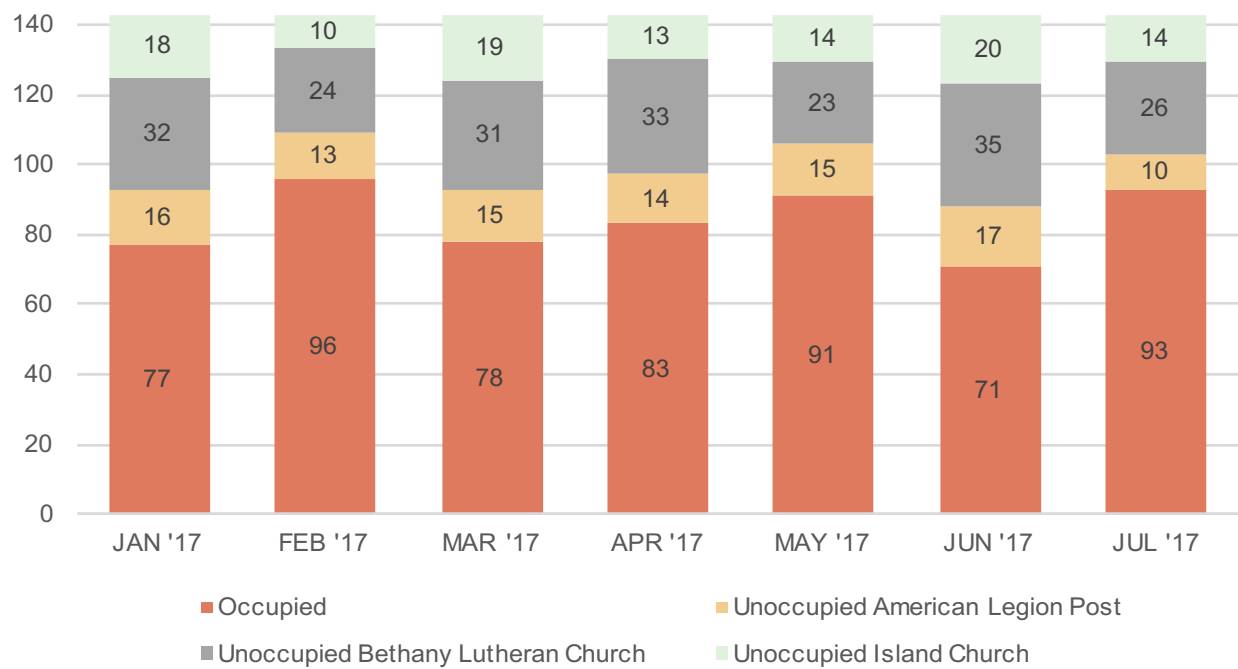
Figure 20: Bainbridge Island Park and Rides Utilization, January - July 2017



Rick Williams Consulting, 2017; Framework, 2017

Figure 21 shows the monthly data collection results for the three Kitsap Transit park and ride facilities on Bainbridge Island. The chart indicates the total number of occupied stalls across the three facilities, with the number of available stalls at each facility. The Bethany Lutheran Church had the greatest capacity for additional park and rider users for all data collection times. On average, across the seven months of collection, there were 59 available spaces in Bainbridge Island park and ride facilities per day.

Figure 21: Occupied and Available Stalls at Bainbridge Island Park and Rides, January - July 2017



Rick Williams Consulting, 2017; Framework, 2017

PARKING STRATEGY

The parking strategy includes long, medium, and short-term strategies to improve parking management and support the community's goals for Downtown. The implementation plan focuses on implementation of short-term strategies focused on improving the efficiency of the existing parking system.

Short-term strategies are those will be completed within 0-3 years, medium-term strategies will be completed in 3-5 years, and long-term strategies are expected to take more than 5+ years to implement. Strategies identified as ongoing are those that will be implemented over time through multiple projects.

STRATEGY	STRATEGY DESCRIPTION	JUSTIFICATION	TIMELINE
#1 SIMPLIFY MANAGEMENT OF THE ON-STREET SYSTEM THROUGH CONSISTENT TIME LIMITS OF 2 OR 3-HOURS.	Currently the City has 5 different time limits for on-street parking ranging from no limit to 4-hour parking. Simplifying the system to a single time stay limit will make the system easier for parking users and for enforcement.	- Average vehicle stays are less than two hours for all on-street stalls. Parking stalls turnover about 5 times per day. Both the turnover and time stays are healthy for a Downtown. Consistent time restricts will make the parking system easier to understand for users and for the City to enforce. - Parking pricing for the on-street system is not recommended at this time because the data shows the system is functioning well and the small size of the system would make cost recovery challenging.	Short-term
#2 ASSESS THE FEASIBILITY OF AN OFF-STREET SHARED PARKING PROGRAM TO INCREASE PARKING OPTIONS AND ACCESS TO DOWNTOWN.	Off-street parking facilities are often not fully used because they are restricted to certain parking users (i.e. customers for a specific business). People often visit Downtown to visit multiple destinations and a shared parking program can increase access to Downtown using existing and available parking in the Downtown.	The peak use of the off-street system was about 75%. At peak use there were approximately 1,150 parking stalls not being used. A shared parking could make additional parking available that is not being used efficiently.	Mid-term

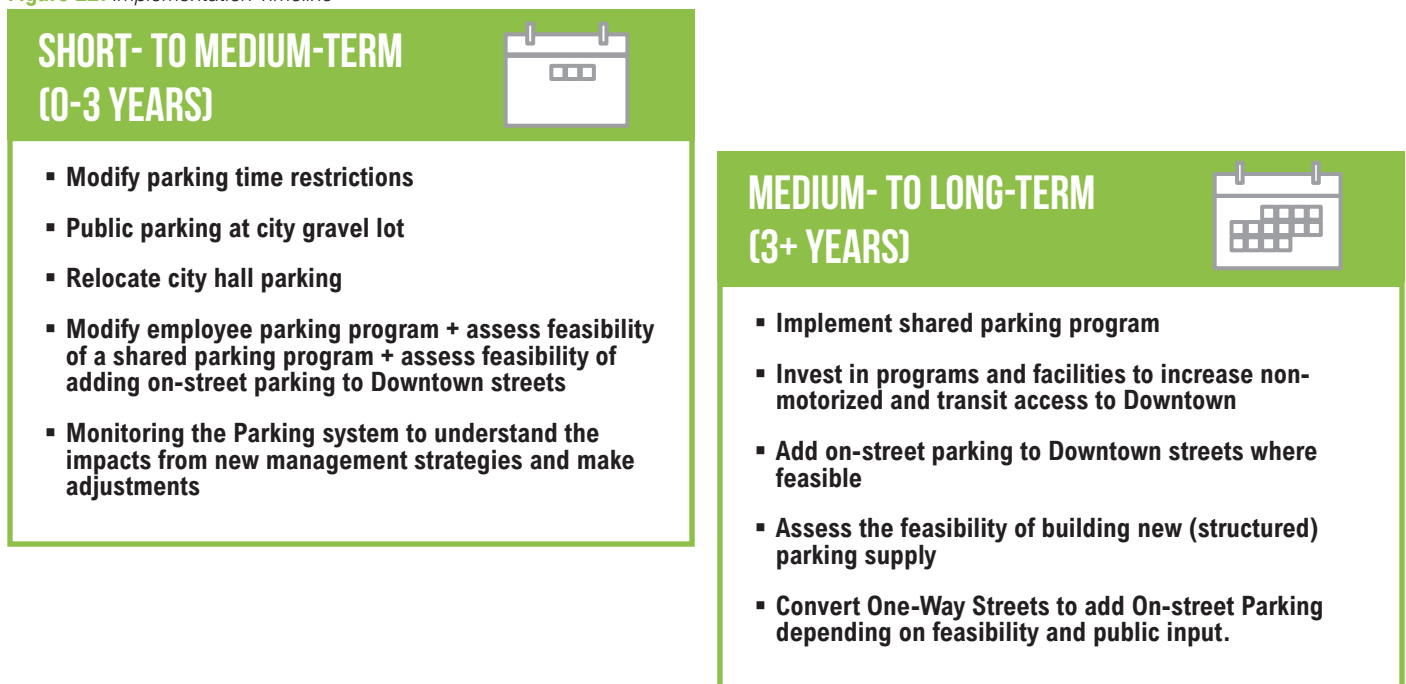
STRATEGY	STRATEGY DESCRIPTION	JUSTIFICATION	TIMELINE
#3 INVEST IN PROGRAMS AND FACILITIES TO INCREASE NON-MOTORIZED AND TRANSIT ACCESS (INCLUDING BY FERRY) TO DOWNTOWN.	Parking is one way to provide access to Downtown. Access by foot, bicycle, bus, or ferry decreases parking demand and may be more cost-effective than building new parking supply.	Kitsap Transit is currently working on a systems plan that may change service to and from Downtown. The City also has the unique opportunity to bring people to Downtown by Ferry without a vehicle.	Ongoing
#4 ASSESS THE FEASIBILITY OF ADDING ON-STREET PARKING BY CONVERTING STREETS TO ONE-WAY TRAVEL.	By converting existing streets to one-way, adding on-street parking may be feasible without widening the street. Adding on-street parking would include adding sidewalks in locations where they don't currently exist to provide pedestrian access to parking.	The existing on-street parking system of 387 on-street parking stalls is relatively small for a Downtown in a City with the population of Bainbridge Island's.	Mid-term
#5 ASSESS THE FEASIBILITY OF ADDING ON-STREET PARKING BY IMPROVING CURRENT STREETS.	By making improvements to the current streets, additional on-street stalls could be added. Some of the streets that could be improved include Winslow Way West, Grow Avenue, and Wyatt Avenue.	As with strategy #4, the existing on-street parking system of 387 on-street parking stalls is limited.	Mid-term; Ongoing
#6 REVISE THE EMPLOYEE PARKING PROGRAM.	The employee parking permit program provides relatively inexpensive permits for employees to park in prime locations in Downtown that could be used to support visitor and customer parking.	Many permitted vehicles were observed during data collection including on-street on weekends when permits are not supposed to be in effect. Options to revise the program may include a shared parking program, permit price increases, reduced transit pass prices, and additional permitted on-street parking locations. On-street parking in high demand locations should be prioritized for short-term visitor and customer parking.	Short-term

STRATEGY	STRATEGY DESCRIPTION	JUSTIFICATION	TIMELINE
#7 ASSESS THE FEASIBILITY OF BUILDING NEW PARKING SUPPLY	Constructing new parking facilities is expensive. Depending on the feasibility and success of other parking strategies to increase the efficiency of the existing parking system and increase access to Downtown this strategy would assess the feasibility of building more parking, including potentially a public parking garage.	Parking demand is high in the Downtown. Depending on the success of other strategies the City could consider the feasibility of adding new parking supply including the costs and benefits.	Long-term

IMPLEMENTATION PLAN

The implementation plan includes more detail on implementation of short-term strategies and additional information to inform implementation of long-term strategies.

