



**SPECIAL CITY COUNCIL MEETING
WEDNESDAY, NOVEMBER 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 Recognizing November 2025, as "Native American Heritage Month,"** 5 Minutes
[Proclamation - Native American Heritage Month 2025.docx](#)
 - 3.B (6:15 PM) Present Proclamation Recognizing the Week of November 13 - 19 as "Transgender Awareness Week" and November 20, 2025 as "Transgender Day of Remembrance,"** 5 Minutes
[Transgender Awareness Week Proclamation 2025.docx](#)
 - 3.C (6:20 PM) Present Proclamation Declaring November 29, 2025, as "Small Business Saturday,"**
[Proclamation - Small Business Saturday 2025.docx](#)
 - 3.D (6:25 PM) Approve the Proclamation Commending and Recognizing the Reverend Doctor Dee Eisenhower upon her Retirement,** 5 Minutes
[Proclamation for Rev. Dee Eisenhower.pdf](#)
- 4. PUBLIC COMMENT - 6:30 PM**
 - 4.A Guidelines and Instructions for Public Comment,** 30 Minutes
[Guidelines and Instructions for Providing Public Comment.pdf](#)
- 5. CONSENT AGENDA - 7:00 PM**
 - 5.A Agenda Bill for Consent Agenda,** 5 Minutes

5.B Approve Accounts Payable and Payroll

AP Report to Council of Cash Disbursements 10-30-25.pdf

5.C Approve City Council Meeting Minutes

Special City Council Meeting Minutes - Executive Session, October 28, 2025.pdf

Regular City Council Business Meeting Minutes, October 28, 2025.pdf

5.D Authorize the City Manager to Execute the Amendment of Legal Services Agreement for Prosecution Services with the Kitsap County Prosecuting Attorney (\$171,385.52, General Fund)

Amendment to KC-523-24A for year 2026.docx

5.E Authorize City Manager to Execute Amendment No. 1 for Professional Services with Creative Circle Regarding Website Redesign and Provide an additional \$20,000 up to a Not to Exceed Total of \$59,000 - Executive,

Amendment No 1 to Creative Circle PSA 9.24.2025.pdf

5.F Authorize the City Manager to Execute a Purchased Service Agreement with Seattle Diving Services for Buoy Cleaning and Inspection (\$51,324.00, General Fund) - Public Works

Seattle Diving Services_Agreement for Purchased Services Pro Forma (Prevailing Wage)_over water.docx

Buoy Maintenance Location Map.pdf

5.G Authorize the City Manager to Execute Amendment No. 4 to the Interlocal Agreement between the City of Bainbridge Island and the Kitsap Conservation District for Assistance in Complying with National Pollutant Discharge Elimination System (NPDES) Stormwater Permit Requirements for 2026 [\$48,000.00 with 50/50 cost split between General Fund/Surface and Stormwater Management (SSWM) Utility Fund] - Public Works

Amendment No. 4 to ILA with Kitsap Conservation District for 2026.docx

2019-2020 Kitsap Conservation District ILA_Executed.pdf

6. COUNCIL ANNOUNCEMENTS - 7:05 PM

7. CITY MANAGER'S REPORT - 7:15 PM

8. PUBLIC HEARING(S)

8.A (7:20 PM) Hold the Public Hearing for Ordinance No. 2025-28 Relating to the 2026 Mid-Biennium Budget Update and Receive Direction - Finance 15 Minutes

2026_Budget_Presentation_for_CC_Draft 11.12.25v2.pptx

Ordinance No. 2025-28 Adopting Mid-Biennium Modifications to 2026 Adopted Budget.docx

Ordinance No. 2025-28 Exhibit A_DRAFT.pdf

Ordinance No. 2025-28 Exhibit B_DRAFT.pdf

Ordinance No. 2025-28 Exhibit C_DRAFT.pdf

8.B (7:35 PM) Hold the Public Hearing and Adopt Ordinance No. 2025-27 Relating to the Property Tax Levy for Collection in 2026 - Finance, 10 Minutes

Ordinance_No._2025-27_Relating_to_the_Levy_of_Property_Taxes_for_Collection_in_2026_FINAL (1).docx

City of Bainbridge Island Levy Limit Calculation 9 4 2025 TY2026.pdf

2025 Property Tax Distribution Pie Chart.pdf

9. REGULAR BUSINESS

9.A (7:45 PM) Consider Adoption of Resolution No. 2025-18 relating to Project Schedule - Planning, 20 Minutes

Nov. 7 2025 Tovar Memo to City Council.pdf

- 9.B (8:05 PM) Receive Draft of the Federally Mandated Americans with Disabilities Act (ADA) Transition Plan to Identify and Remove Barriers to Accessibility, 20 Minutes**
Transpo presentation 111225.pdf
COBI ADA 110625v2.pdf
- 9.C (8:25 PM) Introduce Ordinance No. 2025-29 Relating to the Formation of a Mobility Advisory Committee and Amending Chapter 2.23 of the Bainbridge Island Municipal Code, 10 Minutes**
Ordinance 2025-29 Amending Title 2.32 of the Bainbridge Island Municipal Code_Mobility Committee.docx
- 9.D (8:35 PM) Authorize the City Manager to Execute a Professional Service Agreement with Toole Design Inc. for Design and Public Engagement in Support of the Bucklin Hill to Fletcher Bay Road Non-Motorized Improvements Project (\$309,062.00, Capital Construction Fund) - Public Works, 10 Minutes**
Professional Services Agreement Toole Design Bucklin Final 20251029.docx
Bucklin_NM Project Area Map.pdf
CIP_Connecting Centers - Bucklin Hill Non-Motorized_00723.pdf
- 9.E (8:45 PM) Introduce Resolution No. 2025-16 Revising Updates to the Building, Planning and Services Fees - Planning, 15 Minutes**
Permit Fee Rate Study Highlights and Proposed Actions_11.12.25V3.pptx
Resolution No. 2025-16 Building Planning and Services Fees.docx
Resolution No. 2025-16 Exhibit A - Building, Planning and Services Fees.pdf

10. COMMUNICATIONS

- 10.A (9:00 PM) Consider Request from Councilmember Hytopoulos to Place a Discussion of the Environmental Technical Advisory Committee (ETAC) Appointments on a Future Council Agenda, 5 Minutes**
Request for Council Discussion on ETAC Appointments.pdf
- 10.B (9:05 PM) Consider Request from Councilmember Schneider to Discuss a Design Charette for the Proposed Highway 305/High School Roundabout with Funding in the amount of \$25,000 from the 2025 Council Contingency Fund on a Future Council Agenda, 5 Minutes**
305-HSR Roundabout Design Charrette 1-pg.pdf

11. ADJOURNMENT - 9:10 PM

GUIDING PRINCIPLES

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

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

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

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

decisions.

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:10 PM) Present Proclamation Recognizing November 2025, as "Native American Heritage Month,"

SUMMARY: The attached proclamation declares November 2025, as "Native American Heritage Month." It is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Proclamation - Native American Heritage Month 2025.docx](#)



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, recognizing November 2025, as “Native American Heritage Month.”

WHEREAS, the “People of Clear Salt Water” (Suquamish People) were the first inhabitants of what is now the City of Bainbridge Island, and the land on which we gather is within their aboriginal territory. Expert fishermen, canoe builders and basket weavers, the Suquamish live in harmony with the lands and waterways along Washington’s Central Salish Sea as they have for thousands of years. Here, the Suquamish live and protect the land and waters of their ancestors for future generations as promised by the Point Elliott Treaty of 1855; and

WHEREAS, while Native American heritage has been nationally observed in November since 1976, this commemorative month serves to honor the existence and contributions of indigenous people since time immemorial; and

WHEREAS, in celebrating Native Americans, we also acknowledge our nation’s history of colonialism that has inflicted discrimination, deprivation, dispossession, and genocide upon indigenous people; and

WHEREAS, every community owes its existence and vitality to generations of indigenous people who contributed to making the history which led to this moment; and

WHEREAS, we honor native peoples’ ancestral homes, customs, traditions, religion, government and their elders, past, present, and emerging; and recognize their influence historically, today, and in the future of our community; and

WHEREAS, in 2001, a Memorandum of Understanding was executed to strengthen and inform the government-to-government relationship between the Suquamish Tribe and the City of Bainbridge Island, and we reaffirm our commitment to respect, preserve, and build upon this relationship;

NOW, THEREFORE, I, Ashley Mathews, on behalf of the City Council, do hereby proclaim the month of November 2025, as **Native American Heritage Month** in the City of Bainbridge Island, a time to celebrate the rich cultures of indigenous people, honor their sacrifices, acknowledge the unique challenges Native Americans face historically and presently, and recognize their continued significance in our community.

DATED this 12th day of November, 2025

Ashley Mathews, Mayor



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:15 PM) Present Proclamation Recognizing the Week of November 13 - 19 as "Transgender Awareness Week" and November 20, 2025 as "Transgender Day of Remembrance,"

SUMMARY: The attached proclamation declares the week of November 13-19 as "Transgender Awareness Week" and November 20, 2025, as the "Transgender Day of Remembrance." This proclamation is one of the annual proclamations that may be signed by the Mayor without further City Council action.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Transgender Awareness Week Proclamation 2025.docx](#)



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring November 13-19, 2025, as “Transgender Awareness Week” and November 20, 2025, as “Transgender Day of Remembrance.”

WHEREAS, according to a 2022 Pew Research Center study, there are approximately 5.5 million transgender and nonbinary adults in the United States, and approximately 5% of adults younger than 30 are trans or nonbinary; and

WHEREAS, 44% of adults know a trans person and 20% know someone who is nonbinary; and

WHEREAS, the legal rights of trans and nonbinary people are under attack, as these communities face discrimination, prejudice, and persistent efforts to undermine their humanity; and

WHEREAS, transgender people experience disproportionately high levels of homicide and assault, with BIPOC transgender people experiencing the bulk of the violence; and

WHEREAS, Transgender Awareness Week is a time for trans people and their allies to bring attention to the trans community through education, sharing stories and experiences, and advancing advocacy; and

WHEREAS, Transgender Day of Remembrance commemorates transgender, nonbinary, and gender non-conforming people who are targeted and killed for living authentically and courageously; and

WHEREAS, transgender and nonbinary people in the City of Bainbridge Island are our neighbors and are valued and important members of our community; and

WHEREAS, on Sunday, November 16, 2025, at 4:00 p.m., the Bainbridge Island Museum of Art will host a Transgender Day of Remembrance event in collaboration with Rainbow Crew NW, Transfriending, the Queer Elders Family group of the Senior Center, Bainbridge Pride, and the Bainbridge Island-North Kitsap Interfaith Council; welcoming the spirits of those who found too little welcome in their lives.

NOW THEREFORE, I, Ashley Mathews, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim November 13-19, 2025, as **Transgender Awareness Week** and November 20, 2025, as the **Transgender Day of Remembrance** in the City of Bainbridge Island and encourage all residents to attend the event at BIMA, build awareness, take action, and celebrate full civic recognition and support for transgender and nonbinary youth and adults.

SIGNED this 12th day of November, 2025.

Ashley Mathews, Mayor



Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:**

AGENDA ITEM: (6:20 PM) Present Proclamation Declaring November 29, 2025, as "Small Business Saturday,"

SUMMARY: The attached proclamation declares November 29, 2025, as "Small Business Saturday." It is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Proclamation - Small Business Saturday 2025.docx](#)



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring November 29, 2025, as "Small Business Saturday."

WHEREAS, the City of Bainbridge Island celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States; and

WHEREAS, 68 cents of every dollar spent at a small business in the United States stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

WHEREAS, 59% of consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2024; and

WHEREAS, the City of Bainbridge Island supports our local businesses that create jobs, boost our local economy, and preserve our community; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, I, Ashley Mathews, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim November 29, 2025, as

SMALL BUSINESS SATURDAY

and urge the residents of Bainbridge Island to support small businesses and merchants on Small Business Saturday and shop small throughout the year.

DATED this 12th day of November 2025

Ashley Mathews, Mayor



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:25 PM) Approve the Proclamation Commending and Recognizing the Reverend Doctor Dee Eisenhower upon her Retirement,

SUMMARY: The attached proclamation commends and recognizes the Reverend Doctor Dee Eisenhower upon her retirement.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** City Council

RECOMMENDED MOTION:

I move to authorize the Mayor to sign the proclamation commending and recognizing the Reverend Doctor Dee Eisenhower upon her retirement.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Proclamation for Rev. Dee Eisenhower.pdf](#)



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, commending and recognizing the Reverend Doctor Dee Eisenhower upon her retirement, for her 27 years of service in support of social justice and human rights for all people.

WHEREAS, as senior pastor of Eagle Harbor Congregational Church, Reverend Eisenhower has raised the profile of the little white church on the corner of Madison Avenue and Winslow Way, especially with respect to honoring human rights and justice for all; and

WHEREAS, Reverend Eisenhower has been instrumental in making Eagle Harbor Congregational an Open and Affirming Church, where the Suquamish Tribe, on whose land the church was established in 1882, is recognized and supported, and where the church is open for community meetings, special services, and refuge during times of national upheaval or distress; and

WHEREAS, Reverend Eisenhower, together with Cedars Unitarian Universalist Church, took action to repudiate the Doctrine of Discovery (a policy justifying colonization of non-Christian lands and subjugation of indigenous people), and has encouraged church members to acknowledge torture as a universal moral issue; and

WHEREAS, Reverend Eisenhower has been an active participant in the Bainbridge Island and North Kitsap Interfaith Council, providing leadership and resources for a wide range of charitable activities and social service programs; and

WHEREAS, Reverend Eisenhower has been a leader in Washington State's Faith Action Network, a multifaith organization striving for just and compassionate legislation; and

WHEREAS, Reverend Eisenhower has been active on the Board of Directors of the Bainbridge Island Japanese American Exclusion Memorial Association; and

WHEREAS, Reverend Eisenhower has consistently been outspoken in support of marginalized and disadvantaged citizens, and in opposition to war, gun violence, and authoritarian regimes, encouraging her congregation and others to do likewise.

NOW, THEREFORE, I, Ashley Mathews, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby recognize and commend Reverend Dee Eisenhower for her years of exceptional leadership in support of social justice and human rights on Bainbridge Island, our state, and the world.

DATED this 12th day of November 2025

Ashley Mathews, Mayor



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: Guidelines and Instructions for Public Comment,

SUMMARY:

AGENDA CATEGORY: Presentation

PROPOSED BY: City Council

RECOMMENDED MOTION:

Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

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



CITY OF
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

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

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

Excerpts from the Governance Manual regarding public comment:

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.

- (e) Speaking on an issue that is not a public topic, in violation of Section 9.12.2.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.
- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, under circumstances where such words constitute “fighting words” under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.

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9.12.2 Subjects – Whether or Not on the Current Agenda

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

9.12.3 Use of Microphones

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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 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

Special City Council Meeting Agenda Bill

MEETING DATE: November 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 10-30-25.pdf](#)



ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN DATE: 10/30/2025

Last check from previous run: 362770 dated 10/23/2025 issued to Shellie Yette for \$142.55
 Last ACH from previous run: 6643 dated 10/24/2025 issued to Xylem Watering Solutions for \$7,922.00

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Regular Check Run	10/30/2025	362771-362785	Total Regular Check Run	\$ 10,651.86
Manual ACH	10/01/2025	6644	WA ST Dept of L&I - Volunteer Hours Q1 2025	87.23
Manual ACH	10/01/2025	6645	WA ST Dept of L&I - Volunteer Hours Q2 2025	94.63
Manual ACH	10/24/2025	6646	WA ST DOL - Firearm Permits Oct 2025	452.00
Manual ACH	10/28/2025	6647	WA ST DOR - Excise Taxes Sep 2025	25,417.97
Manual ACH	10/30/2025	6648	COBI - Utility Billing Oct 2025	14,665.95
Manual ACH	10/31/2025	6649	WA ST Dept of L&I - Volunteer Hours Q3 2025	140.09
Regular ACH Run	10/31/2025	6650-6668	Total Regular ACH Run	627,039.51
Total Disbursements				\$ 678,549.24

Retainage Release	10/30/2025	242	FPH Construction - Casey Pumphouse Demolition	\$ 3,137.42
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

Kim Dunscombe, Accounting Manager

11.03.2025

Date

REGULAR CHECK RUN *ML* 10/30/25

10/30/2025 13:58 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

		INVOICE DTL DESC							
362771	10/30/2025	PRTD	7994 PENINSULA SERVICES	282376	116176	10/16/2025	10/30/25	96.00	
Invoice: 116176				96.00	51011211 541100	POL/MOBILE SHREDDING PD-C/E-ADM-PROF SVCS			
CHECK 362771 TOTAL:								96.00	
362772	10/30/2025	PRTD	10535 ALLEN, ALISON	282352	10/24/2025	10/24/2025	10/30/25	285.00	
Invoice: 10/24/2025				285.00	01132 32199001342	STR REFUND FOR DUPLICATE APP - P-000056 & A-000192 STR-SHORT TERM RENTAL REG			
CHECK 362772 TOTAL:								285.00	
362773	10/30/2025	PRTD	10641 BAINBRIDGE BOOK FEST	282398	REFUND-WPCCDEP OCT25	10/15/2025	10/30/25	150.00	
Invoice: REFUND-WPCCDEP OCT25				150.00	41625860 586000	WPCC DEPOSIT REFUND - EVENT 10/15/25 SC/COMMONS ROOM DEP-DISBURSEME			
CHECK 362773 TOTAL:								150.00	
362774	10/30/2025	PRTD	47 BAINBRIDGE DISPOSAL	282399	BBD INV99629	10/28/2025	10/30/25	1,676.78	
Invoice: BBD INV99629				573.34	91011768 547900	CITYWIDE DISPOSAL SVCS OCT25			
				299.19	91425358 547900	GG-C/E-PARKS-GARBAGE			
				759.76	91011897 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
				14.83	91111427 547900	GG-C/E-O&M YARD FAC-GARBAGE			
				14.83	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
				14.83	91011215 547900	GG-STREET-ROADSIDE-GARBAGE			
				14.83	91011215 547900	GG-C/E-PD-GARBAGE			
Invoice: BBD INV99637				282400	BBD INV99637	10/28/2025	10/30/25	474.63	
				474.63	91011189 547900	CITY HALL DISPOSAL SVCS OCT25			
						GG-C/E-CITY HALL-GARBAGE			
Invoice: BBD INV99701				282401	BBD INV99701	10/28/2025	10/30/25	226.07	
				226.07	91011755 547900	SENIOR CTR-COMMONS DISPOSAL SVCS OCT25			
						GG-C/E-COMMONS-GARBAGE			
Invoice: BBD INV99709				282402	BBD INV99709	10/28/2025	10/30/25	340.56	
				340.56	91011189 547903	BIG BELLY DISPOSAL SVCS OCT25			
						BIG BELLY SOLAR GARBAGE CANS			
Invoice: BBD INV99970				282403	BBD INV99970	10/28/2025	10/30/25	228.60	
				139.70	91011215 547900	TSJC DISPOSAL SVCS OCT25			
				88.90	91011251 547900	GG-C/E-PD-GARBAGE			
						GG-GF-COURT-GARBAGE			
Invoice: BBD INV100032				282404	BBD INV100032	10/28/2025	10/30/25	2,157.72	
				2,157.72	91435838 547900	DECANT FACILITY DISPOSAL SVCS OCT25			
						GG-DECANT-GARBAGE			

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

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CHECK 362774 TOTAL: 5,104.36

362775 10/30/2025 PRD	103 CITY OF BAINBRIDGE I	282405	127360CT25	10/01/2025	10/30/25	40.00
Invoice: 127360CT25				PW/BACKFLOW TESTING - 5555 FOSTER ROAD NE		
		40.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
Invoice: 127340CT25		282406	127340CT25	10/01/2025	10/30/25	40.00
				PW/BACKFLOW TESTING - 8499 SANDS RD		
		40.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
Invoice: 127330CT25		282407	127330CT25	10/01/2025	10/30/25	240.00
				PW/BACKFLOW TESTING - 7305 HIDDEN COVE RD		
		240.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
Invoice: 127230CT25		282408	127230CT25	10/01/2025	10/30/25	80.00
				PW/BACKFLOW TESTING - COMMODORE WELL HOUSE		
		80.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
Invoice: 134080CT25		282409	134080CT25	10/01/2025	10/30/25	40.00
				PW/BACKFLOW TESTING - NE LOVEGREEN ROAD		
		40.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
Invoice: 127390CT25		282410	127390CT25	10/01/2025	10/30/25	40.00
				PW/BACKFLOW TESTING - 7290 WYATT WAY		
		40.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
Invoice: 127400CT25		282411	127400CT25	10/01/2025	10/30/25	40.00
				PW/BACKFLOW TESTING - 7215 NE VINCENT RD		
		40.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
Invoice: 127380CT25		282412	127380CT25	10/01/2025	10/30/25	40.00
				PW/BACKFLOW TESTING - 110 OLD CREOSOTE RD		
		40.00	73411349 54110000510	BACKFLOW TEST-PRO SVCS		
				CHECK 362775 TOTAL:		560.00

362776 10/30/2025 PRD	103 CITY OF BAINBRIDGE I	282413	20250292	10/14/2025	10/30/25	183.47
Invoice: 20250292				PW/WATER SALES - SANDS WELL		
		35.07	73011189 547500	O&M-C/E-FAC-CITY WTR/SWR		
		31.01	73111290 547500	O&M-STREET-ADM OH-CITY WTR/SWR		
		31.01	73411345 547500	O&M-WTR MAINT-CITY WTR/SWR		
		31.01	73426355 547500	O&M-SIS-CITY WATER/SEWER BILLS		
		55.37	73431835 547500	O&M-SSWM MAINT-CITY WTR/SWR		
				CHECK 362776 TOTAL:		183.47

362777 10/30/2025 PRD	10862 DANIELLE MORSETTE	282362	10-1	10/22/2025	10/30/25	500.00
Invoice: 10-1				EX/INDIGENOUS PEOPLE'S DAY 2025 - SPEAKER FEE		
		500.00	31011721 542450	DEI-COMMUNITY OUTREACH/PART		

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

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INVOICE DTL DESC

							CHECK	362777 TOTAL:	500.00
362778	10/30/2025	PRTD	10859	HENDERSON, CRADEN	282364	REFUND-PLN53125	10/27/2025	10/30/25	805.00
				Invoice: REFUND-PLN53125	805.00	47047 345890	REFUND-PLN53125 CON/CANCELED		
							OTHER PLANNING/DEVELOPM		
							CHECK	362778 TOTAL:	805.00
362779	10/30/2025	PRTD	10864	JOCELYN TALMADGE	282366	10/13/2025	10/13/2025	10/30/25	500.00
				Invoice: 10/13/2025	500.00	31011721 542450	EX/INDIGENOUS PEOPLE'S DAY 2025 - FOOD		
							DEI-COMMUNITY OUTREACH/PART		
							CHECK	362779 TOTAL:	500.00
362780	10/30/2025	PRTD	10861	LUKA, JACK	282350	127445	10/29/2025	10/30/25	295.00
				Invoice: 127445	295.00	01136 36292000552	GB Customer ID 15347 Bill #20250317		
							LINEAR MOORAGE-VARIALBE		
							CHECK	362780 TOTAL:	295.00
362781	10/30/2025	PRTD	8286	SUPERINTENDENT OF P	282372	20028	10/10/2025	10/30/25	100.00
				Invoice: 20028	100.00	41654861 586110	POL/FINGERPRINTING		
							FINGERPRINT OUT-GOES TO SPI		
				Invoice: 20044	282373	20044	10/20/2025	10/30/25	150.00
					150.00	41654861 586110	POL/FINGERPRINTING		
							FINGERPRINT OUT-GOES TO SPI		
							CHECK	362781 TOTAL:	250.00
362782	10/30/2025	PRTD	10860	PANNIER CORPORATION	282375	168671-1029	10/29/2025	10/30/25	960.00
				Invoice: 168671-1029	960.00	31011721 531100	EX/MORALES FARM INTERPRETIVE SIGNAGE		
							DEI-SUPPLIES		
							CHECK	362782 TOTAL:	960.00
362783	10/30/2025	PRTD	10863	SACRED WATER CANOE F	282378	10/13/2025	10/13/2025	10/30/25	500.00
				Invoice: 10/13/2025	500.00	31011721 542450	EX/INDIGENOUS PEOPLE'S DAY 2025 - PRESENTATION		
							DEI-COMMUNITY OUTREACH/PART		
							CHECK	362783 TOTAL:	500.00

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CASH ACCOUNT: 635 111100 CASH
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INVOICE DTL DESC

362784 10/30/2025 PRD 10833 SANTA CRUZ GUNLOCKS, 282379 53814 09/09/2025 10/30/25 401.10
Invoice: 53814 PW/PD CHEVY BLAZER - GUN MOUNT
401.10 73501448 66400001310 ELEC PD CHEVY BLAZER

CHECK 362784 TOTAL: 401.10

362785 10/30/2025 PRD 522 WA ST DEPT OF TRANSP 282382 RE-313-ATB51013166 10/13/2025 10/30/25 61.93
Invoice: RE-313-ATB51013166 ENG/MADISON AVE NMI - CONSTRUCTION ENG 9/1-9/30
61.93 72334561 64110001088 MAD AVE NM IMPR-PROF SVCS

CHECK 362785 TOTAL: 61.93

NUMBER OF CHECKS 15 *** CASH ACCOUNT TOTAL *** 10,651.86

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	15	10,651.86

*** GRAND TOTAL *** 10,651.86

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: glin

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 10	346	APP 001-213000	10/30/2025	10/30/25	103025			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,788.86	
APP 635-111100		10/30/2025	10/30/25	103025				CASH AP CASH DISBURSEMENTS JOURNAL			10,651.86
APP 622-213000		10/30/2025	10/30/25	103025				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		150.00	
APP 402-213000		10/30/2025	10/30/25	103025				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		330.20	
APP 101-213000		10/30/2025	10/30/25	103025				STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		60.67	
APP 403-213000		10/30/2025	10/30/25	103025				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,213.09	
APP 401-213000		10/30/2025	10/30/25	103025				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		591.01	
APP 407-213000		10/30/2025	10/30/25	103025				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		805.00	
APP 650-213000		10/30/2025	10/30/25	103025				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		250.00	
APP 501-213000		10/30/2025	10/30/25	103025				ER&R-ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		401.10	
APP 301-213000		10/30/2025	10/30/25	103025				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		61.93	
GENERAL LEDGER TOTAL									-----	10,651.86	----- 10,651.86
APP 631-130000		10/30/2025	10/30/25	103025				DUE TO/FROM CLEARING		10,651.86	
APP 001-130000		10/30/2025	10/30/25	103025				GENERAL - DUE TO/FROM CLEARING			5,788.86
APP 622-130000		10/30/2025	10/30/25	103025				DUE TO/FROM CLEARING			150.00
APP 402-130000		10/30/2025	10/30/25	103025				DUE TO/FROM CLEARING			330.20
APP 101-130000		10/30/2025	10/30/25	103025				STREETS - DUE TO/FROM CLEARING			60.67
APP 403-130000		10/30/2025	10/30/25	103025				DUE TO/FROM CLEARING			2,213.09
APP 401-130000		10/30/2025	10/30/25	103025				DUE TO/FROM CLEARING			591.01
APP 407-130000		10/30/2025	10/30/25	103025				DUE TO/FROM CLEARING			805.00
APP 650-130000		10/30/2025	10/30/25	103025				DUE TO/FROM CLEARING			250.00
APP 501-130000		10/30/2025	10/30/25	103025				ER&R-DUE TO/FROM CLEARING			401.10
APP 301-130000		10/30/2025	10/30/25	103025				DUE TO/FROM CLEARING			61.93

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
	10/30/2025	10/30/25	103025						
						SYSTEM GENERATED ENTRIES TOTAL		10,651.86	10,651.86
						JOURNAL 2025/10/346 TOTAL		21,303.72	21,303.72

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025 10	346	10/30/2025		
001-130000			GENERAL - DUE TO/FROM CLEARING		5,788.86
001-213000			GENERAL - ACCOUNTS PAYABLE	5,788.86	
			FUND TOTAL	5,788.86	5,788.86
101 STREET FUND	2025 10	346	10/30/2025		
101-130000			STREETS - DUE TO/FROM CLEARING		60.67
101-213000			STREETS - ACCOUNTS PAYABLE	60.67	
			FUND TOTAL	60.67	60.67
301 CAPITAL CONSTRUCTION FUND	2025 10	346	10/30/2025		
301-130000			DUE TO/FROM CLEARING		61.93
301-213000			ACCOUNTS PAYABLE	61.93	
			FUND TOTAL	61.93	61.93
401 WATER OPERATING FUND	2025 10	346	10/30/2025		
401-130000			DUE TO/FROM CLEARING		591.01
401-213000			ACCOUNTS PAYABLE	591.01	
			FUND TOTAL	591.01	591.01
402 SEWER OPERATING FUND	2025 10	346	10/30/2025		
402-130000			DUE TO/FROM CLEARING		330.20
402-213000			ACCOUNTS PAYABLE	330.20	
			FUND TOTAL	330.20	330.20
403 STORM & SURFACE WATER FUND	2025 10	346	10/30/2025		
403-130000			DUE TO/FROM CLEARING		2,213.09
403-213000			ACCOUNTS PAYABLE	2,213.09	
			FUND TOTAL	2,213.09	2,213.09
407 BUILDING & DEVELOPMENT FUND	2025 10	346	10/30/2025		
407-130000			DUE TO/FROM CLEARING		805.00
407-213000			ACCOUNTS PAYABLE	805.00	
			FUND TOTAL	805.00	805.00
501 EQUIPMENT RENTAL & REVOLVING	2025 10	346	10/30/2025		
501-130000			ER&R-DUE TO/FROM CLEARING		401.10
501-213000			ER&R-ACCOUNTS PAYABLE	401.10	
			FUND TOTAL	401.10	401.10
622 EXPENDABLE TRUST FUND	2025 10	346	10/30/2025		

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
622-130000				DUE TO/FROM CLEARING		150.00
622-213000				ACCOUNTS PAYABLE	150.00	
					-----	-----
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2025 10	346	10/30/2025			
631-130000				DUE TO/FROM CLEARING	10,651.86	
635-111100				CASH		10,651.86
					-----	-----
				FUND TOTAL	10,651.86	10,651.86
650 AGENCY FUND	2025 10	346	10/30/2025			
650-130000				DUE TO/FROM CLEARING		250.00
650-213000				ACCOUNTS PAYABLE	250.00	
					-----	-----
				FUND TOTAL	250.00	250.00

FUND	DUE TO	DUE FR
001 GENERAL FUND		5,788.86
101 STREET FUND		60.67
301 CAPITAL CONSTRUCTION FUND		61.93
401 WATER OPERATING FUND		591.01
402 SEWER OPERATING FUND		330.20
403 STORM & SURFACE WATER FUND		2,213.09
407 BUILDING & DEVELOPMENT FUND		805.00
501 EQUIPMENT RENTAL & REVOLVING		401.10
622 EXPENDABLE TRUST FUND		150.00
631 CLEARING FUND	10,651.86	
650 AGENCY FUND		250.00
	-----	-----
TOTAL	10,651.86	10,651.86

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

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				INVOICE DTL DESC		
6644	10/01/2025	MANL	3081 WA ST DEPT LABOR & I	282435	2025-Q1	87.23
Invoice: 2025-Q1						
					03/31/2025	M103125
					ENG,EX,POL/VOLUNTEER HOURS - Q1 2025 L&I	
					2019-20 GW MNGT PLANNING-BEN	
					EX-GF-EMERG PREP-BEN	
					PD-HARBORMASTER-BENEFITS	
					GG-C/E-WORKERS COMP SVC-ADMIN	

CHECK 6644 TOTAL: 87.23

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 87.23

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	87.23

*** GRAND TOTAL *** 87.23

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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 10 368	APP 001-213000	10/01/2025	M103125	100125			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		87.23	
APP 635-111100	10/01/2025	M103125	100125				CASH AP CASH DISBURSEMENTS JOURNAL			87.23
GENERAL LEDGER TOTAL									87.23	87.23
APP 631-130000	10/01/2025	M103125	100125				DUE TO/FROM CLEARING		87.23	
APP 001-130000	10/01/2025	M103125	100125				GENERAL - DUE TO/FROM CLEARING			87.23
SYSTEM GENERATED ENTRIES TOTAL									87.23	87.23
JOURNAL 2025/10/368 TOTAL									174.46	174.46

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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	10	368	10/01/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		87.23
001-213000				GENERAL - ACCOUNTS PAYABLE	87.23	
				FUND TOTAL	87.23	87.23
631 CLEARING FUND	2025	10	368	10/01/2025		
631-130000				DUE TO/FROM CLEARING	87.23	
635-111100				CASH		87.23
				FUND TOTAL	87.23	87.23

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FUND		DUE TO	DUE FR
001	GENERAL FUND		87.23
631	CLEARING FUND	87.23	
TOTAL		87.23	87.23

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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

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						INVOICE DTL DESC	
6645	10/01/2025	MANL	3081 WA ST DEPT LABOR & I	282436	2025-Q2	06/30/2025 M103125	94.63
Invoice: 2025-Q2							
						ENG,EX,POL/VOLUNTEER HOURS - Q2 2025 L&I	
						2019-20 GW MNGT PLANNING-BEN	
						EX-GF-EMERG PREP-BEN	
						PD-HARBORMASTER-BENEFITS	
						GG-C/E-WORKERS COMP SVC-ADMIN	

CHECK 6645 TOTAL: 94.63

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 94.63

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	94.63

*** GRAND TOTAL *** 94.63

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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 10 369	APP 001-213000	10/01/2025	M103125	100125			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		94.63	
APP 635-111100	10/01/2025	M103125	100125				CASH AP CASH DISBURSEMENTS JOURNAL			94.63
GENERAL LEDGER TOTAL									94.63	94.63
APP 631-130000	10/01/2025	M103125	100125				DUE TO/FROM CLEARING		94.63	
APP 001-130000	10/01/2025	M103125	100125				GENERAL - DUE TO/FROM CLEARING			94.63
SYSTEM GENERATED ENTRIES TOTAL									94.63	94.63
JOURNAL 2025/10/369 TOTAL									189.26	189.26

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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	10	369	10/01/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		94.63
001-213000				GENERAL - ACCOUNTS PAYABLE	94.63	
				FUND TOTAL	94.63	94.63
631 CLEARING FUND	2025	10	369	10/01/2025		
631-130000				DUE TO/FROM CLEARING	94.63	
635-111100				CASH		94.63
				FUND TOTAL	94.63	94.63

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JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
001	GENERAL FUND		94.63
631	CLEARING FUND	94.63	
TOTAL		94.63	94.63

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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

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						INVOICE DTL DESC	
6646	10/24/2025	MANL	969 DEPARTMENT OF LICENS	282418	OCT25FA	10/21/2025	FAOCT25 452.00
Invoice: OCT25FA						POL/OCTOBER 2025 CPLS	
						CPL GUN PERMIT-STATE SHARE OUT	

452.00 41654860 586000

CHECK 6646 TOTAL: 452.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 452.00

	COUNT	AMOUNT
	-----	-----
TOTAL MANUAL CHECKS	1	452.00

*** GRAND TOTAL *** 452.00

10/31/2025 16:05 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL
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 10 371	APP 650-213000	10/24/2025	FAOCT25	102425			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		452.00	
APP 635-111100	10/24/2025	FAOCT25	102425				CASH AP CASH DISBURSEMENTS JOURNAL			452.00
GENERAL LEDGER TOTAL									452.00	452.00
APP 631-130000	10/24/2025	FAOCT25	102425				DUE TO/FROM CLEARING		452.00	
APP 650-130000	10/24/2025	FAOCT25	102425				DUE TO/FROM CLEARING			452.00
SYSTEM GENERATED ENTRIES TOTAL									452.00	452.00
JOURNAL 2025/10/371 TOTAL									904.00	904.00

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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 CLEARING FUND	2025	10	371	10/24/2025		
631-130000				DUE TO/FROM CLEARING	452.00	
635-111100				CASH		452.00
				FUND TOTAL	452.00	452.00
650 AGENCY FUND	2025	10	371	10/24/2025		
650-130000				DUE TO/FROM CLEARING		452.00
650-213000				ACCOUNTS PAYABLE	452.00	
				FUND TOTAL	452.00	452.00

10/31/2025 16:05 |CITY OF BAINBRIDGE ISLAND
 glin |A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
631	CLEARING FUND	452.00	
650	AGENCY FUND		452.00
TOTAL		452.00	452.00

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

WA ST DOR - EXCISE TAX SEP25 *HL* 10/31/25

10/31/2025 16:10 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635		111100		CASH															
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN											NET
INVOICE DTL DESC																			
6647	10/28/2025	MANL	124 WA ST DEPT OF REVENUE	282419	SEP25	09/30/2025		ETSEP25											25,417.97
Invoice: SEP25																			
EXCISE TAXES - SEP 2025																			
FINANCE - SEWER - EXTRNL TAXES																			
FINANCE - SEWER - EXTRNL TAXES																			
FINANCE - WATER EXTRNL TAXES																			
FINANCE - SSWM - EXTRNL TAXES																			
FINANCE - WATER EXTRNL TAXES																			
FINANCE - SEWER - EXTRNL TAXES																			
IT - C/E SUPPLIES																			
IT - C/E SUPPLIES																			
CHECK 6647 TOTAL:																			
25,417.97																			
NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***																			
25,417.97																			
COUNT AMOUNT																			
TOTAL MANUAL CHECKS 1 25,417.97																			
*** GRAND TOTAL ***																			
25,417.97																			

10/31/2025 16:10 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED
CLERK: glin

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|apcshdsb

YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 10	372									
APP 402-213000		10/28/2025	ETSEP25	102825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		9,850.61	
APP 635-111100		10/28/2025	ETSEP25	102825			CASH AP CASH DISBURSEMENTS JOURNAL			25,417.97
APP 401-213000		10/28/2025	ETSEP25	102825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		14,517.10	
APP 403-213000		10/28/2025	ETSEP25	102825			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,039.22	
APP 001-213000		10/28/2025	ETSEP25	102825			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11.04	
GENERAL LEDGER TOTAL								-----	25,417.97	----- 25,417.97
APP 631-130000		10/28/2025	ETSEP25	102825			DUE TO/FROM CLEARING		25,417.97	
APP 402-130000		10/28/2025	ETSEP25	102825			DUE TO/FROM CLEARING			9,850.61
APP 401-130000		10/28/2025	ETSEP25	102825			DUE TO/FROM CLEARING			14,517.10
APP 403-130000		10/28/2025	ETSEP25	102825			DUE TO/FROM CLEARING			1,039.22
APP 001-130000		10/28/2025	ETSEP25	102825			GENERAL - DUE TO/FROM CLEARING			11.04
SYSTEM GENERATED ENTRIES TOTAL								-----	25,417.97	----- 25,417.97
JOURNAL 2025/10/372 TOTAL								-----	50,835.94	----- 50,835.94

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2025 10	372	10/28/2025	GENERAL - DUE TO/FROM CLEARING		11.04
001-130000				GENERAL - ACCOUNTS PAYABLE	11.04	
001-213000					-----	-----
				FUND TOTAL	11.04	11.04
401 WATER OPERATING FUND	2025 10	372	10/28/2025	DUE TO/FROM CLEARING		14,517.10
401-130000				ACCOUNTS PAYABLE	14,517.10	
401-213000					-----	-----
				FUND TOTAL	14,517.10	14,517.10
402 SEWER OPERATING FUND	2025 10	372	10/28/2025	DUE TO/FROM CLEARING		9,850.61
402-130000				ACCOUNTS PAYABLE	9,850.61	
402-213000					-----	-----
				FUND TOTAL	9,850.61	9,850.61
403 STORM & SURFACE WATER FUND	2025 10	372	10/28/2025	DUE TO/FROM CLEARING		1,039.22
403-130000				ACCOUNTS PAYABLE	1,039.22	
403-213000					-----	-----
				FUND TOTAL	1,039.22	1,039.22
631 CLEARING FUND	2025 10	372	10/28/2025	DUE TO/FROM CLEARING	25,417.97	
631-130000				CASH		25,417.97
635-111100					-----	-----
				FUND TOTAL	25,417.97	25,417.97

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 glin |A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
001	GENERAL FUND		11.04
401	WATER OPERATING FUND		14,517.10
402	SEWER OPERATING FUND		9,850.61
403	STORM & SURFACE WATER FUND		1,039.22
631	CLEARING FUND		
		25,417.97	
		-----	-----
	TOTAL	25,417.97	25,417.97

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

COBI - UTILITY BILLING OCT25 10/31/25

10/31/2025 16:15 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

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

CHECK NO	CHK	DATE	TYPE	VENDOR NAME	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC											
6648	10/30/2025	MANL	103	CITY OF BAINBRIDGE I		282420	107170CT25	10/01/2025		UBOCT25	264.60
	Invoice: 107170CT25										
						264.60	91011722 547500	1270 MADISON LIBRARY			
								GG-C/E-LIBRARY-COBI	WTR/SWR		
						282421	107270CT25	10/01/2025		UBOCT25	3,941.61
	Invoice: 107270CT25										
						3,941.61	91011722 547500	1270 MADISON LIBRARY			
								GG-C/E-LIBRARY-COBI	WTR/SWR		
						282422	110150CT25	10/01/2025		UBOCT25	2,126.58
	Invoice: 110150CT25										
						2,126.58	91425358 547500	1220 DONALD PLACE			
								GG-WWTP-WATER/SEWER			
						282423	117620CT25	10/01/2025		UBOCT25	129.60
	Invoice: 117620CT25										
						129.60	91011768 547500	WINSLOW WAY-DRINKG FNTN			
								GG-C/E-PARKS-WTR/SWR			
						282424	118050CT25	10/01/2025		UBOCT25	108.46
	Invoice: 118050CT25										
						108.46	91011768 547500	RAINBRINGER IRRIGATION METER			
								GG-C/E-PARKS-WTR/SWR			
						282425	118060CT25	10/01/2025		UBOCT25	56.28
	Invoice: 118060CT25										
						56.28	91011768 547500	MADISON & HIGH SCHOOL IRRIGATION			
								GG-C/E-PARKS-WTR/SWR			
						282426	119820CT25	10/01/2025		UBOCT25	3,871.19
	Invoice: 119820CT25										
						3,871.19	91011189 547500	280 MADISON AVENUE N			
								GG-C/E-CITY HALL-COBI	WTR/SWR		
						282427	119830CT25	10/01/2025		UBOCT25	1,393.54
	Invoice: 119830CT25										
						1,393.54	91011189 547500	CITY HALL IRRIGATION METER			
								GG-C/E-CITY HALL-COBI	WTR/SWR		
						282429	127540CT25	10/01/2025		UBOCT25	426.20
	Invoice: 127540CT25										
						426.20	91011768 547500	BLACKBIRD IRRIGATION METER			
								GG-C/E-PARKS-WTR/SWR			
						282430	128930CT25	10/01/2025		UBOCT25	1,030.87
	Invoice: 128930CT25										
						629.98	91011215 547500	8804 MADISON AVE N			
						400.89	91011255 547500	GG-C/E-PD-COBI	WTR/SWR		
								GG-C/E-COURT BLDG-WTR/SWR			
						282431	128940CT25	10/01/2025		UBOCT25	417.90
	Invoice: 128940CT25										
						255.38	91011215 547500	8804 MADISON AVE N			
						162.52	91011255 547500	GG-C/E-PD-COBI	WTR/SWR		
								GG-C/E-COURT BLDG-WTR/SWR			
						282432	131450CT25	10/01/2025		UBOCT25	661.08
	Invoice: 131450CT25										
						661.08	91111262 547500	HWY 305 - STO TRAIL			
								GG-STREETS-TRAILS-CITY	WTR/SWR		
						282433	132270CT25	10/01/2025		UBOCT25	157.70
	Invoice: 132270CT25										
								OLYMPIC DR SE			

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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

Invoice: 132910CT25

157.70 91111262 547500

GG-STREETS-TRAILS-CITY WTR/SWR

282434 132910CT25

10/01/2025

UBOCT25

80.34

OLYMPIC IMPROVEMENT METER

80.34 91111262 547500

GG-STREETS-TRAILS-CITY WTR/SWR

CHECK 6648 TOTAL:

14,665.95

NUMBER OF CHECKS 1

*** CASH ACCOUNT TOTAL ***

14,665.95

COUNT

AMOUNT

TOTAL MANUAL CHECKS

1

14,665.95

*** GRAND TOTAL ***

14,665.95

10/31/2025 16:15 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL
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 10 373	APP 001-213000	10/30/2025	UBOCT25	103025			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,640.25	
	APP 635-111100	10/30/2025	UBOCT25	103025			CASH AP CASH DISBURSEMENTS JOURNAL			14,665.95
	APP 402-213000	10/30/2025	UBOCT25	103025			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,126.58	
	APP 101-213000	10/30/2025	UBOCT25	103025			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		899.12	
GENERAL LEDGER TOTAL									14,665.95	14,665.95
	APP 631-130000	10/30/2025	UBOCT25	103025			DUE TO/FROM CLEARING		14,665.95	
	APP 001-130000	10/30/2025	UBOCT25	103025			GENERAL - DUE TO/FROM CLEARING			11,640.25
	APP 402-130000	10/30/2025	UBOCT25	103025			DUE TO/FROM CLEARING			2,126.58
	APP 101-130000	10/30/2025	UBOCT25	103025			STREETS - DUE TO/FROM CLEARING			899.12
SYSTEM GENERATED ENTRIES TOTAL									14,665.95	14,665.95
JOURNAL 2025/10/373 TOTAL									29,331.90	29,331.90

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2025 10	373	10/30/2025	GENERAL - DUE TO/FROM CLEARING		11,640.25
001-130000				GENERAL - ACCOUNTS PAYABLE	11,640.25	
001-213000					-----	-----
				FUND TOTAL	11,640.25	11,640.25
101 STREET FUND	2025 10	373	10/30/2025	STREETS - DUE TO/FROM CLEARING		899.12
101-130000				STREETS - ACCOUNTS PAYABLE	899.12	
101-213000					-----	-----
				FUND TOTAL	899.12	899.12
402 SEWER OPERATING FUND	2025 10	373	10/30/2025	DUE TO/FROM CLEARING		2,126.58
402-130000				ACCOUNTS PAYABLE	2,126.58	
402-213000					-----	-----
				FUND TOTAL	2,126.58	2,126.58
631 CLEARING FUND	2025 10	373	10/30/2025	DUE TO/FROM CLEARING	14,665.95	
631-130000				CASH		14,665.95
635-111100					-----	-----
				FUND TOTAL	14,665.95	14,665.95

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 glin |A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FR
001	GENERAL FUND		11,640.25
101	STREET FUND		899.12
402	SEWER OPERATING FUND		2,126.58
631	CLEARING FUND	14,665.95	
		-----	-----
	TOTAL	14,665.95	14,665.95

