



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 12, 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 August 2025, as "National Emergency Management Awareness Month," 5 Minutes**
[National Emergency Management Awareness Month Proclamation 2025.pdf](#)

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, 15 Minutes**
[Guidelines and Instructions for Providing Public Comment.pdf](#)

5. CONSENT AGENDA - 6:30 PM

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

- 5.A Agenda Bill for Consent Agenda, 5 Minutes**
- 5.B Approve Accounts Payable and Payroll**
AP Report to Council of Cash Disbursements 07-10-25.pdf
AP Report to Council of Cash Disbursements 07-17-25.pdf
Council Report 08-05-25.pdf
- 5.C Approve City Council Meeting Minutes**
Special City Council Meeting - Executive Session Minutes, July 22, 2025.pdf
Regular City Council Meeting Minutes, July 22, 2025.pdf
- 5.D Authorize the City Manager to Accept a Department of Ecology Grant in the Amount of \$752,000 for the Manzanita Stormwater Recharge Project and Authorize a Budget Amendment in the Amount of \$223,000 (Storm and Surface Water Management (SSWM) Fund) - Public Works,**
CIP_Manzanita Stormwater Recharge Park at BIFFF_01363.pdf
BINFF_Artist_Rendering.pdf
SFY2026Final OfferLtrs_00333.pdf
- 5.E Authorize the City Manager to Approve Change Order No. 2 to the Construction Contract with Redside Construction, Inc. to Incentivize the Early Completion of the Cooper Creek Fish Passage Project (\$48,000.00, Storm and Surface Water Fund) - Public Works,**
Cooper Creek Changer Order 2.pdf
- 5.F Authorize the City Manager to Enter into a Professional Services Agreement with MZ Solar Consulting in the amount of \$85,000 for a Photovoltaic and Battery Energy Storage System Evaluation of Priority Sites that Serve as Critical City Facilities and/or Designated Disaster Hubs**
Professional Services Agreement_MZSolar_final.pdf
- 5.G Authorize the City Manager to Apply for a State Grant Supporting the Winslow Wastewater Treatment Plant Capacity Upgrades Project (\$350,000) - Public Works**
Wastewater Treatment Plant Upgrades_CIP Project Page.pdf
- 5.H Adopt Ordinance No. 2025-23 Amending Bainbridge Island Municipal Code (BIMC) Section 5.04.080 to Increase the De Minimis Annual Gross Income Threshold for Business License Requirements (Currently \$3,000) to Match Updated State Guidance (\$4,000) - Finance, 5 Minutes**
Ordinance No. 2025-23 relating to Business Licenses Amending Chapter 5.04 BIMC.docx
2026businesslicensemodelthreshold.pdf
- 5.I Adopt Ordinance No. 2025-18 Relating to Noise Variance Procedures 5 Minutes**
Ordinance 2025-18 Noise Variance Amendment.pdf
- 5.J Adopt Ordinance No. 2025-22 Related to City Advisory Groups 5 Minutes**
Ordinance 2025-22 Amending Title 2 of the Bainbridge Island Municipal Code Related to City Advisory Groups for CC 08122025
- 5.K Concur with the City Manager's Decision to Change the Agenda Management Platform**
QA - City of Bainbridge Island- Select - Proposal - 07092025 (002).pdf
- 5.L Authorize the City Manager to Enter Into an Inter-Local Agreement with the Bainbridge Island Fire Department for Financial Support of Additional Resources to Manage Emergency Response During the Eagle Harbor Drive Closure (\$38,500 Storm and Surface Water Management Fund) - Public Works,**
Agreement with Fire District for Additional Staffing - Cooper Creek.1.docx
- 5.M Authorize the City Manager to execute an Amendment to the Professional Services Agreement with LMN Architects to Extend the Contract Term to April 30, 2026 and Increase the Total**

Contract Amount by \$90,000 for Work Related to the Update of the Winslow Subarea Plan **
2025 Council High Priority Project - Planning, 5 Minutes**
Professional Services Agreement - 2025 LMN re Winslow Subarea Plan update.docx

6. COUNCIL ANNOUNCEMENTS - 6:35 PM

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

8. REGULAR BUSINESS

- 8.A (6:50 PM) Review Senior/Community Center's 60% Design and Confirm Naming Policy, 15 Minutes**
Naming-Gifts-Policy.pdf
BISCC Naming Agreement.docx
BISCC COBI Presentation 08-12-25.pdf

- 8.B (7:05 PM) Consider Planning Commission Recommendations on Ordinance No. 2025-13 related to Unlisted Uses - Planning, 10 Minutes**
Ordinance No. 2025-13 Unlisted Uses.docx

- 8.C (7:15 PM) Authorize the City Manager to Consult with the Washington State Department of Transportation for Revisions to the State Route 305 and Winslow Way Eastbound Right Turn Lane to Better Accommodate Non-Motorized Users - Public Works, 10 Minutes**
Winslow Turn Lane Alternatives.pdf

- 8.D (7:25 PM) Review 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) - Executive, 15 Minutes**
Request to Review Ordinance 2023-30 due to Passage of SB 5284.pdf
RRA and City ordinance Comparison.pdf

- 8.E (7:40 PM) Conduct Closed Record Proceeding and Consider Adoption of Resolution No. 2025-14 Approving the Wintergreen Townhomes Phase II Final Long Subdivision - Planning, 10 Minutes**
Phase 2 Final Sub Compliance Notation Report.docx
Phase 2 Wintergreen Final Plat Survey.pdf
PLN51836 FSUB Wintergreen Phase II PW-DE Recommendation Memo.pdf
Wintergreen Townhomes Phase II Bond 5-25.pdf
Executed Landscape Bond Wintergreen Phase 2 with estimates.pdf
Executed Noise Barrier Fence Bond with estimates.pdf
Resolution No. 2025-14 Wintergreen Townhomes Phase 2 Final Subdivision.docx

- 8.F (7:50 PM) Consider Applying for Washington State Department of Commerce (DOC) Connecting Housing to Infrastructure Program (CHIP) Grant Application for the Finch Green Project (\$1,000,000) - Executive, 10 Minutes**
HRB Email Request CHIP Grant Application 8-4-25.pdf

- 8.G (8:00 PM) Consider Applying for Washington State Department of Commerce (DOC) Connecting Housing to Infrastructure Program (CHIP) Grant Application for the Wintergreen Phase II Project (Approx. \$287,000) - Executive, 10 Minutes**
Central Highland Request for CHIPS Grant Application for Wintergreen.pdf

- 8.H (8:10 PM) Adopt Ordinance No. 2025-25, Extending Sunset Provision for Bonus Floor Area Ratio (FAR) Program for Additional Nine Months - Planning, 5 Minutes**
Ordinance No. 2025-25 Relating to Revising Bonus Floor Area Regulations.docx

- 8.I (8:15 PM) Consider Appointments to the Cultural Funding Task Force - Executive, 5 Minutes**

CFATF - Becky Allen - redacted.pdf
CFATF - Charles Sharpe - redacted.pdf
CFATF - John Carson - redacted.pdf
CFATF - Adrienne Wolfe - redacted.pdf
CFATF - Jill Krusinski - redacted.pdf

9. ADJOURNMENT - 8:20 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 Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Present Proclamation Declaring August 2025, as "National Emergency Management Awareness Month,"

SUMMARY: This August, the International Association of Emergency Managers (IAEM) is shining a light on the unsung heroes of emergency management during the inaugural National Emergency Management Awareness Month. During any disaster, emergency managers at all levels and in all sectors are the key to building resilience.

Emergency management ensures communities and organizations are prepared to respond to and recover from emergencies and disasters by creating, coordinating, and managing systems that save lives, minimize damage to property and infrastructure, mitigate future risks, and restore communities and organizations post-disaster.

Emergency management is a critical function that identifies, assesses, and mitigates risks to ensure the resilience of communities and organizations. It leads crisis preparedness, response coordination, and recovery efforts by working across disciplines, sectors, and jurisdictions.

Here on Bainbridge Island, the City's full time Emergency Manager, Anne LeSage, collaborates with all City departments, the Bainbridge Island Fire Department, community non-profit Bainbridge Prepares, and numerous community partners, and volunteers to advance preparedness and response efforts for all hazards.

AGENDA CATEGORY: Proclamation

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to authorize the Mayor to sign the proclamation declaring August 2025, as National Emergency Management Awareness Month and to add this proclamation to the list of annual proclamations that may be signed by the Mayor without further Council action.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[National Emergency Management Awareness Month Proclamation 2025.pdf](#)



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring August 2025, as “National Emergency Management Awareness Month”.

WHEREAS, emergencies and disasters can occur unexpectedly, posing significant threats to life, property, and the environment; and

WHEREAS, local emergency managers, emergency managers across all sectors, community leaders, State governments, and the Federal Emergency Management Agency (FEMA) dedicate countless hours to developing preparedness, response, recovery, and mitigation programs to protect the lives and property of all persons living in the United States and U.S. territories; and

WHEREAS, emergency managers across the United States and U.S. territories are charged with establishing and maintaining the capabilities necessary to effectively direct, coordinate, and support emergency and disaster response and recovery efforts; and

WHEREAS, the mission areas of prevention, protection, mitigation, response, and recovery align with the core capabilities identified in the National Preparedness Goal; and

WHEREAS, emergency managers serve the nation by responding to countless emergencies and disasters each year, demonstrating commitment, compassion, and professionalism in protecting the public; and

WHEREAS, the efforts of our nation’s emergency managers have helped millions of community members across the United States recover, rebuild, and become more resilient in the face of adversity:

NOW, THEREFORE, I, Ashley Mathews, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim the month of August as

NATIONAL EMERGENCY MANAGEMENT AWARENESS MONTH

in the City of Bainbridge Island and invite all residents to pay tribute to our emergency management professionals, volunteers, and employees and to recognize the contributions they make every day towards the health, safety, and quality of life for our community.

DATED this ____ day of _____, 2025

Ashley Mathews, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 15 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: August 12, 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: August 12, 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 07-10-25.pdf](#)

[AP Report to Council of Cash Disbursements 07-17-25.pdf](#)

[Council Report 08-05-25.pdf](#)



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN DATE: 07/10/2025

Last check from previous run: 362480 dated 07/02/2025 issued to West Hills Ford Mazda for \$355.95
 Last ACH from previous run: 6014 dated 07/03/2025 issued to Whitney Equipment Company for \$5,955.77

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Regular Check Run	07/10/2025	362481-362484	Total Regular Check Run	\$ 1,638.82
Manual ACH	06/16/2025	6015	US Bank - Credit Card Purchases May 2025	50,395.04
Manual ACH	06/30/2025	6016	City of Bainbridge Island - Utility Billing June 2025	7,796.18
Regular ACH Run	07/11/2025	6017-6031	Total Regular ACH Run	80,310.56
Manual ACH Run	07/14/2025	6032-6046	Total Manual ACH Run	47,665.08
Total Disbursements				\$ 187,805.68

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

07.25.2025

Kim Dunscombe, Accounting Manager

Date

Regular Check Run 07/10/25

07/10/2025 12:13 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH
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VOUCHER INVOICE

INV DATE PO

CHECK RUN

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				INVOICE DTL DESC					
362481	07/10/2025	PRTD	152 DAILY JOURNAL OF COM	280475	3410814	06/11/2025	07/10/25	460.55	
Invoice: 3410814				460.55	72111421 54400001404	ENG/ADS FOR BIDS - 2025 ANNUAL ROADS 2025 ANNUAL ROADS ADVERTISING			
CHECK 362481 TOTAL:								460.55	
362482	07/10/2025	PRTD	8514 HERITAGE-CRYSTAL CLE	280480	19373350	06/06/2025	07/10/25	191.37	
Invoice: 19373350				191.37	91011897 547900	55G OIL FILTER RECYCLE GG-C/E-O&M YARD FAC-GARBAGE			
Invoice: 19375944				280481	19375944	06/09/2025	07/10/25	536.72	
				536.72	91011897 547900	55G OAT ELC ANTIFREEZE GG-C/E-O&M YARD FAC-GARBAGE			
CHECK 362482 TOTAL:								728.09	
362483	07/10/2025	PRTD	7095 SUPERIOR SAW & SUPPL	280495	10103	06/11/2025	07/10/25	111.38	
Invoice: 10103				111.38	73111427 548100	PW/SHARPEN WEDEATER BLADES, SAW CHAINS O&M-ACCESS RDSIDE R&M			
CHECK 362483 TOTAL:								111.38	
362484	07/10/2025	PRTD	8243 TILZ	280498	MAY25	06/03/2025	07/10/25	338.80	
Invoice: MAY25				338.80	91011897 547900	YARD WASTE MAY25 GG-C/E-O&M YARD FAC-GARBAGE			
CHECK 362484 TOTAL:								338.80	
NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL ***								1,638.82	
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						4	1,638.82		
*** GRAND TOTAL ***								1,638.82	

07/10/2025 12:13 |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 7 62	APP 101-213000	07/10/2025	07/10/25	071025			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		571.93	
APP 635-111100	07/10/2025	07/10/25	071025				CASH AP CASH DISBURSEMENTS JOURNAL			1,638.82
APP 001-213000	07/10/2025	07/10/25	071025				GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,066.89	
							GENERAL LEDGER TOTAL	-----	1,638.82	----- 1,638.82
APP 631-130000	07/10/2025	07/10/25	071025				DUE TO/FROM CLEARING		1,638.82	
APP 101-130000	07/10/2025	07/10/25	071025				STREETS - DUE TO/FROM CLEARING			571.93
APP 001-130000	07/10/2025	07/10/25	071025				GENERAL - DUE TO/FROM CLEARING			1,066.89
							SYSTEM GENERATED ENTRIES TOTAL	-----	1,638.82	----- 1,638.82
							JOURNAL 2025/07/62 TOTAL	-----	3,277.64	----- 3,277.64

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|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	7	62	07/10/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		1,066.89
001-213000				GENERAL - ACCOUNTS PAYABLE	1,066.89	
				FUND TOTAL	1,066.89	1,066.89
101 STREET FUND	2025	7	62	07/10/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		571.93
101-213000				STREETS - ACCOUNTS PAYABLE	571.93	
				FUND TOTAL	571.93	571.93
631 CLEARING FUND	2025	7	62	07/10/2025		
631-130000				DUE TO/FROM CLEARING	1,638.82	
635-111100				CASH		1,638.82
				FUND TOTAL	1,638.82	1,638.82

07/10/2025 12:13 |CITY OF BAINBRIDGE ISLAND
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 JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
001	GENERAL FUND		1,066.89
101	STREET FUND		571.93
631	CLEARING FUND	1,638.82	
TOTAL		1,638.82	1,638.82

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

Manual ACH - US Bank CC MAY25 07/10/25 07/10/2025 11:52 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL|P 1
|apcschdsbCASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

								INVOICE DTL DESC		
6015	06/16/2025	MANL	7314	US BANK	280233	USB MAY25	WAAN	05/26/2025	USBMAY25	39.54
Invoice: USB MAY25 WAAN					27.00	31011721	539100	EX/US BANK MAY25/A WAHI		
					12.54	31011721	539100	DEI-NON-TRAVEL FOOD/BEV		
								DEI-NON-TRAVEL FOOD/BEV		
Invoice: USB MAY25 MADA					280222	USB MAY25	MADA	05/26/2025	USBMAY25	2,444.31
					2,401.31	73011483	548500	PW/US BANK MAY25/D MARQUIS		
					43.00	73011189	539100	O&M-GF-MECH SHOP-SOFTWARE SUB		
								O&M-NON TRAVEL FOOD/BEV		
Invoice: USB MAY25 MCCH					280223	USB MAY25	MCCH	05/26/2025	USBMAY25	340.22
					300.30	53011212	541100	POL/US BANK MAY25/C MCCARTY		
					34.92	53011212	531100	POLICE - C/E PATROL PROF SVCS		
					5.00	53011212	543100	PD-C/E-PATROL SUPPLIES		
								PATROL-TRAVEL/MEALS/LODGING		
Invoice: USB MAY25 NARA					280224	USB MAY25	NARA	05/26/2025	USBMAY25	678.41
					570.81	73411345	531100	PW/US BANK MAY25/R NAVARETTE		
					107.60	73411345	542500	OFFICE SUPPLIES		
								O&M-WTR MAINT-POSTAGE/SHIPPING		
Invoice: USB MAY25 NEAD					280225	USB MAY25	NEAD	05/26/2025	USBMAY25	157.58
					135.74	31011131	53110001359	EX/US BANK MAY25/A NEBENZAHL		
					21.84	31011131	53110001359	VOLUNTEER APPR EVENT-SUPPLIES		
								VOLUNTEER APPR EVENT-SUPPLIES		
Invoice: USB MAY25 NIPE					280226	USB MAY25	NIPE	05/26/2025	USBMAY25	2,919.84
					325.93	72433438	64110001107	EXCC/US BANK MAY25/P NIMB		
					1,125.00	36011143	443410	C40-EAGLE HRBR FISH PASS-PRFSV		
					151.77	11011116	539100	CLERK-GF-TRAINING		
					601.50	36011143	545000	COUNCIL-NON TRAVEL FOOD/SNACK		
					601.50	36011143	545000	CLERK-RENTS		
					114.14	11011116	539100	CLERK-RENTS		
								COUNCIL-NON TRAVEL FOOD/SNACK		
Invoice: USB MAY25 QUNO					280227	USB MAY25	QUNO	05/26/2025	USBMAY25	16.37
					16.37	53011212	531100	POL/US BANK MAY25/N QUINN		
								PD-C/E-PATROL SUPPLIES		
Invoice: USB MAY25 HASH					280216	USB MAY25	HASH	05/26/2025	USBMAY25	2,092.41
					5.47	31011572	548500	EX/US BANK MAY25/S HAYS		
					5.47	31011572	548500	EX-GF-OUTREACH-SOFTWARE MAINT		
					5.47	31011572	548500	EX-GF-OUTREACH-SOFTWARE MAINT		
					28.06	31011572	443410	EX-GF-OUTREACH-SOFTWARE MAINT		
					7.42	31011572	443410	EX-GF-OUTREACH-TRAINING		
					317.98	31011572	443410	EX-GF-OUTREACH-TRAINING		
					38.54	31011572	443410	EX-GF-OUTREACH-TRAINING		
					281.30	31011572	443410	EX-GF-OUTREACH-TRAINING		
					32.75	31011572	548500	EX-GF-OUTREACH-TRAINING		
					15.96	31011572	549100	EX-GF-OUTREACH-SOFTWARE MAINT		
					5.47	31011572	548500	OUTREACH DUES, SUBS& MEMBER		
								EX-GF-OUTREACH-SOFTWARE MAINT		

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	5.47	31011572	548500	EX-GF-OUTREACH-SOFTWARE MAINT				
	5.47	31011572	548500	EX-GF-OUTREACH-SOFTWARE MAINT				
	100.00	31011572	443410	EX-GF-OUTREACH-TRAINING				
	21.84	31011572	549100	OUTREACH DUES, SUBS& MEMBER				
	96.10	31011572	548500	EX-GF-OUTREACH-SOFTWARE MAINT				
	14.99	31011572	549100	OUTREACH DUES, SUBS& MEMBER				
	5.47	31011572	548500	EX-GF-OUTREACH-SOFTWARE MAINT				
	66.53	31011572	443410	EX-GF-OUTREACH-TRAINING				
	35.00	31011572	443410	EX-GF-OUTREACH-TRAINING				
	35.01	31011572	443410	EX-GF-OUTREACH-TRAINING				
	14.77	31011572	443410	EX-GF-OUTREACH-TRAINING				
	38.17	31011572	443410	EX-GF-OUTREACH-TRAINING				
	4.17	31011572	542450	EX-GF-OUTREACH-ADV				
	56.45	31011572	443410	EX-GF-OUTREACH-TRAINING				
	25.92	31011572	443410	EX-GF-OUTREACH-TRAINING				
	823.16	31011572	443410	EX-GF-OUTREACH-TRAINING				
Invoice: USB MAY25 HOMA	280217	USB MAY25	HOMA	05/26/2025	USBMAY25		5,326.72	
				PW/US BANK MAY25/M HORTON				
	80.88	73425358	542500	O&M-WWTP-POSTAGE/SHIPPING				
	1,336.50	73425358	531100	O&M-WWTP-SUPPLIES				
	23.20	73425358	543100	O&M-WWTP-TRAVEL				
	23.20	73425358	543100	O&M-WWTP-TRAVEL				
	170.00	73425358	548100	O&M-WWTP-REPAIRS				
	129.00	73425358	548100	O&M-WWTP-REPAIRS				
	20.34	91011897	547200	GG-C/E-O&M YARD FAC-PROPANE				
	5.46	73425358	542500	O&M-WWTP-POSTAGE/SHIPPING				
	200.00	73425358	443410	O&M-WWTP-TRAINING				
	113.80	73425358	531100	O&M-WWTP-SUPPLIES				
	56.60	73425358	531100	O&M-WWTP-SUPPLIES				
	338.20	73425358	531100	O&M-WWTP-SUPPLIES				
	2,829.54	73425358	531100	O&M-WWTP-SUPPLIES				
Invoice: USB MAY25 HOPA	280218	USB MAY25	HOPA	05/26/2025	USBMAY25		222.46	
				EX/US BANK MAY25/P HOUSTON				
	56.29	31011572	539100	OUTREACH-NON TRAVEL FOOD/SNACK				
	14.38	31011572	539100	OUTREACH-NON TRAVEL FOOD/SNACK				
	63.38	31011572	539100	OUTREACH-NON TRAVEL FOOD/SNACK				
	50.45	31011131	539100	EX-GF-NON TRAVEL FOOD/SNACK				
	37.96	31011131	539100	EX-GF-NON TRAVEL FOOD/SNACK				
Invoice: USB MAY25 KACH	280219	USB MAY25	KACH	05/26/2025	USBMAY25		795.00	
				POL/US BANK MAY25/C KAZER				
	795.00	53011212	443410	POLICE - C/E PATROL TRAINING				
Invoice: USB MAY25 LABR	280220	USB MAY25	LABR	05/26/2025	USBMAY25		643.54	
				HR/US BANK MAY25/B LANDOLT				
	444.54	33011161	544000	HR-C/E-ADVERTISING				
	199.00	33011161	544000	HR-C/E-ADVERTISING				
Invoice: USB MAY25 LEAN	280221	USB MAY25	LEAN	05/26/2025	USBMAY25		1,098.53	
				EX/US BANK MAY25/A LESAGE				

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-786.24	31011256	53110001123	FEMA EMPG-EM PREP-SUPPLIES
21.50	31011256	443410	EX-GF-EMERG PREP-TRAINING
23.84	31011256	443410	EX-GF-EMERG PREP-TRAINING
23.86	31011256	443410	EX-GF-EMERG PREP-TRAINING
100.00	31011256	542100	EX-GF-EMERG PREP-PHONE
120.00	81011881	542100	IT - C/E COMMUNICATION
35.34	31011256	539100	EX-GF-EMERG PREP-NON TR MEALS
87.36	31011256	542100	EX-GF-EMERG PREP-PHONE
219.98	31011256	547900	EX-GF-EMERG PREP-DISPOSAL
402.98	31011256	54110001345	TSJC EOC-PROF SVCS
185.00	31011256	541100	EX-GF-EMERG PREP-PROF SVCS
79.84	31011256	539100	EX-GF-EMERG PREP-NON TR MEALS
101.97	31011256	53110001345	TSJC EOC-SUPPLIES
93.63	31011256	53110001345	TSJC EOC-SUPPLIES
283.84	31011256	53110001345	TSJC EOC-SUPPLIES
27.95	31011256	549100	EX-GF-EMERG PREP-DUES/SUBSCRIP
12.07	31011256	539100	EX-GF-EMERG PREP-NON TR MEALS
65.61	31011256	539100	EX-GF-EMERG PREP-NON TR MEALS

280211	USB	MAY25	CHPA	05/26/2025	USBMAY25	97.05
				PCD/US BANK MAY25/P	CHARNAS	
13.99	63470588	539100		CUR-NON TRAVEL	FOOD/BEV	
56.06	63470588	539100		CUR-NON TRAVEL	FOOD/BEV	
27.00	63470588	539100		CUR-NON TRAVEL	FOOD/BEV	

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	1,605.09	81011881	535500	IT - C/E COMPUTER PARTS & EQ				
	25.00	81011881	548500	IT - C/E COMPUTER SUPPORT				
	12.98	81011881	443410	IT - C/E TRAINING				
	28.91	81011881	443410	IT - C/E TRAINING				
	30.40	81011881	535500	IT - C/E COMPUTER PARTS & EQ				
	7.69	81011881	443410	IT - C/E TRAINING				
	35.00	81011881	443410	IT - C/E TRAINING				
	1,945.60	81011881	443410	IT - C/E TRAINING				
	14.33	81011881	443410	IT - C/E TRAINING				
	57.31	81011881	535500	IT - C/E COMPUTER PARTS & EQ				
	53.51	81011881	548500	IT - C/E COMPUTER SUPPORT				
	21.84	81011881	548500	IT - C/E COMPUTER SUPPORT				
	73.80	81011881	531100	IT - C/E SUPPLIES				
	687.40	81011881	531100	IT - C/E SUPPLIES				
	39.29	81011881	531100	IT - C/E SUPPLIES				
	102.83	81011881	531100	IT - C/E SUPPLIES				
	350.04	81011881	535100	IT - C/E COMPUTER SOFTWARE				
	635.62	81011881	535100	IT - C/E COMPUTER SOFTWARE				
Invoice: USB MAY25 EIKE	280213	USB MAY25	EIKE	05/26/2025	USBMAY25			117.36
	117.36	51011211	531100	POL/US BANK MAY25/K EISENHOD				
				PD-C/E-ADM-SUPPLIES				
Invoice: USB MAY25 FAJO	280214	USB MAY25	FAJO	05/26/2025	USBMAY25			76.65
	12.78	53011212	543100	POL/US BANK MAY25/J FASTAIA				
	53.99	53011212	443410	PATROL-TRAVEL/MEALS/LODGING				
	9.88	53011212	531100	POLICE - C/E PATROL TRAINING				
				PD-C/E-PATROL SUPPLIES				
Invoice: USB MAY25 FOLA	280215	USB MAY25	FOLA	05/26/2025	USBMAY25			400.00
	400.00	51011120	443410	POL/US BANK MAY25/L FORSETH				
				PD-CLERKS-TRAINING				
Invoice: USB MAY25 SMJE	280232	USB MAY25	SMJE	05/26/2025	USBMAY25			730.96
	35.80	21011125	531100	CRT/US BANK MAY25/J SMITH				
	37.41	21011125	443410	COURT-SUPPLIES				
	6.42	21011125	443410	COURT-TRAINING				
	27.74	21011125	443410	COURT-TRAINING				
	120.63	21011125	531100	COURT-SUPPLIES				
	356.40	21011125	443410	COURT-TRAINING				
	12.91	21011125	443410	COURT-TRAINING				
	20.71	21011125	443410	COURT-TRAINING				
	51.32	21011125	443410	COURT-TRAINING				
	6.42	21011125	443410	COURT-TRAINING				
	11.78	21011125	443410	COURT-TRAINING				
	33.17	21011125	443410	COURT-TRAINING				
	10.25	21011125	443410	COURT-TRAINING				
Invoice: USB MAY25 SHLA	280231	USB MAY25	SHLA	05/26/2025	USBMAY25			-5.49
	19.96	31011131	549100	EX/US BANK MAY25/L SHEAR				
				EX-GF-DUES/SUBCR/MEMBERSH				

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	-36.45	31011246	53110001342	STR-SHORT TERM RENTALS-SUPPLY				
	11.00	31108517	54110000552	LIVE-A-BOARDS/MOORAGE-PROF SVC				
	40.37	31011246	53110001342	STR-SHORT TERM RENTALS-SUPPLY				
	-20.19	31011246	53110001342	STR-SHORT TERM RENTALS-SUPPLY				
	-20.18	31011246	53110001342	STR-SHORT TERM RENTALS-SUPPLY				
Invoice: USB MAY25 SCMA	280230	USB MAY25	SCMA	05/26/2025	USBMAY25			1,739.28
	16.99	61470581	549100	PCD/US BANK MAY25/M SCHUBERT				
	530.00	61470581	545000	PCD - DEV ADMIN DUES/SUBSCR				
	450.00	61470581	545000	PCD - DEV ADMIN RENTS & LEASES				
	405.00	62471591	549100	PCD - DEV ADMIN RENTS & LEASES				
	97.29	61011581	531100	BLDG - BLDG DUES/SUBSCRIPTIONS				
	240.00	63011586	443410	PCD - C/E ADMIN SUPPLIES				
				CUR - C/E TRAINING TRAVEL				
Invoice: USB MAY25 RYLA	280229	USB MAY25	RYLA	05/26/2025	USBMAY25			1,306.59
	900.00	31011492	443410	EX/US BANK MAY25/L RYSER				
	406.59	31011492	443410	CLIMATE ADAPTION-TRAINING				
				CLIMATE ADAPTION-TRAINING				
Invoice: USB MAY25 RAJA	280228	USB MAY25	RAJA	05/26/2025	USBMAY25			6,330.62
	29.45	73011831	531100	PW/US BANK MAY25/J RASELY				
	36.91	73637891	539100	POL/CRT FACILITY SUPPLIES				
	87.10	73111427	531100	O&M-NON TRAVEL FOOD/BEV				
	61.11	73111427	531100	OFFICE SUPPLIES				
	438.95	73425358	531100	OFFICE SUPPLIES				
	129.53	73637891	531100	O&M-WWTP-SUPPLIES				
	49.11	73011189	531100	OFFICE SUPPLIES				
	1,444.33	73111427	531100	O&M - C/E FACIL OFC SUPPLIES				
	300.00	73637891	545000	OFFICE SUPPLIES				
	450.00	73637891	545000	RENTS & LEASES - OPERATING				
	131.00	73111427	531100	RENTS & LEASES - OPERATING				
	150.04	73011831	531100	OFFICE SUPPLIES				
	960.94	73637891	531100	POL/CRT FACILITY SUPPLIES				
	153.87	73011831	531100	OFFICE SUPPLIES				
	209.93	73637891	531100	POL/CRT FACILITY SUPPLIES				
	49.09	73011897	531100	OFFICE SUPPLIES				
	27.25	73637891	531100	O&M-C/E-PWY FAC-SUPPLIES				
	9.83	73637891	531100	OFFICE SUPPLIES				
	25.11	73637891	531100	OFFICE SUPPLIES				
	655.86	73637891	531100	OFFICE SUPPLIES				
	354.85	73011183	531100	OFFICE SUPPLIES				
	22.06	73411345	531100	O&M-C/E-CH FAC-SUPPLIES				
	52.41	73111264	531100	OFFICE SUPPLIES				
	18.05	73411345	531100	O&M-STREET-TRAF CONTROL-SUPPLY				
	75.34	73011897	531100	OFFICE SUPPLIES				
	35.22	73637891	531100	O&M-C/E-PWY FAC-SUPPLIES				
	62.05	73637891	539100	OFFICE SUPPLIES				
	150.03	73011768	531100	O&M-NON TRAVEL FOOD/BEV				
	9.68	73637891	542500	O&M-C/E-PARKS-SUPPLIES				
	151.52	73637891	539100	O&M ALLOC-POSTAGE				
				O&M-NON TRAVEL FOOD/BEV				

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Invoice: USB MAY25 MEKA	280237	USB MAY25 MEKA	05/26/2025	USBMAY25	1,891.23
	208.95	72011321 531100	ENG/US BANK MAY25/K MEYSENBURG		
	9.70	72411341 543100	ENG - C/E ADMIN SUPPLIES		
	5.19	72011321 531100	ENG - WATER ADMIN TRAVEL EXP		
	129.40	72334561 64950001088	ENG - C/E ADMIN SUPPLIES		
	217.34	72334561 64250001088	MAD AVE NM IMPR-PRINTING		
	105.97	72431832 443410	MAD AVE NM IMPR-POSTAGE		
	19.59	72011321 531100	TRAINING		
	137.51	91011497 539100	ENG - C/E ADMIN SUPPLIES		
	27.28	72421351 548100	GREEN TEAM NON-TRAVEL FOOD/BEV		
	431.00	72011321 549100	ENG - SEWER ADMIN REPAIRS		
	159.66	72334561 64950001088	ENG - C/E ADMIN MISCELLEANEOUS		
	217.34	72334561 64250001088	MAD AVE NM IMPR-PRINTING		
	222.30	72431831 443410	MAD AVE NM IMPR-POSTAGE		
			ENG - SSWM ADM TRAINING		
Invoice: USB MAY25 SCEL	280236	USB MAY25 SCEL	05/26/2025	USBMAY25	62.75
	12.05	31011131 53110001359	EX/US BANK MAY25/E SCHROER		
	50.70	31011492 531100	VOLUNTEER APPR EVENT-SUPPLIES		
			CLIMATE ADAPTION-SUPPLIES		
Invoice: USB MAY25 BRKA	280235	USB MAY25 BRKA	05/26/2025	USBMAY25	309.72
	23.20	33011164 443410	HR/US BANK MAY25/K BROWN		
	10.46	33011164 443410	HR-C/E-TRAINING EXP		
	23.20	33011164 443410	HR-C/E-TRAINING EXP		
	252.86	33011164 443410	HR-C/E-TRAINING EXP		
Invoice: USB MAY25 YEKI	280234	USB MAY25 YEKI	05/26/2025	USBMAY25	358.98
	79.95	73011483 531100	PW/US BANK MAY25/K YETTE		
	279.03	73111427 531100	O&M-GF-MECH SHOP-SUPPLIES		
			OFFICE SUPPLIES		
Invoice: USB MAY25 BRCH	280209	USB MAY25 BRCH	05/26/2025	USBMAY25	65.00
	65.00	36011143 443410	EXCC/US BANK MAY25/C BROWN		
			CLERK-GF-TRAINING		
Invoice: USB MAY25 BOHA	280208	USB MAY25 BOHA	05/26/2025	USBMAY25	1,209.22
	32.74	31011492 53110001381	EX/US BANK MAY25/H BOETTCHER		
	409.01	31011492 53110001381	BIKE CORRALS-SUPPLIES		
	630.00	31011492 531100	BIKE CORRALS-SUPPLIES		
	54.55	31011492 53110001381	CLIMATE ADAPTION-SUPPLIES		
	36.01	91011497 539100	BIKE CORRALS-SUPPLIES		
	46.91	31011492 531100	GREEN TEAM NON-TRAVEL FOOD/BEV		
			CLIMATE ADAPTION-SUPPLIES		
Invoice: USB MAY25 BIJO	280207	USB MAY25 BIJO	05/26/2025	USBMAY25	1,466.81
	521.06	54025212 532000	POL/US BANK MAY25/J BINGHMA		
	945.75	54025212 532000	MARINE - FUEL		
			MARINE - FUEL		

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Invoice: USB MAY25 BIMI		280206	USB MAY25 BIMI	05/26/2025	USBMAY25	2,680.88	
		131.38	73011183 531100	PW/US BANK MAY25/M BIDLENCIK			
		39.56	73011897 531100	O&M-C/E-CH FAC-SUPPLIES			
		32.77	73111290 531100	O&M-C/E-PWY FAC-SUPPLIES			
		1,406.79	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
		511.52	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
		558.86	73425358 531100	O&M-WWTP-SUPPLIES			
Invoice: USB MAY25 BALE		280205	USB MAY25 BALE	05/26/2025	USBMAY25	2,813.55	
		25.00	51011120 549100	POL/US BANK MAY25/L BASTIAN			
		400.00	51011120 443410	PD-CLERKS-DUES/MEMBERSHIPS			
		18.72	51011120 531100	PD-CLERKS-TRAINING			
		150.00	51011120 443410	PD-CLERKS-SUPPLIES			
		361.80	51011215 541100	PD-CLERKS-TRAINING			
		138.66	53011212 531100	POLICE - C/E FACIL PROF SVCS			
		14.99	51011211 549100	PD-C/E-PATROL SUPPLIES			
		443.00	53011212 545000	PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
		350.00	53011212 443410	POLICE - C/E PATROL RENTS			
		42.13	51011215 531100	POLICE - C/E PATROL TRAINING			
		108.03	51011215 531100	POLICE - C/E FACIL SUPPLIES			
		13.08	51011215 531100	POLICE - C/E FACIL SUPPLIES			
		258.14	53011212 531100	POLICE - C/E FACIL SUPPLIES			
		450.00	51011120 443410	PD-C/E-PATROL SUPPLIES			
		40.00	53011212 543100	PD-CLERKS-TRAINING			
				PATROL-TRAVEL/MEALS/LODGING			
Invoice: USB MAY25 ARRE		280204	USB MAY25 ARRE	05/26/2025	USBMAY25	24.23	
		11.66	63470586 549500	PCD/US BANK MAY25/R ARGETSINGER			
		12.57	63470586 542500	CUR-DEV-ZONING-COPIES/PRINTING			
				CUR-DEV-ZONING-POSTAGE			
				CHECK	6015 TOTAL:	50,395.04	
		NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		50,395.04	
				COUNT	AMOUNT		
				-----	-----		
		TOTAL MANUAL CHECKS		1	50,395.04		
				*** GRAND TOTAL ***		50,395.04	

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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 6 340	APP 001-213000	06/16/2025	USBMAY25	061625			GENERAL - ACCOUNTS PAYABLE		33,353.25	
	APP 635-111100	06/16/2025	USBMAY25	061625			AP CASH DISBURSEMENTS JOURNAL			50,395.04
	APP 401-213000	06/16/2025	USBMAY25	061625			CASH			
	APP 403-213000	06/16/2025	USBMAY25	061625			AP CASH DISBURSEMENTS JOURNAL		728.22	
	APP 402-213000	06/16/2025	USBMAY25	061625			ACCOUNTS PAYABLE		654.20	
	APP 407-213000	06/16/2025	USBMAY25	061625			AP CASH DISBURSEMENTS JOURNAL		6,331.47	
	APP 108-213000	06/16/2025	USBMAY25	061625			ACCOUNTS PAYABLE		1,523.27	
	APP 631-213000	06/16/2025	USBMAY25	061625			AP CASH DISBURSEMENTS JOURNAL		11.00	
	APP 101-213000	06/16/2025	USBMAY25	061625			AFFORD HSG - ACCOUNTS PAYABLE		3,063.83	
	APP 301-213000	06/16/2025	USBMAY25	061625			AP CASH DISBURSEMENTS JOURNAL		4,006.06	
		06/16/2025	USBMAY25	061625			STREETS - ACCOUNTS PAYABLE		723.74	
							AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL		50,395.04	50,395.04
	APP 631-130000	06/16/2025	USBMAY25	061625			DUE TO/FROM CLEARING		47,331.21	
	APP 001-130000	06/16/2025	USBMAY25	061625			GENERAL - DUE TO/FROM CLEARING			33,353.25
	APP 401-130000	06/16/2025	USBMAY25	061625			DUE TO/FROM CLEARING		728.22	
	APP 403-130000	06/16/2025	USBMAY25	061625			DUE TO/FROM CLEARING		654.20	
	APP 402-130000	06/16/2025	USBMAY25	061625			DUE TO/FROM CLEARING		6,331.47	
	APP 407-130000	06/16/2025	USBMAY25	061625			DUE TO/FROM CLEARING		1,523.27	
	APP 108-130000	06/16/2025	USBMAY25	061625			AFFORD HSG DUE TO/FROM CLEAR'G		11.00	
	APP 101-130000	06/16/2025	USBMAY25	061625			STREETS - DUE TO/FROM CLEARING		4,006.06	
	APP 301-130000	06/16/2025	USBMAY25	061625			DUE TO/FROM CLEARING		723.74	
							SYSTEM GENERATED ENTRIES TOTAL		47,331.21	47,331.21
							JOURNAL 2025/06/340 TOTAL		97,726.25	97,726.25

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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	340	06/16/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		33,353.25
001-213000				GENERAL - ACCOUNTS PAYABLE	33,353.25	
				FUND TOTAL	33,353.25	33,353.25
101 STREET FUND	2025	6	340	06/16/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		4,006.06
101-213000				STREETS - ACCOUNTS PAYABLE	4,006.06	
				FUND TOTAL	4,006.06	4,006.06
108 AFFORDABLE HOUSING FUND	2025	6	340	06/16/2025		
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		11.00
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	11.00	
				FUND TOTAL	11.00	11.00
301 CAPITAL CONSTRUCTION FUND	2025	6	340	06/16/2025		
301-130000				DUE TO/FROM CLEARING		723.74
301-213000				ACCOUNTS PAYABLE	723.74	
				FUND TOTAL	723.74	723.74
401 WATER OPERATING FUND	2025	6	340	06/16/2025		
401-130000				DUE TO/FROM CLEARING		728.22
401-213000				ACCOUNTS PAYABLE	728.22	
				FUND TOTAL	728.22	728.22
402 SEWER OPERATING FUND	2025	6	340	06/16/2025		
402-130000				DUE TO/FROM CLEARING		6,331.47
402-213000				ACCOUNTS PAYABLE	6,331.47	
				FUND TOTAL	6,331.47	6,331.47
403 STORM & SURFACE WATER FUND	2025	6	340	06/16/2025		
403-130000				DUE TO/FROM CLEARING		654.20
403-213000				ACCOUNTS PAYABLE	654.20	
				FUND TOTAL	654.20	654.20
407 BUILDING & DEVELOPMENT FUND	2025	6	340	06/16/2025		
407-130000				DUE TO/FROM CLEARING		1,523.27
407-213000				ACCOUNTS PAYABLE	1,523.27	
				FUND TOTAL	1,523.27	1,523.27
631 CLEARING FUND	2025	6	340	06/16/2025		

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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		
631-130000					DUE TO/FROM CLEARING	47,331.21	
631-213000					ACCOUNTS PAYABLE	3,063.83	
635-111100					CASH		50,395.04
FUND TOTAL						50,395.04	50,395.04

FUND	DUE TO	DUE FR
001 GENERAL FUND		33,353.25
101 STREET FUND		4,006.06
108 AFFORDABLE HOUSING FUND		11.00
301 CAPITAL CONSTRUCTION FUND		723.74
401 WATER OPERATING FUND		728.22
402 SEWER OPERATING FUND		6,331.47
403 STORM & SURFACE WATER FUND		654.20
407 BUILDING & DEVELOPMENT FUND		1,523.27
631 CLEARING FUND	47,331.21	
	-----	-----
TOTAL	47,331.21	47,331.21

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

Manual ACH - Utility Billing JUN25 07/10/25

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glin |A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

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		INVOICE DTL DESC							
6016	06/30/2025	MANL	103	CITY OF BAINBRIDGE I	280456	10717JUN25	06/01/2025	UBJUN25	143.96
Invoice: 10717JUN25					143.96	91011722 547500	1270 MADISON LIBRARY		
							GG-C/E-LIBRARY-COBI WTR/SWR		
Invoice: 10727JUN25					280457	10727JUN25	06/01/2025	UBJUN25	2,245.40
					2,245.40	91011722 547500	1270 MADISON LIBRARY		
							GG-C/E-LIBRARY-COBI WTR/SWR		
Invoice: 11015JUN25					280458	11015JUN25	06/01/2025	UBJUN25	2,103.47
					2,103.47	91425358 547500	1220 DONALD PLACE		
							GG-WWTP-WATER/SEWER		
Invoice: 11762JUN25					280459	11762JUN25	06/01/2025	UBJUN25	49.60
					49.60	91011768 547500	WINSLOW WAY-DRINKG FNTN		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 11805JUN25					280460	11805JUN25	06/01/2025	UBJUN25	28.14
					28.14	91011768 547500	RAINBRINGER IRRIGATION METER		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 11806JUN25					280461	11806JUN25	06/01/2025	UBJUN25	16.28
					16.28	91011768 547500	MADISON & HIGH SCHOOL IRRIGATION		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 13227JUN25					280468	13227JUN25	06/01/2025	UBJUN25	50.18
					50.18	91111262 547500	OLYMPIC DR SE		
							GG-STREETS-TRAILS-CITY WTR/SWR		
Invoice: 13291JUN25					280469	13291JUN25	06/01/2025	UBJUN25	40.34
					40.34	91111262 547500	OLYMPIC IMPROVEMENT METER		
							GG-STREETS-TRAILS-CITY WTR/SWR		
Invoice: 11982JUN25					280462	11982JUN25	06/01/2025	UBJUN25	1,439.27
					1,439.27	91011189 547500	280 MADISON AVENUE N		
							GG-C/E-CITY HALL-COBI WTR/SWR		
Invoice: 11983JUN25					280463	11983JUN25	06/01/2025	UBJUN25	439.94
					439.94	91011189 547500	CITY HALL IRRIGATION METER		
							GG-C/E-CITY HALL-COBI WTR/SWR		
Invoice: 12754JUN25					280464	12754JUN25	06/01/2025	UBJUN25	164.12
					164.12	91011768 547500	BLACKBIRD IRRIGATION METER		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 12893JUN25					280465	12893JUN25	06/01/2025	UBJUN25	876.50
					535.64	91011215 547500	8804 MADISON AVE N		
					340.86	91011255 547500	GG-C/E-PD-COBI WTR/SWR		
							GG-C/E-COURT BLDG-WTR/SWR		
Invoice: 12894JUN25					280466	12894JUN25	06/01/2025	UBJUN25	102.06
					62.37	91011215 547500	8804 MADISON AVE N		
							GG-C/E-PD-COBI WTR/SWR		

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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: 13145JUN25

39.69 91011255 547500

GG-C/E-COURT BLDG-WTR/SWR

280467 13145JUN25

06/01/2025

UBJUN25

96.92

HWY 305 - STO TRAIL

96.92 91111262 547500

GG-STREETS-TRAILS-CITY WTR/SWR

CHECK 6016 TOTAL:

7,796.18

NUMBER OF CHECKS 1

*** CASH ACCOUNT TOTAL ***

7,796.18

COUNT

AMOUNT

TOTAL MANUAL CHECKS

1

7,796.18

*** GRAND TOTAL ***

7,796.18

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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 LINE DESC	T OB	DEBIT	CREDIT
2025 6 341	APP 001-213000	06/30/2025	UBJUN25	063025			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,505.27	
	APP 635-111100	06/30/2025	UBJUN25	063025			CASH AP CASH DISBURSEMENTS JOURNAL			7,796.18
	APP 402-213000	06/30/2025	UBJUN25	063025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,103.47	
	APP 101-213000	06/30/2025	UBJUN25	063025			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		187.44	
GENERAL LEDGER TOTAL									7,796.18	7,796.18
	APP 631-130000	06/30/2025	UBJUN25	063025			DUE TO/FROM CLEARING		7,796.18	
	APP 001-130000	06/30/2025	UBJUN25	063025			GENERAL - DUE TO/FROM CLEARING			5,505.27
	APP 402-130000	06/30/2025	UBJUN25	063025			DUE TO/FROM CLEARING			2,103.47
	APP 101-130000	06/30/2025	UBJUN25	063025			STREETS - DUE TO/FROM CLEARING			187.44
SYSTEM GENERATED ENTRIES TOTAL									7,796.18	7,796.18
JOURNAL 2025/06/341 TOTAL									15,592.36	15,592.36

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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	341	06/30/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		5,505.27
001-213000				GENERAL - ACCOUNTS PAYABLE	5,505.27	
				FUND TOTAL	5,505.27	5,505.27
101 STREET FUND	2025	6	341	06/30/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		187.44
101-213000				STREETS - ACCOUNTS PAYABLE	187.44	
				FUND TOTAL	187.44	187.44
402 SEWER OPERATING FUND	2025	6	341	06/30/2025		
402-130000				DUE TO/FROM CLEARING		2,103.47
402-213000				ACCOUNTS PAYABLE	2,103.47	
				FUND TOTAL	2,103.47	2,103.47
631 CLEARING FUND	2025	6	341	06/30/2025		
631-130000				DUE TO/FROM CLEARING	7,796.18	
635-111100				CASH		7,796.18
				FUND TOTAL	7,796.18	7,796.18

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 JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
001	GENERAL FUND		5,505.27
101	STREET FUND		187.44
402	SEWER OPERATING FUND		2,103.47
631	CLEARING FUND	7,796.18	
TOTAL		7,796.18	7,796.18

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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							
6017	07/11/2025 EFT	1030	SUNBELT RENTALS	280493	166758335-0001	04/02/2025	07/10/25	1,343.71	
Invoice: 166758335-0001				1,343.71	73011189 54810001391	PW/LIGHTING PROJECT - SCISSORLIFT REPAIRS			
Invoice: 166758335-0003				280494	166758335-0003	07/01/2025	07/10/25	-321.47	
				-321.47	73011189 53110001391	PW/LIGHTING PROJECT - SCISSORLIFT CREDIT MEMO SUPPLIES			
CHECK 6017 TOTAL:								1,022.24	
6018	07/11/2025 EFT	4365	AUTOMATIC FUNDS TRAN	280471	BAIN2506028	06/30/2025	07/10/25	181.12	
Invoice: BAIN2506028				175.00	41011141 541100	FIN/B&O JUN25 FIN-GF-PROF SVCS			
				6.12	41011141 542500	FIN-GFE-POSTAGE/SHIPPING			
CHECK 6018 TOTAL:								181.12	
6019	07/11/2025 EFT	5490	BAINBRIDGE ISLAND ME	280472	INV00048	06/26/2025	07/10/25	83.85	
Invoice: INV00048				83.85	72111262 54810001331	ENG/ILA W/ BIMPRD FOR TRAIL CONSTR BIMPRD TRAIL ILA-REPAIRS			
CHECK 6019 TOTAL:								83.85	
6020	07/11/2025 EFT	104	CITY OF BREMERTON	280473	BKAT000945	07/01/2025	07/10/25	3,461.67	
Invoice: BKAT000945				3,461.67	81011881 542420	IT/BROADCAST OF CITY MEETINGS JUN25 IT-C/E-TELEVISTED COUNCIL MEET			
CHECK 6020 TOTAL:								3,461.67	
6021	07/11/2025 EFT	142	COPIERS NORTHWEST IN	280474	INV2992328	04/18/2025	07/10/25	231.53	
Invoice: INV2992328				77.17	61011581 531100	PCD,ENG,IT/CANON OCE PRINTER PLOTTER SCANNER SUPPL			
				77.18	72011321 531100	PCD - C/E ADMIN SUPPLIES			
				77.18	81011881 531100	ENG - C/E ADMIN SUPPLIES IT - C/E SUPPLIES			
CHECK 6021 TOTAL:								231.53	
6022	07/11/2025 EFT	6363	LN CURTIS & SONS	280486	INV957594	06/11/2025	07/10/25	1,872.38	
Invoice: INV957594				1,872.38	53011212 520000	POL/UNIFORMS POLICE - C/E PATROL BENEFITS			
Invoice: INV958115				280487	INV958115	06/12/2025	07/10/25	298.09	
				298.09	53011212 520000	POL/UNIFORMS POLICE - C/E PATROL BENEFITS			

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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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INVOICE DTL DESC

CHECK 6022 TOTAL: 2,170.47

6023 07/11/2025 EFT 513 GRAINGER
Invoice: 9538303521

280476 9538303521
450.93 73011183 531100

06/12/2025 07/10/25
PW/CITY HALL HVAC FILTERS
O&M-C/E-CH FAC-SUPPLIES

450.93

CHECK 6023 TOTAL: 450.93

6024 07/11/2025 EFT 253 HACH COMPANY
Invoice: 14500323

280477 14500323
462.29 73411345 531100

05/15/2025 07/10/25
PW/WO 24522 - DPD FREE REFILL VIAL X6
OFFICE SUPPLIES

462.29

Invoice: 14514881

280478 14514881
670.60 73411345 531100

05/28/2025 07/10/25 670.60
PW/WO 24522 - ARSENIC FREE FLUORIDE RGT, 25/PK X10
OFFICE SUPPLIES

Invoice: 14533023

280479 14533023
52.57 73411345 531100

06/09/2025 07/10/25 52.57
PW/WO 24522 - FLUORIDE STD SOLN
OFFICE SUPPLIES

CHECK 6024 TOTAL: 1,185.46

6025 07/11/2025 EFT 9883 INVOICE CLOUD, INC.
Invoice: 2698-2025_6

280482 2698-2025_6
1,355.65 43411341 541100
1,355.66 43421351 541100

06/30/2025 07/10/25 2,711.31
FIN/UB SVCS JUN25
FIN - WATER ADMIN PROF SERVICE
FIN - SEWER ADMIN PROF SERVICE

CHECK 6025 TOTAL: 2,711.31

6026 07/11/2025 EFT 10439 KELLEY CREATE CO
Invoice: IN2000853

280483 IN2000853
94.18 72011321 545000

06/19/2025 07/10/25 94.18
ENG/COPIER LEASE-4515AC OVERAGES
ENG - C/E ADMIN RENTS & LEASES

CHECK 6026 TOTAL: 94.18

6027 07/11/2025 EFT 8546 KITSAP 911 PUBLIC AU 280484 BIPD2025-07
Invoice: BIPD2025-07

5,166.06 53011286 551000
2,214.02 52011286 551000

06/15/2025 07/10/25 7,380.08
POL/CALL CENTER SERVICES
POLICE - C/E PATROL CENCOM
POLICE - C/E - INVEST CENCOM

CHECK 6027 TOTAL: 7,380.08

6028 07/11/2025 EFT 315 KITSAP HUMANE SOCIET 280485 52234
Invoice: 52234

7,551.00 91011393 541100

07/01/2025 07/10/25 7,551.00
2025-26 ANIMAL CONTROL AND IMPOUNDING PSA
FIN - C/E ANIMAL CONTROL FEES

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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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INVOICE DTL DESC