Figure 22: Implementation Timeline



Short-Term Strategies

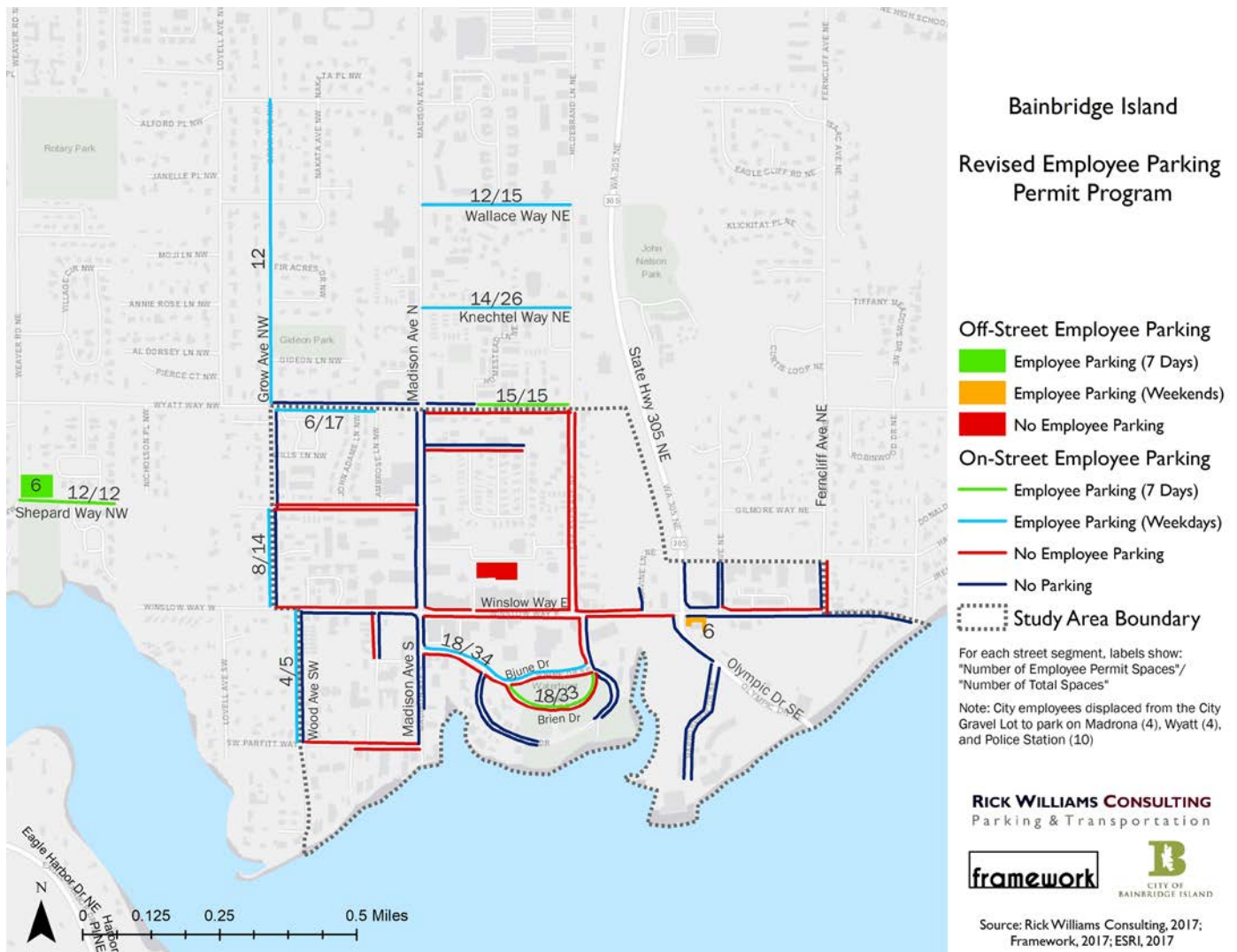
The short-term strategies are focused on improving parking management of the existing system based on data collection findings and public input. Long-term strategies include consideration of new on and off-street parking supply.

Figure 23: Short-term Strategy Implementation

SHORT-TERM STRATEGY	STRATEGY DESCRIPTION	JUSTIFICATION
MODIFY PARKING TIME RESTRICTIONS	- One-hour parking on Winslow Way from Ericksen to Madison - Two-hour parking on streets within on block of Winslow Way including other locations on Winslow Way, Madison, Bjune, and Ericksen.	- The current system has eight different sign categories for 387 on-street spaces. Having too many time restriction categories distributed across a small number of on-street spaces can create confusion about where one can park and for how long. - A more consistent time restriction system provides more predictability and is easier for visitors to understand. - Increase turn over on main street to provide convenient quick stop shopping and increase visibility of available parking to attract shoppers.
PUBLIC PARKING AT CITY GRAVEL LOT	- Make all spaces at the city gravel lot available to the public for 4-hour public parking. - Implement new wayfinding signage to help connect users with these spaces. - Relocate all City employee spaces and Downtown employee permit spaces away from the gravel lot.	There is no long-term public parking available to the public close to Winslow Way.
RELOCATE CITY HALL PARKING	Relocate City Hall managers and exempt employee parking to Madrona and Wyatt on weekdays.	- Shift 6 City employee weekday parking spaces from the gravel lot to on-street locations that are located outside the more congested Downtown. - Mitigate the relocated City employee spaces from the gravel lot to on-street locations.

SHORT-TERM STRATEGY	STRATEGY DESCRIPTION	JUSTIFICATION
MODIFY EMPLOYEE PARKING PROGRAM (SEE FIGURE 24)	Restrict permit parking program use of Bjune and Brien in some locations on weekdays (34 spaces) and all locations on weekends (88 spaces)	Use study indicates that around 50 spaces on weekdays and 20 spaces on weekends were used on Bjune and Brien by permit holders.
	Allow permit parking on Grow (south of Wyatt), Shannon, Knetchel, Erickson (north of Wyatt), and Wallace during weekdays.	This adds spaces to the permit parking program to mitigate against the changes on Bjune and Brien. Permit holders express that they do not find enough parking spaces at designated locations.
	- Lease 12 private parking spaces on weekdays and 24 weekends for permit parking holders. - Leased parking will be done through partnership agreements between the City and private businesses/landowners who either have an excess of parking or who have parking demands during different hours.	This adds spaces to the permit parking program to mitigate against the changes on Bjune and Brien. Permit holders express that they do not find enough parking spaces at designated locations.
	Increase parking fees from \$20 per six months to \$20 per month.	Funds will be used to help fund the program and cover costs such as leasing private spaces for the use of Downtown employees who have a permit.
	Associate permits with specific license plate numbers instead of using a placard system.	Ensure permits are being used by the employee paying into the program.

Figure 24: Revised Employee Parking Program (proposed, Fall 2017)

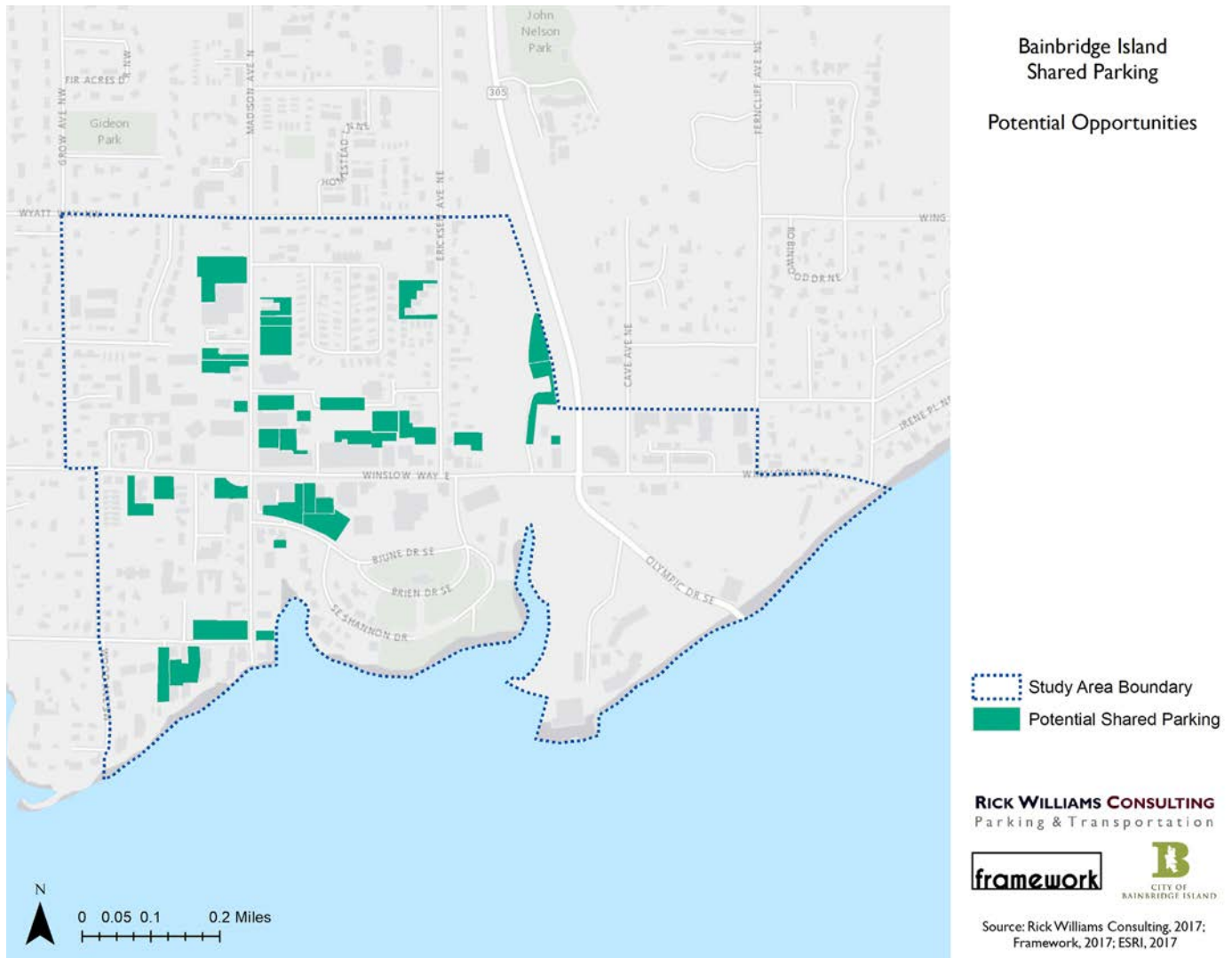


Mid to Long-Term Strategies

Assess the feasibility of an off-street shared parking program to increase parking options and access to Downtown.