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10/31/2025 16:01 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE

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						INVOICE DTL DESC	
6649	10/31/2025	MANL	3081 WA ST DEPT LABOR & I	282437	2025-Q3	09/30/2025 M103125	140.09
Invoice: 2025-Q3							
						ENG,EX,POL/VOLUNTEER HOURS - Q3 2025 L&I	
						2019-20 GW MNGT PLANNING-BEN	
						EX-GF-EMERG PREP-BEN	
						PD-HARBORMASTER-BENEFITS	
						GG-C/E-WORKERS COMP SVC-ADMIN	

CHECK 6649 TOTAL: 140.09

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 140.09

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	140.09

*** GRAND TOTAL *** 140.09

10/31/2025 16:01 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED
CLERK: glin

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|apcshdsb

YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2025 10 370	APP 001-213000	10/31/2025	M103125	103125			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		140.09	
APP 635-111100	10/31/2025	M103125	103125				CASH AP CASH DISBURSEMENTS JOURNAL			140.09
GENERAL LEDGER TOTAL									140.09	140.09
APP 631-130000	10/31/2025	M103125	103125				DUE TO/FROM CLEARING		140.09	
APP 001-130000	10/31/2025	M103125	103125				GENERAL - DUE TO/FROM CLEARING			140.09
SYSTEM GENERATED ENTRIES TOTAL									140.09	140.09
JOURNAL 2025/10/370 TOTAL									280.18	280.18

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

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2025	10	370	10/31/2025		
001-130000				GENERAL - DUE TO/FROM CLEARING		140.09
001-213000				GENERAL - ACCOUNTS PAYABLE	140.09	
				FUND TOTAL	140.09	140.09
631 CLEARING FUND	2025	10	370	10/31/2025		
631-130000				DUE TO/FROM CLEARING	140.09	
635-111100				CASH		140.09
				FUND TOTAL	140.09	140.09

10/31/2025 16:01 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

|P 4
|apcshdsb

FUND		DUE TO	DUE FR
001	GENERAL FUND		140.09
631	CLEARING FUND	140.09	
TOTAL		140.09	140.09

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10/30/2025 15:50 | CITY OF BAINBRIDGE ISLAND
glin | A/P CASH DISBURSEMENTS JOURNAL

| P 1
| apcshdsb

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

VOUCHER INVOICE

INV DATE

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CHECK RUN

NET

				INVOICE DTL DESC				
6650	10/31/2025 EFT	5	ACE HARDWARE	282383	059177-1	10/09/2025	10/30/25	13.09
	Invoice: 059177-1			13.09	73425358 531100	PW/WO 24572 - ALKALINE BATTERIES O&M-WWTP-SUPPLIES		
	Invoice: 059178-1			282384	059178-1	10/09/2025	10/30/25	34.91
				34.91	73411345 531100	PW/WO 24527 - MECHANICAL TIMER, WEATHERPROOF BOX OFFICE SUPPLIES		
	Invoice: 059180-1			282385	059180-1	10/09/2025	10/30/25	97.89
				97.89	73421355 531100	PW/WO 24555 - PEN LIGHT, SHOP TOWELS, CLEANER WIN COLL-SUPPLIES		
	Invoice: 059184-1			282386	059184-1	10/09/2025	10/30/25	45.82
				45.82	73431835 531100	PW/WO 24587 - SOCKETS, DOG TIE OUT STAKES OFFICE SUPPLIES		
	Invoice: 059186-1			282387	059186-1	10/09/2025	10/30/25	18.55
				18.55	73011183 531100	PW/WO 24476 - LED BULBS O&M-C/E-CH FAC-SUPPLIES		
	Invoice: 059202-1			282388	059202-1	10/13/2025	10/30/25	48.02
				48.02	73431835 531100	PW/WO 24587 - PVC PIPE CEMENT, SHOP TOWELS OFFICE SUPPLIES		
	Invoice: 059204-1			282389	059204-1	10/14/2025	10/30/25	173.49
				173.49	73425358 531100	PW/WO 24572 - CUSHY PADS, SMART STRAWS, CLEANER O&M-WWTP-SUPPLIES		
	Invoice: 059206-1			282390	059206-1	10/14/2025	10/30/25	10.90
				10.90	73111423 531100	PW/WO 24508 - BUTANE LIGHTERS OFFICE SUPPLIES		
	Invoice: 059207-1			282391	059207-1	10/14/2025	10/30/25	237.90
				237.90	73011897 531100	PW/WO 24478 - SEALANT, VAC POWERHEAD, C-CLAMPS O&M-C/E-PWY FAC-SUPPLIES		
	Invoice: 059221-1			282392	059221-1	10/16/2025	10/30/25	84.06
				84.06	73011757 531100	PW/WO 25207 - GARDEN CART, DISPOSABLE GLOVES O&M-C/E-MARINA-SUPPLIES		
						CHECK	6650 TOTAL:	764.63
6651	10/31/2025 EFT	971	BAINBRIDGE ISLAND HI	282357	2025-Q1	04/30/2025	10/30/25	2,500.00
	Invoice: 2025-Q1			2,500.00	31011732 54110000297	EX/2024-2025 BIHM CULTURAL FUNDING EX-GF-CULTURAL ARTS & SCIENCES		
	Invoice: 2025-Q2			282358	2025-Q2	08/11/2025	10/30/25	2,500.00
				2,500.00	31011732 54110000297	EX/2024-2025 BIHM CULTURAL FUNDING EX-GF-CULTURAL ARTS & SCIENCES		
				282359	2025-Q3	10/17/2025	10/30/25	2,500.00

10/30/2025 15:50 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: 2025-Q3

2,500.00 31011732 54110000297 EX/2024-2025 BIHM CULTURAL FUNDING
EX-GF-CULTURAL ARTS & SCIENCES

CHECK 6651 TOTAL: 7,500.00

6652 10/31/2025 EFT
Invoice: 2025-Q3

64 BAINBRIDGE ISLAND AR 282355 2025-Q3

10/01/2025 10/30/25
EX/PUBLIC ART ADMINISTRATION
PUBLIC ART-MNGT SVCS

3,000.00 31024759 54110200297

CHECK 6652 TOTAL: 3,000.00

6653 10/31/2025 EFT
Invoice: Q32025

5016 BAINBRIDGE ISLAND BO 282356 Q32025

10/16/2025 10/30/25
EX/2025-2026 HUMAN SERVICES FUNDING
EX-BI CHILD CARE/B&G CLUB

2,500.00 31017670 54110000297

CHECK 6653 TOTAL: 2,500.00

6654 10/31/2025 EFT
Invoice: 3362

6639 CITY OF FORKS

282360 3362

10/02/2025 10/30/25
POL/PRISONER BOARD
POLICE - C/E PRISONER DETENT'N

2,696.16 51011236 551000

CHECK 6654 TOTAL: 2,696.16

6655 10/31/2025 EFT
Invoice: INV3083491

142 COPIERS NORTHWEST IN 282361 INV3083491

10/22/2025 10/30/25
EX,FIN/COPIER LEASE & OVERAGES
EX-GF-SUPPLIES
FIN-GF-SUPPLIES
EX-GF-RENTS & LEASES
FIN-GF-RENTS & LEASES

207.64 31011131 531100
207.65 41011141 531100
144.51 31011131 545000
144.50 41011141 545000

CHECK 6655 TOTAL: 704.30

6656 10/31/2025 EFT
Invoice: 901195738

10374 ASGN INCORPORATED

282353 901195738

10/20/2025 10/30/25 1,796.40
IT/WEBSITE CONTENT MANAGER CONSULTING SERVICES
WEBSITE UPDATE - PROF SVCS

1,796.40 81011881 54110001398

Invoice: 901198672

282354 901198672

10/27/2025 10/30/25 1,748.70
IT/WEBSITE CONTENT MANAGER CONSULTING SERVICES
WEBSITE UPDATE - PROF SVCS

1,748.70 81011881 54110001398

CHECK 6656 TOTAL: 3,545.10

6657 10/31/2025 EFT
Invoice: 189418

10027 FEHR & PEERS

282363 189418

10/06/2025 10/30/25 535.00
ENG/TRANSPORTATION ELEMENT UPDATE
COMP PLAN UPDATE-TRANSP-PS

535.00 72111444 54110000930

10/30/2025 15:50 |CITY OF BAINBRIDGE ISLAND
glin |A/P CASH DISBURSEMENTS JOURNAL

|P 3
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 6657 TOTAL: 535.00

6658 10/31/2025 EFT 9883 INVOICE CLOUD, INC. 282414 2698-2025_9
Invoice: 2698-2025_9
1,134.33 43411341 541100
1,134.33 43421351 541100

09/30/2025 10/30/25
FIN/UB SVCS SEP25
FIN - WATER ADMIN PROF SERVICE
FIN - SEWER ADMIN PROF SERVICE

2,268.66

CHECK 6658 TOTAL: 2,268.66

6659 10/31/2025 EFT 7184 ISLAND VOLUNTEER CAR 282365 2025-Q3
Invoice: 2025-Q3
10,382.50 31017690 54110000297

09/30/2025 10/30/25
EX/2025-2026 HUMAN SERVICES FUNDING
SEN CENTER-OPER SUPPORT

10,382.50

CHECK 6659 TOTAL: 10,382.50

6660 10/31/2025 EFT 5532 ISLANDER RESIDENTS A 282415 REFUND-WPCCDEP OCT25
Invoice: REFUND-WPCCDEP OCT25
150.00 41625860 586000

10/25/2025 10/30/25
WPCC DEPOSIT REFUND - EVENT 10/23/25
SC/COMMONS ROOM DEP-DISBURSEME

150.00

CHECK 6660 TOTAL: 150.00

6661 10/31/2025 EFT 9582 KASEYA US LLC 282367 2464555310377
Invoice: 2464555310377
8,880.77 81011881 541100

09/30/2025 10/30/25
IT/SPANNING BACKUP - M365 & GOOGLE WORKSPACE
IT - C/E PROF SERVICES

8,880.77

Invoice: 2464555310428

282368 2464555310428
18,821.66 81011881 541100

09/30/2025 10/30/25
IT/OFFSITE BACKUP, RECOVERY, STORAGE & MAINTENANCE
IT - C/E PROF SERVICES

18,821.66

CHECK 6661 TOTAL: 27,702.43

6662 10/31/2025 EFT 10439 KELLEY CREATE CO 282369 40372328
Invoice: 40372328
90.64 51011211 545000

10/17/2025 10/30/25
POL/ADMIN COPIER LEASE
PD-C/E-ADMIN RENTS/LEASE

90.64

Invoice: 40380539

282416 40380539
47.06 41011141 545000

10/20/2025 10/30/25
FIN/COPIER LEASE-XC2326
FIN-GF-RENTS & LEASES

47.06

CHECK 6662 TOTAL: 137.70

6663 10/31/2025 EFT 8546 KITSAP 911 PUBLIC AU 282370 BIPD2025-11
Invoice: BIPD2025-11
5,166.06 53011286 551000
2,214.02 52011286 551000

10/15/2025 10/30/25
POL/CALL CENTER SERVICES
POLICE - C/E PATROL CENCOM
POLICE - C/E - INVEST CENCOM

7,380.08

10/30/2025 15:50 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 6663 TOTAL: 7,380.08

6664 10/31/2025 EFT 7831 NORDLAND CONSTRUCTIO 282371 PAYREQ2-01339 10/28/2025 10/30/25 554,584.65
Invoice: PAYREQ2-01339 ENG/BIJAEM WATER LINE EXTENSION
554,584.65 72413434 66300001339 BIJAEM WATER LINE EXT-CONSTR

CHECK 6664 TOTAL: 554,584.65

6665 10/31/2025 EFT 8895 OVATION! PERFORMING 282374 2025-Q3 09/30/2025 10/30/25 1,875.00
Invoice: 2025-Q3 EX/2024-2025 CULTURAL FUNDING
1,875.00 31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES

CHECK 6665 TOTAL: 1,875.00

6666 10/31/2025 EFT 8132 SPECTRA LABORATORIES 282393 25-07443 10/10/2025 10/30/25 162.00
Invoice: 25-07443 PW/TESTING - WWTP
162.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

282394 25-07462 10/13/2025 10/30/25 32.00
Invoice: 25-07462 PW/TESTING - PW ADMIN KITCHEN SINK
32.00 73011897 54110000391 LAB SVCS-PWY FAC

282395 25-07463 10/13/2025 10/30/25 96.00
Invoice: 25-07463 PW/TESTING - MULTIPLE SITES
96.00 73411345 54110000391 LAB SVCS-WATER

282396 25-07549 10/15/2025 10/30/25 162.00
Invoice: 25-07549 PW/TESTING - WWTP
162.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

282397 25-07580 10/16/2025 10/30/25 162.00
Invoice: 25-07580 PW/TESTING - WWTP
162.00 73425358 54110000391 LAB & TESTING SVCS-WWTP

CHECK 6666 TOTAL: 614.00

6667 10/31/2025 EFT 562 T M G SERVICES INC 282380 0054067-IN 10/08/2025 10/30/25 545.91
Invoice: 0054067-IN PW/WO 24527 - PUMP TUBING, MOTOR CPL
545.91 73411345 531100 OFFICE SUPPLIES

CHECK 6667 TOTAL: 545.91

6668 10/31/2025 EFT 499 WESTBAY AUTO PARTS I 282381 954182 10/09/2025 10/30/25 153.39
Invoice: 954182 PW/WO 00039 - WIPER MOTOR
153.39 73011321 531100 O&M-C/E-ENG VEH WORK-SUPPLIES

10/30/2025 15:50 |CITY OF BAINBRIDGE ISLAND
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	CHECK	6668	TOTAL:	153.39
NUMBER OF CHECKS	19	*** CASH ACCOUNT TOTAL ***		627,039.51
	COUNT	AMOUNT		
	-----	-----		
TOTAL EFT'S	19	627,039.51		
		*** GRAND TOTAL ***		627,039.51

10/30/2025 15:50 |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 10 357	APP 402-213000	10/31/2025	10/30/25	103125			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,904.80	
APP 635-111100	10/31/2025	10/30/25	103125				CASH AP CASH DISBURSEMENTS JOURNAL			627,039.51
APP 401-213000	10/31/2025	10/30/25	103125				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		556,395.80	
APP 403-213000	10/31/2025	10/30/25	103125				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		93.84	
APP 001-213000	10/31/2025	10/30/25	103125				GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		67,949.17	
APP 101-213000	10/31/2025	10/30/25	103125				STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		545.90	
APP 622-213000	10/31/2025	10/30/25	103125				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		150.00	
GENERAL LEDGER TOTAL								-----	627,039.51	----- 627,039.51
APP 631-130000	10/31/2025	10/30/25	103125				DUE TO/FROM CLEARING		627,039.51	
APP 402-130000	10/31/2025	10/30/25	103125				DUE TO/FROM CLEARING			1,904.80
APP 401-130000	10/31/2025	10/30/25	103125				DUE TO/FROM CLEARING			556,395.80
APP 403-130000	10/31/2025	10/30/25	103125				DUE TO/FROM CLEARING			93.84
APP 001-130000	10/31/2025	10/30/25	103125				GENERAL - DUE TO/FROM CLEARING			67,949.17
APP 101-130000	10/31/2025	10/30/25	103125				STREETS - DUE TO/FROM CLEARING			545.90
APP 622-130000	10/31/2025	10/30/25	103125				DUE TO/FROM CLEARING			150.00
SYSTEM GENERATED ENTRIES TOTAL								-----	627,039.51	----- 627,039.51
JOURNAL 2025/10/357 TOTAL								-----	1,254,079.02	----- 1,254,079.02

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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	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2025 10	357	10/31/2025	GENERAL - DUE TO/FROM CLEARING		67,949.17
001-130000				GENERAL - ACCOUNTS PAYABLE	67,949.17	
001-213000						
				FUND TOTAL	67,949.17	67,949.17
101 STREET FUND	2025 10	357	10/31/2025	STREETS - DUE TO/FROM CLEARING		545.90
101-130000				STREETS - ACCOUNTS PAYABLE	545.90	
101-213000						
				FUND TOTAL	545.90	545.90
401 WATER OPERATING FUND	2025 10	357	10/31/2025	DUE TO/FROM CLEARING		556,395.80
401-130000				ACCOUNTS PAYABLE	556,395.80	
401-213000						
				FUND TOTAL	556,395.80	556,395.80
402 SEWER OPERATING FUND	2025 10	357	10/31/2025	DUE TO/FROM CLEARING		1,904.80
402-130000				ACCOUNTS PAYABLE	1,904.80	
402-213000						
				FUND TOTAL	1,904.80	1,904.80
403 STORM & SURFACE WATER FUND	2025 10	357	10/31/2025	DUE TO/FROM CLEARING		93.84
403-130000				ACCOUNTS PAYABLE	93.84	
403-213000						
				FUND TOTAL	93.84	93.84
622 EXPENDABLE TRUST FUND	2025 10	357	10/31/2025	DUE TO/FROM CLEARING		150.00
622-130000				ACCOUNTS PAYABLE	150.00	
622-213000						
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2025 10	357	10/31/2025	DUE TO/FROM CLEARING	627,039.51	
631-130000				CASH		627,039.51
635-111100						
				FUND TOTAL	627,039.51	627,039.51

FUND		DUE TO	DUE FR
001 GENERAL FUND			67,949.17
101 STREET FUND			545.90
401 WATER OPERATING FUND			556,395.80
402 SEWER OPERATING FUND			1,904.80
403 STORM & SURFACE WATER FUND			93.84
622 EXPENDABLE TRUST FUND			150.00
631 CLEARING FUND		627,039.51	
	TOTAL	627,039.51	627,039.51

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

MANUAL CHECK - RETAINAGE RELEASE *ML* 10/30/25

10/30/2025 16:04
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 628			111100		CASH-RETAINAGE						
CHECK NO	CHK	DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
							INVOICE DTL DESC				
242	10/30/2025	PRTD	7513	FPH CONSTRUCTION, IN	282417	RETREL-01170	10/20/2025		RT103025	3,137.42	
Invoice: RETREL-01170					3,137.42	41628860 586000	RET REL - CASEY PUMPHOUSE DEMOLITION				
							RETAINAGE RELEASE				
									CHECK	242 TOTAL:	3,137.42
							NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		3,137.42
							COUNT	AMOUNT			
							-----	-----			
TOTAL PRINTED CHECKS							1	3,137.42			
*** GRAND TOTAL ***										3,137.42	

10/30/2025 16:04 |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 10 359										
APP 622-213000						ACCOUNTS PAYABLE		3,137.42		
10/30/2025	RT103025	103025				AP CASH DISBURSEMENTS JOURNAL				
APP 628-111100						CASH-RETAINAGE			3,137.42	
10/30/2025	RT103025	103025				AP CASH DISBURSEMENTS JOURNAL				
						JOURNAL 2025/10/359 TOTAL		3,137.42	3,137.42	

10/30/2025 16:04 |CITY OF BAINBRIDGE ISLAND
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 JOURNAL ENTRIES TO BE CREATED

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FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2025 10	359	10/30/2025			
	622-213000				ACCOUNTS PAYABLE	3,137.42	
	628-111100				CASH-RETAINAGE		3,137.42
					FUND TOTAL	3,137.42	3,137.42

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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 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 Minutes - Executive Session, October 28, 2025.pdf](#)

[Regular City Council Business Meeting Minutes, October 28, 2025.pdf](#)



**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, OCTOBER 28, 2025**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

Mayor Mathews called the meeting to order at 5:00 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 was absent and excused.

2) EXECUTIVE SESSION

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

Cover Page

Council adjourned to an executive session for 30 minutes in accordance with RCW 42.30.110(1)(i).

3) ADJOURNMENT

Council returned from executive session at 5:32 p.m., and Mayor Mathews adjourned the meeting.

Ashley Mathews, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, OCTOBER 28, 2025**

Meeting Minutes

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

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

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

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 as presented. The motion carried unanimously, 6 - 0.

There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Present Proclamation Honoring Veterans Day on November 11, 2025

[Cover Page](#)

[Veterans Day Proclamation 2025.docx](#)

Councilmember Deets read the proclamation. American Legion Colin Hyde Post #172 Commander Gary Sakuma accepted the proclamation.

3.B Receive the Washington State Auditor's Annual Report for the Fiscal Year Ended December 31, 2024 - Finance

[Cover Page](#)

[Exit Conference Powerpoint Bainbridge\(1\).pdf](#)

Deputy City Manager Schroer introduced the agenda item. Finance Director Pitts provided additional information. Christine MacIntyre and Jennifer Gossett from the Office of the Washington State Auditor provided a presentation.

4) PUBLIC COMMENT

4.A Guidelines and Instructions for Public Comment

[Cover Page](#)

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

Joan Spencer spoke in favor of emergency funding for Helpline House.

Maria Metzler, Executive Director of Helpline House, spoke in favor of emergency funding.

Phedra Elliott, Executive Director of Housing Resources Bainbridge, spoke in favor of the reconsideration of the agenda item relating to The Oliver.

Heather Burger, Executive Director of Friends of the Farms, spoke in favor of emergency funding for Helpline House.

Mev Hoburg, Helpline House Board member, spoke in favor of emergency funding for Helpline House.

Nancy Dowey spoke in favor of emergency funding for Helpline House.

Maggie Kizer and her children spoke in favor of emergency funding for Helpline House.

Lara Lant spoke in favor of additional community funding and expressed concerns with Housing Resources Bainbridge's request.

Barbara Watanabe spoke in favor of emergency support for Helpline House.

5) CONSENT AGENDA

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

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

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

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

NOES: None

ABSENT: Kirsten Hytopoulos

ABSTAIN: None

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 10-16-25.pdf](#)

[Council Report 10-20-25.pdf](#)

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

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Regular Business Meeting Minutes, October 14, 2025.pdf](#)

[City Council Study Session Minutes, October 21, 2025.pdf](#)

- 5.D Authorize the City Manager to Enter Into a Construction Contract with FPH Construction, Inc. for the Public Works Shop Facility Staff Support Services Upgrade Project (\$86,556.29 General Fund) - Public Works**
[Cover Page](#)
[SWR_PW Shop Facility Staff Support Services Upgrade_FPH Construction Inc.docx](#)
[PW Facility Staff Support Services Upgrade_Bid Tabulation_Project 01401.pdf](#)
- 5.E Cancel the November 4, 2025, City Council Study Session due to Election Day, Reschedule the November 11, 2025 Regular Business Meeting to November 12, 2025, due to Veterans Day, and Reschedule the November 18, 2025, City Council Study Session as a Special Business Meeting**
[Cover Page](#)
- 5.F Authorize the City Manager to Execute the Data Use Agreement for the Washington State Data Exchange for Public Safety - Police**
[Cover Page](#)
[Data Use Agreement for WADEPS.pdf](#)
- 5.G Authorize the City Manager to Execute the First Amendment to the Interlocal Agreement with Kitsap County for the Housing of Incarcerated Individuals - Police**
[Cover Page](#)
[KC-479-24-A Bainbridge Island Bed Rate.pdf](#)
- 5.H Authorize the City Manager to Execute the First Amendment to the Professional Services Agreement with the Kitsap Humane Society for the Provision of Animal Control Services (2026-\$101,669, General Fund) - Police**
[Cover Page](#)
[Amendment No 1_Animal Control and Impounding Authority_Kitsap Humane Society \(003\).pdf](#)
- 5.I Authorize the City Manager to Advertise for Consultant Services to Support the Design and Permitting of the McDonald Creek Culvert Replacement Project's Mitigation Alternative, the Removal of Mac's Dam - Public Works**
[Cover Page](#)
[CIP Project Page - McDonald_Mac's Dam.pdf](#)

6) COUNCIL ANNOUNCEMENTS

Council members provided an update on local and regional meetings and events.

7) CITY MANAGER'S REPORT

7.A Receive City Manager's Report

[Cover Page](#)

[2025 Q3Workplan_Memo_for CC 10142025 w attachment updated.pdf](#)

Deputy City Manager Schroer mentioned the quarterly workplan and the weekend storm response by Public Works.

8) REGULAR BUSINESS

8.A Receive Presentation from Planning Consultant Joe Tovar with Regard to the Status of the Periodic Update of the City's Comprehensive Plan and Development Regulation Pursuant to RCW 36.70A.130, RCW 36.70A.070(2), and the Growth Management Act (GMA) - Planning
[Cover Page](#)

Deputy City Manager Schroer introduced Planning Consultant Joe Tovar who provided a presentation.

MOTION: Acknowledge the Consultant's report and schedule action for the November 12, 2025 City Council meeting to consider follow-up to the Consultant's recommended path forward.

Deets/Fantroy-Johnson: The motion carried unanimously, 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 Emergency Funding Request of \$30,000 to Supplement Helpline House's Foodbank Program with Funds from the Council's 2025 Contingency Fund
[Cover Page](#)
[Helpline House Help.pdf](#)

Deputy City Manager Schroer introduced the agenda item.

MOTION: I move to approve the emergency funding request of \$30,000 to supplement Helpline House's Foodbank Program with funds from the Council's Contingency Fund.

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

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

NOES: None

ABSENT: Kirsten Hytopoulos

ABSTAIN: None

8.C Request for Reconsideration and Vote on Housing Resources Bainbridge's Request for Change of Average Median Income (AMI) Policy for 560 Madison North
[Cover Page](#)
[FW_Request for reconsideration and vote on HRB's request for change of AMI policy for Oliver renters.pdf](#)

Deputy City Manager Schroer introduced the agenda item.

Council discussed the topic.

MOTION: I move to reconsider Amendment No.1 to the Declaration of Affordable Housing Covenants with Housing Resources Bainbridge for 560 Madison North to allow income at 80% of AMI.

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

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

NOES: None
ABSENT: Kirsten Hytopoulos
ABSTAIN: None

MOTION: I move that we take the final vote on this at the next business meeting which would be November 12 to be consistent with previous Councils hearing from all members when they are not available to attend the meeting.

Moriwaki/Schneider: Motion failed 2 - 4

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

MOTION: I move that we vote on the motion that is on the table now.

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

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

8.D Authorize the City Manager to Reject \$295K in Federal Transportation Grant Funds for the Eagle Harbor Drive Boardwalk and Bucklin Protected Bike Lane Project and Evaluate Alternative Future Funding Options - Public Works

[Cover Page](#)

[BAIN-40_25_05.pdf](#)

[CIP Page_Connecting Centers Bucklin Hill and Finch to Sportsman.pdf](#)

Deputy City Manager Schroer introduced the agenda item. Public Works Director Wierzbicki provided additional information.

MOTION: I move to authorize the City Manager to reject \$295,000 in Federal Transportation Grant funds for the Eagle Harbor Drive Boardwalk and Bucklin Protected Bike Lane project and evaluate alternative future funding options.

Fantroy-Johnson/Quitslund: The motion carried unanimously, 6 - 0.

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

9) COMMUNICATIONS

9.A Confirm Participation in a Joint Letter to Gov. Ferguson Advocating for Derelict Vessel Removal Funding and a Change in State Law Defining "Derelict" Vessels

[Cover Page](#)

[Governor Bob Ferguson_10.07.25.pdf](#)

Deputy City Manager Schroer introduced the agenda item.

MOTION: I move the City of Bainbridge Island participate in a joint letter with other Kitsap County cities to Gov. Ferguson advocating for Derelict Vessel Removal Funding and a change in state law defining "Derelict" Vessels.

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

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

NOES: None

ABSENT: Kirsten Hytopoulos

ABSTAIN: None

9.B Consider Request from Councilmember Schneider to Discuss Housing Strategies Towards the Implementation of HB 1220 Mandates on a Future Council Agenda

[Cover Page](#)

[FW_ Discuss housing strategies towards the implementation of HB 1220 mandates.pdf](#)

Councilmember Schneider introduced the agenda item.

MOTION: Consider request from Councilmember Schneider to discuss housing strategies towards the implementation of HB 1220 mandates on a future Council agenda.

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

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

NOES: None

ABSENT: Kirsten Hytopoulos

ABSTAIN: None

10) ADJOURNMENT

Mayor Mathews adjourned the meeting at 8:12 p.m.

Ashley Mathews, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute the Amendment of Legal Services Agreement for Prosecution Services with the Kitsap County Prosecuting Attorney (\$171,385.52, General Fund)

SUMMARY: The City contracts with the Kitsap County Prosecuting Attorney's Office (KCPAO) for prosecution services. Last year, KCPAO asked the City to enter into a new contract to continue their services in 2025. For 2026, the City is asked to enter into an amendment to the 2025 contract in the amount of \$171,385.52, an increase of \$4,691.13. The difference in cost is due to increased attorney and staffing costs for the County. The contract otherwise remains unchanged from the previous contract.

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION:

Authorize the City Manager to execute the Amendment of Legal Services Agreement for Prosecution Services with the Kitsap County Prosecuting Attorney.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$171,385.52
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	true

ATTACHMENTS:

[Amendment to KC-523-24A for year 2026.docx](#)

AMENDMENT TO
LEGAL SERVICES AGREEMENT
Prosecution Services

This AMENDMENT to the Legal Services Agreement – Prosecution Services is made and entered into between the City of Bainbridge Island (the “City”) and the Kitsap County Prosecuting Attorney (the “Prosecutor”).

In consideration of the mutual benefits and covenants contained herein, the parties agree that the Legal Services Agreement – Prosecution Services (Agreement), fully executed on January 13, 2025, and designated as Kitsap County contract number KC-523-24, shall be amended as follows:

1. Effective January 1, 2026, Section III, TERM OF AGREEMENT, is amended to read: The term of this agreement is January 1, 2026, through December 31, 2026.
2. Effective January 1, 2026, Section V, COMPENSATION, is amended to provide the annual cost for 2026 services as \$171,385.52. The cost for services shall be paid in equal monthly installments.
3. Except as expressly provided in this Amendment, all other terms and conditions of the original Agreement, and subsequent amendments, addenda or modifications thereto, remain in full force and effect.

[Signatures appear on the next page]

DATED this ____ day of _____, 2025.

CITY OF BAINBRIDGE ISLAND

BLAIR KING, City Manager

ATTEST:

DANA DANIELS, Clerk of the Board

DATED this ____ day of _____, 2025.

KITSAP COUNTY PROSECUTING
ATTORNEY

CHAD M. ENRIGHT, Prosecuting Attorney

DATED this ____ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

CHRISTINE ROLFES, Chair

ORAN ROOT, Commissioner

KATHERINE T. WALTERS, Commissioner



Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:**

AGENDA ITEM: Authorize City Manager to Execute Amendment No. 1 for Professional Services with Creative Circle Regarding Website Redesign and Provide an additional \$20,000 up to a Not to Exceed Total of \$59,000 - Executive,

SUMMARY: The Council has establish improving the city's website as a high priority. This contract supports this priority.

The city entered into an agreement with Creative Circle to assist in the redesign of the city's website. The consultant has successfully met performance expectations to date, assisting in the development of:

- City-wide content guidelines,
- New department and project webpage templates,
- Assisting in a complete website content audit, and
- Helping with the draft restructuring of webpages and content.

The city would like to continue this partnership as the work is still ongoing and allocated city funds are still available. The contract termination date and maximum amount payable under the contract need to be amended in order to complete the project.

This amendment would increase the contracted amount to a total of \$59,000. The tasks the consultant will be asked to complete are:

- Finalize website content guidelines,
- Assist departments in enhancing webpage content,
- Train the city's upcoming website AI chatbot,
- Support process documentation, and
- Contribute to the testing and launch of the improved city website.

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

RECOMMENDED MOTION:

Authorize the City Manager to execute Amendment No. 1 for Professional Services with Creative Circle regarding Website Redesign and increase cost an additional \$20,000 for a not to exceed total of \$59,000.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	

Included in Current Budget?	
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BACKGROUND:

ATTACHMENTS:

[Amendment No 1 to Creative Circle PSA 9.24.2025.pdf](#)

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

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on May 16, 2025, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Creative Circle, LLC , a Delaware limited liability company (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide talent acquisition of a web content manager; and

WHEREAS, the City and Consultant brought on a web content manager who has successfully met performance expectations; and

WHEREAS, to date, the Consultant has developed draft content guidelines, created draft templates for departmental and project webpages, conducted a website content audit, and assisted in the restructuring of multiple webpages and content; and

WHEREAS, the City wishes to continue its collaboration with the Consultant and their web content manager, as the work on the refresh of the City’s website is not complete as of this amendment; and

WHEREAS, the City desires to have the web content manager finalize the website content guidelines, assist departments in enhancing webpage content, train the City’s upcoming website AI chatbot, support the process documentation, and contribute to the testing and launch of the improved City website.

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

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

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~March 31, 2026~~ June 30, 2026, unless sooner terminated by either party as provided below.

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

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of ~~Thirty Nine Thousand Dollars (\$39,000)~~ Fifty-Nine Thousand Dollars (\$59,000)

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

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

CREATIVE CIRCLE, LLC

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute a Purchased Service Agreement with Seattle Diving Services for Buoy Cleaning and Inspection (\$51,324.00, General Fund) - Public Works

SUMMARY: This work entails cleaning and inspecting twenty-nine (29) City-owned buoys which includes mooring buoys in the Dave Ullin Open Water Marina, and regulatory buoys in Eagle Harbor, Port Madison, Manzanita Bay, and Blakely Harbor.

The inspections will allow the City to identify required maintenance for next year. This work must be completed during the authorized work windows per Washington Department of Fish and Wildlife: prior to January 15th in Manzanita Bay and Port Madison, and prior to February 15th Eagle Harbor and Blakely Harbor.

Quotes were solicited from five contractors utilizing the process described in Section 4.2 of the City of Bainbridge Island Procurement Policy Manual. City staff reviewed the submitted quotes and recommends that City Council award the 2025 Buoy Cleaning and Inspection project to Seattle Diving Services in the amount of \$51,324.00.

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

RECOMMENDED MOTION:

Authorize the City Manager to execute a Purchased Service Agreement in the amount of \$51,324.00 with Seattle Diving Services for buoy cleaning and inspection.

COMMUNITY ENGAGEMENT AND OUTREACH:

City staff will be reaching out to tenants of the open water marina prior to cleaning and inspection.

FISCAL IMPACT:

Amount:	\$51,324.00
Ongoing Cost:	
One-Time Cost:	\$51,324.00
Included in Current Budget?	true

BACKGROUND:

ATTACHMENTS:

[Seattle Diving Services_Agreement for Purchased Services Pro Forma \(Prevailing Wage\)_over water.docx](#)

[Buoy Maintenance Location Map.pdf](#)

AGREEMENT FOR PURCHASED SERVICES

THIS AGREEMENT FOR PURCHASED SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Seattle Diving Services, a Washington State limited liability company (“Vendor”).

WHEREAS, the City needs purchased services in connection with City-owned mooring and regulatory buoy cleaning and inspection; and

WHEREAS, the Vendor 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 Vendor as follows:

1. SERVICES BY VENDOR

The Vendor shall provide the purchased 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 Vendor 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 June 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 Vendor pursuant to this Agreement shall be submitted to the City, and the Vendor 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 Vendor a total amount of Fifty-One Thousand Three Hundred and Twenty-Four Dollars (\$51,324.00).

B. The Vendor 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 Vendor 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 Vendor.

D. If the services rendered do not meet the requirements of this Agreement, the Vendor 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. PREVAILING WAGES

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

In accordance with WAC 296-127-011, the applicable prevailing wage rates for work performed under this Agreement shall be those that are in effect on the date of execution of this Agreement. A copy of the applicable prevailing wage rates is also available for viewing at City Hall. Upon request, the City will mail a hard copy of the applicable prevailing wages for the work to be performed under this Agreement.

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

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

5. INSPECTION AND AUDIT

The Vendor 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 Vendor 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 Vendor 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 Vendor shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

6. INDEPENDENT CONTRACTOR

A. The Vendor and the City understand and expressly agree that the Vendor is an independent contractor in the performance of each and every part of this Agreement. The Vendor expressly represents, warrants, and agrees that the Vendor'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 Vendor, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Vendor shall make no claim of City employment nor shall the Vendor claim any related employment benefits, social security, and/or retirement benefits.

B. The Vendor 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 Vendor 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 Vendor performs hereunder.

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

7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Vendor 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, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Vendor 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.

8. 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.

9. 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.

10. HOLD HARMLESS AND INDEMNIFICATION

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

B. 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 Vendor and the City, its officers, officials, employees, and volunteers, the Vendor's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Vendor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Vendor'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 Vendor'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.

11. INSURANCE

The Vendor shall maintain insurance described in **Attachment A**.

12. 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 Vendor 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 Vendor as stated herein.

13. 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.

14. 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.

15. 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.

16. NON-WAIVER

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.

17. 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 Vendor: Seattle Diving Services
 17837 1st Avenue S #239
 Normandy Park, WA 98148
 Attention: Jeff Smith

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.

18. 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.

19. GOVERNING LAW

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

20. VENUE

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

21. 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.

SEATTLE DIVING SERVICES

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 Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein.

B. No Limitation

The Contractor's maintenance of insurance, its scope of coverage, and limits as required herein shall not be construed to limit the liability of the Contractor 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 Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.
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, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$2,000,000 per loss, with an annual aggregate of at least \$2,000,000. Contractors Pollution Liability shall cover bodily injury, property

damage, cleanup costs, and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract, and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this Contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of \$2,000,000 per loss, with an annual aggregate of at least \$2,000,000.

5. Working On, Over, or Near Navigable Waters. This Contract involves work on or adjacent to and/or work contributing to commerce on Navigable Waters of the United States, as defined by the U.S. Code of Federal Regulations. The Contractor therefore shall provide proof of insurance coverage in compliance with the statutory requirements of the U.S. Longshore and Harbor Workers' Compensation Act.

If the Contractor is working from barges or any other watercraft, owned or non-owned, the Contractor must maintain Protection and Indemnity (P&I) insurance providing coverage for actions of the crew to third parties in the amount of \$2,000,000 each occurrence or accident. The City shall be named by endorsement as an additional insured on the Contractor's Protection and Indemnity insurance policy. The Contractor must also provide proof of insurance coverage in compliance with the statutory requirements of the Merchant Marine Act of 1920 (Jones Act).

D. Minimum Amounts of Insurance

The Contractor 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 and \$2,000,000 products-completed operations aggregate limit.

E. City Full Availability of Contractor Limits

If the Contractor 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 Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

F. Other Insurance Provision

The Contractor'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 the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

G. Contractor's Insurance for Other Losses

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers, contractors or subcontractors as well as to any temporary structures, scaffolding, and protective fences.

H. Waiver of Subrogation

The Contractor and the City waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents, and employees, each of the other, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A minus (A-).

J. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

K. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

L. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

M. Failure to Maintain Insurance

Failure on the part of the Contractor 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 Contractor to correct the breach, immediately terminate the contract 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 Contractor from the City.

ATTACHMENT B SCOPE OF SERVICES

The City of Bainbridge Island is in need of a contractor to clean and inspect the sixteen (16) City owned mooring buoys in the Dave Ullin Open Water Marina in Eagle Harbor, six (6) regulatory buoys in Eagle Harbor, four (4) regulatory buoys in Manzanita Bay, two (2) regulatory buoys in Blakely Harbor, and one (1) regulatory buoy in Port Madison for a total of twenty-nine (29) buoys. This project is for cleaning and inspection only. Replacement of buoy components is not included in this project.

The contractor shall follow all State (WAC 296-37) and Federal commercial diving regulations including a commercial dive team with a minimum of three members or more if required.

Payment will be lump sum. Prevailing wage is required and the contractor is responsible for filing an intent and affidavit with the Washington Dept. of Labor and Industries. Work must be completed prior to January 8, 2026.

The contractor is not responsible for obtaining permits for the cleaning from local, State or Federal agencies (e.g. WDFW, DNR, ACOE).

Task 1: Buoy Cleaning

The mooring buoys shall be cleaned by a certified SCUBA diver from a single support boat using a saltwater pressure washer to clean debris from the buoy, rope, chains and shackles. SCUBA diver shall ensure that pressure washing submerged equipment will not scour the substrate or create any benthic disturbance around the anchor. Buoys shall be cleaned in place and shall not be removed or moved.

The contractor shall follow all local, State and Federal guidance to minimize impacts and ensure no net loss of ecological functions. The contractor shall follow all State (WAC 296-37) and Federal commercial diving regulations, including but not limited to, a commercial dive team with a minimum of three members or more if required.

See attached Project Location Map and site plans for specific buoy locations.

Deliverables: Clean twenty-nine (29) buoys

Payment: “Buoy Cleaning” Lump Sum **\$25,662.00**

Task 2: Buoy Inspection

Once cleaning is complete, contractor shall thoroughly inspect each buoy including all buoy components. Contractor shall provide a written report for each buoy with photographs as necessary detailing the current condition of all buoy components and replacement timeline for each buoy component. Contractor shall provide a summarized list of all maintenance and parts replacement that will be due next year during the August 2026-January 2027 work window.