CHECK 6028 TOTAL: 7,551.00

6029 07/11/2025 EFT 8132 SPECTRA LABORATORIES 280488 25-04143 06/11/2025 07/10/25 663.00
Invoice: 25-04143 PW/TESTING - WWTP

663.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

280489 25-04180 06/12/2025 07/10/25 207.00
Invoice: 25-04180 PW/TESTING - WWTP

207.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

280490 25-04241 06/13/2025 07/10/25 496.00
Invoice: 25-04241 PW/TESTING - SANDS, HEAD OF THE BAY WELLS

496.00 73411345 54110000391 LAB SVCS-WATER

280491 25-04249 06/13/2025 07/10/25 96.00
Invoice: 25-04249 PW/TESTING - MULTIPLE SITES

96.00 73411345 54110000391 LAB SVCS-WATER

280492 25-04250 06/13/2025 07/10/25 32.00
Invoice: 25-04250 PW/TESTING - ROCKAWAY BEACH

32.00 73415345 54110000391 LAB SVCS-WATER ROCKAWAY

CHECK 6029 TOTAL: 1,494.00

6030 07/11/2025 EFT 4576 TETRA TECH INC 280496 52436550 06/10/2025 07/10/25 37,451.96
Invoice: 52436550 ENG/WWTP OUTFALL EXT - 30% DESIGN

37,451.96 72423434 64110001106 WWTP OUTFALL EXT-PROF SVCS

280497 52436551 06/10/2025 07/10/25 2,608.00
Invoice: 52436551 ENG/WWTP CAPACITY UPGRADES - CONSTRUCTION SERVICES

2,608.00 72423434 64110001187 WWTP CAPACITY UPGR-PROF SVCS

CHECK 6030 TOTAL: 40,059.96

6031 07/11/2025 EFT 9769 TRANSP GROUP USA, I 280499 34941 05/07/2025 07/10/25 8,047.50
Invoice: 34941 EX/ADA TRANSITION PLAN PHASE II

8,047.50 31011255 54110001377 EXEC-ADA TRANS PLAN PROF SVCS

280500 35178 06/06/2025 07/10/25 4,185.26
Invoice: 35178 EX/ADA TRANSITION PLAN PHASE II

4,185.26 31011255 54110001377 EXEC-ADA TRANS PLAN PROF SVCS

CHECK 6031 TOTAL: 12,232.76

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NUMBER OF CHECKS 15 *** CASH ACCOUNT TOTAL *** 80,310.56

	COUNT	AMOUNT
TOTAL EFT'S	15	80,310.56

*** GRAND TOTAL *** 80,310.56

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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 7 63	APP 001-213000	07/11/2025	07/10/25	071125			GENERAL - ACCOUNTS PAYABLE		34,775.98	
	APP 635-111100	07/11/2025	07/10/25	071125			AP CASH DISBURSEMENTS JOURNAL CASH			80,310.56
	APP 101-213000	07/11/2025	07/10/25	071125			AP CASH DISBURSEMENTS JOURNAL STREETS - ACCOUNTS PAYABLE		83.85	
	APP 401-213000	07/11/2025	07/10/25	071125			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		3,165.11	
	APP 402-213000	07/11/2025	07/10/25	071125			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		42,285.62	
		07/11/2025	07/10/25	071125			AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL		80,310.56	80,310.56
	APP 631-130000	07/11/2025	07/10/25	071125			DUE TO/FROM CLEARING		80,310.56	
	APP 001-130000	07/11/2025	07/10/25	071125			GENERAL - DUE TO/FROM CLEARING			34,775.98
	APP 101-130000	07/11/2025	07/10/25	071125			STREETS - DUE TO/FROM CLEARING			83.85
	APP 401-130000	07/11/2025	07/10/25	071125			DUE TO/FROM CLEARING			3,165.11
	APP 402-130000	07/11/2025	07/10/25	071125			DUE TO/FROM CLEARING			42,285.62
		07/11/2025	07/10/25	071125						
							SYSTEM GENERATED ENTRIES TOTAL		80,310.56	80,310.56
							JOURNAL 2025/07/63 TOTAL		160,621.12	160,621.12

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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	7	63	07/11/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		34,775.98
001-213000				GENERAL - ACCOUNTS PAYABLE	34,775.98	
				FUND TOTAL	34,775.98	34,775.98
101 STREET FUND	2025	7	63	07/11/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		83.85
101-213000				STREETS - ACCOUNTS PAYABLE	83.85	
				FUND TOTAL	83.85	83.85
401 WATER OPERATING FUND	2025	7	63	07/11/2025		
401-130000				DUE TO/FROM CLEARING		3,165.11
401-213000				ACCOUNTS PAYABLE	3,165.11	
				FUND TOTAL	3,165.11	3,165.11
402 SEWER OPERATING FUND	2025	7	63	07/11/2025		
402-130000				DUE TO/FROM CLEARING		42,285.62
402-213000				ACCOUNTS PAYABLE	42,285.62	
				FUND TOTAL	42,285.62	42,285.62
631 CLEARING FUND	2025	7	63	07/11/2025		
631-130000				DUE TO/FROM CLEARING	80,310.56	
635-111100				CASH		80,310.56
				FUND TOTAL	80,310.56	80,310.56

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 JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
001	GENERAL FUND		34,775.98
101	STREET FUND		83.85
401	WATER OPERATING FUND		3,165.11
402	SEWER OPERATING FUND		42,285.62
631	CLEARING FUND		
		80,310.56	
		-----	-----
	TOTAL	80,310.56	80,310.56

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

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| P      1
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CASH ACCOUNT: 635	111100	CASH
CHECK NO	CHK DATE	TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
6032	07/14/2025	EFT	360 BUILDERS FIRSTSOURCE	280501	99951189	06/10/2025		M071125	5.01
	Invoice: 99951189			5.01	73425358 531100	PW/WO 24572 - 90-DEGREE GALVANIZED ELBOWS O&M-WWTP-SUPPLIES			
	Invoice: 99983624			280502	99983624	06/16/2025		M071125	144.01
				144.01	73111264 53110000908	PW/WO 24505 - GREEN MARKING PAINT PAVEMENT MARKINGS-SUPPLY			
	Invoice: 99993310			280503	99993310	06/18/2025		M071125	11.96
				11.96	73011183 531100	PW/WO 24476 - PVC COUPLINGS, ALL PURPOSE CEMENT O&M-C/E-CH FAC-SUPPLIES			
						CHECK		6032 TOTAL:	160.98
6033	07/14/2025	EFT	6363 LN CURTIS & SONS	280510	INV959229	06/16/2025		M071125	99.62
	Invoice: INV959229			99.62	53011212 520000	POL/UNIFORMS POLICE - C/E PATROL BENEFITS			
						CHECK		6033 TOTAL:	99.62
6034	07/14/2025	EFT	4469 CYBERNETICS	280504	818864	03/31/2025		M071125	17,601.20
	Invoice: 818864			17,601.20	81011881 535500	IT/NEW BACKUP SYSTEM EQUIPMENT IT - C/E COMPUTER PARTS & EQ			
						CHECK		6034 TOTAL:	17,601.20
6035	07/14/2025	EFT	10190 DTG ENTERPRISES INC	280505	29166896	06/16/2025		M071125	236.02
	Invoice: 29166896			118.01	73435838 545000	PW/RESTROOM SERVICE O&M-DECANT-RENTS			
				118.01	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
						CHECK		6035 TOTAL:	236.02
6036	07/14/2025	EFT	1876 ENVIRONMENTAL RESOUR	280506	115591	06/16/2025		M071125	367.79
	Invoice: 115591			367.79	73425358 531100	PW/WWTP TESTING SUPPLIES O&M-WWTP-SUPPLIES			
						CHECK		6036 TOTAL:	367.79
6037	07/14/2025	EFT	1953 FERGUSON ENTERPRISES	280507	0080931	06/24/2025		M071125	59.89
	Invoice: 0080931			59.89	73411345 531100	PW/WO 24526 - MTR BELT BX SET X4 OFFICE SUPPLIES			
						CHECK		6037 TOTAL:	59.89

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

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INVOICE DTL DESC

6038	07/14/2025	EFT	8520	FRANCISCAN MEDICAL	G	280508	OMF6 MAY25	06/15/2025	M071125	335.00
		Invoice: OMF6 MAY25				110.00	53011212 541100	POL,PW/OCCUPATIONAL HEALTH SERVICES		
						225.00	73637891 541100	POLICE - C/E PATROL PROF SVCS		
								PROFESSIONAL SERVICES		
								CHECK	6038 TOTAL:	335.00
6039	07/14/2025	EFT	10658	GEOSYNTEC CONSULTANT		280509	634404	06/16/2025	M071125	2,179.75
		Invoice: 634404				2,179.75	72655860 58600000370	ENG/3RD PARTY REVIEW - JOHANSEN ADDITION BLD28981		
								GEO TECCH-3RD PARTY REVIEWS		
								CHECK	6039 TOTAL:	2,179.75
6040	07/14/2025	EFT	1754	OTIS ELEVATOR COMPAN		280511	100401978606	06/16/2025	M071125	5,167.82
		Invoice: 100401978606				5,167.82	73011183 54810000888	PW/ELEVATOR MAINTENANCE SERVICE Q2 2025		
								CH ELEVATOR MAINT-REPAIRS		
								CHECK	6040 TOTAL:	5,167.82
6041	07/14/2025	EFT	9650	PAPE MACHINERY INC		280512	16227422	07/01/2025	M071125	180.85
		Invoice: 16227422				180.85	73638935 531100	PW/SHOP SUPPLIES - FILTER ELEMENTS		
								O&M-STD ALLOCATION-SUPPLIES		
								CHECK	6041 TOTAL:	180.85
6042	07/14/2025	EFT	6333	PETROCARD INC.		280513	553460R-DM	07/01/2025	M071125	1,988.19
		Invoice: 553460R-DM				1,988.19	73638932 532000	PW/REGULAR FUEL		
								O&M-FUEL ALLOC TO OTH DEPTS		
		Invoice: 0556589-IN				280514	0556589-IN	06/12/2025	M071125	3,971.72
						1,840.00	73638893 532000	PW/DIESEL & REGULAR FUEL		
						2,131.72	73638932 532000	O&M-FUEL USE-ALLOCATION		
								O&M-FUEL ALLOC TO OTH DEPTS		
								CHECK	6042 TOTAL:	5,959.91
6043	07/14/2025	EFT	8922	REXEL USA INC.		280515	6J06336	06/16/2025	M071125	42.95
		Invoice: 6J06336				42.95	73011183 531100	PW/WO 24476 - HALCO COMMERCIAL DOWNLIGHT		
								O&M-C/E-CH FAC-SUPPLIES		
								CHECK	6043 TOTAL:	42.95
6044	07/14/2025	EFT	2409	RIVER OAKS COMMUNICA		280516	06/16/2025	06/16/2025	M071125	1,735.75
		Invoice: 06/16/2025				1,735.75	32011152 54110001082	LEGAL/COMCAST FRANCHISE RENEWAL CONSULTING SVCS		
								COMCAST FRANCHISE RENEWAL		

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

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INVOICE DTL DESC

Invoice: 06/30/2025

280517 06/30/2025 06/30/2025 M071125 331.25
LEGAL/COMCAST FRANCHISE RENEWAL CONSULTING SVCS
331.25 32011152 54110001082 COMCAST FRANCHISE RENEWAL

CHECK 6044 TOTAL: 2,067.00

6045 07/14/2025 EFT
Invoice: 25-04282

8132 SPECTRA LABORATORIES

280518 25-04282

06/16/2025 M071125
PW/TESTING - SUYEMATSU FARM
LAB SVCS-WATER

225.00

225.00 73411345 54110000391

Invoice: 25-04353

280519 25-04353

06/16/2025 M071125
PW/TESTING - WWTP
LAB & TESTING SVCS-WWTP

45.00

45.00 73425358 54110000391

CHECK 6045 TOTAL: 270.00

6046 07/14/2025 EFT
Invoice: L168793

605 WA ST AUDITOR'S OFFI

280520 L168793

06/10/2025 M071125 12,936.30
2024 AUDITS - FED, FIN, ACFR, ACCOUNTABILITY
FIN-C/E STATE AUDITOR
FIN-STREET-STATE AUDITOR
GG-WTR-ADM-PROF SVCS
GG-SWR-ADM-PROF SVCS
GG-SSWM-ADM-PROF SVCS
FIN-DEV-STATE AUDITOR
FIN-BLDG-STATE AUDITOR

6,151.76 91011423 541100
937.90 91111433 541100
3,143.74 91411341 541100
1,426.48 91421351 541100
510.38 91431383 541100
383.02 91470148 541100
383.02 91471148 541100

CHECK 6046 TOTAL: 12,936.30

NUMBER OF CHECKS 15

*** CASH ACCOUNT TOTAL ***

47,665.08

TOTAL EFT'S

COUNT AMOUNT

15 47,665.08

*** GRAND TOTAL ***

47,665.08

07/11/2025 15:19 |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 7 71	APP 402-213000	07/14/2025	M071125	071425			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,844.28	
	APP 635-111100	07/14/2025	M071125	071425			CASH AP CASH DISBURSEMENTS JOURNAL			47,665.08
	APP 101-213000	07/14/2025	M071125	071425			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,081.91	
	APP 001-213000	07/14/2025	M071125	071425			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		31,370.32	
	APP 403-213000	07/14/2025	M071125	071425			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		628.39	
	APP 401-213000	07/14/2025	M071125	071425			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,428.63	
	APP 631-213000	07/14/2025	M071125	071425			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,365.76	
	APP 650-213000	07/14/2025	M071125	071425			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,179.75	
	APP 407-213000	07/14/2025	M071125	071425			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		766.04	
GENERAL LEDGER TOTAL									47,665.08	47,665.08
	APP 631-130000	07/14/2025	M071125	071425			DUE TO/FROM CLEARING		41,299.32	
	APP 402-130000	07/14/2025	M071125	071425			DUE TO/FROM CLEARING			1,844.28
	APP 101-130000	07/14/2025	M071125	071425			STREETS - DUE TO/FROM CLEARING			1,081.91
	APP 001-130000	07/14/2025	M071125	071425			GENERAL - DUE TO/FROM CLEARING			31,370.32
	APP 403-130000	07/14/2025	M071125	071425			DUE TO/FROM CLEARING			628.39
	APP 401-130000	07/14/2025	M071125	071425			DUE TO/FROM CLEARING			3,428.63
	APP 650-130000	07/14/2025	M071125	071425			DUE TO/FROM CLEARING			2,179.75
	APP 407-130000	07/14/2025	M071125	071425			DUE TO/FROM CLEARING			766.04
SYSTEM GENERATED ENTRIES TOTAL									41,299.32	41,299.32
JOURNAL 2025/07/71 TOTAL									88,964.40	88,964.40

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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	7	71	07/14/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		31,370.32
001-213000				GENERAL - ACCOUNTS PAYABLE	31,370.32	
				FUND TOTAL	31,370.32	31,370.32
101 STREET FUND	2025	7	71	07/14/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		1,081.91
101-213000				STREETS - ACCOUNTS PAYABLE	1,081.91	
				FUND TOTAL	1,081.91	1,081.91
401 WATER OPERATING FUND	2025	7	71	07/14/2025		
401-130000				DUE TO/FROM CLEARING		3,428.63
401-213000				ACCOUNTS PAYABLE	3,428.63	
				FUND TOTAL	3,428.63	3,428.63
402 SEWER OPERATING FUND	2025	7	71	07/14/2025		
402-130000				DUE TO/FROM CLEARING		1,844.28
402-213000				ACCOUNTS PAYABLE	1,844.28	
				FUND TOTAL	1,844.28	1,844.28
403 STORM & SURFACE WATER FUND	2025	7	71	07/14/2025		
403-130000				DUE TO/FROM CLEARING		628.39
403-213000				ACCOUNTS PAYABLE	628.39	
				FUND TOTAL	628.39	628.39
407 BUILDING & DEVELOPMENT FUND	2025	7	71	07/14/2025		
407-130000				DUE TO/FROM CLEARING		766.04
407-213000				ACCOUNTS PAYABLE	766.04	
				FUND TOTAL	766.04	766.04
631 CLEARING FUND	2025	7	71	07/14/2025		
631-130000				DUE TO/FROM CLEARING	41,299.32	
631-213000				ACCOUNTS PAYABLE	6,365.76	
635-111100				CASH		47,665.08
				FUND TOTAL	47,665.08	47,665.08
650 AGENCY FUND	2025	7	71	07/14/2025		
650-130000				DUE TO/FROM CLEARING		2,179.75
650-213000				ACCOUNTS PAYABLE	2,179.75	
				FUND TOTAL	2,179.75	2,179.75

FUND	DUE TO	DUE FR
001 GENERAL FUND		31,370.32
101 STREET FUND		1,081.91
401 WATER OPERATING FUND		3,428.63
402 SEWER OPERATING FUND		1,844.28
403 STORM & SURFACE WATER FUND		628.39
407 BUILDING & DEVELOPMENT FUND		766.04
631 CLEARING FUND	41,299.32	
650 AGENCY FUND		2,179.75
	-----	-----
TOTAL	41,299.32	41,299.32

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



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS
CHECK RUN DATE: 07/17/2025

Last check from previous run: 362484 dated 07/10/2025 issued to Tilz for \$338.80
Last ACH from previous run: 6046 dated 07/14/2025 issued to WA ST Auditor's Office for \$12,936.30

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Regular Check Run	07/17/2025	362485-362503	Total Regular Check Run	\$ 61,120.01
Regular ACH Run	07/18/2025	6047-6103	Total Regular ACH Run	698,851.46
			Total Disbursements	\$ 759,971.47

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

07.25.2025

Kim Dunscombe, Accounting Manager

Date

Regular Check Run 07/17/25

07/17/2025 14:53 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

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INV DATE PO

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				INVOICE DTL DESC				
362485	07/17/2025	PRTD	7994 PENINSULA SERVICES	280591	114499	07/01/2025	07/17/25	72.00
Invoice: 114499				72.00	36011143 541100	EXCC/DOCUMENT SHREDDING JUN25		
						CLERK-C/E-PROF SVCS		
Invoice: 114687				280592	114687	07/01/2025	07/17/25	48.00
				48.00	36011143 541100	EXCC/DOCUMENT SHREDDING JUN25		
						CLERK-C/E-PROF SVCS		
Invoice: 114688				280593	114688	07/01/2025	07/17/25	48.00
				48.00	21011125 541100	CRT/DOCUMENT SHREDDING JUN25		
						COURT-PROF SERVICES		
Invoice: 114689				280594	114689	06/23/2025	07/17/25	96.00
				96.00	51011211 541100	POL/MOBILE SHREDDING		
						PD-C/E-ADM-PROF SVCS		
				CHECK 362485 TOTAL:				264.00
362486	07/17/2025	PRTD	1235 AT&T ONENET SERVICE	280627	1280893177	07/01/2025	07/17/25	12.59
Invoice: 1280893177				12.59	91011215 542100	POL/FAX LONG DISTANCE		
						GG-C/E-PD-PHONE		
Invoice: 1280901465				280628	1280901465	07/01/2025	07/17/25	.79
				.79	91011189 542100	PCD/FAX LONG DISTANCE		
						GG-C/E-CITY HALL-PHONE		
				CHECK 362486 TOTAL:				13.38
362487	07/17/2025	PRTD	47 BAINBRIDGE DISPOSAL	280629	BBD INV84226	06/30/2025	07/17/25	474.63
Invoice: BBD INV84226				474.63	91011189 547900	CITY HALL DISPOSAL SVCS JUN25		
						GG-C/E-CITY HALL-GARBAGE		
Invoice: BBD INV84290				280630	BBD INV84290	06/30/2025	07/17/25	226.07
				226.07	91011755 547900	SENIOR CTR-COMMONS DISPOSAL SVCS JUN25		
						GG-C/E-COMMONS-GARBAGE		
Invoice: BBD INV84298				280631	BBD INV84298	06/30/2025	07/17/25	340.56
				340.56	91011189 547903	BIG BELLY DISPOSAL SVCS JUN25		
						BIG BELLY SOLAR GARBAGE CANS		
Invoice: BBD INV84611				280632	BBD INV84611	06/30/2025	07/17/25	2,148.88
				1,074.44	91011897 547900	PW YARD, DECANT FACILITY DISPOSAL SVCS JUN25		
				1,074.44	91435838 547900	GG-C/E-O&M YARD FAC-GARBAGE		
						GG-DECANT-GARBAGE		
				CHECK 362487 TOTAL:				3,190.14

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

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INVOICE DTL DESC

362488	07/17/2025	PRTD	57	BAY HAY & FEED	280538	2058809	05/28/2025	07/17/25	49.98
Invoice: 2058809					49.98	91011897 547200	PROPANE BULK 11.3 GALLONS GG-C/E-O&M YARD FAC-PROPANE		
Invoice: 2069667					280539	2069667	06/26/2025	07/17/25	185.59
					185.59	73021182 531100	PW/WO 25549 - DEER NETTING OFFICE SUPPLIES		
									CHECK 362488 TOTAL: 235.57
362489	07/17/2025	PRTD	634	CITY OF BAINBRIDGE I	280634	BLD29344-2	07/17/2025	07/17/25	464.00
Invoice: BLD29344-2					464.00	72334562 64980001281	ENG/C-GAF PERMIT (LOST VALLEY TRAIL) LOST VALLEY TRAIL-PERMIT		
									CHECK 362489 TOTAL: 464.00
362490	07/17/2025	PRTD	102	CITY OF BAINBRIDGE I	280604	RETREQ1-00712	07/02/2025	20250008 07/17/25	22,645.94
Invoice: RETREQ1-00712					22,645.94	72321953 66300000712	ENG/RETAINAGE - COUNTRY CLUB RD RECONSTRUCTION COUNTRY CLUB RD-CONSTR		
									CHECK 362490 TOTAL: 22,645.94
362491	07/17/2025	PRTD	152	DAILY JOURNAL OF COM	280554	3411010	06/18/2025	07/17/25	576.45
Invoice: 3411010					576.45	72334562 64400000968	ENG/ADS FOR BIDS - EAGLE HARBOR & WYATT WAY NMI C40-EAGLE HARBOR PH1-ADV		
Invoice: 3411070					280555	3411070	06/20/2025	07/17/25	643.95
					643.95	72111421 54400001404	ENG/ADS FOR BIDS - 2025 ANNUAL ROADS 2025 ANNUAL ROADS ADVERTISING		
Invoice: 3411198					280556	3411198	06/25/2025	07/17/25	657.20
					657.20	72334562 64400000968	ENG/ADS FOR BIDS - EAGLE HARBOR & WYATT WAY NMI C40-EAGLE HARBOR PH1-ADV		
									CHECK 362491 TOTAL: 1,877.60
362492	07/17/2025	PRTD	8514	HERITAGE-CRYSTAL CLE	280570	19412158	06/27/2025	07/17/25	91.50
Invoice: 19412158					91.50	91011897 547900	55G USED AF/ETHYLENE GLYCOL GG-C/E-O&M YARD FAC-GARBAGE		
									CHECK 362492 TOTAL: 91.50
362493	07/17/2025	PRTD	4740	KITSAP COUNTY PUBLIC	280575	43083	07/01/2025	07/17/25	402.37
Invoice: 43083					307.69	91425358 547900	OLYMPIC VIEW TRANSFER STATION FEES GG-WWTP-GARBAGE(NOT BIOSOLIDS)		
					94.68	91011768 547900	GG-C/E-PARKS-GARBAGE		

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CASH ACCOUNT: 635 111100 CASH
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						CHECK	362493	TOTAL:	402.37
362494	07/17/2025	PRTD	10770 MOBILITY FOR ALL	280583	M4A-011	06/19/2025	07/17/25		7,500.00
Invoice: M4A-011				7,500.00	31171492 54110001413	EX/COMMUNITY TRANSPORTATION STUDY SUST TRANSP FEASIBILITY-PS			
						CHECK	362494	TOTAL:	7,500.00
362495	07/17/2025	PRTD	10149 MOONLIGHT MARKET	280584	MM 2506-01	06/27/2025	07/17/25		1,500.00
Invoice: MM 2506-01				1,500.00	31011721 542450	EX/JUNETEENTH EVENT REIMB - DJ SWERVEWON DEI-COMMUNITY OUTREACH/PART			
						CHECK	362495	TOTAL:	1,500.00
362496	07/17/2025	PRTD	5389 NC MACHINERY	280585	FICS2900177	06/12/2025	07/17/25		455.58
Invoice: FICS2900177				455.58	73011897 531100	PW/WO 00161 - LIFT PUMP KIT, KEY O&M-C/E-PWY FAC-SUPPLIES			
						CHECK	362496	TOTAL:	455.58
362497	07/17/2025	PRTD	8286 SUPERINTENDENT OF P	280588	19698	06/30/2025	07/17/25		50.00
Invoice: 19698				50.00	41654861 586110	POL/FINGERPRINTING FINGERPRINT OUT-GOES TO SPI			
						CHECK	362497	TOTAL:	50.00
362498	07/17/2025	PRTD	420 PURCHASE POWER	280596	06/17/2025	06/17/2025	07/17/25		54.56
Invoice: 06/17/2025				41.00	21011125 542500	CRT/POSTAGE MACHINE OVERAGES			
				13.56	41011141 549900	COURT-POSTAGE/SHIPPING FIN-GF-MISC EXP			
						CHECK	362498	TOTAL:	54.56
362499	07/17/2025	PRTD	10799 RED MAPLE HOMES LLC	280598	REFUND-PLN52877	07/15/2025	07/17/25		970.00
Invoice: REFUND-PLN52877				970.00	47047 345810	REFUND-PLN52877/RED MAPLE HOMES - DRB NOT NEEDED ZONING & SUBDIVISION FE			
						CHECK	362499	TOTAL:	970.00
362500	07/17/2025	PRTD	7622 TRAFFIC COUNT CONSUL	280618	2228	06/17/2025	07/17/25		14,880.00
Invoice: 2228				7,080.00	31171492 54110001412	EX,ENG/BICYCLE AND PEDESTRIAN COUNTS			
				7,800.00	72111423 54810000222	CYCLIST COUNTS STUDY-PS STREET-ROADS PRES-R&M			

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CASH ACCOUNT: 635 111100 CASH
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CHECK 362500 TOTAL: 14,880.00

362501 07/17/2025 PRD 8183 JOHN A. GREEN
Invoice: 16543

280619 16543
175.17 53011212 541100

06/24/2025 07/17/25
POL/WO 00266 - REPAIR DOOR WRAP
POLICE - C/E PATROL PROF SVCS

175.17

CHECK 362501 TOTAL: 175.17

362502 07/17/2025 PRD 1485 VERIZON WIRELESS
Invoice: 6117499101

280620 6117499101
51.58 91425358 542100
154.74 91421891 542100
51.58 91411891 542100
51.58 91415345 542100
120.03 73411345 542100
5,807.11 91011189 542100

07/01/2025 07/17/25
CITY WIDE WIRELESS SERVICES
GG-WWTP-TELEPHONE/FAX
GG-SWR-FAC-PHONE
GG-WTR-FAC-PHONE
GG-WTR ROCKAWAY-PHONES
O&M-WTR MAINT-PHONE/POSTAGE
GG-C/E-CITY HALL-PHONE

6,236.62

Invoice: 6117499102

280621 6117499102
78.75 72637319 54210000809

07/01/2025 07/17/25
ENG/MODEMS FOR AUTOMATED FLOW STATIONS
WATER QUAL FLOW MONIT-MODEM

78.75

CHECK 362502 TOTAL: 6,315.37

362503 07/17/2025 PRD 522 WA ST DEPT OF TRANSP 280626 RE-313-ATB50616173
Invoice: RE-313-ATB50616173

34.83 72334561 64110001088

06/16/2025 07/17/25
ENG/ADMIN FEES - MADISON AVE NMI
MAD AVE NM IMPR-PROF SVCS

34.83

CHECK 362503 TOTAL: 34.83

NUMBER OF CHECKS 19

*** CASH ACCOUNT TOTAL ***

61,120.01

	COUNT	AMOUNT
	-----	-----
TOTAL PRINTED CHECKS	19	61,120.01

*** GRAND TOTAL *** 61,120.01

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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	7	107									
APP	001-213000		07/17/2025	07/17/25	071725			GENERAL - ACCOUNTS PAYABLE		10,807.25	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/17/2025	07/17/25	071725			CASH			61,120.01
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		07/17/2025	07/17/25	071725			ACCOUNTS PAYABLE		1,074.44	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		07/17/2025	07/17/25	071725			ACCOUNTS PAYABLE		24,378.42	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		07/17/2025	07/17/25	071725			STREETS - ACCOUNTS PAYABLE		8,443.95	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		07/17/2025	07/17/25	071725			ACCOUNTS PAYABLE		514.01	
								AP CASH DISBURSEMENTS JOURNAL			
APP	171-213000		07/17/2025	07/17/25	071725			TBF-A/P		14,580.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		07/17/2025	07/17/25	071725			ACCOUNTS PAYABLE		50.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		07/17/2025	07/17/25	071725			ACCOUNTS PAYABLE		970.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/17/2025	07/17/25	071725			ACCOUNTS PAYABLE		223.19	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		07/17/2025	07/17/25	071725			ACCOUNTS PAYABLE		78.75	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										61,120.01	61,120.01
APP	631-130000		07/17/2025	07/17/25	071725			DUE TO/FROM CLEARING		61,041.26	
APP	001-130000		07/17/2025	07/17/25	071725			GENERAL - DUE TO/FROM CLEARING			10,807.25
APP	403-130000		07/17/2025	07/17/25	071725			DUE TO/FROM CLEARING			1,074.44
APP	301-130000		07/17/2025	07/17/25	071725			DUE TO/FROM CLEARING			24,378.42
APP	101-130000		07/17/2025	07/17/25	071725			STREETS - DUE TO/FROM CLEARING			8,443.95
APP	402-130000		07/17/2025	07/17/25	071725			DUE TO/FROM CLEARING			514.01
APP	171-130000		07/17/2025	07/17/25	071725			TBF-DUE TO/FROM CLEARING			14,580.00
APP	650-130000		07/17/2025	07/17/25	071725			DUE TO/FROM CLEARING			50.00
APP	407-130000		07/17/2025	07/17/25	071725			DUE TO/FROM CLEARING			970.00
APP	401-130000		07/17/2025	07/17/25	071725			DUE TO/FROM CLEARING			223.19

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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			61,041.26	61,041.26
						JOURNAL 2025/07/107 TOTAL			122,161.27	122,161.27

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025	7	107	07/17/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		10,807.25
001-213000				GENERAL - ACCOUNTS PAYABLE	10,807.25	
				FUND TOTAL	10,807.25	10,807.25
101 STREET FUND	2025	7	107	07/17/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		8,443.95
101-213000				STREETS - ACCOUNTS PAYABLE	8,443.95	
				FUND TOTAL	8,443.95	8,443.95
171 TRANSP BEN FUND	2025	7	107	07/17/2025		
171-130000				TBF-DUE TO/FROM CLEARING		14,580.00
171-213000				TBF-A/P	14,580.00	
				FUND TOTAL	14,580.00	14,580.00
301 CAPITAL CONSTRUCTION FUND	2025	7	107	07/17/2025		
301-130000				DUE TO/FROM CLEARING		24,378.42
301-213000				ACCOUNTS PAYABLE	24,378.42	
				FUND TOTAL	24,378.42	24,378.42
401 WATER OPERATING FUND	2025	7	107	07/17/2025		
401-130000				DUE TO/FROM CLEARING		223.19
401-213000				ACCOUNTS PAYABLE	223.19	
				FUND TOTAL	223.19	223.19
402 SEWER OPERATING FUND	2025	7	107	07/17/2025		
402-130000				DUE TO/FROM CLEARING		514.01
402-213000				ACCOUNTS PAYABLE	514.01	
				FUND TOTAL	514.01	514.01
403 STORM & SURFACE WATER FUND	2025	7	107	07/17/2025		
403-130000				DUE TO/FROM CLEARING		1,074.44
403-213000				ACCOUNTS PAYABLE	1,074.44	
				FUND TOTAL	1,074.44	1,074.44
407 BUILDING & DEVELOPMENT FUND	2025	7	107	07/17/2025		
407-130000				DUE TO/FROM CLEARING		970.00
407-213000				ACCOUNTS PAYABLE	970.00	
				FUND TOTAL	970.00	970.00
631 CLEARING FUND	2025	7	107	07/17/2025		

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	631-130000					DUE TO/FROM CLEARING	61,041.26	
	631-213000					ACCOUNTS PAYABLE	78.75	
	635-111100					CASH		61,120.01
						FUND TOTAL	61,120.01	61,120.01
650	AGENCY FUND	2025	7	107	07/17/2025			
	650-130000					DUE TO/FROM CLEARING		50.00
	650-213000					ACCOUNTS PAYABLE	50.00	
						FUND TOTAL	50.00	50.00

FUND	DUE TO	DUE FR
001 GENERAL FUND		10,807.25
101 STREET FUND		8,443.95
171 TRANSP BEN FUND		14,580.00
301 CAPITAL CONSTRUCTION FUND		24,378.42
401 WATER OPERATING FUND		223.19
402 SEWER OPERATING FUND		514.01
403 STORM & SURFACE WATER FUND		1,074.44
407 BUILDING & DEVELOPMENT FUND		970.00
631 CLEARING FUND	61,041.26	
650 AGENCY FUND		50.00
	-----	-----
TOTAL	61,041.26	61,041.26

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

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

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					INVOICE DTL DESC			
6047	07/18/2025	EFT	5 ACE HARDWARE	280521	58362-1	06/03/2025	07/17/25	16.35
Invoice: 58362-1				16.35	73011189 531100	PW WO 24481 - PVC CEMENT, PVC CAP X2 O&M - C/E FACIL OFC SUPPLIES		
Invoice: 058414-1				280522	058414-1	06/10/2025	07/17/25	39.06
				39.06	73011183 531100	PW/WO 24476 - CONTACT CEMENT, PAINT & WIRE BRUSHES O&M-C/E-CH FAC-SUPPLIES		
Invoice: 058468-1				280523	058468-1	06/18/2025	07/17/25	76.42
				76.42	73425358 531100	PW/WO 24570 - BOX FAN X2 O&M-WWTP-SUPPLIES		
Invoice: 058519-1				280524	058519-1	06/24/2025	07/17/25	8.48
				8.48	73011897 531100	PW/WO 24478 - BOX COVERS O&M-C/E-PWY FAC-SUPPLIES		
Invoice: 058525-1				280525	058525-1	06/25/2025	07/17/25	73.11
				73.11	73637953 531100	PW/WO 24552 - DRILL BITS, BIT HOLDER O&M ALLOC-50SWR/50DEV-SUPPLIES		
Invoice: 058527-1				280526	058527-1	06/25/2025	07/17/25	39.29
				39.29	73011183 531100	PW/WO 24476 - MULTI-TOOL BLADE, SAW BLADE O&M-C/E-CH FAC-SUPPLIES		
Invoice: 058536-1				280527	058536-1	06/25/2025	07/17/25	7.63
				7.63	73011897 531100	PW/WO 24478 - TOILET SHIMS O&M-C/E-PWY FAC-SUPPLIES		
Invoice: 058540-1				280528	058540-1	06/26/2025	07/17/25	70.95
				70.95	73011897 531100	PW/WO 24478 - MULTI-TOOL HANGERS, STORAGE RACK O&M-C/E-PWY FAC-SUPPLIES		
Invoice: 058568-1				280529	058568-1	06/30/2025	07/17/25	48.02
				48.02	73411345 531100	PW/WO 24527 - BOTTLE BRUSH, EXT POLE, STRAINER OFFICE SUPPLIES		
Invoice: 058569-1				280530	058569-1	06/30/2025	07/17/25	30.57
				30.57	73011768 531100	PW/WO 24482 - GFCI OUTLET O&M-C/E-PARKS-SUPPLIES		
Invoice: 058572-1				280531	058572-1	06/30/2025	07/17/25	53.30
				53.30	73011183 531100	PW/WO 24476 - PLUMBING SUPPLIES, FASTENERS, CLAMP O&M-C/E-CH FAC-SUPPLIES		
CHECK 6047 TOTAL:								463.18
6048	07/18/2025	EFT	1030 SUNBELT RENTALS	280614	170614349-0001	06/25/2025	07/17/25	1,984.23
Invoice: 170614349-0001				1,984.23	73021182 548100	PW/WO 25549 - MINI EXCAVATOR, FLAIL MOWER O&M-OS REPAIRS		

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CASH ACCOUNT: 635 111100 CASH
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CHECK 6048 TOTAL: 1,984.23

6049 07/18/2025 EFT 10239 ALLIANCE TECHNICAL G 280532 SEA070780 06/17/2025 07/17/25 2,786.10
Invoice: SEA070780 PW/VINCENT LANDFILL GROUNDWATER TESTING
2,786.10 73011370 54110000261 BI LANDFILL MONITORING-PRO SVC

CHECK 6049 TOTAL: 2,786.10

6050 07/18/2025 EFT 10793 BACKFLOW ASSEMBLY SO 280535 2202 07/02/2025 07/17/25 5,460.00
Invoice: 2202 ENG/WATER PRESSURE TESTING FOR OFFSITE WATER TANK
5,460.00 72413434 64110000988 NEW WATER TANKS-PROF SVCS

CHECK 6050 TOTAL: 5,460.00

6051 07/18/2025 EFT 7179 BAINBRIDGE YOUTH SER 280536 2025-Q2 07/09/2025 07/17/25 500.00
Invoice: 2025-Q2 2025 LTAC
500.00 91140573 541100 GG-TOUR-PROF SERVICES

CHECK 6051 TOTAL: 500.00

6052 07/18/2025 EFT 8889 BAINBRIDGE ARTISAN R 280537 2025-Q2 06/07/2025 07/17/25 1,169.46
Invoice: 2025-Q2 EX/2024-2025 POET LAUREATE CULTURAL FUNDING
1,169.46 31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES

CHECK 6052 TOTAL: 1,169.46

6053 07/18/2025 EFT 5412 BENEFIT ADMINISTRATI 280633 250707 07/10/2025 07/17/25 330.00
Invoice: 250707 HSA/FSA BENEFITS
11.00 21011125 520000 COURT-BENEFITS
82.50 31011131 520000 EX-GF-BEN
38.50 41011141 520000 FIN-GF-BEN
55.00 51011211 520000 PD-C/E ADMIN-BENEFITS
27.50 61011581 520000 PCD - C/E ADMIN BENEFITS
99.00 71011321 520000 PW - C/E BENEFITS
16.50 81011881 520000 IT - C/E ADMIN BENEFITS

CHECK 6053 TOTAL: 330.00

6054 07/18/2025 EFT 2476 BISCC 280542 2025-Q2 07/02/2025 07/17/25 11,875.00
Invoice: 2025-Q2 EX/2025-2026 HUMAN SERVICES FUNDING
11,875.00 31017690 54110000297 SEN CENTER-OPER SUPPORT

CHECK 6054 TOTAL: 11,875.00

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6055	07/18/2025 EFT	64	BAINBRIDGE ISLAND AR	280541	2025-Q2	07/08/2025	07/17/25	6,917.59
	Invoice: 2025-Q2					EX/SOMETHING NEW REIMBURSEMENT		
				6,917.59	31024759 54110001283	SOMETHING NEW PH6-PROF SVCS		
						CHECK	6055 TOTAL:	6,917.59
6056	07/18/2025 EFT	5923	THE BLOEDEL RESERVE	280543	2025-Q2	06/25/2025	07/17/25	7,300.00
	Invoice: 2025-Q2					2025 LTAC		
				7,300.00	91140573 541100	GG-TOUR-PROF SERVICES		
						CHECK	6056 TOTAL:	7,300.00
6057	07/18/2025 EFT	10600	BOWMAN CONSULTING GR	280544	4010-22506132	06/30/2025	07/17/25	1,060.00
	Invoice: 4010-22506132					ENG/WATER SEWER SSWM UTILITY RATE STUDY		
				212.00	72411341 54110001343	WTR-UTIL RATE STUDY-PROF SVCS		
				424.00	72421351 54110001343	SWR-UTIL RATE STUDY-PROF SVCS		
				424.00	72431831 54110001343	SSWM-UTIL RATE STUDY-PROF SVCS		
						CHECK	6057 TOTAL:	1,060.00
6058	07/18/2025 EFT	4821	CASCADIA CONSULTING	280545	12177	06/23/2025	07/17/25	5,237.50
	Invoice: 12177					EX/CLIMATE PROJECTS		
				5,237.50	31011492 541100	CLIMATE ADAPTION-PROF SVCS		
				280546	12179	06/23/2025	07/17/25	21,687.50
	Invoice: 12179					EX/GREENHOUSE GAS INVENTORY		
				21,687.50	31011492 54110001387	CAP-GHG-PROF SVCS		
						CHECK	6058 TOTAL:	26,925.00
6059	07/18/2025 EFT	2495	CH2O INTERNATIONAL	280547	362672	06/18/2025	07/17/25	1,887.06
	Invoice: 362672					PW/CH HVAC - 6322 40 LB X2, UNIBROM 50 LB X2		
				1,887.06	73011183 53110000707	CH HVAC SUPPLIES		
				280548	362840	06/20/2025	07/17/25	281.08
	Invoice: 362840					PW/CH HVAC - SERVICE VISIT JUN25		
				281.08	73011183 54810000707	CH HVAC-REPAIRS		
				280549	362872	06/23/2025	07/17/25	368.93
	Invoice: 362872					PW/CH HVAC - MOTO G VALVE W JUNCTION BOX		
				368.93	73011183 53110000707	CH HVAC SUPPLIES		
						CHECK	6059 TOTAL:	2,537.07

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CASH ACCOUNT: 635 111100 CASH
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6060	07/18/2025 EFT	10218	COAST CONTROLS & AUT	280550	00025166	06/17/2025	07/17/25	1,165.16
	Invoice: 00025166			1,165.16	73425358 548100	PW/WWTP FLOWMETER CALIBRATION O&M-WWTP-REPAIRS		
						CHECK	6060 TOTAL:	1,165.16
6061	07/18/2025 EFT	9323	CONSOR NORTH AMERICA	280551	N223434WA.00-38	06/30/2025	07/17/25	9,416.24
	Invoice: N223434WA.00-38			9,416.24	72413434 64110000988	ENG/WINSLOW WATER TANK DESIGN SERVICES NEW WATER TANKS-PROF SVCS		
						CHECK	6061 TOTAL:	9,416.24
6062	07/18/2025 EFT	142	COPIERS NORTHWEST IN	280552	INV3023682	06/24/2025	07/17/25	620.03
	Invoice: INV3023682			310.01	31011131 545000	EX,FIN/COPIER LEASE & OVERAGES		
				310.02	41011141 545000	EX-GF-RENTS & LEASES FIN-GF-RENTS & LEASES		
						CHECK	6062 TOTAL:	620.03
6063	07/18/2025 EFT	10374	ASGN INCORPORATED	280533	901158957	06/30/2025	07/17/25	1,779.30
	Invoice: 901158957			1,779.30	81011881 54110001398	IT/WEBSITE CONTENT MANAGER CONSULTING SERVICES WEBSITE UPDATE - PROF SVCS		
				280534	901161132	07/07/2025	07/17/25	1,787.40
	Invoice: 901161132			1,787.40	81011881 54110001398	IT/WEBSITE CONTENT MANAGER CONSULTING SERVICES WEBSITE UPDATE - PROF SVCS		
						CHECK	6063 TOTAL:	3,566.70
6064	07/18/2025 EFT	6101	E & S BRYAN INC	280553	3848	06/30/2025	07/17/25	1,400.00
	Invoice: 3848			1,400.00	41011141 541100	FIN/SQL SERVER REPORTS DEVELOPMENT FIN-GF-PROF SVCS		
						CHECK	6064 TOTAL:	1,400.00
6065	07/18/2025 EFT	10542	BERGER, MATTHEW	280612	07/11/2025	07/11/2025	07/17/25	500.00
	Invoice: 07/11/2025			500.00	31024759 54110001297	EX/SOMETHING NEW VII FINAL PAYMENT SOMETHING NEW PH7-PROF SVCS		
						CHECK	6065 TOTAL:	500.00
6066	07/18/2025 EFT	10556	DESIGNING LOCAL LTD	280557	2582	07/11/2025	07/17/25	1,250.00
	Invoice: 2582			1,250.00	31024759 54110001354	EX/COMMUNITY ARTS PLAN COMMUNITY ARTS PLAN-PROF SVCS		

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

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INV DATE PO

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CHECK 6066 TOTAL: 1,250.00

6067 07/18/2025 EFT 10410 DOBBS HEAVY DUTY HOL 280558 025P208488
Invoice: 025P208488
401.81 73421355 531100

06/24/2025
PW/WO 00310 - FILTERS
WIN COLL-SUPPLIES

07/17/25 401.81

CHECK 6067 TOTAL: 401.81

6068 07/18/2025 EFT 10773 DOMINGUS, JUSTIN 280559 2
Invoice: 2
4,800.00 31011557 54110001019

07/01/2025
EX/PUBLIC FARMLAND MANAGEMENT
FARM MNGT SVCS-FOTF OR STAHL

07/17/25 4,800.00

CHECK 6068 TOTAL: 4,800.00

6069 07/18/2025 EFT 1625 EMP INDUSTRIES, INC 280560 18718
Invoice: 18718
1,874.13 73011768 531100

09/06/2024
PW/WO 24482 - REBUILD XP400 KIT, VACUUM GAUGE
O&M-C/E-PARKS-SUPPLIES

07/17/25 1,874.13

CHECK 6069 TOTAL: 1,874.13

6070 07/18/2025 EFT 4503 ENVIRONMENTAL SYSTEM 280561 95158392
Invoice: 95158392
-3,666.02 81011881 548500

05/02/2024
IT/CREDIT FOR PRIOR VERSIONS OF GIS LICENSES
IT - C/E COMPUTER SUPPORT

07/17/25 -3,666.02

Invoice: 900008837
280562 900008837
31,995.60 81011881 548500

04/25/2025
IT/ANNUAL GIS SOFTWARE MAINTENANCE
IT - C/E COMPUTER SUPPORT

07/17/25 31,995.60

CHECK 6070 TOTAL: 28,329.58

6071 07/18/2025 EFT 5781 EXTERMINATION SERVIC 280563 52470
Invoice: 52470
125.58 73011755 548100

06/17/2025
PW/PREVENTIVE SVCS - COMM CTR COMMONS JUN25
O&M-COMMONS REPAIRS

07/17/25 125.58

Invoice: 52507
280564 52507
370.19 73425358 548100

06/19/2025
PW/RODENT SVCS - WWTP JUN25
O&M-WWTP-REPAIRS

07/17/25 370.19

CHECK 6071 TOTAL: 495.77

6072 07/18/2025 EFT 1953 FERGUSON ENTERPRISES 280565 0083695
Invoice: 0083695
782.22 73411345 531100

06/13/2025
PW/WO 24522 - SENSUS WATER METER
OFFICE SUPPLIES

07/17/25 782.22

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CASH ACCOUNT: 635 111100 CASH
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CHECK 6072 TOTAL: 782.22

6073 07/18/2025 EFT 7513 FPH CONSTRUCTION, IN 280566 PAYREQ2-01228 06/20/2025 07/17/25 54,283.09
Invoice: PAYREQ2-01228 ENG/CITY HALL BUILDING IMPROVEMENT
54,283.09 72311418 66300001228 CH MAP RM ENCLOSURE-CONSTR

CHECK 6073 TOTAL: 54,283.09

6074 07/18/2025 EFT 7851 GEOTECH ENVIROMENTAL 280567 IN00804836 06/18/2025 07/17/25 665.28
Invoice: IN00804836 PW/RENTAL - FILTER CAPSULES, WATER QUALITY METER
665.28 73011370 54810000261 BI LANDFILL MONITORING-R&M

CHECK 6074 TOTAL: 665.28

6075 07/18/2025 EFT 10459 GORDON THOMAS HONEYW 280568 JUNE 2025 1337 06/30/2025 07/17/25 4,300.00
Invoice: JUNE 2025 1337 CC/GTH LOBBYING SERVICES
4,300.00 11011112 541100 COUNCIL-LOBBYING/PROMOTION PS

CHECK 6075 TOTAL: 4,300.00

6076 07/18/2025 EFT 253 HACH COMPANY 280569 14556233 06/26/2025 07/17/25 1,336.50
Invoice: 14556233 PW/WO 24522 - ARSENIC FREE FLUORIDE RGT, 25/PK X20
1,336.50 73411345 531100 OFFICE SUPPLIES

CHECK 6076 TOTAL: 1,336.50

6077 07/18/2025 EFT 10541 KAPNEK, JENNIFER 280613 07/11/2025 07/11/2025 07/17/25 1,000.00
Invoice: 07/11/2025 EX/SOMETHING NEW VII FINAL PAYMENT
1,000.00 31024759 54110001297 SOMETHING NEW PH7-PROF SVCS

CHECK 6077 TOTAL: 1,000.00

6078 07/18/2025 EFT 10439 KELLEY CREATE CO 280574 IN2014240 07/01/2025 07/17/25 58.26
Invoice: IN2014240 CRT/COPIER LEASE-4515AC OVERAGES
58.26 21011125 545000 COURT-RENTS & LEASES

Invoice: 1961511 280635 1961511 05/07/2025 07/17/25 50.01
50.01 61470581 545000 PCD/COPIER LEASE-5015AC OVERAGES
PCD - DEV ADMIN RENTS & LEASES

CHECK 6078 TOTAL: 108.27

6079 07/18/2025 EFT 10439 KELLEY CREATE CO 280571 39423006 06/10/2025 07/17/25 190.01
Invoice: 39423006 CRT/COPIER LEASE-4515AC
190.01 21011125 545000 COURT-RENTS & LEASES

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CASH ACCOUNT: 635 111100 CASH
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Invoice: 39454953				280572	39454953	06/16/2025	07/17/25	116.64
				116.64	21011125 545000	CRT/COPIER LEASE-330AC COURT-RENTS & LEASES		
Invoice: 39556970				280573	39556970	06/30/2025	07/17/25	191.11
				191.11	31011256 545000	EX/EOC COPIER LEASE-2525AC EX-GF-EMERG PREP-RENTALS		
				CHECK		6079 TOTAL:		497.76
6080 07/18/2025 EFT		309 KITSAP TIRE CENTER I		280576	INV067038	06/17/2025	07/17/25	34.98
Invoice: INV067038				34.98	91011215 547900	SCRAP TIRE DISPOSAL GG-C/E-PD-GARBAGE		
Invoice: INV067116				280577	INV067116	06/25/2025	07/17/25	582.44
				582.44	73111423 531100	PW/WO 00205 - COOPER WORK OFFICE SUPPLIES	SERIES ASD TIRE X2	
				CHECK		6080 TOTAL:		617.42
6081 07/18/2025 EFT		5384 KITSAP TRANSIT		280578	8028	12/31/2024	07/17/25	4.82
Invoice: 8028				4.82	72011373 54110000638	ENG/UNOCAL 2024 GROUNDWATER MONITORING WAY PT PARK-WELL MONITORING		
				CHECK		6081 TOTAL:		4.82
6082 07/18/2025 EFT		8727 KNOWBE4, INC.		280579	INV390737	07/01/2025	07/17/25	3,025.06
Invoice: INV390737				3,025.06	81011881 548500	IT/CITYWIDE CYBERSECURITY TRAINING IT - C/E COMPUTER SUPPORT		
				CHECK		6082 TOTAL:		3,025.06
6083 07/18/2025 EFT		5607 LMN ARCHITECTS		280580	65167	06/25/2025	07/17/25	7,985.00
Invoice: 65167				7,985.00	64011586 54110001242	PCD/WINSLOW SUBAREA PLAN UPDATE WINSLOW SUBAREA PLAN-PROF SVCS		
				CHECK		6083 TOTAL:		7,985.00
6084 07/18/2025 EFT		10360 MERCHANT PATROL SECU		280581	4402	07/01/2025	07/17/25	809.76
Invoice: 4402				809.76	21011125 541100	CRT/COURT SECURITY JUN25 COURT-PROF SERVICES		
				CHECK		6084 TOTAL:		809.76