Parking is often inefficient when it is restricted to specific parking users and creating a shared parking system is an opportunity to improve the use of existing parking. For example, a parking lot restricted to office or bank use may have available parking on the weekends. Data collected in the summer of 2017 showed opportunities for sharing parking to increase access to the Downtown, but implementation of a shared program will require further discussion with property owners and other potential community partners such as the Bainbridge Island Downtown Association. Figure 25 shows the off-street parking facilities that have been identified as having potential to support shared parking based on the size of the facility, land use, and the number of stalls available at peak occupancy.

Figure 25: Shared Parking Opportunity Sites



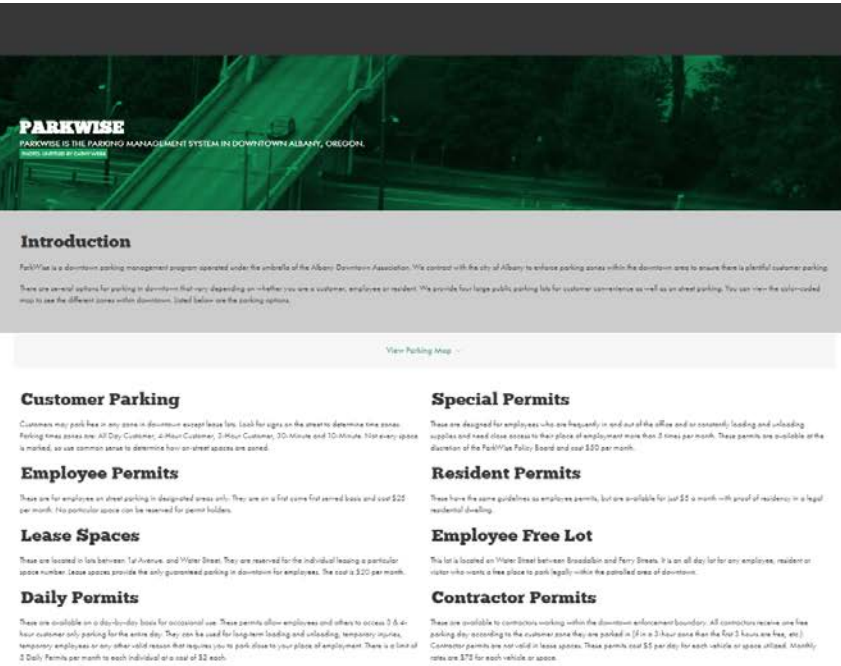
Shared parking programs can take many forms, but all require some level of coordination and shared management. Some programs are City-led and managed while others are led by community organizations or non-profits where parking relates to their organization's purpose such as downtown or neighborhood revitalization or transportation demand management. Programs can be centrally managed with shared resources such as technology, accounting, operations, and enforcement or peer to peer based programs where the program focuses on connecting parking users with parking providers. Shared parking programs may be focused on public parking, monthly and long-term parking, or a combination depending on the needs of the community. An important element of shared parking programs is common branding and marketing, so the system is easy to identify for users and to improve the user experience (See Figure 26 for branding examples).

Figure 26: Shared Parking Branding Examples



Branding is used for signage at parking facilities, in advertising, and for any online resources or apps that provide parking and transportation information. Figure 27 shows an example a website for the shared parking program in Downtown Albany, Oregon that’s managed by the Albany Downtown Association. The Albany Downtown Association contracts with the City of Albany to manage and enforce the parking system including employee and resident permits, customer parking, special permits, leased spaces, and daily permits.

Figure 27: Website for Parking in Downtown Albany, OR



<http://www.albanydowntown.com/parkwise/>, 2017

The branding of the parking system may also be incorporated into a downtown wayfinding program to improve the user experience by connecting parking facilities to downtown destinations.

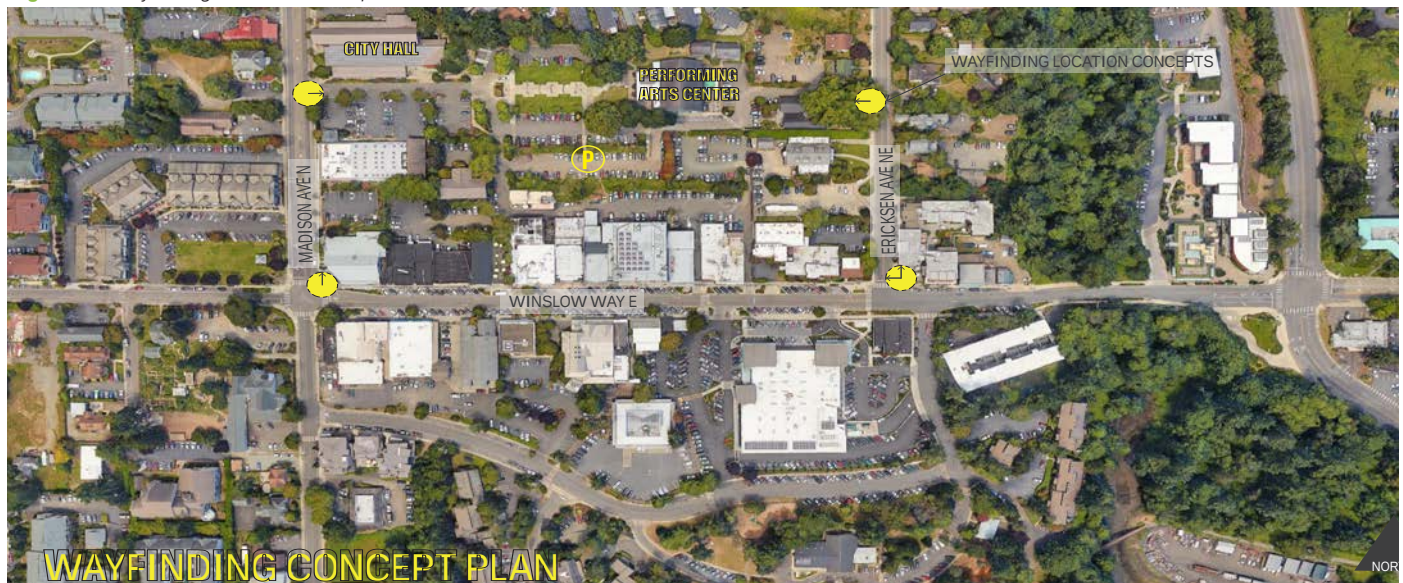
Figure 28: Downtown Wayfinding Examples



<http://www.albanydowntown.com/parkwise/>, 2017

Figure 29 shows conceptual locations for wayfinding signs that direct people to downtown destinations such as City Hall and the Performing Arts Center as well as public parking.

Figure 29: Wayfinding Location Concept



Framework, 2017

Next Steps

The City should discuss the potential of a shared parking program with the Bainbridge Downtown Association and downtown property owners. Focusing initially on providing more off-street parking for downtown employees will lessen the impact of reducing employee on-street parking in the core area around Winslow and be easier to manage than public parking. If the shared parking program expands to public parking, then a shared enforcement system will be required along with program branding.

Invest in programs and facilities to increase non-motorized and transit access (including by ferry) to Downtown.

Many people currently travel to Downtown without a vehicle including via transit, walking, biking, and the Ferry from Seattle. Options to access Downtown without a vehicle continue to expand as the City is investing in new pedestrian and bicycle infrastructure and implementation of the City's non-motorized transportation plan as well as Kitsap Transit's investments in the transit system. In addition, transportation technology is rapidly changing, and it is anticipated that these changes will impact the demand for parking although it remains to be seen to what extent. Figure 30 shows a driverless shuttle that is soon to be launched in an office park in San Ramon, CA. Driverless shuttles have the potential to reduce parking demand while increasing access to certain areas without the need for a vehicle. The driverless shuttles are scheduled to begin carrying passengers in May 2018 (www.kcbs.radio.com, 2018).

Parking is very expensive to construct, operate, and maintain and parking in Downtown is currently mostly free except for commuter parking at the ferry making cost recovery difficult for new structured parking facilities. While the City should explore the feasibility of increasing the parking supply as part of this strategy, the City should continue to pursue capital improvements, programs, and incentives that support access to Downtown with less reliance on personal vehicles and parking. In addition, the City should implement the other short, mid, and long-term strategies to improve parking management and access to Downtown before considering new structured parking facilities.

Figure 30: Driverless Shuttle in San Ramon, CA



www.kcbs.radio.com, 2018

Next Steps

The City is currently considering an infrastructure capital bond for non-motorized improvements. The City should assess the impact on access to Downtown that would result from the non-motorized capital investments and its relationship to parking demand such as whether these facilities would provide connections to parking facilities outside of Downtown that could be used at certain times for access to Downtown. The City should also research and assess the feasibility of emerging technology such as driverless shuttles to improve access to Downtown and reduce the demand for parking. Other programs may include incentives to increase use of public transit for employees in the Downtown.

Assess the feasibility of adding on-street parking by converting streets to one-way travel.

The relatively narrow right-of-way widths for Downtown streets make it difficult to add on-street parking and accommodate two-way travel for vehicles. This strategy would further explore the feasibility of adding on-street parking by converting some streets to one-way streets. Figure 31 identifies the streets that would initially be considered for one-way conversion.

There are several important considerations regarding the feasibility of converting streets to one-way travel including:

- Many streets don't have pedestrian facilities, which are required for on-street parking to function safely.
- Large block sizes in certain locations would result in substantial increases in travel distances to many destinations from one-way street conversions.
- Some streets that may be converted to one-way travel are in residential neighborhoods (See Figure 32). On-street parking in residential neighborhoods is typically prioritized for residents and their guests often resulting in residential permit programs where non-resident parking is restricted. Constructing new on-street parking for non-residential use on residential streets will require further public outreach to the neighborhood for input.
- The costs of constructing pedestrian facilities and related infrastructure such as stormwater will significantly increase the cost of providing new parking and should be weighed against other priorities for capital investments in the Downtown.

Figure 31: One-Way Street Concept Plan



City of Bainbridge Island, 2017

Next Steps

The City should conduct further public outreach to residents and businesses that would be impacted by one-way street conversions to get their input on the proposal. In addition, the City should develop planning level cost estimates for the one-way street conversions including pedestrian facilities. The City should also consider how any new on-street parking would be managed such as through a resident and/or employee permit program and the resources needed to maintain and enforce the program.

Figure 32:Grow Ave NW Looking North



Google Earth, 2018

Assess the feasibility of adding on-street parking by improving current streets.

The relatively narrow right-of-way widths on Downtown streets make it challenging to add on-street parking and accommodate other needs for pedestrians, bicyclists, and vehicle access. However, there may be opportunities to reassess the current allocation of space within the right-of-way to accommodate parking as part of planned complete street projects. On-street parking is in high demand in the Downtown and there is a limited supply. Even small numbers of additional on-street parking stalls would significantly increase access to Downtown for short-term trips since each parking stall typically accommodates five vehicles a day during peak periods.