Deliverables: Inspect all buoys and provide inspection report with needed maintenance

recommendations and timelines

Payment: “Buoy Inspection” Lump Sum **\$25,662.00**

Project Location Map

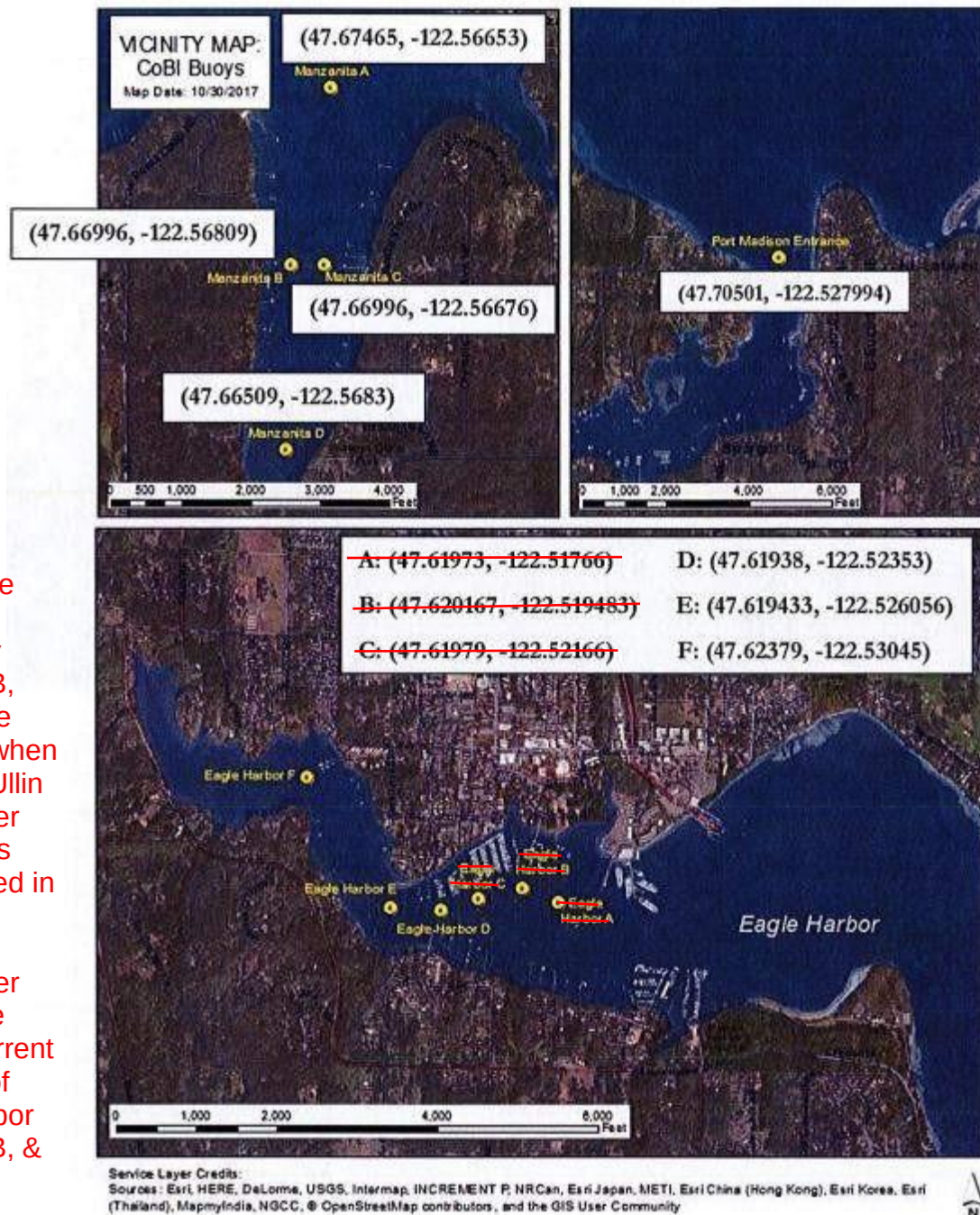
City of Bainbridge Island- Eagle Harbor (including Dave Ullin Open Water Marina), Port Madison, Manzanita Bay, Blakely Harbor

See site plans for exact buoy locations

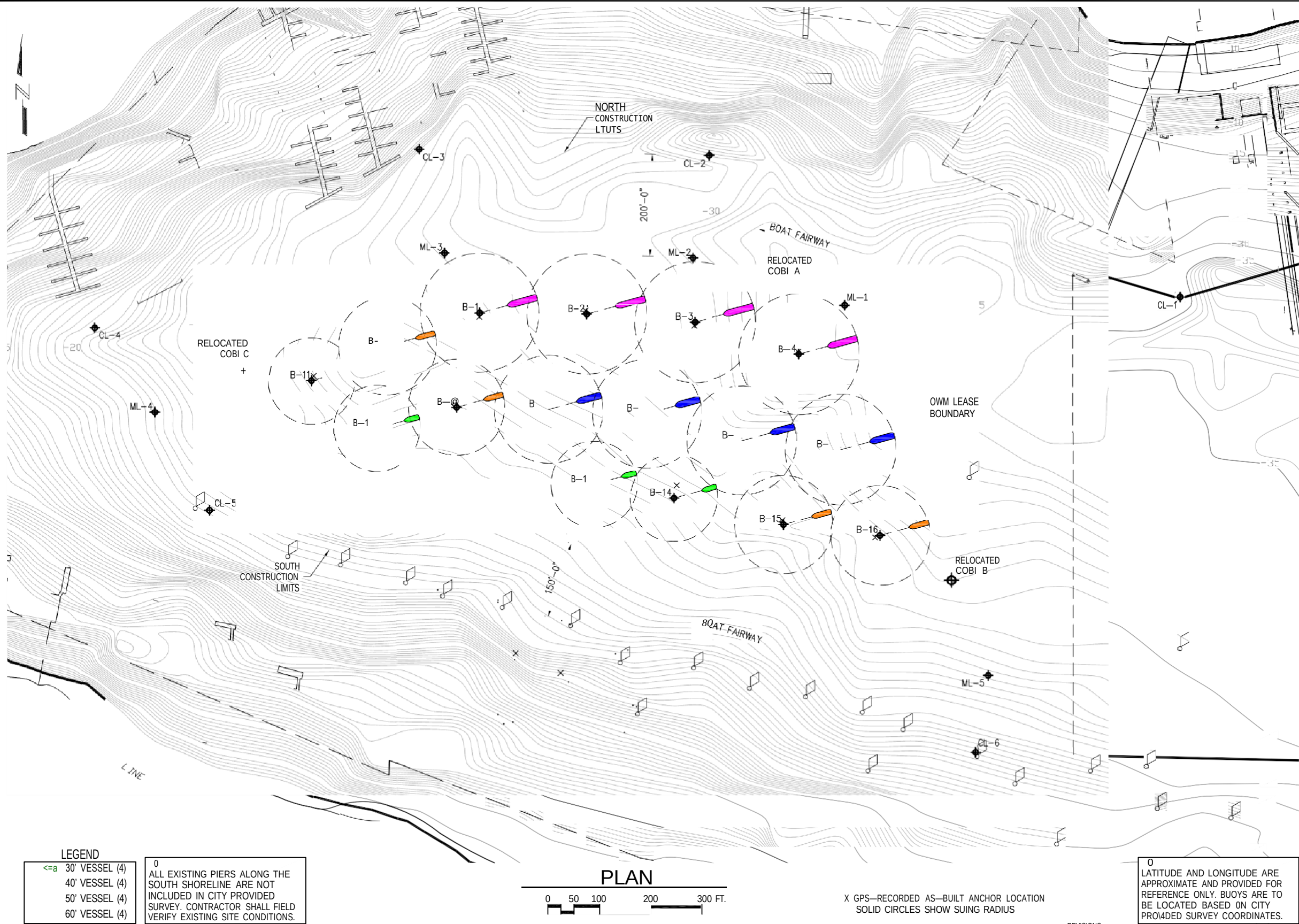


SITE PLAN: from top left (1) Manzanita Bay; (2) Port Madison; (3) Eagle Harbor regulatory

FIGURE 1. OVERVIEW MAP OF PLANNED WORK AREAS



Source: Marine Surveys C Assessments, City of Bainbridge Island Public Works, Buoy Maintenance Project, Site-Specific Impact Analysis Report, dated November 9, 2017



MOORING LIMIT				
POINT No.	NORTHING	EASTING	LATITUDE	LONGITUDE
ML-1	230686.31	1225110.84	N047°37'11.85"	W122°31'02.82"
ML-2	230778.32	1224815.12	N047°37'12.69"	W122°31'07.17"
ML-3	230788.71	1224331.36	N047°37'12.69"	W122°31'14.23"
ML-4	230479.30	1223767.82	N047°37'09.52"	W122°31'22.36"
ML-5	229965.79	1225388.60	N047°37'04.80"	W122°30'58.54"

CONSTRUCTION LIMIT				
POINT No.	NORTHING	EASTING	LATITUDE	LONGITUDE
CL-1	230701.56	1225763.90	N047°37'12.14"	0122°50'55.50"
CL-2	230977.69	1224846.67	N047°37'14.67"	N122°31'06.77"
CL-3	230989.82	1224282.08	N047°37'14.67"	N122°31'15.02"
CL-4	230643.29	1223650.95	N047°37'11.11"	N122°31'24.12"
CL-S	230288.43	1223873.61	N047°37'07.66"	N122°31'20.75"
CL-6	229816.29	1225363.84	N047°57'03.32"	V122°30'58.85"

NAVIGATION BUOYS				
POINT NO.	NORTHING	EASTING	LATITUDE	LONGITUDE
COBI A	230736.01	1224950.82	N047°37'12.31"	W122°31'05.18"
COBI B	230150.90	1225317.24	N047°37'06.61"	W122°30'59.64"
COBI C	230576.55	1223959.60	N047°37'10.52"	W122°31'19.59"

MOORING SCHEDULE				
POINT No.	NORTHING	EASTING	LATITUDE	LONGITUDE
B-1	230671.97	1224399.82	N047°37'11.55"	W122°31'13.20"
B-2	230669.55	1224609.02	N047°37'11.58"	W122°31'10.14"
B-3	230653.72	1224819.51	N047°37'11.47"	W122°31'07.07"
B-4	230590.72	1225021.42	N047°37'10.89"	W122°31'04.10"
B-5	230607.92	1224220.32	N047°37'10.88"	W122°31'15.79"
B-6	230488.22	1224355.35	N047°37'09.73"	W122°31'13.79"
B-7	230484.12	1224534.79	N047°37'09.73"	W122°31'11.17"
B-8	230475.74	1224725.52	N047°37'09.69"	W122°31'08.38"
B-9	230422.87	1224910.05	N047°37'09.21"	W122°31'05.6y"
B-10	230405.15	1225102.38	N047°37'09.07"	W122°31'02.86"
B-11	230540.11	1224072.75	N047°37'10.18"	W122°31'17.93"
B-12	230447.58	1224199.95	N047°37'09.30"	W122°31'16.04"
B-13	230338.13	1224622.61	N047°37'08.31"	W122°31'09.84"
B-14	230311.89	1224777.76	N047°37'08.08"	W122°31'07.57"
B-IS	230259.47	1224991.05	N047°37'07.61"	W122°31'04. 44"
B- 6	250258.02	1225 79. 8	N047°37'07.44"	W122°31'01.68"

173ti Founla Avenue S., Suite A
Seattle, W ashington 98134
P: 206.624.1387
vainv.pndengincers.com

PND ENGINEERS, INC. IS NOT RESPONSIBLE FOR SAFETY PROGRAMS, METHODS OR PROCEDURES OF OPERATION, OR THE CONSTRUCTION OF THE DESIGN SHOWN ON THESE DRAWINGS. WHERE SPECIFICATIONS ARE GENERAL OR NOT CALLED OUT, THE SPECIFICATIONS SHALL CONFORM TO STANDARDS OF INDUSTRY. DRAWINGS ARE FOR USE ON THIS PROJECT ONLY AND ARE NOT INTENDED FOR REUSE WITHOUT WRITTEN APPROVAL FROM PND. DRAWINGS ARE ALSO NOT TO BE USED IN ANY MANNER THAT WOULD CONSTITUTE A DETRIMENT DIRECTLY OR INDIRECTLY TO PND.

REVISIONS		
REV	DATE	DESCRIPTION

BAINBRIDGE ISLAND
DAVE ULLIN OPEN WATER MARINA

BUOY LAYOUT WITH AS-BUILT LOCATIONS

DESIGNED BY
DRAWN BY
CHECKED BY

CF
GRD

PROJECT NO:
DATE:
SCALE:

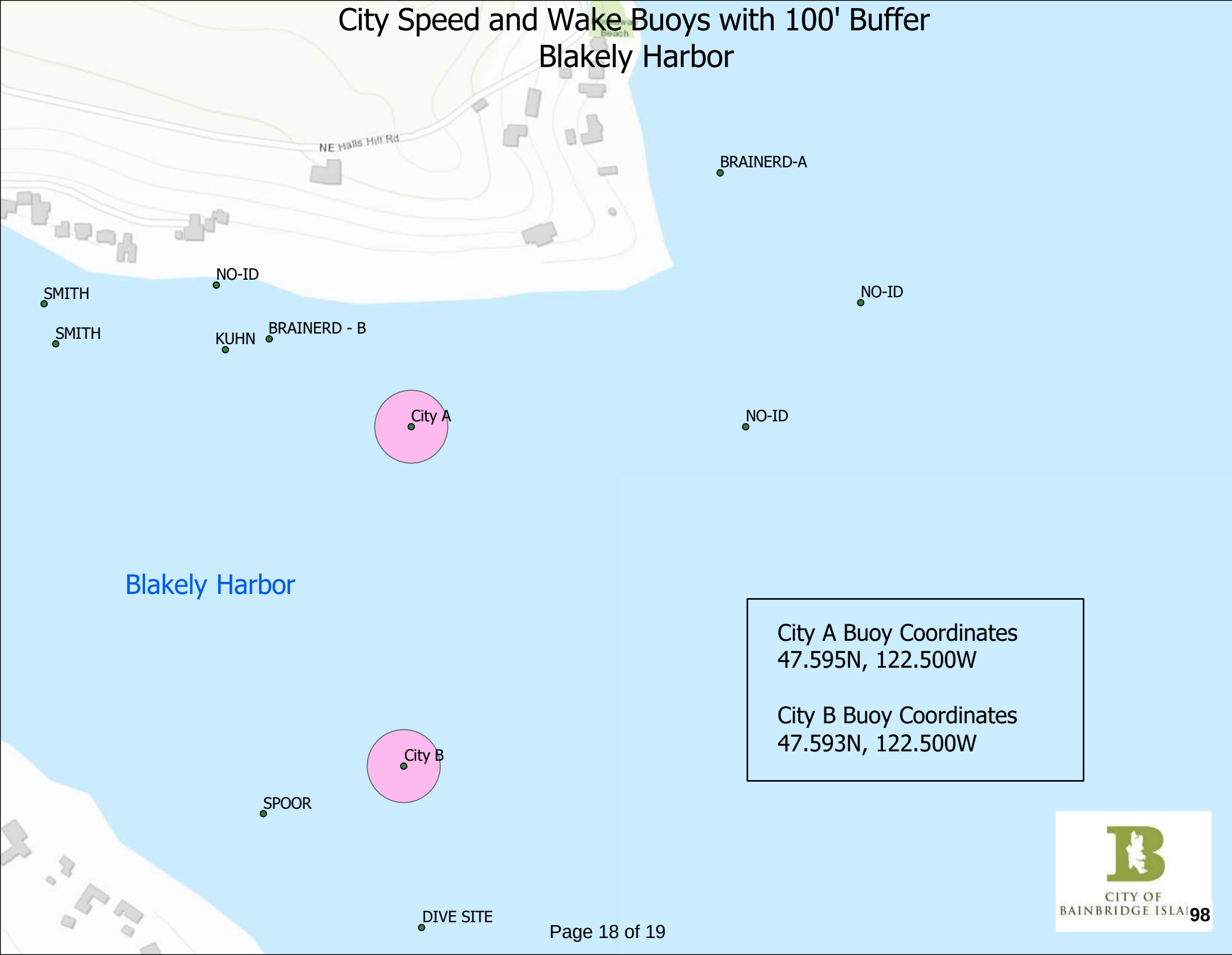
184094
MARCH 2019
NOTED

SHEET NO:
2 OF 3

96

MOORING BUOY AS-BUILT COORDINATES				
POINT	NORTHING	EASTING	LATITUDE	LONGITUDE
B1	230665	1224399	47° 37' 11.4817" N	122° 31' 13.2023" W
B2	230676	1224607	47° 37' 11.6399" N	122° 31' 10.1749" W
B3	230647	1224818	47° 37' 11.4024" N	122° 31' 07.0895" W
B4	230595	1225020	47° 37' 10.9271" N	122° 31' 04.1161" W
B5	230611	1224215	47° 37' 10.9163" N	122° 31' 15.8665" W
B6	230508	1224355	47° 37' 09.9301" N	122° 31' 13.7965" W
B7	230490	1224520	47° 37' 09.7895" N	122° 31' 11.3771" W
B8	230476	1224730	47° 37' 09.6887" N	122° 31' 08.3207" W
B9	230440	1224905	47° 37' 09.3719" N	122° 31' 05.7467" W
B10	230418	1225089	47° 37' 09.1957" N	122° 31' 03.0503" W
B11	230549	1224077	47° 37' 10.2684" N	122° 31' 17.8716" W
B12	230443	1224195	47° 37' 09.2533" N	122° 31' 16.1184" W
B13	230345	1224616	47° 37' 08.3783" N	122° 31' 09.9371" W
B14	230337	1224783	47° 37' 08.3279" N	122° 31' 07.4963" W
B15	230267	1224989	47° 37' 07.6909" N	122° 31' 04.4688" W
B16	230234	1225170	47° 37' 07.4027" N	122° 31' 01.8192" W
1023	229971	1224557	47° 37' 04.6740" N	122° 31' 10.6788" W
1049	230010	1224469	47° 37' 05.0340" N	122° 31' 11.9676" W

City Speed and Wake Buoys with 100' Buffer Blakely Harbor



ATTACHMENT C
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
AND OTHER RESPONSIBILITY MATTERS

In accordance with federal Executive Order 12549, the Consultant (Vendor) 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 vendors selected for this project must be in compliance with paragraphs (a – d) of this certification.

Name and Title of Authorized Vendor

Date

Signature of Authorized Vendor

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

Project Location Map

City of Bainbridge Island- Eagle Harbor (including Dave Ullin Open Water Marina), Port Madison, Manzanita Bay, Blakely Harbor

See site plans for exact buoy locations





Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute Amendment No. 4 to the Interlocal Agreement between the City of Bainbridge Island and the Kitsap Conservation District for Assistance in Complying with National Pollutant Discharge Elimination System (NPDES) Stormwater Permit Requirements for 2026 [\$48,000.00 with 50/50 cost split between General Fund/Surface and Stormwater Management (SSWM) Utility Fund] - Public Works

SUMMARY: Staff is requesting that the City Council authorize the City Manager to execute Amendment No. 4 to the Interlocal Agreement with Kitsap Conservation District (KCD) to provide agricultural and conservation support services in 2026.

The City has contracted with KCD through an Interlocal Agreement since 2008 for services related to compliance with NPDES stormwater and illicit discharge detection, agricultural assistance, support, and conservation, including qualifications to provide assistance with “farm management plans” in support of BIMC 18.09.030

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

RECOMMENDED MOTION:

Authorize the City Manager to execute Amendment No. 4 to the Interlocal Agreement with the Kitsap County Conservation District, to provide NPDES compliance assistance in the amount of \$48,000.00 for 2026 and extend the agreement to December 31, 2026, in substantially the form as included with this agenda item.

COMMUNITY ENGAGEMENT AND OUTREACH:

None planned at this time.

FISCAL IMPACT:

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

BACKGROUND: The City and the Kitsap Conservation District share a common goal to promote best management practices to protect water quality, assist with agricultural impacts, and support the use of low impact development practices.

In support of those goals, the subject agreement includes the following tasks: responding to referrals, education and outreach, developing resource management plans, Best Management Practices (BMP) Design, BMP Installation, BMP inspection and maintenance, and inventory and risk assessments of agricultural properties on Bainbridge

Island.

Amendment No. 4 extends the contract term for another year (2026), with the same annual payment amount of \$48,000, and otherwise maintains the Agreement as it is currently. It is anticipated that the City and KCD may revise the contract terms in 2026 for 2027-2028 to continue to focus on pollution prevention and supporting farm plans with updated contract language to specify identified priorities, service outcomes, and deliverables for the benefit of the City, Bainbridge Island property owners, and water quality.

ATTACHMENTS:

[Amendment No. 4 to ILA with Kitsap Conservation District for 2026.docx](#)
[2019-2020 Kitsap Conservation District ILA_Executed.pdf](#)

**AMENDMENT NO. 4 TO
THE 2019-2020 INTERLOCAL AGREEMENT BETWEEN THE CITY OF
BAINBRIDGE ISLAND AND THE KITSAP CONSERVATION DISTRICT
REGARDING AGRICULTURAL ASSISTANCE, SUPPORT, AND CONSERVATION**

THIS AMENDMENT NO. 4 TO THE 2019-2020 INTERLOCAL AGREEMENT BETWEEN THE CITY OF BAINBRIDGE ISLAND AND THE KITSAP CONSERVATION DISTRICT REGARDING AGRICULTURAL ASSISTANCE, SUPPORT, AND CONSERVATION (“Amendment”) amends the above described Interlocal Agreement (“Agreement”) executed on December 10, 2018, by the City of Bainbridge Island, a Washington state municipal corporation (“City”), and the Kitsap Conservation District, a Washington state municipal corporation (“Conservation District”).

WHEREAS, the City and the Conservation District have had a contractual relationship for several years and the parties desire to continue that partnership; and

WHEREAS, the City and the Conservation District desire to extend the term of the current Agreement.

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

1. Section 8.A. is hereby amended as follows:

A. Once executed by both parties, this Agreement shall become effective on December 31, 2018, and shall continue in full force until December 31, ~~2025~~ 2026, unless sooner terminated by either party as provided below.

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

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

KITSAP CONSERVATION DISTRICT

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

* 42011593 \$21,975 -
72431835 \$21,975 -
#13,950 -

Vendor # 1802
Contract # 2190002
PO #
Org #
() Vendor () Vault
Pri # 00871
Ret #
Obj 551000
14 PW

**2019-2020 Interlocal Agreement Between the
City of Bainbridge Island and the Kitsap Conservation District
Regarding Agricultural Assistance, Support, and Conservation**

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into by and between the City of Bainbridge Island, a Washington State municipal corporation ("City") and the Kitsap Conservation District, a Washington State municipal corporation ("District") pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

WHEREAS, there are currently approximately 1,424 acres of agriculture on Bainbridge Island; and

WHEREAS, the City is committed to preventing stormwater runoff pollution; and

WHEREAS, the District's contribution of services assists the City in complying with its NPDES Municipal Stormwater Permit, implementing the Illicit Discharge Detection Elimination Program, and providing education and outreach on best management practices; and

WHEREAS, the District has the expertise and experience to provide Farm Plans to meet the requirements of BIMC 18.09.030 and provide assistance to agriculture and non-agriculture property owners regarding land management activities and their impacts on water quality; and

WHEREAS, the District is a non-regulatory agency and is not responsible for code compliance, but the District is experienced in working with "cooperating landowners" to complete required work; and

WHEREAS, the City and the District have a common goal to promote best management practices to protect water quality, provide education to land owners on agricultural impacts, and support the use of low impact development practices; and

WHEREAS, the City and the District desire to enter into an agreement and continue to work collaboratively in providing information and services to property owners that will protect water quality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the City and the District agree as follows:

1. SERVICES BY DISTRICT

The District shall perform such duties and services as are described in the scope of work attached hereto as **Attachment A**. All services funded under this Agreement shall be provided exclusively within the boundaries of incorporated City of Bainbridge Island. The District shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

PW Engineering
Laserfiche
Scan & Save to Proj.
Link to Munis

**2019-2020 Interlocal Agreement Between the
City of Bainbridge Island and the Kitsap Conservation District
Regarding Agricultural Assistance, Support, and Conservation**

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WHEREAS, the District has the expertise and experience to provide Farm Plans to meet the requirements of BIMC 18.09.030 and provide assistance to agriculture and non-agriculture property owners regarding land management activities and their impacts on water quality; and

WHEREAS, the District is a non-regulatory agency and is not responsible for code compliance, but the District is experienced in working with “cooperating landowners” to complete required work; and

WHEREAS, the City and the District have a common goal to promote best management practices to protect water quality, provide education to land owners on agricultural impacts, and support the use of low impact development practices; and

WHEREAS, the City and the District desire to enter into an agreement and continue to work collaboratively in providing information and services to property owners that will protect water quality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the City and the District agree as follows:

1. SERVICES BY DISTRICT

The District shall perform such duties and services as are described in the scope of work attached hereto as **Attachment A**. All services funded under this Agreement shall be provided exclusively within the boundaries of incorporated City of Bainbridge Island. The District shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. PAYMENT

The City shall reimburse the District only for actual incurred costs upon presentation of a properly executed invoice in a form approved by the City. Costs shall be charged, and funds reimbursed, based upon cost categories as set forth in **Attachment A**.

The sum of the District's reimbursement requests during the duration of this Agreement shall not exceed Forty-Three Thousand Nine Hundred Fifty Dollars (\$43,950) per year. The District may exceed line item amounts, as established in **Attachment A**, in order to respond to the nature and number of requests received within a quarter. The anticipated (budgeted) and actual distribution of funds will be reported by the District quarterly and monitored by the City. Reimbursement requests shall be submitted once a quarter. The City reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this Agreement. The City shall reimburse the District within sixty (60) days of receipt of a properly executed District invoice.

3. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or his/her 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.

The Chair of the Board of Supervisors for the Kitsap Conservation District, or his/her designee, shall represent the District in all matters pertaining to the services and materials to be rendered under this Agreement. All requirements of the City pertaining to the services or materials to be rendered under this Agreement shall be coordinated through the District's representative.

4. PROGRESS REPORTING

The District shall produce quarterly and year-end reports summarizing the work performed and evaluating the performance and results of the work performed pertaining to this Agreement.

Progress reports shall include, but are not limited to, the following information:

- a. Status of annual work plan.
- b. A description of work performed during the period and progress made to date, including monitoring data or performance indicators that reflect effectiveness of the program elements as set forth in **Attachment A**.
- c. A description of any adverse conditions that have affected the program objectives and/or time scheduled, and actions taken to resolve these issues.
- d. Progress reports shall be submitted as follows: For each year, quarterly reports are due the closest workday to April 15, July 15, and October 15. A year-end report is due January 15.

- e. The year-end report shall contain a summary of major accomplishments realized during the year. This report shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the report.

5. INSPECTION AND AUDIT

The District 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 District 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 District shall preserve and make available all such books of account and records for a period of five (5) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the District shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

6. INDEPENDENT CONTRACTOR

A. The District and the City understand and expressly agree that the District is an independent contractor in the performance of each and every part of this Agreement. The District expressly represents, warrants, and agrees that its 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 District, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The District shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

B. The District 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 District 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 District performs hereunder.

7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The District 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, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The District 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 7 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.

8. TERM AND TERMINATION OF AGREEMENT

A. Once executed by both parties, this Agreement shall become effective on December 31, 2018, and shall continue in full force until December 31, 2020, 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 District pursuant to this Agreement shall be submitted to the City, and the District shall be entitled to just and equitable compensation as set forth in Section 2 for any satisfactory work or services completed prior to the date of termination.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The District agrees to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees, agents, and volunteers from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs, and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by reason of any negligent act, error, or omission of the District, its officers, employees, or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of the District under this Agreement.

B. In the event that the District and the City are both negligent, then the District's liability for indemnification of the City shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs, and expenses (including reasonable attorneys' fees and disbursements) that can be apportioned to the District, its officers, employees, and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the District under Washington's Industrial Insurance Act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the District. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. The City's inspection or acceptance of any of the District's work when completed shall not be grounds to avoid any of these covenants of indemnification.

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

F. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. INSURANCE

The District shall maintain insurance as follows:

- ☒ Commercial General Liability as described in Attachment B.
- ☐ Professional Liability as described in Attachment B.
- ☒ Automobile Liability as described in Attachment B.
- ☐ None

The District shall comply with the provisions of RCW Title 51, Industrial Insurance. For the duration of this Agreement, the District shall provide or purchase industrial insurance coverage for its employees, as may be required of an "employer" as defined in Title 51 RCW and shall maintain full compliance with Title 51 RCW.

11. SUBLETTING OR ASSIGNING CONTRACT

The District shall not assign or subcontract any portion of the services provided within the terms of this Agreement without obtaining prior written approval from 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 District 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. NON-WAIVER

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
 Phone: (206) 842-2545

To the District: Kitsap Conservation District
 10332 Central Valley Rd
 Poulsbo, WA 98370
 Attention: Chair of the Board of Supervisors
 Phone: (360) 204-5529
 Fax: (360) 204-5519

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.

KITSAP CONSERVATION DISTRICT

CITY OF BAINBRIDGE ISLAND



Chair, Board of Supervisors

Date: 12/10/18



Morgan Smith, City Manager

Date: 11/20/18

ATTACHMENT A

Annual Scope of Work for Agricultural Technical Assistance Between the City of Bainbridge Island and the Kitsap Conservation District

PURPOSE

The City of Bainbridge Island (“City”) currently has over 1,400 acres of agricultural lands. Many of these farms are required to establish and implement farm plans in accordance with provisions in the City’s Municipal Code. The City and the Kitsap Conservation District (the “District”) share a common goal to promote best management practices (“BMPs”) to protect water quality, provide education to landowners on agricultural impacts, and support the use of low impact development practices. Well-designed conservation practices increase farm productivity while protecting water quality and reducing soil erosion. The District has the expertise and experience to provide Farm Plans to meet the requirements of BIMC 18.09.030 and to provide assistance on land management activities and their impacts on natural resources. In providing these services, the District assists with compliance of the City’s Municipal Permit, including assistance with the Illicit Discharge Detection Elimination Program and education/outreach.

The City and the District desire to enter into this Agreement and continue to work collaboratively in providing information and services to property owners.

SCOPE OF WORK

The District will partner with the City to develop and accomplish the following tasks:

- Task 1- Respond to referrals
- Task 2 - Education and outreach
- Task 3 - Develop resource management plans (farm plans)
- Task 4 - BMP Design
- Task 5 - BMP installation
- Task 6 - BMP inspection and maintenance
- Task 7 - Inventory
- Task 8 - Administration and reporting

TASK 1 - RESPOND TO REFERRALS

Objective: Respond to and address water quality and fish and wildlife related referrals from the City and the Kitsap Public Health District (KPHD).

Scope:

- 1.1 Respond to referrals from the City. Requests may be generated from: 1) conditional use permits; 2) building permit processes that require farm plans and/or livestock waste management plans; 3) sites which may impact sensitive land areas including but not limited to aquatic critical areas; 4) grading permits associated with farming activity; and 5) stormwater issues for fish passage and barrier problems on private land.
- 1.2 Respond to referrals from the City's Department of Planning and Community Development to assist in the review of Retail Plans under the category Agricultural Activity when: 1) livestock are raised and/or maintained on the property; 2) livestock waste is being utilized on property as a soil amendment; and 3) additional assurances for surface water protection are necessary for year-round agricultural activities.
- 1.3 Respond to water quality and solid waste complaints on Bainbridge Island referred by the KPHD. The referrals may be water quality complaints, or a solid waste enforcement action associated with agricultural activity.
- 1.4 Respond to water quality and solid waste complaints referred by the City's Water Resources Program. These may be water quality complaints, solid waste enforcement actions associated with agricultural activity, or findings of an Illicit Discharge Detection and Elimination (IDDE) investigation.

TASK 2 - EDUCATION AND OUTREACH

Objective: Promote public knowledge of local natural resources and fish habitat issues. Maintain a Conservation District agricultural and natural resource educational program.

Scope:

- 2.1 Maintain effective working relationships with local media and community groups on Bainbridge Island. Submit articles to Bainbridge Island media involving local conservation issues and actions being taken by the District. Participate in selected Bainbridge Island public events.
- 2.2 Maintain a mailing list of Bainbridge landowners interested in agriculture, natural resource conservation practices, and fish and wildlife habitat. Publish and distribute the District's newsletters to Bainbridge Island residents who are on the District's mailing list.
- 2.3 Inform landowners of rain garden workshops conducted throughout the county. Technical specifications will be made available to the public through the WSU rain garden specification manual, District engineering and design staff, and through online sources. The District will provide additional outreach opportunities through the District's Annual Tree Sale, newsletters, and social media.

- 2.4 The District will maintain a program offering District speakers, sponsoring special interest events, and accepting invitations to make community presentations. The District will coordinate the development and maintenance of this program with the City, KPHD, WSU Extension, and other existing educational programs.
- 2.5 Identify and/or recommend resources (websites, local and national agencies, nonprofit groups, etc.) that publish materials or documents the City could potentially utilize for education and IDDE associated with agriculture.

TASK 3 - DEVELOP RESOURCE MANAGEMENT PLANS (FARM PLANS)

Objective: Protect surface water bodies from potential sources of contamination caused by agricultural-related land use. Provide technical services to landowners. Promote cooperative solutions. Facilitate federal, state, and local incentive programs.

Scope:

- 3.1 Offer farm-planning services that inventory existing conditions, evaluate resource needs, and recommend alternative farm management practices that protect humans and the quality of soil, water, animals, plants, and air.
- 3.2 Encourage and offer assistance regarding the preservation and enhancement of fish and wildlife habitat as part of the District's technical services. The District will stay apprised of Clean Water Act and Endangered Species Act regulations, threats, and associated action recommendations that may affect City residents.
- 3.3 Provide nutrient management plans for crop farms when: 1) livestock waste is utilized for nutrient application purposes; 2) livestock waste is generated or transported to a crop farm and will be stored and/or composted on site for later land application; and 3) an opportunity exists to demonstrate or model to the public for education purposes the storage and utilization of livestock waste as a component of sustainable agricultural land use.
- 3.4 As directed by the Clean Water Act, Endangered Species Act, and Farm Bill, the District will facilitate all programs and coordinate efforts with the Farm Services Agency (FSA), Natural Resources Conservation Service (NRCS), and U.S. Fish & Wildlife Service, as well as with state agencies including the Conservation Commission, Department of Ecology, Washington Department of Fish & Wildlife (WDFW), and the Puget Sound Partnership for the benefit of agriculture.
- 3.5 Assist landowners with the application process for eligible incentive and cost-share programs. These programs may include land that is in agricultural use or land that emphasizes fish and wildlife habitat issues.
- 3.6 Provide landowners technical assistance for LID practice designs and installations.

TASK 4 - BMP DESIGN

Objective: Provide agronomic and engineering design services that support natural resource protection in City watersheds. Provide designs for BMPs that meet USDA Natural Resources Conservation Service standards and specifications. Develop alternative cost-effective BMPs that are suitable for a specific site's needs and the financial needs of landowners. Provide landowners with rain garden designs.

Scope:

- 4.1 Deliver a completed design package to Bainbridge Island landowners with appropriate construction and material specifications included. Staff will maintain a direct presence with construction, project coordination, and implementation.
- 4.2 When existing NRCS standards and specifications are beyond the scope of a particular project site, staff will seek and/or develop alternative designs. On a site-specific basis, the District will utilize alternative design providers and coordinate design efforts with City and local consulting engineers.

TASK 5 - BMP IMPLEMENTATION AND INSTALLATION

Objective: Improve water quality and fish and wildlife habitat in Bainbridge Island watersheds by facilitating and assisting with the implementation of BMPs. Provide technical services to cooperators for implementation of farm management practices and habitat enhancement efforts. Offer contracted and/or volunteer labor forces for installation of BMPs. Coordinate joint installation. Provide technical support for rain garden installation.

Scope:

- 5.1 Assist cooperating landowners with supplies and materials lists for implementation of agricultural best management practices and provide on-site project management to oversee installation.
- 5.2 Assist with the processing of cost-share reimbursement or other incentive program components.
- 5.3 Whenever funding is available, contract annually for work crews with the Department of Ecology's Washington Conservation Corp (WCC) for the City. Offer WCC crews to District and partner agency project sites on Bainbridge Island.
- 5.4 Coordinate volunteer labor for the implementation of planting projects with the City's Watershed Council, local schools, and community groups.
- 5.5 Seek partnerships with the WDFW, Regional Fisheries Enhancement groups, local tribes, and other local agencies and community groups to combine efforts for project implementation.

- 5.6 Assist cooperating landowners with supplies and materials lists for implementation of rain gardens and other Low Impact Development/Green Stormwater Solutions (LID/GSS) and, if necessary, provide on-site project management to oversee installation.

TASK 6 - BMP INSPECTION AND MAINTENANCE

Objective: Determine the operational effectiveness of BMPs on water quality and habitat within the City. Monitor the operation and maintenance of installed BMPs. Demonstrate BMPs.

Scope:

- 6.1 Evaluate individual farm and habitat BMPs for operational efficiency and ease of maintenance. Provide follow-up assistance to landowners. Encourage landowners to maintain and monitor farm and habitat BMPs for maximum efficiency and seek to meet landowner needs for solutions to maintenance problems.
- 6.2 Use projects as demonstration sites for other potential cooperators or agencies.

TASK 7 – INVENTORY

Objective: Address non-point pollution caused by inadequate agricultural management practices. Identify, prioritize, and map agriculturally related property within the City.

Scope:

- 7.1 Update the existing inventory of agricultural properties annually.
- 7.2 As part of the inventory process, District staff shall prioritize inventoried sites based on their potential to pollute. Criteria include livestock proximity to surface water, livestock waste management, pasture condition, and other visual assessments. The District will follow-up with technical assistance services based on the prioritization. The District's priority list will be reevaluated annually.
- 7.3 Inventoried and prioritized properties will be entered into a GIS database based on the parcel's tax identification number. The database entries will be updated annually. The District will produce a GIS map, updated as necessary.
- 7.4 The District will provide an overlay of agricultural properties as well as fish barrier sites on a habitat refugia map based on the Kitsap County Fish Habitat Refugia Study.

TASK 8 - ADMINISTRATION AND REPORTING

Objective: To provide project management, including communication, submit billing invoices, and submit annual and progress reports.

Scope:

- 8.1 Project management efforts shall include conducting, coordinating, and scheduling project activities, including quality control.
- 8.2 Communication with the City shall be through email, consultation meetings, and phone discussions.
- 8.3 Billing invoices, progress reports, and supportive documentation shall be submitted to the City's Project Manager on a quarterly basis.
- 8.4 The District shall maintain all records throughout the duration of the Agreement and archive those records for an additional five years for audit purposes.

Program Breakout	Proposed Budget
Planner Budget	\$30,000.00
Fiscal Administration	\$1,000.00
WA Conservation Crew, Equipment rental	\$5,000.00
Travel	\$200.00
Overhead	\$7,750.00
Total	\$43,950.00

ATTACHMENT B

Based on the types of insurance identified in Section 10 of the Agreement, the following insurance coverage shall be maintained by the District pursuant to this Agreement:

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the District, its officers, employees, and agents:

A. Automobile Liability Insurance with limits no less than \$ 1,000,000.00 combined single limit per accident for bodily injury and property damage.

B. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury, and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

Before commencing work and services, the District shall provide to the person identified in Section 16 of the Agreement a Certificate of Insurance evidencing the required insurance. The City reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of a deductible or self-insured retention shall be the sole responsibility of the District. The City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the District, and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies: (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to the City; and (3) shall state that the City will be given at least 30 days' prior written notice of any cancellation, suspension, or material change in coverage.

Routing Cover Sheet

Instructions:

- Complete Section 1 and the relevant portion of Section 2
- Attach to document(s) requiring City Manager's signature/approval
- Route to Executive Admin

Section 1 (all)

General Information

Originating Department: Public Works Division: _____

Document/Project Name: Kitsap Conservation District ILA

Document Type

☐ Contract ☒ Agreement ☐ Change Order ☐ Amendment ☐ Other

Notes:

Section 2

DEPARTMENT INITIAL REVIEW AND ROUTING (City Manager-Approved Contracts)

Dept. Manager/Supervisor: _____ Date: _____

Dept. Director: _____ Date: _____

EXECUTIVE

Routed to Exec Admin: 11/19/18 Date: _____

City Attorney: Reviewed with agenda Date: 11/16/18
ROBBIE SEPLEY 11/19/18

Corrections Needed? YES: ☐ NO: ☒ Date: _____

Corrected Version Approved: _____ Date: _____

City Clerk YES: ☒ NO: ☐ Date Sent: 11/16/18

PW GRANT INFO

State Grant

Date Authorized by
WSDOT/FWHA: _____

Federal Grant

Date Authorized by
WSDOT/FWHA: _____

Corrections:

CITY CLERK

(City Council – Approved Contracts)

Meeting Date: 11/13/18

City Clerk: CB



Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (7:20 PM) Hold the Public Hearing for Ordinance No. 2025-28 Relating to the 2026 Mid-Biennium Budget Update and Receive Direction - Finance

SUMMARY: Public Hearing:

State Law requires a minimum of one public hearing prior to adopting changes to the 2026 Mid-Biennial Budget. The hearing must take place on or before the first Monday in December (December 1). This public hearing completes the statutory requirement.

Summary:

Staff presented to Council on September 23, 2025, a proposed Balanced Budget for 2026 that included a presentation which highlighted a limited number of proposed changes. Overall, the proposed budget would **decrease** overall **appropriations by \$238,509** in 2026. Total revised budget appropriations would be \$59,218,235.

The intended final adoption of this Ordinance is scheduled for December 9, 2025. The current adopted 2026 budget by fund is attached as Exhibit A. This exhibit is updated and summarizes by fund the proposed changes for the discussion and public hearing. Exhibit B is also attached and provides additional detail. In addition, a revised capital improvement plan (CIP) for 2025-2030 is presented as attached Exhibit C.

A new proposal is for a \$10,600 donation for the Leafline Trails Coalition that would be a permanent ongoing expense. This organization works to create an interconnected network of shared use trails across the Central Puget Sound region. The current draft budget does not include this proposal.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance &
Administrative Services

RECOMMENDED MOTION:

Conduct public hearing with regard to Ordinance No. 2025-28 relating to the 2026 Mid-Biennium Budget Update and then:

I move to forward Ordinance No. 2025-28 Relating to the 2026 Mid-Biennium Budget to the December 9, 2025, Regular Business Meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:

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

BACKGROUND: History:

The City of Bainbridge Island approved Ordinance No. 2024-17 adopting the 2025-2026 biennial budget in the fall of 2024.

RCW 35.34.130 requires a mid-biennial review of the 2026 budget for modifications to be approved by the Council and also mandates a separate public hearing. City administration is proposing a limited number of adjustments for consideration. There is time set aside prior to the public hearing for a presentation of proposed changes followed by Council discussion and questions.

ATTACHMENTS:

[2026_Budget_Presentation_for_CC_Draft 11.12.25v2.pptx](#)

[Ordinance No. 2025-28 Adopting Mid-Biennium Modifications to 2026 Adopted Budget.docx](#)

[Ordinance No. 2025-28 Exhibit A_DRAFT.pdf](#)

[Ordinance No. 2025-28 Exhibit B_DRAFT.pdf](#)

[Ordinance No. 2025-28 Exhibit C_DRAFT.pdf](#)



CITY OF
BAINBRIDGE ISLAND

2026 Mid-Biennial Proposed Budget

November 12, 2025

DeWayne Pitts, CPA, CFE, Finance Director

Agenda

- Introduction
- Budget calendar
- Budget overview

2026 Mid-biennial Proposed Budget - Introduction

- 2025-2026 Adopted Budget of \$144.6 million is 1.5% less than 2023-2024
 - o Tax supported - \$84.5 million (60%)
 - o Utilities - \$59.8 (40%)
- 2026 Adopted Budget currently is \$59.5 million
- Proposed changes reduce budget by \$238,000 or .4% reduction

2026 Mid-Biennial Proposed Budget - Introduction

- Overall staffing proposed to remain the same as 2025
- This budget plans to fill most vacant positions left open in 2025 (Accounting, Police, Court Admin)
 - o Leave open one Building Inspector
- The City's financial condition is expected to remain stable and strong

Planned Budget Calendar

September

- 23 - Mid-biennial budget presented to Council

November

- 12 - Two public hearings – Property Tax and Budget
- 30 – Property tax ordinance due to Kitsap County

December

- 9 - City Council adopts the 2026 Mid-biennial budget

2026 - Open Issues

- Building and Development Services fee study
- IAM contract expires end of 2025 – negotiations have started
- Cost of living (COLA) for unrepresented employees
- Financial Support for Leafline Trail Coalition - \$10,600

General Fund 2025-2026 Adopted Budget Reserves

General Fund	2025	2026
Restricted	495,000	495,000
Emergency Reserve	1,000,000	1,000,000
Minimum Fund Balance	5,973,000	5,951,000
Unrestricted	9,732,000	9,559,000
Ending Fund Balance	17,200,000	17,005,000
<i>* Policy - 25% of Revenues + \$1M emergency reserves</i>		

Water and Sewer Fund 2025-2026 Adopted Budget Reserves

Water Fund	2025	2026
Minimum Fund Balance	721,000	733,000
Unrestricted	2,179,000	1,035,000
Ending Fund Balance	2,900,000	1,768,000
<i>* Policy - 60 days operating expenses</i>		

Sewer Fund	2025	2026
Minimum Fund Balance	922,000	910,000
Unrestricted	1,678,000	1,058,000
Ending Fund Balance	2,600,000	1,968,000
<i>* Policy - 60 days operating expenses</i>		

SSWM Fund	2025	2026
Minimum Fund Balance	789,000	746,000
Unrestricted	3,211,000	3,153,000
Ending Fund Balance	4,000,000	3,899,000
<i>* Policy - 90 days of operating expenses</i>		

Budget Overview

Adopted Changes in First 2025 Budget Amendment Affecting 2026

Professional service (ongoing) - \$187,500 increase

- \$54,500 - Public Defender
- \$50,000 - Voter Registration
- \$26,000 - Prosecutor Contract
- \$25,000 – Tree Removal (*Streets*)
- \$20,000 - Open Water Marina Lease (offset with fees)
- \$7,000 – Animal control
- \$5,000 - Free Mobile Pump out

Adopted Changes in First 2025 Budget Amendment Affecting 2026

Capital project changes - \$127,000 increase

Water fund – (\$121,000 decrease)

- (\$ 21,000) – Water Tank costs Moved to 2025 from 2026
- (\$100,000) – Wing Point Water Line upgrade moved to 2028

Sewer fund – (\$360,000 decrease)

- (\$360,000) – Wastewater Treatment Plant upgrades moved out to 2028 and 2030

Adopted Changes in First 2025 Budget Amendment Affecting 2026

Storm and Surface Water fund – \$608,000 increase

- \$ 608,000 – Springbrook Fish Passage cost increase

2026 Personnel Changes - **(\$49,000 decrease)**

- Eliminate City Surveyor position (-1 FTE)
- Add Storm and Surface Water Technician (+1 FTE)
- Renaming positions:
 - o Water Resources Specialist to Ground and Surface Water Specialist
 - o Financial Analyst to Senior Accounting Technician

2026 Operating Budget Changes

Operating - \$65,000 increase

- (\$150,000) – (GF) - Winslow Subarea Plan moved to 2025 (2nd BUA)
- \$30,000 – (GF) - Survey services
- \$15,000 – (GF)- Janitorial costs
- \$40,000 – (GF) - Marine unit electronics replacements
- \$60,000 – (SSWM) - Stormwater capacity grant (*Offset by Revenues*)
- \$25,000 – (Water) - Backflow inspection
- \$45,000 – (GF) - *Net Transfer* (one-time)to Capital Construction Fund for Public Works office trailer

2026 Capital Project Budget Changes

Capital – (\$569,000 decrease)

- (\$820,000) – (SSWM) Fletcher Bay Culvert – (Error Correction) - The amount needed for this project was fully appropriated by 2024.
- \$38,000 – (SSWM) City Hall Lower Parking Lot
- \$223,000 (SSWM) Manzanita Stormwater Recharge Park
- \$70,000 – (Cap Construction) Public Works Office Trailer
- (\$150,000) – (Street/SSWM) Pup Trailer Purchase
- \$70,000 – (*GF/Street*) – Electric Medium Duty Pickup Truck

Recommended Motion

“I move to forward Ordinance No. 2025-28, relating to the 2026 Mid-Biennium Budget Update to the December 9, 2025, Regular Business Meeting”

Public Hearing Draft for 2026 Mid-biennium Budget Hearing

ORDINANCE NO. 2025-28

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting mid-biennium modifications to the final budget of the City for the fiscal year ending December 31, 2026, which is the second year of the biennial budget.

WHEREAS, the City of Bainbridge Island adopted Ordinance No. 2008-11 providing for a biennial budget process for years after 2010; and

WHEREAS, the City adopted Ordinance No. 2013-23 providing for a mid-biennial review of the budget; and

WHEREAS, on November 12, 2024, the City of Bainbridge Island adopted a biennial budget for 2025 and 2026, and the 2025-2030 Capital Improvement Plan via Ordinance No. 2024-24; and

WHEREAS, on June 24, 2025, the City Council adopted modifications to the 2025-2026 biennial budget including updates to the 2025-2030 Capital Improvement Plan via Ordinance No. 2025-17; and

WHEREAS, modifications to the budget were submitted to the City Manager with estimates of revenues, and based on requests from all departments for expenditures for the fiscal year ending December 31, 2026 (these dates being prior to the dates required by law); and

WHEREAS, on November 12, 2025, pursuant to Chapter 2.82 of the Bainbridge Island Municipal Code and RCW 35A.34.130, the City Council held a public hearing regarding this ordinance and the proposed modifications to the biennial budget; and

WHEREAS, the modifications to the biennial budget were presented to the City Council at a City Council meeting on September 23, 2025, and at a Special City Council meeting on November 12, 2025; and

WHEREAS, the City Council considered proposed modifications to the biennial budget at a Special City Council meeting on November 12, 2025, for the purpose of adopting a final budget for 2026, and at which meetings the City Council made such changes as it deemed necessary and proper; and

WHEREAS, on December 9, 2025, the City Council adopted this Ordinance No. 2025-28 and thereby adopted a final budget for 2026.

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

Section 1. The budget for fiscal year 2026 is hereby modified and adopted as the result of the City’s mid-biennium review. The entire modified budget document is to be placed on file with the office of the City Clerk for public inspection.

Section 2. Ordinance No. 2024-24 and the 2026 budget are each amended as shown in the attached **Exhibit A**.

Section 3. Attached hereto as **Exhibit A** (to the 2026 Modified Budget) are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined in summary form for the modified budget.

Section 4. The 2026 update of the 2025-2030 six-year Capital Improvement Plan, attached as **Exhibit C**, is adopted as of the effective date of this ordinance.

Section 5. This ordinance authorizes the City Manager to reformat **Exhibit C** into a final edition for publication and to reformat and transmit **Exhibit C** to the State of Washington as the City’s annual State Transportation Improvement Program (“STIP”), as applicable.

Section 6. The City Manager may authorize transfers of budget authority within a fund as needed but may not transfer budget authority from one fund to another without the prior approval of the City Council.

Section 7. Because the amounts of revenues and expenditures to be recorded in the Building and Development Services Fund are not clearly fixed and because the Building and Development Services Fund receives operating transfers from the General Fund, this Budget authorizes additional amounts to be spent from the Building and Development Services Fund and to be covered by additional operating transfers from the General Fund provided that the total expenditures for these two funds shall be no more than the amount authorized by this ordinance.

Section 8. A complete copy of the final budget for 2026, as modified by the mid-biennium review, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 9. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 10. This ordinance shall take effect on January 1, 2026.

PASSED by the City Council this ____ day of _____, 2026.