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CASH ACCOUNT: 635 111100 CASH
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6085	07/18/2025 EFT	10483	MIRIAM TECHNOLOGIES	280582	INV/2025/00011	07/07/2025	07/17/25	196.56
	Invoice: INV/2025/00011			98.28	43411341 541100	FIN/WEBCHECK SERVICE JUN25		
				98.28	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
						FIN - SEWER ADMIN PROF SERVICE		
						CHECK	6085 TOTAL:	196.56
6086	07/18/2025 EFT	9943	THE NEXT DAY DRY CLE	280586	06/30/2025	06/30/2025	07/17/25	874.14
	Invoice: 06/30/2025			99.15	51011211 520000	POL/LAUNDRY SERVICE		
				146.00	53011212 520000	PD-C/E ADMIN-BENEFITS		
				628.99	51011211 54110000933	POLICE - C/E PATROL BENEFITS		
						PD AWARDS GALA-PROF SVCS		
						CHECK	6086 TOTAL:	874.14
6087	07/18/2025 EFT	4111	OLYMPIC SPRINGS INC	280587	376291	06/30/2025	07/17/25	21.73
	Invoice: 376291			21.73	73425358 531100	PW/WWTP - 5 GAL PURIFIED WATER X2		
						O&M-WWTP-SUPPLIES		
						CHECK	6087 TOTAL:	21.73
6088	07/18/2025 EFT	9650	PAPE MACHINERY INC	280589	16238278	07/07/2025	07/17/25	615.98
	Invoice: 16238278			615.98	73637958 531100	PW/WO 00255 - AIR & OIL FILTERS, FILTER ELEMENTS		
						ROADSIDE MOWER ALLOC-SUPPLIES		
						CHECK	6088 TOTAL:	615.98
6089	07/18/2025 EFT	9156	PEACOCK FAMILY SERVI	280590	2025-Q2	07/01/2025	07/17/25	7,404.64
	Invoice: 2025-Q2			7,404.64	31017670 54110000297	EX/2025-2026 HUMAN SERVICES FUNDING		
						EX-BI CHILD CARE/B&G CLUB		
						CHECK	6089 TOTAL:	7,404.64
6090	07/18/2025 EFT	6333	PETROCARD INC.	280595	0558001-IN	06/26/2025	07/17/25	7,167.11
	Invoice: 0558001-IN			3,773.23	73638893 532000	PW/DIESEL & REGULAR FUEL		
				3,393.88	73638932 532000	O&M-FUEL USE-ALLOCATION		
						O&M-FUEL ALLOC TO OTH DEPTS		
						CHECK	6090 TOTAL:	7,167.11
6091	07/18/2025 EFT	9196	POWERDMS, INC	280597	INV-137295	06/01/2025	07/17/25	600.60
	Invoice: INV-137295			600.60	51011215 548500	POL/ANNUAL SUBSCRIPTION		
						POLICE - C/E FACIL COMP MAINT		

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CASH ACCOUNT: 635 111100 CASH
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CHECK 6091 TOTAL: 600.60

6092 07/18/2025 EFT 5251 ROTARY CLUB OF BAINB 280599 12416 07/01/2025 07/17/25 150.00
Invoice: 12416 POL/QTR DUES/CLARK

150.00 51011211 549100 PD-C/E-ADM-DUES/SUBCR/MEMBRSH

Invoice: 12460 280600 12460 07/01/2025 07/17/25 150.00
150.00 31011131 549100 EX/QTRLY DUES - KING Q3 2025

EX-GF-DUES/SUBCR/MEMBERSH

CHECK 6092 TOTAL: 300.00

6093 07/18/2025 EFT 10496 SEATTLE AUTOMOTIVE D 280601 S10-10059493 06/25/2025 07/17/25 158.02
Invoice: S10-10059493 POL/WO 00214 - BATTERY

158.02 53011212 531100 PD-C/E-PATROL SUPPLIES

Invoice: S10-10059501 280602 S10-10059501 06/25/2025 07/17/25 -69.88
-69.88 73638935 531100 PW/SHOP SUPPLIES - CREDIT MEMO

O&M-STD ALLOCATION-SUPPLIES

CHECK 6093 TOTAL: 88.14

6094 07/18/2025 EFT 1488 SETON CONSTRUCTION I 280603 PAYREQ1-00712 07/02/2025 07/17/25 430,272.84
Invoice: PAYREQ1-00712 ENG/COUNTRY CLUB RD RECONSTRUCTION

430,272.84 72321953 66300000712 COUNTRY CLUB RD-CONSTR

CHECK 6094 TOTAL: 430,272.84

6095 07/18/2025 EFT 8132 SPECTRA LABORATORIES 280605 25-04434 06/23/2025 07/17/25 128.00
Invoice: 25-04434 PW/TESTING - MULTIPLE SITES

128.00 73411345 54110000391 LAB SVCS-WATER

Invoice: 25-04472 280606 25-04472 06/24/2025 07/17/25 34.00
34.00 73415345 54110000391 PW/TESTING - ROCKAWAY BEACH

LAB SVCS-WATER ROCKAWAY

Invoice: 25-04473 280607 25-04473 06/24/2025 07/17/25 102.00
102.00 73411345 54110000391 PW/TESTING - SANDS, HOTB, FLETCHER BAY WELLS

LAB SVCS-WATER

Invoice: 25-04537 280608 25-04537 06/26/2025 07/17/25 9,720.00
9,720.00 73411345 54110000391 PW/TESTING - MULTIPLE SITES

LAB SVCS-WATER

Invoice: 25-04544 280609 25-04544 06/26/2025 07/17/25 45.00
45.00 73425358 54110000391 PW/TESTING - WWTP

LAB & TESTING SVCS-WWTP

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CASH ACCOUNT: 635 111100 CASH
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INVOICE DTL DESC

CHECK 6095 TOTAL: 10,029.00

6096 07/18/2025 EFT 5730 SUMMIT LAW GROUP 280610 164207 06/23/2025 07/17/25 5,479.17
Invoice: 164207
680.00 32011152 54111000870 LGL-PRO SVCS - GENERAL MAY25
4,799.17 33011161 541110 LGL-HR (NON-BARGAINING)
HR-GF-LEGAL ADVICE

280611 164208 06/20/2025 07/17/25 1,997.50
Invoice: 164208
1,997.50 32011152 54111000274 LGL-LABOR NEGOTIATIONS
LEGAL/PRO SVCS - BARGAINING MAY25

CHECK 6096 TOTAL: 7,476.67

6097 07/18/2025 EFT 10270 SYSTEMS SOURCE INC 280615 314308 06/16/2025 07/17/25 1,430.52
Invoice: 314308
1,430.52 31011256 53110001345 EX/TABLES FOR EOC
TSJC EOC-SUPPLIES

CHECK 6097 TOTAL: 1,430.52

6098 07/18/2025 EFT 562 T M G SERVICES INC 280616 0053543-IN 06/13/2025 07/17/25 672.51
Invoice: 0053543-IN
672.51 73411345 531100 PW/WO 24522 - BLADDER, PUMP TUBING, MOTOR CPL
OFFICE SUPPLIES

CHECK 6098 TOTAL: 672.51

6099 07/18/2025 EFT 9295 TOOLE DESIGN GROUP, 280617 0SEA70178_29 06/26/2025 07/17/25 3,337.16
Invoice: 0SEA70178_29
3,337.16 72334561 64110001088 ENG/CORRIDOR IMPRVMENTS DESIGN & FINAL DESIGN
MAD AVE NM IMPR-PROF SVCS

CHECK 6099 TOTAL: 3,337.16

6100 07/18/2025 EFT 7821 VESTIS 280622 5120704630 06/17/2025 07/17/25 32.76
Invoice: 5120704630
32.76 73638935 531100 PW/SHOP TOWELS
O&M-STD ALLOCATION-SUPPLIES

280623 5120709299 06/24/2025 07/17/25 32.76
Invoice: 5120709299
32.76 73638935 531100 PW/SHOP TOWELS
O&M-STD ALLOCATION-SUPPLIES

CHECK 6100 TOTAL: 65.52

6101 07/18/2025 EFT 9373 VISIT BAINBRIDGE ISL 280624 2025-Q2.3 06/30/2025 07/17/25 28,483.44
Invoice: 2025-Q2.3
28,483.44 91140573 541100 2025 LTAC JUN25
GG-TOUR-PROF SERVICES

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

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INV DATE

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INVOICE DTL DESC

CHECK 6101 TOTAL: 28,483.44

6102 07/18/2025 EFT 10543 WALKER, JACQUELINE 280625 07/11/2025 07/11/2025 07/17/25 500.00
Invoice: 07/11/2025 EX/SOMETHING NEW VII FINAL PAYMENT
500.00 31024759 54110001297 SOMETHING NEW PH7-PROF SVCS

CHECK 6102 TOTAL: 500.00

6103 07/18/2025 EFT 499 WESTBAY AUTO PARTS I 280637 935010 06/24/2025 07/17/25 38.91
Invoice: 935010 38.91 73638935 531100 PW/SHOP SUPPLIES - DOOR JAMB SWITCH X2
O&M-STD ALLOCATION-SUPPLIES

Invoice: 935043 280638 935043 06/25/2025 07/17/25 57.94
57.94 73638935 531100 PW/SHOP SUPPLIES - PIN CLIP X5, RADIATOR CAP
O&M-STD ALLOCATION-SUPPLIES

Invoice: 935222 280639 935222 06/25/2025 07/17/25 303.39
303.39 73638935 531100 PW/SHOP SUPPLIES - HEATER HOSE X10, DEF 2.5 GAL X7
O&M-STD ALLOCATION-SUPPLIES

Invoice: 935560 280640 935560 06/27/2025 07/17/25 309.32
309.32 73638935 531100 PW/SHOP SUPPLIES - AIR, FUEL, OIL FILTERS
O&M-STD ALLOCATION-SUPPLIES

Invoice: 935902 280641 935902 06/30/2025 07/17/25 63.11
63.11 73638935 531100 PW/SHOP SUPPLIES - OIL, FUEL FILTERS
O&M-STD ALLOCATION-SUPPLIES

CHECK 6103 TOTAL: 772.67

NUMBER OF CHECKS 57 *** CASH ACCOUNT TOTAL *** 698,851.46

	COUNT	AMOUNT
TOTAL EFT'S	57	698,851.46

*** GRAND TOTAL *** 698,851.46

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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 LINE DESC	T OB	DEBIT	CREDIT
2025 7 108	APP 001-213000	07/18/2025	07/17/25	071825			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		134,381.61	
	APP 635-111100	07/18/2025	07/17/25	071825			CASH AP CASH DISBURSEMENTS JOURNAL			698,851.46
	APP 402-213000	07/18/2025	07/17/25	071825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,602.59	
	APP 631-213000	07/18/2025	07/17/25	071825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		8,624.51	
	APP 401-213000	07/18/2025	07/17/25	071825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		28,009.77	
	APP 104-213000	07/18/2025	07/17/25	071825			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		36,283.44	
	APP 403-213000	07/18/2025	07/17/25	071825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		424.00	
	APP 301-213000	07/18/2025	07/17/25	071825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		487,893.09	
	APP 407-213000	07/18/2025	07/17/25	071825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		50.01	
	APP 101-213000	07/18/2025	07/17/25	071825			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		582.44	
GENERAL LEDGER TOTAL									698,851.46	698,851.46
	APP 631-130000	07/18/2025	07/17/25	071825			DUE TO/FROM CLEARING		690,226.95	
	APP 001-130000	07/18/2025	07/17/25	071825			GENERAL - DUE TO/FROM CLEARING			134,381.61
	APP 402-130000	07/18/2025	07/17/25	071825			DUE TO/FROM CLEARING		2,602.59	
	APP 401-130000	07/18/2025	07/17/25	071825			DUE TO/FROM CLEARING		28,009.77	
	APP 104-130000	07/18/2025	07/17/25	071825			CIVIC IMPR DUE TO/FROM CLEAR'G		36,283.44	
	APP 403-130000	07/18/2025	07/17/25	071825			DUE TO/FROM CLEARING		424.00	
	APP 301-130000	07/18/2025	07/17/25	071825			DUE TO/FROM CLEARING		487,893.09	
	APP 407-130000	07/18/2025	07/17/25	071825			DUE TO/FROM CLEARING		50.01	
	APP 101-130000	07/18/2025	07/17/25	071825			STREETS - DUE TO/FROM CLEARING		582.44	
SYSTEM GENERATED ENTRIES TOTAL									690,226.95	690,226.95
JOURNAL 2025/07/108 TOTAL									1,389,078.41	1,389,078.41

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025	7	108	07/18/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		134,381.61
001-213000				GENERAL - ACCOUNTS PAYABLE	134,381.61	
				FUND TOTAL	134,381.61	134,381.61
101 STREET FUND	2025	7	108	07/18/2025		
101-130000				STREETS - DUE TO/FROM CLEARING		582.44
101-213000				STREETS - ACCOUNTS PAYABLE	582.44	
				FUND TOTAL	582.44	582.44
104 CIVIC IMPROVEMENT FUND	2025	7	108	07/18/2025		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		36,283.44
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	36,283.44	
				FUND TOTAL	36,283.44	36,283.44
301 CAPITAL CONSTRUCTION FUND	2025	7	108	07/18/2025		
301-130000				DUE TO/FROM CLEARING		487,893.09
301-213000				ACCOUNTS PAYABLE	487,893.09	
				FUND TOTAL	487,893.09	487,893.09
401 WATER OPERATING FUND	2025	7	108	07/18/2025		
401-130000				DUE TO/FROM CLEARING		28,009.77
401-213000				ACCOUNTS PAYABLE	28,009.77	
				FUND TOTAL	28,009.77	28,009.77
402 SEWER OPERATING FUND	2025	7	108	07/18/2025		
402-130000				DUE TO/FROM CLEARING		2,602.59
402-213000				ACCOUNTS PAYABLE	2,602.59	
				FUND TOTAL	2,602.59	2,602.59
403 STORM & SURFACE WATER FUND	2025	7	108	07/18/2025		
403-130000				DUE TO/FROM CLEARING		424.00
403-213000				ACCOUNTS PAYABLE	424.00	
				FUND TOTAL	424.00	424.00
407 BUILDING & DEVELOPMENT FUND	2025	7	108	07/18/2025		
407-130000				DUE TO/FROM CLEARING		50.01
407-213000				ACCOUNTS PAYABLE	50.01	
				FUND TOTAL	50.01	50.01
631 CLEARING FUND	2025	7	108	07/18/2025		

07/17/2025 15:14
glin

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

|P 14
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
631-130000				DUE TO/FROM CLEARING	690,226.95	
631-213000				ACCOUNTS PAYABLE	8,624.51	
635-111100				CASH		698,851.46
				FUND TOTAL	698,851.46	698,851.46

FUND	DUE TO	DUE FR
001 GENERAL FUND		134,381.61
101 STREET FUND		582.44
104 CIVIC IMPROVEMENT FUND		36,283.44
301 CAPITAL CONSTRUCTION FUND		487,893.09
401 WATER OPERATING FUND		28,009.77
402 SEWER OPERATING FUND		2,602.59
403 STORM & SURFACE WATER FUND		424.00
407 BUILDING & DEVELOPMENT FUND		50.01
631 CLEARING FUND	690,226.95	
	-----	-----
TOTAL	690,226.95	690,226.95

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



CITY OF
BAINBRIDGE ISLAND

PAYROLL REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

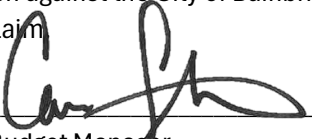
PAYROLL CHECK RUN: 08-05-2025

Run Type	Date	Check # Sequence	Comments	Amount
Normal	8/5/2025	65475 - 65627	Regular check run (Direct Dep)	457,347.95
EFTPS	8/5/2025	EFTPS	Federal Tax Electronic Transfer	171,746.67
EFT	8/5/2025	ACH	DSHS	147.08
Normal	8/5/2025	110708 - 100716	Vendor check run (Paper Checks)	368,303.57
			TOTAL:	\$ 997,545.27

Prepared and Reviewed by: 
DeAnna Cole, Payroll Specialist

Date 08/06/2025

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 08/06/2025
Carrie Freitas, Budget Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME:

AGENDA ITEM: Approve City Council Meeting Minutes

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

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

RECOMMENDED MOTION:
Approve City Council Meeting Minutes.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Special City Council Meeting - Executive Session Minutes, July 22, 2025.pdf](#)

[Regular City Council Meeting Minutes, July 22, 2025.pdf](#)



**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, JULY 22, 2025**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

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

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

2) EXECUTIVE SESSION

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

Mayor Mathews adjourned the meeting to an executive session for 30 minutes pursuant to RCW 42.30.110(1)(b).

3) ADJOURNMENT

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

Ashley Mathews, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JULY 22, 2025**

Meeting Minutes

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

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

Mayor Mathews, Deputy Mayor Quitslund, and Councilmembers Deets, Fantroy-Johnson, Moriwaki, and Schneider were present. Councilmember Hytopoulos arrived at 7:08 p.m.

Mayor Mathews led the Pledge of Allegiance and read the Land Acknowledgment.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Fantroy-Johnson seconded to approve the agenda as presented. The motion carried 6 – 0, with Councilmember Hytopoulos absent.

There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Present Proclamation Declaring August 5, 2025, as "National Night Out"
[Cover Page](#)
[National Night Out Proclamation 2025.docx](#)

Councilmember Deets read the proclamation. Police Chief Clark accepted the proclamation.

4) PUBLIC COMMENT

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

Mike Nelson spoke about the Planning Commission recommendations, the Groundwater Management Plan, and waste management services.

Kathleen Peters thanked Council for the Cooper Creek project and spoke in favor of the Comprehensive Plan update process.

Fritz Von Ibsch expressed concerns with the Eagle Harbor road closure and coordination with the Bainbridge Island Fire Department.

Benjamin Harrison, Environmental Technical Advisory Committee, spoke about the committee and the Groundwater Management Plan.

Jay Rosenberg expressed concerns with recent road projects and emergency response.

Karen expressed concerns with permit fees and spoke in favor of Bainbridge Disposal.

Lisa Neal expressed concerns with land use policy decisions.

Rakesh Bharania expressed concerns with the Eagle Harbor Road closure.

Phedra Elliott, Housing Resources Bainbridge Executive Director, spoke about the Planning Commission recommendations.

Siri Kushner, Chair of Housing Resources Board, spoke about the Planning Commission recommendations.

Melanie Keenan expressed concerns with the Groundwater Management Plan.

Dawn Janow spoke about the needs of social service agencies and expressed concerns with the affordable housing project at 625 Winslow Way.

5) CONSENT AGENDA

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

MOTION: I move to approve the Consent Agenda with the removal of item 5.C.

Moriwaki/Deets: The motion carried 6 – 0, with Councilmember Hytopoulos absent.

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 07-02-25.pdf](#)

[Council Report 07-20-25.pdf](#)

5.D Authorize the City Manager to Sign the 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 - for CC 07222025](#)

5.E Cancel the August 5, 2025, City Council Study Session (National Night Out)

[Cover Page](#)

5.F Adopt Ordinance No. 2025-09 relating to Requirements for Building Code and Flood Damage Prevention, Amending Title 15 of the Bainbridge Island Municipal Code - Planning

[Cover Page](#)

[FEMA Flood Code updates and BLD update.pptx](#)

[ORDINANCE 2025-09 Bldg and Flood 07.08.2025.docx](#)

- 5.G Adopt 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**
[Cover Page](#)
[Ordinance No 2025-19 Amending Bainbridge Island Municipal Code to Allow Those Leasing City Property to Place Signs on City Property.docx](#)
- 5.H Authorize the City Manager to Execute the Final Construction Change Order For the Madison Avenue Bundled Project in the Amount of \$377,278.83, and Authorize a Budget Amendment in the Amount of \$40,000.00 (Capital Construction Fund) - Public Works**
[Cover Page](#)
[CO6_Madison Avenue Bundled Project.pdf](#)
[Madison CIP Project Page.pdf](#)

ITEM REMOVED FROM CONSENT AGENDA

- 5.C Approve City Council Meeting Minutes**
[Cover Page](#)
[Regular City Council Business Meeting Minutes, July 8, 2025.pdf](#)
[City Council Study Session Minutes, July 15, 2025.pdf](#)

Deputy Mayor Quitslund commented on the motion made at a study session.

MOTION: I move to approve City Council Meeting Minutes for the 2 meetings as presented in the agenda packet.

Quitslund/Deets: The motion carried 6 - 0.

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

6) COUNCIL ANNOUNCEMENTS

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

7) CITY MANAGER'S REPORT

- 7.A Receive City Manager's Report**
[Cover Page](#)
[Eagle Harbor_Cooper Creek Fish Passage Road Closure Update Memo 071825 \(002\).pdf](#)

City Manager King provided an update on the Cooper Creek Fish Passage project.

8) REGULAR BUSINESS

- 8.A Receive Second Draft of the Groundwater Management Plan and Authorize the City Manager to Enter into a Professional Services Agreement with Keta Waters, Inc. for Peer Review Services (\$24,800.00) - Public Works**
[Cover Page](#)
[Second draft CoBI Groundwater Management Plan_July 2025.pdf](#)

[Professional Services Agreement_Keta Waters_GWMP Peer Review_Final.docx](#)
[GWMP Summary and Near Term Action Memo DRAFT.pdf](#)
[JMassmann_CV_2025.pdf](#)
[Adam_Massmann_CV_April_2024.pdf](#)
[GWMP 2nd Draft Slides 072225.pptx](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided a presentation, and Council discussed the topic.

MOTION: I move to authorize the City Manager to enter into a Professional Services Agreement with Keta Waters, Inc. for peer review services in the amount of \$24,800.00 - \$8,266.67 from City Council Contingency; \$8,266.67 from the Water Utility Fund; and, \$8,266.67 from the Storm and Surface Water Management Utility Fund.

Deets/Moriwaki: The motion carried 6 - 0.

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

NOES: None

ABSENT: Kirsten Hytopoulos

ABSTAIN: None

8.B Consider Ordinance No. 2025-22 Related to City Advisory Groups - Executive

[Cover Page](#)

[Presentation - City Committee Ord 2025-22 for CC 07222025](#)

[Ordinance 2025-22 Amending Title 2 of the Bainbridge Island Municipal Code Related to City Advisory Groups.docx](#)

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

Councilmember Hytopoulos arrived at 7:08 p.m.

MOTION: I move to forward Ordinance No. 2025-22 related to City Advisory Groups to a future business meeting for consideration of approval.

Fantroy-Johnson/Moriwaki: 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

8.C Receive Monthly Update on Comprehensive Plan and Winslow Subarea Plan and Provide Direction to the Planning Commission in response to Two Questions

[Cover Page](#)

[7.17.25 Tovar MEMO to City Council.pdf](#)

City Manager King introduced the agenda item. Planning Commissioner Blossom spoke about her motion, and Planning Commissioner Deines spoke about his motion and policy question. Consultant Joe Tovar provided additional information, and Council discussed the topic.

MOTION: I move that 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, then the Planning Commission should still consider potential changes in the other zoning districts to include form-based code regulations and middle housing.

Deets/Schneider: 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

8.D Discuss Scope of Responsibilities of the Steering Committee Overseeing Public Engagement for the Winslow Subarea and Comprehensive Plans

[Cover Page](#)

[Resolution No. 2023-03 Establishing and Appointing Members to a Steering Committee for the Winslow Subarea Plan and the Comprehensive Plan Periodic Review.pdf](#)

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

MOTION: I move that the steering committee be authorized to have an ongoing agenda item that is simply an open conversation between the representatives from the two bodies sitting on that body to discuss the status of the Comprehensive Plan and explore opportunities for cooperation between the bodies.

Hytopoulos/Quitslund: The motion carried 5 – 2.

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

NOES: Ashley Mathews, Brenda Fantroy-Johnson

ABSENT: None

ABSTAIN: None

8.E Provide Direction to Staff to Align Code for Pre-Approved Accessory Dwelling Unit (ADU) Plans

[Cover Page](#)

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

MOTION: I move to direct the City Manager to have staff prepare an ordinance that updates code to provide for the pre-approved plans for accessory dwelling units to be able to be more easily used on Bainbridge Island.

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

8.F Review Chapter 15.12 of the Bainbridge Island Municipal Code regarding Placement of Items in the Right-of-Way

[Cover Page](#)

[Memorandum to Mayor Mathews and City Council regarding Time, Place, and Manner Restrictions on Speech and Expressive Activity 49.pdf](#)

[Picture of small sign - Signs will be removed.png](#)

[Picture of larger sign - Signs and Objects will be removed.jpeg](#)

City Manager King introduced the agenda item, and Council discussed the topic. There was consensus to remove the advisory signs.

8.G Consider Formation of Council Ad Hoc Sub-Committee to Review and Draft a Landscape Blower Ordinance

[Cover Page](#)

[Ad_Hoc_Committee_for_Zero Emission Leaf Blowers - 07222025.docx](#)

City Manager King introduced the agenda item.

MOTION: I move to create an Ad Hoc Council Subcommittee to review and recommend an ordinance regulating Gasoline Powered Leaf Blowers and appoint the following members of the Council: Deets, Hytopoulos, and Moriwaki.

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

8.H Authorize the City Manager to Execute a Collective Bargaining Agreement with the Bainbridge Island Police Guild

[Cover Page](#)

[Bainbridge Island Police Guild 2025-2027 Agreement.pdf](#)

City Manager King introduced the agenda item.

MOTION: I move to authorize the City Manager to execute the attached collective bargaining agreement with the Bainbridge Island Police Guild for the period covering January 1, 2025 through December 31, 2027.

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

9) COMMUNICATIONS

9.A Request from the Race Equity Advisory Committee to Amend City Policy to Allow the Appointment of Individuals who are not Residents of the City to Serve on Council Appointed Advisory Boards and Committees

[Cover Page](#)

City Manager King introduced the agenda item. Council discussed the topic and took no action.

10) ADJOURNMENT

Mayor Mathews adjourned the meeting at 8:52 p.m.

Ashley Mathews, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Accept a Department of Ecology Grant in the Amount of \$752,000 for the Manzanita Stormwater Recharge Project and Authorize a Budget Amendment in the Amount of \$223,000 (Storm and Surface Water Management (SSWM) Fund) - Public Works,

SUMMARY: On July 1st 2025, the city was offered \$752,000 from the Stormwater Financial Assistance Program of the Department of Ecology to fund the construction of the Island's first Stormwater Park.

This stormwater mitigation and recharge facility will help the city fulfill requirements of the [NPDES Stormwater Permit](#), and goals of the [Kitsap Peninsula \(WRIA 15\) Watershed Restoration and Enhancement Plan](#).

The project design is complete, and construction is anticipated in 2027.

The City Council authorized the grant application at the September 24, 2024 Regular Business Meeting.

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

RECOMMENDED MOTION:

Authorize the City Manager to accept a Department of Ecology grant in the amount of \$752,000 for the Manzanita Stormwater Recharge Project and authorize a Budget Amendment in the amount of \$223,000 from the Storm and Surface Water Management Fund.

COMMUNITY ENGAGEMENT AND OUTREACH:

Community engagement will be planned as the project proceeds closer to construction.

FISCAL IMPACT:

Amount:	\$977,000.00 (\$752K Grant; \$223K SSWM Fund)
Ongoing Cost:	N/A
One-Time Cost:	\$977,000.00 (\$752K Grant; \$223K SSWM Fund)
Included in Current Budget?	false

BACKGROUND: The watershed draining to Manzanita Creek is identified as a top candidate for ecosystem restoration. Through a multi-year, grant funded watershed assessment - reviewed with the City Council at the February 20, 2024 City Council Meeting - a diverse group of stakeholders worked together to identify where the stressors in the watershed existed and what strategies were needed to address them. The assessment concluded by completing the design for the top-rated project in the watershed with opportunity to restore a watershed process, a Stormwater Recharge Park located on city-owned property formerly known as M & E Farm and now known as the Bainbridge Island Native Food Forest.

To fund the construction of the Manzanita Watershed Stormwater Recharge Project, staff have identified an applicable grant. The Water Quality Combined Grant Application, offered by the Washington State Department of Ecology, is intended to advance projects in watersheds that are experiencing degradation due to unmanaged stormwater runoff. The Manzanita watershed has been identified as an area experiencing these aquatic ecosystem stressors. One of the project's goals is to help restore streamflows to levels necessary to support robust, healthy, and sustainable salmon populations. Manzanita creek hosts an active population of Coho salmon, monitored each fall by the city's Salmon Monitoring Program. The creek is also degraded and needs attention to realize its restoration potential, including increased summer baseflows and less erosive storm flows.

Managing stormwater and increasing groundwater recharge will support City Council's Guiding Principle #2 and advance multiple goals of the city's Comprehensive Plan, Climate Action Plan and our regional (Kitsap) Streamflow Restoration Plan. A link to the Manzanita Watershed Project results can be found on the City's website, [Watershed Assessment of Manzanita](#).

Grant funds are contingent upon the city's compliance with the Growth Management Act, specifically the adoption of an updated Comprehensive Plan. City staff will be working with the Department of Ecology and the Department of Commerce to confirm the city's compliance status as it relates to the grant acceptance and use.

ATTACHMENTS:

[CIP_Manzanita Stormwater Recharge Park at BIFFF_01363.pdf](#)

[BINFF_Artist_Rendering.pdf](#)

[SFY2026Final OfferLtrs_00333.pdf](#)

Project: Manzanita Stormwater Recharge Park at BINFF
Location: Bainbridge Island Native Food Forest

Number: 01363

Project Description



Description: This project would construct a stormwater recharge element on City property at Morales Farm. The project was one of the recommendations stemming from the Manzanita Creek Watershed Assessment.

Benefit: Environmental enhancement; groundwater recharge.

Schedule: 2027: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund		185	-	975			-	1,160
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	185	-	975	-	-	-	1,160
FUNDING USES (1000's)								
Proj. Management		9	-	49	-	-	-	58
Design/construction		176	-	926	-	-	-	1,102
Sub-total	-	185	-	975	-	-	-	1,160

Landscape plant palette follows and builds upon the Food Forest master plan

Sand filter provides water quality treatment and aquifer recharge

Water level fluctuates to provide flow control and storage for Manzanita Creek

Untreated stormwater from the existing ditch enters the detention pond through an underground pipe

Ramp allows maintenance access to bottom of detention pond

Vehicular entrance to the park. Gate restricts vehicular access to maintenance only.

Existing trees between pond and road are protected during construction

Treated stormwater from the detention pond flows through an underground pipe to Manzanita Creek

Reconfigured parking lot with ADA access

Resurfaced maintenance road provides ADA access from parking lot to pond loop trail.

Trail loop begins at the maintenance road





STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600, Olympia, WA 98504-7600 • 360-407-6000

July 1, 2025

Christopher Wierzbicki, Public Works Director
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, Washington 98110
cwierzbicki@bainbridgewa.gov

Christian Berg, Water Resources Specialist
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, Washington 98110
cberg@bainbridgewa.gov

Re: **Manzanita Stormwater Recharge Park at Bainbridge Island Native Food Forest, WQC-2026-BainIs-00333**

State Fiscal Year 2026 Final Water Quality Funding Offer List and Intended Use Plan

Thank you for applying to the Washington Department of Ecology's Water Quality Combined Funding Program for State Fiscal Year 2026 (SFY26). On July 1, 2025, Ecology published the [SFY26 Final Water Quality Funding Offer List and Intended Use Plan](#)¹ (Final Offer List).

We're pleased to inform you that your project has been offered funding of up to \$752,730. This includes:

A \$752,730 grant from the Stormwater Financial Assistance Program (SFAP).

The final funding amount awarded will be based on negotiations with Ecology. These will cover your project's scope of work, budget, eligibility of project components, technical considerations, and whether costs are reasonable.

Next steps

Ecology staff will contact you soon to begin the funding agreement negotiation process. Our goal is to finalize all agreements by Jan. 31, 2026. To help meet this deadline and ensure timely use of available funds, please be ready to begin negotiations right away.

Your Ecology Project Management Team:

Project Manager: Lisa Rodgers, NWRO

Email: lisa.rodgers@ecy.wa.gov | Phone: (425) 229-5512

Financial Manager: Melissa Conger, Headquarters Office (Lacey)

Email: melissa.conger@ecy.wa.gov | Phone: (360) 706-4202

¹ <https://apps.ecology.wa.gov/publications/documents/2510047.pdf>

Project requirements

Your project may be subject to specific funding conditions based on your application, project type, and fund source. These conditions will be reviewed during the agreement negotiations. To learn more see Ecology's [State Fiscal Year 2026 Funding Guidelines](#)² and refer to Appendix 1 of the Final Offer List or the [Final Offer List spreadsheet](#) for project-specific footnotes.

All projects must complete a cultural resources review. Most funded projects must complete an environmental review. Please plan your schedule accordingly.

For questions about cultural resource or environmental review requirements, contact:

- **CWSRF and Section 319 Projects:** Liz Ellis, liz.ellis@ecy.wa.gov, 360-628-4410
- **SFAP Projects:** Melissa Conger, melissa.conger@ecy.wa.gov, 360-706-4202
- **Centennial Projects:** Tamara Cowles, tamara.cowles@ecy.wa.gov, 564-669-3005

Review your evaluation scorecard

Applicants are strongly encouraged to review the Evaluation Scorecard Report to better understand the strengths and weaknesses of the application. It may help identify issues with unclear costs, tasks, and/or potentially ineligible components that may delay funding agreement development.

To find your report in Ecology's Administration of Grants and Loans (EAGL) system:

- Go to your application in EAGL.
- In the Application Menu, click "View Forms" in the "View, Edit and Complete Forms" section.
- Scroll to the bottom of the list.
- Click "Evaluation Scorecard (External)" under "Screening/Evaluation/Offer."
- Save or open a PDF copy of the report.

Program overview

On July 1, 2025, Ecology published the [SFY26 Final Offer List](#)³. This includes funding from the Centennial Clean Water Program (Centennial), the Clean Water Act Section 319 Nonpoint Source Fund (Section 319), the Stormwater Financial Assistance Program (SFAP), the Stormwater Community-Based Public-Private Partnership Program (CBP3), the Municipal Stormwater Grants of Regional or Statewide Significance (GROSS), the Clean Water State Revolving Fund (CWSRF), and federal funding provided to the CWSRF through the Bipartisan Infrastructure Law (BIL).

² <https://apps.ecology.wa.gov/publications/documents/2410048.pdf>

³ <https://apps.ecology.wa.gov/publications/documents/2510047.pdf>

July 1, 2025

Ecology received 157 requests for funding totaling approximately \$597.5 million from local governments, Tribes, conservation districts, other public entities, and qualified not-for-profit organizations.

After evaluating, rating, and ranking applications, Ecology is offering \$188 million to 101 projects, including support for 13 small, financially disadvantaged community phased projects. Details are available in Appendix 1 of the Final Offer List.

If you have questions or concerns regarding the water quality funding programs, please contact Kim Wagar, Water Quality Financial Management Section Manager at kimberly.wagar@ecy.wa.gov or 360-878-4913.

We appreciate your commitment to protecting Washington's waters and look forward to partnering with you on this important project.

Sincerely,



David Giglio
Acting Water Quality Program Manager



City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Approve Change Order No. 2 to the Construction Contract with Redside Construction, Inc. to Incentivize the Early Completion of the Cooper Creek Fish Passage Project (\$48,000.00, Storm and Surface Water Fund) - Public Works,

SUMMARY: The Cooper Creek Fish Passage project road closure and detour is scheduled to end on or around October 3. The City recognizes the inconvenience to the traveling public and wishes to incentivize the contractor to re-open Eagle Harbor Drive earlier.

The subject change order will provide an incentive to Redside Construction, Inc. for reducing the duration of the road closure by up to 30 days. The incentive will be set at \$1,600 per day and is not to exceed \$48,000. The means and methods by which the schedule may be compressed to reduce the road closure are at discretion of the contractor and their labor force but may include additional work hours and weekend work.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Authorize the City Manager to approve Change Order No. 2 in the amount of \$48,000.00 to the construction contract with Redside Construction, Inc. to incentivize the early completion of the Cooper Creek Fish Passage Project.

COMMUNITY ENGAGEMENT AND OUTREACH:

The City is preparing regular updates on the project progress.

FISCAL IMPACT:

Amount:	\$48,000.00
Ongoing Cost:	
One-Time Cost:	\$48,000.00
Included in Current Budget?	true

BACKGROUND: The ability of the contractor to mobilize more labor forces to the site is constrained by multiple fish work-window projects occurring at the same time regionally. The contractor has extended the potential incentive to their labor force for voluntary overtime and additional work days.

ATTACHMENTS:

[Cooper Creek Changer Order 2.pdf](#)



Change Order

EAGLE HARBOR (COOPER CREEK) FISH PASSAGE PROJECT

City of Bainbridge Island
Public Works Department

ENGINEERING DIVISION

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

Change Order No. 2
Date 7/28/25

For City Use

CONTRACTOR:
Redside Construction, LLC
600 Winslow Way #237
Bainbridge Island, WA 98110

Vendor ID 7801
Contract No. 2025056
Project No. 01107 / 01415
Org/Obj. 72433438 / 663000 / 01107 - \$48,000.00
Org/Obj. 72413434 / 663000 / 01415 - \$0
PO # if applicable. n/a - Retainage Bond 30238243

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

Item No.	Description	Unit	Unit Price	Bid Qty	Actual Qty	Total
WCD5	Incentive (in accordance with WCD5)	DAY	\$ 1,600.00	0	30.00	48,000.00
						-
						-
						-
						-
						-
					Total C/O:	48,000.00

*Use number references in Change Orders only, ex. WCD12

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

Original Contract Amount (Non-Taxable):

Original Contract Amount (Taxable):

Previous Change Order(s) Total:

Current Contract Amount:

Net Change this Change Order:

New Contract Amount:

Amount	Sales Tax - if applicable	Total w/ Tax
\$ 2,245,805.24	0.00	2,245,805.24
\$ 81,530.00	7,500.76	89,030.76
\$ 2,397.00	1,600.43	3,997.43
\$ 2,329,732.24	9,101.19	2,338,833.43
\$ 48,000.00		48,000.00
\$ 2,377,732.24	9,101.19	2,386,833.43

Ck -

Contractors

Acceptance: Signature _____ Printed Name/ Title _____ Date _____

Prepared By: Nick Rasor, PE, Project Manager _____ Date _____

Approved By: Blair King - City Manager _____ Date _____

**City of Bainbridge Island
PUBLIC WORKS DEPARTMENT**



MEMORANDUM

TO: File

FROM: Peter Corelis, P.E.

DATE: July 29, 2025

RE: Cooper Creek Fish Passage - Justification for Change Order 2

The amount attributed to Change Order 2 - \$48,000 per Work Change Directive 5 (WCD5) is for the addition of a monetary incentive to be paid to the Contractor to shorten the duration of the full road closure of Eagle Harbor Drive. The current progress schedule has the re-opening of Eagle Harbor Drive to two lanes of traffic by October 3, 2025. The contractor will be paid \$1,600 per calendar day for every day Eagle Harbor is re-opened to traffic before October 3.

The Contractor shall utilize their means and methods to achieve any optimizations in the work to achieve an early re-reopening of the road, including the possibility of working on Saturdays, overtime, and contracting additional labor at their discretion.

CITY OF BAINBRIDGE ISLAND

WORK CHANGE DIRECTIVE

WCD#: 5

Page 1 of 1

PROJECT: Cooper Creek Fish Passage

Project #: 01107

CONTRACTOR: Redside

Date: 7/29/2025

YOU ARE DIRECTED TO PROCEED PROMPTLY WITH THE FOLLOWING CHANGE(S):

Time is of the essence of the Contract. The project site road closure inconveniences the traveling public, obstructs traffic, and interferes with and delays commerce, and increases risk to Highway users.

The contracted work has resulted in the full road closure of Eagle Harbor Drive and a detour of traffic around the site. The tentatively scheduled re-opening of the road to traffic is October 3, 2025 per the Contractor's progress schedule.

Accordingly, the City of Bainbridge Island agrees:

To pay the Contractor for each calendar day Eagle Harbor Drive is re-opened to two-way traffic in advance of October 3, 2025, the amount of \$1,600 per day of early opening. The incentive shall not exceed a total amount of \$48,000, equivalent to payment for a maximum 30-day shortening of the full road closure duration.

This incentive does not change the contract working days. This incentive is only to be paid out at the agreed upon unit price if the contractor performs by opening Eagle Harbor Drive before October 3.

ATTACHMENT(S): Progress Schedule

If a claim is made that the above change(s) have affected Contract Price or Contract Times any claim for a Change Order is based thereon will involve one or more of the following methods of determining the effect of the change(s). The Change Order will be executed in accordance with Section 1-04.4 of the *WSDOT Standard Specifications*, or Article 10 of the General Conditions.

Method of determining change in Contract Price:

- ☒ Unit Price
☐ Lump Sum
☐ Time & Materials
☐ Other: _____

Estimated increase (decrease) in **Contract Price**:

\$ 48,000 .

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

AGREED:

Method of determining change in Contract Times:

- ☐ Contractor's Records
☐ Engineer's Records
☐ Other: _____

Estimated increase (decrease) in **Contract Times**:

Substantial Completion: 0 days;

Ready for final payment: 0 days;

If the change involves an increase, the estimated times are not to be exceeded without further authorization.

AGREED:

CONTRACTOR

CITY OF BAINBRIDGE ISLAND

By: _____

By: _____

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME:

AGENDA ITEM:

Authorize the City Manager to Enter into a Professional Services Agreement with MZ Solar Consulting in the amount of \$85,000 for a Photovoltaic and Battery Energy Storage System Evaluation of Priority Sites that Serve as Critical City Facilities and/or Designated Disaster Hubs

SUMMARY: Approve agreement with MZ Solar Consulting, substantially in the form attached, to provide the City with 1) a summary memo with recommendation for three (3) sites to receive an evaluation; 2) a high-level feasibility analysis and report with evaluation of solar and battery energy storage potential at each site and a recommendation for at least one (1) site to receive a construction ready bid set and specification; and 3) a permit-ready bid package for one (1) site.

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION:

Authorize the City Manager to enter into a Professional Services Agreement with MZ Solar Consulting, substantially in the form attached, to conduct a photovoltaic and battery energy storage systems evaluation for up to a total of three (3) priority sites that serve as critical city facilities and/or designated disaster hubs.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$85,000
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	true

BACKGROUND: The City of Bainbridge Island was awarded a Washington Department of Commerce Solar plus Storage grant to address the challenges, risks, and vulnerabilities related to the resilience and reliability of the island's electrical system. Due to the unique geographic factors, local wind patterns, and the heavily treed nature, electrical power can easily be lost with long lag times for power to be restored in storm events. The objective of this project is to increase the amount of renewable energy infrastructure and increase energy resilience and reliability at priority sites serving as critical city facilities and/or disaster hubs in the event of prolonged power outages.

ATTACHMENTS:

[Professional Services Agreement_MZSolar_final.pdf](#)

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and MZ Solar Consulting, an LLC in Washington State (“Consultant”).

WHEREAS, the City needs professional services in connection with increasing energy resilience and reliability at critical city facilities and disaster hubs in the event of prolonged power outages; and

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

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

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment B** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until May 31, 2026, unless sooner terminated by either party as provided below.

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

3. PAYMENT

A. The City shall pay the Consultant a flat fee for completion of each Task described in Attachment B. The total amount to be paid to the Consultant for each task shall not exceed the lump sum for that task set forth on Attachment B and the total amount to be paid for all tasks described on Attachment B shall not exceed Eighty-five thousand dollars (\$85,000.00).

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for the services performed in a previous calendar month. Each task shall be the subject of a separate invoice and each invoice shall be based on the percentage of the task completed in the previous

calendar month. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within thirty (30) days of receipt of a proper invoice from the Consultant.

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

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

mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

10. INSURANCE

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

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

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

To the Consultant: Michiel Zuidweg
 31 Rendezvous RD
 Winthrop WA, 98862
 Attention: Michiel Zuidweg

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.

MZ Solar Consulting

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A INSURANCE REQUIREMENTS

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
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 \$2,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 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 minus (A-).

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

ATTACHMENT B SCOPE OF SERVICES

Overview: The Bainbridge Island energy system has challenges, risks, and vulnerabilities related to the resilience and reliability of the electrical system. Due to the Island's unique geographic factors, local wind patterns, and the heavily treed nature, the Island can easily lose power and be slow to have power restored in storm events. The objective of this project is to increase energy resilience and reliability at critical city facilities and disaster hubs in the event of prolonged power outages.

Task 1: Identify of up to two (2) priority sites serving as City-owned critical facilities and/or serving as community disaster hubs to receive a photovoltaic (PV) and battery energy storage system (BESS) evaluation and one (1) site to receive bid package.

Conduct one (1) site visit to each of the sites to document the existing conditions and assess the feasibility for both PV and BESS systems and engage with key stakeholders.

Receivables: City staff will provide the following:

- List of sites from most desired to least desired for consideration
- Project street address for each site
- Name, email, and telephone number of available project contacts and key stakeholders as necessary

Deliverable: Summary memo with recommendation for two (2) sites to receive an evaluation in Task 2.

Payment: \$7,000

Task 2: Evaluate at least two (2) sites and develop specifications for the installation of photovoltaic (PV) and/or battery energy storage system (BESS)

Determine feasibility of adding and/or expanding a photovoltaic (PV) and/or battery energy storage systems at each location, including type of system (i.e., rooftop, ground mounted, or other) and an associated cost estimate for installation.

Evaluation for each site to include:

- A wiring diagram of the facility's electrical system (a single line diagram is acceptable) and photovoltaic (PV) and battery system layout drawings
- Energy production estimates
- Modeling reports for each site that show loads, system and storage sizing
- Utility interconnection requirements
- Identify recommended upgrades to infrastructure to support PV and BESS systems
- Performance specifications for design/build PV and BESS systems
- Engineer's opinion of rough order of magnitude construction costs

Receivables: City staff will provide the following:

- Record drawings of existing electrical and structural systems for City-owned properties

- Name, address and telephone number of any available project contacts and stakeholders as necessary
- Restrictions or requirements to any of the properties put in effect through conditional use permits or other likewise attachments to the properties that could impact the feasibility of PV and BESS systems
- 12 months of electricity bills for City-owned properties
- Information on any relevant requirements associated with the funding source

Deliverable: A feasibility analysis and report with evaluation of solar and/or battery energy storage potential at each site and a recommendation for at least one (1) site to receive a construction ready bid set and specification. This analysis will include sufficient information to form the basis of design performance, and describe any related work needed to facilitate the installation of solar panels and battery storage at each site in compliance with local codes and regulations.

Payment: \$40,000

Task 3: One (1) site should be selected from Task 1 to receive a construction ready bid set and specifications, complete with cost estimates and specifications to be used in a future bid package.

For one (1) site, develop a permit-ready design plan with mounting structure drawings showing the proposed layout of equipment and other key details.

Deliverable: Permit-ready bid package.

Payment: \$38,000

ATTACHMENT C
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
AND OTHER RESPONSIBILITY MATTERS

In accordance with federal Executive Order 12549, the Consultant certifies to the best of its knowledge and belief, that it and/or its principals or officers:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- b. Have not within a three-year period preceding the execution of this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- d. Have not within a three-year period preceding the execution of this Agreement had one or more public transactions (federal, state, or local) terminated for cause of default; and
- e. Acknowledge that all subconsultants selected for this project must be in compliance with paragraphs (a – d) of this certification.

Name and Title of Authorized Consultant

Date

Signature of Authorized Consultant

_____ I am unable to certify to the above statements. My explanation is attached.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Apply for a State Grant Supporting the Winslow Wastewater Treatment Plant Capacity Upgrades Project (\$350,000) - Public Works

SUMMARY: City staff have identified a state grant that will support the construction of the Winslow Wastewater Treatment Plant (WWTP) Capacity Upgrades Project, which is currently in progress.

The grant opportunity is through the Puget Sound Nutrient Reduction Grant Program 2025 in the amount of \$350,000.

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

RECOMMENDED MOTION:

Authorize the City Manager to apply for a state grant supporting the Winslow Wastewater Treatment Plant Capacity Upgrades Project (\$350,000).

COMMUNITY ENGAGEMENT AND OUTREACH:

None planned at this time.

FISCAL IMPACT:

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

BACKGROUND: 1 - Puget Sound Nutrient Reduction Grant Program 2025 \$350,000; Grant application deadline, September 3rd

The capacity upgrade is required by the Washington State Department of Ecology as the inflow biological oxygen demand (BOD) and total suspended solid levels (TSS) have reached 85% of the design capacity and ultraviolet (UV) disinfection system is experiencing periodic power failure. The upgrade includes improvements to the secondary treatment projected to increase the treatment plant permit capacity to 3,200 pounds per day of BOD and TSS and replacement of the UV. The existing UV system is nearing the end of its useful life and the replacement system will provide uninterruptible power supply and will replace the control panels that have caused outages.

ATTACHMENTS:

[Wastewater Treatment Plant Upgrades_CIP Project Page.pdf](#)

Project: Wastewater Treatment Plant Upgrades

Number: 01187

Location: Donald Place

Project Description



Description: The Wastewater Treatment Plant requires near-term capacity upgrades to ensure compliance with the City's wastewater discharge permit issued by the Department of Ecology. The near-term improvements include optimization of settling capacity; replacing the UV disinfection system; modifying existing clarifiers and improving sludge dewatering.

Benefit: Compliance with state requirements.

Schedule: 2025/26: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	3,133	2,931	-	-	-	-	-	6,064
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	3,133	2,931	-	-	-	-	-	6,064
FUNDING USES (1000's)								
Project Management	54	6	-	-	-	-	-	61
Design/construction	3,079	2,925	-	-	-	-	-	6,003
Sub-total	3,133	2,931	-	-	-	-	-	6,064



City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2025-23 Amending Bainbridge Island Municipal Code (BIMC) Section 5.04.080 to Increase the De Minimis Annual Gross Income Threshold for Business License Requirements (Currently \$3,000) to Match Updated State Guidance (\$4,000) - Finance,

SUMMARY:

This is a housekeeping item in response to updated requirements from the State of Washington. The City is amending its business license regulations to increase the gross income threshold from \$3,000 to \$4,000. This means an entrepreneur can now earn up to \$4,000 annually before a business license is required. This change is being made ahead of the mandated January 1, 2026 deadline for compliance with the state's business license model which only applies to out-of-city businesses. However, to ease the administrative burden and provide for equity for in and out-of-city businesses, this ordinance would apply to all businesses (in and out-of-city).

To reduce the need for future code amendments, Section 5.04.080 of the Bainbridge Island Municipal Code will also be revised to remove specific monetary references, allowing the City to remain compliant with future threshold adjustments made by the State or adopted locally.

The City will update its website to reflect the change in threshold and provide guidance for businesses looking to apply for or renew a business license.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance &
Administrative Services

RECOMMENDED MOTION:

Adopt Ordinance No. 2025-23 updating the de minimis annual gross income threshold for business license requirements based on updated requirements from the state.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

The State of Washington has updated the minimum gross income threshold for out-of-city businesses that are required to obtain a local business license. Effective January 1, 2026, this threshold will increase to \$4,000. In alignment with this change, the City of Bainbridge Island will apply the \$4,000 threshold to all businesses conducting activity within the City, regardless of location.

The City last updated its threshold in January 2023, increasing it to \$3,000. Because the State will now review and adjust this amount every four years based on cumulative inflation, and the City reserves the right to make additional adjustments as needed, the applicable section of the Bainbridge Island Municipal Code will be amended to remove specific dollar amounts. This will allow for greater flexibility and prevent the need for repeated code revisions in the future.

ATTACHMENTS:

[Ordinance No. 2025-23 relating to Business Licenses Amending Chapter 5.04 BIMC.docx](#)
[2026businesslicensemodelthreshold.pdf](#)

ORDINANCE NO. 2025-23

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to business licenses and amending Section 5.04.080 of the Bainbridge Island Municipal Code to remove the specific monetary reference to the gross income requirement threshold in the code.

WHEREAS, the City of Bainbridge Island requires certain businesses to obtain business licenses; and

WHEREAS, the City of Bainbridge Island administers its business licensing through the state's business license system ("BLS"); and

WHEREAS, the current gross income requirement stated in Section 5.04.080 of Bainbridge Island Municipal Code is currently set at \$3,000; and

WHEREAS, the state's gross income requirement threshold to register with the Washington State Department of Revenue and obtain a business license is increasing to \$4,000; and

WHEREAS, the City of Bainbridge Island would like to amend Section 5.04.080 of the Bainbridge Island Municipal Code to remove references to monetary thresholds in order to avoid the need for future code amendments each time the City or the State adjusts the applicable threshold amounts.

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

Section 1. Section 5.04.080 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

5.04.080 Exempt activities.

The following activities shall be exempt from the licensing provisions of this chapter:

- A. The exercise of governmental functions performed by any instrumentality of the United States, the state of Washington, or any political subdivision thereof;
- B. Farmers or gardeners selling their own farm products raised and grown exclusively upon lands owned or occupied by them;
- C. Garage sales conducted on residential premises in compliance with this code;
- D. The mere delivery of goods or services to the customer or client by businesses where the sale occurred on business premises outside of the city, and was the only event

occurring within the city except that the performance of contracting or subcontracting services is not an exempt activity; or

E. Any business activity by any person or business whose annual value of products, gross proceeds of sales, or gross annual income of the business within the City is ~~\$3,000 or less~~ does not exceed the minimum threshold established by state law or as otherwise set by the City.

Section 2. Should any section, paragraph, sentence, clause, or phrase of this ordinance conflict with the terms of any prior ordinance or resolution, including terms related to fee or charge adjustments, the terms of this ordinance shall control.

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

Section 4. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this ___ day of August 2025.

APPROVED by the Mayor this ___ day of August 2025.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

PASSED BY THE CITY COUNCIL	August __, 2025
PUBLISHED:	August __, 2025
EFFECTIVE DATE:	August __, 2025



2026 City Business License Model Threshold update

Effective January 1, 2026

What are the main changes to the model threshold?

The main change in the update would make a one-time increase to a higher threshold to \$4000 for out-of-city businesses from the current \$2,000 threshold, effective January 1, 2026.