Figure 33 shows Madison Avenue N, which could potentially accommodate parking by eliminating the center turn lane, but the number of curb cuts make adding on-street parking difficult and may require further access management to consolidate curb cuts.

Figure 33:Madison Ave N Looking North with Center Turn Lane and Multiple Curb Cuts



Google Earth, 2018

Next Steps

Develop policies to assess the costs and benefits of adding on-street parking during the concept design for complete street projects and develop a plan for access management to reduce curb cuts on Downtown streets. Multiple curb cuts increase the potential for pedestrian and bicycle conflicts with vehicles and reduce the curb space that can accommodate on-street parking. Parking must be weighed against other functional needs such as vehicle movement, bicycle facilities, sidewalks, and public space.

Assess the feasibility of building new parking supply

Adding new parking supply in the Downtown is challenging due to a limited supply of land, topography, and access limitations. The City has considered a new below-grade structured parking facility as part of the redevelopment of the Town Square including developing concept plans for the design. Figure 34 shows the Town Square site where a new below-grade parking facility is being considered.

Figure 34: Town Square Site



Framework, 2017

Below-grade parking is very expensive to construct and since parking is mostly free other than commuter parking at the ferry the cost of construction, operations, and maintenance would not likely be supported by parking fees. Financial analysis was not conducted as part of the development of this parking strategy but based on what is known a substantial economic subsidy would likely be required to support a new below-grade parking facility.

Adding new parking supply without improving management of the parking system is not a long-term solution by itself and may result in similar levels of parking congestion with the potential for increased traffic volumes and congestion at peak times due to the increase in parking supply bringing more vehicles to Downtown. It is recommended that the City pursue other parking management strategies in the near-term before considering a new public parking facility.

Next Steps

The City should pursue the other recommended strategies first to improve parking conditions and expand parking options before further considering a new structured public parking facility. If the City moves forward with assessing the feasibility of a new structured parking facility an updated concept design, cost estimate, and revenue and expenditure analysis for the design, construction, maintenance, and operations of the facility will be required. As part of the revenue and expenditure analysis the City should consider implementing paid parking in other locations as it will be difficult to generate parking revenue at a new facility if the rest of the parking system remains largely free. In addition, the City should prioritize customer, visitor, and employee parking in any new facility in the core of Downtown and not to support commuter parking for the ferry. Any new commuter parking should not be located in the core of Downtown as parking should be prioritized to support access to local goods, services, and downtown amenities.



framework



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:00 PM) Introduce Ordinance No. 2025-09 relating to Requirements for Building Code and Flood Damage Prevention, Amending Title 15 of the Bainbridge Island Municipal Code - Planning,

SUMMARY:

This ordinance proposes amendments to two sections of Title 15 of the Bainbridge Island Municipal Code (BIMC). Changes to the code are to ensure compliance with Federal Emergency Management Agency's (FEMA) regulations and to ensure consistency with the International Building Code (IBC).

BIMC15.04: Amendments are proposed to help the City align references to building permit expirations within the current municipal code to those within the adopted 2021 International Building Code.

BIMC 15.16: Amendments are proposed to align with FEMA's adoption of definitions related to new rate maps and a Flood Insurance Study (FIS) for all jurisdictions in Kitsap County, including Bainbridge Island. FEMA requires that local jurisdictions update their floodplain information and regulations appearing on maps and in local code with this new information in order to comply with the National Flood Insurance Program (NFIP). Amendments primarily include changes to definitions to add clarity and reflect FEMA wording, updates to reflect current record keeping for floodplain permits, and minor adjustments to reflect current mapping and technology.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning &
Community Development

RECOMMENDED MOTION:

I move to forward Ordinance No. 2025-09 amending Bainbridge Island Municipal Code Title 15 relating to requirements for building code and flood damage prevention to the next City Council business meeting for consideration of adoption.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:

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

BACKGROUND:

The City has an obligation to be in compliance with the Federal Emergency Management Act (FEMA) regulations which are needed to have continued participation in the National Flood Insurance Program (NFIP).

The community is required to adopt a floodplain management ordinance that meets or exceeds the minimum NFIP requirements. The City's flood management ordinance is Title 15.16 Flood Damage Protection. The overriding purpose of the floodplain management regulations is to ensure that participating communities take into account flood hazards, to the extent that they are known, and avoid and minimize risks from flood damage in all official actions relating to land management and use.

Updates are needed to bring Title 15 into compliance with the FEMA Model Ordinance NFIP section 60.3 for Washington State. There are no map changes proposed.

An ongoing review of the time limits and expirations deadlines for active building permits on file revealed a substantial number of permits with incorrect expiration dates. This error led to the discovery that the building code needed to be updated specifically with expiration deadlines in accordance with the most recently adopted International Building Code. This update will improve predictability, consistency and outcomes for building permits.

ATTACHMENTS:

[FEMA Flood Code updates and BLD update.pptx](#)

[ORDINANCE 2025-09 Bldg and Flood 07.08.2025.docx](#)

Flood Code Amendments and Building Code Update

Title 15.16 and 15.04

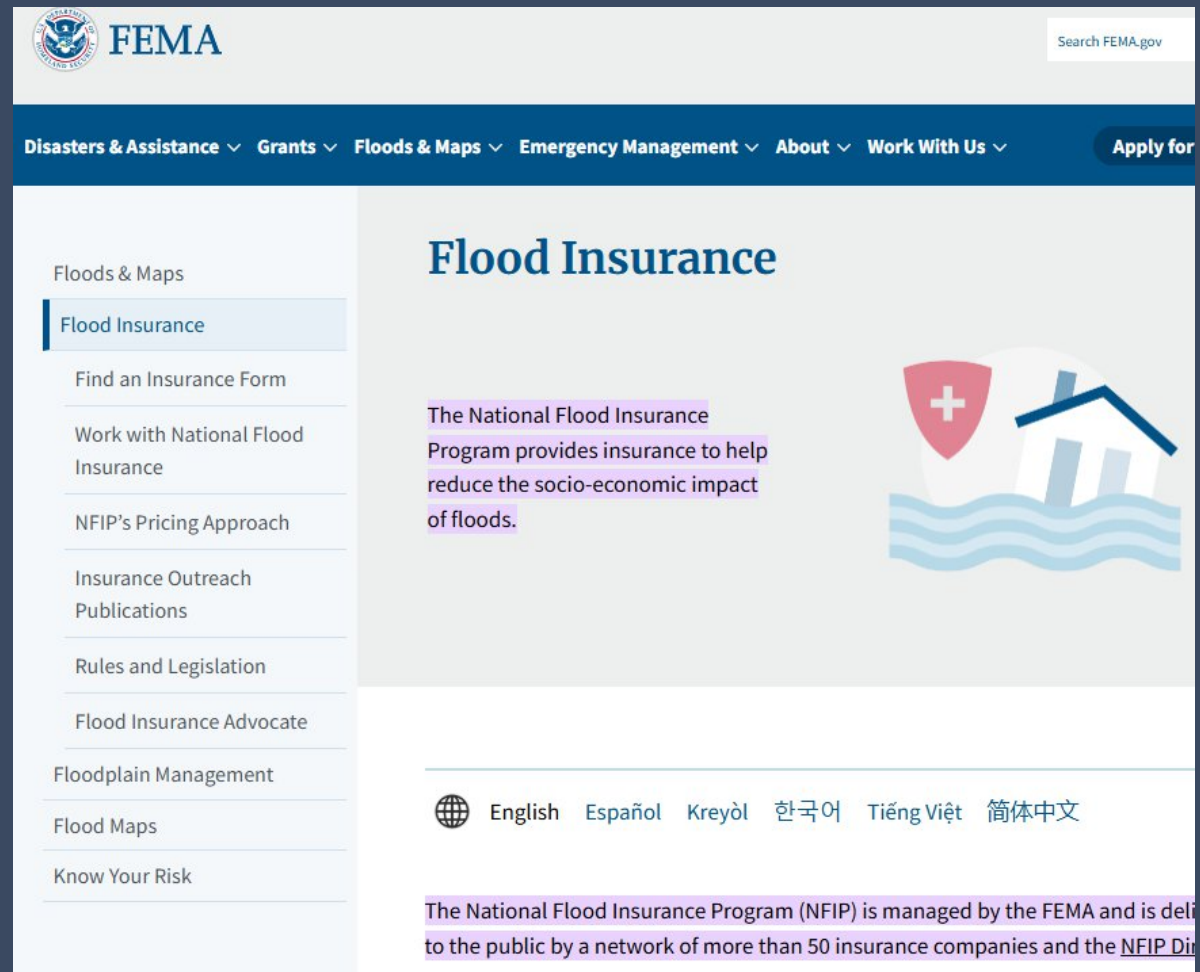
May 13, 2025



The Federal Emergency Management Agency (FEMA) issues rules and rule-updates on flood management and risk reduction.

States administer programs to ensure local governments update local flood hazard prevention codes when needed.

Local governments are responsible for managing development in floodplains and flood prone areas under the National Flood Insurance Program



The screenshot shows the FEMA website's "Flood Insurance" page. The header includes the FEMA logo and a search bar. A navigation bar lists various categories: Disasters & Assistance, Grants, Floods & Maps, Emergency Management, About, and Work With Us. A sidebar on the left lists links under "Floods & Maps": Flood Insurance (highlighted), Find an Insurance Form, Work with National Flood Insurance, NFIP's Pricing Approach, Insurance Outreach Publications, Rules and Legislation, Flood Insurance Advocate, Floodplain Management, Flood Maps, and Know Your Risk. The main content area features the title "Flood Insurance" and a description: "The National Flood Insurance Program provides insurance to help reduce the socio-economic impact of floods." An illustration of a house with a red cross on a shield is shown. At the bottom, there is a language selection bar with options: English, Español, Kreyòl, 한국어, Tiếng Việt, and 简体中文. A footer section states: "The National Flood Insurance Program (NFIP) is managed by the FEMA and is delivered to the public by a network of more than 50 insurance companies and the NFIP Director."



Title 15.16 Flood Hazard Prevention Code Updates

Adds Definitions

Clarifies terms

Confirms record keeping requirements

Dept. of Ecology Met with Planning Department

Reviewed existing BIMC code with new requirements

Helped identify where updates were needed

Often local governments update their flood code along with periodic updates to Critical Area Ordinance



Examples - Areas and Structures

Pleasant Beach

Eagle Harbor

Point Monroe



Minor Update to Title 15.04 Building Code

Some building permits had different expiration dates

Reviewed most recent International Building Code sections on expiration dates

Language provides clarity for building permit expirations resulting in better clarity and predictability for permit customers.



Motion: Recommend Ordinance 2025-09 be placed on the consent calendar of Council's July 22, 2025, regular business meeting

action

ORDINANCE NO. 2025-09

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to requirements for building code and flood damage prevention, amending Chapter 15.05, Building Code, and Chapter 15.16, Flood Damage Prevention.