APPROVED by the Mayor this ____ day _____, 2026.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

PASSED BY THE CITY COUNCIL: _____, 2025
PUBLISHED: _____, 2025
EFFECTIVE DATE: January 1, 2026

Attached:

Exhibit A - Crosswalk Summary by Fund

Exhibit B – Table 1 – Summary by Fund and Department

Exhibit B – Table 2 – Summary of Technical/Administrative Adjustments

Exhibit B – Table 3 – Summary of Supporting Interfund Transfers

Exhibit C – 2026 Update of the 2025-2030 Capital Improvement Plan (“CIP”)

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

Exhibit A - Summary by Fund

ORDINANCE NO. 2025-28

CITY FUNDS		2026 Adopted	2026 Adjustments	2026 Revised
001	GENERAL FUND	24,074,471	139,891	24,214,362
101	STREET FUND	4,717,954	3,347	4,721,301
103	REAL ESTATE EXCISE TAX FUND	2,159,545	-	2,159,545
104	CIVIC IMPROVEMENT FUND	400,000	-	400,000
108	AFFORDABLE HOUSING FUND	190,896	-	190,896
171	TRANSPORTATION BENEFIT FUND	1,100,000	-	1,100,000
201	GENERAL OBLIGATION (GO) BOND FUND	909,545	-	909,545
301	CAPITAL CONSTRUCTION FUND	1,379,981	70,000	1,449,981
401	WATER FUND	4,655,143	(77,878)	4,577,265
402	SEWER FUND	6,152,156	(399,246)	5,752,909
403	STORM & SURFACE WATER FUND	9,747,374	79,322	9,826,696
407	BUILDING & DEVELOPMENT FUND	3,639,681	(53,945)	3,585,736
501	EQUIPMENT RENTAL & REVOLVING FUND	330,000	-	330,000
	TOTAL EXPENDITURES	59,456,745	(238,509)	59,218,235

Exhibit B to Ordinance No. 2025-28

2026 MID-BIENNIAL BUDGET AMENDMENTS

Presented to City Council

Approved on _____, 2025

Exhibit B Table 1

SUBJECT	DESCRIPTION	FUND / Department	Revenue	Change amount requested	Change to Appropriation	One-Time or On-going?
BUDGET AMENDMENTS						
Prosecuting attorney contract increase	Increase in cost for prosecuting attorney legal services. <i>Approved by council December 10, 2024</i>	General/Executive	-	26,000	Increase	Ongoing
Public defender contract increase	Increase in cost for public defender attorney legal services. <i>Approved by council December 10, 2024</i>	General/Executive	-	54,500	Increase	Ongoing
Animal Control Services	Cost increase due to increase in insurance cost for Kitsap Humane. <i>Approved by council June 24, 2025</i>	General/General Gov	-	7,000	Increase	Ongoing
Voter Registration cost increase from Kitsap County	Kitsap County Voter registration cost increases. <i>Approved by council June 24, 2025</i>	General/General Gov	-	50,000	Increase	Ongoing
Free mobile marine pump-out program	Marine pump-out program pursuant to the request of the Recreational Boating Association of Washington. <i>Approved by council June 25, 2024</i>	General/Executive	-	5,000	Increase	Ongoing through 2026
Open Water Marina Lease Increase	Annual OWM rent increased more than estimated, requiring a \$20,000 budget increase. <i>Approved by council June 24, 2025</i>	General/Executive	20,000	20,000	Increase	Ongoing
Public Works Staffing Changes	General Fund impact of the net 0 FTE changes proposed by Public Works. See memo for proposed change detail.	General/Public Works	-	3,191	Increase	Ongoing
Contracted Professional Services: Surveyor	To complete work previously performed by the City Surveyor.	General/Public Works	-	4,200	Increase	Ongoing
Janitorial Contract	Increase for estimated increases to 2026 janitorial costs.	General/Public Works	-	15,000	Increase	One-Time
Marine 8 Navigation Electronics Replacement	Use existing VRF funding for costs to replace navigation electronics on Marine 8 Police vessel.	VRF Subfund (General Fund)/Police	-	40,000	Increase	One-Time
Winslow Subarea Plan	Move 2026 budget to 2025.	General/Planning	-	\$ (150,000)	Decrease	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ (5,000)		
Supporting Transfers	Supporting Transfers (See Table 3)			\$ 70,000		
	TOTAL GENERAL FUND INCREASE		\$ 20,000	\$ 139,891		
Tree removal contract	Tree removal and trimming project increase for streets. <i>Approved by council May 13, 2025</i>	Street/Public Works	-	25,000	Increase	Ongoing
Public Works Staffing Changes	Street fund impact of the net 0 FTE changes proposed by Public Works. See memo for proposed change detail.	Street/Public Works	-	\$ (59,653)	Decrease	Ongoing
Contracted Professional Services: Surveyor	To complete work previously performed by the City Surveyor.	Street/Public Works	-	\$ 3,000	Increase	Ongoing
Medium Duty Pickup (Electric) Purchase	Already in the Fleet CIP, additional funding is needed for the full cost of this vehicle purchase.	Street/Public Works	-	\$ 70,000	Increase	One-Time
Pup Trailer Fleet Purchase Postponement	Reduce budget for purchase planned for 2026. Purchase postponed until 2027.	Street/Public Works	-	\$ (75,000)	Decrease	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ 40,000		
	TOTAL STREET FUND INCREASE		\$ -	\$ 3,347		
Public Works Office Trailer Replacement	Costs for this existing Facilities capital project will exceed existing budget.	Capital/Public Works	-	\$ 45,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ 25,000	Increase	One-Time
	TOTAL CAPITAL CONSTRUCTION FUND INCREASE		\$ -	\$ 70,000		
Winslow Water Tank	Reduce for amount of 2026 budget added to 2025 with BUA-1 <i>Approved by council June 24, 2025</i>	Water/Public Works	-	\$ (20,765)	Decrease	One-Time
Wing Point Water line Upgrade	Reduce 2026 budget - project postponed until 2028. <i>Approved by council June 24, 2025</i>	Water/Public Works	-	\$ (100,000)	Decrease	One-Time
Public Works Staffing Changes	Water fund impact of the net 0 FTE changes proposed by Public Works. See memo for proposed change detail.	Water/Public Works	-	\$ 34,287	Increase	Ongoing
Contracted Professional Services: Surveyor	To complete work previously performed by the City Surveyor.	Water/Public Works	-	\$ 3,600	Increase	Ongoing
Backflow Inspection Program Increase	Increase costs for this program, newly added in 2024, which are now more clearly identified. Proposed fee increase will offset increase in program costs.	Water/Public Works	25,000	\$ 25,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ (20,000)		
	TOTAL WATER FUND INCREASE		\$ 25,000	\$ (77,878)		

SUBJECT	DESCRIPTION	FUND / Department	Revenue	Change amount requested	Change to Appropriation	One-Time or Ongoing?
WWTP Outfall Extension	2026 Budget reduced as part of the Sewer utility fee study. The bulk of this project has been moved to 2030. <i>Approved by council June 24, 2025</i>	Sewer/Public Works	-	\$ (50,349)	Decrease	One-Time
WWTP Misc Upgrades	Project postponed until 2028 <i>Approved by council June 24, 2025</i>	Sewer/Public Works	-	\$ (310,000)	Decrease	One-Time
Public Works Staffing Changes	Sewer fund impact of the net 0 FTE changes proposed by Public Works. See memo for proposed change detail.	Sewer/Public Works	-	\$ (22,498)	Decrease	Ongoing
Contracted Professional Services: Surveyor	To complete work previously performed by the City Surveyor.	Sewer/Public Works	-	\$ 3,600	Increase	Ongoing
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ (20,000)		One-Time
TOTAL SEWER FUND INCREASE			\$ -	\$ (399,246)		
Springbrook Fish Passage	Increase in project funding based on fee study and 2025 BUA-1 CIP changes. <i>Approved by council June 24, 2025</i>	SSWM/Public Works	-	\$ 608,000	Increase	One-Time
Public Works Staffing Changes	SSWM fund impact of the net 0 FTE changes proposed by Public Works. See memo for proposed change detail.	SSWM/Public Works	-	\$ 61,609	Increase	Ongoing
Contracted Professional Services: Surveyor	To complete work previously performed by the City Surveyor.	SSWM/Public Works	-	\$ 3,600	Increase	Ongoing
2026 Stormwater Capacity Grant	Increase budget for bi-annual stormwater capacity grant fund use.	SSWM/Public Works	60,000	\$ 60,000	Increase	One-Time
City Hall Lower Parking Lot	Caused by delays due to insufficient project management resources the grant funding originally intended for this project is no longer available. Additional funding in needed to ensure project completion.	SSWM/Public Works	(113,000)	\$ 38,000	Increase	One-Time
Pup Trailer Fleet Purchase Postponement	Reduce budget for purchase planned for 2026. Purchase postponed until 2027.	SSWM/Public Works	-	\$ (75,000)	Decrease	One-Time
Manzanita Stormwater Recharge Park at BINFF	Add appropriations relating to the acceptance of Dept of Ecology grant funding. <i>Approved by council August 12, 2025</i>	SSWM/Public Works	\$ -	\$ 223,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ (839,887)		One-Time
TOTAL STORMWATER FUND INCREASE			\$ (53,000)	\$ 79,322		
Public Works Staffing Changes	BDS fund impact of the net 0 FTE changes proposed by Public Works. See memo for proposed change detail.	BDS/Public Works	-	\$ (65,945)	Decrease	Ongoing
Contracted Professional Services: Surveyor	To complete work previously performed by the City Surveyor.	BDS/Public Works	-	\$ 12,000	Increase	Ongoing
Technical Adjustments	Technical Budget Adjustments (See Table 2)			\$ -	Decrease	One-Time
TOTAL BUILDING AND DEVELOPMENT FUND INCREASE			\$ -	\$ (53,945)		
TOTAL BUDGET INCREASES			\$ (8,000)	\$ 581,378		
TOTAL TECHNICAL ADJUSTMENTS			\$ -	\$ (819,887)		
TOTAL BUDGET AMENDMENTS			\$ (8,000)	\$ (238,509)		
Net Increase/(Decrease):			\$	(230,509)		

SUBJECT	DESCRIPTION	FUND / Department	Revenue	Change amount requested	Change to Appropriation	One-Time or Ongoing?
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Exhibit B Table 2

TECHNICAL & AMINISTRATIVE BUDGET ADJUSTMENTS						
Facilities SubFund	Move \$250k in existing budget for as yet unprogrammed Facility Maintenance projects into a newly established subfund.	Fac Maint Subfund/Public Works	-	\$ 250,000	Increase	Ongoing
Move to Facilities SubFund	Move \$250k in existing budget for as yet unprogrammed Facility Maintenance projects into a newly established subfund.	General Fund/Public Works	-	\$ (250,000)	Decrease	Ongoing
Move to Capital Construction for increase to PW Trailer project # 01360	Move existing operating budget for facility maintenance to Capital Construction fund for increase to estimate project costs for PW Office Trailer	General Fund/Public Works	-	\$ (25,000)	Decrease	One-Time
Medium Duty Pickup (Electric) Purchase-reallocation	Originally budgeted 20% out of General, Street, Water, Sewer, & SSWM funds, this vehicle will no longer be funded by utility funds, but instead by General and Street funds only.	General Fund/Public Works	-	\$ 20,000	Increase	One-Time
	TOTAL GENERAL FUND IMPACT			\$ (5,000)		
Medium Duty Pickup (Electric) Purchase-reallocation	Originally budgeted 20% out of General, Street, Water, Sewer, & SSWM funds, this vehicle will no longer be funded by utility funds, but instead by General and Street funds only.	Street/Public Works	-	\$ 40,000	Increase	One-Time
	TOTAL STREET FUND IMPACT			\$ 40,000		
Move to Capital Construction for increase to PW Trailer project # 01360	Move existing operating budget for facility maintenance to Capital Construction fund for increase to estimate project costs for PW Office Trailer	Capital Construction/Public Works	-	\$ 25,000	Increase	One-Time
	TOTAL CAPITAL CONSTRUCTION FUND IMPACT			\$ 25,000		
Medium Duty Pickup (Electric) Purchase-reallocation	Originally budgeted 20% out of General, Street, Water, Sewer, & SSWM funds, this vehicle will no longer be funded by utility funds, but instead by General and Street funds only.	Water/Public Works	-	\$ (20,000)	Decrease	One-Time
	TOTAL WATER FUND IMPACT			\$ (20,000)		
Medium Duty Pickup (Electric) Purchase-reallocation	Originally budgeted 20% out of General, Street, Water, Sewer, & SSWM funds, this vehicle will no longer be funded by utility funds, but instead by General and Street funds only.	Sewer/Public Works	-	\$ (20,000)	Decrease	One-Time
	TOTAL SEWER FUND IMPACT			\$ (20,000)		
Medium Duty Pickup (Electric) Purchase-reallocation	Originally budgeted 20% out of General, Street, Water, Sewer, & SSWM funds, this vehicle will no longer be funded by utility funds, but instead by General and Street funds only.	SSWM/Public Works	-	\$ (20,000)	Decrease	One-Time
Fletcher Bay Road Culvert Budget Error	Correct an error in the 2026 Capital budget. The total amount needed for this project has already been appropriated in prior years - an input error resulted in expected spending amount to be input into the budget. This removes appropriations in excess of project scope.	SSWM/Public Works	-	\$ (819,887)	Decrease	One-Time
	TOTAL SSWM FUND IMPACT			\$ (839,887)		
	TOTAL TECHNICAL & ADMINISTRATIVE ADJUSTMENTS			\$ (819,887)		

Exhibit B Table 3

SUPPORTING TRANSFERS						
Transfer to Capital Construction	For PRJ 01360 - PW Office Trailer	General/Public Works	\$ -	\$ 70,000	Increase	One-Time
	TOTAL SUPPORTING TRANSFERS			\$ 70,000		

City of Bainbridge Island
Total Capital Improvement Plan (2025 - 2030)
2026 Budget Modifications

Category	Prior Years	2025	2026	2027	2028	2029	2030	Total
Capital Improvement Plan Categories								
Transportation Projects	1,331	430	-	-	-	-	-	1,761
Non Motorized Projects	8,128	-	1,250	175	3,500	1,200	4,870	19,123
Fleet and Equipment	300	870	580	1,260	925	985	270	5,190
Facility Projects	645	2,142	200	1,080	80	80	80	4,307
Water Projects	15,756	13,140	-	-	388	850	1,292	31,426
Sewer Projects	7,813	8,459	200	860	3,200	3,310	9,710	33,552
SSWM Projects	4,806	2,763	7,933	250	300	850	-	16,901
Capital Improvement Plan Total	38,779	27,804	10,163	3,625	8,393	7,275	16,222	112,260
Capital Improvement Plan Funding Summary								
Utility Funding	27,408	22,742	1,821	1,110	3,888	5,010	11,002	72,980
General Govt Funding	7,054	3,442	1,030	2,515	3,505	1,265	5,220	24,031
Grant Funding	4,317	1,620	7,312	-	1,000	1,000	-	15,249
Funding Total	38,779	27,804	10,163	3,625	8,393	7,275	16,222	112,260

City of Bainbridge Island
Transportation CIP (2025 - 2030)
2026 Budget Modifications

Project / Location	Grant Eligible	Grant Awarded	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2025	2026	2027	2028	2029	2030	Total
TRANSPORTATION PROJECTS - 6-YEAR CIP														
Country Club Rd Reconstruction <i>Past Toe Jam to Seawall</i>			X				985	230	-	-	-	-	-	1,215
Pleasant Beach Drive Extension <i>Tani Creek to Pleasant Beach</i>			X				87	459	-	-	-	-	-	546
City Funding							1,331	430	-	-	-	-	-	1,761
Grant Totals							-	-	-	-	-	-	-	-
TOTALS							1,331	430	-	-	-	-	-	1,761

Project: Country Club Road Reconstruction
Location: Toe Jam Road to the Seawall

Number: 00712

Project Description



Description: This project will repair failing roadway pavement and improve drainage conditions east of Toe Jam Road to the existing bulkhead.

Benefit: Roadway preservation.

Schedule: 2024: Design; 2025: Construction

Capital Funding (1000's)

	Prior Yrs	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	660	-	-	-	-	-	-	660
REET	325	230	-	-	-	-	-	555
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	985	230	-	-	-	-	-	1,215
FUNDING USES (1000's)								
Project Management	89	22	-	-	-	-	-	111
Design/construction	896	208	-	-	-	-	-	1,104
Sub-total	985	230	-	-	-	-	-	1,215

Project: Pleasant Beach Drive Extension

Number: 01227

Location: Tani Creek to Pleasant Beach

Project Description



Description: The project proposes to improve vehicular and fire safety, and reduce the maintenance and operations costs of the existing Pleasant Beach/Fort Street, by reconfiguring the roadway geometry and access locations.

Benefit: Vehicular and fire safety, and reduced long-term maintenance costs.

Schedule: 2025: Design and construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
REET Fund	87	459	-	-	-	-	-	546
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	87	459	-	-	-	-	-	546
FUNDING USES (1000's)								
Project Management	8	8	-	-	-	-	-	16
Design/construction	79	451	-	-	-	-	-	530
Sub-total	87	459	-	-	-	-	-	546

City of Bainbridge Island
Non-Motorized Transportation CIP (2025- 2030)
2026 Budget Modifications

Project / Location	Grant Eligible	Grant Awarded	Tax Supported	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2025	2026	2027	2028	2029	2030	Total
NON-MOTORIZED PROJECTS - 6-YEAR CIP														
Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements <i>Shoreline to Nicholson</i>	x	x	x				4,647	-	-	-	-	-	-	4,647
Connecting Centers: Bucklin Hill Non-Motorized Improvements <i>Blakely - Fletcher Bay</i>	x		x				1,170	-	250	175	-	-	-	1,595
Sound to Olympics Trail Long Range Plan <i>STO Trail</i>	x	x	x				1,941	-	-	-	-	-	-	1,941
Connecting Centers: Lynwood Center <i>Bucklin to Lynwood</i>	x	x	x				200	-	1,000	-	3,500	-	-	4,700
Connecting Centers: Valley Road <i>Madison to Sunrise</i>	x		x				30	-	-	-	-	-	870	900
Connecting Centers: Bucklin Hill and Finch to High School Road <i>Bucklin Hill Road and Finch Road</i>	x		x				-	-	-	-	-	1,200	4,000	5,200
Lost Valley Trail <i>Head of Bay to Fletcher Bay Road</i>	x	x	x				140	-	-	-	-	-	-	140
City Project Funding							4,778	-	250	175	2,500	200	4,870	12,773
Grant Totals							3,350	-	1,000	-	1,000	1,000	-	6,350
TOTALS							8,128	-	1,250	175	3,500	1,200	4,870	19,123

Project: Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements

Location: Ashbury Court to Bucklin Hill

Number: 00968

Project Description



Description: This project will provide non-motorized improvements along Eagle Harbor Drive from the shoreline to Head of the Bay, and along Wyatt from the Head of the Bay to Ashbury Court. Improvements will include a mix of shoulders, vertically and physically separated paths, and safety improvements at the Finch/Wyatt intersection.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2024: Design; 2026: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	4	-	-	-	-	-	-	4
REET	3,193	-	-	-	-	-	-	3,193
TBF	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	950	-	-	-	-	-	-	950
State Grant	500	-	-	-	-	-	-	500
Sub-total	4,647	-	-	-	-	-	-	4,647
FUNDING USES (1000's)								
Project Management	95	-	-	-	-	-	-	95
Design/construction	4,552	-	-	-	-	-	-	4,552
Sub-total	4,647	-	-	-	-	-	-	4,647

Project: Connecting Centers: Bucklin Hill Non-Motorized

Number: 00723

Location: Blakely Ave to Fletcher Bay Road

Project Description



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

Benefit: Safety and non-motorized transportation connectivity.

Schedule: 2025: Design; 2026: Construction

Capital Funding (1000's)

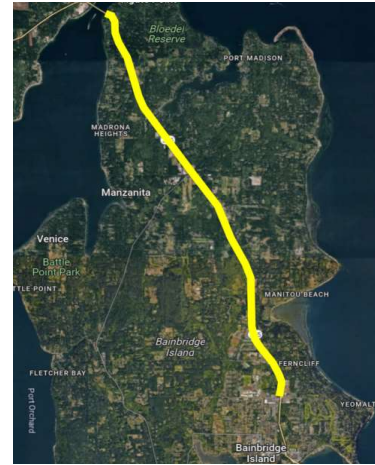
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	1,170	-	-	-	-	-	-	1,170
REET	-	-	250	-	-	-	-	250
TIF	-	-	-	175	-	-	-	175
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	1,170	-	250	175	-	-	-	1,595
FUNDING USES (1000's)								
Project Management	57	-	-	-	-	-	-	57
Design/construction	1,113	-	250	-	-	-	-	1,363
Sub-total	1,170	-	250	-	-	-	-	1,420

Project: Sound to Olympics Trail Long-Range Plan

Number: 01213

Location: Sakai Pond Trail to Agate Pass

Project Description



Description: This project will develop a 30% plan for the alignment of the Sound to Olympics Trail from Madison Avenue to the Agate Pass Bridge.

Benefit: Concept and design plans for trail alignment will aid in the procurement of grant funds for the project implementation.

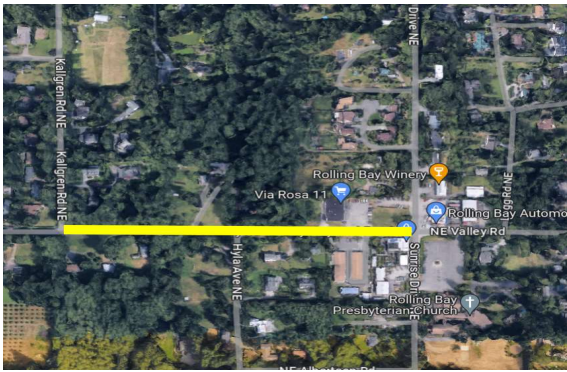
Schedule: 2025: Design

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
TBF	166	-	-	-	-	-	-	166
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Donation	75	-	-	-	-	-	-	75
Federal Grant	1,700	-	-	-	-	-	-	1,700
Sub-total	1,941	-	-	-	-	-	-	1,941
FUNDING USES (1000's)								
Project Management	33	-	-	-	-	-	-	33
Design	1,908	-	-	-	-	-	-	1,908
Sub-total	1,941	-	-	-	-	-	-	1,941

Project: Connecting Centers - Valley Road Non-Motorized Improvements **Number:** **01287**
Location: Sunrise Drive to Kalgren Road

Project Description



Description: This project would provide a sidewalk or separated path on the north side of Valley Road between Kalgren Road and Sunrise Drive.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: 2027: Design; 2028: Construction

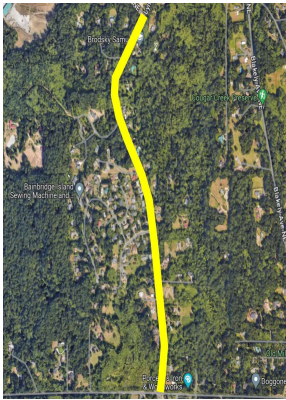
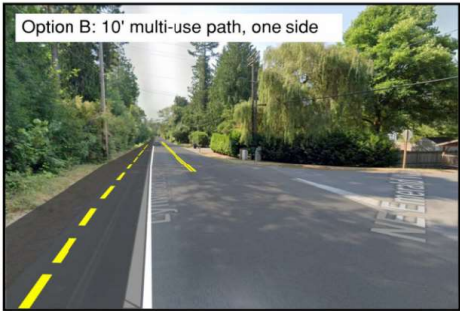
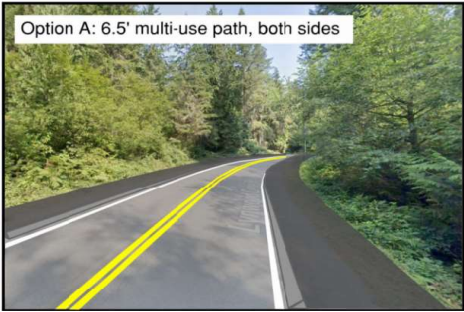
Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	30	-	-	-	270	-	-	300
TBF	-	-	-	-	-	-	-	-
TIF	-	-	-	-	300	-	-	300
Water Fund	-	-	-	-	300	-	-	300
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	30	-	-	-	870	-	-	900
FUNDING USES (1000's)								
Project Management	-	-	-	-	30	-	-	30
Design/construction	30	-	-	-	840	-	-	870
Sub-total	30	-	-	-	870	-	-	900

Project: Connecting Centers - Lynwood Ctr. Non-Motorized Improvements
Location: Fletcher Bay Road to Baker Hill Road

Number: 01289

Project Description



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

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2026: Design; 2028: Construction

Capital Funding (1000's)								
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	200	-	-	-	-	-	-	200
REET	-	-	-	-	1,500	-	-	1,500
TBF	-	-	-	-	1,000	-	-	1,000
Fed Grant	-	-	1,000	-	1,000	-	-	2,000
Sub-total	200	-	1,000	-	3,500	-	-	4,700
FUNDING USES (1000's)								
Project Management	-	-	40	-	50	-	-	90
Design/construction	200	-	960	-	3,450	-	-	4,610
Sub-total	200	-	1,000	-	3,500	-	-	4,700

Project: Connecting Centers: Bucklin Hill & Finch to Sportsman

Number: 01417

Location: Bucklin, Blakely to Eagle Harbor and Finch, Wyatt to High School Road

Project Description



Description: This project provides non-motorized improvements along two of the corridors identified in the Sustainable Transportation Plan Connecting Centers scenario. The improvements include a protected bike lane uphill on Bucklin Hill between Eagle Harbor Drive and Blakely Ave., and a mix of buffered, protected, vertically and physically separated paths on Finch between Wyatt Way and High School Road.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: 2029: Design; 2030: Construction

Capital Funding (1000's)

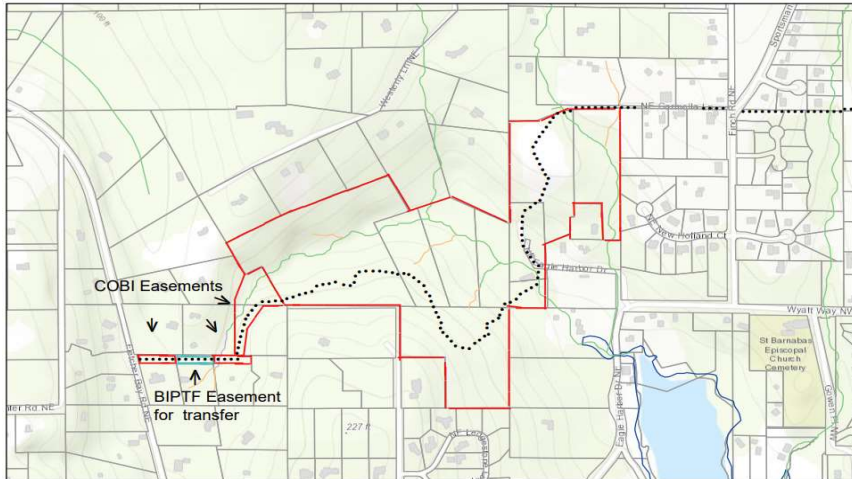
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	1,000	1,000
REET	-	-	-	-	-	-	2,000	2,000
TIF	-	-	-	-	-	200		200
TBF	-	-	-	-	-		1,000	1,000
Donation	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	1,000	-	1,000
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	1,200	4,000	5,200
FUNDING USES (1000's)								
Project Management		-	-	-	-	60	60	120
Design/construction		-	-	-	-	1,140	3,940	5,080
Sub-total	-	-	-	-	-	1,200	4,000	5,200

Project: Lost Valley Trail

Number: 01281

Location: Head of Bay to Fletcher Bay Road

Project Description



Description: This project is a pedestrian trail with required critical area mitigation. The project funding was donated to the City by the Bainbridge Island Parks and Trails Foundation. The City is providing \$15k for securing a trail easement and providing project management.

Benefit: The pedestrian trail will provide a connection between existing trails in the vicinity, and will protect the environment by focusing use in the prescribed areas.

Schedule: 2025 Design and construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	15	-	-	-	-	-	-	15
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Donation	125	-	-	-	-	-	-	125
State Grant	-	-	-	-	-	-	-	-
Sub-total	140	-	-	-	-	-	-	140
FUNDING USES (1000's)								
Project Management	5	-	-	-	-	-	-	5
Design/construction	135	-	-	-	-	-	-	135
Sub-total	140	-	-	-	-	-	-	140

City of Bainbridge Island
Fleet and Equipment CIP (2025 - 2030)
2026 Budget Modifications

Project	General Fund	Streets Fund	Water Fund	Sewer Fund	SSWM Fund	Prev. Years	2025	2026	2027	2028	2029	2030	Total
FLEET & EQUIPMENT - 6-YEAR CIP (1000s)													
Truck Cab and Chassis (replace)		50%			50%	300	-	-	-	-	-	-	300
Police Vehicles (2) (replace)	100%					-	220	230	240	250	260	270	1,470
Heavy Duty Pickup (replace)	20%	80%				-	175	-	-	-	-	-	175
Compressor (new)		100%				-	50	-	-	-	-	-	50
Medium Duty Pickup (replace)		100%					100						100
Asphalt Patch Machine (replace)		100%				-	325	-	-	-	-	-	325
Forklift (replace)	20%	20%	20%	20%	20%	-	-	100	-	-	-	-	100
Asphalt Roller (new)		100%				-	-	80	-	-	-	-	80
Electric Medium Pick-up (new)	24%	76%				-	-	170		-	-	-	170
Ravo Street Sweeper (replace)		20%			80%	-	-	-	750	-	-	-	750
Electric Sedan (new)	20%	20%	20%	20%	20%	-	-	-	80	-	-	-	80
Commercial Mower (replace)					100%	-	-	-	40	-	-	-	40
Pup Trailer (new)		50%			50%	-	-	-	150	-			150
Backhoe (replace)	20%	20%	20%	20%	20%	-	-	-	-	350	-	-	350
Dump Truck (replace)	20%	20%	20%	20%	20%	-	-	-	-	325	-	-	325
Backhoe (replace)	20%	20%	20%	20%	20%	-	-	-	-	-	400	-	400
Roadside Mower (replace)		100%				-	-	-	-	-	325	-	325
TOTALS						300	870	580	1,260	925	985	270	5,190

New purchases are made in accordance with the fund allocation. Replacement purchases are made using the Equipment Rental & Revolving Fund. Percentages detailed above indicate which funds benefit from the purchase.

City of Bainbridge Island
Facilities CIP (2025-2030)
2026 Budget Modifications

Project	Grant Eligible	Grant Awarded	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2025	2026	2027	2028	2029	2030	Total
FACILITIES PROJECTS - 6-YEAR CIP														
PW Office Trailer Replacement			x				-	-	120	-	-	-	-	120
Manufactured Home for Employee Housing			x				-	300	-	-	-	-	-	300
PW Yard Security Gate			x				91	-	-	-	-	-	-	91
PW Yard Improvements			x				325	275	-	-	-	-	-	600
Electric Vehicle Charging Infrastructure	x		x				229	80	80	80	80	80	80	709
[NEW] Olympic Drive Park			x				-	-	-	1,000	-	-	-	1,000
[NEW] Notch Property Purchase & Building Demolition			x				-	1,160	-	-	-	-	-	1,160
[NEW] Hyla Solar Installation			x				-	327	-	-	-	-	-	327
City Total							645	2,142	200	1,080	80	80	80	4,307
Grant Totals							-	-	-	-	-	-	-	-
TOTALS							645	2,142	200	1,080	80	80	80	4,307

Project: Public Works Office Trailer
Location: Hidden Cove PW Yard

Number: 01360

Project Description



Description: This project replaces an aging 10 x 30' office trailer at the Public Works Hidden Cove maintenance facility that has reached its serviceable life.

Benefit: Replacement of an existing failing asset.

Schedule: 2026: Procurement and installation

Capital Funding (1000's)

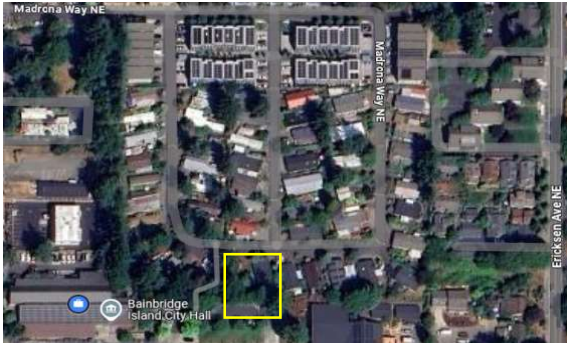
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	120	-	-	-	-	120
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	120	-	-	-	-	120
FUNDING USES (1000's)								
Project Management	-	-	6	-	-	-	-	6
Procurement	-	-	114	-	-	-	-	114
Sub-total	-	-	120	-	-	-	-	120

Project: Manufactured Home for Employee Housing

Number: 01279

Location: Islander Mobile Home Park

Project Description



Description: This project would purchase a manufactured home for employee occupancy. Priority for occupying the unit full time would be given to emergency management, police or operations and maintenance staff. Market rate rent would be charged and proceeds used to offset the cost of the purchase.

Benefit: On-Island presence for key employee for emergencies.

Schedule: 2025: Procurement and installation.

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	300	-	-	-	-	-	300
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	300	-	-	-	-	-	300
FUNDING USES (1000's)								
Project Management	-	-	-	-	-	-	-	-
Procurement	-	300	-	-	-	-	-	300
Sub-total	-	300	-	-	-	-	-	300

Project: Public Works Yard Security Gate

Number: 01232

Location: Hidden Cove PW Yard

Project Description



Description: This project will replace the existing facility with a motorized gate that can be accessed by key card or code. The gate will improve safety and security of the facility and prevent break-ins.

Benefit: The gate will improve safety and security of the facility that has experienced several break-ins over the last five years.

Schedule: 2025: Procurement/Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	91	-	-	-	-	-	-	91
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	91	-	-	-	-	-	-	91
FUNDING USES (1000's)								
Project Management	6	-	-	-	-	-	-	6
Design/construction	85	-	-	-	-	-	-	85
Sub-total	91	-	-	-	-	-	-	91

Project: Public Works Yard Improvements

Number: 01229

Location: Hidden Cove PW Yard

Project Description



Description: This project will provide dry storage for critical operations and maintenance vehicles, small equipment and parts. The building is needed to preserve the maintenance life of heavy equipment and vehicles at the Public Works facility. The building will house 4-8 vehicles.

Benefit: The project will improve current sub-standard size and conditions of Operations and Maintenance storage facilities.

Schedule: 2024: Design; 2025: Construction

Capital Funding (1000's)

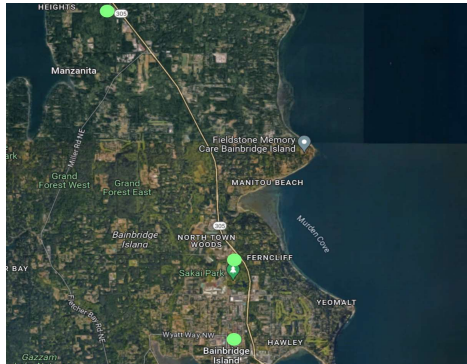
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	325	275	-	-	-	-	-	600
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	325	275	-	-	-	-	-	600
FUNDING USES (1000's)								
Project Management	15	14	-	-	-	-	-	29
Design/construction	310	261	-	-	-	-	-	571
Sub-total	325	275	-	-	-	-	-	600

Project: Electric Charging Stations

Number: 01185

Location: City Hall; PW Maintenance Yard, Ted Spearman Justice Center

Project Description



Description: This project will advance the installation of electric vehicle charging stations, and related electrical infrastructure, planned at City Hall, the Public Works Maintenance Facility and the Ted Spearman Justice Center to support the conversion of City fleet vehicles from gas to electric power.

Benefit: Progress towards the City's goal of reducing greenhouse gas emissions in City operations.

Schedule: Annual Procurement/Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	229	80	80	80	80	80	80	709
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	229	80	80	80	80	80	80	709

FUNDING USES (1000's)

Project Management	9	5	5	5	5	5	5	39
Design/construction	220	75	75	75	75	75	75	670
Sub-total	229	80	80	80	80	80	80	709

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
Operating	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-

Project: Olympic Drive Park

Number: TBD

Location: Olympic Drive

Project Description



Description: This project includes the design and construction of a linear park adjacent to the 625 Winslow affordable housing project. Improvements will include a walkway, landscaping and passive recreation features such as benches and tables.

Benefit: The project benefits the public by providing an accessible walkway to and from the ferry terminal, as well as open space and passive recreation features.

Schedule: 2027 Design and construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
REET	-	-	-	1,000	-	-	-	1,000
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	1,000	-	-	-	1,000
FUNDING USES (1000's)								
Project Management	-	-	-	-	-	-	-	-
Design/Construction	-	-	-	1,000	-	-	-	1,000
Sub-total	-	-	-	1,000	-	-	-	1,000

Project: Notch Property Purchase & Building Demolition

Number: 01394 & 01397

Location: 180 Olympic Dr SE

Project Description



Description: This project purchases the land and building adjacent to the 625 Winslow former police building lot, with the intent to demolish the commercial building to facilitate the development of affordable housing on the site.

Benefit: Additional affordable housing options on island

Schedule: Jan 2025: purchase; Fall 2025: demolition

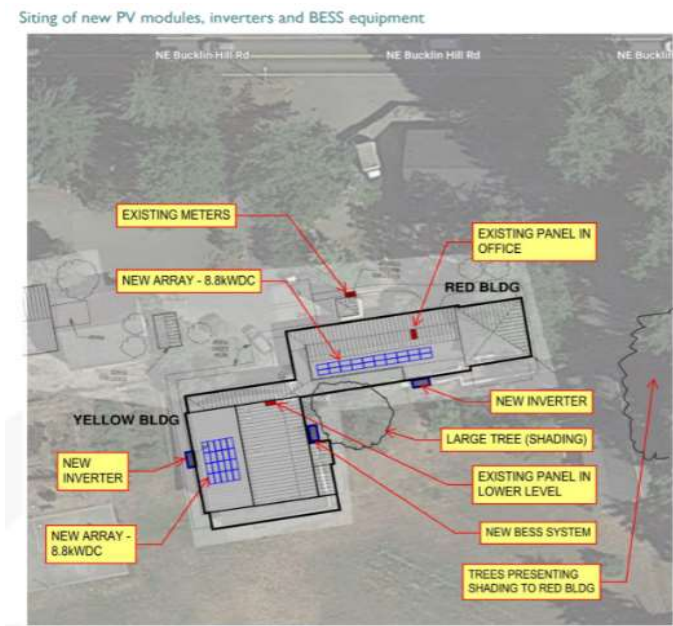
Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	150	-	-	-	-	-	150
Affordable Housing	-	1,010	-	-	-	-	-	1,010
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	1,160	-	-	-	-	-	1,160
FUNDING USES (1000's)								
Project Management	-	-	-	-	-	-	-	-
Construction	-	150	-	-	-	-	-	150
Procurement	-	1,010	-	-	-	-	-	1,010
Sub-total	-	1,160	-	-	-	-	-	1,160

Project: Hyla Solar Installation
Location: Hyla School

Number: 01424

Project Description



Description: This project adds solar and battery backup power to one of the community disaster hubs and advances the Climate Action Plan.

Benefit: Emergency backup power for a disaster hub.

Schedule: 2026

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	327	-	-	-	-	-	327
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	327	-	-	-	-	-	327
FUNDING USES (1000's)								
Project Management	-	16	-	-	-	-	-	16
Construction	-	311	-	-	-	-	-	311
Sub-total	-	327	-	-	-	-	-	327

City of Bainbridge Island
Water CIP (2025-2030)
2026 Budget Modifications

Project / Location	Grant Eligible	Grant Awarded	Tax Supported	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2025	2026	2027	2028	2029	2030	Total
WATER PROJECTS - 6-YEAR CIP (1000s)														
Winslow Water Tank Replacement <i>New Brooklyn</i>	x			x			14,280	11,265	-	-	-	-	-	25,545
Head of the Bay Well Site Improvement Project (Combined*) <i>Head of the Bay</i>				x			705	350	-	-	288	-	-	1,343
Wing Point Drive Water Line Upgrade <i>Wing Point Drive</i>							-	-			100	850	-	950
Fletcher Bay Well Rehabilitation <i>Fletcher Bay</i>				x			563	165	-	-	-	-	-	728
Winslow Supply Well <i>TBD</i>				x			208	-	-		-	-	1,292	1,500
Japanese American Exclusion Memorial Water Extension <i>Eagle Harbor Dr</i>	x			x			-	900	-	-	-	-	-	900
Water Main Replacement <i>Eagle Harbor Dr</i>	x			x			-	460	-	-	-	-	-	460
City Funding							15,756	12,240	-	-	388	850	1,292	30,526
Grant Totals							-	900	-	-	-	-	-	900
TOTAL							15,756	13,140	-	-	388	850	1,292	31,426

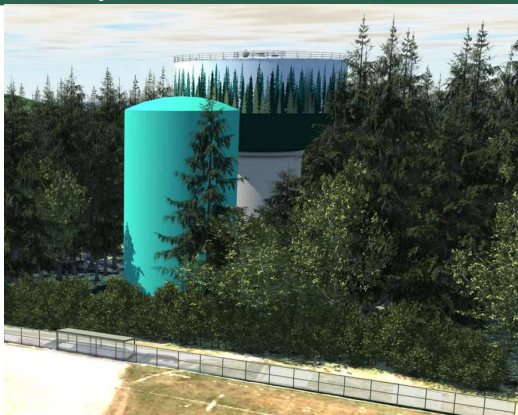
* This project combines 4 separate projects into one. One of the projects (01233) did not appear on the current CIP as it had been anticipated to be completed by 2025 and had no added appropriations in the 2025-2030 CIP timeframe.

Project: Winslow Water Tank Replacement

Number: 00988

Location: New Brooklyn Road

Project Description



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

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

Schedule: 2021: Design; 2024-25: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	70	-	-	-	-	-	-	70
Water Fund	1,367	-	-	-	-	-	-	1,367
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
LTGO Bond	-	3,140	-	-	-	-	-	3,140
Long-Term Debt	12,843	8,125	-	-	-	-	-	20,968
Sub-total	14,280	11,265	-	-	-	-	-	25,545
FUNDING USES (1000's)								
Project Management	79	50	-	-	-	-	-	129
Design/construction	14,201	11,215	-	-	-	-	-	25,416
Sub-total	14,280	11,265	-	-	-	-	-	25,545

Project: Head of the Bay Well Site Improvement Project

Number: 01247

Location: Head of the Bay Well Site

Project Description



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Head of the Bay well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: 2024: Design; 2025: Construction

Capital Funding (1000's)

	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	8	250	-	-	25	-	-	283
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
LTGO Bond	697	100	-	-	263	-	-	1,060
Sub-total	705	350	-	-	288	-	-	1,343
FUNDING USES (1000's)								
Proj. Management	12	5	-	-	8	-	-	25
Design/construction	300	70	-	-	280	-	-	650
Sub-total	312	75	-	-	288	-	-	675

Project notes:

This project combines 4 previously separate projects into one: Head of Bay Emergency Generator (01098), Head of Bay Booster Pump Upgrade (01233), Head of Bay Booster Pump Replacement (01416) and Head of Bay Booster Pump Rehabilitation (01247).

Project: Wing Point Drive Water Line Upgrade

Number: 01364

Location: Wing Point Drive

Project Description



Description: This project will replace and upgrade 2,000 linear feet of existing aging water main in the Wing Point neighborhood.

Benefit: Replacement and upgrade of existing infrastructure.

Schedule: 2026: Design; 2027: Construction

Capital Funding (1000's)

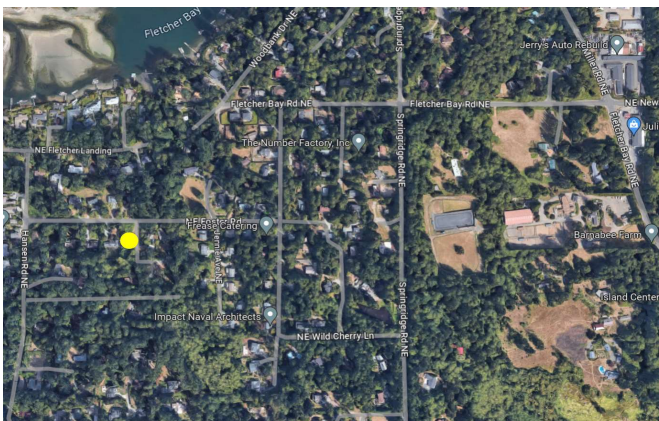
	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	100	850	-	950
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	100	850	-	950
FUNDING USES (1000's)								
Proj. Management	-	-	-	-	5	43	-	48
Design/construction	-	-	-	-	95	808	-	903
Sub-total	-	-	-	-	100	850	-	950

Project: Fletcher Bay Well Rehab/Pump Replacement

Number: 01244

Location: Fletcher Bay Well Site

Project Description



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Fletcher Bay well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: 2024 - 2025: Construction

Capital Funding (1000's)

	Prior								
	Yrs.	2025	2026	2027	2028	2029	2030	Total	
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	
Water Fund	563	(235)	-	-	-	-	-	328	
Sewer Fund	-	-	-	-	-	-	-	-	
SSWM Fund	-	-	-	-	-	-	-	-	
Federal Grant	-	-	-	-	-	-	-	-	
LTGO Bond	-	400	-	-	-	-	-	400	
Sub-total	563	165	-	-	-	-	-	728	
FUNDING USES (1000's)									
Proj. Management	18	8	-	-	-	-	-	26	
Design/construction	545	157	-	-	-	-	-	702	
Sub-total	563	165	-	-	-	-	-	728	

Project: Winslow Supply Well

Number: 01234

Location: TBD

Project Description



Description: As addressed in the City's Water System Plan, a new supply well at the Head of the Bay or the Sands Well site is planned to add redundancy to the City's water supply system. The site location will be determined by further study of feasibility and availability of water rights.

Benefit: Providing redundancy and capacity for the City's Winslow water system.

Schedule: 2025: Planning; 2027: Construction

Capital Funding (1000's)

	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	208	-	-	-	-	-	1,292	1,500
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	208	-	-	-	-	-	1,292	1,500
FUNDING USES (1000's)								
Proj. Management	8	-	-	-	-	-	65	73
Design/construction	200	-	-	-	-	-	1,227	1,427
Sub-total	208	-	-	-	-	-	1,292	1,500

Project: Japanese American Exclusion Memorial Water Extension

Number: 01339

Location: Eagle Harbor Drive

Project Description



Description: This project would construct a 10" water main from the Rockaway Beach Water System reservoir to a new service line serving the future Bainbridge Island Japanese American Exclusion Memorial (BIJAEM) visitor center. The project is entirely funded by the BIJAEM organization, but will become a publicly-owned asset upon completion.

Benefit: The project serves a community-centered facility

Schedule: 2024: Design; 2025: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
REET Fund	-	-	-	-	-	-	-	-
DONATION	-	900	-	-	-	-	-	900
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	900	-	-	-	-	-	900
FUNDING USES (1000's)								
Project Management	-	45	-	-	-	-	-	45
Design/construction	-	855	-	-	-	-	-	855
Sub-total	-	900	-	-	-	-	-	900

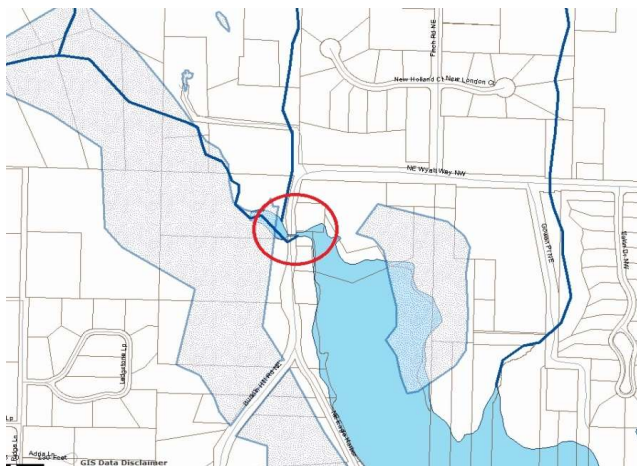
Amounts in thousands

Project: Water Main Replacement

Number: 01415

Location: Eagle Harbor Dr

Project Description



Description: This project includes two components - the first is new water line infrastructure to be built underneath the new Eagle Harbor Drive Cooper Creek Fish Passage project (PRJ 01107). The second component includes the replacement of an existing water main extending from the north end of the fish passage north and east to Gowen Place.