Other changes include:

- Every four years thereafter, the threshold would have an automatic periodic increase based on cumulative inflation.
- The rates of inflation would be calculated using the Consumer Price Index-U (CPI-U) Western for June of each year compared to the previous year for the previous four years.
- The rate of inflation would be calculated as zero in any year in which inflation was negative and capped at 5% per year or 20% over four years if inflation exceeded those amounts.
- To make the threshold easier to administer, the cumulative inflation amount would be rounded to the nearest \$100.

Could my city still require a no fee registration for out-of-city businesses below the threshold?

Cities retain the local option of requiring a no-fee registration for out-of-city businesses below the threshold.

Was the definition of “engaging in business” changed?

No, the definition of engaging in business has not changed since the 2018 model was adopted.

What are the deadlines for all cities with business licenses to adopt the 2026 model threshold?

Cities with a business license **must** adopt the model by **January 1, 2026**.

However, cities that currently partner with the state’s Business Licensing Service (BLS) for business licensing administration must adopt it by mid-October 2025, because they must **provide BLS 75-day notice** of any changes to their business licenses, including this mandatory change.

What if my city has a higher threshold?

Cities can choose to enact a higher threshold. The \$4,000 city threshold for out-of-city businesses is the minimum level that every city must enact.

What if my city wants to have a threshold that applies to in-city businesses in addition to the out-of-city business threshold?

The \$4,000 threshold level for out-of-city businesses is a mandatory minimum threshold that every city business license city must adopt, but the law does not impact the city’s authority to have exemptions or other thresholds.

Cities can continue to require a license for businesses located in the city without regard to the threshold (unless the city chose to exempt these businesses).

Cities can also choose to enact a separate threshold exemption that applies to in-city businesses.

Who should my city notify when the model is adopted?

BLS partner cities: Send a completed Change Request Form to BLS notifying them of the update
All other cities: Email Sheila Gall, AWC (sheilag@awcnet.org) so we can track updates.

How will businesses find out about the changes?

Consider providing information on changes to your business license by adding information to your license renewal letter, sending a letter to your potentially impacted businesses, updating information on your city’s website or presenting to your local chamber.

Background on the 2018 model threshold

In the 2017 session, EHB 2005 (RCW 35.90) passed requiring three actions by cities with business licenses and local B&O taxes. The law required cities to make changes to business licensing, including requiring cities with business licenses to establish a workgroup to create a model business license threshold by July 2018 for adoption by all business license cities by January 1, 2019.

**2018 model ordinance for local business licenses
– minimum threshold**

The 2018 model included a mandatory definition of “engaging in business” and a \$2000 minimum threshold (or occasional sale) exemption to establish when out-of-town or transient businesses are required to be licensed. All business license cities adopted the model by January 1, 2019 (RCW 35.90.080).

Contact

Sheila Gall

General Counsel

sheilag@awcnet.org

wacities.org



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2025-18 Relating to Noise Variance Procedures

SUMMARY:

Ordinance No. 2025-18 changes the noise variance procedure of BIMC 16.16.030 from the Planning Commission to an administrative review process overseen by the Planning Director. On July 10, 2025, the Planning Commission unanimously recommended the Council adopt the proposed ordinance.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Planning &
Community Development

RECOMMENDED MOTION:

Adopt Ordinance No. 2025-18 relating to noise variance procedures.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

The City adopts by reference selected sections of the Washington Administrative Code (WAC) Chapter 173-60 that regulate noise levels from environmental sources. The City receives approximately two to five noise variance requests per year and the requests are usually submitted by public organizations such as Washington State Ferries, Washington Department of Transportation, and the City's Department of Public Works. On February 27, 2025, the Planning Commission recommended that the noise variance procedures be changed to make noise variance an administrative review. This would remove the current Planning Commission from hearing noise variance requests which require substantial staff and Planning Commission time and resources for relatively minor time variances from current noise standards. On March 11, 2025, the City Council considered the Planning Commission recommendation and directed the City Manager to proceed with an ordinance to effectuate this change. On June 12, 2025, the Planning Commission reviewed this ordinance and moved to hold a public hearing on July 10, 2025. On

July 10, 2025 the Planning Commission held a public hearing where no comments were made, and the Commission unanimously moved to recommend approval to the City Council.

ATTACHMENTS:

[Ordinance 2025-18 Noise Variance Amendment.pdf](#)

ORDINANCE NO. 2025-18

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Section 16.16.030 of the Bainbridge Island Municipal Code relating to the variance procedure from noise regulations; changing the approval body from the Planning Commission to an administrative decision; providing for severability; and establishing an effective date.

WHEREAS, the City adopted Ordinance 2001-04 on January 24, 2001, regulating noise levels from environmental sources and adopting by reference selected sections of the Washington Administrative Code (WAC), chapter 173-60; and

WHEREAS, requests for variances from noise regulations are processed by the Planning Commission and the Planning Commission receives approximately two to five noise variance requests per year; and

WHEREAS, the Planning Commission unanimously recommended to the City Council that the noise variance procedures in BIMC 16.16.030 be changed to make noise variances an administrative review.

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

Section 1. Section 16.16.030 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

A variance from the provisions of BIMC 16.16.020 may be granted by the director ~~planning commission~~. For any such variance, application shall be made in writing and upon forms provided by the city and no variance shall be granted for longer than 30 days, except after a public hearing has been held. The director may prescribe appropriate conditions and safeguards, and may condition issuance of a variance on an agreement setting forth conditions, safeguards and assurances. ~~The director planning commission~~ may, in their ~~its~~ discretion, require ~~hold~~ a public hearing be held on any application when substantial public interest is shown. Any person may appeal the granting or denial of a variance by the director ~~planning commission~~ by filing an appeal with the Pollution Control Hearing Board pursuant to Chapter 43.21B RCW under the procedures of Chapter 371-08 WAC

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

FILED WITH THE CITY CLERK:	_____, 2025
PASSED BY THE CITY COUNCIL:	_____, 2025
PUBLISHED:	_____, 2025
EFFECTIVE DATE:	_____, 2025
ORDINANCE NUMBER:	2025-



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2025-22 Related to City Advisory Groups

SUMMARY: The City of Bainbridge Island has established standing committees, boards and commissions (committees) to advise the City Council. Some of these groups are required by state law, such as the Planning Commission, Civil Service Commission or Lodging Tax Advisory Committee. Other committees, such as the Utility Advisory Committee, Climate Change Advisory Committee or Cultural Funding Advisory Task Force, are established by the City of Bainbridge Island to accomplish City goals and priorities and obtain input and expertise from the community.

To provide clarity related to the City's committees, and in alignment with Council direction on June 24 and July 22, the attached ordinance codifies the following:

1. a minimum (5) and maximum (7) number of positions on a committee, unless otherwise determined by state law
2. establishes that one member from a household may serve on the same committee at the same time.
3. for committees that focus on topics other than land use, that committee members will chair the meetings and take minutes
4. in BIMC 2.01, establishes provisions that apply to all committees.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve Ordinance No. 2025 - 22 related to City Advisory Groups.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge Island has several well-established volunteer programs, including Emergency Management, Water Resources, and City advisory committees. This ordinance focuses on the City advisory committees, which have roughly 80 - 100 members serving on different boards, commissions, committees and task forces. Advisory committees are an important way for the City to engage with the public and receive input and expertise from a range of viewpoints and parts of the community.

In 2024, a City Council ad hoc committee presented recommendations to the City Council. To fully implement

these recommendations and establish a shared understanding with the community, the ordinance establishes a minimum of five (5) and maximum of seven (7) positions for ongoing committees. The established exceptions to this are the Planning Commission with seven positions and the Climate Change Advisory Committee which in 2025 has eight (8) positions and in 2026 will be reduced to seven (7) positions in a planned transition to the City standard. This ordinance will establish the range so the public, City Council and City staff share expectations for when groups are considered active and when recruitment and appointment is needed before meetings can be held. This ordinance also establishes a rule that one member of a household can serve on a committee at the same time, and clarifies when staff and when committee members are responsible for taking and preparing meeting minutes.

Over time, different committees have been added to the City's municipal code. In order to ensure consistency and promote transparency, it is recommended that duplicative language be moved from separate chapters within Titles 2 of the Bainbridge Island Municipal Code into BIMC 2.01 so that administrative processes are easily identified for the advisory committees and the individual chapters focus on scope of work and responsibility.

ATTACHMENTS:

[Ordinance 2025-22 Amending Title 2 of the Bainbridge Island Municipal Code Related to City Advisory Groups for CC 08122025](#)

ORDINANCE NO. 2025-22

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to city advisory groups; amending Chapters 2.01, 2.32, 2.33, 2.35, 2.37, 2.41, 2.43, 2.72, and 2.74 of the Bainbridge Island Municipal Code to consolidate language related to various groups and implement standard processes for most group administrative procedures.

WHEREAS, the City Council has previously created various citizen advisory boards, commissions, committees, and task forces (collectively referred to as “committees”) to provide recommendations to the City Council and perform other functions for the City; and

WHEREAS, the City Council now desires to create standard processes to govern administrative aspects of the City’s committees; and

WHEREAS, the City Council also desires to clarify the minimum and maximum number of positions on committees, that one person per household may serve on the same committee at the same time, and that members will take minutes for certain committees.

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

Section 1. Chapters 2.01, 2.32, 2.33, 2.35, 2.37, 2.41, 2.43, 2.72, and 2.74 of the Bainbridge Island Municipal Code are hereby amended to read as follows:

Chapter 2.01

GENERAL PROCEDURES FOR CITIZEN ADVISORY COMMITTEES

2.01.010 Applicability of chapter.

A. The provisions of this chapter apply to each citizen advisory board, commission, committee, or task force created by the city council, except as otherwise provided by this chapter or where in conflict with state law.

B. For purposes of this chapter, the terms “board,” “commission,” “committee,” and “task force” have identical meanings and shall collectively be referred to as a “committee.” (Ord. 2019-01 § 1, 2019)

2.01.015 Council advisory committee member appointment and confirmation process.

A. Recommendations of appointments of members to city advisory committees, with the exception of the planning commission, shall be provided by a member selection panel composed of two or three council members, including the council liaison(s), with the chair from the subject advisory committees, if applicable, serving in an advisory role in the member selection process.

B. Recommendations of appointments of members to the planning commission shall be provided by a member selection panel composed of two or three council members, including the council liaison(s), one or two planning commission members, including the chair, and one member or delegate from the race equity advisory committee, as available.

C. The recommendations from the selection panel shall be forwarded to the city council, and council confirmation shall require a majority plus one vote of the entire membership of the council.

D. For city advisory committees in which state law requires appointment by the mayor (e.g., planning commission), the selection panel shall first forward their recommendation to the mayor, and if the mayor consents to the panel's recommendation, the mayor shall then forward the recommendation to the council. (Ord. 2024-03 § 1, 2024; Ord. 2021-16 § 1, 2021)

2.01.020 Grounds for removal of members of citizen advisory committees.

A. The mayor may remove a member of a citizen advisory committee for one or more of the following reasons:

1. Good cause, which shall be as determined solely by the mayor and shall be stated with each removal action.
2. A confirmed appointee to a citizen advisory committee fails to qualify and assume the duties of a member of the committee within 30 calendar days of confirmation by the city council.
3. A member of a citizen advisory committee is absent from three consecutive regular meetings of the citizen advisory committee and such absences have not been excused by a majority vote of the citizen advisory committee.
4. A member of a citizen advisory committee is absent from 50 percent of all meetings of the citizen advisory committee in any six-month period; provided, that a member of a citizen advisory committee may request a leave of absence, which must first be approved by the mayor.
5. A member of a citizen advisory committee ceases to have the qualifications prescribed for the members of the committee by state law or by ordinance of the city council.
6. A member of a citizen advisory committee is convicted of a gross misdemeanor or felony while serving on the committee.

B. At the next regularly scheduled meeting of the city council following a removal under this section, the mayor shall notify the city council of such removal. A majority of the full city council may reverse the mayor's decision to remove within 30 days of the mayor's notice to the city council of the removal, after which time the mayor's decision to remove is final.

C. This section shall not apply to members of the following citizen advisory committees: the ethics board, created under Chapter [2.07](#) BIMC; the civil service commission, created under

Chapter [2.28](#) BIMC; the LEOFF disability board, created under Chapter [2.45](#) BIMC; the salary commission, created under Chapter [2.74](#) BIMC; and the lodging tax advisory committee, created under BIMC [3.65.040](#). (Ord. 2019-01 § 1, 2019)

2.01.030 Grounds for demotion of chairs of citizen advisory committees.

A. The mayor may demote the chair of a citizen advisory committee for good cause, which shall be as determined solely by the mayor and shall be stated with each demotion.

B. At the next regularly scheduled meeting of the city council following a demotion under this section, the mayor shall notify the city council of such demotion. A majority of the full city council may reverse the mayor's decision to demote within 30 days of the mayor's notice to the city council of the demotion, after which time the mayor's decision to demote is final.

C. A member of a citizen advisory committee that has been demoted from the position of chair of the committee may continue to serve on the committee for the remainder of his or her term and any future terms that she or he may be eligible to be appointed to.

D. A member of a citizen advisory committee that has been demoted from the position of chair of the committee may not again serve as chair of the committee without city council approval.

E. This section shall not apply to the chairs of the following citizen advisory committees: the civil service commission, created under Chapter [2.28](#) BIMC; ~~the ethics board, created under Chapter [2.07](#) BIMC~~ ~~the cultural funding advisory committee, created under Chapter [2.43](#) BIMC~~; the LEOFF disability board, created under Chapter [2.45](#) BIMC; ~~the salary commission, created under Chapter [2.74](#) BIMC~~; and the lodging tax advisory committee, created under BIMC [3.65.040](#). (Ord. 2019-01 § 1, 2019)

2.01.040 Resignations and automatic vacancies.

A. A member of a citizen advisory committee may voluntarily resign from her or his position on the committee by submitting her or his written resignation to the mayor.

B. A vacancy caused by resignation shall be deemed to occur upon the effective date of the resignation. If no effective date is specified in the resignation, the resignation will be deemed to be effective immediately.

C. A position on a citizen advisory committee shall automatically become vacant upon the death of the individual appointed to that position. (Ord. 2019-01 § 1, 2019)

D. In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle.

2.01.050 Membership of and appointment to city advisory committees.

A. The committee shall consist of five to seven voting members, except that the Planning Commission shall consist of seven voting members.

B. Members may not be City employees/officers or already sit on another advisory body. Only one member from any household may serve on the same committee at the same time.

C. Members shall serve for a period of three years, commencing on July 1st and ending on June 30th three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may be reappointed. Members may hold office until their successor has been appointed and has qualified by written indication of willingness to continue to serve. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

D. Members shall serve without compensation.

E. Members shall sign a conflict of interest statement in accordance with the city's ethics program upon appointment and any reappointment.

2.01.060 Meetings, officers, records and quorum.

A. Committees shall meet as needed, generally monthly. Generally, each committee shall establish a regular meeting schedule and announce the specific day and time each month that the committee will conduct its regular meeting(s). Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

B. Each committee shall select from among its members a chair and a minute-taker for a one-year term at its first regular meeting in July. City staff shall take minutes for committees which make land-use decisions and for short-term committees that develop funding recommendations.

C. For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the designated minute-taker and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. ~~The approved meeting minutes shall be posted on the city's web site.~~

D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.

E. A majority of the voting members then serving on a committee shall constitute a quorum.

Chapter 2.32

MULTI-MODAL TRANSPORTATION ADVISORY COMMITTEE

2.32.010 Created – Membership, appointment, term and compensation.

A. There is created a multi-modal transportation advisory committee for the city, hereinafter called “the committee.” The committee ~~shall consist of seven voting members, and the appointments and confirmations of those members~~ shall be governed by Chapter [2.01](#) BIMC.

B. The membership of the committee should reflect the many interests impacted by transportation decisions, including, without limitation, motorists, pedestrians, bicyclists, and public transportation users. In addition, the Bainbridge Island Metropolitan Park and Recreation District and the Bainbridge Island School District have expressed a desire to provide liaisons to the committee. Liaisons will be nonvoting members and may be elected officials and/or staff members as selected by Bainbridge Island Metropolitan Park and Recreation District and Bainbridge Island School District, respectively.

~~B. Members shall not be employees or officers of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration.~~

~~C. Members of the committee shall serve for a period of three years, commencing on July 1st and ending on June 30th three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may be reappointed, and shall hold office until his or her successor has been appointed and has qualified. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.~~

~~D. Members shall serve without compensation.~~

~~E. Members shall sign a conflict of interest statement in accordance with the city’s ethics program upon appointment and any reappointment. (Ord. 2021-16 § 5, 2021; Ord. 2017-02 § 10, 2017; Ord. 2014-20 § 2, 2014)~~

2.32.020 Vacancies – Removal.

The processes for vacancies and removal shall be governed by Chapter [2.01](#) BIMC.

~~In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city’s appointment cycle. The removal and resignation of members shall be governed by Chapter [2.01](#) BIMC. (Ord. 2019-01 § 9, 2019; Ord. 2014-20 § 2, 2014)~~

2.32.030 Purpose.

The purpose of the committee is to advise the city council, other city committees and commissions, and city staff on transportation issues affecting the people of Bainbridge Island.

The committee will respond to requests for study, information, and guidance, and will generally function according to a work plan approved annually by the city council.

A. Coordination efforts by the committee will include, but not be limited to:

1. Providing general guidance and recommendations to the city manager, city council, planning commission and appropriate city staff regarding nonmotorized facilities;
2. Advocating for incorporation of active and recreational transportation systems in collaboration with appropriate city staff;
3. Reviewing proposed nonmotorized projects, including reviewing and incorporating input from appropriate city staff and the public;
4. Reviewing proposed projects for local and regional connectivity and design standards;
5. Reviewing plans for subdivision, district public facilities (schools, parks, fire stations, community centers, etc.), housing development demonstration projects (HDDP), and mixed-use commercial projects to advocate for incorporation of active and recreational transportation systems; and
6. Reporting annually to the city council prior to the start of the budget process.

B. Implementation activities by the committee will include, but not be limited to:

1. Assisting the city in review and delivery of proposed nonmotorized projects;
2. Assisting the city in soliciting public comment on proposed facility designs and routes and providing the public works and planning departments with the input received;
3. Encouraging neighborhood residents, facility users and the larger community to become involved in the design process at the time the city identifies a nonmotorized facilities project; and
4. Facilitating and coordinating volunteer building efforts such as trails and separated paths in collaboration with appropriate city staff. (Ord. 2017-02 § 11, 2017; Ord. 2014-20 § 2, 2014)

2.32.040 Meetings, officers, records and quorum.

The processes for meetings, officers, records and quorum shall be governed by Chapter 2.01 BIMC.

~~A. The committee shall meet at least monthly. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).~~

~~B. The committee shall select from among its members a chairperson for a one-year term at the first regular meeting of each year. Demotion of the chairperson shall be governed by Chapter 2.01 BIMC.~~

~~C. For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's web site.~~

~~D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.~~

~~E. A majority of the voting members then serving on the committee shall constitute a quorum. (Ord. 2019-01 § 10, 2019; Ord. 2014-20 § 2, 2014)~~

Chapter 2.33

UTILITY ADVISORY COMMITTEE

2.33.010 Created – Membership, appointment, compensation and term.

~~A. There is created a utility advisory committee for the city, hereinafter referred to as “the committee.” The committee shall consist of up to seven voting members, and the appointments and confirmations of those members shall be governed by Chapter [2.01](#) BIMC. The members shall not be officers or employees of the city and shall be residents of the city. The members shall not be appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration. Additionally, at least one member of the city council shall serve as an ex officio, nonvoting member of the committee.~~

~~B. The members of the committee shall serve without compensation and shall be appointed for three year terms which begin on July 1st and end on June 30th three years later.~~

~~C. A member may indicate interest in reappointment for additional terms, although reappointment is not guaranteed, and shall hold office until his or her successor has been appointed and has qualified.~~

~~D. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants. (Ord. 2024-08 § 3, 2024; Ord. 2021-16 § 6, 2021; Ord. 2019-01 § 11, 2019; Ord. 2014-11 § 1, 2014; Ord. 2010-27 § 1, 2010; Ord. 99-11 § 1, 1999)~~

2.33.025 Vacancies – Removal.

The processes for vacancies and removal shall be governed by Chapter [2.01](#) BIMC.

~~In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. The removal and resignation of members shall be governed by Chapter 2.01 BIMC. (Ord. 2019-01 § 12, 2019: Ord. 2014-11 § 2, 2014: Ord. 2010-27 § 1, 2010: Ord. 99-11 § 1, 1999)~~

~~2.33.030 Organization.~~

~~The committee shall adopt such rules and regulations as are necessary to accomplish the duties prescribed in BIMC 2.33.040, and consistent with other provisions of this chapter, including without limitation BIMC 2.33.060. These rules and regulations shall be placed on file with the city clerk. (Ord. 2014-11 § 3, 2014: Ord. 2010-27 § 1, 2010: Ord. 99-11 § 1, 1999)~~

2.33.040 Powers and duties.

The committee shall act in an advisory capacity to the city council with respect to issues relevant to the operation and management policies of the city's water, sanitary sewer, and other utilities. The committee shall not supplant administrative advice on policy issues to the city council but shall be in addition to staff advice. The committee shall not interfere with the administrative staff functions involving day to day operation of the city utilities. All city utility-related policies shall be reviewed by the committee prior to consideration by city council. In its advisory capacity, the committee shall:

~~A. Consult with the city manager to develop an annual workplan for approval by the city council;~~

~~BA.~~ Consult with and make recommendations to the city council regarding such utility-related policy matters as the city council or the committee deems appropriate;

~~CB.~~ Give advisory recommendations to the city council on matters relating to the city's water, sanitary sewer, and stormwater utility policies;

~~DC.~~ Consult with and make recommendations to the city council regarding utility rates, rate structures and other charges made to water, sanitary sewer, and stormwater utility customers;

~~ED.~~ Consult with and make recommendations to the city council relative to the planning for and financing of water, sanitary sewer, and stormwater utility capital facilities.;

~~F. Keep the city council regularly informed of activities of the committee in a timely manner;~~

~~G. Report annually to the city council prior to the start of the budget process. (Ord. 2014-11 § 4, 2014: Ord. 2010-27 § 1, 2010: Ord. 99-11 § 1, 1999)~~

2.33.060 Meetings, officers, records and quorum.

The processes for meetings, officers, records and quorum shall be governed by Chapter 2.01 BIMC.

~~The committee shall annually elect a chairperson and vice chairperson. Demotion of the chairperson or vice chairperson shall be governed by Chapter 2.01 BIMC. The committee shall hold regular meetings at least once during each quarter year. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW). For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes, resolutions, transactions, findings and determinations. The meeting minutes shall be posted on the city's web site. A majority of the voting members then serving on the committee shall constitute a quorum. (Ord. 2019-01 § 13, 2019: Ord. 2014-11 § 5, 2014: Ord. 2010-27 § 1, 2010: Ord. 99-11 § 1, 1999)~~

~~2.33.070 Expenditures and staff assistance.~~

~~A. The expenditures of the committee, exclusive of donations, shall be limited to appropriations made by the city council.~~

~~B. Department director or executive city staff, as assigned by the city manager, shall provide assistance to the committee. Except for purposes of inquiry, the committee and its members shall deal with employees of the city only through the city manager or administrative staff assigned by the city manager for that purpose.~~

~~C. The city shall provide city email accounts to committee members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee. (Ord. 2014-11 § 6, 2014: Ord. 2010-27 § 1, 2010: Ord. 99-11 § 1, 1999)~~

Chapter 2.35

MARINE ACCESS COMMITTEE

2.35.010 Created – Membership, appointment, term and compensation.

~~A. There is created a marine access committee for the city, hereinafter called “the committee.” The committee shall consist of seven voting members, and the appointments and confirmations of those members shall be governed by Chapter 2.01 BIMC.~~

~~B. Members shall not be employees or officers of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration.~~

~~C. To establish the committee, initial committee appointments will include all current members of the road ends committee with unexpired terms and all current members of the harbor commission with unexpired terms. This may create a marine access committee that is temporarily larger than the permanent committee membership of seven. During this transition period, all appointed members will be voting members. If the committee membership during this~~

~~transition period is greater than seven, a quorum will be a majority of the currently appointed, voting members. Initially, committee members will be appointed for terms for which the expiration date matches the expiration date of the member's current position on either the road ends committee or harbor commission. In addition, current members of either the road ends committee or the harbor commission who hold position terms that expire on June 30, 2015, and who are eligible for reappointment will be offered an initial appointment to the new committee for a two-year term that expires on June 30, 2017. In subsequent years, the number of committee vacancies will be adjusted as needed to achieve the standard committee size of seven with staggered terms as described in subsection D of this section.~~

~~D. Members of the committee shall serve for a period of three years, commencing on July 1st and ending on June 30th three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may be reappointed, and shall hold office until his or her successor has been appointed and has qualified. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.~~

~~E. Members shall serve without compensation. (Ord. 2021-16 § 7, 2021; Ord. 2016-07 § 1, 2016; Ord. 2015-13 § 3, 2015)~~

2.35.020 Vacancies – Removal.

The processes for vacancies and removal shall be governed by Chapter [2.01 BIMC](#).

~~In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. The removal and resignation of members shall be governed by Chapter [2.01 BIMC](#). (Ord. 2019-01 § 14, 2019; Ord. 2016-07 § 1, 2016; Ord. 2015-13 § 3, 2015)~~

2.35.030 Duties and responsibilities.

The marine access committee, working in collaboration with the city, shall implement recommendations for the appropriate provision of public access to water. The marine access committee shall:

- A. Work to support awareness, management, and enhancement of public access to and from the island's waters and water dependent activities;
- B. Actively seek opportunities for public engagement and public outreach to increase awareness of marine access sites of all types (water access, water view, etc.);
- C. Promote and coordinate opportunities to develop island-wide marine access sites, especially road ends, as appropriate circumstances occur;
- D. Develop and recommend new road end and harbor management policies as needed, for island-wide water access sites;

- E. Coordinate with appropriate city staff to implement the marine access policies and goals of the council through measures which include, but are not limited to, recommendation of ordinances, regulations, and other means;
- F. Initiate, manage, encourage, and support a program for community stewardship of individual water access and road end sites throughout the community;
- G. Actively seek to leverage city resources by identifying donation and grant opportunities and assessing for alignment with city goals and priorities;
- H. Enlist volunteers, neighborhood members, and community organizations to assist with the implementation of approved plans and/or projects adopted by the city council;
- ~~I. Develop an annual work plan in collaboration with appropriate city staff, and submit the proposed work plan to city council for review and approval each year, along with a report on results of the prior year workplan;~~
- J. Such other duties and responsibilities as may be assigned by the city council. (Ord. 2016-07 § 1, 2016: Ord. 2015-13 § 3, 2015)

2.35.040 Meetings, officers, records and quorum.

The processes for meetings, officers, records and quorum shall be governed by Chapter [2.01](#) BIMC.

- ~~A. The committee shall meet at least monthly. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter [42.30](#) RCW).~~
- ~~B. The committee shall select from among its members a chairperson for a one year term at the first regular meeting of each year. Demotion of the chairperson shall be governed by Chapter [2.01](#) BIMC.~~
- ~~C. For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's website.~~
- ~~D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.~~
- ~~E. A majority of the voting members then serving on the committee shall constitute a quorum. (Ord. 2019-01 § 15, 2019; Ord. 2016-07 § 1, 2016: Ord. 2015-13 § 3, 2015)~~

Chapter 2.36

ENVIRONMENTAL TECHNICAL ADVISORY COMMITTEE

2.36.010 Created – Membership, appointment, term and compensation.

A. There is created an environmental technical advisory committee for the city, hereinafter called “the committee.” The committee shall ~~consist of up to seven members, and the appointments and confirmations of those members shall~~ be governed by Chapter 2.01 BIMC.

B. The committee shall consist of local experts who are qualified as an expert pursuant to WAC 365-195-905(4), as amended, in order to fulfill the purposes described in this section. The committee members should have expertise in one or more of the following areas: wildlife management, fisheries management, geology, wetlands management, hydrology, forestry, and aquatic or terrestrial ecology.

~~C. Members shall not be employees or officers of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration.~~

~~D. Members of the committee shall serve for a period of three years, commencing on July 1st and ending on June 30th three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may indicate interest in reappointment for additional terms, although reappointment is not guaranteed, and shall hold office until his or her successor has qualified and been appointed. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.~~

~~On June 30, 2024, and June 30, 2025, positions 9 and 8 will be eliminated, respectively. On July 1, 2025, positions shall be renamed as follows: positions 7 and 5 shall be renamed 5 and 7, respectively. The seven position terms shall expire on June 30th and new terms commence on July 1st three years later, based on the staggering as described.~~

~~E. Members shall serve without compensation.~~

~~F. Members shall sign a conflict of interest statement in accordance with the city’s ethics program upon appointment and any reappointment.~~

~~G. The committee shall develop a pool of qualified experts in the various aspects of environmental science set forth above and shall consult with these experts on issues related to their field of expertise as appropriate and necessary. This pool of experts is to be used for consultation only and will not be compensated or considered members of the committee. (Ord. 2024-08 § 4, 2024; Ord. 2021-16 § 8, 2021; Ord. 2018-26 § 1, 2018; Ord. 2014-25 § 2, 2014)~~

2.36.020 Vacancies – Removal.

The processes for vacancies and removal shall be governed by Chapter [2.01](#) BIMC.

~~In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. The removal and resignation of members shall be governed by Chapter [2.01](#) BIMC. (Ord. 2019-01 § 16, 2019: Ord. 2014-25 § 2, 2014)~~

2.36.030 Duties and responsibilities.

The committee is established for the following purposes.

- A. Serve as a technical advisory committee to the city council, city manager and planning department staff on environmental management issues; and
- B. Provide technical recommendations on habitat management plans pursuant to BIMC [16.20.060](#) as needed to support staff in their review of these plans when technical issues and questions arise; and
- C. Provide technical recommendations on environmental management standards for the city of Bainbridge Island Shoreline Management Master Program and Chapter [16.20](#) BIMC, Critical Areas; and
- D. Conduct all items related to Chapter [16.20](#) BIMC, Critical Areas, consistent with the best available science sections (WAC [365-195-900](#) through [365-195-925](#)) of the procedural criteria of the Growth Management Act; and
- E. Conduct all items related to the shoreline management master program consistent with the scientific and technical standards section (WAC [173-26-201](#)(2)(a)) of the procedural criteria of the Shoreline Management Act; and
- ~~F. Report annually to the city council prior to the start of the budget process. (Ord. 2014-25 § 2, 2014)~~

2.36.040 Meetings, officers, records and quorum.

The processes for meetings, officers, records and quorum shall be governed by Chapter [2.01](#) BIMC.

- ~~A. The committee shall meet as necessary. Generally, meetings will occur at a consistent time on a monthly basis. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter [42.30](#) RCW).~~
- ~~B. The committee shall select from among its members a chairperson for a one year term at the first regular meeting of each year. Demotion of the chairperson shall be governed by Chapter [2.01](#) BIMC.~~

~~C. For meetings consisting of a majority of the then serving members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's web site.~~

~~D. The city shall provide city email accounts to members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.~~

~~E. A majority of the members then serving on the committee shall constitute a quorum. (Ord. 2019-01 § 17, 2019; Ord. 2014-25 § 2, 2014)~~

Chapter 2.37

CLIMATE CHANGE ADVISORY COMMITTEE

2.37.010 Created – Membership, appointment, term and compensation.

A. There is created a climate change advisory committee for the city, hereinafter referred to as “the committee.” The committee shall ~~consist of up to seven members, and the appointments and confirmations of those members shall~~ be governed by Chapter [2.01](#) BIMC.

B. The committee shall consist of experts living on Bainbridge Island who are regarded as qualified scientific experts pursuant to WAC [365-195-905](#)(4) in order to fulfill the purposes described in this section. The committee members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis, and communications.

~~C. Members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration.~~

~~D. Members of the committee shall serve for a period of three years, commencing on July 1st and ending on June 30th three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may indicate interest in reappointment for additional terms, although reappointment is not guaranteed, and shall hold office until his or her successor has been deemed qualified and been appointed. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.~~

C. Members shall serve for three-year terms, except that the existing members of the climate change advisory committee shall assume office and become the initial members of the committee

~~as set forth in this chapter~~, and the positions on the committee shall expire as follows: (1) the terms of positions 1, 2, and 3 shall expire on June 30, 2027; (2) the terms of positions 5, 6, and 7 shall expire on June 30, 2025, and position 7 shall be eliminated; and (3) the terms of positions 4, 8 and 9 shall expire on June 30, 2026, and position 9 shall be eliminated.

On July 1, 2026, positions shall be renamed as follows: positions 6, 4, and 8 shall be renamed 4, 6, and 7, respectively. The seven position terms shall expire on June 30th and new terms commence on July 1st three years later, based on the staggering as described.

~~E. Members shall serve without compensation.~~

~~F. Members shall sign a conflict of interest statement in accordance with the city's ethics program upon appointment and any reappointment.~~

G. The committee may develop a pool of qualified experts in the various aspects of science, policy, and planning set forth in subsection B of this section and may consult with these experts on issues related to their field of expertise as appropriate and necessary. This pool of experts is to be used for consultation only and will not be compensated or considered members of the committee. (Ord. 2024-08 § 5, 2024; Ord. 2021-16 § 9, 2021; Ord. 2018-06 § 1, 2018; Ord. 2017-13 § 1, 2017)

2.37.020 Vacancies – Removal.

The processes for vacancies and removal shall be governed by Chapter [2.01 BIMC](#).

~~In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. The removal and resignation of members shall be governed by Chapter [2.01 BIMC](#). (Ord. 2019-01 § 18, 2019; Ord. 2017-13 § 1, 2017)~~

2.37.030 Duties and responsibilities.

The committee is established for the following purposes:

~~A. To, as an initial responsibility, review this chapter and report to the city council before October 31, 2017. In this report, the committee shall indicate whether, in the committee's opinion, this chapter is structured in the manner that most effectively creates an advisory body to implement the guiding policies and other policies related to climate change within the comprehensive plan. If the committee determines that this chapter should be amended in any manner, it will recommend those amendments to the city council. Unless and until the city council amends this chapter, either based on the committee's recommendations or otherwise, the committee's duties and responsibilities will be as listed below in this section.~~

~~B.A.~~ To serve as a technical and planning advisory committee to the city council, city manager, and department of planning and community development staff on issues related to climate change as directed by the city council.

~~€B.~~ To assist the city in implementing the climate related goals and policies of the comprehensive plan by undertaking the following tasks as expeditiously as committee and city resources allow:

- ~~1. Provide advice and/or recommendations to the city council or city staff, as appropriate, on methods of completing a baseline island-wide greenhouse gas (“GHG”) inventory for the city.~~
- ~~2. To the degree directed by the city council, assist with or manage the completion of a baseline island-wide GHG inventory.~~
- ~~31.~~ Provide advice and/or recommendations to the city council or city staff, as appropriate, related to city GHG emission reduction targets.
- ~~42.~~ Work with city staff, as appropriate, to complete and recommend to the city council a city climate action plan and implementation strategy.
- ~~53.~~ Provide advice and/or recommendations to the city council or city staff, as appropriate, on how to measure progress toward meeting the city’s GHG emissions reduction targets and adaptation actions.
- ~~64.~~ As directed by the city council, assist the city with participation in regional climate change efforts.
- ~~75.~~ Provide education and outreach to the public regarding climate change and the work of the committee and the city relating to climate change.

~~D. Annually, prior to the start of or during the budget process, provide a report to the city council on committee work completed during the prior year and obtain the city council’s approval of a work plan for the following year. (Ord. 2017-13 § 1, 2017)~~

2.37.040 Meetings, officers, records, and quorum.

The processes for meetings, officers, records and quorum shall be governed by Chapter [2.01 BIMC](#).

~~A. The committee shall meet as necessary. Generally, the committee shall establish a regular meeting schedule and announce the specific day and time each month that the committee will conduct its regular meeting(s). Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter [42.30 RCW](#)).~~

~~B. A majority of the members then serving on the committee shall constitute a quorum.~~

~~C. At the first regular meeting of each term, the committee shall select from among its members a chairperson and a secretary for a one-year term. Demotion of the chairperson or the secretary shall be governed by Chapter [2.01 BIMC](#).~~

~~D. For meetings consisting of a majority of the then serving members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's website.~~

~~E. The city shall provide city email accounts to committee members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee. (Ord. 2019-01 § 19, 2019; Ord. 2017-13 § 1, 2017)~~

Chapter 2.41

HUMAN SERVICES FUNDING ADVISORY TASK FORCE

2.41.010 Created – Membership, appointment, term, and compensation.

A. There is created a human services funding advisory task force for the city, hereinafter called the “task force.” ~~The task force shall consist of up to seven voting members, and the~~ appointments and confirmations of ~~these~~the task force members shall be governed by Chapter 2.01 BIMC. Members of the task force shall serve for a single term, to be specified at the time of appointment, that coincides with the city’s work to review proposals for funding from community organizations. A member may indicate interest in reappointment to a separate, subsequent term, although reappointment is not guaranteed.

~~B. Members shall not be employees or officers of the city or appointed to another city advisory group, except for city advisory groups that require special expertise or are of a limited duration. Members shall not be employees or officers of any organization which will request or receive city funding for human services.~~

~~C. Periodically, members shall be appointed to the task force to review proposals for funding from community organizations and develop funding recommendations for consideration by the city council.~~

~~D. Members shall serve without compensation. (Ord. 2024-08 § 6, 2024; Ord. 2021-16 § 11, 2021; Ord. 2020-07 § 1, 2020; Ord. 2015-21 § 1, 2015)~~

2.41.020 Vacancies – Removal.

The processes for vacancies and removal shall be governed by Chapter 2.01 BIMC.

In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with

~~the city's appointment cycle. The removal and resignation of members shall be governed by Chapter [2.01](#) BIMC.~~ (Ord. 2020-07 § 1, 2020; Ord. 2019-01 § 20, 2019; Ord. 2015-21 § 1, 2015)

2.41.030 Duties and responsibilities.

The human services funding advisory task force, working in collaboration with the city, shall develop funding recommendations for consideration by city council. The task force's recommendation should meet any requirements or guidance provided from the city council to the task force including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding. (Ord. 2020-07 § 1, 2020; Ord. 2015-21 § 1, 2015)

2.41.040 Meetings, officers, records, and quorum.

A. The task force shall meet as needed to complete its review of qualified proposals and to develop a complete funding recommendation for consideration by the city council. Meetings of the task force shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter [42.30](#) RCW).

B. At least one city councilmember shall serve as the liaison to the task force and shall also serve as the nonvoting chair of the task force.

~~C. Minutes of each meeting, including a record of attendance, shall be prepared by the chair, or their designee, and approved by the task force and signed by the chair at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the task force. The approved meeting minutes shall be posted on the city's website.~~

~~D. The city shall provide city email accounts to members of the task force and related training on the use of email accounts, including personal computer privacy expectations, while serving on the task force.~~

~~E. A majority of the members then serving on the task force shall constitute a quorum.~~ (Ord. 2020-07 § 1, 2020; Ord. 2019-01 § 21, 2019; Ord. 2015-21 § 1, 2015)

Chapter 2.43

CULTURAL FUNDING ADVISORY TASK FORCE

2.43.010 Created – Membership, appointment, term, and compensation.

A. There is created a cultural funding advisory task force for the city, hereinafter called the "task force." hereinafter called the "task force." ~~The task force shall consist of up to seven voting members, and the appointments and confirmations of those~~the task force members shall be governed by Chapter [2.01](#) BIMC. Members of the task force shall serve for a single term, to be

specified at the time of appointment, that coincides with the city's work to review proposals for funding from community organizations. A member may indicate interest in reappointment to a separate, subsequent term, although reappointment is not guaranteed.

~~B. Members shall not be employees or officers of the city or appointed to another city advisory group, except for city advisory groups that require special expertise or are of a limited duration. Members shall not be officers or employees of any organization which will request or receive city funding for cultural funding.~~

~~C. Periodically, members shall be appointed to the task force to review proposals for funding from community organizations and develop funding recommendations for consideration by the city council.~~

~~D. Members shall serve without compensation.~~ (Ord. 2024-08 § 7, 2024; Ord. 2021-16 § 12, 2021; Ord. 2020-08 § 1, 2020; Ord. 2017-18 § 1, 2017)

2.43.020 Vacancies – Removal.

The processes for vacancies and removal shall be governed by Chapter [2.01 BIMC](#).

~~In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. The removal and resignation of members shall be governed by Chapter [2.01 BIMC](#).~~ (Ord. 2020-08 § 1, 2020; Ord. 2019-01 § 22, 2019; Ord. 2017-18 § 1, 2017)

2.43.030 Duties and responsibilities.

The cultural funding advisory task force, working in collaboration with the city, shall develop funding recommendations for consideration by the city council. The task force's recommendation should meet any requirements or guidance provided from the city council to the task force including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding. (Ord. 2020-08 § 1, 2020; Ord. 2017-18 § 1, 2017)

2.43.040 Meetings, officers, records, and quorum.

A. The task force shall meet as necessary to develop its review of qualified proposals and to develop a complete funding recommendation for consideration by the city council. Meetings of the task force shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter [42.30 RCW](#)).

~~B. A majority of the members then serving on the task force shall constitute a quorum.~~

~~C.~~ B. At least one city councilmember shall serve as the liaison to the task force and shall also serve as the nonvoting chair of the task force.

~~D. Minutes of each meeting, including a record of attendance, shall be prepared by the chair, or their designee, and approved by the task force and signed by the chair at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the task force. The approved meeting minutes shall be posted on the city's website.~~

~~E. The city shall provide city email accounts to members of the task force and related training on the use of email accounts, including personal computer privacy expectations, while serving on the task force. (Ord. 2020-08 § 1, 2020; Ord. 2017-18 § 1, 2017)~~

Chapter 2.72

RACE EQUITY ADVISORY COMMITTEE

2.72.010 Recognition.

In order to dismantle systemic and structural racism within our government and community, local leaders must commit to a long-term action plan that recognizes the differences between individual, institutional, and structural racism, as well as the history and current reality of inequities for all marginalized groups. Failure to make and follow through with the commitment will jeopardize the development and success of racial equity on Bainbridge Island. (Ord. 2020-23 § 1 (Exh. A), 2020)

2.72.020 Establishment and purpose.

A. This chapter establishes a standing race equity advisory committee, hereinafter called the “committee,” to provide informed recommendations to the city council on programmatic, community, and legislative options to address and rectify systemic and structural racism and bias within government and law enforcement.

B. Working for racial equity benefits everyone. Deeply radicalized systems are costly and depress outcomes and life chances for all groups. The goal of the committee is not to just eliminate the gap between white people and people of color, but to increase the success for all groups. While strategies to achieve racial equity may target the needs of a particular group, racial equity develops goals and outcomes that will result in improvements for all groups. Systems that are failing communities of color are actually failing all of us. (Ord. 2020-23 § 1 (Exh. A), 2020)

2.72.030 Membership and qualifications.

A. The race equity advisory committee shall ~~consist of a maximum of seven members, and the appointments and confirmations of those members shall~~ be governed by Chapter [2.01](#) BIMC.

B. The committee shall consist of Bainbridge Island residents with experience in or a commitment to ensuring and promoting the committee's purpose as set forth above.

~~C. Members shall serve for three-year terms, except that the existing members of the race equity task force shall assume office and become the initial members of the committee as set forth in~~

~~this chapter, and the positions on the committee shall expire as follows: (1) the terms of positions 1, 2, and 3 shall expire on June 30, 2026; (2) the terms of positions 4, 5, and 6 shall expire on June 30, 2025; and (3) the term of positions 7, 8 and 9 shall expire on June 30, 2024.~~

~~Following the initial term expirations, future positions shall be appointed as follows: (1) positions 1, 2, and 3 shall be appointed on July 1, 2026; (2) positions 4 and 5 shall be appointed and position 6 shall be eliminated on July 1, 2025; and (3) positions 7 and 8 shall be appointed and position 9 shall be eliminated on July 1, 2024.~~

~~On July 1, 2025, position 8 shall be renamed position 6, and future positions shall be appointed as follows: (1) positions 1, 2, and 3 shall be appointed on July 1, 2029; (2) positions 4 and 5 shall be appointed on July 1, 2028; and (3) positions 6 and 7 shall be appointed on July 1, 2027, and the seven positions shall expire on June 30th and new terms commence on July 1st three years later, based on the staggering as last described.~~

~~D. Upon expiration of their term, a member may indicate interest in reappointment for additional terms, although reappointment is not guaranteed; provided, that no member may serve more than three consecutive terms unless the city council determines either that their special expertise is required or there are no other qualified applicants. Upon expiration of their term, members shall continue to hold office until their successor has been deemed qualified and been appointed.~~

~~E. Members shall not be employees or officers of the city. Members shall not be appointed to another city advisory group, except for specialized advisory groups of limited duration.~~

~~F. Members shall serve without compensation.~~

~~G. Members shall sign a conflict of interest statement in accordance with the city's code of conduct and ethics program upon appointment and any reappointment. (Ord. 2024-08 § 8, 2024; Ord. 2021-16 § 13, 2021; Ord. 2020-23 § 1 (Exh. A), 2020)~~

2.72.035 Vacancies – Removal.

The processes for vacancies and removal shall be governed by Chapter 2.01 BIMC.

~~In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. The removal and resignation of members shall be governed by Chapter 2.01 BIMC. (Ord. 2020-23 § 1 (Exh. A), 2020)~~

2.72.040 Duties and responsibilities.

A. The committee shall have the following duties and responsibilities:

1. As directed by the city council, serve as a technical and planning advisory committee to the city council on issues related to racism and race-related bias.

2. As directed by the city council, assist the city in implementing racial equity-related goals and policies as expeditiously as committee and city resources allow.
3. As directed by the city council, provide advice or recommendations to the city council, as appropriate, on methods of completing a baseline city government and police department equity assessment of policies, staffing, contracting, and decision-making.
4. As directed by the city council, assist with or manage the completion of a baseline city government and police department equity assessment of policies and procedures.
5. Recommend to the city council a racial equity action plan and implementation strategy.
6. Provide advice or recommendations to the city council, as appropriate, on how to measure progress toward implementing the city's racial equity action plan.
7. As directed by the city council, assist the city with participation in regional racial equity efforts.
8. Provide education and outreach to the public regarding racial equity and the work of the committee and the city relating to racial equity.
- ~~9. Annually provide a report to the city council on committee work completed within the last year and obtain the city council's approval of a work plan for work to be performed by the committee in the following year. (Ord. 2020-23 § 1 (Exh. A), 2020)~~

2.72.050 Meetings, officers, records, and quorum.

The processes for meetings, officers, records and quorum shall be governed by Chapter [2.01 BIMC](#).

~~A. All meetings of the committee shall be open to the public and held in accordance with the Open Public Meetings Act, Chapter [42.30 RCW](#). The committee shall establish a regular meeting schedule and announce the specific day and time each month that the committee will conduct its regular meeting(s). The committee may schedule special meetings as necessary to conduct the business of the committee.~~

~~B. A majority of the members then serving on the committee shall constitute a quorum.~~

~~C. The committee shall annually in July elect from among its members either a chair or one or more co-chairs. The committee shall also annually in July elect from among its members a secretary. Once elected, the chair or co-chairs and the secretary shall each serve a one-year term. Demotion of a chairperson or the secretary shall be governed by Chapter [2.01 BIMC](#).~~

~~D. For meetings consisting of a majority of the then-serving members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect~~

~~the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's website.~~

~~E. The city shall provide city email accounts to committee members and related training on the use of email accounts, including personal computer privacy expectations, while serving on the committee. (Ord. 2020-23 § 1 (Exh. A), 2020)~~

Chapter 2.74

SALARY COMMISSION

2.74.010 Created – Membership, appointment, compensation, term.

A. There is created a salary commission for the city. The commission ~~shall consist of seven members, and the appointments and confirmations of those members~~ shall be governed by Chapter [2.01](#) BIMC.

B. A member of the commission shall serve until either: the commission completes its salary review and files a salary schedule with the city clerk; or the commission issues a final determination that no salary adjustment is appropriate.

C. Beginning in 2020, a salary commission shall be appointed and shall begin a new salary review as provided herein. Every seven years thereafter, a new salary commission shall be appointed to perform a new salary review in accordance with this chapter.

D. No member of the commission shall be appointed to more than two terms.

E. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, “immediate family member” means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

~~F. A member of the commission shall not be appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration.~~

~~G. Members shall serve without compensation.~~

~~H. Members shall sign a conflict of interest statement in accordance with the city's ethics program upon appointment and any reappointment. (Ord. 2021-16 § 14, 2021; Ord. 2020-27 §§ 1, 2, 2020; Ord. 2019-23 § 1 (Exh. A), 2019)~~

2.74.020 Vacancies.

In the event of a vacancy ~~in the office of~~ on the commissioner, the mayor shall appoint, subject to approval of the city council, a person to serve the unexpired portion of the term of the vacant position ~~in accordance with the city's appointment cycle. (Ord. 2019-23 § 1 (Exh. A), 2019)~~

2.74.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence. (Ord. 2019-23 § 1 (Exh. A), 2019)

2.74.040 Mission and responsibilities.

A. Beginning in 2020, and every seven years thereafter, the commission shall have the duty to review the salaries paid by the city to each elected city official. The commission shall complete its review within 120 days of the first meeting of the commission. The city council may approve a request from the commission for an extension of the 120-day review period.

B. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary.

C. Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget without further action of the city council or the commission.

D. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.

E. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

F. If after review the commission determines that the salary paid to any elected city official should not be increased or decreased, then the commission shall file a written determination with the city clerk indicating that no salary adjustment is appropriate. (Ord. 2020-27 § 3, 2020; Ord. 2019-23 § 1 (Exh. A), 2019)

2.74.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within 30 days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring 30 days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. (Ord. 2019-23 § 1 (Exh. A), 2019)

2.74.060 Meetings, officers, records and quorum.

A. The committee may meet as necessary during the 120-day review period described in BIMC ~~2.74.040~~.A, but shall establish a regular meeting schedule and announce the specific day and time each month that the committee will conduct its regular meetings during the review period. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

B. Beginning in 2020, and every seven years thereafter that a new commission is appointed by the mayor and approved by the city council, the commission, at its first regular meeting, shall select from among its members a chairperson and a secretary.

~~C. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved by the commission and signed by the chairperson at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the commission. The approved meeting minutes shall be posted on the city's website.~~

~~D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the commission.~~

~~E. A majority of the voting members then serving on the commission shall constitute a quorum. (Ord. 2020-27 § 4, 2020; Ord. 2019-23 § 1 (Exh. A), 2019)~~

Section 23. If any one or more section, subsections, or sentences of this ordinance are held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 24. This ordinance shall take effect and be in force five (5) days from its passage, approval, 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

ORDINANCE NUMBER: 2025-22



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME:

AGENDA ITEM: Concur with the City Manager's Decision to Change the Agenda Management Platform

SUMMARY: The City has used its current agenda management platform since 2018. It has become increasingly unreliable and does not consistently perform as it should. The contract for this software expires December 31, 2025. City staff consulted with other agencies and found that one platform, from CivicPlus, consistently received high marks. Following additional research and consultation with CivicPlus, the City Manager is intending to contract with CivicPlus and is seeking the Council's concurrence. This is an administrative decision under the purview of the City Manager. Staff wants the Council and the public to be aware of the upcoming change since it will impact how Council and the public access meeting materials. Initially, only the City Council and the Planning Commission meeting materials will be moved to the platform, but once this transition is complete, all committee materials will be available in the same location. A significant benefit to the public will be the ability to access meeting materials on all devices. The proposal from CivicPlus is attached.

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

RECOMMENDED MOTION:

Concur with the City Manager's decision to change the agenda management platform to CivicPlus Agenda and Meeting Management Select for improved efficiency and cost savings.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$17,827.50
Ongoing Cost:	\$11,070
One-Time Cost:	
Included in Current Budget?	false

BACKGROUND: The agenda management software is the backbone of the agenda preparation process. It is used regularly to construct the agenda for Council and public review. The software must be reliable and available. The current software is prone to stalling or freezing during the drafting process, causing all work to be lost. The minutes program requires the use of an antiquated browser (Internet Explorer) causing security concerns. Other unexpected technical issues with the platform continually arise. The vendor's solution of renewing the product and upgrading at an additional cost of \$4,000 per year is not acceptable.

CivicPlus with its standardized design will provide for consistency and clarity for agenda preparation, staff reports, and minutes. An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and collaborate with each other to make items meeting ready. Configurable field types and the embedded text editor ensure that we capture all the information needed for the program to generate staff reports. Automated PDF file conversion and built in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments in a wide range of formats.

The public will have all the search functions of the current system, but it will be presented in a different format. CivicPlus has tested the public-facing page on many different devices and assures us that it will be compatible on devices that are commonly used (including Apple and android phones).

The timing for the acquisition of CivicPlus is to allow for a smooth and unhurried transition to have the new software in place in January with support and training for staff.

ATTACHMENTS:

[QA - City of Bainbridge Island- Select - Proposal - 07092025 \(002\).pdf](#)

Agenda and Meeting Management Select



City of Bainbridge Island, Washington

PRESENTED BY:

Eric Petersen, Enterprise Account Manager

July 9, 2025

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

Our Portfolio Includes:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Contact Information



Contact

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785.565.5326

Company

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Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



Experience & Recognition

25+ Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for the City of Bainbridge Island (City).