WHEREAS, Washington statutes require all jurisdictions in the state adopt by reference and enforce the same building code throughout Washington; and

WHEREAS, Washington established the 2021 International codes, promulgated by the International Code Council (ICC), as the basis of the new State Building Code; and

WHEREAS, Chapter 15 of the Bainbridge Island Municipal Code (“BIMC”) implements the goals and policies of the City’s Comprehensive Plan related to Building Code; and

WHEREAS, the City’s Comprehensive Plan establishes goals and policies for flood damage prevention; and

WHEREAS, the Federal Emergency Management Agency (“FEMA”) sets forth Federal requirements regarding floodplain management for local governments; and

WHEREAS, FEMA manages the National Flood Insurance Program (“NFIP”), which aims to reduce the impact of flooding on public and private structures by providing affordable flood insurance to property owners and encouraging local governments to adopt and enforce floodplain management regulations; and

WHEREAS, to ensure the continued availability of the NFIP to property owners on Bainbridge Island, the City is required to administer and enforce the floodplain regulations contained in BIMC Chapter 15; and

WHEREAS, the City has an obligation to be in compliance with FEMA P-2196 to participate in the NFIP; and

WHEREAS, the Washington State Department of Ecology (“Ecology”) assists local governments with the NFIP by providing technical assistance, flood ordinance reviews, and community assistance visits; and

WHEREAS, Ecology has identified amendments to BIMC Chapter 15.16 required in order to ensure the City’s compliance with NFIP and state floodplain regulations; and

WHEREAS, outdated references within Chapter 15.04 require an update to ensure continued application of the standards within Title 15; and

WHEREAS, notice was given on April 10, 2025, to the Washington State Department of Commerce in conformance with RCW 36.70A.106 related to Ordinance No 2025- 09; and

WHEREAS on April 10, 2025, the City's SEPA Responsible Official issued a Determination of Nonsignificance in accordance with State Environmental Policy Act regulations (WAC 197-11-340(2)).

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

Section 1. Section 15.04.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.04.020 Codes adopted by reference.

The following codes are adopted by reference subject to the amendments set forth in BIMC 15.04.021 through 15.04.050 and Resolution 99-31:

A. The International Building Code, 2021 Edition, published by the International Code Council, and amended by the State Building Code Council in Chapter 51-50 WAC, together with ICC A117.1, Appendix C (Agricultural Buildings), Appendix E (Supplementary Accessibility Requirements), Appendix J (Grading), and the 2021 International Existing Building Code;

B. The International Residential Code, 2021 Edition, published by the International Code Council, and amended by the State Building Code Council in Chapter 51-51 WAC together with Appendix F (Radon Control Measures), Appendix J (Existing Buildings and Structures), and Appendix Q (Tiny Homes);

C. The Uniform Plumbing Code, 2021 Edition, published by the International Association of Plumbing and Mechanical Officials, and amended by the State Building Code Council in Chapter 51-56 WAC including Appendices A, B, I and M;

D. The International Mechanical Code, 2021 Edition, published by the International Code Council, and amended by the State Building Code Council in Chapter 51-52 WAC; except that the standards for handling liquefied petroleum gas installations shall be NFPA 58 (Liquefied Petroleum Gas Code) and NFPA 54 (National Fuel Gas Code);

E. The International Energy Conservation Code, 2021 Edition, published by the State Building Code Council, and amended in Chapters 51-11C and 51-11R WAC;

F. The International Fuel Gas Code, 2021 Edition, published by the International Code Council;

G. The International Green Construction Code (IGCC), 2021 Edition, is adopted by reference as an optional alternative to the 2021 IBC and/or 2021 IRC;

H. The International Swimming Pool and Spa Code, 2021 Edition, published by the International Code Council;

~~I. The International Property Maintenance Code, 2021 Edition, published by the International Code Council.~~

In case of conflict among the BIMC and codes adopted in subsections A, B, C, D, E, F, G, and H ~~and I~~ of this section, the BIMC shall govern.

Section 2. Section 15.04.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.04.040 ~~Uniform~~ International Building Code – Section ~~106.4~~ 105 amended – Permits issuance.

A. Permit Required.

1. Issuance Procedure. The application, plans and specifications and other data filed by an applicant for a permit shall be checked by the building official or his/her designee for a determination of completeness. The building permit application shall be considered complete only after:

- a. The determination that the official application form is complete.
- b. The plans submitted are adequate to evaluate the proposed project.
- c. The plan check fees have been paid by the applicant.

The complete application and building plans shall be reviewed by the building official for compliance with codes adopted by this chapter and other pertinent laws and ordinances in effect in the city of Bainbridge Island. When the building official is satisfied that the work as described in the application satisfies the requirements of this code and conforms to other pertinent laws and ordinances, the applicant will be required to pay the calculated building permit fee. A building permit shall then be issued to the applicant for the work described.

2. Compliance with Approved Plans and Permits. When the building official issues a permit, he/she shall endorse the permit in writing or stamp the plans “APPROVED.” Such approved plans and permit shall not be changed, modified or altered without authorization from the building official, and all work shall be done in accordance with the approved plans and permit except as the building official may require during field inspection to correct errors or omissions.

3. Permits for Part of a Project. The building official may issue a permit after payment of the required fee for the construction of part of a project before complete plans for the whole project have been submitted or approved; provided,

that the proposed project complies with the State Environmental Policy Act and the zoning ordinance (including site plan review); and provided further, that adequate information and plans have been filed and checked to assure compliance with all requirements of this and other pertinent codes.

4. Amendments to the Permit. When substitutions and changes are made during construction, approval shall be secured prior to execution. Substitutions, changes and clarifications shall be shown on two sets of plans which shall be submitted to and approved by the building official, accompanied by redesign fees, prior to occupancy.

5. Cancellation of Permit Application. If a permit is not issued after a period of ~~six months~~ 180 days from the date of approval for issuance or date of notification of required corrections, the applicant shall be notified in writing that the permit application will be canceled after one month. ~~After that time, the site shall be inspected to verify that no work has taken place.~~ The application shall be canceled and it and any accompanying plans and specifications destroyed and the portion of the fee paid forfeited. Upon written request of the applicant, prior to cancellation, the building official may extend the life of the permit application for a period not to exceed six months, with no other extensions possible; except that applications may be further extended by the building official where permit issuance is delayed by litigation, appeals or similar problems. Application forms and plans for such canceled permit applications shall not be retained by the city. Any application for a permit for the same structure and/or site for which the original permit was canceled shall be considered a new application requiring a new application and submittal of a new complete set of plans, recalculations of the fees by the building official and payment of the full fee. All ordinances in effect at the time of the filing of the new completed application shall be complied with.

B. Retention of Plans for Work Under Construction. One set of approved plans shall be retained by the building official for a period of ~~90~~ 180 days from the date of the final inspection and one set of approved plans shall be returned to the applicant, which set shall be kept on such building or work site at all times during which the work authorized is in progress for use by the building inspector.

C. Validity. The issuance or granting of a permit or approval of plans shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of this jurisdiction. No permit presuming to give authority to violate or cancel the provisions of this code shall be valid.

The issuance of a permit based upon plans shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications or other data, or from preventing building operations being carried on thereunder when in violation of this code or of any other ordinances of the city.

The issuance of a building permit shall not prevent the building official from requiring correction of conditions found to be in violation of this code or any ordinance of the city, nor shall the period of time for which any such permit is issued be construed to intend or otherwise affect any period of time for compliance specified in any notice or order issued by the building official or other administrative authority requiring the correction of any such condition.

D. Expiration.

1. Permits and Renewals Where Work is Progressing. Permits shall expire one year from the date that the original permit was issued, except if specifically noted otherwise on the permit. Permits for major construction projects that require more than one year to complete may be issued for a length of time that provides a reasonable time to complete the work, however, in no case to exceed three years. Permits may be renewed and renewed permits may be further renewed by the building official upon application within the 30-day period immediately preceding the date of expiration thereof; provided, that the building official determines that the work permitted has been started and is progressing. If commencement or completion of the work is delayed by litigation, appeals, strikes or other causes beyond the permittee's control, the expiration date will be extended the number of days the work was delayed by such causes. A new permit will be applied for where a permit has expired.

2. Permits and Renewals Where Work is Not Commenced or is Suspended. Permits and renewed permits shall expire 180 days from the date that the original permit or renewed permit was issued if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Permits may be renewed one time for such cases by the building official upon application within the 30-day period preceding expiration of the permit. A new permit will be applied for where a period has expired.

3. Application Process for New Permits and Renewals of Permits. A new permit shall be applied for where a permit has expired. A new application form and complete plans must be filed and a new fee shall be calculated by the building official and paid by the applicant. All ordinances in effect at the time of filing of a completed application shall be complied with. A permit may be renewed under the conditions set forth in this section upon written application for renewal. A renewal fee amounting to one-half the original fee shall be paid by the applicant before the renewal permit is issued.

4. Suspension or Revocation. The building official shall, by written order, suspend or revoke a permit issued under the provisions of this code whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any provisions of this code. The building official may also suspend a permit in whole or in part and stop work pursuant to said permit whenever an appeal from the action of the building official issuing or

renewing said permit has been filed pursuant to this chapter or other ordinance of the city of Bainbridge Island.

Section 3. Section 15.16.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.16.010 Methods and purpose.

The flood hazard areas of the city are subject to periodic inundation which results in loss of life and property, health, and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities, and when inadequately anchored, damage uses in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to the flood loss.

A. Purpose. It is the purpose of this chapter to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

1. To protect human life and health;
2. To minimize expenditure of public money and costly flood control projects;
3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. To minimize prolonged business interruptions;
5. To minimize damage to public facilities and utilities such as water and gas mains, electric telephone and sewer lines, streets, and bridges located in areas of special flood hazard; ~~and~~
6. To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions; ~~;~~

7. To help maintain a stable tax base by providing for the sound use and development of flood hazard areas so as to minimize blight areas caused by flooding;

8. To notify potential buyers that the property is in a Area of Special Flood Hazard; and

9. To participate in and maintain eligibility for flood insurance and disaster relief.

B. Methods. In order to accomplish its purposes, this chapter includes methods and provisions for:

1. Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;
4. Controlling filling, grading, and other development which may increase flood damage; and
5. Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters or may increase flood hazards in other areas.