Benefit: The new water main will facilitate future water connections and the replacement is required due to the existing infrastructure reaching the end of useful life.

Schedule: Construction: 2025

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
REET Fund	-	-	-	-	-	-	-	-
Water Fund	-	60	-	-	-	-	-	60
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
LTGO Bond	-	400	-	-	-	-	-	400
Sub-total	-	460	-	-	-	-	-	460
FUNDING USES (1000's)								
Project Management	-	10	-	-	-	-	-	10
Design/construction	-	450	-	-	-	-	-	450
Sub-total	-	460	-	-	-	-	-	460

Amounts in thousands

City of Bainbridge Island
Sewer CIP (2025-2030)
2026 Budget Modification

Project	Grant Eligible	Grant Awarded	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2025	2026	2027	2028	2029	2030	Total
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SEWER PROJECTS - 6-YEAR CIP (1000s)														
Rehabilitate Pumps <i>Sunday Cove</i>					Y		754	196	-	-	-	-	-	950
Pump Station & Force Main <i>Wood Ave</i>					Y		791	3,521	-	-	-	-	-	4,312
Rehabilitate Pump Station (Lower Lovell) <i>Lower Lovell</i>					Y		1,210	415	-	-	-	-	-	1,625
Install Gravity Sewers <i>Sunday Cove</i>					Y		225	1,396	-	-	-	-	-	1,621
Wastewater Treatment Plant Capacity (WWTP) Upgrades <i>WWTP</i>					Y		3,133	2,931	-	-	-	-	-	6,064
Extend WWTP Outfall <i>WWTP</i>					Y		1,050	-	200	-	-	-	7,000	8,250
WWTP SCADA Control System Replacement <i>WWTP</i>					Y		-	-	-	300	-	750	-	1,050
WWTP Clarifier/Drain Pump/Fine Screen <i>WWTP</i>					Y		-	-	-	560	2,290	-	-	2,850
WWTP Misc. Upgrades Project <i>WWTP</i>					Y		-	-	-	-	310	-	310	620
Relocate Pump Station <i>Wing Point</i>					Y		650	-	-	-	-	2,100	-	2,750
North Town Woods Pump Upgrades <i>NW Winslow</i>					Y		-	-	-	-	200	-	800	1,000
Woodward Pump Upgrades <i>NW Winslow</i>					Y		-	-	-	-	200	-	800	1,000
Island Terrace Pump Upgrades <i>Island Terrace</i>					Y		-	-	-	-	200	-	800	1,000
Village Pump Station Upgrades <i>SR305</i>					Y		-	-	-	-	-	210	-	210
Ferncliff Ave Conveyance Upgrades <i>Ferncliff Ave</i>					Y		-	-	-	-	-	250	-	250

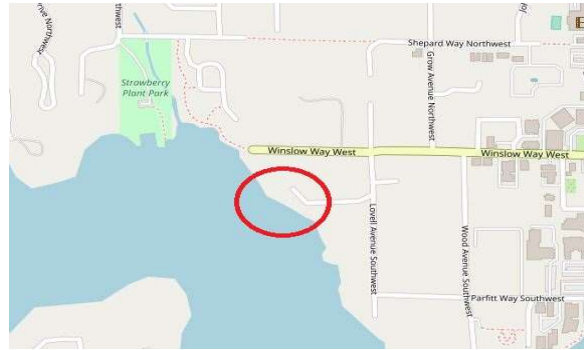
City Total	7,813	8,459	200	860	3,200	3,310	9,710	33,552
Grant Total	-	-	-	-	-	-	-	-
TOTAL	7,813	8,459	200	860	3,200	3,310	9,710	33,552

Project: Rehabilitate Pumps

Number: 00989

Location: Sunday Cove

Project Description



Description: Some components of the Sunday Cove pump station will reach the end of their useful life, which is assumed to be approximately 30 years, over the next few years. In addition to replacement of the pumps and motors, this project will include the replacement of the station's emergency generator.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: 2025: Construction

Capital Funding (1000's)

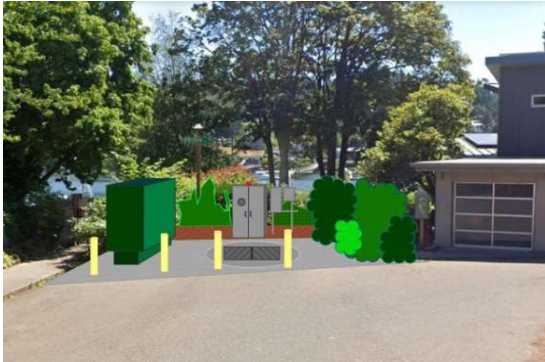
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	464	196	-	-	-	-	-	660
SSWM Fund	-	-	-	-	-	-	-	-
PWTF Loan	291	-	-	-	-	-	-	291
State Grant	-	-	-	-	-	-	-	-
Sub-total	754	196	-	-	-	-	-	950
FUNDING USES (1000's)								
Project Management	68	6	-	-	-	-	-	73
Design/construction	687	190	-	-	-	-	-	877
Sub-total	754	196	-	-	-	-	-	950

Project: Pump Station and Force Main

Number: 00990

Location: Wood Ave

Project Description



Description: This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Abandonment of the beach mains was determined to be the best replacement approach due to environmental, maintenance and cost-benefit concerns.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: 2025: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	356	840	-	-	-	-	-	1,196
SSWM Fund	-	-	-	-	-	-	-	-
PWTF Loan	435	781	-	-	-	-	-	1,216
LTGO Bond	-	1,900	-	-	-	-	-	1,900
Sub-total	791	3,521	-	-	-	-	-	4,312

FUNDING USES (1000's)

Project Management	28	10	-	-	-	-	-	38
Design/construction	762	3,512	-	-	-	-	-	4,274
Sub-total	791	3,521	-	-	-	-	-	4,312

Amounts in thousands

Project: Rehabilitate Pump Station and Re-connect Side Sewers

Number: 01086

Location: Lower Lovell

Project Description



Description: The pump station is reaching the end of its useful life, and needs to be upgraded with replacement pumps. This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Side sewers associated with several properties along Lovell Avenue will be reconnected to the upland sewer main as part of this project.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: 2025: Construction

Capital Funding (1000's)

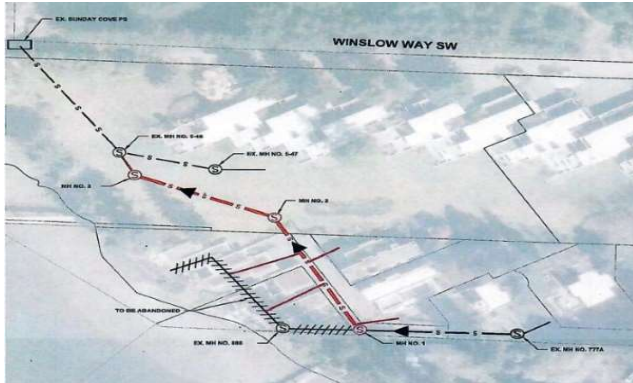
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	849	228	-	-	-	-	-	1,076
SSWM Fund	-	-	-	-	-	-	-	-
PWTF Loan	361	188	-	-	-	-	-	549
State Grant	-	-	-	-	-	-	-	-
Sub-total	1,210	415	-	-	-	-	-	1,625
FUNDING USES (1000's)								
Project Management	29	6	-	-	-	-	-	34
Design/construction	1,181	410	-	-	-	-	-	1,591
Sub-total	1,210	415	-	-	-	-	-	1,625

Project: Install Gravity Sewers

Number: 01085

Location: Sunday Cove

Project Description



Description: This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Abandonment of the beach mains was determined to be the best replacement approach due to environmental, maintenance and cost-benefit concerns.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: 2025: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	84	1,041	-	-	-	-	-	1,125
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Long Term Debt	141	355	-	-	-	-	-	496
Sub-total	225	1,396	-	-	-	-	-	1,621
FUNDING USES (1000's)								
Project Management	22	2	-	-	-	-	-	24
Design/construction	203	1,394	-	-	-	-	-	1,597
Sub-total	225	1,396	-	-	-	-	-	1,621

Amounts in thousands

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)

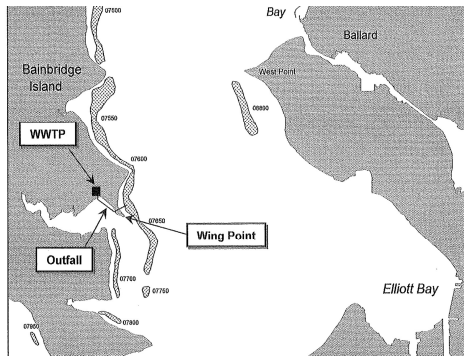
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	3,133	(2,169)	-	-	-	-	-	964
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
LTGO Bond	-	5,100	-	-	-	-	-	5,100
Sub-total	3,133	2,931	-	-	-	-	-	6,064
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

Project: Extend WWTP Outfall

Number: 01106

Location: Wing Point

Project Description



Description: This project will extend the existing outfall from the City WWTP, which operates under an aquatic lease with WDFW. The outfall terminates in a geoduck bed, which is closed for harvesting due to this outfall. Recent shellfish surveys have documented the loss of potential harvest, and WDFW has notified the City that the outfall discharge location must be moved.

Benefit: Protect natural resources and ensure the future operation of the WWTP.

Schedule: 2025/26: Design; Construction TBD

Capital Funding (1000's)

	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	1,050	-	(400)	-	-	-	7,000	7,650
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
LTGO Bond	-	-	600	-	-	-	-	600
Sub-total	1,050	-	200	-	-	-	7,000	8,250
FUNDING USES (1000's)								
Project Management	4	-	8	-	-	-	-	12
Design/construction	1,046	-	192	-	-	-	7,000	8,238
Sub-total	1,050	-	200	-	-	-	7,000	8,250

Project: WWTP SCADA Control

Number: TBD

Location: Donald Place

Project Description



Description: This project will replace the mainframe for the City's supervisory control and data acquisition (SCADA) system, which is located at the wastewater treatment plant. The mainframe runs all of the plant and remote SCADA systems, including housing the remote alarm systems. The system technology is outdated and is in need of replacement.

Benefit: Replacement of critical infrastructure nearing end of servicable life.

Schedule: 2027: Design; Construction TBD

Capital Funding (1000's)

	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	300	-	750	-	1,050
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	300	-	750	-	1,050
FUNDING USES (1000's)								
Project Management	-	-	-	15	-	38	-	53
Design/construction	-	-	-	285	-	713	-	998
Sub-total	-	-	-	300	-	750	-	1,050

Project: WWTP Clarifier/Drain Pump/Fine Screen

Number: TBD

Location: Donald Place

Project Description



Description: This project will refurbish the largest and oldest clarifier at the WWTP, including replacement of the motor, pumps and other miscellaneous parts. The project scope was developed as part of an evaluation of the WWTP infrastructure and equipment.

Benefit: Preservation of existing critical infrastructure.

Schedule: 2027: Design; 2028: 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	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	2,290	-	-	2,290
Federal Grant	-	-	-	560	-	-	-	560
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	560	2,290	-	-	2,850
FUNDING USES (1000's)								
Project Management	-	-	-	28	115	-	-	143
Design/construction	-	-	-	532	2,176	-	-	2,708
Sub-total	-	-	-	560	2,290	-	-	2,850

Project: WWTP Miscellaneous Upgrades Project

Number: 01361

Location: Donald Place

Project Description



Description: This project will replace and upgrade a suite of mechanical equipment at the WWTP which is not included in the capacity upgrade project. Examples of equipment replacement includes grit pumps, polymer skid, bio-solids room belt motors, etc.

Benefit: Replacement and upgrade of critical infrastructure.

Schedule: Procurement and replacement in 2026 and 2028.

Capital Funding (1000's)

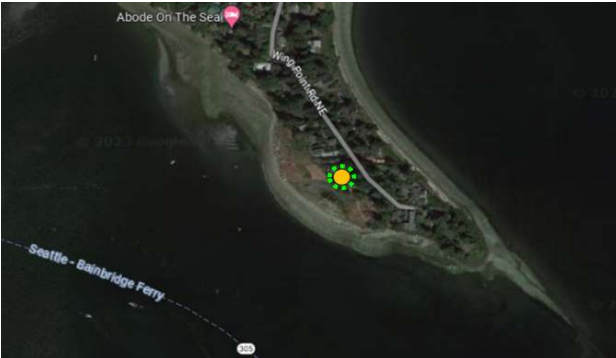
	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	310	-	-	310
Long-Term Debt	-	-	-	-	-	-	310	310
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	310	-	310	620
FUNDING USES (1000's)								
Project Management	-	-	-	-	16	-	-	16
Design/construction	-	-	-	-	295	-	310	605
Sub-total	-	-	-	-	310	-	310	620

Project: Wing Point Pump Relocation

Number: 00820

Location: Wing Point

Project Description



Description: The Wing Point Pump Station has not been upgraded since its construction in 1979, and has reached the end of its useful life. In addition to required upgrades, the pump station will need to be relocated and rebuilt to accommodate impacts from sea-level rise.

Benefit: Improves reliability of current sewer collection system.

Schedule: 2024: Design; 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	650	-	-	-	-	2,100	-	2,750
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	650	-	-	-	-	2,100	-	2,750
FUNDING USES (1000's)								
Project Management	29	-	-	-	-	90	-	119
Design/construction	621	-	-	-	-	2,010	-	2,631
Sub-total	650	-	-	1,800	-	2,100	-	2,750

Project: North Town Woods Pump

Number: 01104

Location: NE Northtown Loop

Project Description



Description: This project proposes to upgrade the North Town Woods pump station to meet current standards, as identified in the City's General Sewer Plan. The electrical system, pumps, wet well and telemetry will be replaced.

Benefit: Replacement and upgrade of critical infrastructure.

Schedule: 2027: Design; Construction: TBD

Capital Funding (1000's)

	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	200	-	800	1,000
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	200	-	800	1,000
FUNDING USES (1000's)								
Project Management	39	(39)	-	-	-	-	-	-
Design/construction	(39)	39	-	-	200	-	800	1,000
Sub-total	-	-	-	-	200	-	800	1,000

Project: Woodward Pump
Location: New Brooklyn Road

Number: 01125

Project Description



Description: This project proposes to upgrade the Woodward pump station to meet current standards, as identified in the City's General Sewer Plan. The electrical system, pumps, wet well and telemetry will be replaced.

Benefit: Replacement and upgrade of critical infrastructure.

Schedule: 2027: Design; Construction: TBD

Capital Funding (1000's)

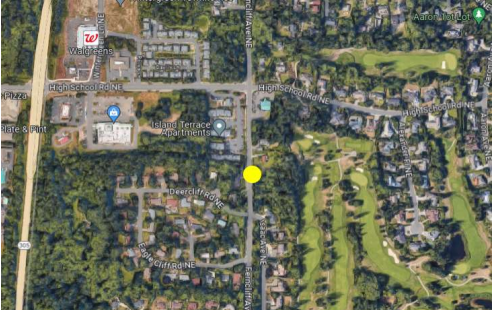
	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	200	-	800	1,000
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	200	-	800	1,000
FUNDING USES (1000's)								
Project Management	33	(33)	-	-	-	-	-	-
Design/construction	(33)	33	-	-	200	-	800	1,000
Sub-total	-	-	-	-	200	-	800	1,000

Project: Rehabilitate Pump Station

Number: 01105

Location: Island Terrace - Ferncliff Ave NE

Project Description



Description: This project proposes to upgrade the Island Terrace pump station to meet current standards, as identified in the City's General Sewer Plan. The electrical system, pumps, wet well and telemetry will be replaced.

Benefit: Replacement and upgrade of critical infrastructure.

Schedule: 2027: Design; Construction: TBD

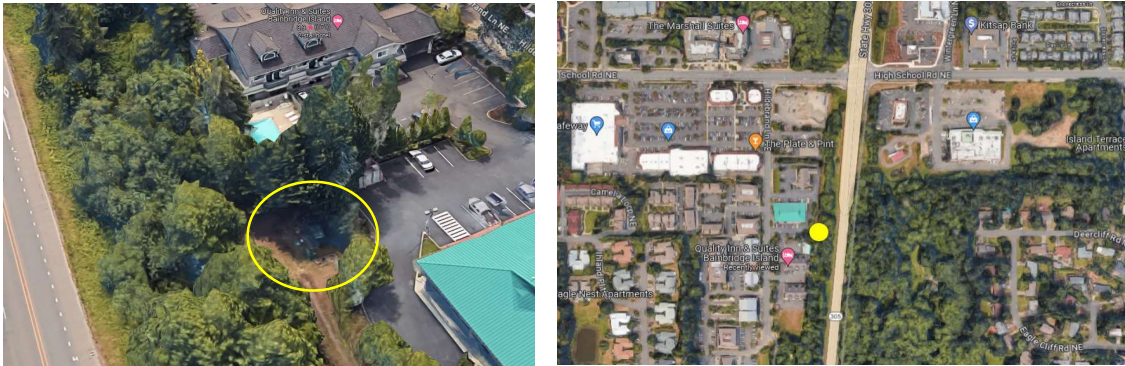
Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	200	-	800	1,000
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	200	-	800	1,000
FUNDING USES (1000's)								
Project Management	-	-	-	-	-	-	-	-
Design/construction	-	-	-	-	200	-	800	1,000
Sub-total	-	-	-	-	200	-	800	1,000

Project: Village Pump Station Upgrades
Location: SR 305 / Hildebrand Lane

Number: TBD

Project Description



Description: This project proposes to upgrade the Village pump station to meet current standards, as identified in the City’s General Sewer Plan. The electrical system, pumps, wet well and telemetry will be replaced.

Benefit: Benefit: Replacement and upgrade of critical infrastructure.

Schedule: 2027: Design; Construction: TBD

Capital Funding (1000's)

	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	210	-	210
SSWM Fund	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	210	-	210
FUNDING USES (1000's)								
Project Management	-	-	-	-	-	-	-	-
Design/construction	-	-	-	-	-	210	-	210
Sub-total	-	-	-	-	-	210	-	210

Project: Ferncliff Ave Conveyance Upgrades

Number: 01235

Location: Ferncliff Ave

Project Description



Description: This project will evaluate and replace a portion of the existing sewer collection system in Ferncliff Avenue between Deercliff and Wing Point Way, and upgrade an existing manhole at Wing Point Way.

Benefit: Replacement and upgrade of critical infrastructure.

Schedule: 2027: Design; Construction: TBD

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

City of Bainbridge Island
Stormwater CIP (2025- 2030)
2026 Budget Modifications

Project / Location	Grant Eligible	Grant Awarded	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2025	2026	2027	2028	2029	2030	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)														
Eagle Harbor Dr. @ McDonald Creek Culvert <i>Eagle Harbor Dr</i>	x					X	376	800	400	-	-	-	-	1,576
Fletcher Bay Road Culvert Replacement <i>High School Rd & Fletcher</i>	x					X	1,240	-	-	-	-	-	-	1,240
Springbrook Fish Passage <i>Fletcher Bay Rd</i>	x		X			X	1,325	20	6,420	-	-	-	-	7,765
Eagle Harbor Drive Cooper Creek Fish Passage <i>Head of Bay</i>	x					X	1,608	1,758	-	-	-	-	-	3,366
New Sweden Culvert Replacement	x					X	-	-	100	-	300	-	-	400
Issei Creek Culvert Replacement	x					X	-	-	-	250	-	850	-	1,100
Manzanita Stormwater Recharge Park at BINFF	X					X	-	185	223	752	-	-	-	1,160
City Hall Parking Lot Retrofit <i>City Hall</i>	X	X				X	257	-	38	-	-	-	-	294
City Funding							3,839	2,043	1,621	250	300	850	-	8,903
Grant Totals							967	720	5,560	752	-	-	-	7,999
TOTAL							4,806	2,763	7,181	1,002	300	850	-	16,901

Project: Eagle Harbor Drive at McDonald Creek

Number: 00823

Location: 5530 Eagle Harbor Drive

Project Description



Description: Replacement of an existing deep concrete culvert that shows signs of failure. The project includes on-site and off-site mitigation, including the removal Mac’s Dam, located upstream of Blakely Harbor.

Benefit: Preservation of roadway and drainage system.

Schedule: 2025: Mitigation; 2026: Culvert construction

Capital Funding (1000's)

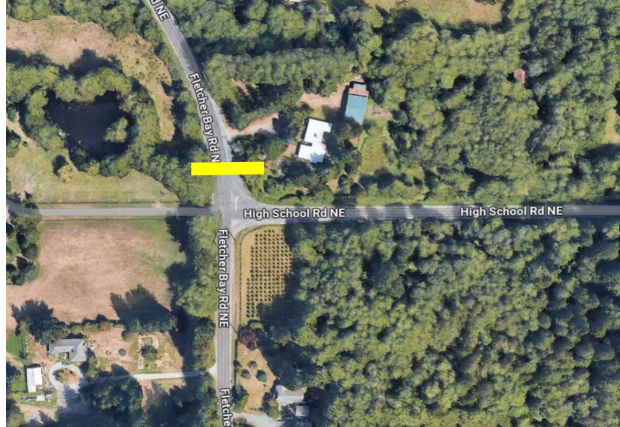
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	376	800	400	-	-	-	-	1,576
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	376	800	400	-	-	-	-	1,576
FUNDING USES (1000's)								
Project Management	25	40	20	-	-	-	-	85
Design/construction	351	760	380	-	-	-	-	1,491
Sub-total	376	800	400	-	-	-	-	1,576

Project: Fletcher Bay Road Culvert

Number: 01236

Location: Fletcher Bay Road north of High School Road

Project Description



Description: Upgrade critical failing culvert at Fletcher Bay Road and replace with fish passage.

Benefit: Preserve roadway and improve environmental conditions

Schedule: 2025: Design; 2026: 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	1,240	-	-	-	-	-	-	1,240
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	1,240	-	-	-	-	-	-	1,240
FUNDING USES (1000's)								
Project Management	48	-	-	-	-	-	-	48
Design/construction	1,512	(320)	-	-	-	-	-	1,192
Sub-total	1,560	(320)	-	-	-	-	-	1,240

Project: Springbrook Fish Passage
Location: Fletcher Bay Road west of New Brooklyn

Number: 01159

Project Description



Description: The Springbrook Fish Weir/Passage project proposes to replace the existing culvert at Springbrook Creek with an open box structure and streambed restoration.

Benefit: Environmental enhancement and infrastructure replacement.

Schedule: 2025: Design; 2026: Construction

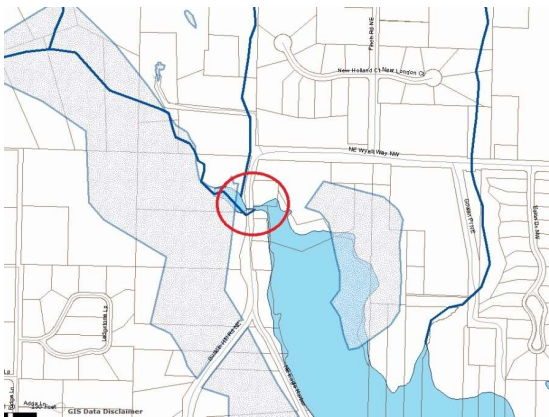
Capital Funding (1000's)

	Prior							
	Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	226	-	(34)	-	-	-	-	192
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	245	20	782	-	-	-	-	1,047
Federal Grant	770	-	5,069	-	-	-	-	5,839
State Grant	85	-	603	-	-	-	-	688
Sub-total	1,325	20	6,420	-	-	-	-	7,765
FUNDING USES (1000's)								
Project Management	1	10	20	-	-	-	-	31
Design/construction	1,324	10	6,400	-	-	-	-	7,734
Sub-total	1,325	20	6,420	-	-	-	-	7,765

Project: Eagle Harbor Drive Cooper Creek Fish Passage
Location: Head of the Bay North of Green Light Automotive

Number: 01107

Project Description



Description: Replace existing undersized culvert with a fish passage box culvert wide enough to accommodate non-motorized improvements on Eagle Harbor Drive.

Benefit: Addresses flooding, provides for fish passage, and accommodates concurrent non-motorized, and water utility improvements.

Schedule: 2024: Design; 2025: Construction

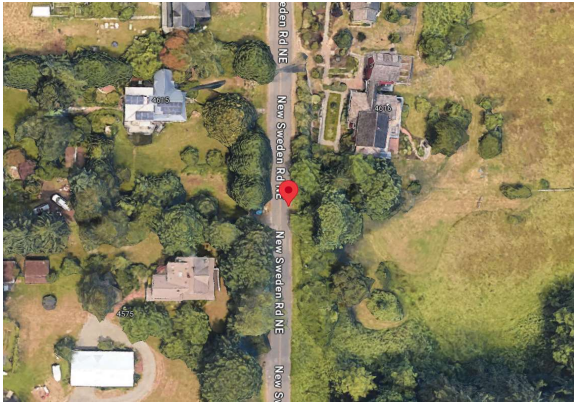
Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	1,608	1,038	-	-	-	-	-	2,646
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	720	-	-	-	-	-	720
Sub-total	1,608	1,758	-	-	-	-	-	3,366
FUNDING USES (1000's)								
Proj. Management	25	10	-	-	-	-	-	35
Design/construction	1,583	1,748	-	-	-	-	-	3,331
Sub-total	1,608	1,758	-	-	-	-	-	3,366

Project: New Sweden Culvert
Location: New Sweden Road

Number: 01362

Project Description



Description: This project would replace an aging stormwater culvert under New Sweden Road with a new conveyance.

Benefit: Replacement of failing infrastructure.

Schedule: 2026: Design; 2028: Construction

Capital Funding (1000's)

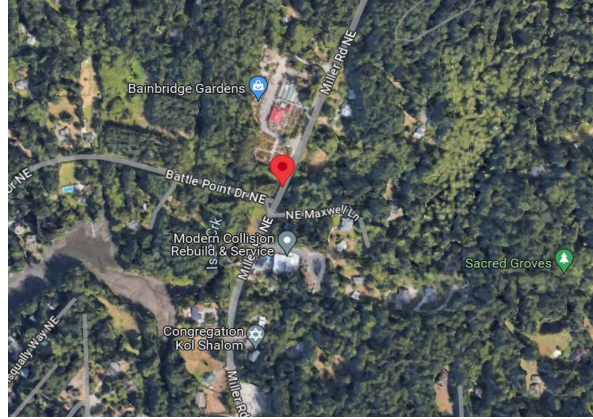
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	100	-	300	-	-	400
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	100	-	300	-	-	400
FUNDING USES (1000's)								
Proj. Management	-	-	5	-	15	-	-	20
Design/construction	-	-	95	-	285	-	-	380
Sub-total	-	-	100	-	300	-	-	400

Project: New Issei Creek Culvert

Number: TBD

Location: Miller Road North Battle Point Drive

Project Description



Description: This project would replace an undersized stormwater culvert with a box structure fish passage improvement.

Benefit: Replacement of aging infrastructure and environmental enhancement.

Schedule: 2027: Design; 2029: 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	-	-	-	250	-	850	-	1,100
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-
Sub-total	-	-	-	250	-	850	-	1,100
FUNDING USES (1000's)								
Proj. Management	-	-	-	13	-	43	-	55
Design/construction	-	-	-	238	-	808	-	1,045
Sub-total	-	-	-	250	-	850	-	1,100

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 Bainbridge Island Native Food Forest on the former M&E Tree 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)

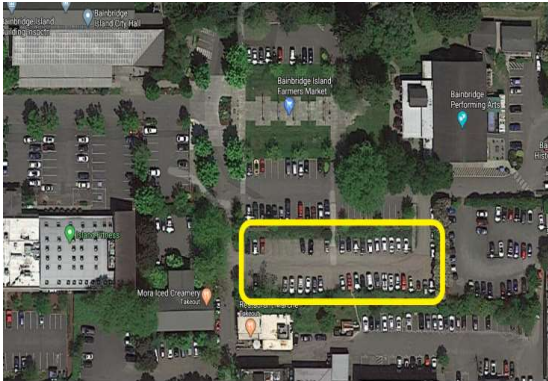
	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	185	223	-	-	-	-	408
Federal Grant	-	-	-	-	-	-	-	-
State Grant	-	-	-	752	-	-	-	752
Sub-total	-	185	223	752	-	-	-	1,160
FUNDING USES (1000's)								
Proj. Management	-	9	11	38	-	-	-	58
Design/construction	-	176	212	714	-	-	-	1,102
Sub-total	-	185	223	752	-	-	-	1,160

Project: City Hall Parking Lot Retrofit

Number: 01118

Location: City Hall

Project Description



Description: Improve the stormwater drainage system and add water quality facilities at the City Hall lower parking lot in accordance with the City's stormwater permit. The project will likely use storm filters as a method of quality enhancement.

Benefit: The improvements would improve drainage and water quality from the site, and potentially enhance the visual aesthetics of the parking lot.

Schedule: 2025: Construction

Capital Funding (1000's)

	Prior Yrs.	2025	2026	2027	2028	2029	2030	Total
FUNDING SOURCES (1000's)								
General Fund	-	-	-	-	-	-	-	-
REET Fund	144	(144)	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	144	150	-	-	-	-	294
State Grant	113	-	(113)	-	-	-	-	-
Sub-total	257	-	38	-	-	-	-	294
FUNDING USES (1000's)								
Project Management	33	-	-	-	-	-	-	33
Design/construction	224	-	38	-	-	-	-	262
Sub-total	257	-	38	-	-	-	-	294



Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (7:35 PM) Hold the Public Hearing and Adopt Ordinance No. 2025-27 Relating to the Property Tax Levy for Collection in 2026 - Finance,

SUMMARY: In accordance with state law, the City is required to have a public hearing to levy property taxes for 2026. In addition, the City must certify its desired levy amount via ordinance for 2026 to the County Assessor no later than November 30, 2025. This agenda item is for the City Council to hold a public hearing on Ordinance No. 2025-27 related to revenue sources before setting the levy amount. The City's portion of the overall tax bill is about 8% or 8 cents of every dollar of property taxes paid for island properties (see attached PDF pie chart). The Kitsap County Assessor's Office has provided the final calculations, and these are included in the attached draft ordinance and in the additional attached document provided by Kitsap County.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance &
Administrative Services

RECOMMENDED MOTION:

Hold the public hearing.

I move to adopt Ordinance No. 2025-27, relating to the property tax levy for collection in 2026.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

Washington state uses a budget-based property tax system. This means that cities, as part of their annual budget process, must first establish the total dollar amount of property tax revenue they wish to generate for the upcoming year, subject to several restrictions. Once the total dollar amount is established, the levy rate is calculated based on the assessed valuation and other factors. These requirements are necessary for both annual and biennial budgets.

There are three steps to complete the necessary requirements: First, a public hearing needs to be scheduled by the Council. Second, a public hearing must take place. Third, the ordinance must be adopted by the Council that states both the dollar increase and the percentage change from the prior year. The City must certify its desired levy amount each year via ordinance to the County Assessor no later than November 30th in order to levy taxes for the subsequent budget year. The 2026 proposed property tax estimate is calculated by the Kitsap County Assessor's

Office. The City has received the final calculations from the Kitsap County Assessor's office. State law caps the property tax increase by no more than 1% per year of the previous year's highest allowed levy. An additional amount is also allowed for new construction which typically ranges from 0% to 1% per year. The final calculations are attached.

ATTACHMENTS:

[Ordinance_No._2025-27_Relating_to_the_Levy_of_Property_Taxes_for_Collection_in_2026_FINAL\(1\).docx](#)

[City of Bainbridge Island Levy Limit Calculation 9 4 2025 TY2026.pdf](#)

[2025 Property Tax Distribution Pie Chart.pdf](#)

Public Hearing Draft for Property Tax Levy Revenue Hearing

ORDINANCE NO. 2025-27

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the levy of property taxes for the City of Bainbridge Island for the fiscal year commencing January 1, 2026, on all real and personal property within the City that is subject to taxation; levying general property taxes for the purpose of providing sufficient revenue to carry on the usual activities of the City as required by law,

WHEREAS, the City Council of Bainbridge Island has considered the financial requirements of the City for 2026 as set forth in the 2025-2026 Adopted Biennial Budget that has been provided by the City Manager to the City Council, and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property which are included therein; and

WHEREAS, the population of the City is greater than 10,000; and

WHEREAS, the City Council properly provided notice of and conducted the public hearing on November 12, 2025, to consider the City's revenue sources for the City's 2026 General Fund budget; and

WHEREAS, the previous year's actual levy was \$8,615,776; and

WHEREAS, the City Council, after hearing and duly considering the relevant information and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year equal to 1% percent of the amount levied for collection in 2025 as authorized by Chapter 84.55 RCW (see, e.g., RCW 84.55.005, RCW 84.55.010), in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City and in its best interest.

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

Section 1. The 2025 regular property tax levy for collection in 2026 is declared to be the previous year's levy of \$8,615,776 plus an increase of \$51,457, which was an increase of 0.59724 percent, plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 of \$61,317, and any increase in the value of state-assessed property, as well as any additional amounts resulting from any refunds made of \$43,420. The estimated total based on the figures provided by the Kitsap County Assessor's Office at this point is \$8,771,970.

Section 2. This ordinance shall be certified to the proper Kitsap County officials, as provided by law. The taxes levied in this ordinance shall be collected and paid to the Director of

Finance and Administrative Services of the City of Bainbridge Island at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

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

Section 4. This ordinance shall take effect on January 1, 2026, after 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
PUBLISHED:
EFFECTIVE DATE:

_____, 2025
_____, 2025
January 1, 2026

2026 TAX YEAR LEVY LIMIT CALCULATION

CITY OF BAINBRIDGE ISLAND

District # 8730

Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 8,615,776

The district's resolution or ordinance must authorize any increase in terms of both the dollars and percentage over the previous year's levy. This increase is exclusive of new construction, increases in state assessed property (utilities), any annexations and refunds requested.

Highest Allowed Levy Since 1986 = 8,581,419

Differences between this amount and the previous year's levy are refunds and canceled taxes levied last year which are not included in this amount and/or any banked capacity your district may have.

1% Increase to Highest Allowed Levy = 8,667,233

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is \$51,457 and 0.59724%.

Amount due to New Construction = 61,317

New construction assessed value 96,827,595 X .633263 (the prior year's levy rate) = 61,317

Amount due to Increase in Utilities = 0

This amount will be zero until the values are received from the Department of Revenue. Since this amount may be unknown when you have your budget hearings, you may want to add an amount in your budget or levy certification in order to collect any unknown amount due to an increase in utilities.

AV of Annexed Property = 0

Amount due to Annexations = 0

The amount due for annexations is set when assessed values are final in January. Districts with annexations may want to add an amount in the budget or levy certification for any increases allowed.

Current Total Assessed Value = 13,731,452,011

This amount may fluctuate until values are final in January.

Tax Refunds & Canceled Taxes less Supplements = 43,420

Please include a dollar amount for refunds and canceled taxes in your budget and or levy certification to show the district's intent to collect these amounts.

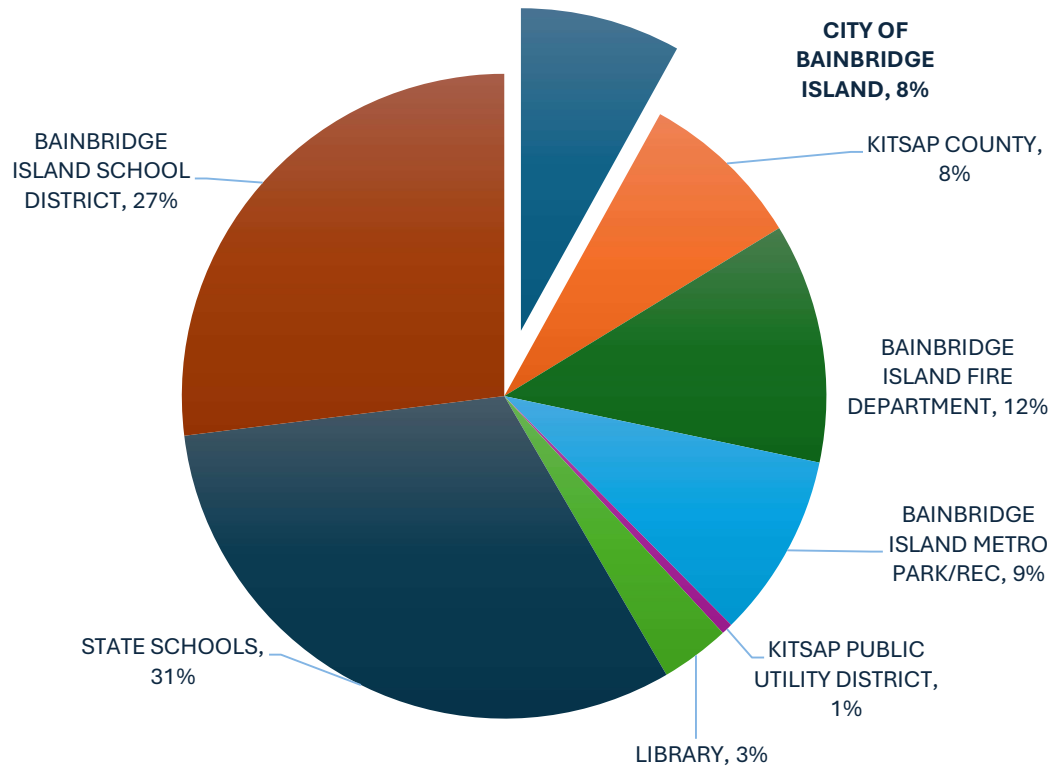
Projected Levy Rate = .635661

Maximum Levy Rate = 2.756111

Maximum levy rates for cities are estimated until final levy rates for Fire and Library Districts are known.

ESTIMATED TOTAL LEVY LIMIT AMOUNT = 8,771,970

2025 Property Tax Distribution





Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM:

(7:45 PM) Consider Adoption of Resolution No. 2025-18 relating to Project Schedule - Planning,

SUMMARY:

The City is now ten months late in completing the periodic update of its comprehensive plan and development regulations. Of the 86 jurisdictions that were required to adopt their updates by December of 2024, Bainbridge is one of the few that remains overdue.

On October 28, the City Council received a report from Planning Consultant Joe Tovar describing progress since July 1, current issues, and ongoing challenges that must be addressed in order for the City to move forward to a GMA-compliant Comprehensive Plan Periodic Update. At the end of the presentation, the City Council approved the following motion:

Acknowledges the Consultant's report and scheduled action for the November 12, 2025, City Council meeting to consider follow-up to the Consultant's recommended path forward.

On November 12, 2025, the City Council will hear again from Mr. Tovar about actions to take to begin a recommended path forward, including providing direction to the Planning Commission through Resolution No. 2025-18.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning &
Community Development

RECOMMENDED MOTION:

I move to approve Resolution No. 2025-18.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

Consultant Joe Tovar was retained in July to lead the Planning Commission toward completion of the state- mandated Comprehensive Plan Periodic Update. He has reviewed numerous City documents as well as comments and testimony submitted by stakeholder groups and individuals and materials and presentations made at Commission meetings held prior to July 2025. He has participated in fourteen meetings of either the Planning Commission or its subcommittees, informed the Planning Commission regarding best practices for conduct of deliberative meetings, the statutory requirements of the GMA, the potential legal and fiscal consequences of continuing non-compliance, the guidance provided by the Washington State Department of Commerce, the Growth Management Hearings Board holdings in the *Mercer Island* and *Kitsap County* cases, and the City Attorney's Legal Opinion regarding the import of those two decisions.

ATTACHMENTS:

[Nov. 7 2025 Tovar Memo to City Council.pdf](#)

[RESOLUTION 2025-18.docx](#)

[Resolution Attachment A.pdf](#)



MEMORANDUM

DATE: November 7, 2025

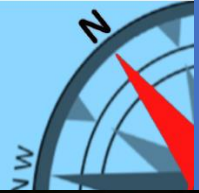
TO: Bainbridge Island City Council

FROM: Joseph W. Tovar, FAICP

SUBJ: Resolution No. 2025-18 to adopt a City Work Program to complete the Periodic Update of the City's Comprehensive Plan and Development Regulations by June 30, 2026

At your meeting of October 28, 2025, I presented to the Council a report with the title "GMA Periodic Update: Progress, Challenges, and Path Forward." At that meeting, I presented a slide deck to supplement and illustrate my rationale and recommendations for how I believe the City should move forward with adoption of the Periodic Update of the Comprehensive Plan and Development Regulations. One of the slides titled "RECOMMENDED PATH FORWARD" is attached.

At the conclusion of my report the Council adopted the following motion: "Acknowledge this report and schedule a follow up report for the Council's November 12 meeting to consider taking action on the Consultant's recommended path forward." For that purpose, I prepared for the Council's consideration Resolution No. 2025-18.



RECOMMENDED PATH FORWARD



- The City's periodic update, due in December of 2024, is now ten months overdue.
- Without bold council action to shape the work program, I conclude that the periodic update will likely approach 24 months overdue and the City exposed to legal and financial risks.

To avoid these outcomes, it is recommended that the Council take these actions:

- Adopt a June 2026 deadline for finishing the periodic update.
- Require the Planning Commission to finish with Winslow by Dec. 31.
- Schedule the city-wide comprehensive plan work for Q1 and Q2 of 2026.
- Direct staff to draft essential-only edits to certain, but not all, Plan Elements.
- Direct the Commission to review the staff-drafted Elements and reserve for Q3 and Q4 of 2026 the preparation of *implementation strategies* to address housing funding gaps, immediate groundwater management actions, and planning for long-term infrastructure capacity.

RESOLUTION NO. 2025-18

A RESOLUTION of the City of Bainbridge Island, Washington, adopting a schedule to complete the state mandated Periodic Update of the City's Comprehensive Plan and development regulations by June 30, 2026; directing the planning staff and planning commission to achieve certain deliverables by specific target dates, limit the scope of staff proposed or planning commission recommended amendments to only those essential to achieving compliance with state law; deferring non-essential tasks, and clarifying the roles of the planning staff, the planning commission, and the City council liaisons to perform this work.

WHEREAS, the Growth Management Act (GMA) at RCW 36.70A.130 required that the City adopt a Periodic Update of its Comprehensive Plan and Development Regulations by December of 2024; and

WHEREAS, Bainbridge Island's Periodic Update is now eleven months overdue, which exposes the community to legal and financial risks, including appeals to the State Growth Management Hearings Board, a compliance audit by the Washington State Department of Commerce, the loss of state grant eligibility for infrastructure and environmental improvements, and the imposition by the state of financial sanctions; and

WHEREAS, among the state grants currently at risk is a \$720,500 Department of Ecology grant to fund improvements to aquifer recharge functions in the Manzanita Watershed that will be forfeited if the City remains in noncompliance with the Periodic Update mandate beyond mid-2026; and

WHEREAS, at the Council's request the City Attorney in August 2025 wrote a Legal Opinion which advises the City to consider the guidance provided by the State Growth Management Hearings Board in the cases *Futurewise v. Mercer Island* and *Kitsap Association of Property Owners v. Kitsap County*; and

WHEREAS, since January 2025, the Planning Commission has been engaged in the development of the Winslow Subarea Plan, where the majority of the City's future growth is anticipated to occur; and

WHEREAS, while the Planning Commission's work on the Winslow Subarea Plan over the past eleven months has made progress, achieving the City Council's objective of adopting the Periodic Update by mid-2026 will require that the Commission conclude its Winslow Subarea Plan work by the end of the current calendar year, and significantly accelerate the pace of work as it turns to updating the Elements of the comprehensive plan in 2026 that directly relate to new state mandates; and

WHEREAS, accelerating this pace requires adapting and clarifying the scope of the Planning Commission’s review and relying on the expertise of the Planning Department and its consultants to format, flesh out and subsequently present for Commission consideration the limited number of essential amendments needed to achieve a GMA compliant periodic update; and

WHEREAS, the City Council concludes that this accelerated pace of work and clarification of the respective roles of the Planning Commission, Planning Staff and consultants is necessary to meet the urgent need to adopt the required periodic update amendments by no later than June 30, 2026.

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

Section 1. The City Council adopts the Periodic Update work program in Attachment A and directs the Planning Department and Planning Commission to implement the target dates, task sequences, roles and deliverables detailed in this Resolution.

Section 2. The Planning Commission is directed to finish its draft of the Winslow Subarea Plan and related regulations by December 18, 2025 with the understanding that the Planning Department and its consultants will then format and continue to flesh out that draft Subarea Plan and regulations for subsequent review as a part of the City’s periodic update Preferred Alternative.

Section 3. The Planning Department is directed to prepare proposed amendments to the Comprehensive Plan Introduction and the below listed Comprehensive Plan Elements and to submit a recommended draft of each to the Planning Commission for review during meetings in the following months:

January 2026: Review of the Introduction, Housing, Land Use, and Transportation Elements

February 2026: Review of the Water Resources, Environment, and Utilities Elements

March 2026: Review of the Capital Facilities Element and the Winslow Subarea Plan and development regulations.

Section 4. The Planning Commission is directed to limit the scope of its review exclusively to the above listed Introduction and Elements and include in the Preferred Alternative only those policies and development regulations identified by the Planning Department and City Attorney as essential to achieving compliance with State Law and internal consistency among the Elements.

Section 5. The City’s appointed advisory committees, boards, and councils are invited to submit written comments on Comprehensive Plan Elements to the Planning Department and Planning Commission by the end of 2025.

Section 6. The Planning Department is directed to revise the Comprehensive Plan to adopt by reference the City’s Housing Action Plan, Groundwater Management Plan, Climate Action Plan, and Island-wide Mobility Plan.

Section 7. During review of the Comprehensive Plan Elements listed in Section 3, the Planning Department and Planning Commission are to identify policies addressing: (1) near term City actions to remove or reduce regulatory barriers to the creation of housing; (2) strategies for immediate and long-term actions to conserve water and improve aquifer recharge; (3) a housing implementation strategy that engages potential partner organizations such as Housing Kitsap, Housing Resources Bainbridge, the Bainbridge Island School District, religious institutions on the Island, and the Kitsap Building Association, and that draws upon the Housing Action Plan to identify City and partner organization actions, and identifies which of the public funding tools available to the City should be used to help plan for and subsidize the lowest AMI income brackets.