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign-on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

1. Modernize and connect every function: Work better together through intelligent automation, efficiency, and stronger collaboration.
2. Deliver a singular, personalized resident experience: Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. Supercharge staff impact: Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. Strengthen compliance, accessibility, and readiness: Forward-thinking best practices and continuous adaptation to change.
5. Consolidate on a comprehensive, purpose-built platform: Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



Features & Functionality

Select Solution

CivicPlus' Select software (Select) is the fastest, most intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.



Our Pro package includes the most frequently used functionality to manage your agendas and meetings. You'll be able to seamlessly create agendas with the ability to assign an item status and use configurable workflows to help manage your internal processes. Built-in integrations and a suite of APIs make working with other internal applications easy. Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- » User-friendly, modern interface
- » Unlimited users
- » Unlimited storage
- » Highly configurable to your agenda and meeting management processes
- » Adaptable permission settings
- » Confidential attachments
- » Enhanced Analytics for Data Visibility
- » Field-level versioning
- » Single sign-on via the CivicPlus Platform
- » Integrated code of ordinances
- » Secure Cloud-Based Hosting
- » Automatic Updates
- » Customer-Defined Roadmap
- » Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)



Agenda Management

FLEXIBLE, PERSONALIZED DESIGNS

Standardized designs throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

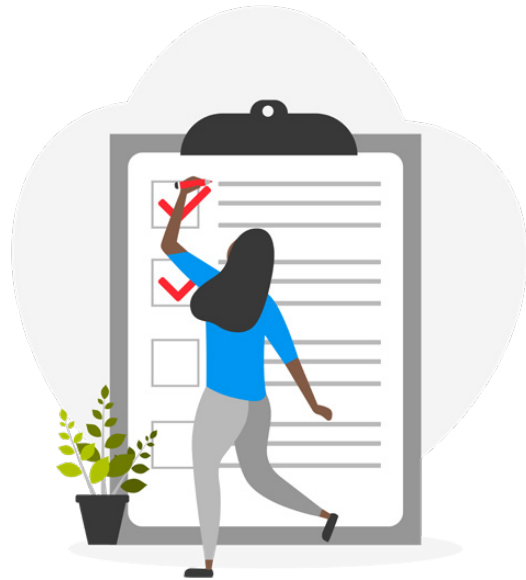
EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.



Item Management

CREATE AGENDA ITEMS AND STAFF REPORTS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and collaborate with each other to make items meeting ready. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

MANAGE THE MEETING READINESS OF ITEMS

Update item statuses (approved, in-progress, tabled, etc.), assign tasks to staff members to update item content and attachments, leave comments on items, and be notified when changes are made to items.



AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED-FASTER

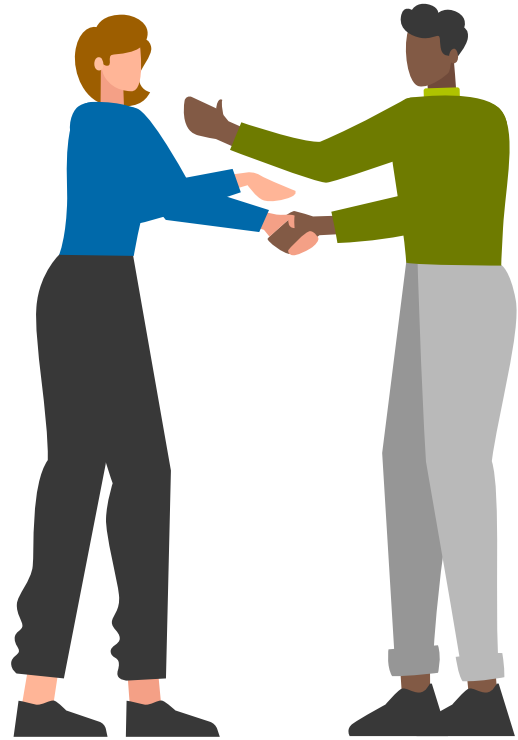
Agenda and Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate published meeting content by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

FEATURES

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Mobile-responsive
- Custom branding
- Side-by-side agenda and video display with CivicPlus Media live streaming and on-demand video service
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Integrated live or on-demand video with timestamps to easily jump to desired content
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.



CivicPlus Media

Today's digitally minded residents are logging more hours watching online video than ever before, and they are searching for content that ranges from entertaining to informative. For local governments, video is a powerful mechanism for sharing news and events, encouraging civic participation, meeting transparency requirements, building a brand, recruiting employees, and encouraging residents to develop a sense of civic pride.



Media is a core component of the Civic Experience Platform and is accessible through CivicPlus Municipal Websites and CivicPlus Agenda & Meeting Management Select. With CivicPlus Media, you can integrate live or recorded videos of meetings and events anywhere on your CivicPlus website that are easily accessible by residents from any desktop computer or mobile device—no technical or coding skills necessary.

SIMPLE LIVE STREAM RECORDING

- Immediate availability of recorded videos for on-demand viewing—no additional steps or manual file uploads
- Convenient integration with social media platforms including Facebook and YouTube
- High-definition video for professional-quality presentations
- Link meeting agendas and bookmarks
- Auto-start recordings of meetings, so video viewers never miss a moment of live proceedings

CIVICPLUS MEDIA + ZOOM

- Password protect each meeting to prevent Zoombombing
- Create and share a Zoom meeting ID number only with elected officials and key staff when necessary
- Mute resident participants when open comment session has ended
- Control the meeting within Zoom and protect participants from attempting a screen share
- Allow residents to sign up to receive a link that will allow them to issue public comments and share their screen during the session
- Record and automatically upload meeting videos for on-demand playback



Minutes Module

AUTOMATED MINUTES SETUP

A fully integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.

SPEAKER MANAGER



Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create timestamps for the accompanying video during the live meeting.



Closed Captioning Services

In conjunction with our video streaming and on-demand solution, CivicPlus Media, we have partnered and fully integrated with 3PlayMedia, a leading closed captioning service provider (3playmedia.com). Our closed captioning services were designed to offer several options for closed captioning with a focus on budgetary restraints facing many government agencies.

Based on the needs identified for the City, we recommend the following closed captioning service:

- **On-Demand Closed Captioning Services: Machine Transcription Only** – The audio/video file is sent to 3PlayMedia automatically by CivicPlus Agenda & Meeting Management Select and run through a machine-based transcription process. Then the closed captioning files are automatically sent back to the solution and immediately available on your resident portal if the event is published. The target accuracy rate is 80%+. This can vary based on the audio quality, for instance if council members talk over each other, etc.
- **On-Demand Closed Captioning Services with Transcriptionist Review** – The audio/video file is sent to 3PlayMedia automatically by CivicPlus Agenda & Meeting Management Select and first run through a machine-based transcription process. Once completed, the file is fully reviewed by a 3PlayMedia transcriptionist for accuracy and final editing. Then the closed captioning files are automatically sent back to the solution and immediately available on your resident portal, if the event is published. The target accuracy rate is 99%.
- **Live Streaming Closed Captioning Services: Machine Transcription Only** – The live stream is run through a machine transcription real-time as the meeting happens with the closed captioning details being instantly created and available to the public viewing the meeting. The target accuracy rate is 80%+.

Ultimately, you have the option to choose which meetings get transcribed and in which format. For example, you could have a transcriptionist (human) review all the City Council meetings and use the machine transcription for the smaller meetings, or even no transcriptions at all. You have complete control over what gets transcribed and how. Please reach out if interested in CivicPlus Media and the available closed captioning services.

Closed Captioning Pricing	
Service	Service Fees
On-Demand Captioning with Transcriptionist Review	\$2.35 per minute
On-Demand Captioning with Machine Transcription Only	\$0.45 per minute
Live Streaming Captioning with Machine Transcription	\$0.75 per minute*

**Meetings can be transcribed live via machine transcription and then reviewed by a transcriptionist, but that would require paying for live streaming captioning and on-demand closed captioning with transcriptionist review.*

Closed Captioning services will be billed on a monthly basis and billed via credit card, p-card or ACH transaction. You will only have to enter the information once and the billing will be automated and you can see your usage at any time.



The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized resident experience.
- Empower staff effectiveness.

EXAMPLES OF MEANINGFUL CIVIC IMPACT INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda and Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

Municipal Websites Central (Web Central)	• Set-up a workflow to post in Web Central's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to Web Central's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the Web Central's Calendar. • Meeting files are automatically included in the website's search results.
Codification	• Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	• Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	• Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfiche, Google Drive, Dropbox, and other APIs.

CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.



Implementation

Project Timeline

14 – 16 Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	• Project Kickoff and communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	• Design Review meeting to review and discuss needs for proposed Agenda, Minutes, and Item/Staff Report designs • Obtain internal approvals on proposed designs and send in final approval
PHASE 3: DESIGN & CONFIGURE	• Configuration of designs • Configuration of up to 10 boards • Configuration of up to 10 meeting types • Configuration of up to 10 approval workflows • Configuration of up to 1 item/staff report
PHASE 4: OPTIMIZE	• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options • Configuration is completed and handed off for review, testing, and feedback • Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE	• Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH	• First Live Meeting and System Launch • Access to live chat features, Technical Support and introduction to Live Care



Implementation Approach

Implementation & Support Experience Designed for You

The Select Implementation Team has experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for transforming complex agenda and meeting processes. Have CivicPlus create original designs that meet the specific needs of your Agendas, Minutes, and Item/Staff Reports. A dedicated and knowledgeable Implementation Team will manage your project from end-to-end—consulting and collaborating with your team to build confidence navigating the system, configuring the system to automate your process, and delivering live virtual training to your users.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to Two Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your agenda, minutes, and item/staff report designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN CONFIGURATIONS

We will configure the following consistent with your branding and content needs:

- One original Agenda Design with both four Section Designs and four Item Designs per Agenda Design
- One original Minutes Design with two Discussion Designs
- One original Item/Staff Report Design with up to 32 fields; eight system defaults, eight text boxes, eight check boxes, and eight date fields

Additional design configurations and approval workflows can be purchased as needed. For no additional cost, Approval Workflows can be created from scratch and Meeting Types can be duplicated and modified—while still making use of existing designs—by administrative users at any time using Help Center resources.

TRAINING

Up to Four Hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda and Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



HISTORICAL FILE IMPORT WITH VIDEOS

As part of your implementation project, we will import 750+ meetings to your new system. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into Select will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.

- The customer must provide the files to us in a single folder in any of PDF, MP4, or MP3 formats.
- The customer must provide the files in a specific naming convention as directed by their implementation consultant/project manager.
- The customer must upload the files to an FTP server that will be provided to them by their implementation consultant/project manager.

This process includes indexing your imported agendas for keyword searching and retrieval. However, links and metadata associated with an agenda may not be maintained. As we will only be able to migrate PDF versions of your agenda, agenda packet, and minutes files, only links that are embedded within the PDFs themselves will come over. Please reach out if you have any questions regarding our migration process.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Select.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour initial response during business hours
- 24/7 emergency technical support for named points of contact
- Dedicated enterprise account manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)



AWARD-WINNING

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your solution is launched. Your dedicated enterprise account manager will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.



MAINTENANCE

CivicPlus is proactive in identifying any potential system issues and often corrects issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site are unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda and Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account, which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from July 9, 2025.

Features & Functionality

- Unlimited Users
- Unlimited Storage
- CivicPlus Public Portal
- Public Resident Portal
- Board Portal
- Agenda Management
 - Unlimited Boards
 - Unlimited Templates
 - Upload Agendas, Packets, Minutes, & Custom Documents
 - Create or Upload Item/Staff Reports
 - Create Items, Agendas, & Packets
 - Assign Item Status
 - Approval Workflows
- Minutes Module
 - Record Minutes Including Motions, Votes, Speakers, & Discussion
 - Create Minutes
- CivicPlus Media with Unlimited Storage
 - Up to 3 Concurrent Streams
- Closed Captioning Services:
 - Translation for Video On-Demand (Machine)
 - Translation for Video On-Demand (Human)
 - Transcription for Live Streaming (Machine)
 - Closed Captions/Transcription for Live Streaming (Machine)

- Closed Captions/Transcription for Video On-Demand (Machine)
- Closed Captions/Transcription for Video On-Demand (Human)
- Google Drive, OneDrive, & Dropbox Integrations

Implementation

- Typical Project Timeline: 14-16 Weeks
- Access to Design Library for Agendas, Minutes, & Item/Staff Reports
- Configuration of Up to 10 Boards
- Configuration of Up to 10 Meeting Types
- Configuration of Up to 10 Approval Workflows
- Configuration of Up to 1 item/staff report
- Original Design Configurations: 1 Agenda, 1 Staff/Item Report, & 1 Minutes
- Up to 2 Hours Virtual Consulting
- Up to 4 Hours Virtual Training
- Historical Import with Videos
 - 750+ Meetings

Annual Recurring Services

- Hosting & Security
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support
- Dedicated Enterprise Account Manager

The City's Investment	
List Price - Initial Term Total	\$20,250.00
Initial Term - Discount	(\$2,422.50)
Total Investment - Initial Term (includes one-time fees and Initial Term annual services)	\$17,827.50
Annual Recurring Services (subject to uplift)	\$11,070.00



CivicPlus Project Pricing & Invoicing

CivicPlus has endeavored to meet the City's needs and expectations for your new CivicPlus Agenda and Meeting Management Select solution based on the information provided. The investment proposal included is subject to change should additional functionality, custom development, or project enhancements, outside of the included scope, be added before contract signing.

CivicPlus prices on a per-project, all-inclusive basis. This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost-effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality of work, outside of the original project scope, is requested. We understand local governments must look beyond just functionality and that multiple factors come into play when determining which vendor can meet not only your functional needs but also your budgetary requirements.

CIVICPLUS OFFERS:

Standard Invoicing

- 100% of Initial Term invoiced upon signature date
- First-year Annual Services is included with your total Initial Term cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a 5% technology fee uplift each year starting in year 2 of your contract

We will work with you before contract signing to determine a billing process that will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with the City.





City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Enter Into an Inter-Local Agreement with the Bainbridge Island Fire Department for Financial Support of Additional Resources to Manage Emergency Response During the Eagle Harbor Drive Closure (\$38,500 Storm and Surface Water Management Fund) - Public Works,

SUMMARY:

The city is constructing a critical salmon habitat enhancement improvement known as the Eagle Harbor (Cooper Creek) Fish Passage Culvert Replacement Project, which will replace a major culvert and construct shoulder improvements to connect with other Eagle Harbor/Wyatt Way nonmotorized improvements.

Due to the narrow width of the existing roadway at the culvert replacement site (approximately 25 feet), there is not enough space to safely maintain even a single lane of traffic during construction, and the city has therefore determined to close Eagle Harbor Drive at this location for approximately ninety days while construction is completed.

In order to maintain emergency response capabilities during the closure, the Bainbridge Island Fire Department has agreed to assign existing firefighters or firefighter/EMTs to work additional shifts to increase staffing. The Fire Department is using a conservative rate of a senior firefighters at a cost of \$1,759.44 per 24-hour shift. The proposed amount will provide at least 21 shifts for 24-hour coverage. The Fire Department will use the additional shifts to increase from 4 fully staffed units available each 24-hour day per to 5 fully staffed units available each 24-hour day. No new apparatus or personnel will be added.

The Fire Department will assign personnel at its discretion. The agreement covers the term of July 16, 2025, to September 30, 2025.

The city has agreed to cover the costs of this staffing increase, estimated at an amount of \$38,500.00, in accordance with the attached interlocal agreement. The Fire Department will provide an itemized hourly invoice to the city within 30 days of the reopening of the detour. The city will make a lump sum payment.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Authorize the City Manager to enter into an Inter-Local Agreement with the Bainbridge Island Fire Department in an amount not to exceed thirty-eight thousand five hundred dollars (\$38,500.00) for financial support of additional resources to manage emergency response during the Eagle Harbor Drive closure.

COMMUNITY ENGAGEMENT AND OUTREACH:

The city is preparing weekly updates on the Cooper Creek Fish Passage construction.

FISCAL IMPACT:

Amount:	\$38,500.00
Ongoing Cost:	N/A
One-Time Cost:	\$38,500.00
Included in Current Budget?	true

ATTACHMENTS:

[Agreement with Fire District for Additional Staffing - Cooper Creek.1.docx](#)

INTERLOCAL AGREEMENT FOR REIMBURSEMENT OF ADDITIONAL STAFFING COSTS

THIS AGREEMENT (“Agreement”) is entered into between the City of Bainbridge Island (“City”), a Washington city, and the Bainbridge Island Fire Department (“Fire Department”), a Washington municipal corporation, for the purposes hereafter mentioned.

WHEREAS, the City is constructing a critical salmon habitat enhancement improvement known as the Eagle Harbor (Cooper Creek) Fish Passage Culvert Replacement Project (“Project”), which will replace a major culvert and construct shoulder improvements to connect with other Eagle Harbor/Wyatt Way nonmotorized improvements being made contemporaneously; and

WHEREAS, due to the narrow width of the existing roadway at the culvert replacement site (approximately 25 feet), there is not enough space to safely maintain even a single lane of traffic during construction and the City has therefore determined to close Eagle Harbor Drive at this location for approximately ninety days while construction is completed; and

WHEREAS, the City has established detour routes for vehicles, pedestrians, cyclists, and transit, but these routes will be heavily used with the potential for congestion, which may slow emergency response; and

WHEREAS, additional staffing by the Fire Department could potentially mitigate some emergency response concerns; and

WHEREAS, the Fire Department is willing to provide the additional staffing in exchange for the City’s reimbursement of the Fire Department’s cost of doing so; and

WHEREAS, the City has agreed to reimburse the Fire Department for its additional staffing costs and the parties wish to set forth their agreement in writing.

NOW, THEREFORE, in consideration of and subject to the terms and conditions set forth below, the City and the Fire Department agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to provide for additional Fire Department staffing as part of the mitigation for the City’s closure of Eagle Harbor Drive in connection with the Project, and to provide for reimbursement of the Fire Department’s additional staffing costs by the City.

2. Fire Department to Provide Additional Staffing.

A. The Fire Department agrees to assign existing staff to work additional shifts to increase staffing from the current 9 responders during each 24-hour day to 11 responders during each 24-hour day. The Fire Department will use the additional shifts to increase from 4 fully staffed units available each 24-hour day per to 5 fully staffed units available each 24-hour day.

B. The increased staffing and units will be provided at a location(s) which, in the Fire Department's sole judgment and discretion, provides the most appropriate mitigation for any impacts on the Fire Department's fire prevention and emergency services response during the Eagle Harbor Drive closure. The Fire Department continues to have sole control and responsibility for managing and deploying the Fire Department's personnel and equipment.

C. The parties recognize that illness, injury, and other circumstances beyond the control of the Fire Department may impact the availability of Fire Department personnel on any given day. Unforeseen absences of Fire Department personnel that impact the Fire Department's ability to achieve the increased staffing levels and provide the additional units on any given day shall not be a breach of this Agreement.

3. Term of Agreement - Extension. In anticipation of this Agreement, the Fire Department began providing the additional staffing described in Section 2 on July 16, 2025. The parties agree that the additional staffing will be provided by the Department through September 30, 2025, at which point this Agreement will expire without the need for further action. This Agreement, and the additional staffing addressed herein, may be extended upon mutual agreement of the parties if the road closure is extended for any reason.

4. City's Payment. As consideration for the additional staffing, the City agrees to pay the Fire Department for the additional staffing described in Section 2 in an amount not to exceed \$38,500.00. The Fire Department shall provide an itemized accounting of the hourly costs incurred within thirty (30) days of the reopening of Eagle Harbor Drive to emergency vehicle traffic. Payment shall then be made in a single lump sum within thirty (30) days from receipt of the invoice from the Fire Department.

5. No Special Relationships Created. By entering into this Agreement, the parties do not intend to create any "special relationship" or "special duty" with respect to each other, the users of Eagle Harbor Drive or other City streets, those living on or transiting Bainbridge Island, or any other persons, and the City and the Fire Department expressly disclaim any specific duty or guarantee as to the safety of persons or property or the provision of fire prevention or emergency services. The parties make no representations or warranties as to the availability or sufficiency of such services by entering into this Agreement. Specifically, the parties understand and agree that entry into this Agreement does not create any greater duty regarding the safety and security of persons or property or the provision of fire or emergency services than would exist without this Agreement.

6. Property. No real or personal property is to be acquired jointly by the parties under this Agreement. Each party's property and equipment shall remain the property and equipment of that party. The Fire Department shall not be required to purchase or provide additional equipment to perform the additional staffing described in this Agreement and the City shall not be required to pay for any such equipment.

7. Officers and Employees of Fire Department. All officers and employees of the Fire Department shall remain employees of the Fire Department and shall not be or become employees of the City as the result of this Agreement.

8. Independent Contractors. Each party to this Agreement is an independent contractor.

9. Indemnity. Each party shall indemnify, defend, and hold the other party, its officers, officials, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney's fees, arising out of the acts, errors, or omissions of the indemnifying party, its officers, officials, employees, agents, and volunteers in the performance of its obligations under this Agreement, except to the extent the injuries or damages were caused by the indemnified party. In the event a court of competent jurisdiction determines that RCW 4.24.115 applies to this Agreement, then in the event of liability caused by the concurrent negligence of both parties each party shall be responsible only to the extent of its own negligence. The parties waive immunity under the Industrial Insurance Act, Title 51 RCW solely to the extent necessary to provide indemnity to each other for injuries to each other's employees. This waiver has been mutually negotiated. The obligations in this Section shall survive expiration or termination of this Agreement for any claim, injury, damage, loss, or suit arising out of events occurring prior to such expiration or termination.

10. Insurance. Each party shall be responsible for obtaining and maintaining its own liability and property insurance against losses or liability related to this Agreement.

11. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement.

12. Duration - Termination. This Agreement may be terminated with the mutual consent of both parties.

13. Notices. Any notice required by this Agreement shall be given in writing, addressed to the following persons:

To the City:

Blair King
City Manager
280 Madison Ave. N.
Bainbridge Island, WA 98110
(206) 842-4545
bking@bainbridgewa.gov

To the Fire Department:

Chief Jared Moravec
Bainbridge Island Fire Department
8895 Madison Ave. NE
Bainbridge Island, WA 98110
(206) 842-7686
jmoravec@bifd.org

Written notices shall be deemed received three (3) days after the same are deposited in the United States Mail, postage prepaid, addressed as provided above.

13. Administration. No separate legal or administrative entity is created by this Agreement. The City Manager of the City and the Chief of the Fire Department will jointly administer this Agreement.

14. Litigation. In any litigation brought by either party to enforce the provisions of this Agreement or to redress any breach thereof, the prevailing party shall be entitled to recover its costs and reasonable attorney's fees. The venue for any action related to this Agreement shall be the Superior Court in and for Kitsap County, Washington, at Port Orchard.

15. Severability. If any section, sentence, clause or phrase of this Agreement is held to be invalid or unconstitutional by a court of competent jurisdiction, the invalidity or unconstitutionality does not affect the valid or constitutionality of any other section, sentence, clause or phrase of this Agreement.

16. Listing. As provided in RCW 39.34.040, each party shall, prior to the effective date of this Agreement, list this Agreement by subject on its web site.

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

18. Entire Agreement. This Agreement represents the entire understanding and agreement of the parties concerning its subject matter and supersedes all prior discussions and understandings. This Agreement may be modified only by written instrument signed by both parties.

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

BAINBRIDGE ISLAND FIRE DEPARTMENT

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Jared Moravec, Fire Chief

Blair King, City Manager



City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Authorize the City Manager to execute an Amendment to the Professional Services Agreement with LMN Architects to Extend the Contract Term to April 30, 2026 and Increase the Total Contract Amount by \$90,000 for Work Related to the Update of the Winslow Subarea Plan ** 2025 Council High Priority Project** - Planning,

SUMMARY:

The City Council is requested to authorize the City Manager to amend the Professional Services Agreement (PSA) with LMN Architects to extend the contract term to April 30, 2026 and increase the total contract amount by \$90,000, to complete the update to the Winslow Subarea Plan. A previous PSA with LMN Architects expired on June 30, 2025.

This contract extends the earlier contract and adds some additional tasks. The scope of services includes additional and revised services for \$90,000 of new funding. This contract reschedules the final land capacity analysis. This contract's additional deliverables include support diagrams for public engagement events, technical support and visual aids for City Council and Planning Commission meetings and providing draft development standards that implement an adopted preferred alternative.

Additional funds are a reflection of the substantial delays the project has encountered from its original schedule. Previous tasks cost more than what was originally budgeted and also due to delays and modifications of the project schedule.

Originally slated to be completed by the end of 2024, this professional services contract will continue to assist the update to the Winslow Subarea Plan which is a key component of the city's Comprehensive Plan. This professional services agreement extends work on the project until April 30, 2026. There is existing and additional dollars budgeted for this contract in the biennial budget for Planning and Community Development.

AGENDA CATEGORY: Contract

PROPOSED BY: Planning &
Community Development

RECOMMENDED MOTION:

I move to authorize the City Manager to execute an Amendment to the Professional Services Agreement with LMN Architects to extend the contract term to April 30, 2026 and increase the total contract amount by Ninety Thousand dollars to complete the update to the Winslow Subarea Plan.

COMMUNITY ENGAGEMENT AND OUTREACH:

Most recently, throughout 2024, public engagement on the issuance of of a Draft Environmental Impact Statement (DEIS); currently the main topic of Planning Commission meetings.

FISCAL IMPACT:

Amount:	\$118,441
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	true

BACKGROUND:

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

The Council unanimously approved the Professional Services Agreement with LMN Architects to update to the Winslow Subarea Plan on October 11, 2022. The original contract was amended twice, in 2023 and 2024, to extend the contract and add additional services. The original contract expired on June 30, 2025.

The city has retained the professional services of Joe Tovar, planning consultant, who possesses significant experience in comprehensive planning and served as Acting Planning Director and consultant during the last periodic update to the city's Comprehensive Plan when the revisions and updates to the Winslow Subarea Plan were listed as a high priority. Retaining LMN to assist in the completion of the Winslow Subarea Plan will greatly assist the city and enhance the service delivery for Mr. Tovar. The Comprehensive Plan which the Winslow Subarea Plan is part of is overdue by seven months as of July 31, 2025.

ATTACHMENTS:

[Professional Services Agreement - 2025 LMN re Winslow Subarea Plan update.docx](#)

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and LMN Architects, LLP, a Washington State Limited Liability Partnership (“Consultant”).

WHEREAS, the City needs professional services in connection with updating the Winslow Subarea Plan; and

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

WHEREAS, in November, 2022, the City and the Consultant entered into a Professional Services Agreement to provide a variety of consultant services in connection with updating the Winslow Subarea Plan; and

WHEREAS, work on the Winslow Subarea Plan was originally estimated to be completed and approved by the end of 2024; and

WHEREAS, the previous Agreement with the Consultant expired on June 30, 2025; and

WHEREAS, this current Agreement continues the work on the update to the Winslow Subarea Plan by the Consultant, in recognition of the extended duration of the project, and in consideration of the updated Planning Commission process to review the update to the Winslow Subarea Plan; and

WHEREAS, the previous expired Agreement with the Consultant expired on June 30, 2025 had \$29,272 of unspent monies related to affordable housing research and reimbursable expenses which the City would like to include in this new Agreement; and

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

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment B** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until April 30, 2026, 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 hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of one-hundred and eighteen thousand and four-hundred and forty-one dollars (\$118,441).

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

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

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants, and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW

51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall the Consultant claim any related employment benefits, social security, and/or retirement benefits.

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

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

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

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

10. INSURANCE

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

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

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

To the Consultant: LMN Architects, LLP
 801 2nd Avenue, Suite 501
 Seattle, WA 98104
 Attention: Osama Quotah, AIA, Partner

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.

LMN ARCHITECTS, LLP

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name Osama Quotah, AIA, LEED AP

Blair King, City Manager

Title Partner

Tax I.D. # 91-1081766

City Bus. Lic. # 45692

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 10 and ISO CG 20 37.
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.

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 \$2,000,000 each occurrence and \$2,000,000 general aggregate. Limits may be met by a combination of primary and excess policies.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 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 required herein, 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 promptly upon 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.

ATTACHMENT B SCOPE OF SERVICES

I. PROJECT DESCRIPTION

The work is to update the 2006 Winslow Subarea Plan in order to guide private investment and public action in public facilities and services, housing diversity, reduce sprawl, promote efficient multi-modal transportation, and encourage economic development within the Winslow subarea. This work will be informed by a robust public process and the ongoing planning work including but not limited to the Housing Action Plan, Sustainable Transportation Plan, the Climate Action Plan, and the work of the Race Equity Advisory Committee.

II. SCOPE OF WORK

This scope of services was originally developed in response to the City's Request for Proposals and is based on our team's experience with subarea planning and working with public and private agencies on similar work. All deliverables align with our understanding of the Project Tasks, but the scope of services is flexible to refine tasks and efforts to better align with the City's goals for the project and understanding of internal City processes.

This current extended scope continues the work of the prior contract, extending the project schedule and duration of effort, carrying over and in some areas, updating previous Tasks 1, 6, 7, 8, and 9 and subtasks which are outlined below. The updated scope and schedule reflect the City's extended policy making and review process with Planning Commission, modifying the approach previously scoped in under the prior contract that expired at the end of 2024.

This proposal also reimburses contract overages and replenishes Task 1 and Task 9 fees that have been exhausted to sustain the team's extended Task 1 and Task 6 effort prior to the approval of this new contract. The following items are areas of scope that were not anticipated or included in previous contracts which resulted in overages of our fee:

- *Map with combined alternative for review with planning commission*
- *Model refinements to land capacity analysis to make consistent with comp plan and LCA framework*
- *Additional documentation standards to match comprehensive plan methodology*
- *Test and illustrate site capacity to support planning commission's recommended standards*
- *Interim capacity analysis for High School Road and Ferry Terminal districts*
- *Affordable Housing Overlay Zone (AHOZ) concept – research and meetings, for potential AHOZ zone*
- *Extended time durations, uncertainty over Planning Commission process and delays, schedule revisions, additional coordination with subconsultants, and additional fee and scope proposal*

LMN and the consultant team will perform the following scope including the noted **additional/revised scope from the previous contract**.

TASK 1. PROJECT MANAGEMENT

Task Lead: LMN

Project Management – The previous additional services amendment showed LMN finishing the subarea plan in June of 2025. The subarea plan is now expected to be adopted by Council in February of 2026, allowing this scope to be completed no later than March of 2026. Subtasks include:

- **New Project Scope and Schedule Updates** – This task includes holding a pull planning charrette with City staff, updating the schedule, coordinating with subconsultants, and preparing this scope proposal.
- **Extended Consultant Team Coordination** – Due to the extended duration, and the likely changes coming out of the Planning Commission and City Council recommendations, additional coordination will be necessary with the consultant team.

- **Extended City Coordination Meetings** – These additional biweekly coordination meeting with the City will be used (as needed) to ensure alignment around planning and policy issues, provide mutual updates on process, and confirm upcoming work items.
- **Extended Monthly Invoicing and Reporting** – This task will cover LMN and the team’s ongoing work to submit monthly invoices and progress reports.

TASK 6. ALTERNATIVES DEVELOPMENT

Task Lead: LMN, SE

Alternative Development– Support ongoing development of Winslow Subarea plan through extended plan and contract duration. Includes development of Preferred Alternative Framework Plans (land use, open space), support for the City’s development of a Winslow Policy Framework (initially drafted by LMN), and an updated and packaged Subarea Plan document. Task includes a draft and final submittal of each with a single round of revisions informed by single consolidated set of comments from the City. Additional coordination of Subarea Plan with political, legal, or other planning efforts is to be performed by the City and is outside of the scope of this contract. Subtasks include:

- **6.1 Additional Refinement and Align Development Model with Comprehensive Plan** – Because the Winslow Subarea Plan went before the comprehensive plan, the geo/mathematical model used to calculate density was not in alignment with the Comprehensive Plan updates. Given the Comp Plan is the governing plan, it is necessary to revise the model methodology to be in closer alignment for the comp plan.
- **6.2 Added Scope to Copy Edit and consolidate SA Plan Draft** – The team provided a publication ready draft of the SA plan for publication on the web and use with the Planning Commission ahead of the final draft. This was not part of the original scope.
- **6.3 Revise Policy Table** – Coordination with the City to incorporate City authored revisions on the policy table (initially drafted by LMN) based on Planning Commission and City direction. Final revisions provided by the City will be incorporated by LMN into the plan document.
- **6.4 Planning Commission Support Diagrams** – In support of the Planning Commission’s recommendations on the plan, LMN will provide diagrams and analysis to support effective decision making.
- **6.5 Interim FTD and HSR Cap Study** – LMN will provide a capacity study of projected growth based on the Planning Commissions recommended densities in the Ferry Terminal District and High School Road District. This study will be run only a single time, and only for the listed districts.
- **6.6 Additional Round of Revisions to Preferred Alternative Plan** – Revise alternative zoning and open space plans to reflect the final preferred alternative. Includes a draft and final deliverable with a single round of revisions. Task does not include a preferred mobility plan, outside of what was shown in alternatives analysis.
- **6.7 Final Preparation of the Preferred Alternative Capacity Study** – Once the City has provided Final guidance on direction, LMN will provide a single update to the capacity study model for the Winslow Subarea. This model will be the basis for any affordability and growth projections for the subarea. The additional service is that the current understood direction of the preferred alternative is outside of the previously modeled scenarios studied in the alternatives development phase. Additional capacity projections based on further city feedback are outside of this scope.
- **6.8 Final Document Production** - With the plan frameworks, model, and policy table in place, LMN will finalize the preferred alternative and next steps chapters of the subarea plan. With these updates, the document will be substantially complete pending any major changes from the City Council. This contract includes a draft and final deliverable, with a single round of revisions from the City in-between.
- **6.9 City Review and Comment** – In the durations shown in Attachment B, the City will provide LMN written comments and direction in order for the consultant team to be able to proceed with their work

TASK 7. LIMITED SCOPE EIS

Task Lead: EA Engineering Science and Technology

Limited Scope EIS– This task covers EA’s coordination efforts during the extension of the project timeline and consequently, Final EIS (FEIS) schedule through January 2026. Previously scoped tasks include:

- 7.1 FEIS – EA engineering will prepare the final EIS for the subarea and comp plans, based on the direction from City staff and final recommendations from the Planning Commission.
- 7.2 Develop and Coordinate Collateral for FEIS – LMN and SE will develop necessary content to support EA finalizing the FEIS document.

TASK 8. PLANNING COMMISSION AND COUNCIL COORDINATION

Task Lead: LMN

Planning Commission and Council Coordination – Material support for the Planning Commission’s Public Open House and Public Hearing and City Council Approval meetings. Preparation and formatting of existing content to be included by the City in meeting materials. Assumes 2 additional Planning Commission meetings and 3 City Council meetings. LMN will support the City through this process with up to 2 strategy meetings per month during the Council/Commission process. The City will lead the Council/Commission process, LMN to attend and co-present at 2 meetings total (assume 1 person per meeting). Attachment B shows the assumed timeline for this process. Deviations of more than a month on this schedule are not covered by this amendment.

TASK 9. CODE AND POLICY UPDATES

Task Lead: LMN

Code and Policy Updates – In this task, LMN with Strategic Economics (SE) will provide technical support and detailed recommendations to the City for updated sections of the zoning code relevant to and impacted by the Winslow Subarea Plan update. Legal and political reviews are to be performed by the City and are outside of the scope of this contract. The consultant team will provide recommendation documents, but the City will coordinate final revisions to the code and the process of code adoption. Subtasks include:

- 9.1 Perform existing code assessment and produce framework table for guiding the code update process. This task has been completed
 - 9.1.1 Review landscape standards in 18.15 of BMC code and document conflicts with proposed changes to meet subarea plan. Task does not include updated code language or images for this section. This task has been completed.
 - 9.1.2 Task from previous contract removed.
- 9.2 Recommended updates to zoning district types, boundaries, and requirements within the updated Winslow Subarea Planning boundary, specifically focusing on implementing the land use and community character recommendations within the Winslow Subarea Plan. **This task is partially complete. LMN has provided the draft policy framework and draft code intent and is waiting on feedback and final policy direction from the City. Once the City provides final direction on policy language and comments on code intent, LMN will provide an additional round of code intent recommendations. Further coordination of code intent with the City or Planning Commission is outside of this scope.**
 - 9.2.1 Identify opportunities to include open space types from subarea plan into new development regulations, flag area where large acquisitions may be necessary to implement larger open spaces identified in subarea plan. **This task is partially complete. The open space framework identifies these spaces, but needs clarification from the City on the strategy for realizing them and whether that requires changes to the zoning code.**
 - 9.2.2 Adapt the current incentive-based zoning system to remove incentives to simplify planning review, provide consistency, and standardize outcomes. – **LMN will provide code intent recommendations pending confirmation of policy language.**
 - 9.2.3 Revise and reduce required parking standards in walkable core and transition zones, and in areas accessible to high-capacity transit. Provide documentation and narrative justifying the proposed changes, such as relationship to climate goals. This task is partially complete.
 - 9.2.4 Refine and develop recommended language, use, and dimensional standards for active ground floor overlay zones. – **Initial code intent language suggested in latest policy document but requires further direction from the City.**
 - 9.2.5 Task from previous contract removed
- 9.3 Task Removed, Included in Task 1.
- 9.4 Update Existing Illustrative Massing Diagrams. Through the draft alternatives process, and the support for the Planning Commission a series of massing and illustrative diagrams were produced. **If required and**

as directed by the City, LMN will update these existing diagrams to reflect the preferred alternative in order to illustrate specific code recommendations that are otherwise not clearly understandable. This task is partially complete.

- 9.5 Support for inclusionary zoning for preferred alternative (Strategic Economics)
 - 9.5.1 Review the inclusionary pro forma analyses to advise Council and staff on recommended heights and bulk standards. Task includes possible outreach to developers/contractors and market research to set standards. In progress, it requires final confirmation from the City on completion.
 - 9.5.2 Advise on pros and cons of incentive vs. by-right zoning as a way to provide affordable housing in Winslow. This task has been completed.
 - 9.5.3 Prepare, up to three “explainer” documents that are a cross between a power point and a short white paper explaining the various factors to inform the Council about the policies they could chose to adopt regarding the role that new market rate development should play in providing more affordable housing in Winslow. In progress, it requires final confirmation from the City on completion.
 - 9.5.4 Coordinate with urban design team to balance total development capacity with the greatest opportunity for market-based affordable housing unit production. In progress, affordability model to be coordinated with final density projections.

III. TERMS

BUSINESS TERMS

The fee proposal has been developed after careful consideration of the project needs with the City of Bainbridge Island’s specific requirements. LMN will be the prime consultant.

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

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

FEE

The table below shows a detailed breakdown of fees by task. Reimbursable expenses will be billed in addition to fees for professional services only as incurred, at cost plus 10%. Reimbursable expenses include travel, deliveries, large and small format reprographics, or color copies.

SCHEDULE

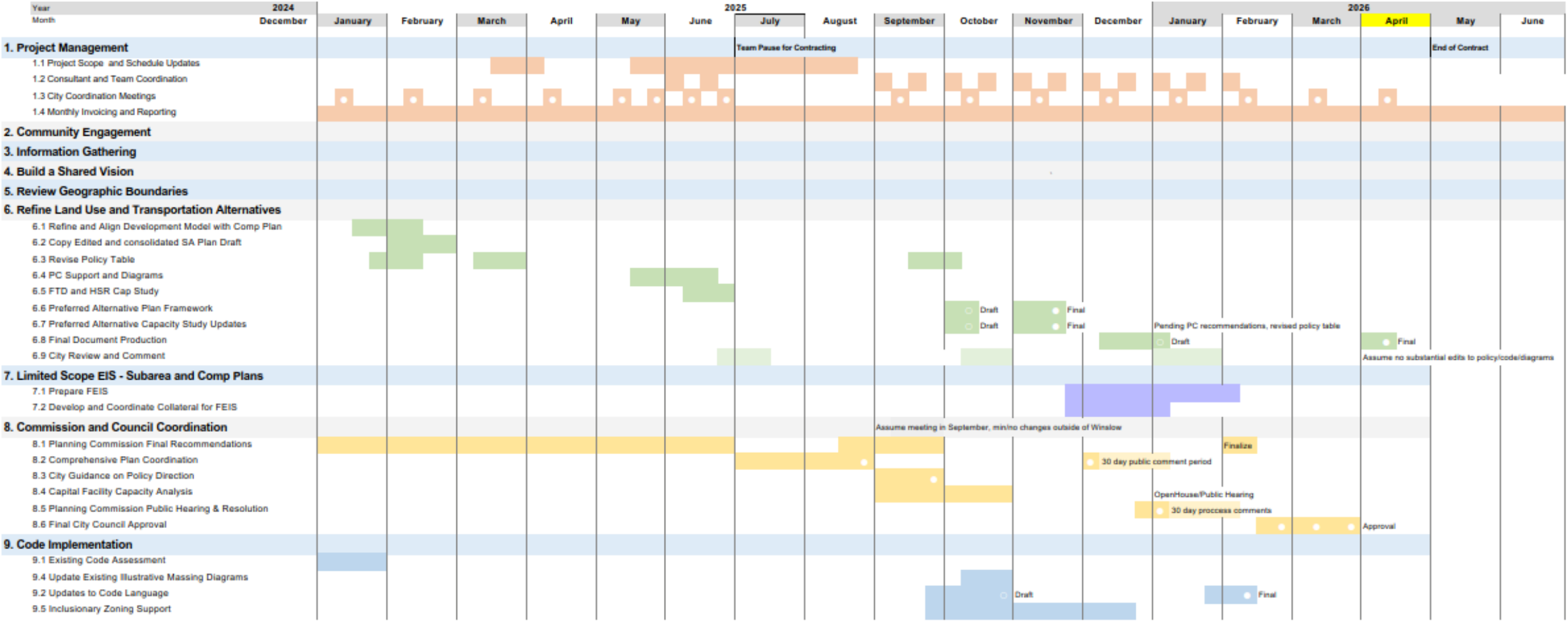
The updated project schedule is shown with critical path items and deliverables for the extended project scope.

EXCLUSIONS AND ASSUMPTIONS

- Assumes no significant changes to code or policy at City Council after Planning Commission review.
- Code updates are not a form-based code. Supporting graphics (task 9.4) will be limited, and will not address every part of the modified code.
- Assumes single consolidated review cycle for Subarea Plan Preferred Alternative framework plans and policy framework.
- City will manage and present to boards and commissions, contract does not include time to prepare for or present to Planning Commission, City Council, or other review bodies.
- Additional coordination with the City Attorney’s Office, Planning Department, and political bodies to be performed by the City and are outside of the scope of this contract.
- This contract amendment does not include any additional public outreach outside of what is specifically included above.
- Subarea Plan, policy framework, and appendices will be delivered in a PDF format.
- The final deliverable for Task 9: Code Implementation will be delivered in an editable MS Office document. Comprehensive technical coordination, editing of the City of Bainbridge Municipal Code, or revisions based on City Council approvals are not included in this scope.

Fee by Task Budget
July 31, 2025

	prime	sub 1	sub 2	sub 4	sub 5							
	LMN	Strategic Economics	Toole	The Vida Agency	EA	Consultant Markup	Phase Subtotal	Reimbursable Expenses	Phase Total		Notes	
I. Base Contract	\$ 135,000	\$ 50,000	\$ 32,000	\$ 52,000	\$ 66,000	\$ 16,400	\$ 351,400	\$ 8,000	\$ 359,400			
Ila. Amount Authorized by Prior Additional Service #1	\$ 80,250	\$ 4,820	\$ 5,820	\$ -	\$ 83,965	\$ 9,461	\$ 184,316	\$ 4,000	\$ 188,316			
Ilb. Amount Authorized by Prior Additional Services #2	\$ 101,790	\$ 17,350	\$ -	\$ -	\$ 35,000	\$ 5,235	\$ 159,375	\$ -	\$ 159,375			
III. New Extended Scope Contract												
1 Project Management	\$ 21,875						\$ 21,875	\$ -	\$ 21,875		To cover additional management time through March 2026.	
6 Alts. Additional Services	\$ 36,400						\$ 36,400	\$ -	\$ 36,400		To cover additional time and revisions on alternatives and preferred alternative.	
7 Limited Scope EIS	\$ -				\$ -		\$ -	\$ -	\$ -		Not included	
8 Council Coordination	\$ 14,640						\$ 14,640	\$ -	\$ 14,640		Support for Planning Commission and City Council Approval through March 2026	
9 Code Implementation	\$ 14,160						\$ 14,160	\$ -	\$ 14,160		Remaining scope (less fee transfer V.b)	
Contract Overage Reimbursement	\$ 20,883						\$ 20,883	\$ -	\$ 20,883		LMN: Effort beyond Task 1 and 6 fee, billed to Task 9 in full, with remaining held as of June 2025 Invoice. EA: Effort beyond Task 7 through end of 2024.	
Sub Total	\$ 107,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,958	\$ -	\$ 107,958			
IV. Prior Contract Amount	\$ 317,040	\$ 72,170	\$ 37,820	\$ 52,000	\$ 184,965	\$ 31,096	\$ 695,091	\$ 12,000	\$ 707,091			
V.a Scope modification			(7,773)								City revised scope, remaining effort is not required	
V.b Fee transfer	\$ 7,773										Fee transferred to Contract Overage	
V.c Unspend Fees from Prior Contract to carry over		\$ 16,008									Unspend Fees from Prior Contract to carry over	
V. New Contract Fee Requested	\$ 100,186	\$ 16,008	\$ -	\$ -	\$ -	\$ -	\$ 116,193	\$ 2,248	\$ 118,441		New Extended Scope Fee less Fee transfer	



Notes and Risks:

- Supplemental FEIS if edits exceed boundaries
- GMA public hearing and 30 day comment period
- Notice to Commerce 60 days before adoption



City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:50 PM) Review Senior/Community Center's 60% Design and Confirm Naming Policy,

SUMMARY: The city has entered into a Memorandum of Understanding (MOU) for the redevelopment of the Senior/Community Center. The agreement envisions the Bainbridge Island Senior Center will develop plans for a new Senior/Community Center and raise sufficient funds to construct the project. A new parcel will be created and transferred to the control of the Senior Center. The Senior Center will construct the improvements and then deed the improvements back to the city. From thenceforth, the city will continue to own and maintain the new larger facility, from which the Senior Center will offer services and programs for the Bainbridge Island senior community.

To ensure the design of the new Senior/Community Center is acceptable to the city, the MOU requires the design of the new Senior Center be submitted for review and approval by the City Council at the 30% design stage, 60% design stage, and 90% design stage of the project. Representatives from the Senior/Community Center will provide a check-in with the Council at the 60% design stage for Council's review and concurrence.

The second issue associated with this presentation for the Council is a naming policy. As an incentive to induce donations for the new Senior/Community Center, the Senior Center is offering naming rights to donors. Because the building will be eventually owned by the city, the Senior Center seeks confirmation that the City Council will accept the names assigned or associated with the building under the terms specified for the naming policy.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to confirm the Senior/Community's Center's 60% design and naming policy.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Several of the provisions of the naming policy for Council attention include:

- 1) The naming will last for thirty (30) years or until the facility and/or space is significantly renovated, relocated or removed.

- 2) If during the useful life of the Facility, the Facility is closed, deconstructed, destroyed or severely damaged, significantly renovated, upgraded, or modified; relocated, or replaced, then the Naming will cease. In such event, the Donor, if available, and in consultation with and as mutually agreed by the Senior Center Board and the City of Bainbridge Island, may have the right, for no additional payment, to have another available and equivalent space named after the Donor.
- 3) If the City of Bainbridge Island determines in its reasonable and good faith opinion that circumstances have changed such that the name chosen by the Donor would adversely impact the reputation, image, mission or integrity of the Bainbridge Island Senior/Community Center, the Board, or the City of Bainbridge Island in the event of continued association with the Donor, then the naming may be terminated.
- 4) The amount to be raised via the naming policy or the cost for naming of specific spaces is unknown at this time.

It is recommended that language be added to the agreement acknowledging the normal wear and tear a building open to the community will receive. The building will be maintained to usual and customary standards, and all spaces, whether named or unnamed, will be maintained in an equally high-quality community standard.

ATTACHMENTS:

[Naming-Gifts-Policy.pdf](#)

[BISCC Naming Agreement.docx](#)

[BISCC COBI Presentation 08-12-25.pdf](#)

Naming Gifts Policy

New programs, facilities, additions to existing facilities, property or additions of equipment, may be named after donors, major project fundraisers, or other key individuals or families in recognition of substantial funding to support BISCC.

All naming opportunities must reflect the spirit of BISCC's mission. There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to BISCC, including whether the name is and will continue to be a positive reflection on BISCC. BISCC's Board of Directors reserves the right to accept or reject any naming proposal based on this review.

Any naming recognition agreements made prior to the current Gift Acceptance Policy may supersede this gift naming policy and must be documented and affirmed by the Board

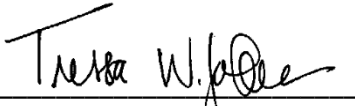
When discussions of naming a project for specific donors are brought up, Board members, key volunteers or staff should consult with the BISCC Executive Director for guidance. To provide a guideline for staff to use in discussing these opportunities with potential donors, the following general provisions shall apply:

- New facilities, property, equipment, or additions to existing facilities must meet BISCC's criteria for gift acceptance and a plan for gift-naming opportunities and agreements fall under the guidance of an established Campaign Committee and must receive at least initial approval from the Board.
- Gift naming recognitions and agreements are time certain: the greater of thirty (30) years or until the facility and/or space is significantly renovated, relocated or removed. BISCC will notify the donor and/or family to discuss their interest in retaining the recognition and the accompanying gift level.
- Any gift naming recognitions/agreements made in perpetuity must be approved by the Board and by the City of Bainbridge Island and must take into consideration the cost of maintenance over the useful life of the space/recognition opportunity.
- BISCC will offer each honoree appropriate recognition or other prominent designation to be placed in the area named. Subject to desire and opportunity to steward campaign support, a dedication may be held to which family and friends can be invited as the donor may wish.
- When a donor gives land, the donor may designate that the property be named for a family member or other appropriate name.
- Notwithstanding the above, the Board may choose to name a facility, facility addition, property, program space, or equipment to honor any significant contributor to a project, or for the purpose of honoring any individual or family.



- If a proposed naming opportunity includes the use of the name of a person(s) who is/are deceased, approval is contingent upon the agreement of that person(s) next of kin or a designated representative.
- The Board reserves the right to terminate a naming opportunity:
 - In the event of any default in payment of the gift as provided in the named gift agreement
 - In the unlikely event the Board or the City of Bainbridge Island determines, in its reasonable and good faith opinion, that circumstances have changed such that the naming chosen by the donor would adversely affect the reputation, image, mission or integrity of BISCC or the Board, through the continued association with donor and the continuation of the naming provided for herein.

Policy approved by the BISCC Board of Directors on June 11, 2025.


Tressa Johnson, Secretary

Named Gift Agreement

This Gift Agreement ("Agreement"), effective as of _____, 20__ ("Effective Date"), is made and entered into by and between _____, whose address is _____ ("Donor") and the Board Directors at Bainbridge Island Senior Community Center (the "Board") for the use and benefit of Bainbridge Island Senior Community Center (BISCC). Based upon the information provided below, and in consideration of the mutual promises and benefits hereunder, the parties hereto hereby agree as follows:

RECITALS

Donor wishes to make a charitable gift to BISCC for the use and benefit as set forth in this Agreement.

The Board's desire to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges to the Board for the use and benefit of BISCC the following gift for use in the BISCC capital campaign: \$_____ ("Gift")
2. **Payment of the Gift.** The Gift is an irrevocable pledge that will be paid to BISCC over a period of _____ () years. Payments in support of this pledge will begin immediately upon the execution of this Agreement with an initial payment of \$_____ and will continue at minimum annually thereafter on the anniversary of the Effective Date according to the following schedule:

<u>Amount of payment by Donor</u>	<u>Due Date</u>
\$ _____	_____, 20__
\$ _____	_____, 20__
\$ _____	_____, 20__
\$ _____	_____, 20__
\$ _____	_____, 20__

Donor may accelerate the payment of any or all of this pledge at any time in Donor's discretion so long as the cumulative total of all gift payments meets the foregoing schedule. Payments shall be paid by Donor to BISCC via check, electronic funds transfer, stocks or other securities, or other methods acceptable to Donor and the Board.

3. **Use of the Gift.** The Gift shall be used for completion of the BISCC capital campaign.
4. **Acknowledgment.** In consideration for the Gift, the Board and BISCC will acknowledge the Gift by naming the *[insert area or location to be named, property, or equipment - including the facility to which it belongs, and then the new name of the area, property or equipment. [Example: by naming the Reception Area of the new BISCC building the <insert name> Reception Area].* Before the Naming is erected, Donor shall demonstrate reasonable and timely pledge payments. After the Naming is affixed, Donor will continue pledge payments in accordance with the foregoing schedule. Subject to the terms of this Agreement, the Naming will last thirty (30) years or until the facility and/or space is significantly renovated, relocated or removed. BISCC will notify the donor and/or family to discuss their interest in retaining the recognition and the accompanying gift level.
5. **Termination of Naming.** In addition to any rights and remedies available at law, the Board may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
 - a. In the event of any default in payment of the Gift as provided in this Agreement, or

- b. In the unlikely event the Board or the City of Bainbridge Island determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission or integrity of BISCC, the Board, or the City of Bainbridge Island in the event of a continued association with Donor and the continuation of the Naming provided for herein.