Section 4. Section 15.16.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.16.020 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

- A. “Alteration of watercourse” means any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

- ~~A. “Area of shallow flooding” means a designated AO or AH Zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.~~
- B. “Area of shallow flooding” means a designated zone AO, AH, AR/AO or AR/AH (or VO) on a community’s Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow. Also referred to as the sheet flow area.
- ~~B. “Area of special flood hazard” means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. Designation on map always includes the letter A or V.~~
- C. “Area of special flood hazard” means the land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as zone A, AO, AH, A1-30, AE, A99, AR (V, VO, V1-30, VE). “Special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard.”
- ~~C. “Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year (also referred to as the “100-year flood”). Designated on the Flood Insurance Rate Map by the letter A or V.~~
- D. “Base flood” means the flood having a 1% chance of being equaled or exceeded in any given year (also referred to as the “100-year flood”).
- E. “Base Flood Elevation (BFE)” means the elevation to which floodwater is anticipated to rise during the base flood.
- ~~F. “Basement” means any area of the building having its floor subgrade (below ground level) on all sides.~~
- ~~G. “Breakaway wall” means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse~~

under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

- H. ~~F.~~ “Coastal high hazard area” means an area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on the Flood Insurance Rate Map as Zone VJ-30, VE or V.
- I. ~~G.~~ “Critical facility” means a facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency response installations, installations which produce, use, or store hazardous materials or hazardous waste.
- J. ~~H.~~ “Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials located within the area of flood hazard.
- K. ~~I.~~ “Elevated building” means, for insurance purposes, a nonbasement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

~~J. “Elevation certificate” means the official form (FEMA Form 81-31) used to track development, provide elevation information necessary to ensure compliance with community floodplain management ordinances, and determine the proper insurance premium rate with Section B completed by community officials.~~

- L. “Elevation Certificate” means an administrative tool of the National Flood Insurance Program (NFIP) that can be used to provide elevation information, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

~~K. “Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:~~

- ~~1. The overflow of inland or tidal waters; and/or~~

~~2. The unusual and rapid accumulation or runoff of surface waters from any source.~~

M. “Flood or Flooding” means

- 1) A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - a) The overflow of inland or tidal waters.
 - b) The unusual and rapid accumulation or runoff of surface waters from any source.
 - c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- 2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1)(a) of this definition.

~~M. “Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the flood boundary-floodway map, and the water surface elevation of the base flood.~~

N. “Flood elevation study” means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

~~L. “Flood Insurance Rate Map” or “FIRM” means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.~~

- O. “Flood Insurance Rate Map (FIRM)” means the official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).
- P. “Floodplain or flood prone area” means any land area susceptible to being inundated by water from any source. See "Flood or flooding."
- Q. “Floodplain administrator” means the community official designated by title to administer and enforce the floodplain management regulations.
- R. “Flood proofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.
- S. ~~N.~~ “Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.
- T. ~~Θ.~~ “Increased cost of compliance” or “ICC” means a flood insurance claim payment of up to \$30,000 made directly to a property owner for the cost to comply with floodplain management regulations after a direct physical loss caused by a flood. Eligibility for an ICC claim can be through a single instance of “substantial damage” or as a result of “cumulative substantial damage.”
- U. “Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
- V. “Historic structure” means any structure that is:
- 1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - 2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

- 3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
- 4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a) By an approved state program as determined by the Secretary of the Interior, or
 - b) Directly by the Secretary of the Interior in states without approved programs.

W. ~~P.~~ “Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this chapter.

X. ~~Q.~~ “Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term “manufactured home” also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes the term “manufactured home” does not include park trailers, travel trailers, and other similar vehicles.

Y. ~~R.~~ “Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Z. “Mean Sea Level” means for purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

~~S. “New construction” means structures for which the start of construction commenced on or after the effective date of the ordinance codified in this chapter.~~

AA. “New construction” means for the purposes of determining insurance rates, structures for which the “start of construction” commenced on or after

the effective date of an initial Flood Insurance Rate Map or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, “new construction” means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

BB. ~~T.~~ “Recreational vehicle” means a vehicle:

- 1) ~~1.~~ Built on a single chassis;
- 2) ~~2.~~ Four hundred square feet or less when measured at the largest horizontal projection;
- 3) ~~3.~~ Designed to be self-propelled or permanently towable by a light duty truck; and
- 4) ~~4.~~ Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.

CC. ~~U.~~ “Start of construction” includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The “actual start” means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the “actual start” of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

DD. ~~V.~~ “Structure” means a walled and roofed building including a gas or liquid storage tank that is principally above ground.

EE. ~~W.~~ “Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition

would equal or exceed 50 percent of the market value of the structure before the damage occurred.

FF. ~~X.~~ “Substantial improvement” means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- 1) ~~1.~~ Before the improvement or repair is started; or
- 2) ~~2.~~ If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not, however, include either:

- i. Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have been previously identified by the local code enforcement official and which are the minimum necessary to ensure safe living conditions; or
- ii. Any alteration of a structure listed on the National Register of Historic Places or a state inventory of historic places.

GG. ~~Y.~~ “Variance” means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter.

HH. ~~Z.~~ “Water dependent” means a structure for commerce or industry which cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operations. (Ord. 2015-28 § 1, 2015; Ord. 2005-05 § 1, 2005; Ord. 2003-22 § 21, 2003; Ord. 88-22 § 2, 1988)

Section 5. Section 15.16.030 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.16.030 General provisions.

- A. Lands to Which This Chapter Applies. This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city.

- B. Basis for Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled, “The Flood Insurance Study for Kitsap County and Incorporated Areas” dated February 3, 2017, with accompanying Flood Insurance Maps and any revisions thereto, is adopted by reference and declared to be a part of this chapter. The Flood Insurance Study is on file at the office of the city clerk. The best available information for flood hazard area identification as outlined in BIMC [15.16.040.D.2](#) shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under BIMC [15.16.040.D.2](#).
- C. Compliance. All development within special flood hazard areas is subject to the terms of this ordinance and other applicable regulations.
- D. ~~C.~~ Penalties for Noncompliance. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$500.00 or imprisoned for not more than 90 days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the city from taking such other lawful action as is necessary to prevent or remedy any violation.
- E. ~~D.~~ Abrogation and Greater Restrictions. This chapter is not intended to repeal, abrogate or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- F. ~~E.~~ Interpretation. In the interpretation and application of this chapter, all provisions shall be:
1. Considered as minimum requirements;
 2. Liberally construed in favor of the governing body; and
 3. Deemed neither to limit nor repeal any other powers granted under state statutes.
- G. ~~F.~~ Warning and Disclaimer of Liability. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare

occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of city, any officer or employee thereof, or the Federal Insurance Administration for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder. (Ord. 2017-04 § 1, 2017; Ord. 2015-28 § 2, 2015; Ord. 2010-38 § 1, 2010; Ord. 2005-05 § 2, 2005; Ord. 90-15 § 2, 1990; Ord. 88-22 § 2, 1988)

Section 6. Section 15.16.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.16.040 Establishment of development permit.

- A. Development Permit Required. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in BIMC [15.16.030](#).B. The permit shall be for all structures including manufactured homes, as set forth in BIMC [15.16.020](#), and for all development including fill and other activities, also as set forth in BIMC [15.16.020](#).
- B. Application for Development Permit. Application for a development permit shall be made on forms furnished by the city building official and may include but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:
- 1.Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
 2. Elevation in relation to mean sea level to which any structure has been floodproofed;
 - 3.Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in BIMC [15.16.050](#).F.2; and
 - 4.Description of the extent to which a watercourse will be altered or relocated as a result of proposed development;
 - 5.Where a structure is proposed in a V,V1-30, or VE zone, a V-zone design certificate;

6. Where development is proposed in a floodway, an engineering analysis indicating no rise of the Base Flood Elevation; and
7. Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application.

C. Designation of the Building Official. The city building official is appointed to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions.

D. Duties and Responsibilities of the Building Official. Duties of the building official shall include, but not be limited to:

1. Permit Review.

- a. Review all development permits to determine that the permit requirements of this chapter have been satisfied;
- b. Review all development permits to determine that all necessary permits have been obtained from those federal, state, or local governmental agencies from which prior approval is required;
- c. Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the provisions of BIMC 15.16.050.G are met;
- d. The proposed development is not located in the floodway. If located in the floodway, assure the encroachment provisions of BIMC 15.16.050 are met.
- e. Notify FEMA when annexations occur in the Special Flood Hazard Area.

2. Uses of Other Base Flood Data. When base flood elevation data has not been provided in accordance with BIMC [15.16.030.B](#), the building official shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source in order to administer BIMC [15.16.050.F](#) and

3. Information to Be Obtained and Maintained.

- a. Where base flood elevation data is provided through the Flood Insurance Study or required as in subsection D.2 of this section, obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially

improved structures, and whether or not the structure contains a basement;

- b. For all new or substantially improved floodproofed structures:
 - i. Verify and record an actual elevation (in relation to mean sea level); and
 - ii. Maintain the floodproofing certifications required in subsection B.3 of this section;
- c. Maintain for public inspection all records pertaining to the provisions of this chapter;
- d. Documentation of the elevation of the bottom of the lowest horizontal structural member in V or VE zones.
- e. Records of all variance actions, including justification for their issuance.
- f. Improvement and damage calculations.

4. Alteration of Watercourses.

- a. Prior to any alteration or relocation of a watercourse, the applicant shall obtain a hydraulic project approval (HPA) from the Washington State Department of Fish and Wildlife, notify adjacent communities and the Washington State Department of Ecology, and submit evidence of such notification and the HPA to the Federal Insurance Administration;
- b. Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished;

5. Interpretation of FIRM Boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in subsection E of this section.

6. Review of Building Permits. Where elevation data is not available, either through the FIS, FIRM, or from another authoritative source (Section 4.3-2), applications for floodplain development shall be

reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate habitable buildings at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.

E. Variance Procedure.

1. Appeal Board.

- a. Pursuant to BIMC [2.16.100](#), the hearing examiner shall hear and decide appeals and requests for variances from the requirements of this chapter, and appeals alleging error in any requirement, decision, or determination made by the building official in the enforcement or administration of this chapter.
- b. The decision of the hearing examiner shall be final unless, within 21 days after issuance, it is appealed in accordance with Chapter [36.70C](#) RCW.
- c. In passing upon such applications, the applicable city official or appeal entity shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and:
 - i. The danger that materials may be swept onto other lands to the injury of others;
 - ii. The danger to life and property due to flooding or erosion damage;
 - iii. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - iv. The importance of the services provided by the proposed facility to the community;
 - v. The necessity to the facility of a waterfront location, where applicable;
 - vi. The availability of alternative locations for the proposed uses which are not subject to flooding or erosion damage;

- vii. The compatibility of the proposed use with existing and anticipated development;
 - viii. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - ix. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - x. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - xi. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- d. Upon consideration of the above factors and the purposes of this chapter, the applicable official or city entity may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.
 - e. The building official shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration upon request.

2. Conditions for Variances.

- a. Generally, the only condition under which a variance from the elevation standard may be issued is for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing subsections E.1.c.i through E.1.c.xi of this section have been fully considered. As the lot size increases, the technical justification required for issuing the variance increases.
- b. Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory

of Historic Places that will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure without regard to the procedures set forth in this section.