Section 8. The Planning Department is directed to work with consultants to prepare the Housing capacity analysis and Final Environmental Impact Statement for the Comprehensive Plan and Winslow Subarea Plan.

Section 9. The Planning Department is directed to give appropriate notice to the public; the City’s appointed advisory committees, boards and council, the Puget Sound Regional Council, Kitsap County, the Washington State Departments of Commerce and Ecology, the Suquamish Tribe, and the Office of the Governor regarding the scope, approach, and schedule set forth in this Resolution for City completion of the Periodic Update.

Section 10. The City Council shall appoint two Council members to serve as “Periodic Update Liaisons” to attend the 2026 meetings of the Planning Commission. It is the purpose of these Council liaisons not only to provide updates to the full Council on the progress being made, but also to provide support and clarification as needed to the Planning Commission regarding the direction provided by this Resolution.

Section 11. The City Council shall refrain from assigning non-Periodic Update responsibilities to the Planning Commission for the first six months of 2026.

Section 12. This resolution shall take effect and be in full force immediately upon passage.

PASSED by the City Council this 12th day of November 2025.

APPROVED by the Mayor this 12th day of November 2025.

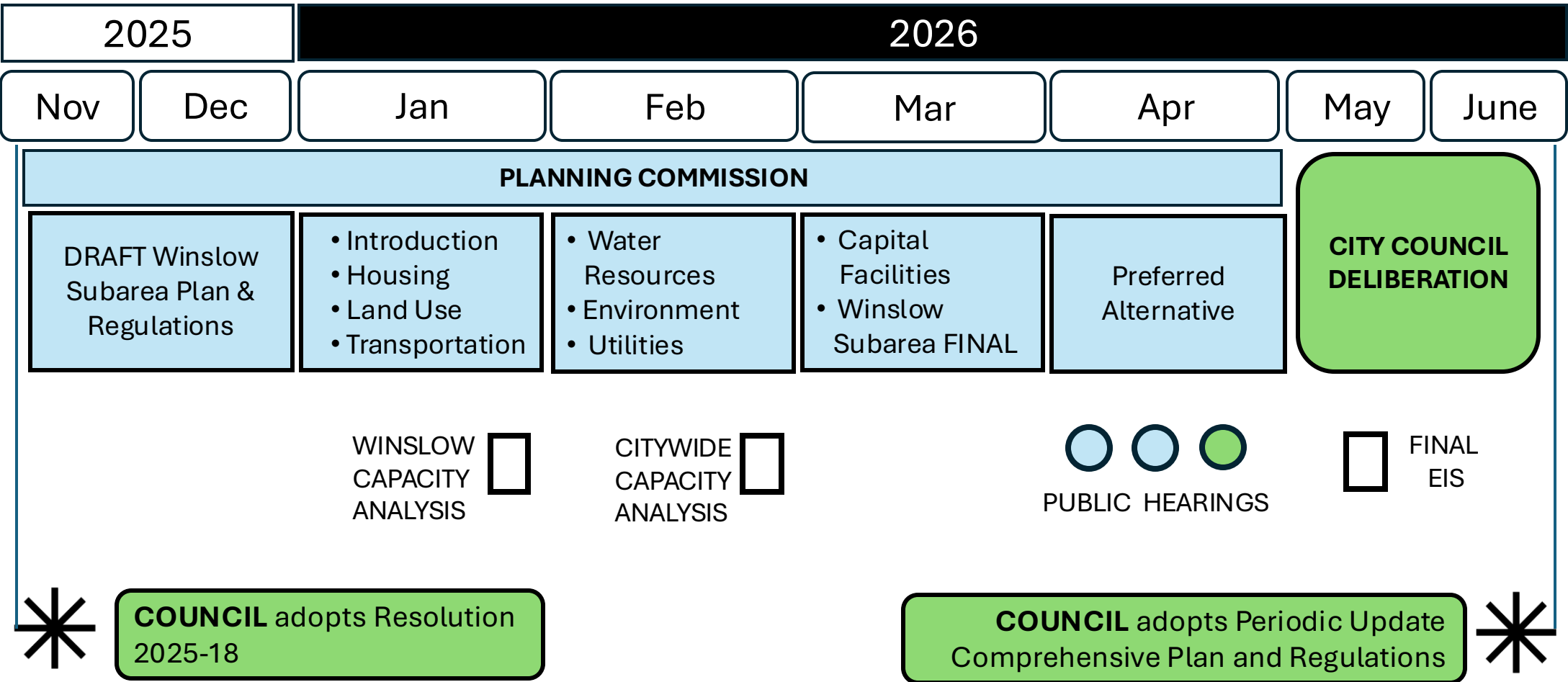
Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

By: _____

Christine Brown, MMC, City Clerk

ATTACHMENT A - CITY OF BAINBRIDGE ISLAND PERIODIC UPDATE WORK PROGRAM





CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (8:05 PM) Receive Draft of the Federally Mandated Americans with Disabilities Act (ADA) Transition Plan to Identify and Remove Barriers to Accessibility,

SUMMARY: The Americans with Disabilities Act (ADA), signed into law in 1990, is a benchmark civil rights legislation that mandates equal opportunity for individuals with disabilities, and protects their rights in employment, access to government services, places of accommodation, public transportation, and other areas of life. The law requires local government entities to conduct a self-evaluation of existing public facilities and services and then prepare an ADA Transition Plan to ensure that accessibility is achieved, primarily through barrier removal and enhancing services. The ADA Transition Plan must describe how facilities will be transitioned to meet federal accessibility standards.

The City's ADA Transition Plan consultant, Transpo Group completed the following:

- Facilitated a stakeholder engagement process which included an online open house, an online survey and interactive map, and a focus group, partnering with the Bainbridge Island Metropolitan Park & Recreation District (BIMPRD) for their ADA Transition Plan stakeholder engagement process.
- Conducted additional data collection and integration of existing right-of-ways and facilities such as sidewalks, curb ramps, push buttons, bus stops and City parks.
- Identified and recommended mechanisms to construct and fund barrier removal.
- Created a GIS database and web-viewer of collected data.
- Specified a schedule for compliance.
- Developed protocols for accessible information.
- Created ADA Transition Plan (attached).

Following today's report from Transpo Group, an online public comment period will be open until November 30. The final ADA Transition Plan, which will help the City meet its obligations for the ADA regulations, will be presented for adoption at the December 9 City Council Business Meeting.

AGENDA CATEGORY: Report

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward consideration of adoption of the final ADA Transition Plan to the December 9, 2025, Business Meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	
----------------	--

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

BACKGROUND: The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The ADA is a civil rights law that mandates equal opportunity for individuals with disabilities, and protects their rights in employment, access to government services, places of accommodation, public transportation, and other areas of life.

The ADA specifically requires local government entities to conduct a self-evaluation of existing public facilities and services and then prepare an ADA Transition Plan to ensure that accessibility is achieved, primarily through barrier removal and enhancing services. This Plan must describe how facilities will be transitioned to meet federal accessibility standards.

In December 2024, the City Council authorized the City Manager to enter into an agreement with Kirkland-based Transpo Group to complete the City's ADA Transition Plan. Transpo Group is known for its experience with numerous transition plans in the Puget Sound region, including those for the City of Mercer Island, King County, the University of Washington, and Kitsap County.

In 2025, Transpo Group completed the following:

- Facilitated a stakeholder engagement process which included an online open house, an online survey and interactive map, and a focus group, partnering with BIMPRD for their ADA Transition Plan stakeholder engagement process
- Conducted additional data collection and integration of existing right-of-ways and facilities such as sidewalks, curb ramps, push buttons, bus stops and City parks
- Identified and recommended mechanisms to construct and fund barrier removal
- Created a GIS database and web-viewer of collected data
- Specified a schedule for compliance
- Developed protocols for accessible information
- Created ADA Transition Plan (attached)

In brief the ADA Transition Plan inventory is 22.2 miles of sidewalks, 541 curb ramps, 164 crosswalks, 38 pedestrian signal push buttons, 40 bus stops. The prioritization of public improvements is first in the public right-of-way. Approximately \$3.6 million of the barriers were prioritized as very high. The City is expected to adopt a program to remove barriers, monitor, and adjust. This is expected to occur over a 5-year program.

Following today's report from Transpo Group, an online public comment period will be open until November 30. The final ADA Transition Plan, which will help COBI meet its obligations for the ADA regulations, will be presented for adoption at the December 9 City Council Business Meeting. Using the ADA Transition Plan as a guide, barriers will be removed over time, many of which can be incorporated into Capital Improvement Plans.

ATTACHMENTS:

[Transpo presentation 111225.pdf](#)
[COBI ADA 110625v2.pdf](#)



ADA TRANSITION PLAN

City of Bainbridge Island
City Council Meeting 11-12-2025

Why is the Plan important?

- Required by law
(Title II of the ADA (1990))
- Taking positive steps toward accessibility helps public agencies reduce *(but not eliminate)* the potential liability associated with lack of compliance
- Compliance allows persons with disabilities to fully participate in civic life

ADA TRANSITION PLAN COMPONENTS



**PROGRAMS, POLICIES,
AND PROCEDURES**



**CITY-OWNED BUILDINGS
AND PARKS**



**PEDESTRIAN FACILITIES IN
THE PUBLIC RIGHT-OF-WAY**

ADA TRANSITION PLAN REQUIREMENTS



ADA Plan Requirements

- ▶ Identify Obstacles
- ▶ Stakeholder Engagement
- ▶ Identify Barrier Removal Methods
- ▶ Identify Schedule for Barrier Removal
- ▶ Identify ADA Coordinator (Anshu Wahi, Equity and Inclusion Manager)

Not a Non-Motorized or Safety Action Plan

It does not include bicycle infrastructure, or measures and recommendations for safety and connectivity.

BACKGROUND - PROCESS



Public Outreach – 88 Responses

- ▶ Ensures community's priorities are reflected in the Plan.
- ▶ Community-wide survey (Jul. 25 – Sept. 25) on accessibility, targeted to disabled population.



- ▶ Focus Group (Sept. 11)

Standards Review

- ▶ Reviewed practices and design standards for compliance with requirements to ensure new or upgraded facilities are accessible



Data Collection

- ▶ Collected data on the City's ROW
- ▶ Over 22 miles of sidewalks, 527 curb ramps, 38 signal pushbuttons, marked crosswalks, and bus stops.

BACKGROUND - PROCESS



Prioritization

- ▶ Prioritized barriers according to the severity of the issue and proximity to popular community destinations (e.g. Schools, Gov't Buildings, Parks).



Cost Estimating

- ▶ Estimated using recent bid tabs and planning-level assumptions
- ▶ Costs include design, mobilization, traffic control, construction mgmt., etc.



Draft Transition Schedule

- ▶ Developed transition schedule focused on fixing highest priority barriers first.

SELF-EVALUATION ELEMENTS

- ▶ **Policy Review:** Practices and Design Standards, Programming
- ▶ **Barrier Inventory:** Pedestrian Transportation Facilities
- ▶ **Prioritization:** Features are scored to the degree that they are accessible (AIS), and by their proximity to important locations (LIS)

Example ADA Facilities and Issues

Push Buttons



Curb Ramps



Sidewalks

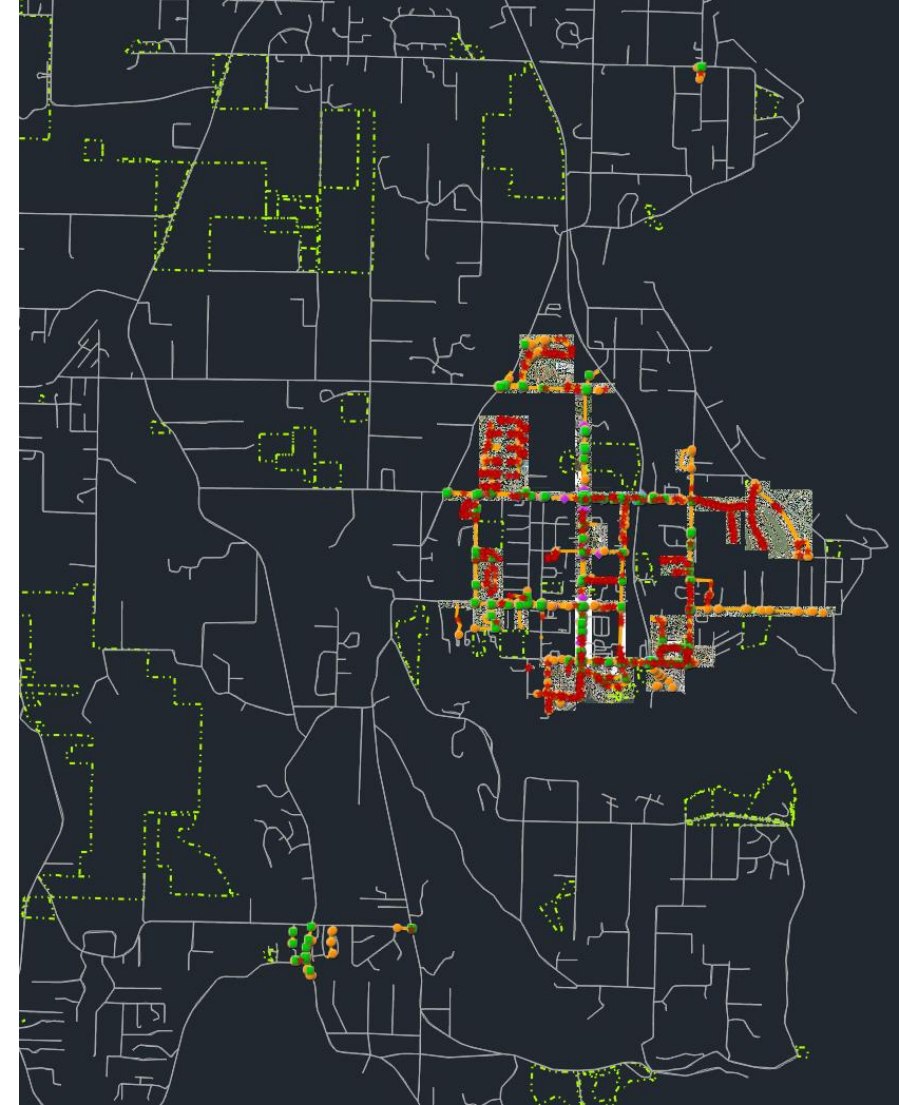


Hazards



CITY ADA INVENTORY

- ▶ 22.2 miles of sidewalk
- ▶ 541 curb ramps
- ▶ 164 crosswalks
- ▶ 38 pedestrian signal push buttons
- ▶ 40 bus stops
- ▶ Map shows pedestrian network inventory



TRANSITION SCHEDULE

How to approach this need: Asset Management

- ▶ Focus on highest priorities first in Public ROW
 - ▶ **\$3.6M** of the barriers were prioritized as “**very high**”
- ▶ Develop a program for ADA barrier removal that monitors and adjusts
 - ▶ Identify projects for 5-year program
 - ▶ Monitor barrier removal activities through that period
 - ▶ Evaluate and adjust for next 5-year program

**Total Barrier
Removal Cost:**

\$32M

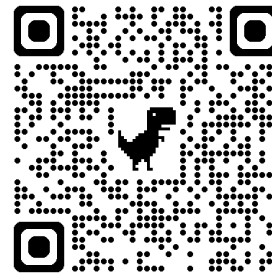
Over many years

Existing Barrier Removal Funding = \$170K

> *Capital Facilities, Maintenance, etc.*

DRAFT PLAN & PUBLIC COMMENT

- ▶ Public Comment (11/12 – 11/30)
- ▶ Opportunity to review and provide input on plan priorities
- ▶ ADA Public Engagement Website will capture input



City of Bainbridge Island
ADA Transition Plan



KEYS FOR SUCCESS



Be Intentional
about ADA
Transition



Engage with
Your Community



Make and Track
Progress

Q&A



City of Bainbridge Island ADA Transition Plan

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Acronyms

ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act Accessibility Guidelines
BIMPRD	Bainbridge Island Metropolitan Parks and Recreation District
BMC	Bainbridge Island Municipal Code
CART	Computer-aided Real-time Transcription
CFR	Code of Federal Regulations
CIP	Capital Improvement Projects
COBI	City of Bainbridge Island
DCSS	Design and Construction Standards and Specifications
DOJ	United States Department of Justice
EITA	Electronic and Information Technology Accessibility
FHWA	Federal Highway Administration
GIS	Geospatial Information Services
MEF	Maximum Extent Feasible
MUTCD	Manual on Uniform Traffic Control Devices
PROWAG	Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way
PSA	Program, Services, and Activities
TTY	Teletypewriter
VRI	Video Remote Interpreting
VIS	Video Interpreting Services
WAVE	Web Accessibility Evaluation Tool

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Executive Summary

This Americans with Disabilities Act Self-Evaluation and Transition Plan establishes the City of Bainbridge Island's ongoing commitment to providing equitable access for all, including those with disabilities. In developing this plan, the City of Bainbridge Island has undertaken a comprehensive evaluation of its facilities and policies related to City parks, City Hall, and the public right-of-way to determine what types of access barriers exist for individuals with disabilities. This plan will be used to help guide future planning and implementation of necessary accessibility improvements.

Both the Self-Evaluation and the Transition Plan are required elements of the federally mandated ADA Title II, which requires that government agencies provide equitable access to the programs and services that they offer. While the ADA applies to all aspects of government services, this document focuses on existing City of Bainbridge Island programs, services, activities (PSAs), and facilities located within the public right-of-way, including attributes of sidewalks, curb ramps, crosswalks, bus stops, and pedestrian push buttons.

While the City of Bainbridge Island (the City), and Bainbridge Island Metropolitan Parks and Recreation District (BIMPRD) are developing ADA Transition Plans simultaneously, the accessibility of features and programs owned and operated

by the BIMPRD will be covered in a separate Transition Plan being undertaken by BIMPRD, with an estimated completion later in 2026.

This report summarizes the City's Self-Evaluation of its programs, services, and activities, including the existing civic and pedestrian facilities described above. The review of the City's pedestrian facilities includes an accessibility assessment of the physical aspects of pedestrian facilities, as well as an audit of City practices and procedures which relate to them, such as curb ramp design standards.

Ultimately, this report provides a Transition Plan, which identifies a schedule for the removal of barriers and identifies how the City will address requests for accommodation in a consistent manner.

The City's objective is to remove physical barriers within the public right-of-way using a combination of maintenance activities and a barrier removal program, in conjunction with capital project delivery, and developer improvements funding. The City is committed to removing accessibility barriers, and in future years will implement projects to remove all barriers identified in this plan. In addition, the City of Bainbridge Island is continually working towards maintaining ADA compliance for all future capital improvement projects, permitted development, and any other right-of-way construction projects.

1.0 Introduction

1.1 Legislative Mandate

The Americans with Disabilities Act (ADA) is a federal civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications. Title II of the ADA also requires that all programs, services, and

activities (PSAs) of public entities provide equal access for individuals with disabilities.

The City of Bainbridge Island has undertaken a comprehensive evaluation of its PSAs to determine the extent that individuals with disabilities may be restricted in their access. This includes City of Bainbridge Island programs and facilities, and pedestrian right-of-way facilities owned, operated, and managed by the City of Bainbridge Island.

1.2 ADA Self-Evaluation and Transition Plan Development Requirements and Process

The City of Bainbridge Island is obligated to observe all requirements of Title I in its employment practices; Title II in its policies, programs, and services; any parts of Titles IV and V that apply to the City and its programs, services, or facilities; and all requirements specified in the 2010 ADA Standards and 2023 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that apply to facilities and other physical holdings.

Title II has the broadest impact on the City. Included in Title II are administrative requirements for all government entities employing more than 50 people. These administrative requirements are:

- Completion of a Self-Evaluation;
- Development of an ADA grievance procedure;
- Designation of at least one (1) person who is responsible for overseeing Title II compliance (ADA Coordinator); and

- Development of a Transition Plan to schedule the removal of the barriers uncovered by the Self-Evaluation process. The Transition Plan will become a working document until all barriers have been addressed.

This document describes the process followed to complete the evaluation of the City of Bainbridge Island's PSAs and facilities, describes methods to remove programmatic barriers, and presents a Transition Plan for the modification of City facilities and public right-of-way to improve accessibility, which will guide the planning and implementation of necessary barrier removal activities in coming years. The ADA Self-Evaluation and Transition Plan is significant in that it establishes the City's ongoing commitment to the development and maintenance of PSAs and facilities that accommodate all its citizenry.

1.3 Discrimination and Accessibility

Program accessibility means that, when viewed in its entirety, each program is readily accessible to and usable by individuals with disabilities. Program accessibility is necessary not only for individuals with mobility needs, but also to individuals with sensory and cognitive disabilities.

Accessibility applies to all aspects of a program or service, including but not limited to physical access, advertisement, orientation, eligibility, participation, testing or evaluation, provision of auxiliary aids, transportation, policies, and communication.

The following are examples of elements that should be evaluated for barriers to accessibility:

1.3.1 Physical Barriers

- Accessible parking
- Sidewalks, including alternative accessible routes during construction in the public right-of-way
- Public staircases
- Curb ramps
- Crosswalks
- Pedestrian push buttons
- Transit stops
- Path of travel to, throughout, and between buildings and amenities
- Seating areas
- Doors
- Service counters
- Restrooms
- Drinking fountains
- Public telephones

1.3.2 Programmatic Barriers

- Building signage
- Customer communication and interaction
- Emergency notifications, alarms, and visible signals
- Participation opportunities for City sponsored events

1.3.3 Ongoing Accessibility Improvements

- The City pedestrian facilities evaluated during this process will continue to be evaluated on an ongoing basis, and the ADA Transition Plan will be revised to account for changes that have been or will be completed since the initial Self-Evaluation.

1.3.4 City of Bainbridge Island's Approach

- The purpose of the Transition Plan is to provide the framework for achieving equal access to the City of Bainbridge Island's facilities and PSAs within a reasonable timeframe. The City's elected officials and staff believe that accommodating persons with disabilities is essential to good customer service, ensures the quality-of-life Bainbridge Island residents seek to enjoy, and responsibly guides future improvements. This Plan has been prepared after careful study of all the City's PSAs, and evaluations of a select number of City right-of-way facilities.
- The City of Bainbridge Island will make reasonable modifications in programs and facilities, unless the City can demonstrate that making the modifications will fundamentally alter the nature of the program, service, or activity. The City of Bainbridge Island will not place surcharges on individuals with disabilities to cover the cost involved in making accessibility accommodations.

2.0 Self-Evaluation

Title II of the Americans with Disabilities Act (ADA) requires that jurisdictions evaluate their services, programs, policies, and practices, including design standards, to determine whether they comply with the nondiscrimination requirements of the ADA.

This chapter describes the methods and findings of the Self-Evaluation. Section 2.1 provides an overview of pedestrian-related City policies. Next, Section 2.2 reviews City practices and design standards for pedestrian facilities. Sections 2.3 and 2.4 summarize the Self-Evaluation's field data collection methods and findings regarding existing pedestrian facilities such as sidewalks and curb ramps, and at City buildings and City parks. Finally, Section 2.5 presents the methods and findings relating to a comprehensive review of the PSAs which the City provides to its employees and the public. The review identifies programmatic barriers to individuals with disabilities interested in accessing the PSAs offered by the City.

2.1 Policy Review: Pedestrian Facilities

The City of Bainbridge Island primarily addresses pedestrian facilities in the City of Bainbridge Island Design and Construction Standards and Specifications, City Comprehensive Plan, and Municipal Code.

The policies and standards were reviewed against the Access Board's Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, PROWAG 2023, and recommendations were provided to correct policy deficiencies as they relate to the ADA.

2.1.1 Method

The City of Bainbridge Island Design and Construction Standards and Specifications, City Comprehensive Plan, and Municipal Code were reviewed for content that relates to existing ADA programs, policies, and practices related to pedestrian facilities.

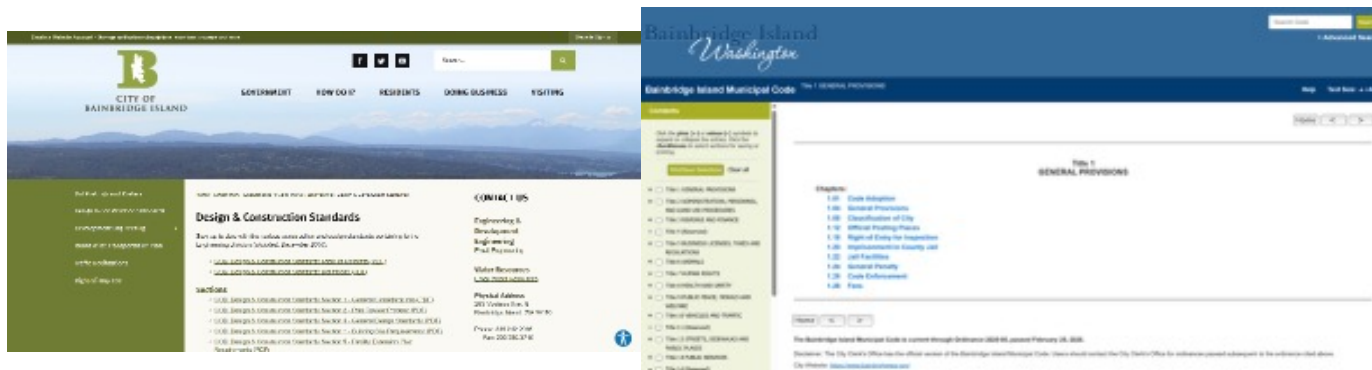


Figure 2-1 Bainbridge Design & Construction Standards and Bainbridge Island Code Webpages

2.1.2 Findings

Bainbridge Island's Comprehensive Plan, required by Washington State's Growth Management Act (GMA), articulates a series of goals, policies, objectives, actions, and standards that are intended to guide the day-to-day decisions by City Council and staff. The plan was adopted in 2016 and most recently updated in 2024. Bainbridge Island's Comprehensive Plan elements include land use, economic, environmental, water resources, housing, transportation, capital facilities, utilities, cultural, and human services.

Goals and policies connected to transportation, specifically pedestrian facilities, within the 2024 Comprehensive Plan generally include the following:

- Policy TR 2.1** Provide a non-motorized transportation system that effectively serves the needs of people of all ages and abilities who walk, bike, ride horses, or use wheel chairs; encourages nonmotorized travel; and provides continuous networks of safe, efficient and attractive shoulders, sidewalks, pathways (footpaths), and multi-purpose trails throughout the Island that are also connecting to regional systems.
- Policy TR 2.4** Provide a network of sidewalk facilities adjacent to roadways in designated centers with the Winslow area given priority. Sidewalks shall be of sufficient width to accommodate expected pedestrian use, including safe crossings with adequate overhead or embedded lighting. Where possible, separate sidewalks from the roadway with a street tree planting strip and buffer. Designs should accommodate users of all abilities, meeting ADA requirements.
- Policy TR 2.5** Provide a network of shoulder facilities along the Island's arterial roadways and collector streets, creating an integrated network that serves cyclists as well as pedestrians in locations without sidewalks.
- Policy TR 2.7** Develop and regularly update design standards for non-motorized facilities that provide safe and efficient access, encourage use and mobility and are appropriate to the location and needs in the immediate area. Standards for shoulders, sidewalks, pathways and multi-use trails are to provide low levels of stress/high levels of service for non-motorized users. Include appropriate amenities such as benches and short term and long-term bicycle parking in the construction of non-motorized facilities. Parking lots and garages serving public, commercial, and multifamily residential buildings should be required to provide convenient bicycle parking and storage facilities.

2.2 Practices and Design Standards for Pedestrian Facilities

Practices and municipal design guidelines that incorporate ADA standards are essential to ensure that newly constructed or upgraded pedestrian facilities are compliant with ADA Title II and Section 504 requirements and therefore reduce the number of accessibility barriers throughout the city.

This section summarizes a review of the City of Bainbridge Island Design and Construction Standards and Specifications, December 2016 (DCSS), Bainbridge Island Municipal Code (BMC), and the Bainbridge Island Comprehensive Plan to identify any barriers to accessible design. The review was conducted in September 2025. For greater detail on the practices and standards review, see Appendix A for a barrier audit memo.

2.2.1 Method

The Bainbridge Island Design and Construction Standards and Specifications, Bainbridge Island Comprehensive Plan, and BMC were reviewed for compliance with ADA guidelines found in the 2023 Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way, or PROWAG.

2.2.2 Findings

The Bainbridge Island Design and Construction Standards and BMC maintain adopted design standard plans and guidelines for sidewalks, shared use pathways, curb ramps, on-street parking spaces and driveways, Figure 2-1 shows the webpages where the road standards and municipal code can be accessed.

The City's design standards and code are limited to guidance for sidewalks, shared use pathways, curb ramps, and driveways, which represent a portion of the specific design elements associated with accessibility under the ADA. This review recommends changes to current City of Bainbridge Island standards to achieve ADA compliance and improve clarity. Recommendations to the City standards are intended to improve clarity, increase consistency across figures, and provide a greater level of detail for design elements that have not yet been addressed.

The City's standards and code do not address crosswalks, transit stops, wheelchair ramps, or staircases. It is recommended for many of these areas that the City may modify the Bainbridge Island DCSS or BMC to include sections detailing the recommended design requirements that are currently missing, as noted in the barrier audit memo included in Appendix A.



Push Buttons



Curb Ramps



Sidewalks



Hazards

Figure 2-2 Examples of Inventoried Facilities

2.3 Existing Pedestrian Facilities

The Self-Evaluation also inventoried physical barriers associated with existing pedestrian facilities, including curb ramps, sidewalks, crosswalks, and pedestrian push buttons, as required by ADA Title II Part 35, Subpart D – Program Accessibility § 35.150 (d)(3). Each facility and its associated barriers were field inventoried and cataloged within the project’s geospatial (GIS) database. Curb ramp, push button, and sidewalk field data were collected by Transpo Group in August 2025.

Many existing pedestrian features in the Bainbridge Island right-of-way contain barriers and require improvements to meet current ADA standards. It is important to note that many of these facilities were constructed before the adoption of current ADA standards and likely met applicable state and federal standards at the time of construction. Additionally, it is important to note that ADA regulations require facilities to be made accessible to “the maximum extent feasible,” (MEF) in “circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features” (U.S. Department of Justice, 28 CFR § 35.151). These circumstances are often the result of adjacent topography or otherwise constrained locations, which are common to Bainbridge Island’s road system. This plan’s Self-Evaluation examined whether existing facilities were compliant with current ADA design requirements; it did not examine whether non-

compliant facilities were built to the maximum extent feasible or, with the exception of curb ramps that are missing from locations where they would be required by the ADA, perform a gap assessment of facilities that have not been built.

Additional detail regarding the Self-Evaluation’s findings for curb ramps, sidewalks, bus stops, crosswalks, and pedestrian push buttons is provided in the following sections.

2.3.1 Method

A Self-Evaluation of priority facilities within the public right-of-way was conducted by Transpo Group on behalf of the City. The data collection included pedestrian push buttons, sidewalks, driveways, hazards, crosswalks, and curb ramps.

The physical inventory of pedestrian facilities, as shown in Figure 2-2, included:

- 326 sidewalks, totaling approximately 22.25 miles
- 527 curb ramps (including 72 missing ramps)
- 38 pedestrian signal push buttons
- 164 crosswalks
- 40 bus stops
- 711 hazards

Inventory maps of collected pedestrian features can be found in Appendix J.

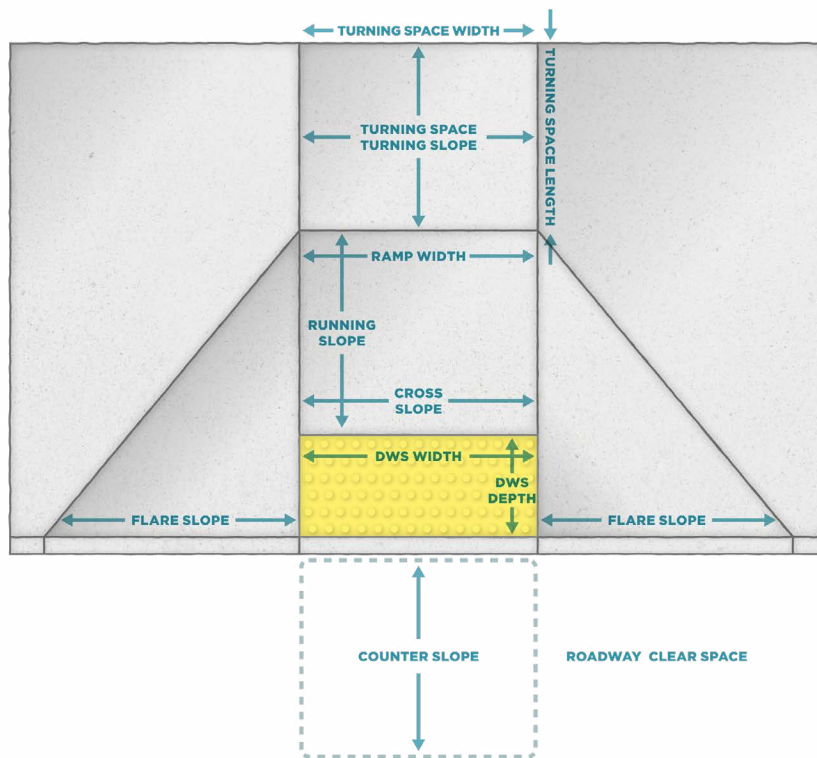


Figure 2-3 Perpendicular Curb Ramp Attributes

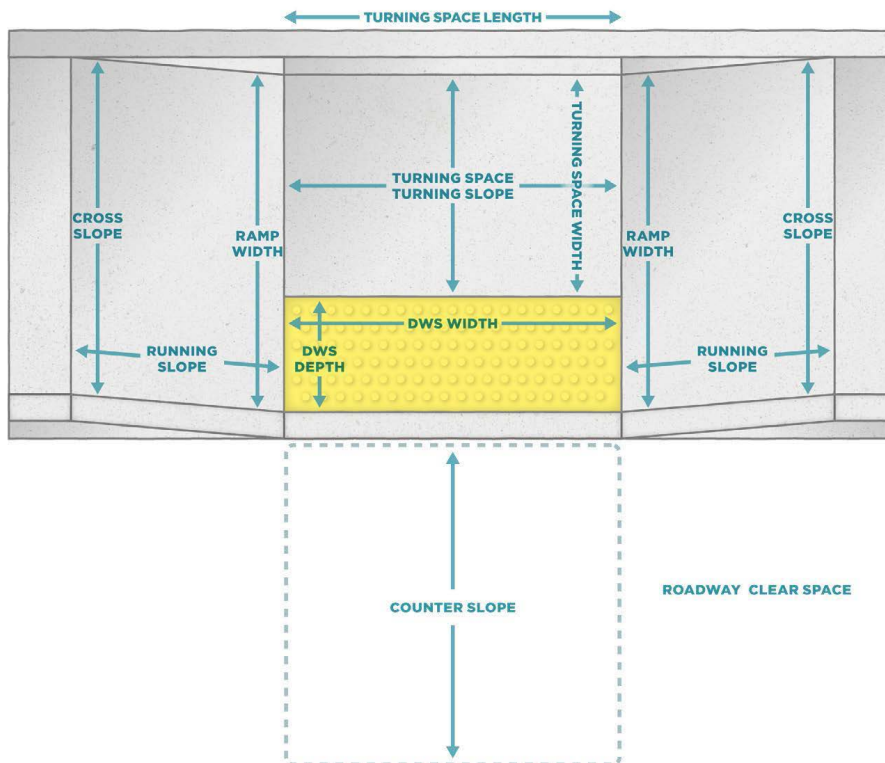


Figure 2-4 Parallel Curb Ramp Attributes

Curb Ramps

Field data were collected for curb ramps by Transpo Group staff. The field data were then evaluated for their compliance with ADA standards. Figure 2-3 and Figure 2-4 show the typical major components of two common types of curb ramps, perpendicular and parallel.

Data collected for each curb ramp were reviewed for compliance, then scored based on the degree to which any barriers impeded accessibility. Curb ramps were scored using a scale of 0-30 and categorized as follows:

- 0: Compliant.
- 1-29: Minor Compliance Issue.
- 30: Significant Compliance Issue.

These scores are referred to as the Accessibility Index Score (AIS). Curb ramps that had running slopes that were too steep received a score of 30 and were considered non-compliant. Curb ramps that had cross slopes slightly above the compliant threshold received a score of 20 while steeper cross slopes received a 30. Other criteria relating to turning space, flare slopes, detectable warning surfaces (DWS), obstructions, and condition were weighted lower, but could cumulatively reach the threshold for non-compliance.

To maximize efficiency during data collection, an optimization process was used to collect curb ramp data. If the width, running slope, or cross slope were found to be non-compliant, it was assumed that the remedy to correct the accessibility barrier would be full replacement of the curb ramp. Because of this, if the accessibility criteria listed above were found to be out of compliance, data collectors would cease collecting at that ramp and move on to the next feature.

The Accessibility Index Score represents the first component of a two-part scoring system. The relative importance of features, defined through community engagement, is considered in the second component of scoring and referred to as the Location Index Score. The two scores are then summed to provide prioritized scores for each facility feature as a Combined Index Score. Scoring and compliance criteria for all features are discussed in more detail in Section 4.2.1 and in Appendix C.

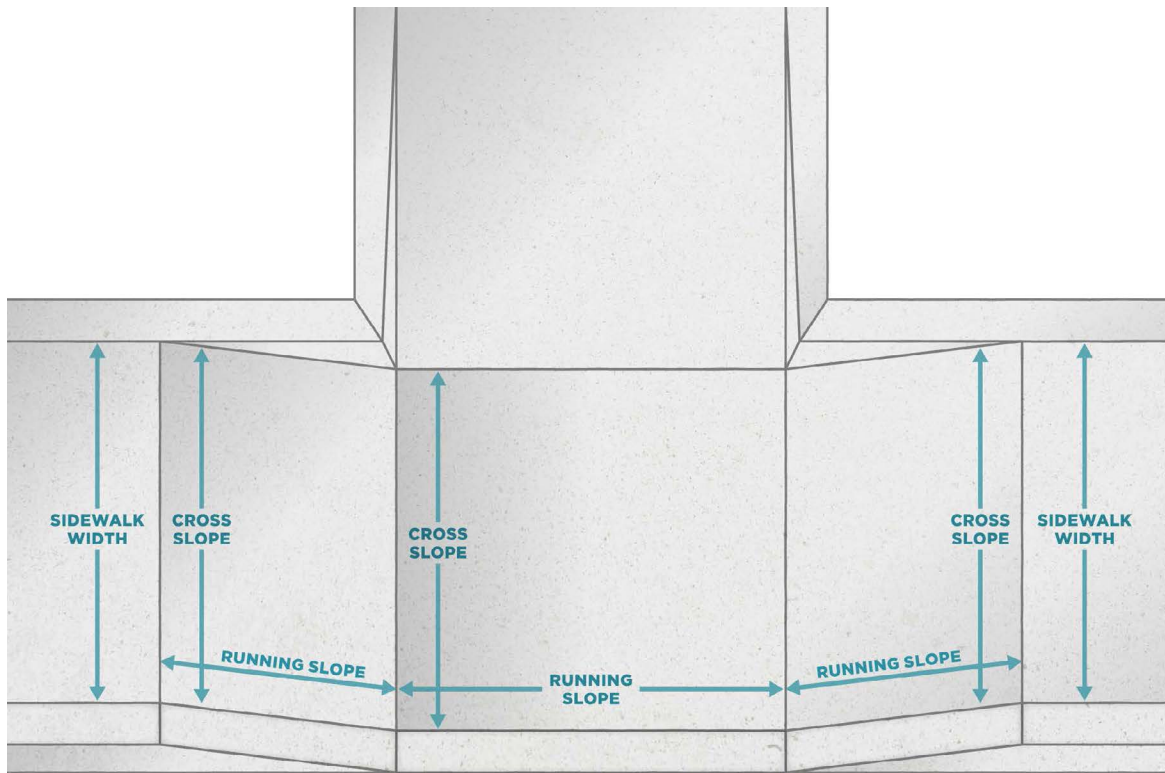


Figure 2-5 Sidewalk Attributes

Sidewalks

Field data were collected for sidewalks by Transpo Group. The field data collection for sidewalks was completed along the length of each segment and then evaluated for compliance with ADA standards. Common attributes for sidewalks are shown in Figure 2-5.

Each sidewalk was reviewed for compliance, then scored based on the degree to which the barrier impeded accessibility.

- Width, i.e., the sidewalk is too narrow.
- Slope, i.e., the sidewalk run slope or cross slope is too steep.
- Condition, i.e., the amount of cracking, upheaval, or other deterioration.

Sidewalks were scored using a scale of 0-30 and categorized as follows:

- 0: Compliant.
- 1-15: Minor Compliance Issue.
- 16-30: Significant Compliance Issue.

Hazards

Data were recorded when a hazard was observed in the pedestrian access route. Features that were inventoried included vertical and horizontal discontinuities, both fixed and moveable objects, and protruding and overhanging vegetation.

Each hazard located along a pedestrian access route was reviewed for severity, then scored based on the degree to which the barrier impeded accessibility. These barriers included:

- Vertical discontinuities, i.e., elevation changes in the walkway that can cause issues such as someone tripping or impeding a wheelchair or walker.
- Horizontal discontinuities, i.e., holes, gaps, and cracks that can cause issues such as someone falling or catching a cane in the discontinuity.
- Fixed, movable, or protruding objects, i.e., objects that reduce the available walkway space such as branches, signs, poles and mailboxes.

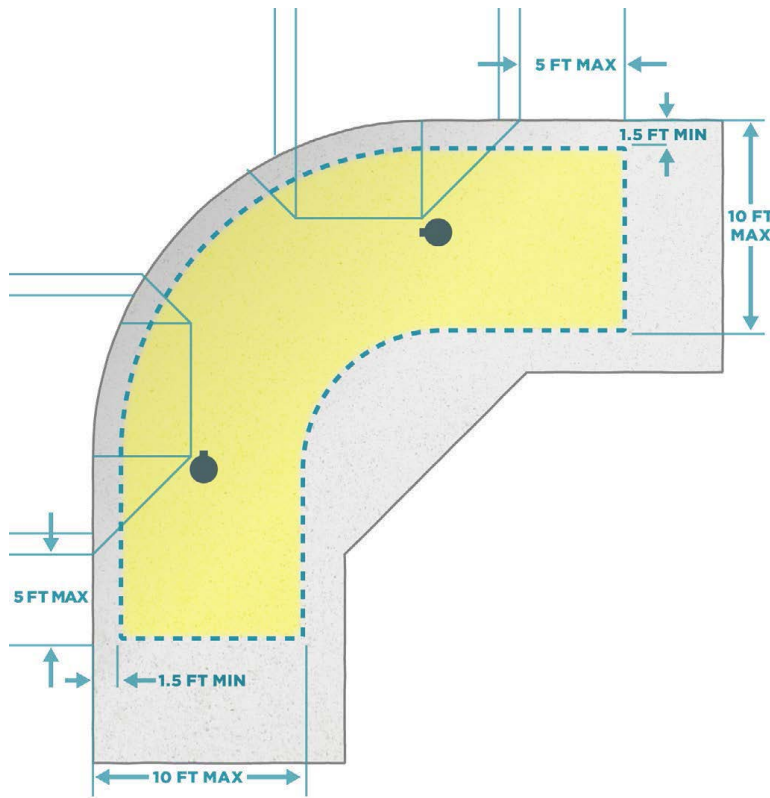


Figure 2-6 APS Pedestrian Push Button and Push Button Location Attributes

Signal Push Buttons

Data for pedestrian signal push buttons was collected by Transpo Group. Accessible pedestrian signal push buttons (APS) provide integrated visual, audible, and vibrotactile information to help pedestrians cross signalized intersections. Some push buttons can be programmed to request an extended crossing time or to make the name of the street being crossed audible when pushed for a longer time.

Data collectors recorded location and design attributes for each push button. Location attributes included reach distance to the button, availability of a clear and level area at the button, and the location relative to the intersection and corresponding crosswalk (see Figure 2-6). Design attributes included visual and tactile elements, such as a raised arrow pointing to the crossing, as well as features that provide audible and vibrational feedback.

Each pedestrian push button was reviewed for compliance, then scored based on the degree to which the barrier impeded accessibility.

Push button scores ranged from 0-30 and were categorized as follows:

- 0: Compliant.
- 1-15: Minor Compliance Issue.
- 16-30: Significant Compliance Issue.

Crosswalks

Transpo Group collected data for marked and unmarked crosswalks located across the city. Crossings that exist between two curb ramps but are not painted were considered unmarked crosswalks. Features measured included width, cross slope, and running slope.

Each crosswalk was reviewed for compliance, then scored based on the degree to which the barrier impeded accessibility. These barriers include:

- Insufficient width, i.e., the crosswalk is less than six feet wide.
- Cross slope grade i.e., the cross slope is too steep.
- Running slope grade, i.e., the running slope is too steep.

Crosswalk scores ranged from 0-30 and were categorized as follows:

- 0: Compliant.
- 1-15: Minor Compliance Issue.
- 16-30: Significant Compliance Issue.

Bus Stops

Data was collected for bus stops located across the city by Transpo Group staff. Features measured included boarding and alighting areas, bus shelter areas, and connecting pathways.

Each bus stop was reviewed for compliance, then scored based on the degree to which barriers impeded accessibility. These barriers include:

- Boarding/alighting dimensions, i.e., the area is too narrow.
- Boarding/alighting grades, i.e., the area is too steep.
- Shelter surface grades, i.e., the area is too steep.

Bus stop scores ranged from 0-30 and were categorized as follows:

- 0: Compliant.
- 1-15: Minor Compliance Issue.
- 16-30: Significant Compliance Issue.

Table 2-1 Existing and Missing Curb Ramp Compliance

CURB RAMP COMPLIANCE	RAMPS	% OF TOTAL
Significant Compliance Issue	361	68.5
Minor Compliance Issue	124	23.5
Compliant Ramps	42	8
Total	527	100

2.3.2 Findings

Curb Ramps

Approximately 92% of the 527 inventoried curb ramps do not meet ADA standards (see Table 2-1 and Figures 2-7 through 2-11).

As discussed in Section 2.3.1, non-compliant ramps are those that have:

- Non-compliant ramp width, i.e., the ramping area is not present or is too narrow (Figure 2-8).
- Non-compliant running slope, i.e., the ramp running slope is too steep (Figure 2-9). 166 curb ramps have running slopes greater than 8.3%.
- Non-compliant cross slope, i.e., the cross slope is too steep (Figure 2-10). 230 curb ramps have cross slopes greater than 2.1%, 154 of which have cross slopes greater than 3%.
- Several minor non-compliant features.