Upon any such termination of this Agreement and/or the Naming hereunder, the Board, and BISCC shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The Board, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.

6. **Modification of Naming.** If during the useful life of the Facility, the Facility closed, deconstructed, destroyed or severely damaged, significantly renovated, upgraded, or modified; relocated, or replaced, then the Naming will cease. In such event, however, the Donor, if available, and in consultation with and as mutually agreed by the Board and the City of Bainbridge Island may have the right, for no additional payment, to have another available and equivalent space named after the Donor.
7. **Publicity**
For purposes of publicizing the Gift and the Naming, BISCC will have the right, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications.
8. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.
9. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
10. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Washington without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction. Any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Kitsap County, WA, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.
11. **Board of Directors Approval.** This Agreement and the recognition and naming provided for herein are subject to the approval by the Board and this Agreement will not be effective unless and until approved by the Board.

ACCEPTED AND AGREED TO:

DONOR NAME(S)

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER

Signature:

Printed Name(s)

[Name]

President, Board of Directors

Date:

Signature

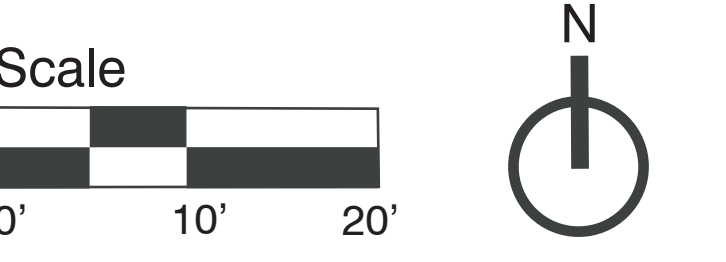
Signature:

[Name]

Executive Director

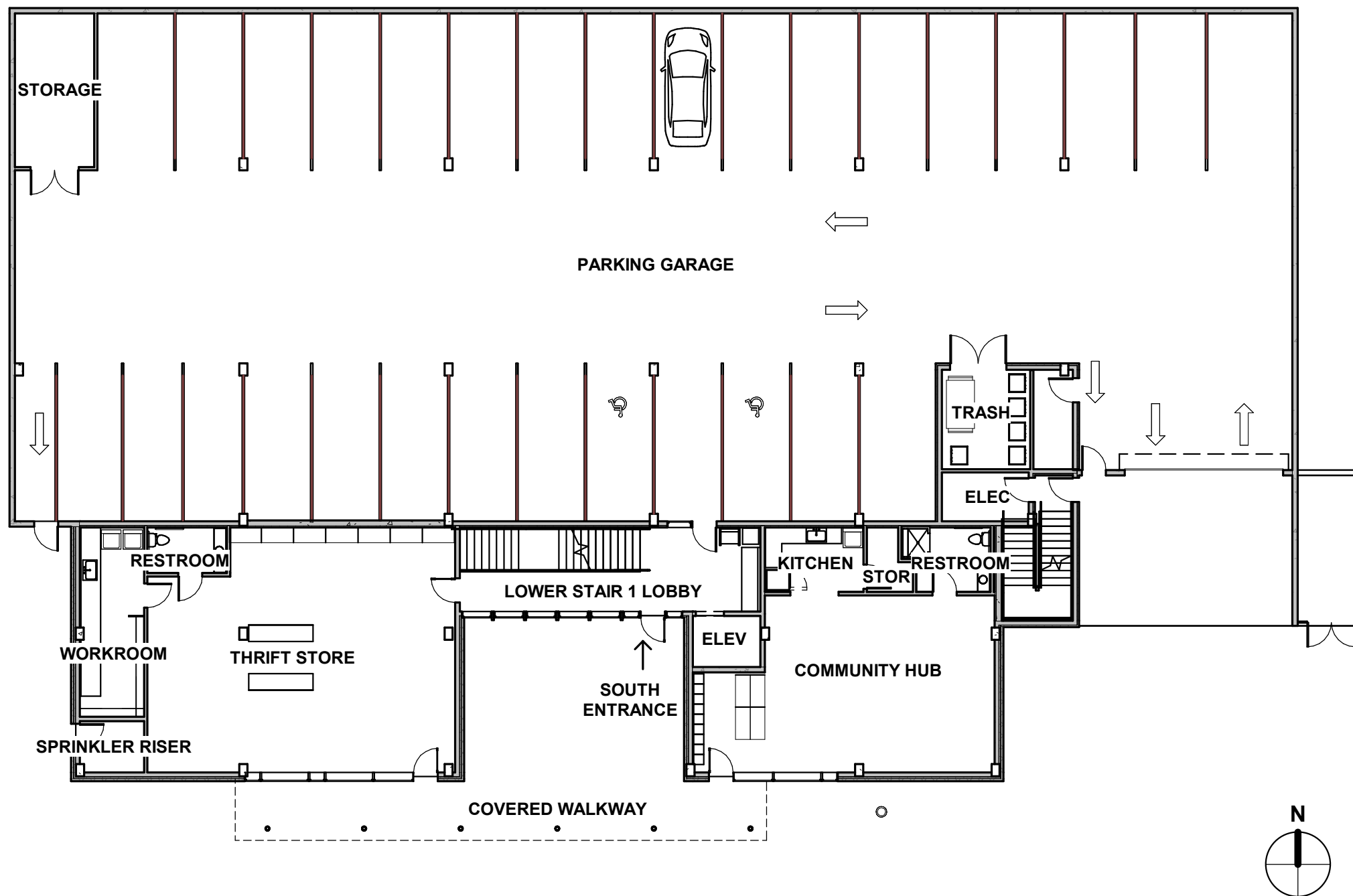
Date:

Date:



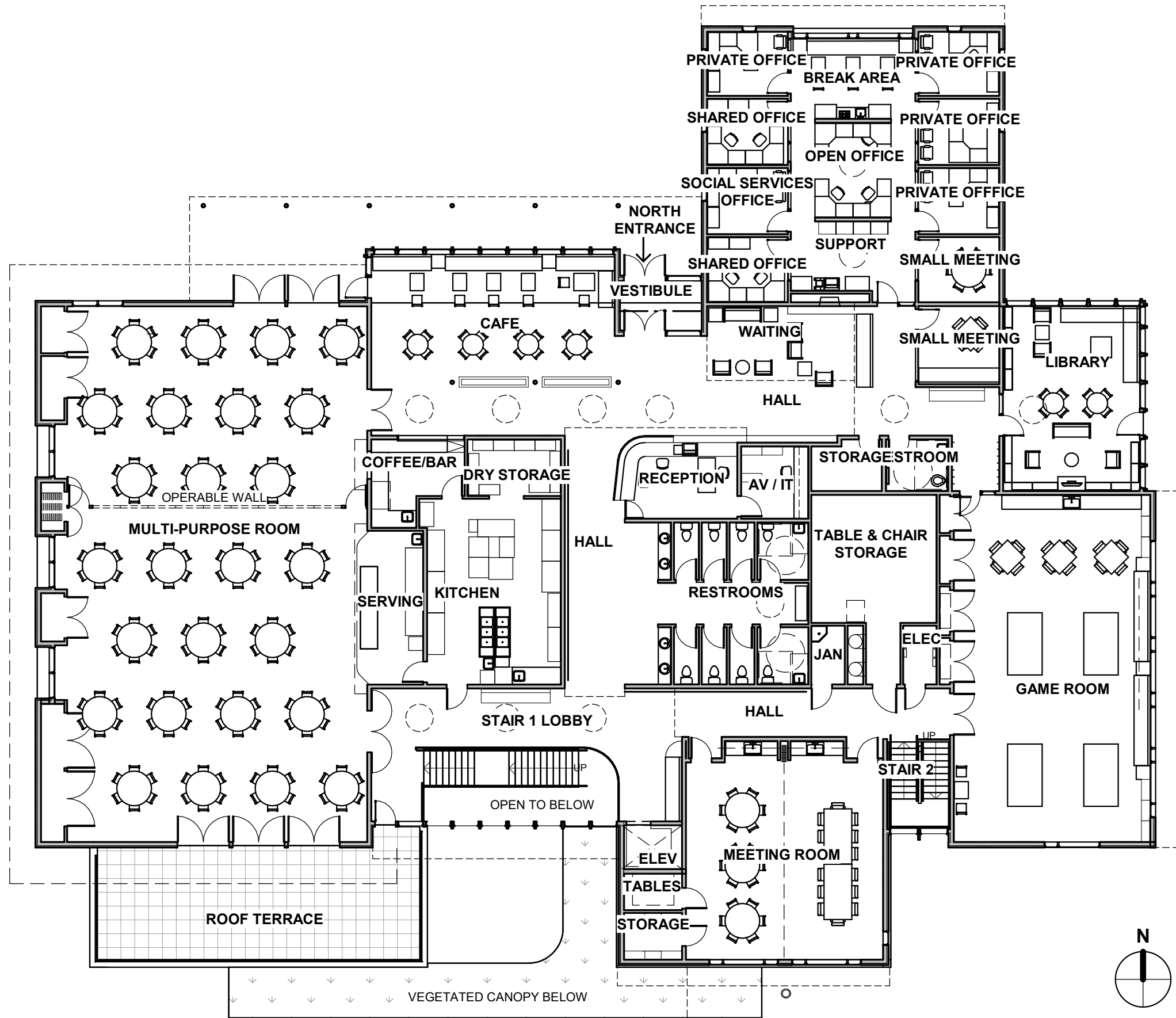
BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER - SITE / LANDSCAPE PLAN

L01



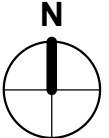
LOWER LEVEL FLOOR PLAN

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER



GROSS FLOOR AREA:

L2 CONDITIONED SPACE:	14,385 SF
L1 CONDITIONED SPACE:	3,348 SF
TOTAL:	17,733 SF
L1 GARAGE:	9,445 SF
BUILDING TOTAL:	27,178 SF



UPPER LEVEL FLOOR PLAN

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER



EXTERIOR VIEW - NW

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER

SD DESIGN PROGRESS

6/30/25



EXTERIOR VIEW - SW

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER



EXTERIOR VIEW - SE

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER

SD DESIGN PROGRESS

6/30/25



EXTERIOR VIEW - NE

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER



MULTI-PURPOSE ROOM - SECTIONS

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER

SD DESIGN PROGRESS

6/30/25



PARTITION OPEN



PARTITION CLOSED



PARTITION OPEN



PARTITION CLOSED

MULTI-PURPOSE ROOM - INTERIOR VIEWS

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:05 PM) Consider Planning Commission Recommendations on Ordinance No. 2025-13 related to Unlisted Uses - Planning,

SUMMARY:

On May 22, 2025, at the direction of City Council, staff presented to the Planning Commission Ordinance No. 2025-13 amending municipal code on unlisted uses that are not clearly related or identified in the zoning use table. On June 12, 2025, the Planning Commission held a public hearing on the ordinance. There were no public comments. After the hearing closed, the Planning Commission discussed the ordinance, and unanimously approved motions amending the ordinance, to define the roles better and to make the ordinance clearer. The Planning Commission reviewed the amended ordinance again on June 26, 2025, ultimately recommending approval of Ordinance No. 2025-13 to the City Council.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning &
Community Development

RECOMMENDED MOTION:

I move to forward Ordinance No. 2025-13 to a future meeting for approval.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In 2018, the City Council adopted Ordinance No. 2018- 13 which amended Bainbridge Island Municipal Code to include a process whereby the Director may decide on what type of permit to administer when an unlisted use is proposed. In late 2023, a crematorium was proposed by a local funeral home. Crematoria, per se , are not listed in the municipal code zoning use table. The Department of Planning and Community Development, utilized the existing method in code to determine a permit path for unlisted uses.

The City Council discussed a moratorium on crematoria on April 9, 2024, and as part of the motion indicated a desire for amendments to Section 18.09.005 regarding unlisted uses that provide more

clarity, more public awareness and include involvement of the Planning Commission in determining a permit process for unlisted uses when they are proposed.

Staff prepared proposed updates to the city's procedures code (BIMC 2.16) and to the city's zoning code (18.09.005) that establish a new process whereby new or novel land uses would be subject to a review process by the Planning Commission. A new application type would be created and defined for applicants to submit an "application for an unlisted use determination" and for the Planning Commission to receive application materials as well as a presentation from the applicant. The Planning Commission would invite public comment on whether the proposed new use shall be processed using existing permit processes or if the unlisted use requires a zoning code update (which could include a prohibition or use-specific standards). The Planning Commission would then transmit their determination along with findings of fact and conclusion to the Director of Planning and Community Development for transmittal to the applicant. If the Planning Commission determines that the use can follow a particular permitting process, the applicant would then apply for a permit and proceed through that permitting process.

ATTACHMENTS:

[Ordinance No. 2025-13 Unlisted Uses.docx](#)

ORDINANCE NO. 2025-13

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to unlisted uses, amending Bainbridge Island Municipal Code (BIMC) Section 18.09.005 and Section 2.16.

WHEREAS, on June 12, 2018, the City Council passed Ordinance No. 2018-13 related to Business/Industrial uses; and

WHEREAS, Ordinance No. 2018-13 amended Bainbridge Island Municipal Code to include a process whereby the Director may make a determination on what type of permit to administer when an unlisted use is proposed; and

WHEREAS, permitting processes include ministerial, public notice, and public hearing processes; and

WHEREAS, the code adopted at that time further described that the determination of what permit process to use was made would be published after the conclusion of a completed permit process and not at the beginning of that process; and

WHEREAS, on January 10, 2024, the Department of Planning and Community Development received a request for a determination of an unlisted use for a crematorium; and

WHEREAS, crematoria are not included in Bainbridge Island Municipal Code Table 18.09.020 “Use Table;” and

WHEREAS, the Department of Planning and Community Development responded to the request on February 8, 2024, with a determination that a crematorium would be a conditional use; and

WHEREAS, the City Council discussed a moratorium on crematoria on April 9, 2024, and as part of the motion indicated a desire for amendments to Section 18.09.005 regarding unlisted uses that provide more clarity and include involvement of the Planning Commission in determining a permit process for unlisted uses when they are proposed; and

WHEREAS, procedural actions are exempt from State Environmental Policy Act per WAC 197-11-800 (19); and

WHEREAS, on March 25, 2025, the City Council discussed amendments to Section 18.09.005, and on April 22, 2025, the City Council approved a motion to direct the Planning Commission to review and hold a public hearing on Ordinance No. 2025-13; and

WHEREAS, on May 22, 2025, the Planning Commission considered the draft amendments; and

WHEREAS, on June 12, 2025, the Planning Commission held a public hearing on the draft amendments and after closing the public hearing, continued discussion of the ordinance, including amending the ordinance to clarify the ordinance; and

WHEREAS, on June 26, 2025, the Planning Commission discussed one more amendment to Ordinance No. 2025-13, and unanimously recommended approval to the City Council; and

WHEREAS, the City Council reviewed the Planning Commission's recommendation at a regular business meeting on August 12, 2025.

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

Section 1. Section 18.09.005 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

18.09.005 Permitted and conditional uses.

Permitted and conditional uses allowed in each zone district are shown in the use table BIMC 18.09.020. It is recognized that new uses will evolve over time. The director has the authority to evaluate an application and compare a proposed unlisted use against the permitted and conditional uses listed in Table 18.09.020. When a proposed use is not specifically listed in this chapter, the use may be allowed if the director determines that it is similar to other uses listed, indistinguishable in terms of land use impacts, and compatible with other uses in the vicinity where it will be located. ~~The director will issue a notice of decision about whether an unlisted use is allowed or not allowed, pursuant to the procedures outlined in BIMC 2.16.020.M.7 and 2.16.030.F. The notice of decision will be combined with issuing other required land use permits, building permits, or business licenses, as applicable. A permit for an unlisted use may require, as a prerequisite, application for an unlisted use determination, pursuant to BIMC 2.16.230.~~ The Department of Planning and Community Development shall maintain a list of reviewed unlisted uses on the department's website.

Section 2. Section 2.16 shall be amended to include a new section as follows:

2.16.230 Unlisted Use Determinations

A. Purpose. Unlisted use determinations are the mechanism by which the city may provide an avenue for the permitting of uses not otherwise accounted for in Title 18 that do not require a legislative review of land use regulations.

B. Applicability. Any application for building or land use permit that is not listed as a use in Title 18 or is not similar enough to a listed use as to be indistinguishable in terms of land use impacts, as determined by the Director, shall first require the application and issuance of an unlisted use determination.

C. Procedures. Review of unlisted use determinations shall include all of the following in the order listed:

1. Application. An applicant may submit an application for an unlisted use determination including a narrative describing the intended use, the proposed location of the use, and an analysis of the compatibility of the use with other listed uses in the vicinity of the proposed location, if applicable.

2. Review and Determination by Planning Commission.

a. The purpose of the Planning Commission review and determination is to review the unlisted use for consistency with the Comprehensive Plan and to determine whether the unlisted use shall be processed as permitted (“P”), conditional (“C”), accessory (“A”), conditional accessory (“CA”), or temporary (“T”), or if the unlisted use should be prohibited.

b. The Planning Commission shall consider the application at a public meeting where public comments will be taken.

c. The Planning Commission shall approve, approve with conditions, or deny the application. In making a determination, the Planning Commission shall consider the compatibility of the intended use with other allowed uses in the vicinity of the proposed location. The determination of the Planning Commission is appealable to the City Council.

d. The Planning Commission will forward its written findings of fact and conclusions, their determination regarding the unlisted use, and any conditions associated with the determination, to the Director.

3. Issuance. The Director shall transmit the determination of the Planning Commission to the applicant and place the land use or building permits back under review if no other information is outstanding.

4. Publishing the Unlisted Use Determination. The Director shall publish a Notice of Unlisted Use Determination in combination with the Notice of Application, pursuant to the procedures outlined in BIMC 2.16.020.M.4.

5. The Planning Commission may at any time recommend to the City Council that an unlisted use be addressed through a legislative review of land use regulations as outlined in BIMC 2.16.180 instead of through the provisions of this section.

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

Section 4. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this XXX day of XXX, 2025.

APPROVED by the Mayor this XXX day of XXX, 2025.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:15 PM) Authorize the City Manager to Consult with the Washington State Department of Transportation for Revisions to the State Route 305 and Winslow Way Eastbound Right Turn Lane to Better Accommodate Non-Motorized Users - Public Works,

SUMMARY: In 2024, the Washington State Department of Transportation (WSDOT) initiated revisions to the ferry loading signalization and traffic patterns at the State Highway 305 and Winslow Way intersection. As a part of those revisions, vehicles were no longer permitted to use the east-bound right-turn lane into the ferry waiting line. The lane has been blocked with temporary signage.

In consultation with the city's Traffic Operations Committee (an internal committee made up of the Public Works Director, City Engineer, City Attorney, Police Chief and Sustainable Transportation Program Manager), a proposal was developed for conversion of the right-turn lane to a permanent bicycles-only lane.

Any reconfiguration of the right-turn lane would need to be approved by WSDOT prior to implementation by the city. The motion associated with this agenda item would authorize the City Manager to pursue discussions with WSDOT regarding the potential lane reconfiguration. A final alternative accepted by WSDOT would be presented to the City Council for authorization prior to implementation.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to authorize the City Manager to consult with the Washington State Department of Transportation for revisions to the State Route 305 and Winslow Way eastbound right turn lane to better accommodate non-motorized users.

COMMUNITY ENGAGEMENT AND OUTREACH:

Community engagement on the lane change will be implemented after initial discussions with WSDOT.

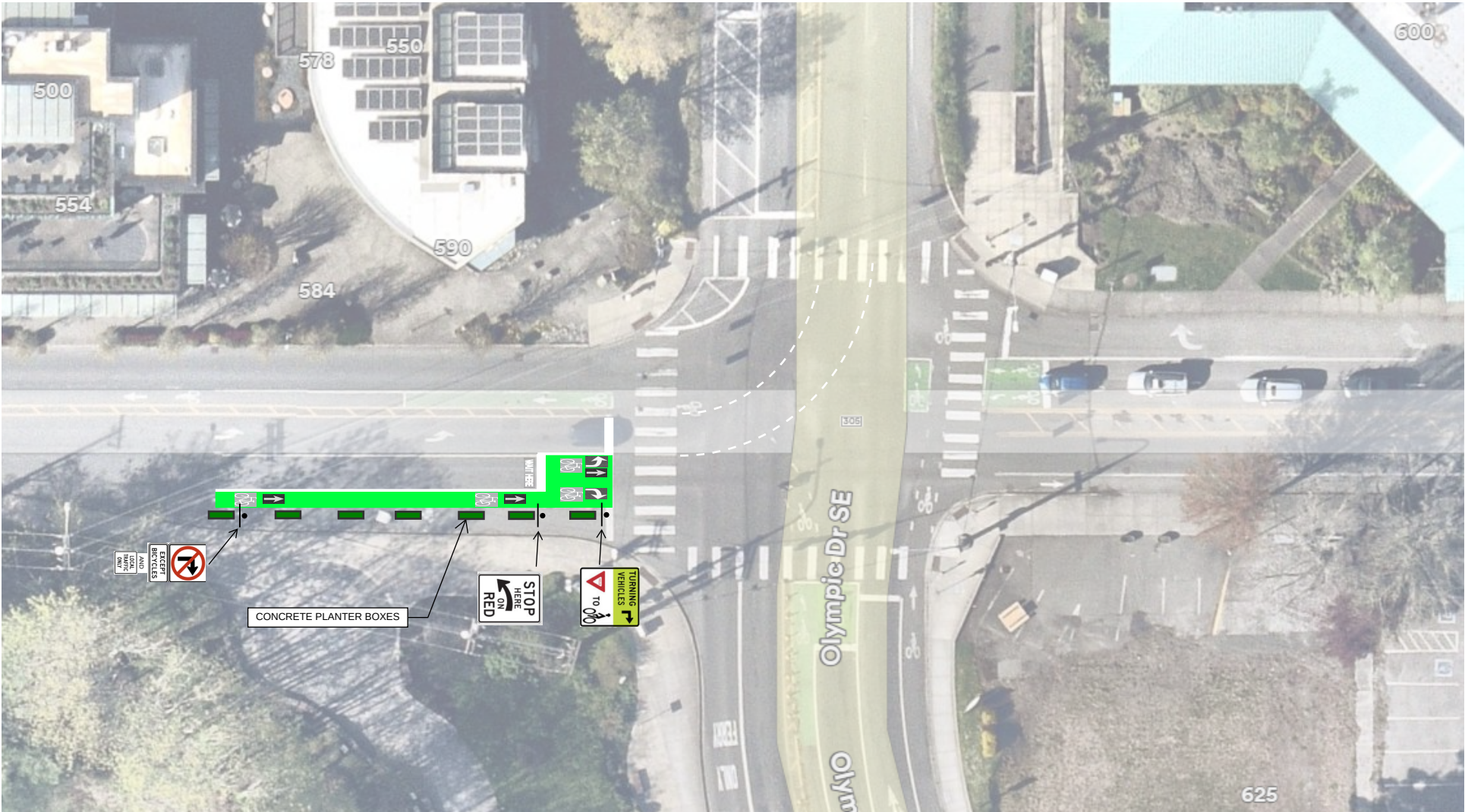
FISCAL IMPACT:

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

ATTACHMENTS:

[Winslow Turn Lane Alternatives.pdf](#)

Winslow Way Right Turn Lane Alternative





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 15 Minutes

AGENDA ITEM:

(7:25 PM) Review 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) - Executive,

SUMMARY: At the June 24, 2025, City Council Regular Business Meeting, the Council approved Councilmembers Deets's request to review 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). Staff reviewed the Recycling Reform Act and spoke with staff at the Department of Ecology and concluded there is "no conflict with the requirements of the Recycling Reform Act." Any jurisdiction can set similar requirements for the businesses in their area, and this new law does not establish any mandates on what packaging choices are made by individual businesses or required by local governments.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Seeking Council direction.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

At the June 24, 2025, City Council Regular Business Meeting, the Council approved Councilmember Deets's request to review the effectiveness of the disposable food service ware and waste reduction ordinance following the passage of the Washington State Recycling Reform Act (Senate Bill 5284).

At the July 15, 2025, City Council Study Session, the Council received a presentation on state legislation affecting solid waste and the status of state and local solid waste initiatives. This presentation included information on the Recycling Reform Act and the Organics Management Law. Additionally, the Council learned about Kitsap County's Solid and Hazardous Waste Management Plan (SHWMP) and the City's

ongoing efforts toward waste reduction. The City Council requested a detailed comparison of the Recycling Reform Act and Bainbridge Island Municipal Code (BIMC) Chapter 8.24 regarding disposable service ware.

Staff have compiled a comparison of these two policy frameworks, which has been attached to the agenda. Overall, the Recycling Reform Act primarily affects producers of packaging materials, requiring them to pay fees to support end-of-life management. In contrast, the City code mandates that businesses reduce the use of petroleum products and incorporate home compostable alternatives where applicable.

To verify this interpretation, staff contacted the Department of Ecology for clarification on how the two laws interact or may potentially conflict. The Department of Ecology concluded that there is no conflict between the requirements of the Recycling Reform Act and the City code. Any jurisdiction may establish similar requirements for businesses in their area, and this new law does not impose mandates on the packaging choices made by individual businesses or required by local governments.

ATTACHMENTS:

[Request to Review Ordinance 2023-30 due to Passage of SB 5284.pdf](#)
[RRA and City ordinance Comparison.pdf](#)

Request to bring the following for Council Discussion & Action
Review Efficacy of the City of Bainbridge Island's Disposable Food Service Ware and Waste Reduction Ordinance 2023-30 due to passage of the WA State Recycling Reform Act (Senate Bill 5284)

By Joe Deets, Councilmember

June 4, 2025

On December 12, 2023, the most recent version of regulations for disposable food service ware and waste reduction (Ordinance 2023-30) were passed by the Council. Requirements set by the Ordinance include:

- Requiring that all licensed food service establishments only use compostable food service ware.
- The requirement that all disposable food service wares be certified.
- Requiring the use of reusable food service ware, including utensils, at all retail food establishments.
- The City Manager or their designee establishes a list of home compostable disposable food service ware that are required to be provided.

On May 17, 2025, Governor Bob Ferguson signed Senate Bill 5284. What has been called the Recycling Reform Act, the new law is a significant overhaul of Washington State's recycling system:

- It shifts responsibility for how packaging gets recycled from the consumer to the brands and producer.
- Establish a program that will require brands and producers of packaging and paper products to become members of a Producer Responsibility Organization (PRO).
- The PRO must register with the WA State Department of Ecology, provide a plan of operation which includes performance targets, and fund and implement a reuse program.
- The PRO will determine how much each producer must pay in fees, depending on what materials they use in their packaging, and those fees will go towards reimbursing cities and service providers for their recycling programs.
- The Department of Ecology will oversee the program, including developing a list of covered materials and reviewing exemption requests. The program is scheduled for full activation in 2030.

Recommended Direction for Council

The new WA State law is a major shift in how recycling is to be done in Washington. Rather than the consumer, it is now the brands and producers who bear responsibility and costs. Bainbridge Island has a laudable Waste Reduction Ordinance based on the consumer bearing the costs of recycling. The new WA State law has created an opportunity for the City of Bainbridge Island to reconsider an Ordinance that has at times been a burden on the Island's licensed food service establishments and customers, reduce its own administration costs - while still achieving its stated waste reduction goals. It is therefore recommended that a review of the efficacy of Ordinance 2023-30 be undertaken.

	Recycling Reform Act Senate Bill 5284	Disposable Food Service Ware and Waste Reduction Bainbridge Island Municipal Code Chapter 8.24
Intent	Increase <u>recycling rates</u> and <u>reduce waste</u> by holding producers of food packaging financially and operationally accountable for the lifecycle of their products, from design to disposal	<u>Reduce petroleum based plastic waste</u> from food service and lodging businesses
Target Audience	Many nuanced details in definitions of 'producer', examples include: - For purchase at a retail establishment, the <u>person that manufactures the item</u> - For packaging used to ship the item to a consumer, the producer is <u>the person that packages the item to be shipped to the consumer</u> - For paper products that are magazines, catalogs, telephone directories, or similar publications, <u>the producer is the publisher</u>	Food service & lodging businesses
Requirements	See below	- Reusable food service ware is required for onsite dining and encouraged for to-go orders - Businesses must provide food service ware products in a home compostable form for to-go orders - Expanded polystyrene food service ware items (all #6 plastics and Styrofoam) are prohibited
Overall review	- This state law primarily affects producers of packaging materials and requires them to pay fees for waste management	- The City code requires certain businesses to reduce the use of petroleum products and requires the use of home compostable alternatives where applicable
Producer	- Join Producer Responsibility Organization (PRO) - Pay annial producer fees - Design packaging materials to improve waste reduction, reuse, and recycling outcomes	- Does not mandate or restrict packaging producers
Producer Responsibility Organization (PRO)	- Set and collect fees, fund Ecology's costs - Implement & fund program requiements - Fund and operate a reuse grant program - Reimburse cities, counties, and service providers at least 90% of their costs - Invest in infrastructure to expand and improve collection of recyclables	- City code is not involved in Producer Responsibility Organizations - Although unknown, investment in infrastructure may increase compostable materials
State Advisory Council	- Represent interested parties, with an equity subcommittee - Provide program guidance and recommendations to the PRO and Ecology - Review and provide comment on program development, rules, statewide collection lists, needs assessments and other studies, PRO plan, and annual reports	State advisory council does not oversee or have affect on City code
Department of Ecology	- Oversees program activities, compliance, and enforcement - Register service providers annually - Appoint and facilitate an advisory council - Develop statewide collection lists - Conduct two needs assessments - Establish regulations for the program	- Department of Ecology does not oversee City code - Additionally, the City code is not affected by proposed PRO plans or other activities, compliance, or enforcement of packaging companies - City code requirements falls on business who buy packaging products
Residents	- Receive reduced rate curbside recycling service everywhere there is curbside garbage service - Access free and expanded drop-off collection of recyclables	- Receive compostable alternatives that reduce island reliance on petroleum-based plastics - If compostable alternative does not exist, businesses are allowed to use materials that are recyclable on Bainbridge Island - If recycling service expands, ordinance will become more effective because diversion rate will increase
Service Providers (Waste Haulers)	- Register with and report to Ecology - Collect, transport, sort and process recyclables on the statewide collection list including refillable and reusable packaging - Collect at least 90% cost reimbursement from the PRO	City code does not affect service providers. However, with an increase in recyltable material, diversion should increase and contamination should decrease
End Markets	- Receive and responsibly manage recyclables - Remanufacture recyclables into new products	City code will be more effective with increased responsibility of end market management



City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM:

(7:40 PM) Conduct Closed Record Proceeding and Consider Adoption of Resolution No. 2025-14 Approving the Wintergreen Townhomes Phase II Final Long Subdivision - Planning,

SUMMARY:

Wintergreen Townhomes received preliminary subdivision approval from the Hearing Examiner on December 23, 2021. The applicant has previously requested final subdivision in two phases. Resolution No. 2022-24 related to final subdivision for Phase I Wintergreen Townhomes and was approved by the City Council on December 13, 2022.

Wintergreen Townhomes, LLC, and Central Highlands, Inc., now requests final subdivision approval for Wintergreen Townhomes Phase II, a 43-lot long plat of one lot located at 1329 Wintergreen Lane. Fourteen (14) of the 43 lots are reserved for designated affordable housing, in coordination with Housing Resources Bainbridge and its Community Land Trust program.

A decision on final long subdivision approval is required by the City Council in accordance with BIMC 2.16.160. Support material for this agenda item includes a preliminary plat conditions compliance notation report, the final plat (survey drawing), and performance sureties for completion of necessary infrastructure and landscaping.

AGENDA CATEGORY: Resolution

PROPOSED BY: Planning &
Community Development

RECOMMENDED MOTION:

I move to adopt Resolution No. 2025-14, approving the Wintergreen Townhomes Phase II Final Long Subdivision, in substantially the form as included with this agenda item.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:

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

BACKGROUND:

The Hearing Examiner entered his final order and decision of approval for the preliminary subdivision application, a 73-lot long plat on two lots totaling 2.95 acres, with conditions, on December 23, 2021. In accordance with the provisions of BIMC 2.16.160, this is a closed record proceeding and is thereby a quasi-judicial matter. Pursuant to BIMC 2.16.160.H.1, the City Council shall approve the final long subdivision if it determines:

1. That the conditions imposed through preliminary subdivision have been met; and
2. Bonds or other assurance devices, if any, by their essential terms assure completion of all plat improvements; and
3. The requirements of state law, the BIMC, the Comprehensive Plan, and any other applicable ordinances in effect at the time of preliminary plat approval have been satisfied.

The staff compliance report confirms that the Wintergreen Townhomes Phase II final long subdivision meets the requirements of BIMC 2.16.160.H.1.

ATTACHMENTS:

[Phase 2 Final Sub Compliance Notation Report.docx](#)

[Phase 2 Wintergreen Final Plat Survey.pdf](#)

[PLN51836 FSUB Wintergreen Phase II PW-DE Recommendation Memo.pdf](#)

[Wintergreen Townhomes Phase II Bond 5-25.pdf](#)

[Executed Landscape Bond Wintergreen Phase 2 with estimates.pdf](#)

[Executed Noise Barrier Fence Bond with estimates.pdf](#)

[Resolution No. 2025-14 Wintergreen Townhomes Phase 2 Final Subdivision.docx](#)

Department of Planning and Community Development

Compliance Notation Report

Date: July 29, 2025
To: Patricia Charnas, Director
From: Jennifer Sutton, Senior Planner
Project: Wintergreen Townhomes Phase II Final Long Subdivision
File Number: PLN51836 F-SUB

Applicant: Wintergreen Townhomes LLC
PO Box 2879
Poulsbo, WA 98370

Request: Final subdivision of the Wintergreen Townhomes 73-lot preliminary subdivision was previously requested in two phases. The current final long subdivision application is for Phase II, the westerly portion of the site, which divides existing Lot A into 43 lots along with common tracts.

Final long subdivision of Phase I was approved by the City Council on December 13, 2022, created 30 lots along with common tracts within the easterly portion of the site.

Location: Phase II: 1329 Wintergreen Lane. Tax Parcel No. 232502-3-092-2001.
A portion of the SE $\frac{1}{4}$, SW $\frac{1}{4}$, Sec. 23, T. 25 N R. 2E, W.M.

The Wintergreen Townhomes preliminary subdivision was approved by the Hearing Examiner on December 23, 2021, subject to the conditions below. A subdivision alteration was approved by the City Council on March 11, 2025, and subsequently recorded, amended condition 15 related to noise attenuation along western side of future townhomes. Compliance with this condition is discussed below.

The final plat application for Phase II was reviewed in compliance with BIMC 2.16.160. The City Engineer reviewed the final subdivision to determine compliance with legal requirements and recommends approval. The Kitsap Public Health District and Bainbridge Island Fire District reviewed the Phase II final subdivision and recommended approval. The Department of Planning and Community Development staff evaluated compliance with the conditions imposed on the preliminary subdivision and other applicable ordinances and finds the Phase II final subdivision application compliant with both.

As annotated in **bold font**, the conditions are satisfied, and final plat approval is recommended.

SEPA Conditions

1. To mitigate air impacts, all sources and emission units are required to meet the emission and ambient air quality standards specified in Chapter 173-400 WAC and administered by the Puget Sound Clean Air Agency (PSCAA) and shall apply to all air contaminants listed in that regulation. The

Applicant shall submit with application for construction associated with this approval a management plan which is consistent with PSCAA Fugitive Dust Controls.

This condition is on the final plat and compliance is ensured during construction permit review.

2. To reduce noise impacts for those living within the proposed units along SR305, the units shall be constructed with noise reduction mitigation measures as found in Mitigation Measures Environmental Noise Study dated February 16, 2021, and include the following:
 - Windows are required to have a fixed sash or an efficiently weather-stripped, operable sash. The sash shall be rigid and weather-stripped with material that is compressed airtight when the window is closed, so as to conform to an infiltration rate not to exceed 0.5 cubic foot per minute per foot of crack length in accordance with ASTM E-283-65-T.
 - Glass shall be sealed in an airtight manner with a non-hardening sealant or a soft elastomeric gasket or gasket tape.
 - The perimeter of window and door frames shall be sealed airtight to the exterior wall construction with a sealant conforming to one of the following Federal specifications: TT-S-00227, TT-S-00230 or TT-S-00153.
 - In case the ventilation is achieved through slots within the window case, offset vents that maintain the STC rating of the window is recommended.

This condition is on the final plat and compliance is ensured during construction permit review.

3. Exterior trash receptacles/recycling facilities shall be fully screened with solid walls and gates and fully contained with masonry enclosure. The eastern wall of the facilities shall be at least 30 feet from the eastern site property line. The screening enclosures shall be architecturally consistent with the facilities approved in the Visconsi Master Plan. All enclosures serving associated buildings shall be constructed and inspected prior to final inspection of the associated building.

This condition is on the final plat and has been permitted as part of the larger infrastructure plat utility permit (City File No. BLD26384A C-GAF).

Project Conditions

4. The authorization for construction activities automatically expires and is void if the Applicant fails to file for construction permit or other necessary development permit within three years of the effective date of the decision on this application.

This condition is on the final plat and compliance has been ensured by the submission of plat utility permit.

5. Plans submitted for construction shall substantially comply with the site, architectural, landscape, and civil plans approved through this consolidated land use permit, as modified by these conditions.

This condition is on the final plat, and building permits for future townhomes will be reviewed for compliance with subdivision conditions. Compliance with the civil plans is ensured through review of plat utility permit. An updated landscaping plan has been submitted with this final plat application. Planning staff have reviewed the landscaping plan for compliance with applicable conditions (see discussion below).

6. Prior to any construction, the Applicant shall obtain the appropriate permits from the City, including but not limited to clearing, grading, and/or building permits.

This condition is on the final plat and compliance is ensured during construction permit review.

7. Lot coverage in compliance with BIMC Table 18.12.020-3 shall be depicted on the final plat.

Lot coverage compliance is depicted on page 10 of the final plat survey.

8. Floor Area Ratio (FAR) bonus density shall comply with bonus density provisions of BIMC 18.12.030.E, and general provisions for optional affordable housing in BIMC 18.21.020.
 - A. Affordable housing lots shall be identified on the final plat.
 - B. Per-unit and common area floor area bonus shall be allocated on the final plat.
 - C. Construction of affordable units should be roughly proportional to construction of market-rate units. The project shall follow an approved phasing schedule that provides for construction and certificate of occupancy for affordable housing units in proportion to market rate units.
 - D. Affordable housing must comply with the following ratios: 0.1 of bonus for extremely low, very low, or low income groups; 0.6 of bonus for moderate income group; and 0.3 of bonus for middle income group.
 - E. Affordable housing must comply with preservation of affordability for the following time periods:
 - Affordable rental housing units created as a result of the provisions of BIMC 18.21 shall remain affordable for a period of at least 50 years from the time of first occupancy and shall be secured by a recorded agreement and covenant in accordance with BIMC 18.21.020.C.*
 - Affordable home ownership units created as a result of the provisions BIMC 18.21 shall be sold to income-qualified households and shall remain affordable for a period of 99 years from the time of first occupancy. The affordable housing unit(s) shall be secured by a recorded agreement and covenant in accordance with BIMC 18.21.020.C.*
 - If the Applicant sells the individual lots created as a result of the provisions of this chapter, it is the responsibility of the Applicant to arrange for the affordable units to be built.
- * A unit that is owned or sponsored by a public or private nonprofit agency that already restrict benefit and resale is exempt from these requirements.*

This condition is on the final plat as Condition 7 (note renumbering from Hearing Examiner decision) and Wintergreen Townhomes FAR allocation for both phases is further described on page 5 of the final plat survey. Designated affordable lots for Phase II are identified on page 10 of the final plat survey. The applicant recorded "Accordable Housing Covenants" for both phases of Wintergreen Townhomes was recorded on August 9, 2022 (see page 1 and Title Report notes on page 3 and 9 of final plat survey). Further affordability compliance is evaluated during construction permit review.

9. Parking lots serving commercial development (i.e., parking lots being used through a shared development agreement) must provide a minimum of four bicycle spaces for each lot or the equivalent thereof in terms of bike huts.

This condition was confirmed during the Phase 1 final subdivision approval, and is listed on the final plat and has been permitted as part of the larger infrastructure plat utility permit (City File No. BLD26384A C-GAF).

10. If any historical or archaeological artifacts are uncovered during excavation or construction, work shall immediately stop and the Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation shall be immediately notified. Construction shall only continue thereafter in compliance with the applicable provisions of law.

This condition is on the final plat and compliance is ensured during construction permit review.

11. Required plantings shall be installed or installation financially assured in accordance with BIMC 18.15.010.H. prior to occupancy of any of the new buildings. After installation approval by the Planning Department, maintenance financial assurance shall be required in accordance with BIMC 18.15.010.H.

This condition is on the final plat, and the applicant has submitted a performance surety to financially assure required planting.

12. The project shall comply with the following condition to the satisfaction of the Kitsap Public Health District: each townhome will require a sewer building clearance with binding water and non-binding sewer prior to building permit issuance.

This condition is on the final plat and compliance is ensured during building permit review for future townhome residences.

13. The project shall comply with the following conditions to the satisfaction of the Fire Marshal:

- A. The project shall comply with all applicable provisions of the adopted Fire Code.
- B. Fire sprinklers and a fire alarm system to monitor the fire sprinkler system will be required.
- C. Fire flow may be met through existing hydrants. Developer to verify available fire flow for the site.
- D. Dead-end access roads over 150' in length require a turn-around.

This condition is on the final plat and fire flow requirements are further noted on page 2 of the final plat survey. Compliance is ensured during construction permit review. The Fire Marshal has approved the Phase II final plat application on July 9, 2025.

14. The project shall comply with the following conditions to the satisfaction of the City Engineer:

- A. Every lot corner shall be staked by a three-quarter-inch galvanized iron pipe or equivalent approved by the City, driven into the ground and marked or tagged with the certificate number of the surveyor setting said monument. The position and type of every permanent monument shall be noted on the plat. Perimeter and public street monuments (if required) shall be twenty-four inches long, set in concrete, or shall be constructed of an equivalent approved by the City.
- B. Civil improvement plans, reports, and computations prepared by a civil engineer registered in the State of Washington shall be submitted with the application to the City for a plat utility review and associated Commercial Grade and Fill or Building Permit(s). Plans to construct all necessary infrastructure including site drainage, grading, and utilities serving the divided lots will be reviewed and approved by the City Engineer prior to issuance of any construction permit.
- C. On-site water and sanitary sewer main extensions shall be publicly owned and maintained. Water and sanitary sewer main extensions shall be located in 15-foot-wide easements and shall be accessible by maintenance vehicles to the satisfaction of the City Engineer.
- D. Developer Extension Agreements (DEA) pursuant to BIMC §13.32 shall be executed prior to or in conjunction with the plat utility review and associated construction permits. Agreements required for any public road extensions are separate from those for utility (water/sewer/storm) extensions and both (if necessary) will include the 3% fee and any potential latecomer agreement application as desired by the Applicant as part of the utility extension(s).
- E. The final utility report/plans shall reflect conditions on utility service imposed under the non-binding Water/Sewer Availability commitment letter issued April 15, 2021, by COBI Public Works under designated file number PW21 0016.

- F. The final Civil plan design and supporting drainage report submitted with construction permitting documents shall demonstrate project compliance with all applicable minimum requirements (1-9) as required by BIMC 15.20. The report shall include evaluation of the design capacity of the existing stormwater system as it relates to the proposed hard surfaces of this project. An off-site analysis to assess the potential impacts to the storm conveyance downstream regarding issues with capacity, erosion, water quality threats, localized flooding, etc. is required consistent with BIMC §15.20.060(H).
- G. Site Plan indicates that greater than one acre will be disturbed during construction. To comply with Department of Ecology Phase II NPDES Permittee requirements, coverage under the Construction General Stormwater Permit (CGSP) from Department of Ecology is required for the duration of the project and shall be in place prior to any clearing, grading, or other land disturbing activities.
- H. A Construction Stormwater Pollution Prevention Plan (SWPPP) is required prior to construction activities resultant from the plat utility review approval, including clearing, grading, or civil improvements. Stormwater quality treatment and erosion and sedimentation control shall be designed in accordance with BIMC 15.20. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington.
- I. The face of the plat shall indicate that all on-site stormwater facilities serving the divided lots resulting from the proposed subdivision shall remain privately owned and operated/maintained. The owner shall be responsible for maintenance of the stormwater facilities following construction per BIMC 15.21 to include annual inspection and maintenance reports provided to the COBI NPDES Coordinator.
- J. A Declaration of Covenant for Maintenance and Operation of Storm Drainage facilities shall be recorded prior to issuance of any certificate of occupancy. Required text for the Declaration of Covenant is found in BIMC 15.21, Exhibit A.
- K. The face of the plat shall indicate that on-site stormwater runoff resulting from future development on individual resultant lots shall be managed in a manner compliant with BIMC 15.20 and DOE Stormwater Management Manual for Western Washington (2014) pursuant to issuance of follow-on building permits.
- L. The face of the plat shall indicate that all internal roadways shall remain privately owned and maintained. Roadway plans, sections, and alignment requirements submitted by the Civil Engineer of Record shall be consistent with HEX conditions for the original Visconsi approvals unless modifications are approved by the City Engineer.
- M. Resultant lots will be subject to Transportation Impact Fees per BIMC 15.30 and in accordance with the TIF Rate Schedule (or the optional independent calculation method) in effect at the time of permit issuance. Transportation Impact Fees shall be due in full at the time of building permit issuance.
- N. The primary walkways throughout the development shall meet accessibility requirements and be surfaced with nonskid hard surfaces, providing a minimum of 5 feet of unobstructed width.
- O. A mid-block pedestrian crossing across High School Road NE to the south was not warranted nor recommended by the consulting Traffic Engineer (Transpo Group), primarily due to existing signalized crosswalks at the intersection of High School Road NE and SR 305 and the presence of adjacent uncontrolled driveways. In lieu of a mid-block crosswalk, Applicant shall make a good faith effort to install a pedestrian connection from the southwest corner of the west parcel to the sidewalk within the High School Road NE right-of-way (ROW) adjacent to the signalized intersection with SR 305, aligned west of the Walgreens and Key Bank lots and located within

WSDOT ROW (A WSDOT ROW permit would be required). This good faith effort shall be documented to the satisfaction of the City Engineer prior to the issuance of permits to complete proposed civil improvements under a plat utility review.

- P. A right-of-way construction permit (ROW) or road approach application (RAA) is required prior to construction activities within the right-of-way (primarily utility connections). The ROW/RAA permit will be subject to separate conditions and bonding requirements.
- Q. Installation of improvements and creation of as-built engineered plans must be completed prior to approval of final plat. In lieu of completion of those improvements and as-builts consistent with the conditions of a preliminary short plat approval, the City Engineer may accept an assurance device, in an amount and in a form determined by the City, but not to exceed 125 percent of the established cost of completing the infrastructure that secures and provides for the actual construction and installation of the improvements or the performance of the conditions within one year, or such additional time as the City Engineer determines is appropriate, after final plat approval.
- R. Mailbox locations, relocations, and clustering shall be approved by the local postmaster and shall conform to the Standards for mailbox placement per standard drawings DWG. 8-220, DWG. 8-230, DWG. 8-240, and DWG. 8-250. Mailbox relocations shall be the financial responsibility of the developer if required.

The applicable portions of this condition listed as Condition 13 are on the final plat and compliance have been reviewed as part of the larger infrastructure plat utility permit (City File No. BLD26384A C-GAF). Related to subcondition (O), City Development Engineering confirm that the applicant had made a good faith effort to get permission from Washington State Department of Transportation to construct a pedestrian connection in the State Route 305 right-of-way (ROW), but was not successful. The City Development Engineer reviewed the final subdivision application for compliance with the requirements of BIMC 2.16.160, RCW 58.17.160, City of Bainbridge Island Design and Construction Standards and Specifications, and the preliminary plat conditions. Required civil improvements are under construction and the applicant has bonded for completion of Phase II infrastructure installation and construction as provided in BIMC 2.16.160.L. The City Development Engineer recommend approval of the final plat.

- 15. The project shall comply with the conditions of the Planning Commission (as amended by the Hearing Examiner) as follows:
 - A. The Applicant shall place all 31 of the affordable units into the Housing Resources Board (HRB) Community Land Trust (CLT) – or comparable agency later approved by the City Council – to be offered to low-income households in perpetuity. This commitment will be a covenant on title on each of the affordable units prior to the first City permit approval for any activity on the project site. The City will determine what constitutes a “low income” household pursuant to BIMC Sections 18.12.030.E, 18.21 and 18.36, or as thereafter amended. The final plat will include a covenant on the face of the plat stating, “Affordable Housing as defined in BIMC 18.36” and including a phasing plan identifying the affordable-to-market rate unit completion proportions.
 - B. Upon the first sale of each of the 31 affordable units, Applicant will pay \$10,000 to HRB and Housing Kitsap (or any comparable agency later approved by the City Council), with \$5,000 paid to each agency per unit. This commitment will be a covenant on title on each of the affordable units prior to the first City permit approval for any activity on the project site.
 - C. Upon the first sale of each of the 73 units, Applicant will pay \$1,500 per unit to HRB (or a comparable agency later approved by the City Council). This commitment will be a covenant on

title on each of the units prior to the first City permit approval for any activity on the project site.

- D. Applicant will provide up to \$10,000 per parcel for restoration/augmentation of a buffer tree screen along SR 305 in the Walgreen's and Key Bank lots, as determined and arranged by the City.
- E. Applicant will plant trees in the SR 305 buffer to create a full tree screen to eliminate visual impacts. Tree selection will be included in the Landscape Plan in coordination with the City arborist.
- F.
 - 1. Applicant will construct a combined 10-foot high fully vegetated berm and noise barrier fence along the SR 305 buffer, completely enclosing the backyards of the westernmost townhomes, to dampen noise impacts. The fence shall be continuous and made of a solid wooden material or composite wood-plastic with a wood look, with mass-loaded vinyl, absorbent sound screens or similar material, inside. The soundproofing material shall be sandwiched between two fence panels. Selection of native plants to be planted on the berm will be included in the Landscape Plan.
 - 2. The noise barrier fencing shall be located a minimum of 35 feet east of the right-of-way, in order to ensure compliance with Hearing Examiner Conditions 15.E (above) and 15.I (below), which state:
 - Condition I: Applicant will provide the equivalent of a 50-foot fully vegetated buffer along SR 305. The width of the buffer may be averaged, but no portion of the buffer may be less than 35 feet wide. This condition is consistent with the Comprehensive Plan, the existing averaged 50-foot fully vegetated buffer along SR 305 required as part of the 2014 Visconti Master Plan HEX decision for the site, the DFB standard in Chapter 5 for a 25-50 foot fully vegetated buffer along SR305, and applicable provisions of BIMC Title 17 and 18. If the Applicant determines that the equivalent of a 50-foot fully vegetated buffer is not feasible the project must return to the Planning Commission for additional review and recommendation.
 - 3. Fencing shall consist of a noise barrier completely enclosing the backyards of the westernmost townhomes, shall be a density of 4 lbs/psf at a minimum, and shall be continuous with no gaps at the bottom or between panels, provided; fencing may be constructed in such a manner to allow access to the detention vault (e.g. with gate panels that may be opened on a temporary basis for maintenance).
- G. Applicant will provide full disclosure of all SR 305 mitigation measures to potential buyers of units that abut the SR 305 buffer and will obtain written acceptance of these mitigation measures in purchase and sale agreements. The mitigation measures will be noted in the final plat and included in the Community Space Management and Maintenance Plan, Landscape Plan, and all building permits that incorporate noise mitigation measures.
- H. Applicant will provide at least 5 motorcycle parking spaces adequate for the proposed residential development.
- I. Applicant will fence townhome yards to allow safe use by children and pets.
- J. Applicant will provide for City approval a plan for bike parking spaces that is adequate for the proposed residential development as well as installation of a bike barn in the common area provided for Phase I and Phase II.
- K. All SEPA mitigation measures included in the August 27, 2021 (Revised August 31, 2021) Staff Report shall be incorporated into the project as amended by these conditions.

- L. All project conditions included in the August 27, 2021 (Revised August 31, 2021) Staff Report shall be incorporated into the project as amended by these conditions.
- M. The Planning Commission recommendation with conditions applies only to the project as proposed. Any subsequent substantive changes to the project will require additional Planning Commission review and recommendation.
- N. The Applicant will properly screen with vegetation the project at the north and south boundaries.

The applicable portions of this condition listed as Condition 15 are on the final plat and compliance have been reviewed as part of the larger infrastructure plat utility permit (City File No. BLD26384A C-GAF) and through review of an updated landscaping plan submitted with the Phase II final plat application and assured through landscape performance surety. Many of the conditions will be verified and inspected through review of building permits to construct the townhomes (e.g. fenced yards). In 2022, the applicant recorded an Affordable Housing Covenant (Kitsap County A.F.N. 202208090139) that describes and acknowledges the affordability requirements of Condition 15. This covenant is noted on pages 1, 3 and 9 of the final plat survey. The affordability provisions described in Condition 15 were utilized during the completion of Phase I townhomes through an agreement with Housing Resources Bainbridge (HRB) for inclusion in its Community Land Trust program. HRB then ensured income-qualified buyers purchased the designated affordable housing units. The applicant has partnered with HRB to do the same for Phase II designated affordable townhomes.