- c. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
- d. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- e. Variances shall only be issued upon:
 - i. i. A showing of good and sufficient cause;
 - ii. ii. A determination that failure to grant the variance would result in exceptional hardship to the applicant;
 - iii. iii. A determination that the granting of a variance will not result in increased expense, create nuisances, cause fraud on or victimization of the public as identified in subsection E.1.c of this section, or conflict with existing local laws or ordinances.
- f. Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.
- g. Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-floodproofing, where it can be determined that such action will have low damage potential, complies with all other variance criteria except subsection E.2.a of this section, and otherwise complies with BIMC 15.16.050.

- h. Any applicant to whom a variance is granted shall be given written notice, signed by the building official, that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation. (Ord. 2015-28 § 3, 2015; Ord. 2005-05 § 3, 2005; Ord. 2003-25 § 5, 2003; Ord. 90-15 §§ 3, 4, 1990; Ord. 88-22 § 2, 1988)

Section 7. Section 15.16.050 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.16.050 General standards.

In all areas of special flood hazards, the following standards are required:

A. Anchoring.

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.
2. All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques).

B. Construction Materials and Methods.

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
3. Electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

C. Utilities.

1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system. Water wells shall be located on high ground that is not in the floodway;
2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and
3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

D. Subdivision Proposals.

1. All subdivision proposals shall be consistent with the need to minimize flood damage;
2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and
4. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).

E. Review of Building Permits. Where elevation data is not available either through the Flood Insurance Study or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

F. Specific Standards. In all areas of special flood hazards where base flood elevation data has been provided as set forth in BIMC [15.16.030](#).B or 15.16.040.D.2, the following provisions are required:

1. Residential Construction.

- a. ~~New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more above base flood elevation.~~

- a. In AE and A1-30 zones or other A zoned areas where the BFE has been determined or can be reasonably obtained, new construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more above the BFE. Mechanical equipment and utilities shall be designed so that floodwaters cannot infiltrate or accumulate within any component of the system or elevated least one foot above the BFE.
- b. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
 - i. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - ii. The bottom of all openings shall be no higher than one foot above grade.
 - iii. Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.
 - iv. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters.
- c. New construction and substantial improvement of any residential structure in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.

- d. New construction and substantial improvement of any residential structure in a V, V1-30, or VE zone shall meet the requirements in Appendix B.

~~2. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the level of the base flood elevation; or, together with attendant utility and sanitary facilities, shall:~~

2. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet the requirements of subsection 1 or 2, below.

- 1) New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet all of the following requirements:

- ~~a. Be floodproofed so that below one foot above the base flood level the structure is watertight with walls substantially impermeable to the passage of water;~~

- a) In AE and A1-30 zones or other A zoned areas where the BFE has been determined or can be reasonably obtained:

New construction and substantial improvement of any commercial, industrial, or other nonresidential structure shall have the lowest floor, including basement, elevated one foot or more above the BFE, or elevated as required by ASCE 24, whichever is greater. Mechanical equipment and utilities shall be waterproofed or elevated least one foot above the BFE, or as required by ASCE 24, whichever is greater.

- ~~b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;~~

- b) If located in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained, the structure shall be reasonably safe from flooding, but in all cases the

lowest floor shall be at least two feet above the Highest Adjacent Grade.

~~c. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in BIMC 15.16.040.D.3.b;~~

- c) If located in a V, V1-30, or VE zone, the structure shall meet the requirements in BIMC 15.16.050.

~~d. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in subsection F.1 of this section;~~

- d) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

- i. Have a minimum of two openings with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.
- ii. The bottom of all openings shall be no higher than one foot above grade.
- iii. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwater.
- iv. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters.

- v. Alternatively, a registered engineer or architect may design and certify engineered openings.

~~e. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g., a building floodproofed to one foot above the base flood level will be rated as at the base flood level)~~

- 2) If the requirements of subsection 1 are not met, then new construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet all of the following requirements:

- a) Be dry flood proofed so that below one foot or more above the base flood level the structure is watertight with walls substantially impermeable to the passage of water or dry flood proofed to the elevation required by ASCE 24, whichever is greater;
- b) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
- c) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in BIMC 15.16.040;
- d) Nonresidential structures that are elevated, not flood proofed, must meet the same standards for space below the lowest floor as described in BIMC 15.16.050;

Applicants who are flood proofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the flood proofed level (e.g. a building flood proofed to the base flood level will be rated as

one foot below). Flood proofing the building an additional foot will reduce insurance premiums.

3. Critical Facility. Construction of new critical facilities shall be, to the extent possible, located outside the limits of the base floodplain.
Construction of new critical facilities shall be permissible within the base floodplain if no feasible alternative site is available. Critical facilities constructed within the base floodplain shall have the lowest floor elevated to three feet or more above the level of the base flood elevation at the site, or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base floodplain shall be provided to all critical facilities to the extent possible.
4. Manufactured Homes. All manufactured homes to be placed or substantially improved within the floodplain shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is one foot or more above the base flood elevation; and be securely anchored to an adequately anchored foundation system in accordance with the provisions of subsection A.2 of this section.
5. Recreational Vehicles. All recreational vehicles placed on sites are required to either:
 - a. Be on the site for fewer than 180 consecutive days; or
 - b. Be fully licensed and ready for highway use, on wheels or jacking system, attached to the site only by quick-disconnect type utilities and security devices, and have no permanently attached additions; or
 - c. Meet the requirements of subsection F.4 of this section and the elevation and anchoring requirements for manufactured homes.
6. Enclosed Area Below the Lowest Floor. If buildings or manufactured homes are constructed or substantially improved with fully enclosed areas below the lowest floor, the areas shall be used solely for parking of vehicles, building access, or storage.

G. AE and A1-30 Zones with Base Flood Elevations but No Floodways. In areas with BFEs (when a regulatory floodway has not been designated), no new

construction, substantial improvements, or other development (including fill) shall be permitted within zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

- H. ~~G.~~ Floodways. Located within areas of special flood hazard established in BIMC [15.16.030](#).B are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:
1. Prohibit encroachments, including fill, new construction, substantial improvements and other development unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachments would not result in any increase in flood levels during the occurrence of the base flood discharge.
 2. Construction or reconstruction of residential structures is prohibited within designated floodways, except for:
 - a. Repairs, reconstruction or improvements to a structure which do not increase the ground floor area; and
 - b. Repairs, reconstruction or improvements to a structure, the cost of which does not exceed 50 percent of the market value of the structure as determined:
 - i. Before the repair or reconstruction is started; or
 - ii. Before damage occurred if the structure is being restored;
 - c. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or structures identified as historic places, may be excluded in the 50 percent limitation of subsection G.2.b of this section.

3. If subsection G.1 of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this section.
- I. ~~H.~~ Wetlands Management. To the maximum extent possible, avoid the short and long term adverse impacts associated with the destruction or modification of wetlands, especially those activities which limit or disrupt the ability of the wetland to alleviate flooding impacts. The following process should be implemented:
1. Review proposals for development within base floodplains for their possible impacts on wetlands located within the floodplain;
 2. Ensure that development activities in or around wetlands do not negatively affect public safety, health, and welfare by disrupting the wetlands' ability to reduce flood and storm drainage;
 3. Request technical assistance from the Department of Ecology in identifying wetland areas. Existing wetland map information from the National Wetlands Inventory (NWI) can be used in conjunction with the community's FIRM to prepare an overlay zone indicating critical wetland areas deserving special attention.
- J. ~~I.~~ Habitat Impact Assessment. Unless allowed under subsection K of this section, a permit application to develop in the regulatory floodplain shall include an assessment of the impact of the project on federal, state or locally protected species and habitat, water quality and aquatic and riparian habitat. The assessment shall be performed by a qualified professional as defined by Chapter [16.20](#) BIMC. The assessment shall be:
1. A biological evaluation or biological assessment developed per [50](#) CFR [402.12](#) to initiate federal interagency consultation under Endangered Species Act Section 7(a)(2); or
 2. Documentation that the activity fits within Section 4(d) of the Endangered Species Act; or
 3. Documentation that the activity fits within a habitat conservation plan approved pursuant to Section 10 of the Endangered Species Act, where any such assessment has been prepared or is otherwise made available; or

4. An assessment prepared in accordance with Floodplain Habitat Assessment and Mitigation Draft Regional Guidance, 2011, FEMA Region 10. The assessment shall determine if the project would adversely affect:
 - a. Species that are federal, state, or local listed as threatened or endangered,
 - b. The primary constituent elements for critical habitat, when designated,
 - c. Essential fish habitat designated by the National Marine Fisheries Service (NMFS),
 - d. Fish and wildlife habitat conservation areas,
 - e. Other protected areas and elements necessary for species conservation.

K. ~~J~~-Habitat Mitigation Plan.

1. If the assessment conducted under subsection I of this section concludes the project is expected to have an adverse effect on water quality and/or aquatic or riparian habitat or habitat functions, the applicant shall provide a plan to mitigate those impacts, in accordance with Floodplain Habitat Assessment and Mitigation Draft Regional Guidance, 2011, FEMA Region 10.
 - a. If the USFWS or NMFS issues an incidental take permit under Section 10 of the Endangered Species Act, or biological opinion under this section, the permit can be considered to qualify as a plan to mitigate those impacts.
 - b. If the project is located outside the protected area, the mitigation plan shall include such avoidance, minimization, restoration, or compensation measures so that indirect adverse effects of development in the floodplain (effects to stormwater, riparian vegetation, bank stability, channel migration, hyporheic zones, wetlands, large woody debris,

etc.) are mitigated such that equivalent or better habitat protection is provided.

- c. No new stream crossings are allowed outside the protected area unless approval has been obtained as stated in subsection J.1.a of this section.
- d. If the project is located in the protected area, the mitigation plan shall stipulate avoidance measures as are needed to ensure that there is no adverse effect during any phase of the project.

- 2. The plan's habitat mitigation activities shall be incorporated into the proposed project. The floodplain development permit shall be based on the redesigned project and its mitigation components.
- 3. As required in BIMC [15.16.040](#), the building official shall not issue a certification of use or a certificate of occupancy until all work identified in the habitat assessment and mitigation plan has been completed or the applicant has provided the necessary assurance that unfinished portions of the project will be completed, in accordance with BIMC [15.16.030](#).E.

L. ~~K.~~ The following activities do not require the habitat impact assessment required under subsection I of this section; provided, that all other requirements are met, including federal, state, and local requirements:

- 1. Repair or remodel of an existing structure, if the repair or remodel is not a substantial improvement or a repair of substantial damage.
- 2. Expansion of an existing structure that is not greater than 10 percent beyond its existing footprint; provided, that the repair or remodel is not a substantial improvement or a repair of substantial damage. This measurement is counted cumulatively from September 22, 2011.
- 3. Activities with the sole purpose of creating, restoring, or enhancing natural functions associated with floodplains, streams, lakes, estuaries, marine areas, habitat, and riparian areas, provided the activities do not include structures, grading, fill, or impervious surfaces.