Curb ramps are designed and constructed to tie into the existing roadway. As noted

previously, steep or otherwise constrained locations may make it infeasible to meet ADA standards. When it is not feasible to remove all curb ramp barriers, ramps may be built to the maximum extent feasible (MEF) to satisfy accessibility requirements. This planning level Self-Evaluation did not examine whether non-compliant ramps were built to the maximum extent feasible. See Section 5.1 for additional information regarding MEF documentation.

It should be noted that data regarding missing curb ramps were also collected when a curb ramp existing on one side of a street did not have a receiving ramp on the opposite side of the street where there was an existing pedestrian access route, separated by a grade difference, on the receiving side. Missing curb ramps are recorded with maximum scoring and are in the "significant compliance issue" category. Figure 2-11 shows the locations of the missing curb ramps.

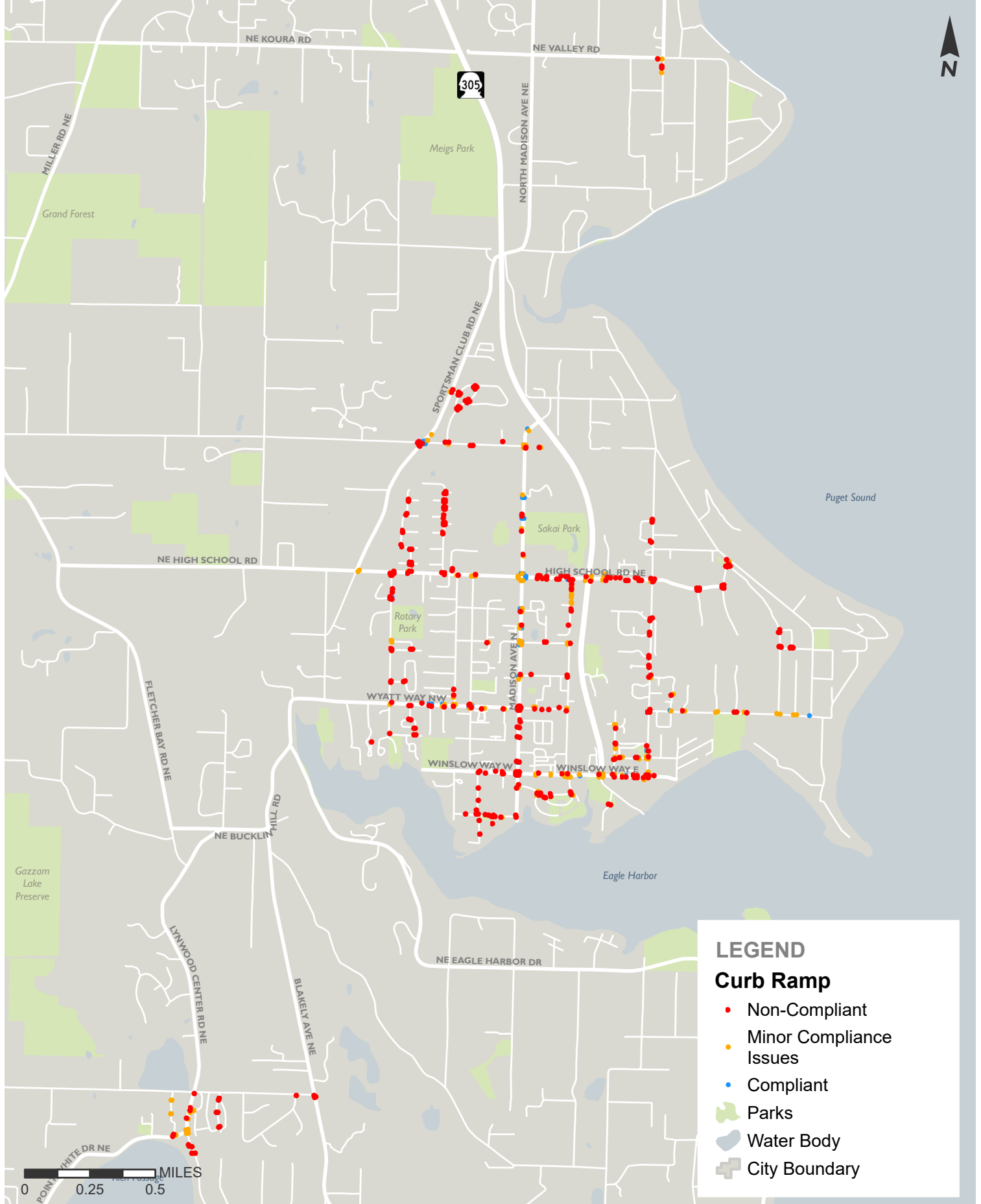


Figure 2-7 Non-Compliant Curb Ramp

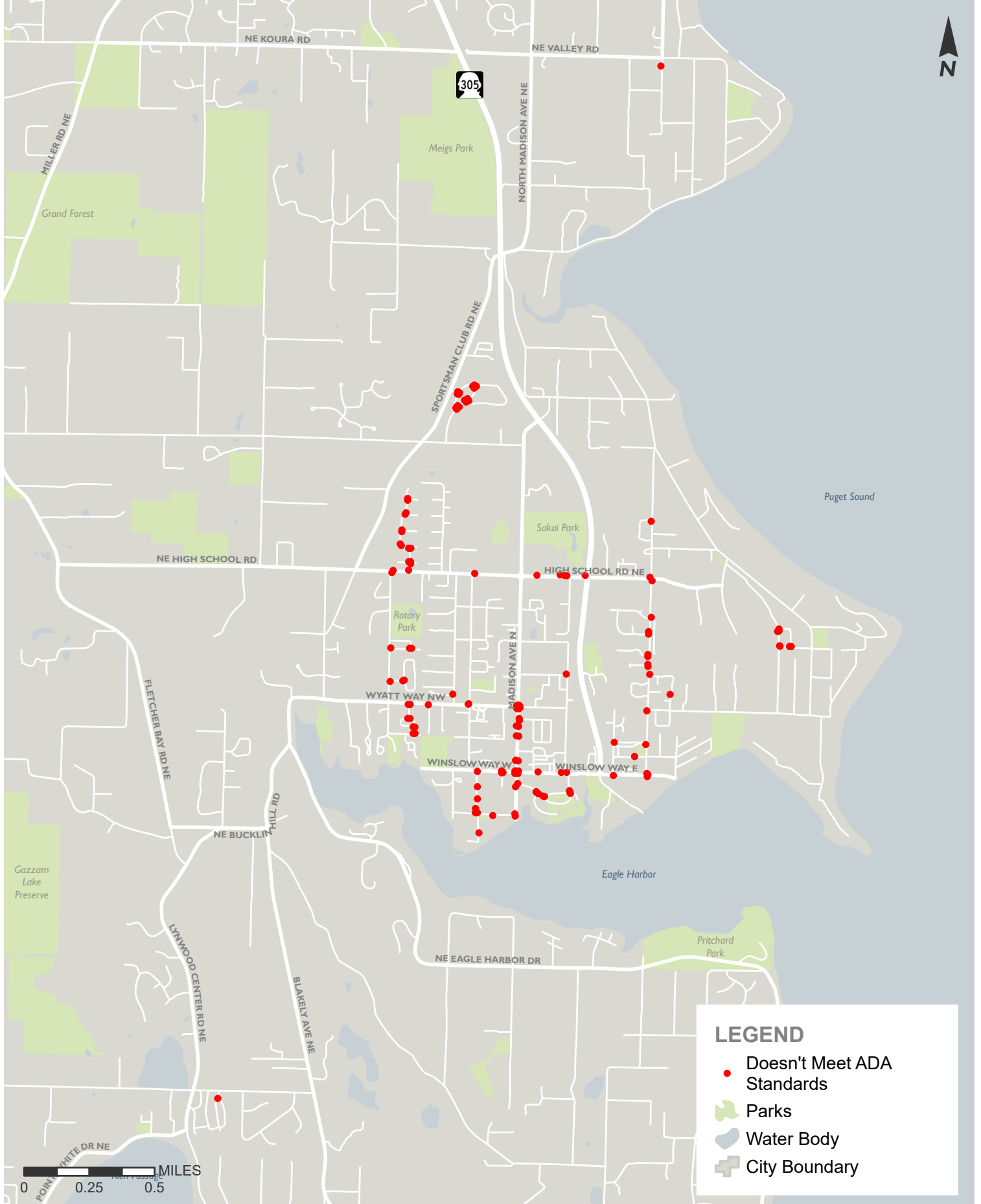


Figure 2-8 Curb Ramp Width

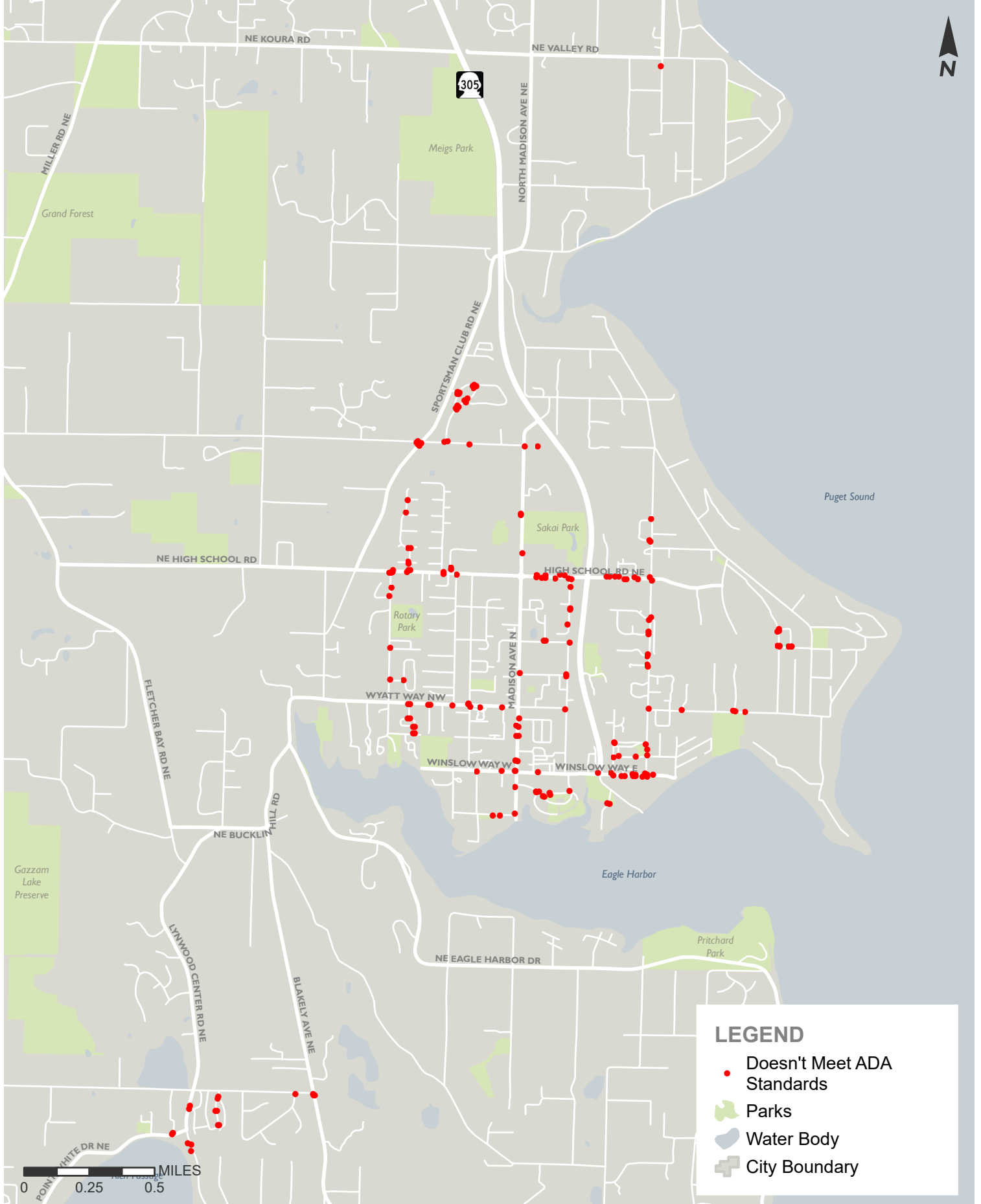


Figure 2-9 Curb Ramp Running Slope

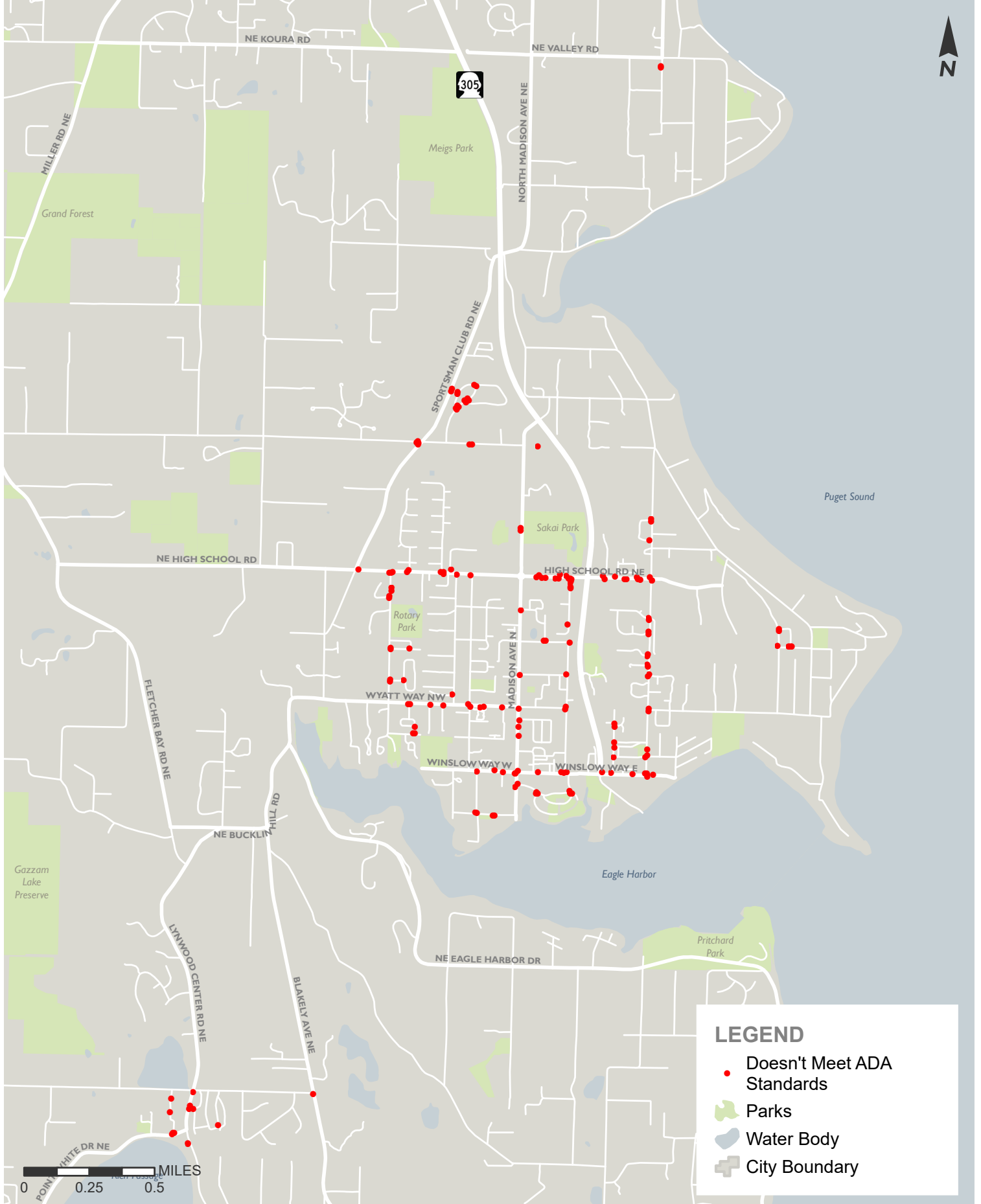


Figure 2-10 Curb Ramp Cross Slope

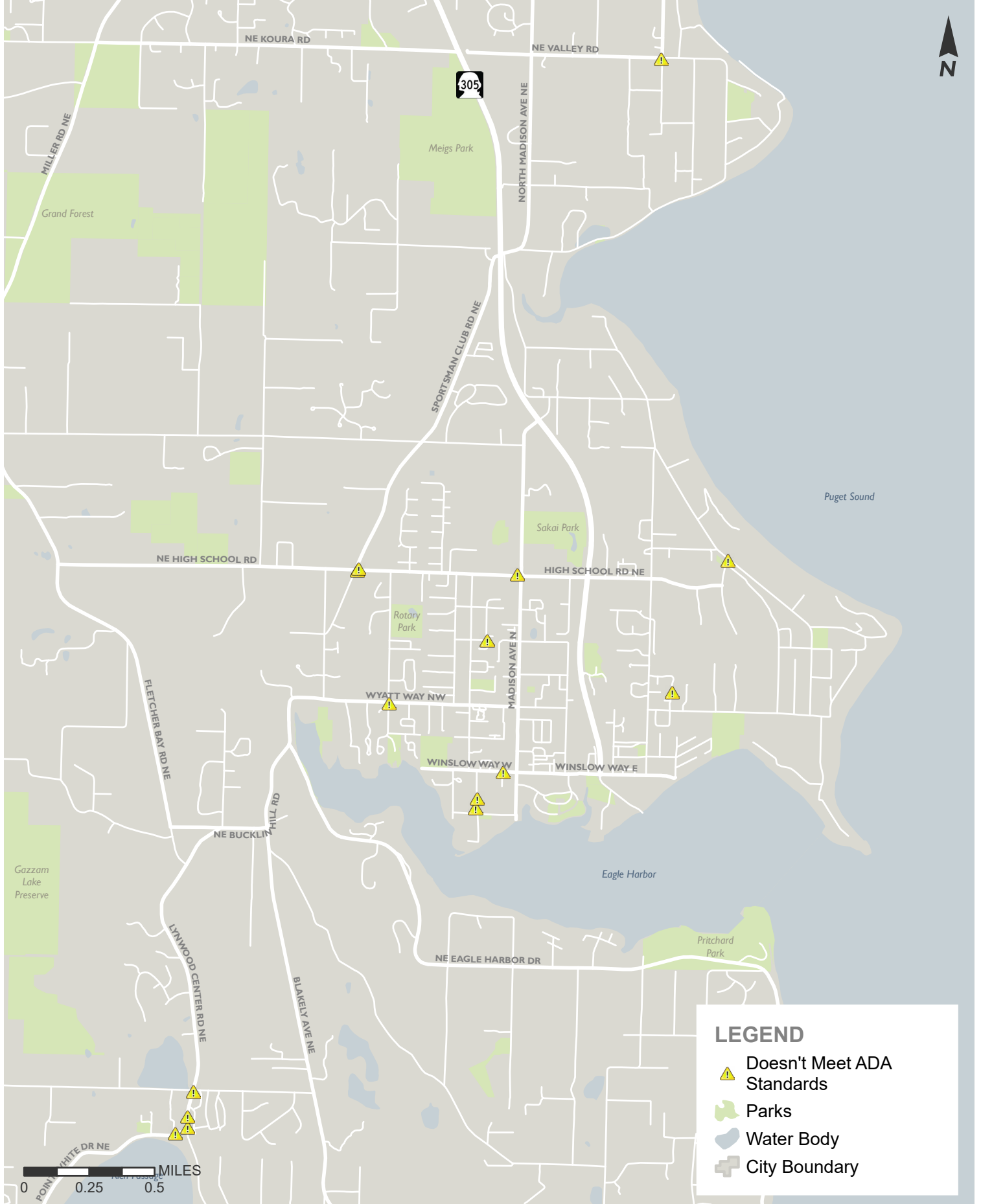


Figure 2-11 Curb Ramp No Receiving Ramp



Figure 2-12 “H-style” (left) and APS-style Pedestrian Push Button (right)

Sidewalks

A total of 22.25 miles of sidewalk were inventoried, with approximately 87% not meeting ADA standards (see Table 2-2 and Figures 2-13 through 2-16). Grinding, patch repair, and full reconstruction are potential solutions for removing sidewalk barriers, depending on the severity of the barrier.

Sidewalk Hazards

A total of 711 hazards (see Figure 2-15) were inventoried along sidewalk segments. Pruning, clearing, relocating objects, and full sidewalk panel reconstruction are potential solutions for removing hazards, depending on the severity and type of the hazard. Common sidewalk hazards inventoried included mailboxes and prunable vegetation.

Signal Push Buttons

Of the 38 inventoried pedestrian push buttons, 1 was non-APS style. Non-compliant pedestrian push buttons include non-APS style buttons to be replaced and APS-style buttons to be reprogrammed or relocated. The majority of push button barriers in Bainbridge Island (97%) are APS-style buttons that require programming updates or relocation.

Upgrading non-APS style push buttons would fall under City responsibility when the push button is City-owned, or if it is a City-funded project located on a WSDOT facility that calls for signal upgrades.

Currently, older “H-style” design push buttons account for 3% of pedestrian push buttons in Bainbridge Island. This style of push button can be upgraded to increase accessibility but must be fully replaced with an accessible pedestrian signal (APS)-style push button to achieve full ADA compliance (Figure 2-12).

The requirement to use APS-style push buttons is relatively new, and lack of compliance is typically due to a crossing not being upgraded prior to evolving requirements. Push buttons are most often upgraded to APS-style in groups rather than individually. As a result, APS-style additions and upgrades usually occur on an intersection-by-intersection basis.

Figure 2-17 shows the type and locations of pedestrian push buttons throughout the city. In addition to type, push button accessibility is scored on a number of factors including location, placement, and programming. Figure 4-13 includes scoring and shows the locations where both APS and non-APS push buttons should be updated, relocated, or otherwise altered.

Table 2-2 Sidewalk Compliance

SIDEWALK COMPLIANCE	MILES	% OF TOTAL
Significant Compliance Issue	0.23	1.0
Minor Compliance Issue	19.09	85.8
Compliant	2.93	13.2
Total	22.25	100

Table 2-3 *Bus Stop Compliance*

SIDEWALK COMPLIANCE	MILES	% OF TOTAL
Significant Compliance Issue	19	47.5%
Minor Compliance Issue	7	17.5%
Compliant	14	35%
Total	40	100

Crosswalks

Data collection for this plan included 164 crosswalks, with 6 not meeting ADA standards. A common non-compliant element among crosswalks was the cross slope.

Bus Stops

40 bus stops were inventoried with 65% not meeting ADA standards (see Table 2-3 and Figure 2-18). Accessibility at bus stops is a shared responsibility between Kitsap Transit, who is responsible for the accessibility of any structures at the site, such as shelters or signage, and COBI who is responsible for the public right-of-way facilities that access the bus stop, and the condition of the bus stop pad at the stop. Grinding, patch repair, and full reconstruction of boarding areas are potential solutions for removing bus stop barriers depending on the severity of the barrier. Only those barriers for which COBI is responsible are included in this plan.

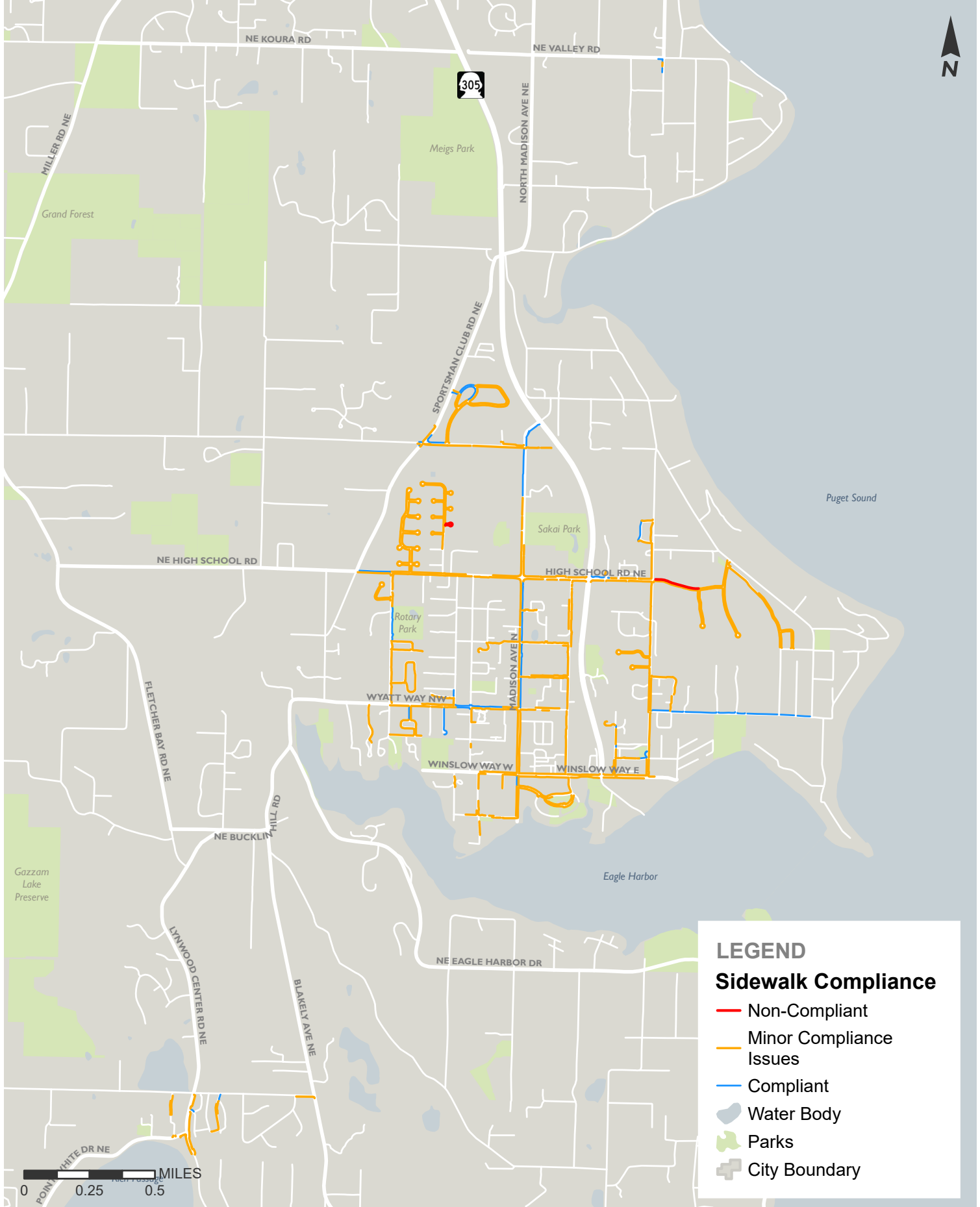


Figure 2-13 Non-Compliant Sidewalk

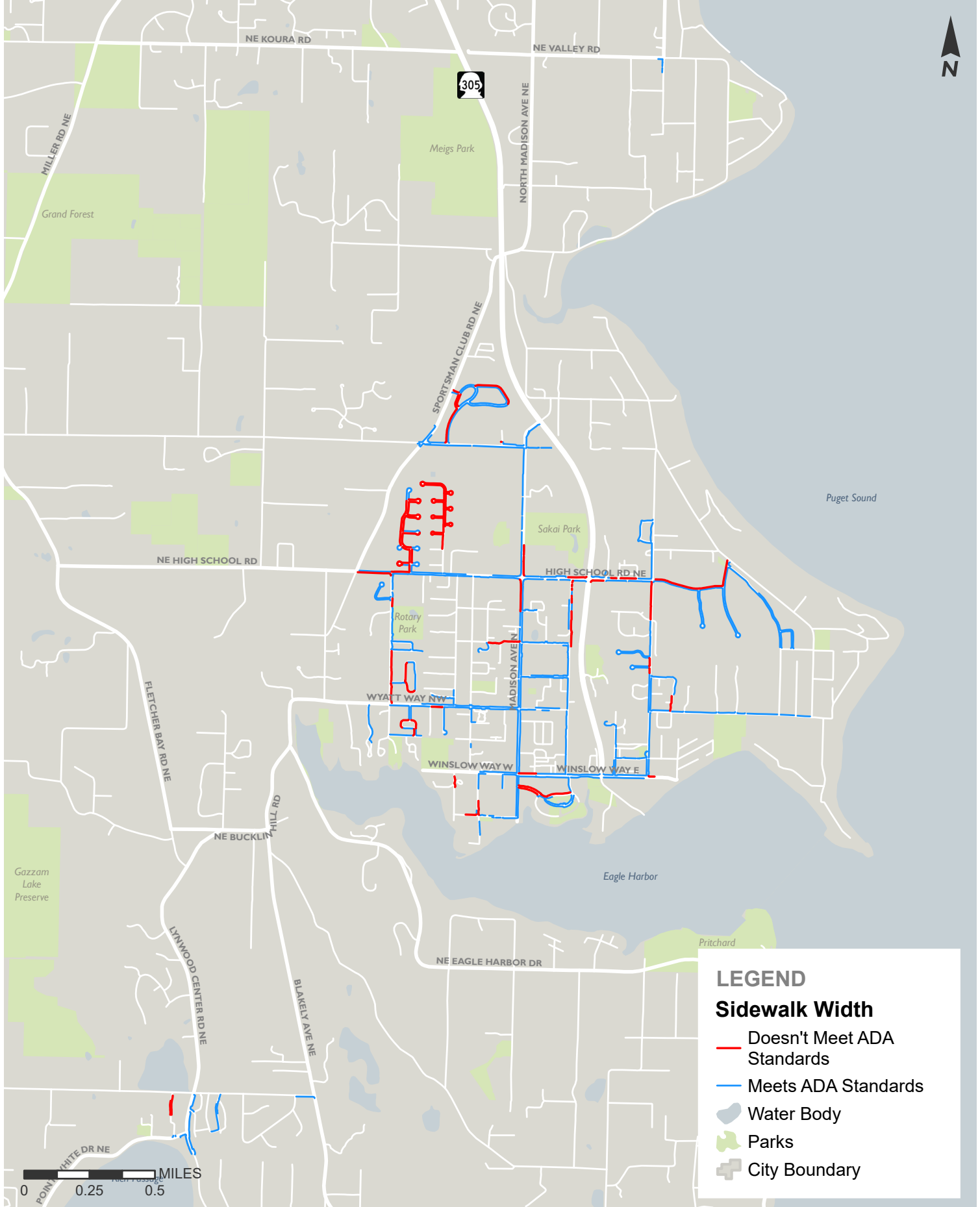


Figure 2-14 Sidewalk Width

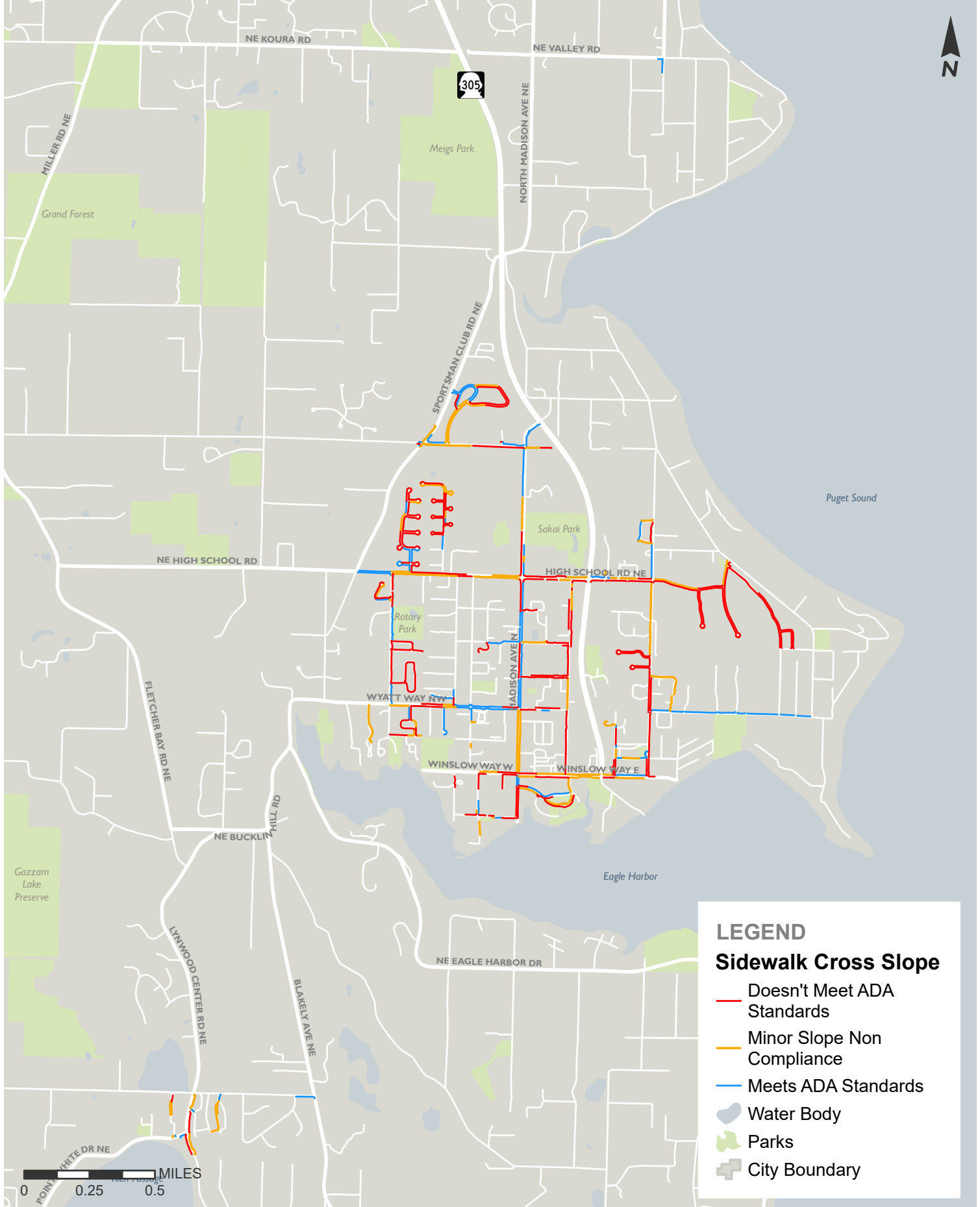


Figure 2-15 Sidewalk Cross Slope

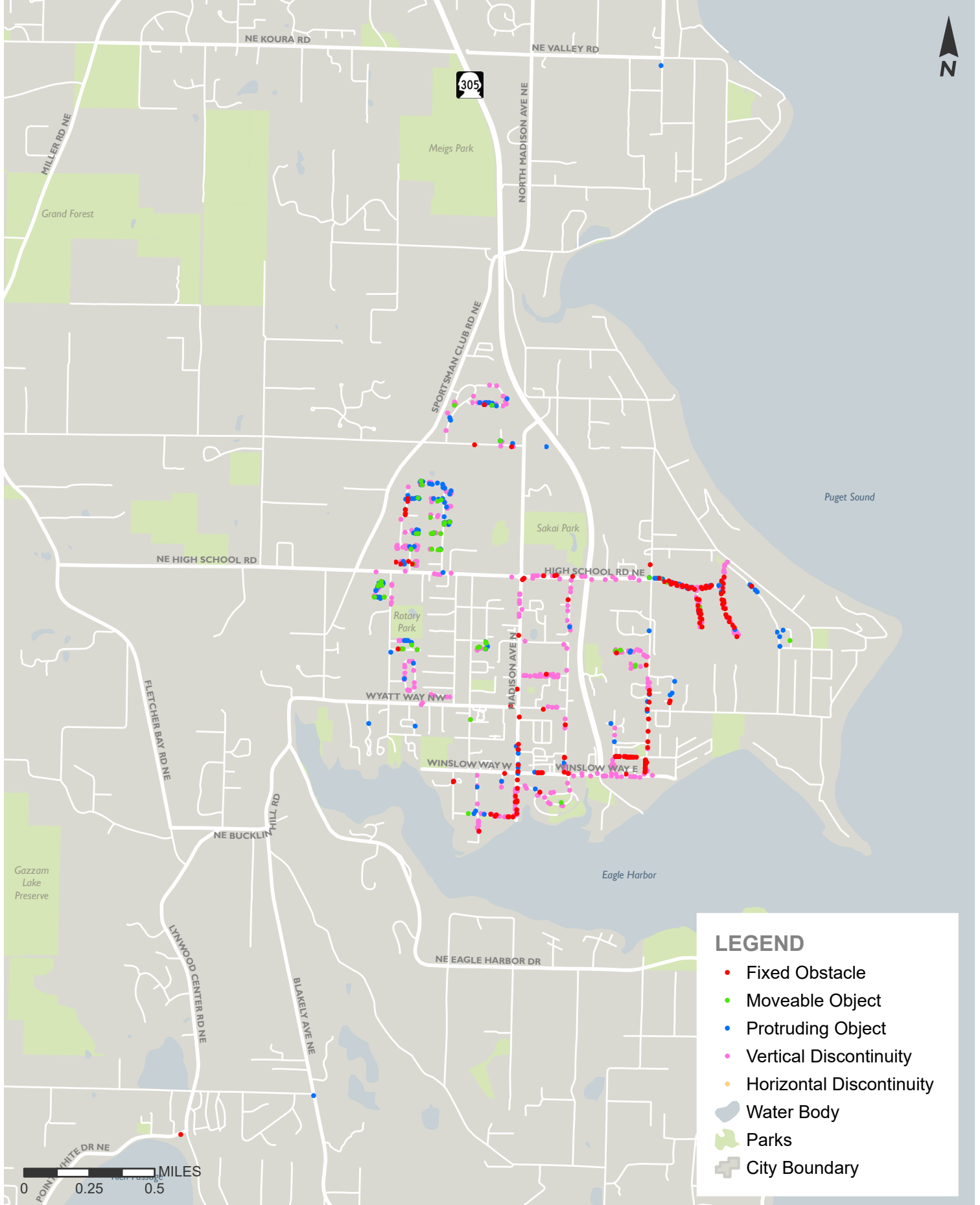


Figure 2-16 Sidewalk Barriers/ Hazards

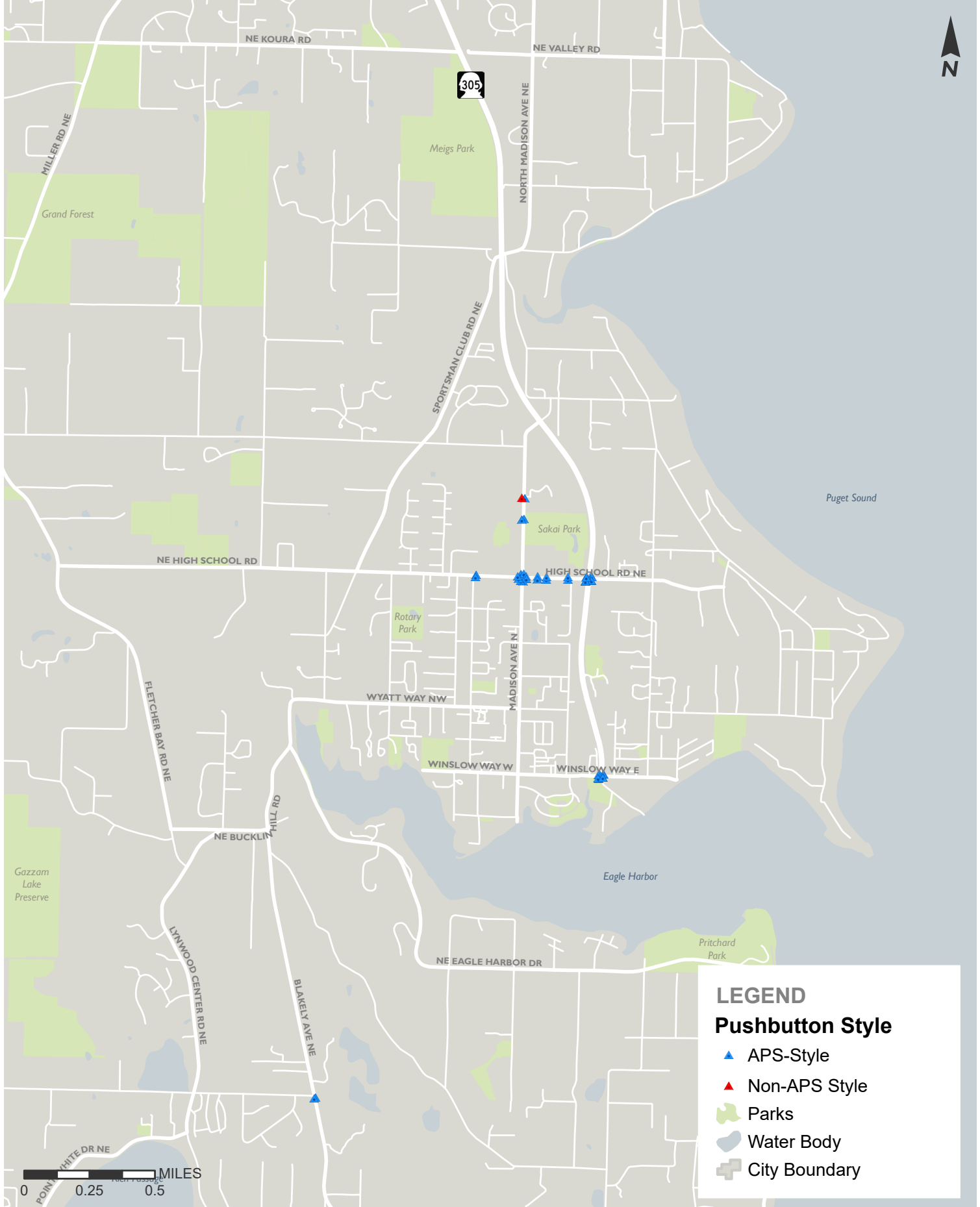


Figure 2-17 Signal Push Buttons: APS and Non-APS

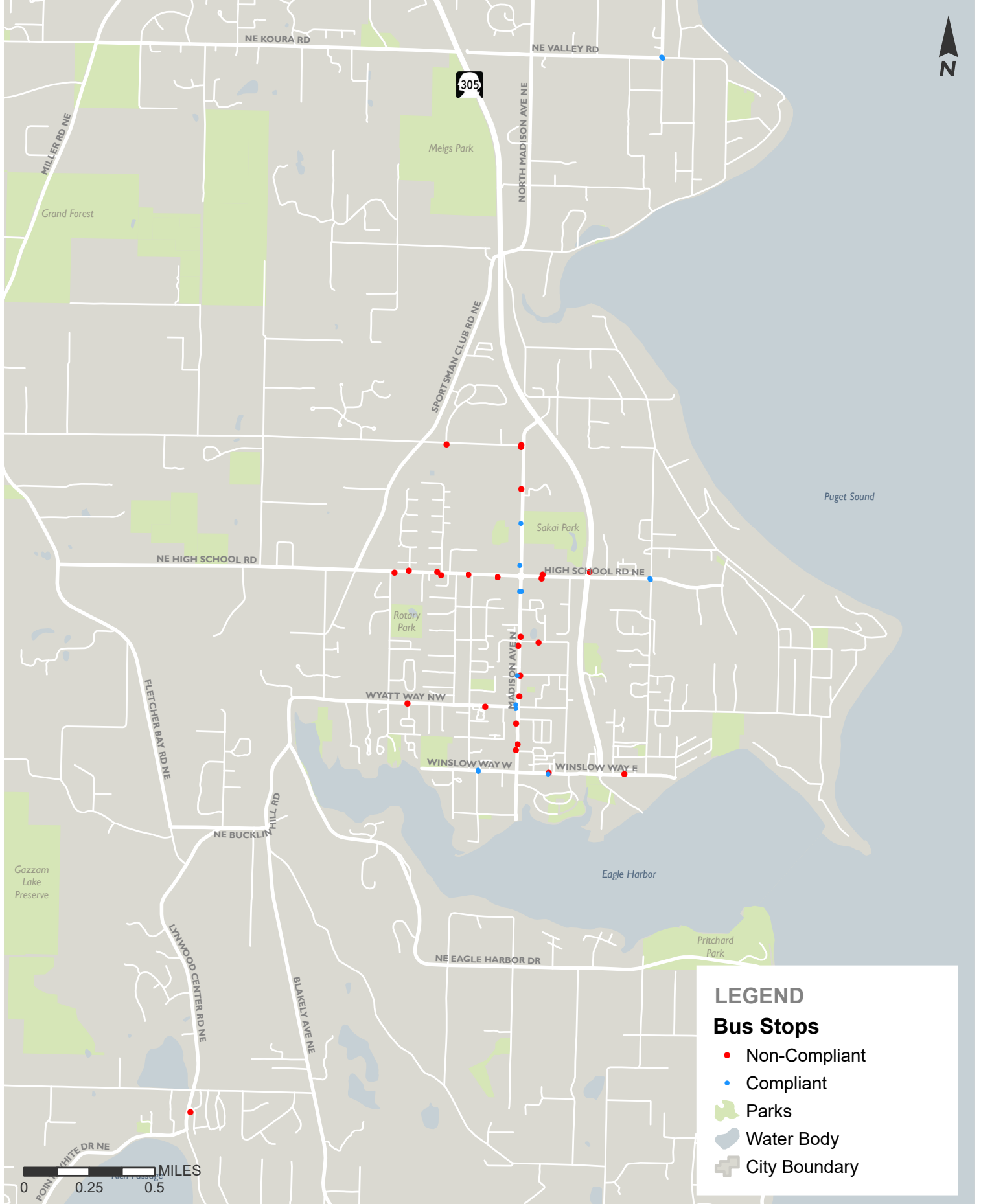


Figure 2-18 Bus Stop Compliance

2.4 City Buildings and Parks

Barrier assessment for City buildings and City parks included elements of pedestrian pathways within buildings and at building entrances, as well as vertical elements in public parks. Horizontal elements in buildings and parks were collected by Transpo Group and vertical elements were collected by Accessology. It should be noted that playground elements at Waterfront Park were not collected.

Table 2-4 Facilities & Parks Barrier Distribution

LOCATION	NUMBER OF BARRIERS
City Hall	42
Strawberry Cannery Park	5
Waterfront Park	36
City Trails	101
Total	184

2.4.1 Methods

Facilities and parks barriers include trails, non-compliant signage, restroom fixture height, countertop or table height, gate width, pedestrian access routes, and play ramps, among other barriers. In total, 184 barriers were found in these areas, listed in Table 2-4. For each barrier found, information collected included a description of the barrier, the recommended solution and estimated cost as well as other information such as recommended priority ranking and photos of the barrier. BlueDag, a custom software database, was used to generate the ADA survey results for buildings and vertical elements at parks.

2.4.2 Findings

The field surveys for the COBI properties were conducted using proven ADA survey instruments and calibrated measurement tools. Collected data were reviewed and analyzed, and recommended preliminary solutions were developed. Table 2-4 shows the number of barriers found in each facility and park. A complete report of all barriers recorded in Bainbridge Island parks and facilities can be found in Appendix K.