The required outdoor noise barrier berm and fence design has been reviewed approved as part of the plat utility permits, and a separate performance surety has been submitted the final plat application. The required motorcycle spaces were integrated within Wintergreen Townhomes Phase I. The larger infrastructure plat utility permit (City File No. BLD26384A C-GAF) includes the parking plan approved by the City prior to Phase I and depicts bike shelters on both Phase I and Phase II.

- 16. Of the total 73 units, a maximum of 24 two-bedroom units is allowable, and a minimum of 73 parking spaces (inclusive of garages) must be designated for the sole use of the townhome residential units.

This condition is on the final plat and compliance is ensured during construction permit review.

Plat of Wintergreen Townhomes, Phase II
A Plat Community
SE 1/4 SW 1/4
Sec.23, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Approvals

Engineer

Approved by the City Engineer this _____ day of _____, 2025.

Chris Wierzbicki

Health District

Examined and approved by the Bremerton–Kitsap County Health District this _____ day of _____, 2025.

Eric Evans, R.S.
Director, Environmental Health

Planning and Community Development

Approved by the Director of Planning and Community Development this _____ day of _____, 2025.

Patricia Charnas, Director
Planning and Community Development
City of Bainbridge Island

City Council

Approved by the City Council of Bainbridge Island this _____ day of _____, 2025.

Ashley Mathews, Mayor
City of Bainbridge Island

Treasurer’s Certificate

I, Peter J. Boissonneau, Treasurer of Kitsap County, Washington, hereby certify that all taxes on the above described property are fully paid up to and including _____.

Peter J. Boissonneau
Kitsap County Treasurer

Recording Certificate

Filed for record at the request of _____, on this _____ day of _____, 2025 recorded in Volume _____ of plats, Pages _____ records of Kitsap County, Washington.

Paul Andrews
Kitsap County Auditor

Attest: _____
Deputy

Declarant Declaration

The undersigned owner or owners of the interest in the real estate described herein hereby declare this map and dedicate the same for a common interest community named Plat of Wintergreen Townhomes, Phase II, a Plat Community, as that term is defined in the Washington Uniform Common Interest Ownership Act, solely to meet the requirements of the Washington Uniform Common Interest Ownership Act and not for any public purpose. This map and any portion thereof is restricted by law and the Declaration for Plat of Wintergreen Townhomes, Phase I, a Plat Community, recorded under Kitsap County Auditor’s File No. 202301190076.

We further dedicate Community Space Tracts, Parking Tracts, Natural Area Tracts and Access Easements as shown on the plat for the use and enjoyment of the lot owners to the Homeowners Association.

In witness whereof we have hereunto set our hands and seals.

Wintergreen Townhomes, LLC
David Smith, Manager

Acknowledgment

State of Washington
County of Kitsap

I certify that I know or have satisfactory evidence that David Smith is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Manager, Wintergreen Townhomes, LLC, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Notary Public in and for the State of Washington
My appointment expires _____

Surveyors Certificate

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of Central Highland Homes in April, 2025. I hereby certify that this map for the Plat of Wintergreen Townhomes, Phase II, A Plat Community is based upon an actual survey of the property herein described; that the bearings and distances are correctly shown; that all information required by the Washington Uniform Common Interest Ownership Act is supplied herein; and that all horizontal and vertical boundaries of the units, to the extent such boundaries are not defined by physical monuments, such boundaries are shown on the map.

Gavin M. Oak, PLS
Registered Land Surveyor
Certificate No. 45168

Acknowledgment

State of Washington
County of Kitsap

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

Dated: _____

Notary Public in and for the State of Washington
My appointment expires _____

Declaration of Affordable Housing Covenants

All lots in this subdivision are bound by the Declaration of Affordable Housing Covenants recorded under Kitsap County Auditor’s File No. 202208090139.

Note on Bonding

The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities.



ADAM•GOLDSWORTHY•OAK
A G O LAND SURVEYING, LLC

1015 NE HOSTMARK ST. (360)779–4299
POULSB0, WA 98370 (206)842–9598

DATE 7/18/25 FIELD BOOK --
DRAWING 6877PHIIP1 SHEET 1/10

Plat of Wintergreen Townhomes, Phase II
A Plat Community
SE 1/4 SW 1/4, Sec.23, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Owner:	Wintergreen Townhomes, LLC P.O. Box 2879 Poulsbo, WA. 98370 360-779-7157 cell: 360-440-0814 smithhouse4@comcast.net
Current use:	Undeveloped
Proposed water service:	City of Bainbridge Island
Proposed sewer service:	City of Bainbridge Island
Assessor's Account Nos.	232502-3-092-2001
Zoning:	HS-2
Comprehensive Plan:	HS-2
Compliance with the fire flow requirements of BIMC 20.04 will be by on-site fire hydrant with fire flow from the City water system.	
Application File No.	

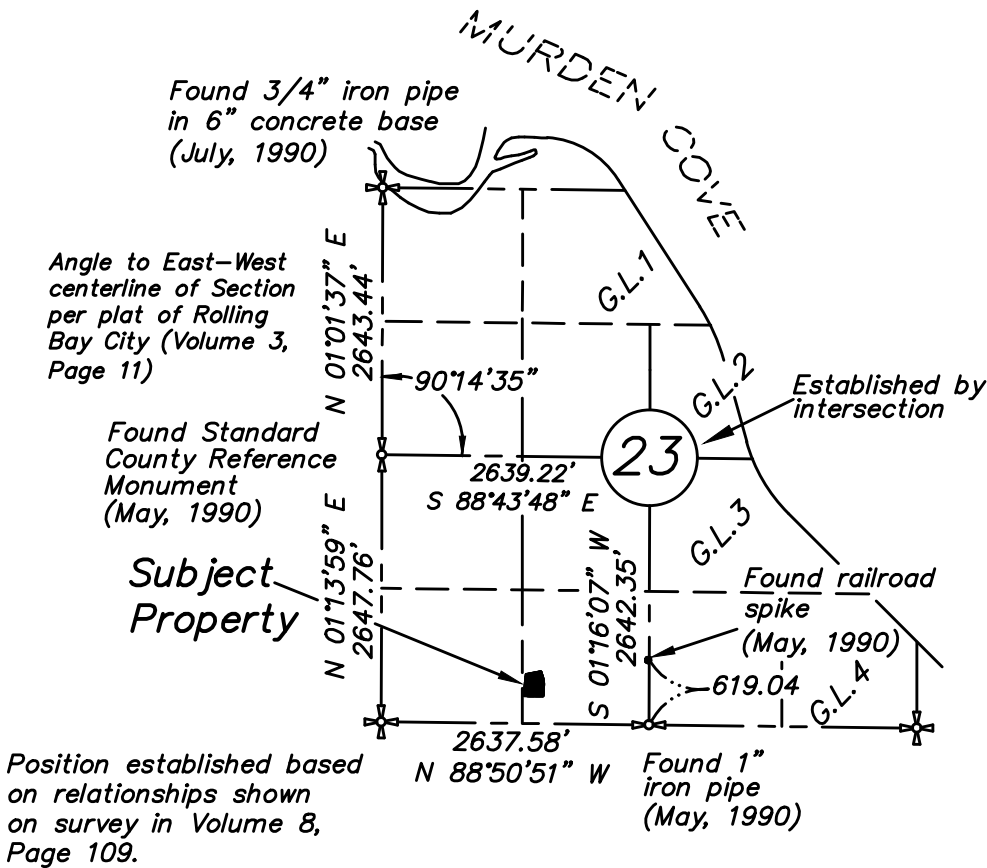
Easement Provisions

Utility easements refer to easements for the installation, maintenance, repair of and access to surface and subsurface utilities and appurtenances. Easements are hereby reserved for and conveyed to the City of Bainbridge Island, Puget Sound Energy, and any other utility companies having franchises or permits from the City of Bainbridge Island.

Utility easement areas consist of the entire Phase II parcel excluding the Townhome buildings.

Notes

- 1) This survey was accomplished by field traverse with a three second total station.
- 2) This survey conforms to the minimum field traverse standards for land boundary surveys as listed in WAC 332-130-090.



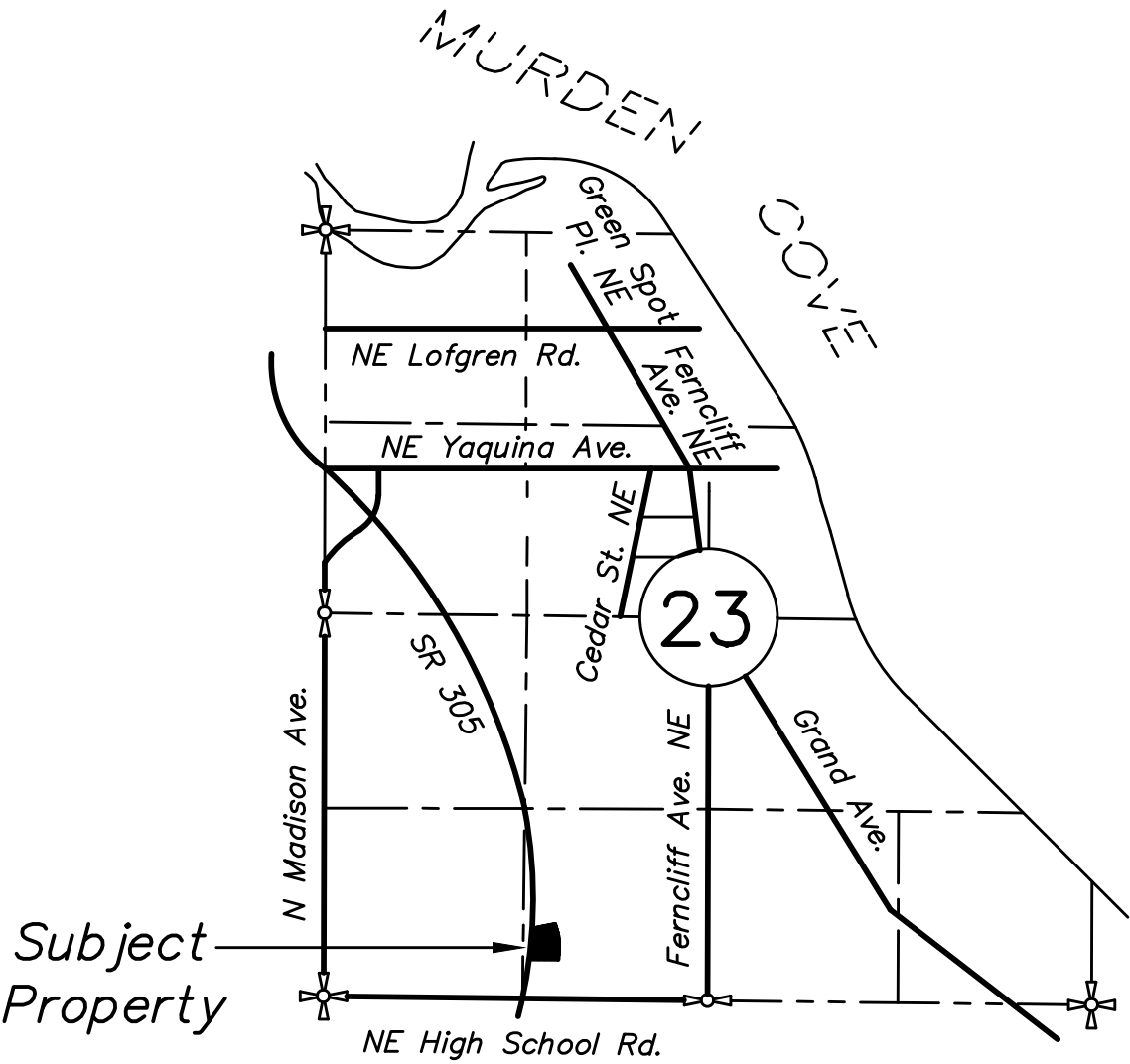
Section Subdivision
Section 23, T.25N., R.2E., W.M.
(no scale)

Legal Description

Resultant Parcel A of the Boundary Line Adjustment recorded under Auditor's File No. 201607270165 and as depicted on survey recorded under Auditor's File No. 201607270166, in Volume 82 of surveys, Page 209, records of Kitsap County, Washington, being a portion of the Southeast quarter of the Southwest quarter of Section 23, Township 25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County, Washington.

National Flood Insurance
Program Designation

Zone X
Flood Insurance Rate Map 53035C0244F
Effective Date: February 3, 2017



Vicinity Map
Section 23, T.25N., R.2E., W.M.
(no scale)



7/18/25

ADAM•GOLDSWORTHY•OAK
A G O LAND SURVEYING, LLC

1015 NE HOSTMARK ST. (360)779-4299
POULSBO, WA 98370 (206)842-9598

DATE 7/18/25 FIELD BOOK --
DRAWING 6877PHIIP2 SHEET 2 / 10

Plat of Wintergreen Townhomes, Phase II
A Plat Community

SE 1/4 SW 1/4, Sec.23, T.25N., R.2E., W.M.

City of Bainbridge Island, Kitsap County, Washington

NATURAL AREA MANAGEMENT PLAN

NATURAL AREA OWNERSHIP AND MANAGEMENT ENTITY:

The natural area will be privately owned and managed by the Homeowners Association. Natural area access is restricted to the lot owners of the plat and their invited guests. The Homeowners Association shall be responsible for the maintenance of the natural area in accordance with the Natural Area Management Plan.

APPROVED USES WITHIN NATURAL AREA

1. Passive recreation, including pervious trails.
2. Potable water wells and well houses.
3. Fencing consistent with BIMC 17.12.050.A.6 within the SR 305 buffer.
4. On-site sewage treatment system use approved by the Director (Consistent with BIMC 17.12.050.A.9.e).
5. Storm drainage system use approved by the Director (Consistent with BIMC 17.12.050.A.9.f).
6. Picnic shelters and benches, community gardens, bus shelters, community art, or fountains may be allowed within a designated natural area, provided the proposed use will not adversely affect the function or characteristics of the specific natural area.
7. Solar panels, small wind energy generators, composting bins, rainwater harvesting barrels, cisterns, and rain gardens/swales, as defined in BIMC 18.36, may be allowed within a designated natural area, provided the proposed feature will not result in the damage or removal of significant trees.
8. Planting of native vegetation.
9. Planting of non-invasive, non-native vegetation.
10. Removal of invasive vegetation.

LIMITATIONS

1. Buildings are not permitted within any natural areas (except well houses and picnic shelters).
2. Existing vegetation shall be retained and maintained except for City-approved driveways, utility corridors, and trails. No cutting or clearing or other removal of existing and/or native vegetation shall be allowed in the designated open space in order to provide lawns, gardens, patios, decks, recreation facilities or other built features.
3. All trees within the natural area are required to be retained in perpetuity. Hazard tree removal may be allowed only with city approval and appropriate replanting provisions in BIMC 18.15.010.C. If trees required to be retained are not retained or if protection measures are not fully implemented, requirements for unauthorized removal provided in BIMC 18.15.010.C shall apply.
4. No construction activities or staging shall be permitted in the natural area. Prior to construction, temporary chain link fencing, orange construction fencing, or other construction fencing satisfactory to the Director, shall be placed around all of the natural space. Hazard trees within the natural area can and should be removed with the approval of the Director during the clearing and grading phase of construction.

NATURAL AREA MAINTENANCE PLAN

The natural area shall be maintained by the Homeowners Association. Maintenance activities shall include, at a minimum, annual inspections of natural area for compliance with the Natural Area Management Plan. If the natural area is not maintained consistent with this Natural Area Management Plan, the City shall have the right to provide the maintenance thereof and bill the owner for the cost of the maintenance.

COMMUNITY SPACE MAINTENANCE PLAN

APPROVED USES: The approved uses include a pea patch in the West lots community area as well as sitting, grass play areas and patios with picnic and gathering areas in both the East and West lots community areas. The Wintergreen Landscape plan graphically shows the approved uses. MAINTENANCE PLAN: The community areas will be maintained by the Wintergreen Townhome HOA on a bimonthly schedule. The scope of the maintenance activities, as listed in BIMC 17.12.05 Section B and the Bainbridge Island Administrative Manual will be adopted verbatim in the Wintergreen Townhomes CC&Rs. The final Wintergreen Townhome plat will also include the approved Community Space Maintenance Plan.

TITLE REPORT EXCEPTIONS

1. Relinquishment of all existing, future, or potential easements for access, light, view and air, and all rights of ingress, egress to, from the between said premises and the highway or highways to be constructed on lands conveyed by Deed recorded January 28, 1954, under Auditor's File No. 589328, and the terms and conditions thereof.
To: The State of Washington
Except the grantors herein shall be given right of reasonable access Easterly from the C.R. Highway Engineer's Station 1/60 as shown on sheet 4 of sheets of the above mentioned map of definite location.
2. Relinquishment of all existing, future, or potential easements for access, light, view and air, and all rights of ingress, egress to, from the between said premises and the highway or highways to be constructed on lands conveyed by Deed recorded January 28, 1954, under Auditor's File No. 589335, and the terms and conditions thereof.
To: The State of Washington
Except as a part of the consideration for this transaction, the grantee agrees to construct on its right of way a frontage road as shown on "J" in sheet 2 of 6 sheets, and sheet 6 of 6 sheets the above mentioned map of definite location and to which frontage road only the grantors and their heirs and assigns are given a right of reasonable access.
3. Easement, agreement, and terms and conditions thereof, affecting a portion of said premises and for the purposes hereinafter stated, as disclosed by instrument recorded on June 18, 2014, under Auditor's File No(s). 201406180126.
For: Reciprocal driveway
Easement Affects: A portion of said premises
Confirmation and Grant of Easement Rights, recorded under Auditor's File Nos. 201509020080, 201602180063 and 201701300037.
Release of Easement Rights recorded under Auditor's File No. 201509020081, 201602290139 and 201704250189.
First Amendment to Reciprocal Easement Agreement recorded under Auditor's File No. 201802090191.
Second Amendment To Reciprocal Easement Agreement recorded under Auditor's File No. 201911080111.
4. Easement for electric transmission and distribution line, and the terms and conditions thereof, together with necessary appurtenances, as granted by instrument recorded on November 12, 2014, under Auditor's File No(s). 201411120375.
To: Puget Sound Power and Light Company/Puget Sound Energy
Affects: A portion of said premises
5. Easement, and terms and conditions thereof, affecting a portion of said premises and for the purposes hereinafter stated, as disclosed by instrument recorded on November 19, 2015, under Auditor's File No(s). 201511190164.
For: Underground water and sanitary sewer utilities facilities
Affects: A portion of said premises
6. Easement, agreement, and terms and conditions thereof, affecting a portion of said premises and for the purposes hereinafter stated, as disclosed by instrument recorded on June 22, 2022, under Auditor's File No(s). 202206220218.
For: Parking
Easement Affects: A portion of said premises
7. Covenants, conditions, restrictions, easements, and matters delineated, described, and noted, if any, in Short Plat:
Recorded: September 7, 1983
Auditor's File No(s): 8309070094
8. Covenants, conditions, restrictions, easements, and matters delineated, described, and noted, if any, in Boundary Line Adjustment:
Recorded: June 18, 2014
Auditor's File No(s): 201406180124 and 201406180125
Affidavits of Correction recorded under Auditor's File Nos. 201409030042 and 201612150194.
9. Covenants, conditions, restrictions, easements, and liability to assessments, if any, as provided in said instrument:
Recorded: June 18, 2014
Auditor's File No.: 201406180127
Amendment and/or modification of said instrument:
Recorded: January 30, 2017
Auditor's File No.: 201701300038
Amendment and/or modification of said instrument:
Recorded: November 1, 2018
Auditor's File No.: 201811010150
Amendment and/or modification of said instrument:
Recorded: January 20, 2022
Auditor's File No.: 202201200159
10. Covenants, conditions, restrictions, easements, and matters delineated, described, and noted, if any, in Boundary Line Adjustment:
Recorded: July 27, 2016
Auditor's File No(s): 201607270165 and 201607270166
11. Covenants, conditions, restrictions, easements, and matters described and noted, if any, in deed:
Recorded: December 29, 2021
Auditor's File No(s): 202112290472
12. Covenants, conditions, restrictions, easements, and liability to assessments, if any, as provided in said instrument:
Recorded: January 19, 2023
Auditor's File No.: 202301190076
13. Declaration of Affordable Housing Covenants and the terms and conditions thereof:
Recorded: August 9, 2022
Auditor's File No(s): 202208090139



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DRAWING 6877PHIIP3 SHEET 3 / 10

Plat of Wintergreen Townhomes, Phase II A Plat Community

SE 1/4 SW 1/4, Sec.23, T.25N., R.2E., W.M.

City of Bainbridge Island, Kitsap County, Washington

Conditions of Approval

The following Conditions of Approval are binding on the owners of the subject property, and their successors in interest and assigns, and may not be modified or removed except with the express written consent of the City of Bainbridge Island.

SEPA Mitigation Measures:

1. To mitigate air impacts, all sources and emission units are required to meet the emission and ambient air quality standards specified in Chapter 173-400 WAC and administered by the Puget Sound Clean Air Agency (PSCAA) and shall apply to all air contaminants listed in that regulation. The Applicant shall submit with application for construction associated with this approval a management plan which is consistent with PSCAA Fugitive Dust Controls.
2. To reduce noise impacts for those living within the proposed units along SR305, the units shall be constructed with noise reduction mitigation measures as found in Mitigation Measures Environmental Noise Study dated February 16, 2021, and include the following:
 - Windows are required to have a fixed sash or an efficiently weather-stripped, operable sash. The sash shall be rigid and weather-stripped with material that is compressed airtight when the window is closed, so as to conform to an infiltration rate not to exceed 0.5 cubic foot per minute per foot of crack length in accordance with ASTM E-283-65-T.
 - Glass shall be sealed in an airtight manner with a non-hardening sealant or a soft elastomeric gasket or gasket tape.
 - The perimeter of window and door frames shall be sealed airtight to the exterior wall construction with a sealant conforming to one of the following Federal specifications: TT-S-00227, TT-S-00230 or TT-S-00153.
 - In case the ventilation is achieved through slots within the window case, offset vents that maintain the STC rating of the window is recommended.
3. Exterior trash receptacles/recycling facilities shall be fully screened with solid walls and gates and fully contained with masonry enclosure. The eastern wall of the facilities shall be at least 30 feet from the eastern site property line. The screening enclosures shall be architecturally consistent with the facilities approved in the Visconsi Master Plan. All enclosures serving associated buildings shall be constructed and inspected prior to final inspection of the associated building.

Project Conditions:

4. The authorization for construction activities automatically expires and is void if the Applicant fails to file for construction permit or other necessary development permit within three years of the effective date of the decision on this application.
5. Plans submitted for construction shall substantially comply with the site, architectural, landscape, and civil plans approved through this consolidated land use permit, as modified by these conditions.
6. Prior to any construction, the Applicant shall obtain the appropriate permits from the City, including but not limited to clearing, grading, and/or building permits.
7. FAR bonus density shall comply with bonus density provisions of BIMC 18.12.030.E, and general provisions for optional affordable housing in BIMC 18.21.020
 - A. Affordable housing lots shall be identified on the final plat.
 - B. Per-unit and common area floor area bonus shall be allocated on the final plat. (See Sheet 5)
 - C. Construction of affordable units should be roughly proportional to construction of market-rate units. The project shall follow an approved phasing schedule that provides for construction and certificate of occupancy for affordable housing units in proportion to market rate units.
 - D. Affordable housing must comply with preservation of affordability for the following time periods:
 - Affordable rental housing units created as a result of the provisions of BIMC 18.21 shall remain affordable for a period of at least 50 years from the time of first occupancy and shall be secured by a recorded agreement and covenant in accordance with BIMC 18.21.020.C.*
 - Affordable home ownership units created as a result of the provisions BIMC 18.21 shall be sold to income-qualified households and shall remain affordable for a period of 99 years from the time of first occupancy. The affordable housing unit(s) shall be secured by a recorded agreement and covenant in accordance with BIMC 18.21.020.C.*
 - * A unit that is owned or sponsored by a public or private nonprofit agency that already restrict benefit and resale is exempt from these requirements.
 - If the Applicant sells the individual lots created as a result of the provisions of this chapter, it is the responsibility of the Applicant to arrange for the affordable units to be built.
8. Parking lots serving commercial development (i.e., parking lots being used through a shared development agreement) must provide a minimum of four bicycle spaces for each lot or the equivalent thereof in terms of bike huts.
9. If any historical or archaeological artifacts are uncovered during excavation or construction, work shall immediately stop and the Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation shall be immediately notified. Construction shall only continue thereafter in compliance with the applicable provisions of law.
10. Required plantings shall be installed or installation financially assured in accordance with BIMC 18.15.010.H. prior to occupancy of any of the new buildings. After installation approval by the Planning Department, maintenance financial assurance shall be required in accordance with BIMC 18.15.010.H.
11. The project shall comply with the following condition to the satisfaction of the Kitsap Public Health District: each townhome will require a sewer building clearance with binding water and non-binding sewer prior to building permit issuance.
12. The project shall comply with the following conditions to the satisfaction of the Fire Marshal:
 - A. The project shall comply with all applicable provisions of the adopted Fire Code.
 - B. Fire sprinklers and a fire alarm system to monitor the fire sprinkler system will be required.
 - C. Fire flow may be met through existing hydrants. Developer to verify available fire flow for the site.
 - D. Dead-end access roads over 150' in length require a turn-around.

13. The project shall comply with the following conditions to the satisfaction of the City Engineer:

- A. Civil improvement plans, reports, and computations prepared by a civil engineer registered in the State of Washington shall be submitted with the application to the City for a plat utility review and associated Commercial Grade and Fill or Building Permit(s). Plans to construct all necessary infrastructure including site drainage, grading, and utilities serving the divided lots will be reviewed and approved by the City Engineer prior to issuance of any construction permit.
- B. On-site water and sanitary sewer main extensions shall be publicly owned and maintained. Water and sanitary sewer main extensions shall be located in 15-foot-wide easements and shall be accessible by maintenance vehicles to the satisfaction of the City Engineer.
- C. Developer Extension Agreements (DEA) pursuant to BIMC §13.32 shall be executed prior to or in conjunction with the plat utility review and associated construction permits. Agreements required for any public road extensions are separate from those for utility (water/sewer/storm) extensions and both (if necessary) will include the 3% fee and any potential latecomer agreement application as desired by the Applicant as part of the utility extension(s).
- D. The final utility report/plans shall reflect conditions on utility service imposed under the non-binding Water/Sewer Availability commitment letter issued April 15, 2021, by COBI Public Works under designated file number PW21 0016.
- E. The final Civil plan design and supporting drainage report submitted with construction permitting documents shall demonstrate project compliance with all applicable minimum requirements (1-9) as required by BIMC 15.20. The report shall include evaluation of the design capacity of the existing stormwater system as it relates to the proposed hard surfaces of this project. An off-site analysis to assess the potential impacts to the storm conveyance downstream regarding issues with capacity, erosion, water quality threats, localized flooding, etc. is required consistent with BIMC §15.20.060(H).
- F. Site Plan indicates that greater than one acre will be disturbed during construction. To comply with Department of Ecology Phase II NPDES Permittee requirements, coverage under the Construction General Stormwater Permit from Department of Ecology is required for the duration of the project and shall be in place prior to any clearing, grading, or other land disturbing activities.
- G. A Construction Stormwater Pollution Prevention Plan (SWPPP) is required prior to construction activities resultant from the plat utility review approval, including clearing, grading, or civil improvements. Stormwater quality treatment and erosion and sedimentation control shall be designed in accordance with BIMC 15.20. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington.
- H. All on-site stormwater facilities serving the divided lots resulting from the proposed subdivision shall remain privately owned and operated/maintained. The owner shall be responsible for maintenance of the stormwater facilities following construction per BIMC 15.21 to include annual inspection and maintenance reports provided to the COBI NPDES Coordinator.
- I. A Declaration of Covenant for Maintenance and Operation of Storm Drainage facilities shall be recorded prior to issuance of any certificate of occupancy. Required text for the Declaration of Covenant is found in BIMC 15.21, Exhibit A.
- J. On-site stormwater runoff resulting from future development on individual resultant lots shall be managed in a manner compliant with BIMC 15.20 and DOE Stormwater Management Manual for Western Washington (2014) pursuant to issuance of follow-on building permits.
- K. All internal roadways shall remain privately owned and maintained. Roadway plans, sections, and alignment requirements submitted by the Civil Engineer of Record shall be consistent with HEX conditions for the original Visconsi approvals unless modifications are approved by the City Engineer.
- L. Resultant lots will be subject to Transportation Impact Fees per BIMC 15.30 and in accordance with the TIF Rate Schedule (or the optional independent calculation in effect at the time of permit issuance. Transportation Impact Fees shall be due in full at the time of building permit issuance.
- N. The primary walkways throughout the development shall meet accessibility requirements and be surfaced with nonskid hard surfaces, providing a minimum of 5 feet of unobstructed width.
- O. Applicant shall make a good faith effort to install a pedestrian connection from the southwest corner of the west parcel to the sidewalk within the High School Road NE right-of-way (ROW) adjacent to the signalized intersection with SR 305, aligned west of the Walgreens and Key Bank lots and located within WSDOT ROW (A WSDOT ROW permit would be required). This good faith effort shall be documented to the satisfaction of the City Engineer prior to the issuance of permits to complete proposed civil improvements under a plat utility review.
- P. A right-of-way construction permit (ROW) or road approach application (RAA) is required prior to construction activities within the right-of-way (primarily utility connections). The ROW/RAA permit will be subject to separate conditions and bonding requirements.



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Plat of Wintergreen Townhomes, Phase II
A Plat Community
SE 1/4 SW 1/4, Sec.23, T.25N., R.2E., W.M.

City of Bainbridge Island, Kitsap County, Washington

Conditions of Approval (continued)

- Q. Installation of improvements and creation of as-built engineered plans must be completed prior to approval of final plat. In lieu of completion of those improvements and as-builts consistent with the conditions of a preliminary short plat approval, the City Engineer may accept an assurance device, in an amount and in a form determined by the City, but not to exceed 125 percent of the established cost of completing the infrastructure that secures and provides for the actual construction and installation of the improvements or the performance of the conditions within one year, or such additional time as the City Engineer determines is appropriate, after final plat approval.
- R. Mailbox locations, relocations, and clustering shall be approved by the local postmaster and shall conform to the standards for mailbox placement per standard drawings dwg. 8-220, dwg. 8-230, dwg. 8-240, and dwg. 8-250. Mailbox relocations shall be the financial responsibility of the developer if required.
15. The project shall comply with the conditions of the planning commission (as amended by the hearing examiner) as follows:
- A. The applicant shall place all 31 of the affordable units into the Housing Resources Board (HRB) Community Land Trust (CLT) –or comparable agency later approved by the City Council –to be offered to low-income households in perpetuity. This commitment will be a covenant on title on each of the affordable units prior to the first City permit approval for any activity on the project site. The city will determine what constitutes a "low income" household pursuant to BIMC Sections 18.12.030.e, 18.21 and 18.36, or as thereafter amended. the final plat will include a covenant on the face of the plat stating, "affordable housing as defined in BIMC 18.36" and including a phasing plan identifying the affordable to-market rate unit completion proportions.
- B. Upon the first sale of each of the 31 affordable units, applicant will pay \$10,000 to HRB and Housing Kitsap (or any comparable agency later approved by the City Council), with \$5,000 paid to each agency per unit. This commitment will be a covenant on title on each of the affordable units prior to the first City permit approval for any activity on the project site.
- C. Upon the first sale of each of the 73 units, applicant will pay \$1,500 per unit to HRB (or a comparable agency later approved by the City Council). This commitment will be a covenant on title on each of the units prior to the first City permit approval for any activity on the project site.
- D. Applicant will provide up to \$10,000 per parcel for restoration/augmentation of a buffer tree screen along SR 305 in the Walgreen's and Key Bank lots, as determined and arranged by the City.
- E. Applicant will plant trees in the SR 305 buffer to create a full tree screen to eliminate visual impacts. Tree selection will be included in the landscape plan in coordination with the City arborist.
- F.1. Subdivision Condition 15.F as shown on the face of the recorded subdivision (Hearing Examiner Condition 15.G) shall be modified as follows: "Applicant will construct a combined 10-foot high fully vegetated berm and noise barrier fence along the SR 305 buffer completely enclosing the backyards of the westernmost townhomes to dampen noise impacts. The fence shall be continuous and made of a solid wooden material or composite wood-plastic with a wood look, with mass-loaded vinyl, absorbent sound screens or similar material, inside. The soundproofing material shall be sandwiched between two fence panels. Selection of native plants to be included in planted on the berm will be included in the Landscape Plan."
2. Fencing shall be located a minimum of 35 feet east of the right-of-way, in order to ensure compliance with Hearing Examiner Conditions 15.F and 15.I, which state:
- Condition F: Applicant will plant trees in the SR 305 buffer to create a full tree screen to eliminate visual impacts. Tree selection will be included in the Landscape Plan in coordination with the City arborist.
 - Condition I: Applicant will provide the equivalent of a 50-foot fully vegetated buffer along SR 305. The width of the buffer may be averaged, but no portion of the buffer may be less than 35 feet wide. This condition is consistent with the Comprehensive Plan, the existing averaged 50-foot fully vegetated buffer along SR 305 required as part of the 2014 Visconsi Master Plan HEX decision for the site, the DFB standard in Chapter 5 for a 25-50 foot fully vegetated buffer along SR305, and applicable provisions of BIMC Title 17 and 18. If the Applicant determines that the equivalent of a 50-foot fully vegetated buffer is not feasible or requires redesign of the site plan, the project must return to the Planning Commission for additional review and recommendation.
3. Fencing shall consist of a noise barrier completely enclosing the backyards of the westernmost townhomes, shall be a density of 4 lbs/psf at a minimum, and shall be continuous with no gaps at the bottom or between panels, provided; fencing may be constructed in such a manner to allow access to the detention vault (e.g. with gate panels that may be opened on a temporary basis for maintenance).
- G. Applicant will provide full disclosure of all SR 305 mitigation measures to potential buyers of units that abut the SR 305 buffer and will obtain written acceptance of these mitigation measures in purchase and sale agreements. Themitigation measures will be noted in the final plat and included in the Community Space Management and Maintenance Plan, Landscape Plan, and all building permits that incorporate noise mitigation measures.
- H. Applicant will provide at least 5 motorcycle parking spaces adequate for the proposed residential development.
- I. Applicant will fence townhome yards to allow safe use by children and pets.
- J. Applicant will provide for City approval a plan for bike parking spaces that is adequate for the proposed residential development as well as installation of a bike barn in the common area provided for Phase I and Phase II.
16. Of the total 73 units, a maximum of 24 two-bedroom units is allowable, and a minimum of 73 parking spaces (inclusive of garages) must be designated for the sole use of the townhome residential units.

Floor Area Ratio Allocation

	Lot A		Lot D		Total Lots A + D	
	Floor Area	Floor Area Ratio	Floor Area	Floor Area Ratio	Floor Area	Floor Area Ratio
Open Market	26,527.17 sq. ft.	0.21	11,891.49 sq. ft.	0.09	38,418.87 sq. ft.	0.30
Affordable	10,562.72 sq. ft.	0.08	12,826.17 sq. ft.	0.10	23,388.97 sq. ft.	0.18
	37,089.89 sq. ft.	0.29	24,717.66 sq. ft.	0.19		

Parcel Areas

A	57,452 sq. ft.	1.32 Acres
D	70,814 sq. ft.	1.63 Acres

Floor Area Ratio Allocation for Lot D (Phase I)

Three story Townhomes – Open Market
Townhomes – Lots 58-61 and 65-73 have 914,73 sq. ft each
Base floor area is 914.73 x 13 = 11,891.49 sq. ft.

Two story Townhomes – Affordable
Townhomes – Lots 44-57 and 62-64 have 754.48 sq. ft each
Base floor area is 754.48 x 17 = 12,826.17 sq. ft.

Floor Area Ratio Allocation for Lot A (Phase II)

Three story Townhomes – Open Market
Townhomes – Lots 1-29 have 914,73 sq. ft each
Base floor area is 914.73 x 29 = 26,527 sq. ft.

Two story Townhomes – Affordable
Townhomes – Lots 30-43 have 754.48 sq. ft each
Base floor area is 754.48 x 14 = 10,562.72 sq. ft.



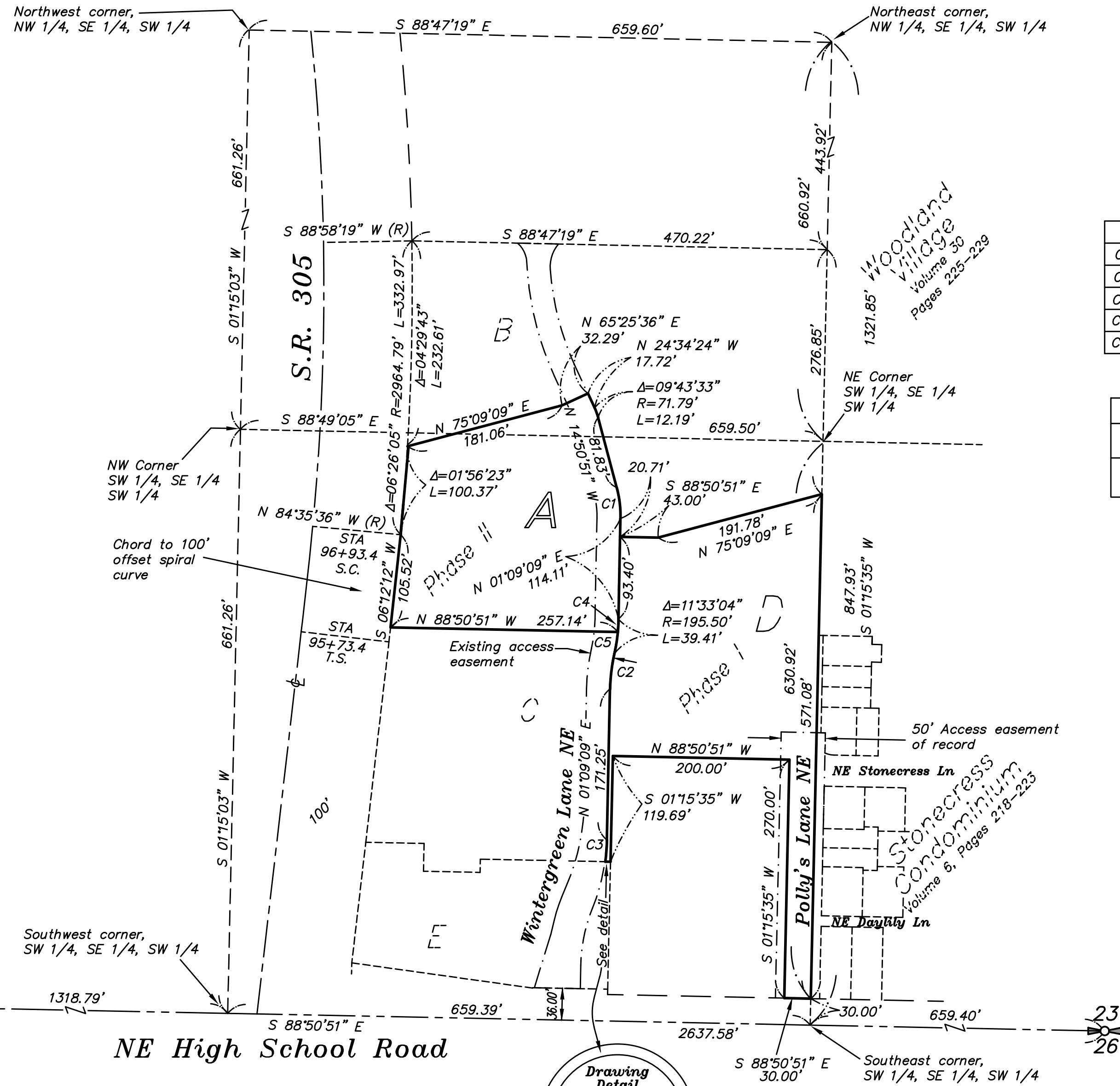
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Plat of Wintergreen Townhomes, Phase II
A Plat Community
SE 1/4 SW 1/4, Sec.23, T.25N., R.2E., W.M.
 City of Bainbridge Island, Kitsap County, Washington

Scale: 1" = 100'
 Assumed



Curve Table			
C1	Δ=16°00'00"	R=126.50'	L=35.33'
C2	Δ=11°33'04"	R=199.50'	L=40.22'
C3	Δ=06°26'19"	R=215.50'	L=24.22'
C4	Δ=04°10'57"	R=195.50'	L=14.27'
C5	Δ=07°22'06"	R=195.50'	L=25.14'

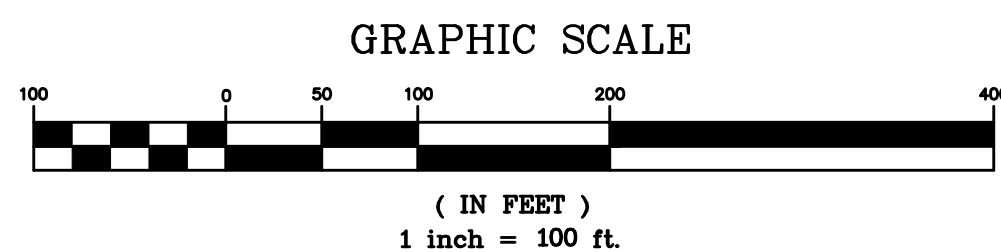
Parcel Areas		
A	57,452 sq. ft.	1.32 Acres
D	70,814 sq. ft.	1.63 Acres

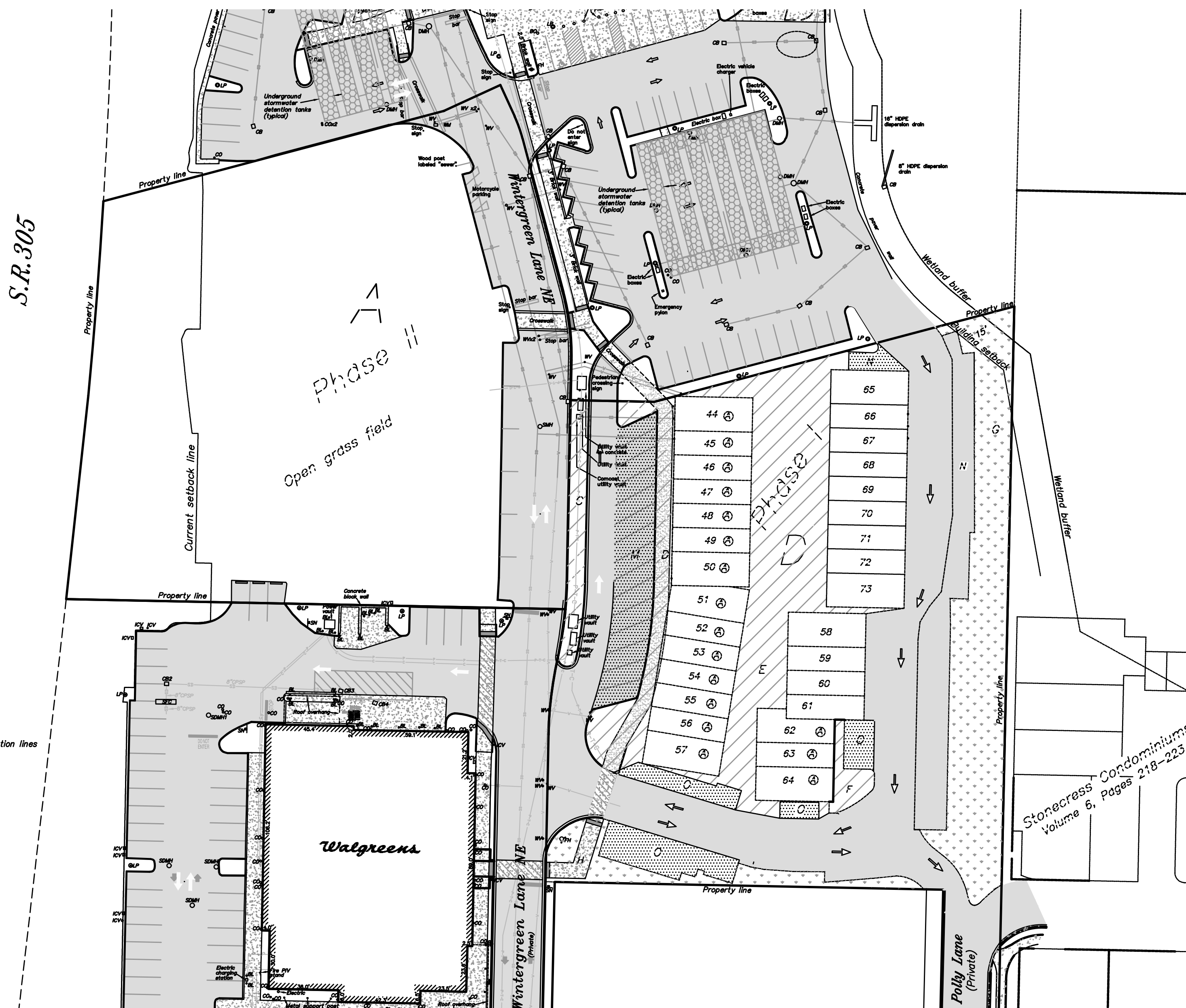
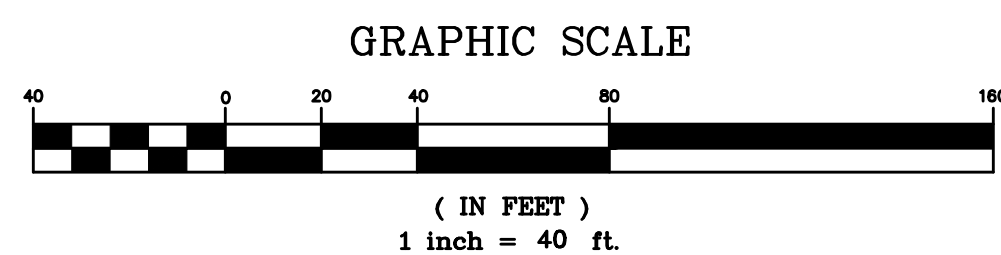
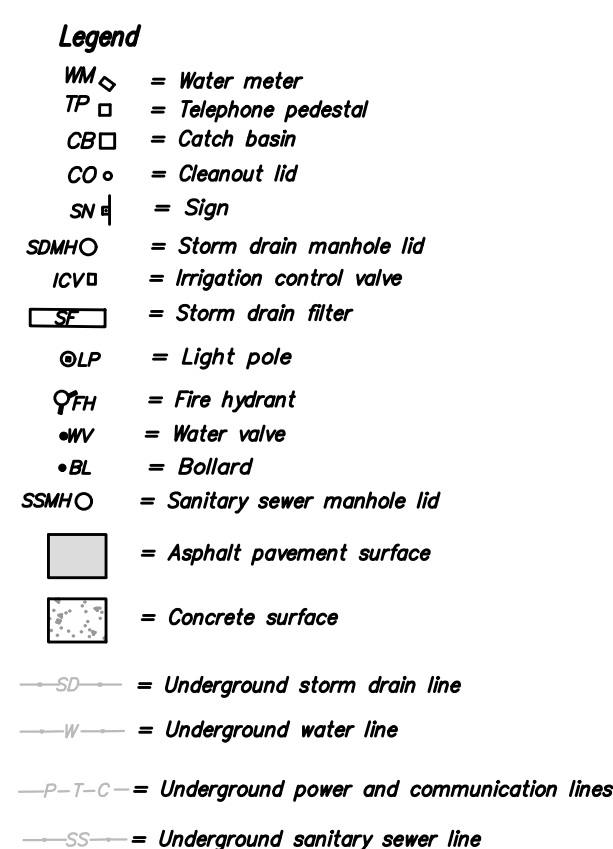


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*Plat of Wintergreen Townhomes,
Phase II, A Plat Community
Southeast 1/4 Southwest 1/4
Sec.23, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington*

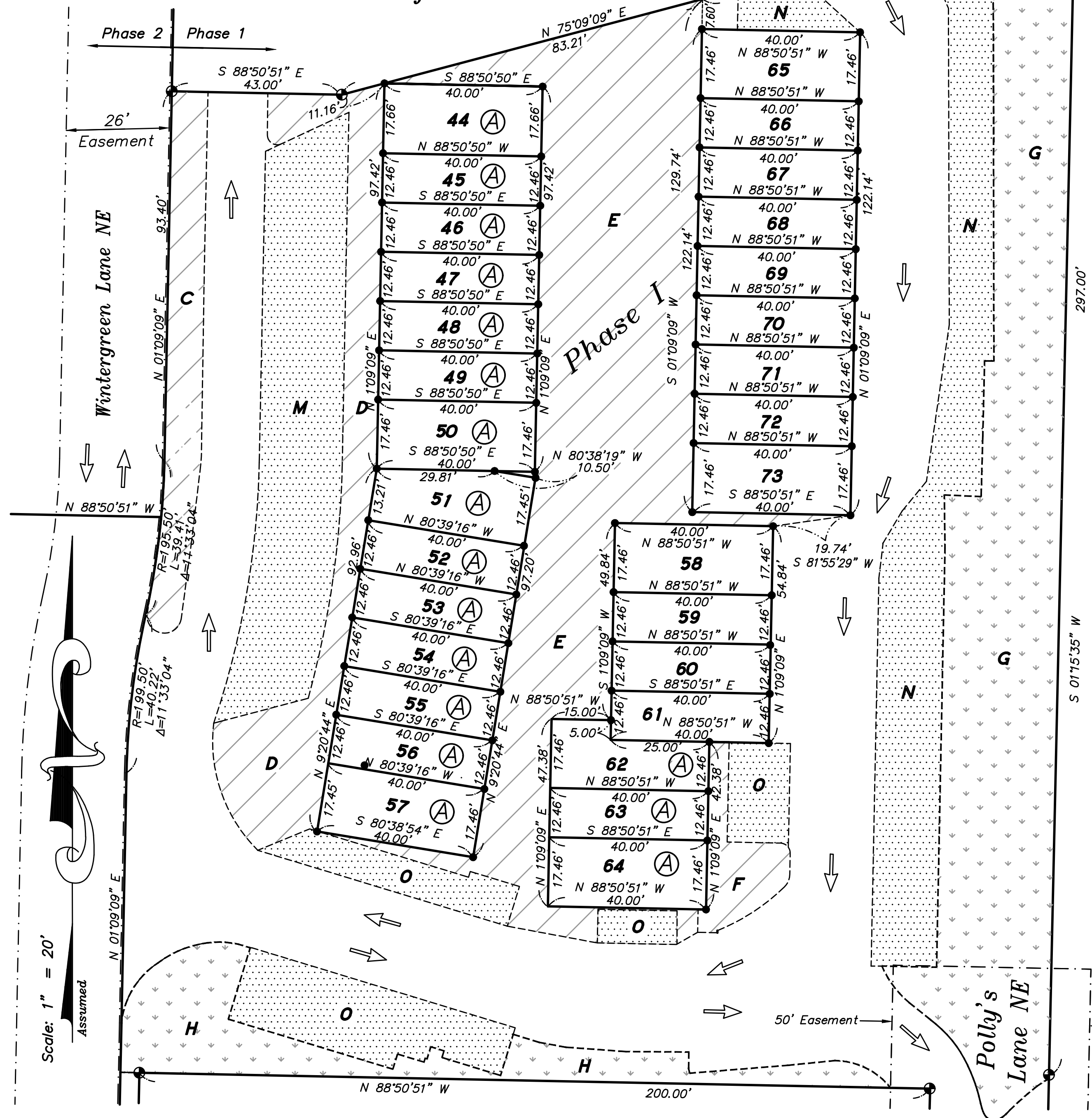


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Plat of Wintergreen Townhomes, Phase II
A Plat Community
SE 1/4 SW 1/4, Sec. 23, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Lot Details for Phase I



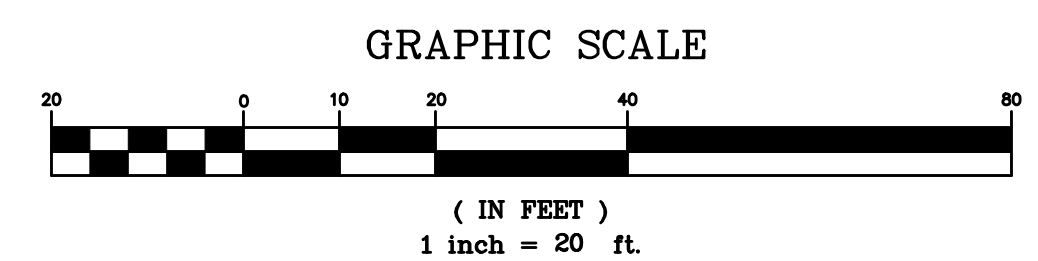
Lot Areas			
44	706 sq. ft.	60	498 sq. ft.
45	498 sq. ft.	61	498 sq. ft.
46	498 sq. ft.	62	573 sq. ft.
47	498 sq. ft.	63	498 sq. ft.
48	498 sq. ft.	64	698 sq. ft.
49	498 sq. ft.	65	698 sq. ft.
50	698 sq. ft.	66	498 sq. ft.
51	636 sq. ft.	67	498 sq. ft.
52	498 sq. ft.	68	498 sq. ft.
53	498 sq. ft.	69	498 sq. ft.
54	498 sq. ft.	70	498 sq. ft.
55	498 sq. ft.	71	498 sq. ft.
56	498 sq. ft.	72	498 sq. ft.
57	698 sq. ft.	73	698 sq. ft.
58	698 sq. ft.		
59	498 sq. ft.		