4. Development of open space and recreational facilities, such as parks and trails, that do not include structures, fill, impervious surfaces or removal of more than five percent of the native vegetation on that portion of the property in the regulatory floodplain.
5. Repair to on-site septic systems provided the ground disturbance is the minimal necessary.
6. Alterations in response to emergencies which threaten the public health, safety and welfare or which pose an imminent risk of damage to private property consistent with the requirements of BIMC [16.12.060.B](#).
7. Routine maintenance of landscaping that does not involve grading, excavation, or filling.
8. Removal of noxious weeds and replacement of nonnative vegetation with native vegetation, provided no earth movement occurs.
9. Removal of hazard trees consistent with the requirements of BIMC [18.15.010](#), Chapter [16.18](#) BIMC, and BIMC [16.12.030](#).
10. Normal maintenance of structures, such as reroofing and replacing siding, provided such work does not qualify as a substantial improvement.
11. Normal maintenance of above-ground utilities and facilities, such as replacing downed power lines and utility poles.
12. Normal street and road maintenance, including filling potholes, repaving, and installing signs and traffic signals, but not including expansion of paved areas.
13. Normal maintenance of a levee or other flood control facility prescribed in the operations and maintenance plan for the levee or flood control facility are allowed in the regulatory floodplain without need for a floodplain development permit. Normal maintenance does not include repair from flood damage, expansion of the prism, expansion of the face or toe or addition for protection on the face or toe with rock armor.

14. Normal maintenance, operation or repair of publicly improved recreation areas as long as any such activity does not include expansion of uses and/or facilities into a previously unimproved portion of the regulatory floodplain and is consistent with the standards of Chapter [16.20](#) BIMC, Critical Areas, best available science or adaptive management plans as recognized by the city.

15. Site investigative work and studies necessary for preparing land use applications.

M. ~~L.~~ Coastal High Hazard Areas. Located within areas of special flood hazard established in BIMC [15.16.030](#).B are coastal high hazard areas, designated as Zones V1-30, VE and/or V. These areas have special flood hazards associated with high velocity waters from surges, and therefore, in addition to meeting all provisions in this code, the following provisions shall also apply:

1. All new construction and substantial improvements in Zones V1-30 and VE (and V if base flood elevation data is available) on the community's FIRM shall be elevated on pilings and columns so that:
 - a. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated one foot or more above the base flood level; and
 - b. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).

A registered professional engineer or architect shall develop or review the structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of subsections L.1.a and b of this section.

2. A registered professional surveyor shall obtain and certify the elevation (in relation to mean sea level) of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V1-30, VE, and V on the community's FIRM and whether or not such structures contain a basement. The local administrator shall maintain a record of all such information.
3. All new construction within Zones V1-30, VE, and V on the community's FIRM shall be located landward of the reach of mean high tide.
4. All new construction and substantial improvements within Zones V1-30, VE, and V on the community's FIRM shall have the space below the lowest floor either free of obstruction or constructed with nonsupporting breakaway walls, open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purposes of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or state codes) may be permitted only if a registered professional engineer or architect certifies that the design proposed meets the following conditions:
 - a. Breakaway wall collapse shall result from water load less than that which would occur during the base flood; and
 - b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).

If breakaway walls are utilized, such enclosed space shall be useable solely for parking of vehicles, building access, or storage. Such space shall not be used for human habitation.

5. Use of fill for structural support of buildings within Zones V1-30, VE, and V on the community's FIRM is prohibited.
6. Person-made alteration of sand dunes within Zones V1-30, VE, and V on the community's FIRM which would increase potential flood damage is prohibited.
7. All manufactured homes to be placed or substantially improved within Zones V1-30, V, and VE on the community's FIRM on sites:
 - a. Outside of a manufactured home park or subdivision;
 - b. In a new manufactured home park or subdivision;
 - c. In an expansion to an existing manufactured home park or subdivision; or
 - d. In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood;

shall meet the standards of subsections L.1 through 6 of this section, and manufactured homes placed or substantially improved on other sites in an existing manufactured home park or subdivision within Zones V1-30, V, and VE on the community's FIRM shall meet the requirements of subsection F.4 of this section.

8. Recreational vehicles placed on sites within Zones V1-30, V, and VE on the community's FIRM shall either:
 - a. Be on the site for fewer than 180 consecutive days;
 - b. Be fully licensed and ready for highway use, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
 - c. Meet the requirements of subsections F.5 and L.1 through 6 of this section.

Section 8. 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 9. 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 _____, 2025.

APPROVED by the Mayor this ____ day of _____, 2025.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

PASSED BY THE CITY COUNCIL: _____, 2025
PUBLISHED: _____, 2025
EFFECTIVE DATE: _____, 2025



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM:

(8:10 PM) Introduce Ordinance No. 2025-19 Amending Bainbridge Island Municipal Code (BIMC 15.08.115.B) to Allow Those Leasing City Property to Place Signs on City Property,

SUMMARY: Following the adoption of Ordinance No. 2024-27 regarding sign regulations, City staff identified a gap concerning the ability of City-owned leaseholders to utilize sandwich board signs for advertising on their leased properties. This amendment to the ordinance will grant businesses leasing public property the same right as private property owners to display sandwich board signs for promotional purposes. All other provisions of Chapter 15.08 will continue to apply to businesses leasing City property, including the requirement for a sandwich board sign permit to display their signage on the leased premises.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward Ordinance No. No. 2025-19 for adoption at the July 8th City Council regular business meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In December 2024, the City enacted Ordinance No. 2024-27, which established regulations for signage. As the City began the implementation process, tenants of City-owned farmland sought clarification regarding Section 15.08.115.B, specifically whether it prohibited the placement of sandwich board signs on the leased properties. This restriction posed challenges for farmers wishing to advertise "U-pick raspberries," "Pumpkin Patch" events, and to provide directional signage for a winery.

In response, the City proposes the following ordinance amending the existing language to permit tenants of public property owned by the City of Bainbridge Island to advertise on the land. This amendment does not extend to public rights-of-way and still necessitates the submission and approval of a permit application.

ATTACHMENTS:

[Ordinance No 2025-19 Amending Bainbridge Island Municipal Code to Allow Those Leasing City](#)

ORDINANCE NO. 2025-19

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to regulations of certain signs erected on property owned by the City of Bainbridge Island; amending Section 15.08.115 of the Bainbridge Island Municipal Code (BIMC).

WHEREAS, Ordinance No. 2024-27 repealed and replaced Chapter 15.08 of the Bainbridge Island Municipal Code relating to signs; and

WHEREAS, Ordinance No. 2024-27 prohibited the erecting of sandwich board signs on properties owned by the City of Bainbridge Island and public rights-of-way; and

WHEREAS, the municipal code as currently adopted prohibits farmers who lease City-owned public farmland to place signs on their property advertising produce for sale; and

WHEREAS, the City determined it is in the best interest of all parties to allow businesses leasing City property to advertise on the land they have leased; and

WHEREAS, all other provisions of Chapter 15.08 continue to apply to businesses leasing City property, including the need for a sandwich board sign permit to display their sign on their leased property.

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

Section 1. Section 15.08.115.B of the Bainbridge Island Municipal Code is hereby amended to read as follows:

- B. Sandwich board signs shall not be located within public rights-of way or on public properties owned by the City of Bainbridge Island, except that sandwich board signs may be located on City-owned properties by tenants who are currently leasing such properties from the City, where the City consents to such location, and all other requirements of this chapter are met.

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

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

PASSED by the City Council this ____ day of _____, 2025.

APPROVED by the Mayor this ____ day of _____, 2025.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

PASSED BY THE CITY COUNCIL: _____, 2025

PUBLISHED: _____, 2025

EFFECTIVE DATE: _____, 2025



City Council Regular Business Meeting Agenda Bill

MEETING DATE: July 8, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:20 PM) Consider Request from Planning Commission for Direction,

SUMMARY: The Council has asked recommendations from the Planning Commission be transmitted to the City Council as soon as reasonably possible.

At their June 26, 2025, meeting, Planning Commission passed two motions to be transmitted to the City Council for consideration.

Planning Commissioner Sarah Blossom offered this motion: "I move that the Planning Director should ask the City Council this specific question: If the interim capacity analysis demonstrates that the recommended changes to the Ferry and High School Road districts meet the capacity required in HB 1220, should the Planning Commission consider changes to existing height and FAR in the other zoning districts?" The motion was seconded, and passed on a vote of 4 Yea, 2 Nay.

Subsequently, Planning Commissioner Ben Deines offered this motion: "I move to ask the Director to ask the Council for direction: If the Commission does not spend time developing new standards outside of the Ferry and High School Road districts, should the surrounding zoning be based on the existing zoning map and development standards, or on the Planning Commission zoning map and the DRAFT Preferred Alternative standards?" The motion was seconded, and passed on a vote of 5 Yea, 1 Nay.

It is recommended that the Council consider this item and deliberate and respond on July 22.

It is noted, the ability for staff to manage its workload has been hampered with the resignation of Planning Manager HB Harper. The City Manager has engaged Mr. Joseph Tovar to serve as limited duration staff to assist with the updates to the Winslow Subarea Plan and the Comprehensive Plan. Mr. Tovar commenced his engagement July 7.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: City Council

RECOMMENDED MOTION:

Acknowledge Request from Planning Commission and schedule Council deliberation and provide direction at the next regular meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Council Consideration of Planning Commission Requests.pdf](#)

Request for Consideration in a Future Council Meeting
Response by the City Council to Planning Commission Requests for Direction

From Deputy Mayor Jon Quitslund, as liaison to the Planning Commission

July 1, 2025

In the course of the Planning Commission meeting on June 26, two motions were considered and passed, to be transmitted to the City Council for consideration. To facilitate prompt action, I am sending my unofficial transcripts from the video recording of the meeting.

Planning Commissioner Sarah Blossom offered this motion: “I move that the Planning Director should ask the City Council this specific question: If the interim capacity analysis demonstrates that the recommended changes to the Ferry and High School Road districts meet the capacity required in HB 1220, should the Planning Commission consider changes to existing height and FAR in the other zoning districts?” The motion was seconded, and passed on a vote of 4 Yea, 2 Nay.

Subsequently, Planning Commissioner Ben Deines offered this motion: “I move to ask the Director to ask the Council for direction: If the Commission does not spend time developing new standards outside of the Ferry and High School Road districts, should the surrounding zoning be based on the existing zoning map and development standards, or on the Planning Commission zoning map and the DRAFT Preferred Alternative standards?” The motion was seconded, and passed on a vote of 5 Yea, 1 Nay.

The upcoming meetings of the City Council are a Study Session on July 15 and a Business Meeting on July 22. If the Council wishes to consider these motions as soon as possible, and also to consider in-person public comment, perhaps the July 15 meeting could be announced as a Special Meeting.