Note: Lot areas shown above equal maximum lot coverage for each lot. An additional 2,500 sq. ft. shall be allocated to the Community Space Tracts in Phase I.

Areas	
Resultant Lot D	70,814 sq. ft.
Natural Area	9,456 sq. ft.
Community Space	11,837 sq. ft.
Parking	9,072 sq. ft.

Affordable Housing as Defined in BIMC 18.36
All units designated as affordable units on this plan shall be Affordable Housing as defined in Bainbridge Island Municipal Code (BIMC) 18.36 as the same exists on the date this plat is recorded. For further details, see the BIMC and the Declaration of Affordable Housing Covenants recorded under Kitsap County Auditor's File No. 202208090139.
The townhomes on the lots designated as Affordable Housing, Lots 44-57 and 62-64, shall be built before or at the same time as the townhomes on Lots 58-61 and 65-73.

- Legend**
- = Community Space Tract
 - = Natural Area Tract
 - = Parking Tract
 - = Access easement
 - = Affordable townhouse
 - = Set 3/4" iron pipe or magnetic nail with washer
 - = Set 2" brass disk monument in concrete



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DATE 7/18/25 FIELD BOOK
DRAWING 6877PIIP9 SHEET 9/10

Plat of Wintergreen Townhomes, Phase II
A Plat Community
SE 1/4 SW 1/4, Sec.23, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Affordable Housing as Defined in BIMC 18.36
The townhomes on the lots designated as Affordable Housing, Lots 30-43 shall be built at the same time as the townhomes on Lots 1-29.

Building Setbacks
Building to homesite boundary: 3 feet minimum, 10 feet total
Building outside homesite to exterior boundary line (Net building size 200 sq. ft. or less): 5 feet
Building outside homesite to exterior boundary line (Net building size 201 sq. ft. or more): 5 feet
Homesite to exterior plat boundary line: 0 feet
Any building to SR 305 right-of-way: 25 feet
Homesite to edge of arterial and collector right-of-way: 10 feet
Building outside homesite to edge of arterial and collector right-of-way: 10 feet
Any building, other than shared garage, to subdivision access road: 5 feet
Shared garage to subdivision access road: 0 feet
Base Floor Area Ratio = 38,419 sq. ft.
Floor Area Bonus = 23,389 sq. ft.

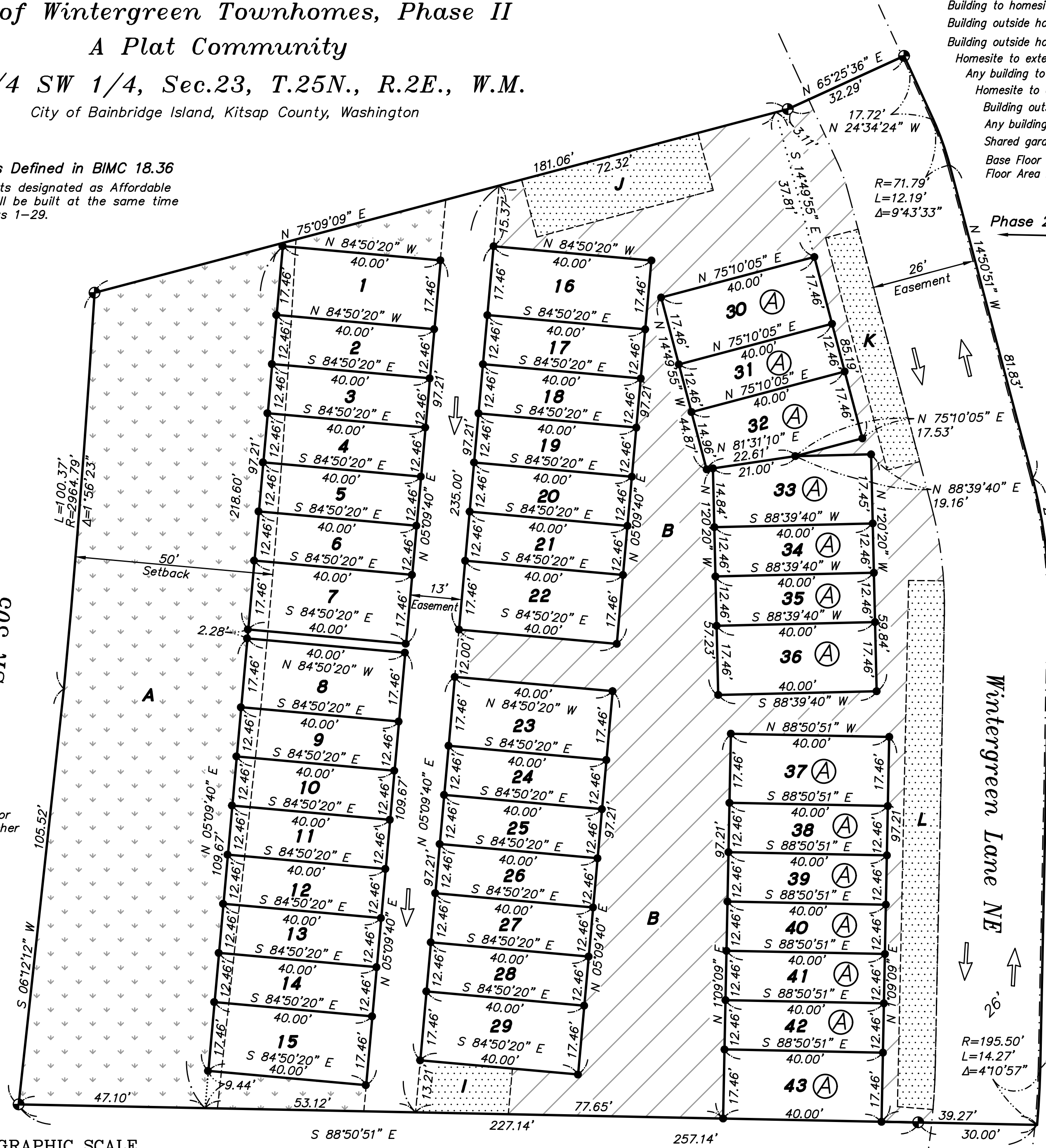
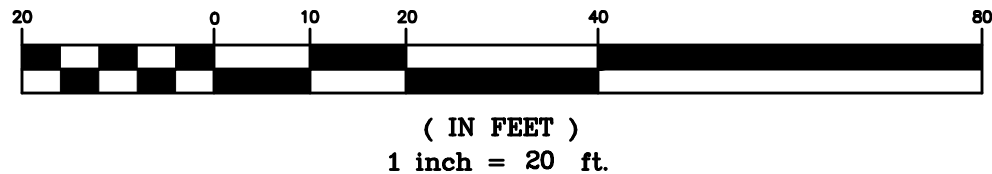
Scale: 1" = 20'
Assumed

SR 305

Legend

- = Set 3/4" iron pipe or magnetic nail with washer
- ⊕ = Set 2" brass disk monument in concrete
- [Hatched Box] = Community Space Tract
- [Dotted Box] = Parking Tract
- [Dashed Box] = Natural Area Tract
- [Arrow] = Access easement
- (A) = Affordable townhouse

GRAPHIC SCALE



Lot Areas			
1	698 sq. ft.	23	698 sq. ft.
2	498 sq. ft.	24	498 sq. ft.
3	498 sq. ft.	25	498 sq. ft.
4	498 sq. ft.	26	498 sq. ft.
5	498 sq. ft.	27	498 sq. ft.
6	498 sq. ft.	28	498 sq. ft.
7	698 sq. ft.	29	698 sq. ft.
8	698 sq. ft.	30	698 sq. ft.
9	498 sq. ft.	31	498 sq. ft.
10	498 sq. ft.	32	670 sq. ft.
11	498 sq. ft.	33	671 sq. ft.
12	498 sq. ft.	34	498 sq. ft.
13	498 sq. ft.	35	498 sq. ft.
14	498 sq. ft.	36	698 sq. ft.
15	698 sq. ft.	37	698 sq. ft.
16	698 sq. ft.	38	498 sq. ft.
17	498 sq. ft.	39	498 sq. ft.
18	498 sq. ft.	40	498 sq. ft.
19	498 sq. ft.	41	498 sq. ft.
20	498 sq. ft.	42	498 sq. ft.
21	498 sq. ft.	43	698 sq. ft.
22	698 sq. ft.		

Note: Lot areas shown above equal maximum lot coverage for each lot. An additional 4,500 sq. ft. shall be allocated to the Community Space Tracts.

Lot Coverage	
Maximum lot coverage (50%)	= 28,726 sq. ft.
Lots 1-43	= 24,159 sq. ft.
Community Space Tracts	= 4,500 sq. ft.
Total Lot Coverage	= 28,659 sq. ft.

Areas	
Resultant Lot A	57,452 sq. ft.
Natural Area	10,339 sq. ft.
Community Space	9,830 sq. ft.
Parking Tracts	2,729 sq. ft.



ADAM • GOLDSWORTHY • OAK
A G O LAND SURVEYING, LLC

1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598
DATE 7/18/25 FIELD BOOK
DRAWING 6877PIIP10 SHEET 10 / 10



DEPARTMENT OF PUBLIC WORKS – ENGINEERING

MEMORANDUM

Date: July 7, 2025
To: Jennifer Sutton, Senior Planner, Planning and Community Development
From: Kenton Bruno, P.E., Development Engineer, Public Works
Subject: PLN51836 FSUB – Wintergreen Townhomes Phase II Final Sub

COBI Public Works – Development Engineering has reviewed the above-referenced final subdivision application for compliance with the requirements of the Bainbridge Island Municipal Code (BIMC) 2.16.160, Revised Code of Washington (RCW) 58.17.160, and the City of Bainbridge Island Design and Construction Standards and Specifications. Alteration to the phase I plat of the 10' high noise attenuating fence/berm located west of the building was approved under a subdivision alteration with the construction to be completed under Revision 2 of BLD26384A. No additional civil improvements are required as a result of this application and the imposed conditions on the approved preliminary plat. The subdivider has successfully developed the subdivision facilities and improvements in accordance with the approved civil engineering plans. Assurance documents for remaining improvements pursuant to BIMC 2.16.160.L have been provided to the satisfaction of this department.

The final long subdivision alteration is recommended for **APPROVAL**.

SUBDIVISION PERFORMANCE BOND

BOND NO.: 023233818

WHEREAS, Wintergreen Townhomes, LLC (the “Principal”) has applied for approval of a development known as Wintergreen - Roads/Parking/Utilities West Phase (Phase II) (City File No. BLD26384A). As a condition of approval, the City has required various improvements in accordance with Chapter 2.16 of the Bainbridge Island Municipal Code (“BIMC”) and an approved plat plan (the “Plan”).

WHEREAS, pursuant to Section [2.16.070(N)][2.16.080(I)] BIMC, the City Council has determined that a performance bond will adequately protect the interests of the City.

NOW THEREFORE, the undersigned Principal and The Ohio Casualty Insurance Company, a corporation authorized to transact surety business in the State of Washington (hereinafter referred to as the “Surety”), agree and bind themselves, their heirs, executors, administrators and assigns, unto the City in the amount of eight hundred seventeen thousand three hundred eighteen Dollars and seventy-five Cents (\$817,318.75), that being 125 percent of the established costs of completing the infrastructure, according to the following terms and conditions.

1. The Principal and Surety agree that in the event the improvements are not installed within one year in accordance with the Plan and Section [2.16.070(N)][2.16.080(I)] of the Bainbridge Island Municipal Code, then the Surety shall, within 20 days demand of the City make a written commitment to the City that it will either:

- (a) remedy the default itself with reasonable diligence pursuant to a time schedule acceptable to the City, or
- (b) tender to the City within an additional 10 days the amount necessary, as determined by the City, for the City to remedy the default, up to the total bond amount.

The Surety shall then fulfill its obligations under this bond, according to the option it has selected.

If the Surety elects option (b), then upon completion of the remedy the City shall notify the Surety of the actual costs of the remedy. The City shall return, without interest, any overpayment made by the Surety, and the Surety shall pay to the City any actual costs which exceed the City's estimate, limited to the bond amount.

2. If the Principal fails to install the improvements within the time period requested by the City, the City’s employees and agents are hereby authorized to enter onto said property and to perform such work. This provision shall not be construed as creating any obligation on the part of the City or its representatives.

3. In the event any lawsuit is instituted to enforce the terms of this bond or to determine the rights of any party hereunder, the prevailing party in such litigation shall be entitled to recover from the losing party its costs, including reasonable attorneys' fees, incurred as a result of such lawsuit.

4. This bond shall remain in full force and effect until the obligations secured hereby have been fully performed and until released in writing by the City at the request of the Surety or the Principal.

Sealed and dated this 22nd day of May, 2025.

PRINCIPAL: [Wintergreen Townhomes, LLC]

By: David Smith
(Print Name)

Signature: _____

Title: Manager

SURETY: [The Ohio Casualty Insurance Company]

By: Benjamin Rogers
(Print Name)

Signature: 

Title: Attorney-in-Fact

Address: 1001 - 4th Avenue, Suite 3800

Seattle, WA 98154



Attachments: Original Surety Power of Attorney



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8213441-974357**

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, _____ Benjamin Rogers; Deana M. McIntyre; Richard G. Hecker

all of the city of _____ Poulsbo _____ state of _____ WA _____ each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 25th day of March, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By:

Nathan J. Zangerle

Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 25th day of March, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 22nd day of May, 2025.



By:

Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary

**CITY OF BAINBRIDGE ISLAND
LANDSCAPING PERFORMANCE BOND
BIMC 18.15.010(H)(3)**

BOND NO.: 023233821

RE: Development Name: Wintergreen Townhomes
Development Permit No.: PLN51836 F-SUB
Owner/Developer/Contractor: Wintergreen Townhomes, LLC
Development Address: 1343 Wintergreen Ln NE

WHEREAS, Wintergreen Townhomes, LLC (the "Principal") has applied for approval of the Development Permit referenced above and, as a condition of approval, the City of Bainbridge Island (the "City") requires the installation of landscaping in accordance with Section 18.15.010 of the Bainbridge Island Municipal Code and a landscape planting plan approved by the City (the "Plan").

WHEREAS, said landscaping ("Landscaping") is described as follows:

Full screen Landscape buffer along Highway 305 right-of-way to contain an additional 19 trees,
147 shrubs, & ground cover

WHEREAS, pursuant to Section 18.15.010(H)(3) of the Bainbridge Island Municipal Code, the Principal is required to provide performance assurance to assure the City that the landscape required by the Plan is properly installed and will become established and be adequately maintained.

WHEREAS, the City's Director of Planning and Community Development has determined that a performance bond is an appropriate form of performance assurance device.
The Ohio Casualty

NOW THEREFORE, the undersigned Principal and Insurance Company, a corporation authorized to transact surety business in the State of Washington (hereinafter referred to as the "Surety"), agree and bind themselves, their heirs, executors, administrators and assigns jointly and severally, unto the City in the amount of Twenty One Thousand One Hundred Fifty Four and 88/100ths Dollars (\$21,154.88), that being 150 percent of the cost of the total landscaping costs of the Plan, according to the following terms and conditions.

1. **Performance.** The Principal shall properly install, and ensure the establishment of, the Landscaping as described in the Permit and Plan no later than July 1st, 2026. All construction and installation shall be performed in accord with all state, federal, and local laws and regulations. Construction and installation shall not be considered complete until approved and accepted in writing by the City.

2. Record Drawing. The Principal shall provide a record drawing of the Landscaping and amenity improvements upon completion of construction and installation and shall not receive final acceptance and approval of construction and installation until such record drawing is provided. The record drawing shall meet City standards.

3. Default & Obligations of Surety. If the Principal fails to perform any obligation set forth in this bond, then the Surety shall, within twenty (20) days demand of the City make a written commitment to the City that it will either:

(a) remedy the default itself with reasonable diligence pursuant to a time schedule acceptable to the City, or

(b) tender to the City within an additional 10 days the amount necessary, as determined by the City, for the City to remedy the default, up to the total bond amount.

The Surety shall then fulfill its obligations under this bond, according to the option it has selected. If the Surety elects to fulfill its obligation pursuant to the requirements of subsection 2(b) above, then upon completion of the remedy the City shall notify the Principal of the actual costs of the remedy. The City shall return, without interest, any overpayment made by the Surety, and the Surety shall pay to the City any actual costs which exceed the City's estimate, limited to the bond amount.

4. Additional Remedy. If the Principal fails to perform any obligation required herein within the time period specified, or in the event the Principal fails to remedy any defect within the time period prescribed, then the City's employees and agents are hereby authorized to enter onto said property and to perform such work. This provision shall not be construed as creating any obligation on the part of the City or its representatives to complete such landscaping, restoration, or to remedy any defect, and in the event that the City does so, the Principal and Surety shall remain liable to the City to pay all costs of the same.

5. Costs and Attorney's Fees. In the event any lawsuit is instituted to enforce the terms of this bond, to collect said bond, or to determine the rights of any party hereunder, the prevailing party in such litigation shall be entitled to recover from the losing party its costs, including reasonable attorneys' fees, incurred as a result of such lawsuit. In the event of settlement or resolution of these issues prior to the filing of any suit, the actual costs incurred by the City, including reasonable attorney fees, shall be considered a part of the obligation hereunder secured. Said costs and reasonable legal fees shall be recoverable by the prevailing party, not only from the proceeds of this bond, but also over and above said bond as a part of any recovery (including recovery on the bond) in any judicial proceeding.

6. Venue & Governing Law. The Principal and Surety hereby agrees that this Agreement shall be governed by the laws of the State of Washington. Venue of any litigation arising out of this Agreement shall be in Kitsap County Superior Court.

7. Extensions and Changes. No change, extension of time, alteration, or addition to the work to be performed by the Principal shall affect the obligation of the Principal or Surety on this bond unless the City specifically agrees, in writing, to such alteration, addition, extension, or change. The Surety waives notice of any such change, extension, alteration or addition thereunder.

7. Bond Expiration. This bond shall remain in full force and effect until the obligations secured hereby have been fully performed and until released in writing by the City at the request of the Surety or the Principal.

Sealed and dated this 30th day of July, 2025.

PRINCIPAL: [Insert Applicant's Name]
Wintergreen Townhomes, LLC

By: Nicholas Smith
(Print Name)

Signature: [Signature]

Title: VP Operations

SURETY: [Insert Surety's Name]
The Ohio Casualty Insurance Company

By: Benjamin Rogers
(Print Name)

Signature: [Signature]

Title: Attorney-in-Fact

Address: 1001 - 4th Avenue, Suite 3800

Seattle, WA 98154



Seal No. 4938



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8213441-974357**

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Benjamin Rogers; Deana M. McIntyre; Richard G. Hecker

all of the city of Poulsbo state of WA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 25th day of March, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 25th day of March, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

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Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 30th day of July, 2025.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary



PUGET SOUND PLANTS

PO Box 26, Olympia 98507

Olympia: 360-943-0480 • Snohomish: 360-563-9648

PROPOSAL

Order Number	Date
QO-14779	07/23/2025

Bill to

Central Highlands, Inc

PO Box 2879

Poulsbo, WA 98370 US

Contact: Barbara Smith

Mobile/Cell: 360-265-8625

Email: smithhouse4@comcast.net

Ship To

Central Highlands, Inc

Date Needed

12/20/2025

Payment Terms

COD

Driver / Del Time

Project

Wintergreen Townhomes

Qty	Description	Grade	Cost	Subtotal
12	Thuja plicata Budget Number / Exelsa avail at \$100	6-7' HT	\$124.00	\$1,488.00
7	Pinus contorta var. contorta Budget Number	6-7' HT	\$124.00	\$868.00
17	Arbutus unedo Budget Number / Compacta avail. at \$23.50	#5T	\$30.50	\$518.50
16	Mahonia aquifolium	#3	\$25.50	\$408.00
30	Gaultheria shallon	#3	\$25.50	\$765.00
40	Vaccinium ovatum	#1	\$8.50	\$340.00
20	Ribes sanguineum	#1	\$6.50	\$130.00
20	Philadelphus lewisii	#1	\$6.50	\$130.00
150	Polystichum munitum	#1	\$6.50	\$975.00
230	Fragaria chiloensis	#1	\$6.50	\$1,495.00

542

Your sales rep is: Yurely
yurely@psplants.com

Sub Total \$7,117.50

(8.3%) Tax \$590.75

Total Due **\$7,708.25**

Quote valid for 30 days

This Quote is provided expressly subject to the current Puget Sound Plants Terms and Conditions of Sale located at: <https://www.psplants.com/terms-and-conditions/> (the "Terms"). The Terms apply to each and every Customer order and/or purchase of goods from Puget Sound Plants whether or not this Quote and/or the Terms are executed by Customer. Upon written request, Puget Sound Plants will provide a hard copy of the Terms to Customer.

This Quote does not guarantee timely or otherwise availability of the above-itemized quantity, description and/or grade of goods.

Wintergreen Townhomes Phase 2 Landscape Buffer Performance Bond Estimate:

Item	Vendor	QTY	Unit	\$/Unit	Total
Plants	Puget Sound Plants	1	LS	LS	\$ 9,203.25
Labor	Carlos Tirado	80	HR	\$ 35.00	\$ 2,800.00
Temp Irrigation System	Central Highlands	210	LF	\$ 10.00	\$ 2,100.00
Total Cost of Vegetated Screen					\$ 14,103.25

Total Amount of Performance Bond at 150% of the above total cost **\$ 21,154.88**

*See attached quote from Puget Sound Plants

SUBDIVISION PERFORMANCE BOND

BOND NO.: 023233822

WHEREAS, Wintergreen Townhomes, LLC (the "Principal") has applied for approval of a development known as Wintergreen Townhomes (City File No. PLN51836). As a condition of approval, the City has required various improvements in accordance with Chapter 2.16 of the Bainbridge Island Municipal Code ("BIMC") and an approved plat plan (the "Plan").

WHEREAS, pursuant to Section [2.16.070(N)][2.16.080(I)] BIMC, the City Council has determined that a performance bond will adequately protect the interests of the City.

NOW THEREFORE, the undersigned Principal and The Ohio Casualty Insurance Company, a corporation authorized to transact surety business in the State of Washington (hereinafter referred to as the "Surety"), agree and bind themselves, their heirs, executors, administrators and assigns, unto the City in the amount of Seventeen Thousand Sixty Two and 50/100ths Dollars (\$ 17,062.50), that being 125 percent of the established costs of completing the infrastructure, according to the following terms and conditions.

1. The Principal and Surety agree that in the event the improvements are not installed within one year in accordance with the Plan and Section [2.16.070(N)][2.16.080(I)] of the Bainbridge Island Municipal Code, then the Surety shall, within 20 days demand of the City make a written commitment to the City that it will either:

- (a) remedy the default itself with reasonable diligence pursuant to a time schedule acceptable to the City, or
- (b) tender to the City within an additional 10 days the amount necessary, as determined by the City, for the City to remedy the default, up to the total bond amount.

The Surety shall then fulfill its obligations under this bond, according to the option it has selected.

If the Surety elects option (b), then upon completion of the remedy the City shall notify the Surety of the actual costs of the remedy. The City shall return, without interest, any overpayment made by the Surety, and the Surety shall pay to the City any actual costs which exceed the City's estimate, limited to the bond amount.

2. If the Principal fails to install the improvements within the time period requested by the City, the City's employees and agents are hereby authorized to enter onto said property and to perform such work. This provision shall not be construed as creating any obligation on the part of the City or its representatives.

3. In the event any lawsuit is instituted to enforce the terms of this bond or to determine the rights of any party hereunder, the prevailing party in such litigation shall be entitled to recover from the losing party its costs, including reasonable attorneys' fees, incurred as a result of such lawsuit.

4. This bond shall remain in full force and effect until the obligations secured hereby have been fully performed and until released in writing by the City at the request of the Surety or the Principal.

Sealed and dated this 30th day of July, 2025.

PRINCIPAL: [Insert Applicant's Name]
Wintergreen Townhomes, LLC

By: Nicholas Smith
(Print Name)

Signature: [Signature]

Title: V.P. Operations

SURETY: [Insert Surety's Name]
The Ohio Casualty Insurance Company

By: Benjamin Rogers
(Print Name)

Signature: [Signature]

Title: Attorney-in-Fact

Address: 1001 - 4th Avenue, Suite 3800

Seattle, WA 98154

Attachments: Original Surety Power of Attorney



Seal No. 4938



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8213441-974357**

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Benjamin Rogers; Deana M. McIntyre; Richard G. Hecker

all of the city of Poulsbo state of WA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 25th day of March, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By:

Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ^{SS}

On this 25th day of March, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1128044
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 30th day of July, 2025.



By:

Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

RAR FENCE

We are on the fence so you don't have to be.

QUOTE FOR SERVICES

Customer Information:

Company: Wintergreen Townhomes LLC

Contact: Nicholas Smith

Email: nick.centralhighlands@gmail.com

Billing Address: PO Box 2879, Poulsbo, WA 98370

Job Site Information:

Job Name: Wintergreen Townhomes Phase 2 Noise Barrier Fence

Address: 1343 Wintergreen Lane NE, Bainbridge Island, WA 98370

Expected Install Date: 9/1/2025

Scope: Supply and Install 210 Lineal Feet of 8' tall double layer cedar fence with 4X4 treated posts at 8' on center, treated 4X4 top rail, mid rail, and bottom rail secured to posts with Simpson inverted flange hangers, 1 layer of Acoustiblok noise barrier membrane fastened to framing on HWY 305 side, 8' cedar fence boards attached to the outside of both sides of the fence

Lump Sum: \$13,650.00

This bid assumes the fence will run clear of impediments. This bid assumes fence post holes will be free of impediments.

Respectfully submitted on 7/23/25 by:

Greg Graham

RAR Fence LLC

206-678-7321

Quote expires on 7/28/25

Quote Accepted by:

Signature

Date

Print Name

Title

RESOLUTION NO. 2025-14

A RESOLUTION of the City Council of Bainbridge Island, Washington, approving the Wintergreen Townhomes Phase II Final Subdivision (City File No. PLN51836 F-SUB).

WHEREAS, the final subdivision application for Wintergreen Townhomes Phase II creates 43 lots for development of townhome residential units on 1.32 acres of land located at 1329 Wintergreen Lane; and

WHEREAS, on December 23, 2021, the Hearing Examiner entered a decision of approval with conditions for the preliminary subdivision application approving 73 lots on 2.95 acres of land located at 1329 and 1332 Wintergreen Lane in the High School Road-2 zone; and

WHEREAS, on December 13, 2022, the City Council approved Resolution No. 2022-24, Wintergreen Townhomes Phase I, creating 30 lots for townhomes on 1.62 acres of land located at 1332 Wintergreen Lane; and

WHEREAS, Phase I townhomes have been constructed, including and the applicant has been working on designing and permitting Phase II related roads, parking, and utilities; and

WHEREAS, on November 7, 2024, the City Development Engineer issued a Grade / Fill Permit for construction of roads, parking, and utilities necessary for the subdivision (City File No. BLD26384A C-GAF), and subsequently approved permit revisions on January 10, June 26, and July 15, 2025; and

WHEREAS, on July 7, 2025, the City Engineer completed review of the final subdivision and forwarded a recommendation for approval to the Department of Planning and Community Development; and

WHEREAS, the City Development Engineer accepted a performance bond dated May 22, 2025 for the completion of facilities and infrastructure; and

WHEREAS, on July 28, 2025, the City accepted an additional performance bond for the completion of the noise attenuation berm and fence, as approved by City File No. BLD26384A REV 2; and

WHEREAS, the Bainbridge Island Fire Department has reviewed the Wintergreen Townhomes Phase II final subdivision application and on July 9, 2025, approved the final subdivision application; and

WHEREAS, on July 28, 2025, the City accepted a landscaping performance bond related to landscaping to be planted within Phase II; and

WHEREAS, on July 28, 2025, the Department of Planning and Community Development issued its Compliance Notation Report and thereby evaluated compliance with the conditions imposed on the preliminary subdivision and other applicable ordinances and forwarded its recommendation for final subdivision approval to the City Council; and

WHEREAS, on August 12, 2025, the City Council conducted a closed record proceeding regarding the Wintergreen Townhomes Phase II final subdivision.

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

Section 1. All conditions imposed by the approved preliminary subdivision for Phase II have been satisfied in the manner described in the Compliance Notation Report from the Department of Planning and Community Development.

Section 2. The bonds and assurance devices submitted by the applicant adequately assure completion of all required plat improvements for Phase II.

Section 3. The Wintergreen Townhomes Phase II final subdivision satisfies the requirements of state law, the Bainbridge Island Municipal Code, the City's Comprehensive Plan, and all other applicable ordinances in effect at the time of preliminary plat approval.

Section 4. The Mayor is authorized to inscribe the City Council's approval on the face of the final plat; provided, that upon approval of the final plat, the Council may direct and authorize another member of the Council to inscribe the Council's approval on the face of the final plat.

PASSED by the City Council this ____ day of _____, 2025.

APPROVED by the Mayor this ____ day of _____, 2025.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

By: _____

Christine Brown, MMC, City Clerk

PASSED BY THE CITY COUNCIL: _____, 2025



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:50 PM) Consider Applying for Washington State Department of Commerce (DOC) Connecting Housing to Infrastructure Program (CHIP) Grant Application for the Finch Green Project (\$1,000,000) - Executive,

SUMMARY:

The Washington State Department of Commerce (DOC) is offering up to \$90 million state-wide, up to \$1 million per applicant, to fund development charges and utility improvements for new affordable housing projects through their Connecting Housing to Infrastructure Program (CHIP). City staff are requesting Council authorization to apply in partnership with Housing Resources Bainbridge (HRB) for the Finch Green Affordable Housing Project - a 100% affordable housing project with 22 single family homes of 2, 3, and 4 bedrooms. The application period for this grant closes September 26th. The City will apply for grant funding in partnership with HRB for \$1,000,000 for construction costs related to installing sewer lines and a lift station to connect to existing sewer across the street from the project.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to authorize staff to prepare a Memorandum of Understanding (MOU) and apply for a CHIP Grant Application in collaboration with Housing Resources Bainbridge for the Finch Green Affordable Housing Project for approximately \$1,000,000.00.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	Approximately \$1,000,000 (exact fund split to be determined across Water, Sewer, and General Funds)
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	false

BACKGROUND:

The Washington State Department of Commerce (DOC) Connecting Housing to Infrastructure Program

(CHIP) was created to fund development charges and utility improvements for new affordable housing. The application window for the CHIP 2025-27 funding biennium is open from July 16 – September 26, 2025. A total of \$90 million is available, with individual project requests limited to \$1.0 million (no match required). City Council adopted Ordinance 2023-27 on October 10th, 2023, to accommodate immediate adoption for the CHIP program and support similar utility grant funding programs in the future in which the City will be reimbursed. To be eligible for the grant, the applicant must be a city, county, or public utility district working in partnership with an affordable housing project, and must meet the following requirements:

- The city must have imposed a sales and use tax for affordable housing.
- The new housing development must include at least 25% affordable units at or under 80% area median income (AMI), with a strong probability of serving the target group for at least 25 years.
- The affordable housing project must begin construction within 24 months of the grant award.

The goal of this program is to help build more affordable housing units quickly by covering upfront costs of infrastructure and connecting housing to municipal systems. The program also helps local governments subsidize per-unit connection fees, which are used to pay for area-wide improvements to water or wastewater systems. When utilities reduce these connection fees for affordable, multifamily, or infill projects, it can help encourage development of more of these housing options, which tend to be more affordable and make more efficient use of costly infrastructure.

Specifically, CHIP can pay for:

- Onsite water, sewer and stormwater improvements for the housing development
- Offsite water, sewer, and stormwater improvements in the right-of-way, connecting to the development
- Waived/subsidized system development charges for the project

Finch Green Affordable Housing Project

The Finch Green Affordable Housing Project consists of 22 single family homes of 2, 3, and 4 bedrooms. Seven of the units will have accessible bedrooms and bathrooms on the ground floor, and all 22 units will be visitable with zero threshold entries, wider entry doors and hallways, and an accessible bathroom on the first floor. These units will be sold affordably to residents earning 80% or below AMI and will remain affordable in perpetuity. Buyers will purchase the improvement only and HRB will own the ground as a community land trust. A renewable 99-year ground lease will ensure that the home will sold affordably to income qualified households into the future.

CHIP Program Requirements	Finch Green
At least 25% affordable units at or under 80% AMI	100% Affordable units at or below 80% AMI
Strong probability of serving the target group for at least 25 years	Yes
Project funded before CHIP contract signing	Funded by 8/2026
Construction to begin within 24 months of grant award	September 2026
Project completed and invoiced by June 30, 2027 (or June 30, 2029, with re-appropriation by the legislature)	Utility work will be completed and invoiced by 6/2027

High-Level Schedule: Finch Green Homeownership Project

- July 2026 Funding secured
- August 2026 Close all funding sources (including CHIP)
- August 2026 Construction commences
- November 2026 Most of Utility work completed
- Sept 2027 Construction complete

ATTACHMENTS:

[HRB Email Request CHIP Grant Application 8-4-25.pdf](#)

Laura Shear

From: Phedra <phedra@housingresourcesbi.org>
Sent: Monday, August 4, 2025 3:30 PM
To: Blair King
Cc: Laura Shear
Subject: CHIP grant for Finch Green

CAUTION: PLEASE Look this email over CAREFULLY - It came from outside the CITY OF BAINBRIDGE ISLAND email system. Take caution NOT to open attachments or links unless you KNOW the sender AND you were EXPECTING the attachment or the link.

Hi Blair -

HRB would like to request that COBI apply for the WA State Dept of Commerce CHIP grant for the Finch Green homeownership project. The grant application is due Sept 26, 2025.

HRB is seeking \$1,000,000 in funding for construction costs related to installing sewer lines and a lift station to connect to existing sewer across the street from the project.

Finch Green will be 22 single family homes of 2, 3 and 4 bedrooms. There are 7 units with accessible bedrooms and bathrooms on the ground floor and all 22 units will be visitable with zero threshold entries, wider entry doors and hallways, and an accessible bathroom on the first floor. These units will be sold affordably to residents earning 80% or below AMI and will remain affordable in perpetuity. Buyers will purchase the improvement only and HRB will own the ground as a community land trust. A renewable 99 year ground lease will ensure that the home will sold affordably to income qualified households into the future.

CHIP Program Requirements	Finch Green
At least 25% affordable units at or under 80% AMI	100% Affordable units at or below 80% AMI
Strong probability of serving the target group for at least 25 years	Yes
Project funded before CHIP contract signing	Funded by 8/2026
Construction to begin within 24 months of grant award	September 2026
Project completed and invoiced by June 30, 2027 (or June 30, 2029, with re-appropriation by the legislature)	Utility work will be completed and invoiced by 6/2027

High-Level Schedule: Finch Green Homeownership Project

- July 2026 Funding secured
- August 2026 Close all funding sources (including CHIP)
- August 2026 Construction commences
- November 2026 Most of Utility work completed
- Sept 2027 Construction complete

Thank you for your partnership. We really appreciate it! Please let me know if you need further information.
Best,

Phedra Elliott (she/her)

Executive Director

Housing Resources Bainbridge (HRB)

730 Ericksen Ave NE, Suite 100

PO Box 11391

Bainbridge Island, WA 98110

206.842.1909, ext. 16

housingresourcesbi.org



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:00 PM) Consider Applying for Washington State Department of Commerce (DOC) Connecting Housing to Infrastructure Program (CHIP) Grant Application for the Wintergreen Phase II Project (Approx. \$287,000) - Executive,

SUMMARY: The Washington State Department of Commerce (DOC) is offering up to \$90 million state-wide, up to \$1 million per applicant, to fund development charges and utility improvements for new affordable housing projects through their Connecting Housing to Infrastructure Program (CHIP). City staff are requesting Council authorization to apply in partnership with Central Highland Homes (CHH) for the Wintergreen Phase II Affordable Housing Project - a 32% affordable housing project with 14 affordable one-bedroom units. The application period for this grant closes September 26th. The City will apply for grant funding in partnership with CHH for approximately \$287,000 for eligible connection fees and construction costs.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to authorize the City Manager to prepare a Memorandum of Understanding (MOU) and apply for a CHIP Grant Application in collaboration with Central Highland Homes (CHH) for the Wintergreen Phase II 32% Affordable Housing Project for approximately \$287,000.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	Approximately \$287,000
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	false

BACKGROUND:

The Washington State Department of Commerce (DOC) Connecting Housing to Infrastructure Program (CHIP) was created to fund development charges and utility improvements for new affordable housing. The application window for the CHIP 2025-27 funding biennium is open from July 16 – September 26, 2025. A total of \$90 million is available, with individual project requests limited to \$1.0 million (no match required). City Council adopted Ordinance 2023-27 on October 10th, 2023, to accommodate immediate adoption for the CHIP program and support similar utility grant funding programs in the future in which the City will be reimbursed. To be eligible for the grant, the applicant must be a city, county, or public

utility district working in partnership with an affordable housing project, and must meet the following requirements:

- The city must have imposed a sales and use tax for affordable housing.
- The new housing development must include at least 25% affordable units at or under 80% area median income (AMI), with a strong probability of serving the target group for at least 25 years.
- The affordable housing project must begin construction within 24 months of the grant award.

The goal of this program is to help build more affordable housing units quickly by covering upfront costs of infrastructure and connecting housing to municipal systems. The program also helps local governments subsidize per-unit connection fees, which are used to pay for area-wide improvements to water or wastewater systems. When utilities reduce these connection fees for affordable, multifamily, or infill projects, it can help encourage development of more of these housing options, which tend to be more affordable and make more efficient use of costly infrastructure.

Specifically, CHIP can pay for:

- Onsite water, sewer and stormwater improvements for the housing development
- Offsite water, sewer, and stormwater improvements in the right-of-way, connecting to the development
- Waived/subsidized system development charges for the project

Wintergreen Project Phase II

CHIP Program Requirements	Wintergreen Project Phase II
At least 25% affordable units at or under 80% AMI	32% Affordable units at or below 80% AMI
Strong probability of serving the target group for at least 25 years	Yes
Project funded before CHIP contract signing	Yes
Construction to begin within 24 months of grant award	Yes, Construction is 90% Complete
Project completed and invoiced by June 30, 2027 (or June 30, 2029, with re-appropriation by the legislature)	Project scheduled for completion in mid-2026

High-Level Schedule: Wintergreen Phase II Project

- 5/2025 Funding secured
- 12/2025 Close all funding sources (including CHIP)
- 4/2025 Construction commences
- 8/2025 Most of Utility work completed
- 7/2026 Construction complete

ATTACHMENTS:

[Central Highland Request for CHIPS Grant Application for Wintergreen.pdf](#)

From: [Christine Brown](#)
To: [Christine Brown](#)
Subject: FW: CHIPS GRANT APPLICATION FOR WINTERGREEN TOWNHOMES -
Date: Thursday, August 7, 2025 2:04:05 PM

From: BARBARA SMITH <smithhouse4@comcast.net>
Sent: Friday, July 18, 2025 2:22 PM
To: Blair King <bking@bainbridgewa.gov>; Patricia Charnas <pcharnas@bainbridgewa.gov>; James E. Haney <jhaney@omwlaw.com>
Cc: hayes@hayesthelawyer.com; Barry Keenan <bkeen1563@gmail.com>; Nick Smith <nick.centralhighlands@gmail.com>
Subject: CHIPS GRANT APPLICATION FOR WINTERGREEN TOWNHOMES -

CAUTION: PLEASE Look this email over CAREFULLY - It came from outside the CITY OF BAINBRIDGE ISLAND email system. Take caution NOT to open attachments or links unless you KNOW the sender AND you were EXPECTING the attachment or the link.

Blair, Patty and Jim,

We will submit a prepared CHIPS grant application to you the first of next week for the City Council to determine if they are willing to support the City applying for the grant to be awarded to the Wintergreen Townhomes project. We understand that staff will need to review and approve our costs that the grant would reimburse in accordance with the CHIPS requirements, thus our request today is to determine if the Council will allow staff time to fully review and prepare the CHIPS grant application. We need the CHIPS grant to offset the substantial increases in our site development costs that have reduced our profits on the affordable townhomes to a level that our investors will not support in any future affordable housing project. Because our cost to produce affordable housing that includes profit and land cost is substantially less than any other current Bainbridge proposed affordable project's estimated costs per square foot is a primary reason that we should receive a CHIPS grant. This is so, because we can produce more affordable housing per grant dollar that will provide more desperately needed affordable housing than other, well intended, but more costly affordable housing projects.

We would appreciate placing the CHIPS application for Wintergreen Townhomes on the agenda for the August 12, 2025 Council Meeting to determine if the City should apply for the grant.

Thanks, David



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:10 PM) Adopt Ordinance No. 2025-25, Extending Sunset Provision for Bonus Floor Area Ratio (FAR) Program for Additional Nine Months - Planning,

SUMMARY:

Ordinance No. 2021-10 was approved by the City Council on August 24, 2021; the ordinance reduced options for development to earn or achieve Bonus FAR, particularly for commercial development. Ordinance No. 2021-10 included a sunset clause, recognizing that when the update to the Winslow Subarea Plan is completed, development standards will be wholly updated, making the current FAR provisions obsolete, and the purpose for the ordinance would have been met.

Ordinance No. 2021-10 has been extended several times. In February 2025, the City Council approved Ordinance No 2025-05 for six additional months, until September 10, 2025, to provide for sufficient time to complete the development regulation update for the update to the Winslow Subarea Plan. If not extended, the ordinance will sunset on September 10, 2025.

Staff recommends that the City Council extend the ordinance to allow for the completion of the update to the Winslow Subarea Plan and Comprehensive Plan. Staff suggest extension for 9 months until June 10, 2026. This extension maintains what has been the “status quo” for development standards in the Winslow Mixed Use zoning districts since August 2021.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning &
Community Development

RECOMMENDED MOTION:

I move to adopt Ordinance No. 2025-25 extending Ordinance No. 2021-10 for nine months, until June 10, 2026.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	

One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

This regulation is related to the amount of residential, commercial, or mixed-use development that can be built within Winslow. In 2020, the City Council reduced FAR bonus options, except related to affordable housing and promoting underground parking near the ferry terminal, first through an interim zoning control, then through Ordinance No. 2021-10. Analyzing FAR standards is a central component of development standards updates within the subarea planning process.

ATTACHMENTS:

[Ordinance No. 2025-25 Relating to Revising Bonus Floor Area Regulations.docx](#)

ORDINANCE NO. 2025-25

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to bonus floor area ratio, amending Ordinance No. 2021-10 to extend the sunset provision provided for in the terms of the ordinance by nine months.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt zoning controls and other regulations related to land uses; and

WHEREAS, the City Council passed Ordinance No. 2021-10 relating to bonus floor area ratio on August 24, 2021, with an effective date of September 10, 2021; and

WHEREAS, Section 8 of Ordinance No. 2021-10 provided that the ordinance shall sunset one year from the effective date of the ordinance; and

WHEREAS, on June 28, 2022, the City Council approved Ordinance No. 2022-16, extending the sunset provision in Ordinance No. 2021-10 by eighteen months, until March 10, 2024, then on January 23, 2024, the City Council approved Ordinance No. 2024-01, extending the sunset provision in Ordinance No. 2021-10 by an additional twelve months, until March 10, 2025, then on February 25, 2025, the City Council approved Ordinance No. 2025-05, again extending the sunset provision in Ordinance No. 2021-10 by an additional six months, until September 10, 2025, to provide for sufficient time to appropriately consider potential changes to bonus floor area ratio policies through the update to the Winslow Subarea Plan; and

WHEREAS, the Planning Commission is currently discussing the Winslow Subarea Plan, including analyzing how development standards could be modified to better meet City housing and transportation goals, and this work will not be completed prior to September 10, 2025, the current sunset date for Ordinance No. 2021-10; and

WHEREAS, this ordinance extends the sunset provision of Ordinance No. 2021-10 by nine additional months, until June 10, 2026, to provide sufficient time to complete the update to the Winslow Subarea Plan.

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

Section 1. Section 8 of Ordinance No. 2021-10 is hereby amended to read as follows:

Section 8. The amendments to the Bainbridge Island Municipal Code approved by this ordinance shall sunset ~~three~~ four years and ~~six~~ nine months from the effective date of this ordinance.

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 12th day of August, 2025.

APPROVED by the Mayor this 12th day of August, 2025.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER:

2025-25



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 12, 2025

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:15 PM) Consider Appointments to the Cultural Funding Task Force - Executive,

SUMMARY: A call for participation was issued for volunteers to serve on the Cultural Funding Task Force. The member selection panel consisted of Mayor Mathews and Council Liaisons Hytopoulos and Quitslund. The member selection panel recommends the appointments as shown in the suggested motion. Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes). The applications for all of the applicants who submitted a timely application for the positions under consideration are included with this agenda item.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to confirm the recommended appointment of Adrienne Wolfe to the Cultural Funding Task Force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of Jill Krusinski to the Cultural Funding Task Force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of Becky Allen to the Cultural Funding Task Force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of John Carson to the Cultural Funding Task Force for the 2025-2026 Funding Cycle.

I move to confirm the recommended appointment of Charles Sharpe to the Cultural Funding Task Force for the 2025-2026 Funding Cycle.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[CFATF - Becky Allen - redacted.pdf](#)

[CFATF - Charles Sharpe - redacted.pdf](#)

CFATF - John Carson - redacted.pdf
CFATF - Adrienne Wolfe - redacted.pdf
CFATF - Jill Krusinski - redacted.pdf

Pamela Houston

From: noreply@civicplus.com
Sent: Wednesday, July 2, 2025 9:42 PM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

CAUTION: PLEASE Look this email over CAREFULLY - It came from outside the CITY OF BAINBRIDGE ISLAND email system. Take caution NOT to open attachments or links unless you KNOW the sender AND you were EXPECTING the attachment or the link.

Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

Step 1

Applicant Information

Name Becky Allen

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Retired

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? Yes

If yes, please indicate which group(s). City Task Force for nonprofit applicants applying for a City Grant . Sorry , don't recall the name.

Please share your qualifications for this appointment (skills, activities, training, education) if any?

I am a Docent at BIMA , an Usher at BPA , a Docent and Greeter at Bloedel and a volunteer Receptionist at the Senior . I am a RN with the Medical Reserve Corp serving Bainbridge Prepares . I feel very connected to the community . I am a retired Registered Nurse of 42 years . I am a native of California and have lived on Bainbridge Island for 12 years .

Please share your community interests (groups, committees, organizations) if any:

See above

Do you have potential conflicts of interest? If so, please explain:

Not that I am aware of

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

Field not completed.

Type the Year

2025

How did you hear about the volunteer opportunity?

Other

Other

Executive Director of BIMA

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Pamela Houston

From: noreply@civicplus.com
Sent: Wednesday, July 2, 2025 5:47 PM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

CAUTION: PLEASE Look this email over CAREFULLY - It came from outside the CITY OF BAINBRIDGE ISLAND email system. Take caution NOT to open attachments or links unless you KNOW the sender AND you were EXPECTING the attachment or the link.

Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

Step 1

Applicant Information

Name Charles Sharpe

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer I am retired

Current Position I am retired

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? No

If yes, please indicate which group(s). *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, education) if any?

I am a musician, and a woodworker. I ride my bicycle regularly. I kayak in a boat that I built. I worked for 40 years as a carpenter and construction manager. I have my own wood shop here on the island, but am mostly retired.

Please share your community interests (groups, committees, organizations) if any:

I am a member of the cycling club Geezers of Fury, I am a volunteer and a paid instructor at BARN in the wood shop, I sing in the Agate Pass Threshold Choir, - we sing for people who are transitioning from this life with music written specifically for that occasion. I am on call as a woodworker building displays for shows at BIMA. In the past, I have volunteered for Squeaky Wheels as a course marshall to assure that all goes as planned. I am also an assistant volunteer instructor for the Mountaineers kayak division, teaching new students the basics of safety on the open water. I play piano with a group of friends that have been gathering for the last seven or eight years on a weekly basis.

Do you have potential conflicts of interest? If so, please explain:

I am hired occasionally to do display work for BIMA, not sure that that qualifies as a conflict of interest, I just help Greg Robinson with displays for items being exhibited that need some custom display work done.

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

Field not completed.

Type the Year

2025

How did you hear about the volunteer opportunity?

Other

Other

Leilani Kaholo

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Pamela Houston

From: noreply@civicplus.com
Sent: Monday, July 14, 2025 10:17 AM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

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Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

Step 1

Applicant Information

Name John Carson

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Island Downtown Association

Current Position Executive Director

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? No

If yes, please indicate which group(s). *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, education) if any?	Currently the Executive Director of the Downtown Association, member of the Bainbridge Island Economic Development Committee, Board President of Visit Bainbridge Island, and owner of small gift shop on the island. Extremely immersed in the community, its history, and relevant issues facing the city.
Please share your community interests (groups, committees, organizations) if any:	Interests include historical & cultural preservation, downtown beautification, economic development, and community inclusiveness.
Do you have potential conflicts of interest? If so, please explain:	No
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	John Carson Bio.pdf
Type the Year	2025
How did you hear about the volunteer opportunity?	City Website
Other	<i>Field not completed.</i>

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JOHN D. CARSON

Re: Cultural Funding Advisory Task Force Volunteer

I'm interested in this role as a way to serve the community that I am very passionate about, and also to support the funding of arts, culture and community development. Cultural funding serves as a way to bring our community together, while providing access and opportunities to learn, grow and participate. It also serves to showcase our history, creativity and talents to those beyond our local community, and I'm happy to help facilitate this through participation on the task force.

BIO & QUALIFICATIONS

Education:

University of North Carolina - Chapel Hill
Bachelor of Arts, Political Science, 1993

Current Roles:

Executive Director, Bainbridge Island Downtown Association
Owner, Dana's on Bainbridge Gift Shop
Board President, Visit Bainbridge Island

Recent Previous Roles:

Owner, The Carson West Group, 2016-2020
Developed, built out and ran 15,000 sq. ft. mixed-use retail and event space in the Las Vegas World Market Center.

Owner, J. Carson Consulting, 2008-2020

Developed vision and implemented new product ideas and sales channels, overseas sourcing and manufacturing, supply chain management and new business development for national and regional retailers. Conducted extensive travel in India, China, Cambodia, Vietnam, Thailand and Turkey in order to establish and manage overseas manufacturing units, including writing and implementing Corporate Social Responsibility and quality control initiatives. Specialized in working with designers and artisans to increase their product scope, sourcing, capacity, technology implementation and brand recognition.

Pamela Houston

From: noreply@civicplus.com
Sent: Saturday, April 19, 2025 10:57 AM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

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Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

Step 1

Applicant Information

Name Adrienne WOLFE

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position NA

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? Yes

If yes, please indicate which group(s). Historical Preservation Committee

Please share your qualifications for this appointment (skills, activities, training, education) if any?

Current relevant activities include:

- Volunteer grant evaluator focused on arts and humanities for the most recent grant funding cycle with Kitsap Community Foundation
- Volunteer grant evaluator focused on arts and humanities for the most recent grant funding cycle with Bainbridge Community Foundation
- From 2022-2024 member of BARN and a working artist - works sold through Bainbridge Farmers Market, Bainbridge Studio Tour and in the Versksted Gallery (arts co-op in Poulsbo).
- Created a financial literacy for Helpline House

30+ year IT consulting experience where managing budgets, teams and conflicting priorities were the norm.

Please share your community interests (groups, committees, organizations) if any:

Assisting organizations in the disbursement of funds to help enrich our community.

Do you have potential conflicts of interest? If so, please explain:

no

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

Field not completed.

Type the Year

2025

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

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Pamela Houston

From: noreply@civicplus.com
Sent: Wednesday, July 2, 2025 1:53 PM
To: CityAdmin
Subject: Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

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Cultural Funding Advisory Task Force Volunteer Application - 2025 Commitment Only

Step 1

Applicant Information

Name Jill Krusinski

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer retired

Current Position retired

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? Yes

If yes, please indicate which group(s). City of Redmond (WA) Arts and Culture Commission

Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have lived on BI for a year, moving from Redmond WA. In Redmond I served two terms on their Arts and Culture Commission. We were a unique commission in the Redmond government structure, who had a budget with a purse for awarding grants. Responsibilities included reviewing grant applications and awarding grants to local artists, and groups. My employment background includes several roles with IBM over the years including in Finance, Operations, Budgeting, Systems deployment and Strategic Planning.
Please share your community interests (groups, committees, organizations) if any:	I currently volunteer at the Bainbridge Island Art Museum as docent, as well as volunteer at the Bainbridge Performing Arts theatre. I have taken a few art classes thru the City of Bainbridge Island and the BARN as well as volunteer at Heronswood Garden in Kingston.
Do you have potential conflicts of interest? If so, please explain:	No conflict of interest.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	<i>Field not completed.</i>
Type the Year	2025
How did you hear about the volunteer opportunity?	Other
Other	BIMA letter

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