2.5 Programs, Services, and Activities Review

2.5.1 Methods

Under the ADA, the City of Bainbridge Island is required to complete a Self-Evaluation of the City's facilities, programs, policies, and practices. The Self-Evaluation identifies and provides possible solutions to those policies and practices that are inconsistent with Title II requirements. To be compliant, the Self-Evaluation should consider all aspects of the City's programs, services, and activities (PSAs), including the policies and practices the City uses to implement its various PSAs.

The evaluation of the City's PSAs utilized an interactive survey process. The interactive survey was conducted following a review of the programs offered on the City's website and City provided programs, services, and activities (PSAs) submitted for review. Surveys were submitted to each City department for additional information not found through other means. Specific programs and/or departments were interviewed for a better understanding. The questions were tailored to the PSAs offered by each department and area and used to finalize the determination of ADA compliance. A summary of the discussions of additional programmatic elements found during the evaluation process for each department is included in Appendix B.

2.5.2 Findings

The City of Bainbridge Island's ADA Transition Plan reflects the results of a comprehensive review of the City's PSAs provided to employees and the public. The review identifies programmatic barriers to individuals with disabilities interested in accessing the PSAs offered by the City.

To comply with requirements of the plan, the City must take corrective measures to achieve program accessibility through several methods, including, but not limited to the following:

1. Relocation of programs to accessible facilities;
2. Modifications to existing programs so they are offered in an accessible manner;
3. Structural methods such as altering an existing facility;
4. Policy modifications to ensure nondiscrimination; and
5. Auxiliary aids provided to produce effective communication.

When choosing a method of providing program access, the City should attempt to give priority to the method that promotes inclusion among all users, including individuals with disabilities.

PSAs offered by the City to the public must be accessible. Accessibility applies to all aspects of a program, service, or activity, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication. However, the City is not required to take any action that will result in a fundamental alteration in the nature of a program or activity, create a hazardous condition for other people, or result in an undue financial and/or administrative burden. This determination can only be made by the ADA/504 Coordinator and/or an authorized designee of the City, such as the City Manager, the Mayor, or their designee and must be accompanied by a written statement detailing the reasons for reaching the determination.

The determination of undue burden must be based on an evaluation of all resources available for use. If a barrier removal action is judged unduly burdensome, the City must consider all other options for providing access that will ensure that individuals with disabilities receive the benefits and services of the program or activity. This process must be fully documented.

3.0 Public Outreach

3.1 Engagement Methods

Public and stakeholder input is an essential element in the Transition Plan development and Self-Evaluation processes. ADA implementation regulations require public entities to provide an opportunity to interested persons, including individuals with disabilities or organizations representing those individuals, to participate in the self-evaluation process and development of the Transition Plan by submitting comments (28 CFR 35.105(b) and 28 CFR 35.150(d)(1)). Prior to the plan's adoption, there were three primary goals for public outreach:

- Inform the public about the City's plan and processes regarding the removal of accessibility barriers within the right-of-way and provide information to assist interested parties in understanding the issues faced by the City, the alternatives considered and the City's planned actions.
- Obtain public comment to identify errors or gaps in the proposed Transition Plan for the public right-of-way, specifically on prioritization and grievance processes.
- Meet Title II requirements for public comment opportunity.

While the City of Bainbridge Island, and the Bainbridge Island Metropolitan Parks and Recreation District (BIMPRD) are developing ADA Transition Plans separately, the public outreach phase of both plans was accomplished simultaneously to provide the community with a streamlined process for engagement.

To generate public involvement and capture feedback on the ADA Transition Plan, The City of Bainbridge Island's consultant, Transpo Group, developed a virtual open house, a public engagement survey, and an online mapping

tool to reach out to the local community and get input about the City's current accessibility. Advertising for these outreach methods leveraged the City's virtual open house website, community liaisons, email lists, and posts on the City's social media channels. Respondents to the survey who indicated interest in further participation were invited to a focus group in early September 2025 to help the City determine elements most important to the local disability community.

A full account of the public engagement findings can be found in Appendix D.

3.1.1 Online Open House and Survey

An online open house that explained the ADA Transition Plan project, and the project's goals and areas of focus, was made available on the City's virtual open house website. Within the open house an online survey and reporting tool was provided for the public to give feedback on gaps and barriers at specific locations.

The survey asked questions focusing on the following areas.

- Whether the respondents have a disability or support someone with one.
- Which type of accessibility barriers respondents currently experience.
- How respondents rate the accessibility conditions of existing City and right-of-way facilities.
- What facility types respondents believe should be prioritized when removing accessibility barriers.

The survey was made available for public participation from mid July 2025 through September 2025 and reached a total of 88 responses, 84% of which were Bainbridge Island residents. Input from jurisdictions outside of Bainbridge Island included feedback from Kitsap, Jefferson, King, and Multnomah Counties. Respondents were asked to identify the reasons usually they travel in or through the City of Bainbridge Island, whether the travel was for work, school, medical services, shopping or other purposes.

Survey respondents identified their first and second priorities for improving pedestrian facilities within the city. The weighted rank priorities showed that the following three categories were highest priority:

- Retail Services
- Hospitals and Medical Services
- Parks

Through the engagement process, the City connected with and built relationships with local disability advocates and organizations and will continue to seek them out for further community input.

3.1.2 Focus Group

Respondents to the engagement survey were asked if they would be interested in attending a focus group to provide deeper insights into the issues faced by various community members, and those who had indicated through other

channels their interest and advocacy for the ADA were invited to attend the focus group, which was held virtually in early September 2025.

The focus group provided an opportunity for attendees to verify preliminary findings from the stakeholder survey and offer more nuanced insights into the emerging trends.

The eleven focus group attendees were asked to reflect on their experiences with access to medical and retail destinations, parks, and transit and offered invaluable insight into their lived experiences in these areas and with City facilities, activities, and programs.

Findings at the focus group included:

- Slopes are very challenging all over the island
- Lack of ADA parking is an issue especially for vans and vehicles equipped with ramps
- Access to and from the ferry landing is an issue due to slope and distance between parking and the ferry loading dock
- There is precious little truly accessible access, particularly for those who use a wheelchair, to the shoreline and intertidal zones which are considered to be a valuable and unique community asset for learning and recreation

4.0 Pedestrian Barrier Removal Methods and Schedule

Chapter 4 provides a summary of barrier removal methods and priorities to guide the implementation of barrier removal activities. This chapter presents a total planning level cost estimate for the removal of existing pedestrian barriers and provides a schedule that outlines the time frame to achieve compliance with ADA standards through the identified barrier removal methods.

4.1 Barrier Removal Methods

The City currently has a number of ongoing methods to remove accessibility barriers in the public right-of-way. Current methods of barrier removal are indirect and are typically related to other programs such as maintenance activities, and projects constructed as part of the Capital Improvement Plan. These projects, when impacting existing pedestrian facilities, will include accessibility upgrades as required.

Occasionally, permitted development will result in the reconstruction of pedestrian facilities and therefore removal of any barriers that previously existed in the replaced facility. However, barrier removal through this method is infrequent and inconsistent from year-to-year.

Certain programs may provide continual means of barrier removal, while others vary based on outside influences, such

as permitted development and the successful pursuit of grant funding.

The precise manner in which an existing pedestrian barrier is removed is typically determined by its complexity and cost. Less complex pedestrian barriers, such as the removal of a movable hazard can be addressed through maintenance and operations programs. Removal of more complex barriers, such as those associated with ramp or sidewalk design, typically require additional engineering and are incorporated as part of a more costly capital construction project.

For these methods to be effective, Bainbridge Island practices and design standards must comply with federal ADA guidance. If standards are not updated and enforced, new or reconstructed pedestrian facilities may not be constructed to accessible standards, requiring costly revision and increasing the duration it will take the City to remove all accessibility barriers.

The following sections provide additional detail regarding capital projects, maintenance, and City programs that may provide funding mechanisms for barrier removal.

4.1.1 Capital Improvement Plan

The Capital Improvement Plan (CIP) defines projects and identifies funding for different elements of the government facilities and infrastructure, including transportation. Transportation projects listed in the CIP range from minor street widening to street extension

projects. The completion of this Self-Evaluation and Transition Plan provides a useful tool that assists the City in identifying accessibility barriers for inclusion in CIP projects.

Bainbridge Island updates its CIP annually and forecasts projects for a six-year period. ADA compliant improvements (new or replacement) are often included as a component of these projects.

4.1.2 Sidewalk Maintenance Program

Operational and maintenance activities typically resolve less costly and less complex barriers to accessibility. A subset of the work completed by the Public Works & Utilities department helps to remove ADA related barriers through curb, street, and sidewalk repairs. Though maintenance investments for pedestrian facilities often do not bring sidewalks, ramps, and other pedestrian infrastructure fully up to ADA standards, these investments of staff time and resources typically result in critically important access improvements. These activities include sidewalk panel grinding, panel replacement, and request-based curb ramp installations. Maintenance investments are crucial to increasing the longevity of the existing pedestrian network and can provide an opportunity to demonstrate consistent progress toward implementing the ADA Transition Plan.

4.1.3 Private Development

Even with complete funding availability for accessibility improvements, it will take many years to remove accessibility barriers. Redevelopment of properties, such as construction of new housing, commercial buildings, or major remodels, can provide a valuable boost to barrier removal efforts. At times, private development results

in street frontage improvements as a function of construction permit requirements. All such improvements are designed and built to meet City and ADA standards. This approach to barrier removal is incremental and depends on the outside influence of developers and therefore was not included in the City's funding estimate.

4.2 Barrier Removal Plan and Schedule

The ADA requires agencies to specify a schedule for taking the steps necessary to make existing facilities ADA compliant. This plan section summarizes the three-step process used to develop a barrier removal implementation plan and schedule, consistent with ADA Transition Plan requirements:

1. Prioritization of pedestrian barriers. Physical barriers identified through the Self-Evaluation were prioritized based on the degree to which they physically impacted accessibility and their proximity to key pedestrian destinations. Community input received through stakeholder engagement informed the prioritization process.
2. Estimation of planning level costs to remove pedestrian barriers. Unit costs were applied to the barrier inventory to generate a total planning level cost estimate to remove Self-Evaluation identified barriers. This planning level cost estimate is the total estimated 'need' for barrier removal.
3. Development of a schedule for barrier removal. An estimate of available financial resources was generated and compared to the total estimated need to develop a schedule for barrier removal.

4.2.1 Prioritization of Pedestrian Barriers

To inform the City's future project selection and understand the impact of barrier removal programs, a two-part prioritization system was developed and used to score each pedestrian facility. This system was informed by the Self-Evaluation data, the community engagement process, and technical expertise. The two parts to the scoring system reflect both a facility's physical characteristics, and its importance to pedestrian travel within the community, determined through stakeholder engagement. Under the prioritization system, each barrier was scored independently on two factors:

Physical impact to accessibility, includes items such as cross slopes, width measurements, presence of markings or hazards, etc.

Proximity to key pedestrian destinations, defined through community engagement, includes proximity of destinations such as healthcare facilities, transit stops, parks, grocery stores, and schools.

The two resulting scores were added together to incorporate both factors into a single combined

score for prioritization. Based on each facility's combined score, it was then categorized as very high, high, medium, or low priority for barrier removal. Under this system, facilities that present greater barriers to accessibility and are located near multiple key pedestrian destinations are considered highest priority, while facilities with less significant physical barriers, or those located farther from key pedestrian destinations are considered a lower priority. Prioritization scoring factors are described below.

Physical Impact to Accessibility: Accessibility Index Score (AIS)

The Accessibility Index Score describes the degree to which each facility presents a physical barrier to accessibility. Criteria and weights were developed for sidewalks, curb ramps, and pedestrian push buttons. These criteria and weights are shown in Appendix C.

Potential scores for each facility range from 0 (compliant) to 30. Each facility's Accessibility Index Score is the sum of the individual criterion scores.

Figures 4-1 through 4-5 show the AIS for each of the facilities where data were collected.

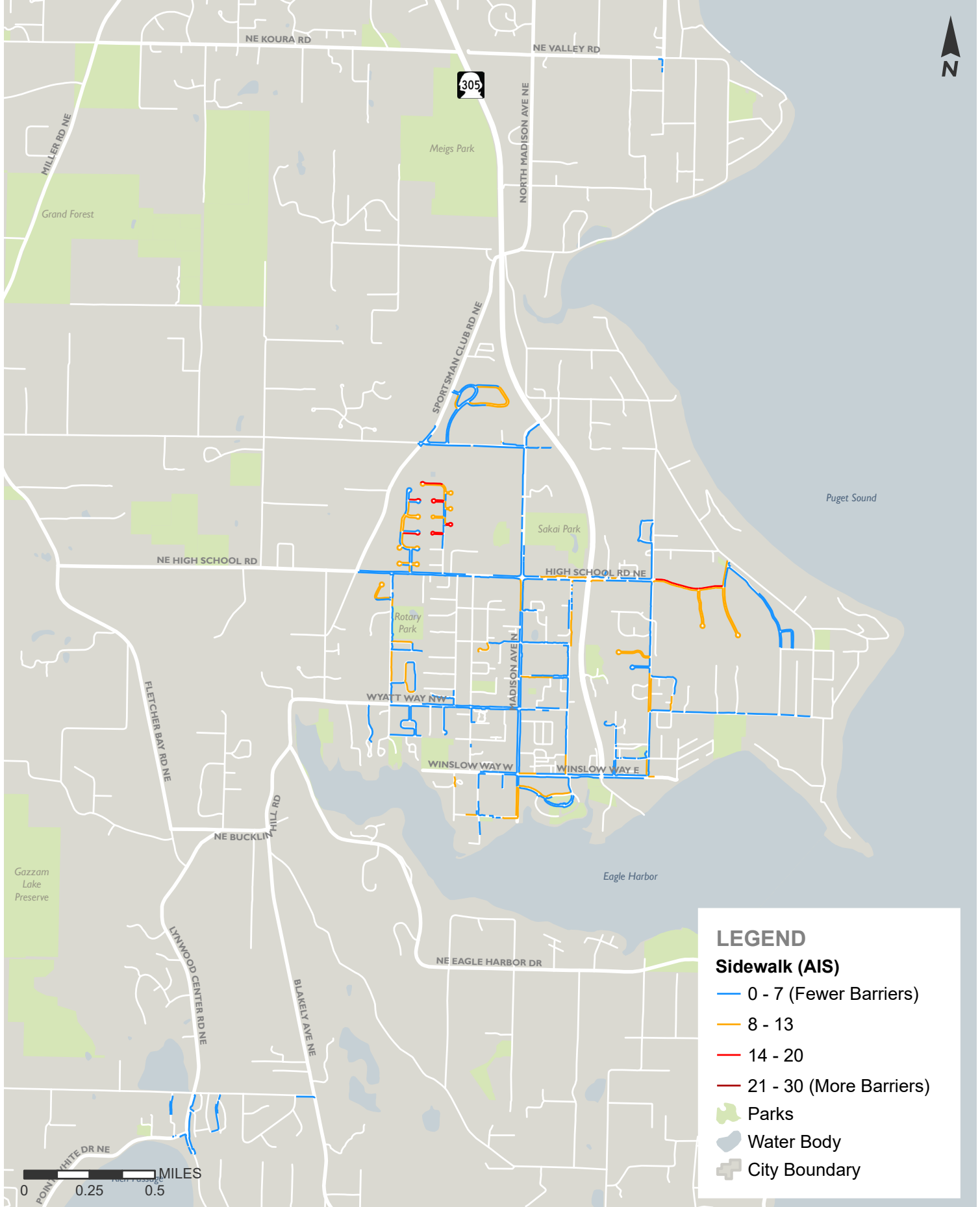


Figure 4-1 Accessibility Index Score Composite (Sidewalk)

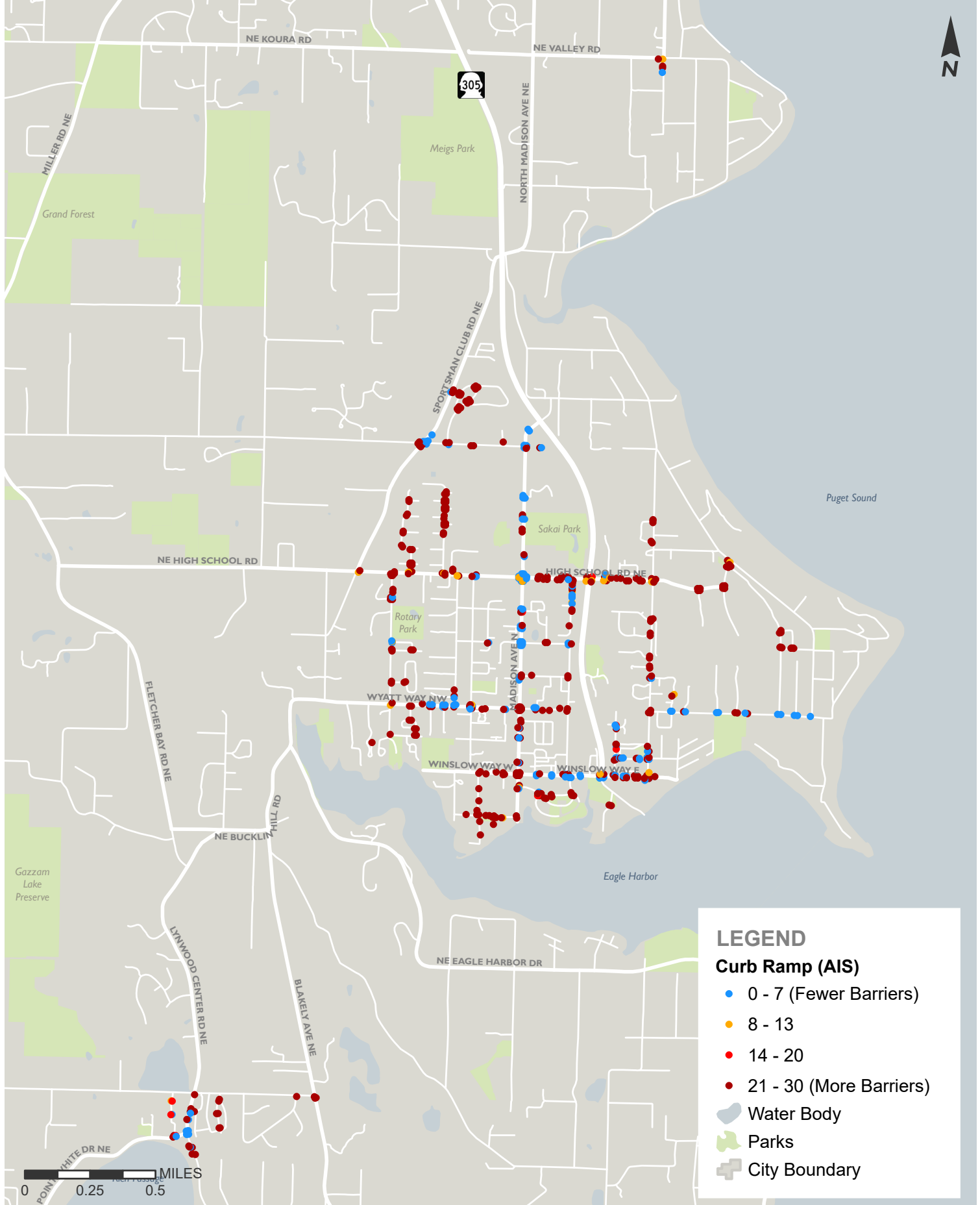


Figure 4-2 Accessibility Index Score Composite (Curb Ramp)

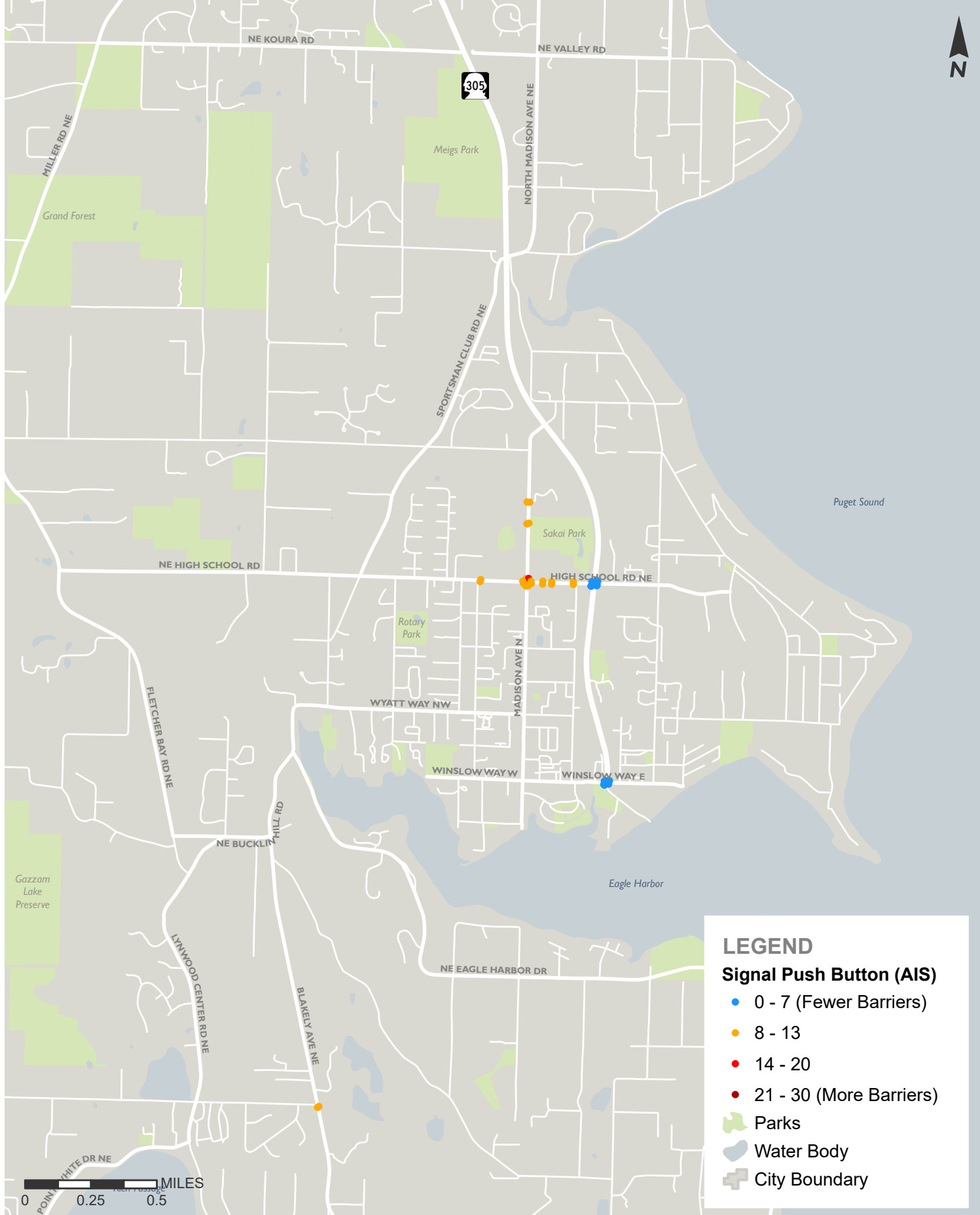


Figure 4-3 Accessibility Index Score Composite (Signal Push Button)

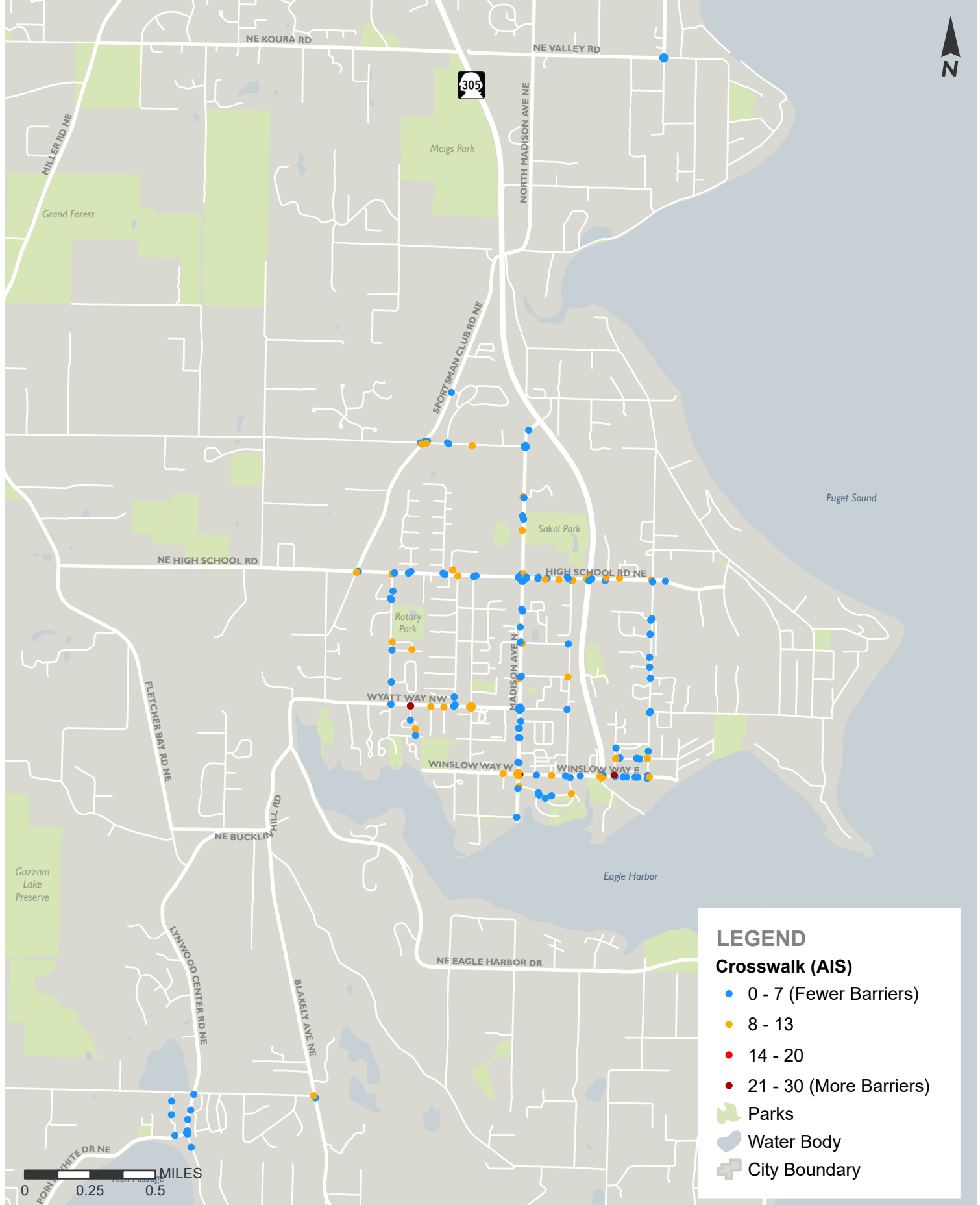


Figure 4-4 Accessibility Index Score Composite (Crosswalk)

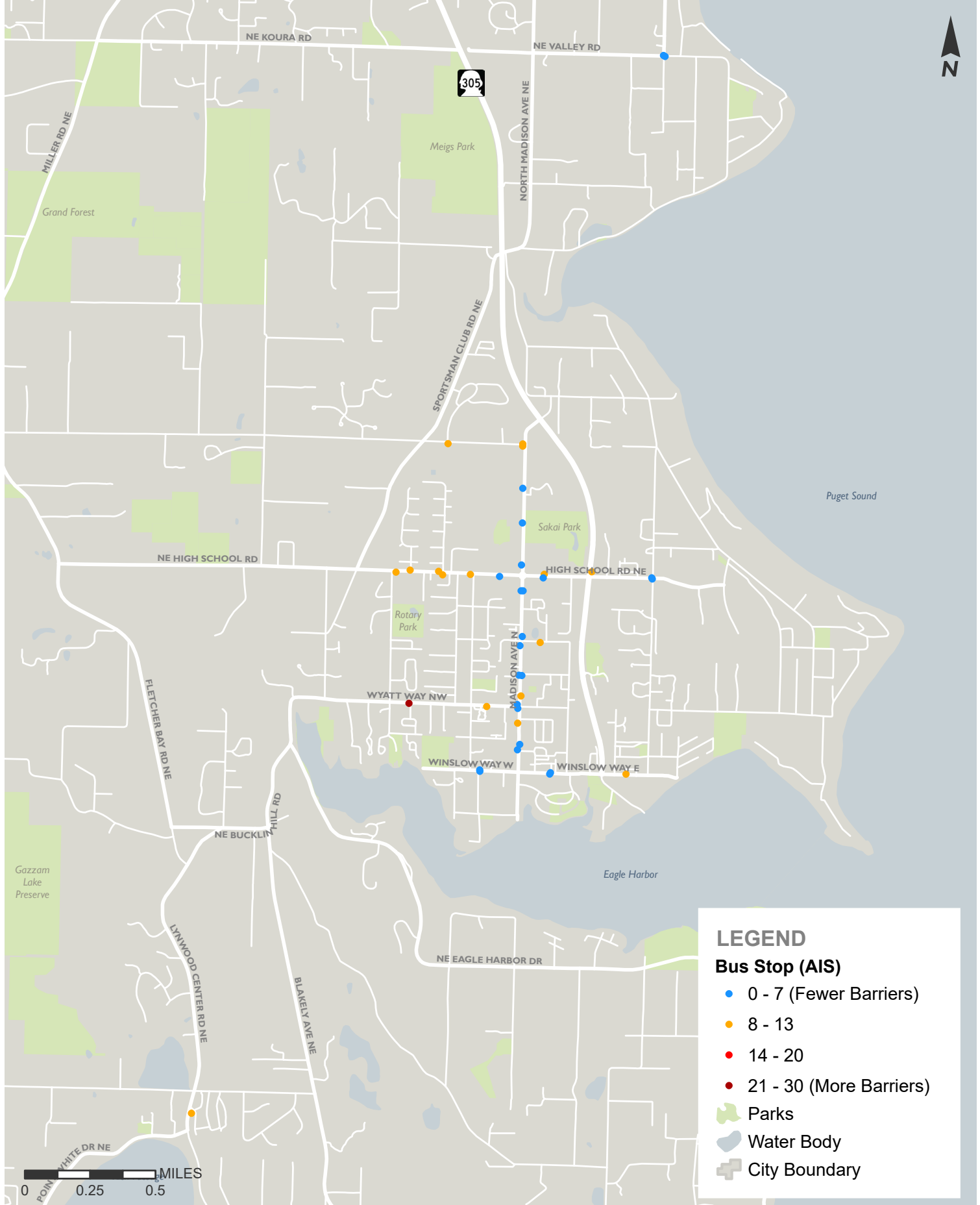


Figure 4-5 Accessibility Index Score Composite (Bus Stop)

Proximity to Key Pedestrian Destinations: Location Index Score (LIS)

The Location Index Score describes the importance of the pedestrian facility in accessing key community destinations. Each existing pedestrian facility was scored based on its proximity to schools, parks, transit facilities, signals or roundabouts, public buildings, and downtown or commercial business centers. Facilities near retail services, hospitals and medical facilities, and parks received a higher score to reflect feedback received through the public engagement survey.

Location Index Scores reflect the number of types of key pedestrian destinations within a defined radius. The full score for each type of destination is assigned if at least one facility of that type is nearby; scores do not increase if a facility is within the radius of multiple destinations of the same type. For example, a facility within one-eighth mile of two parks will receive a score of 5, while a facility within one-eighth mile of a park and a school will receive a score of 10.

Total Location Index Scores ranged from 0 to 45. Location scoring criteria and weights are shown in Appendix C.

Figures 4-6 through 4-10 show the LIS for each of the facilities where data were collected.

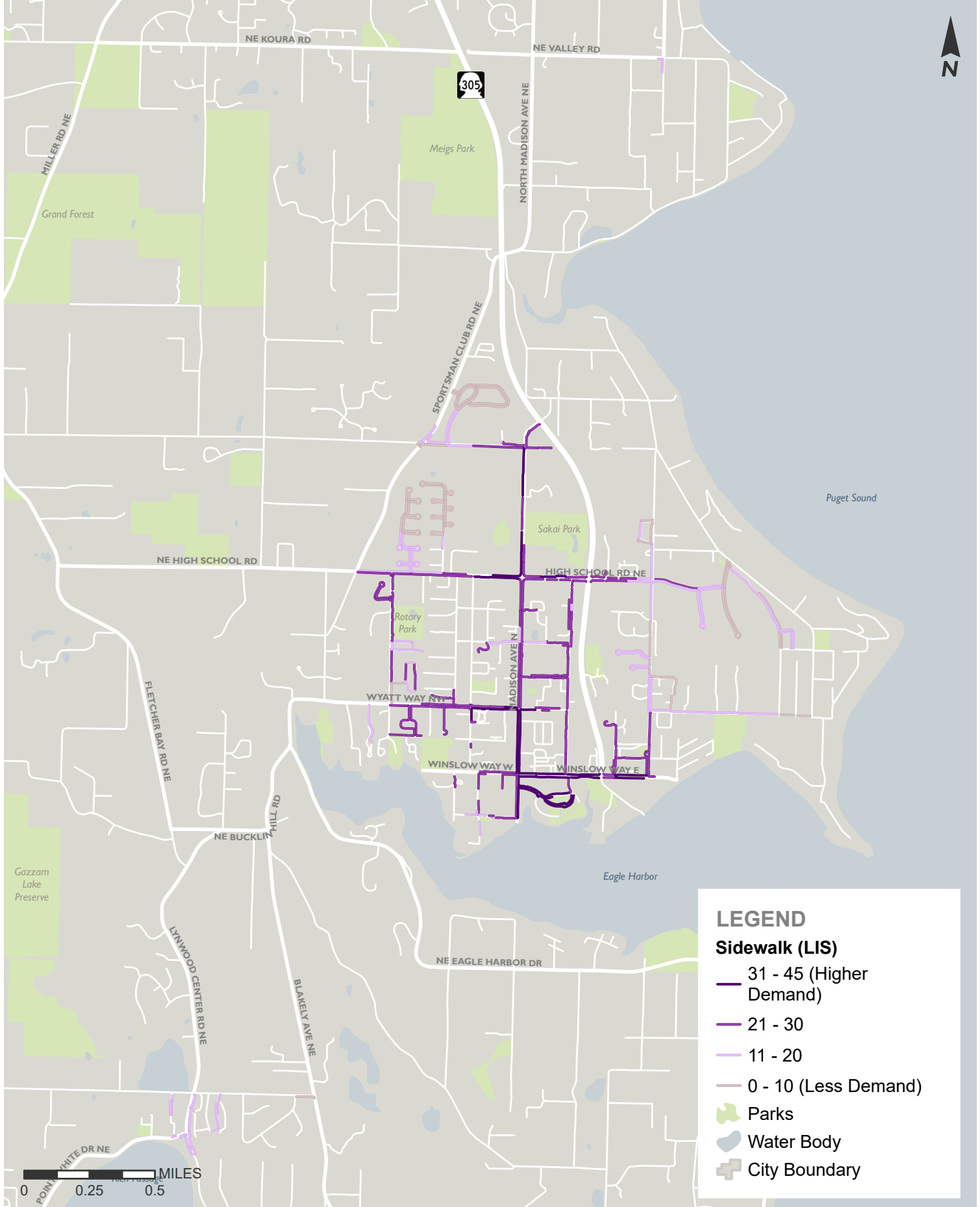


Figure 4-6 Location Index Score Composite (Sidewalk)

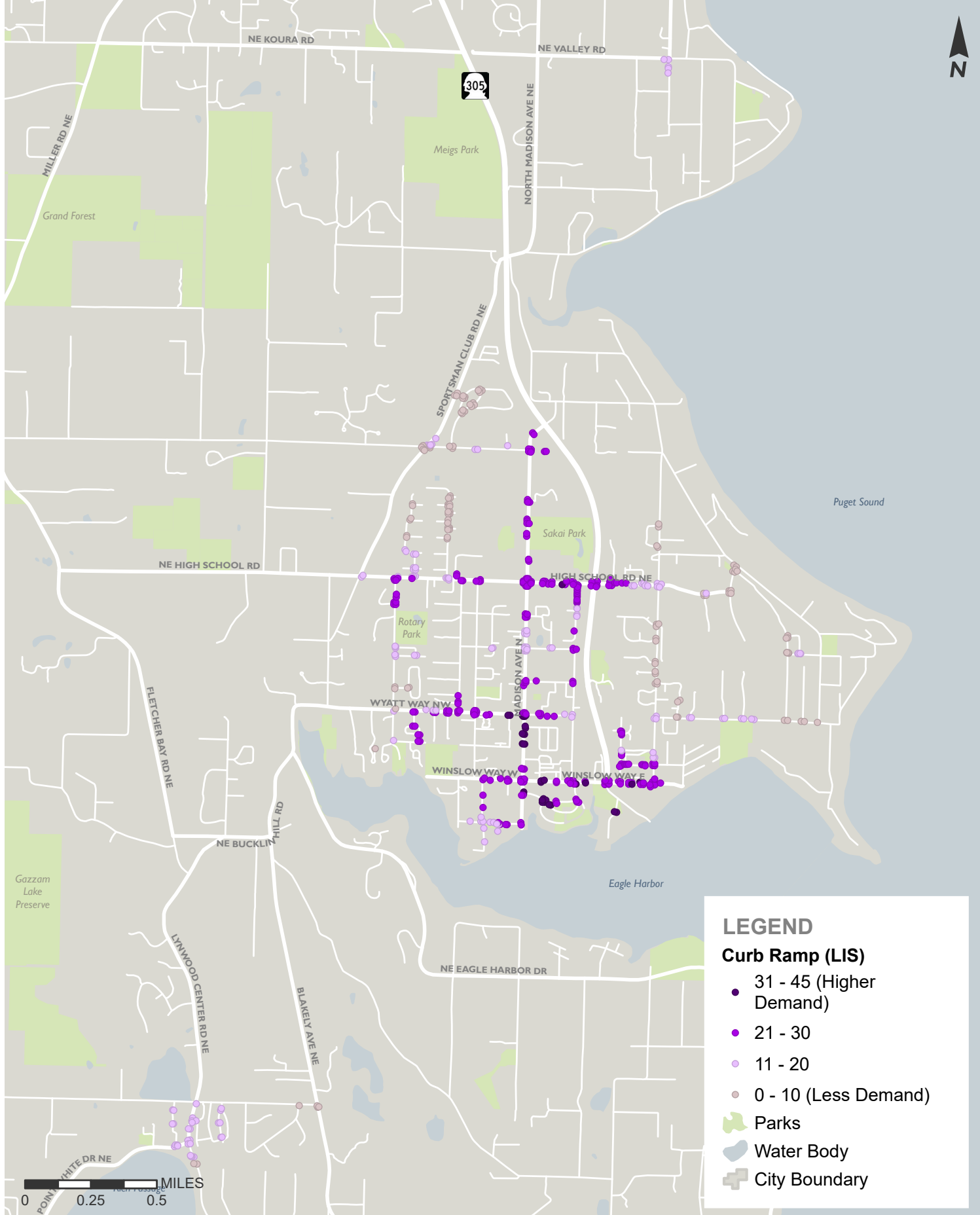


Figure 4-7 Location Index Score Composite (Curb Ramp)

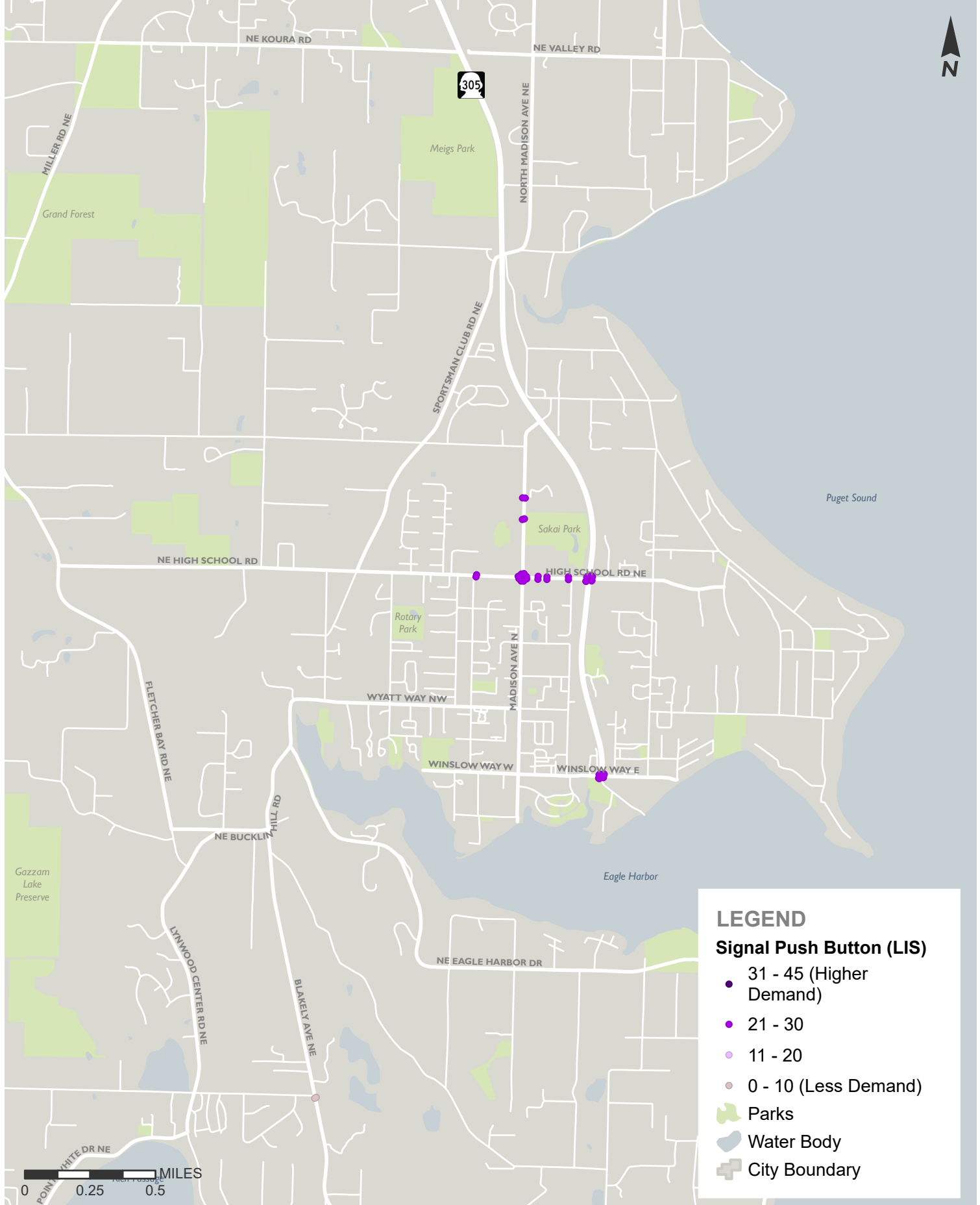


Figure 4-8 Location Index Score Composite (Signal Push Button)

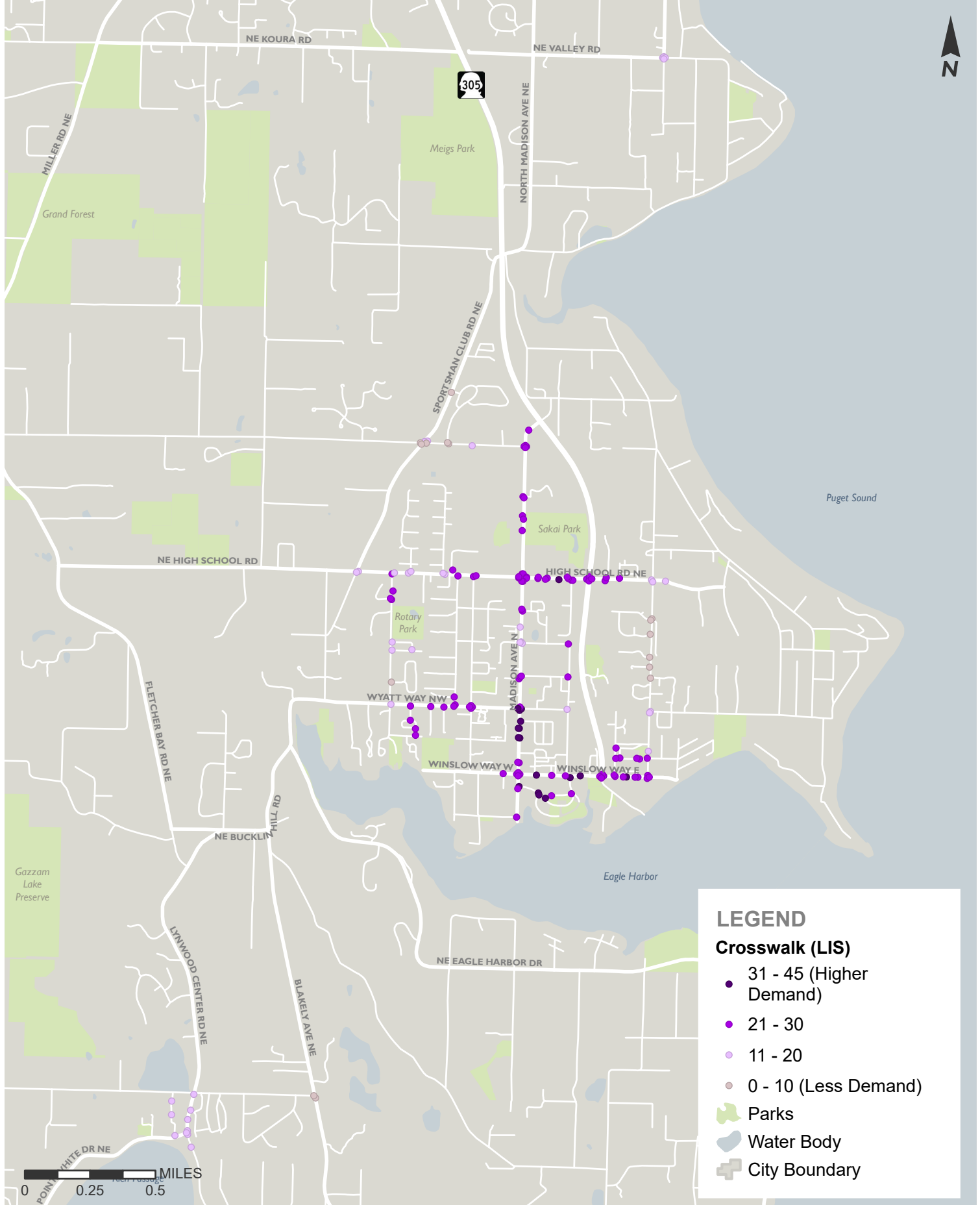


Figure 4-9 Location Index Score Composite (Crosswalk)

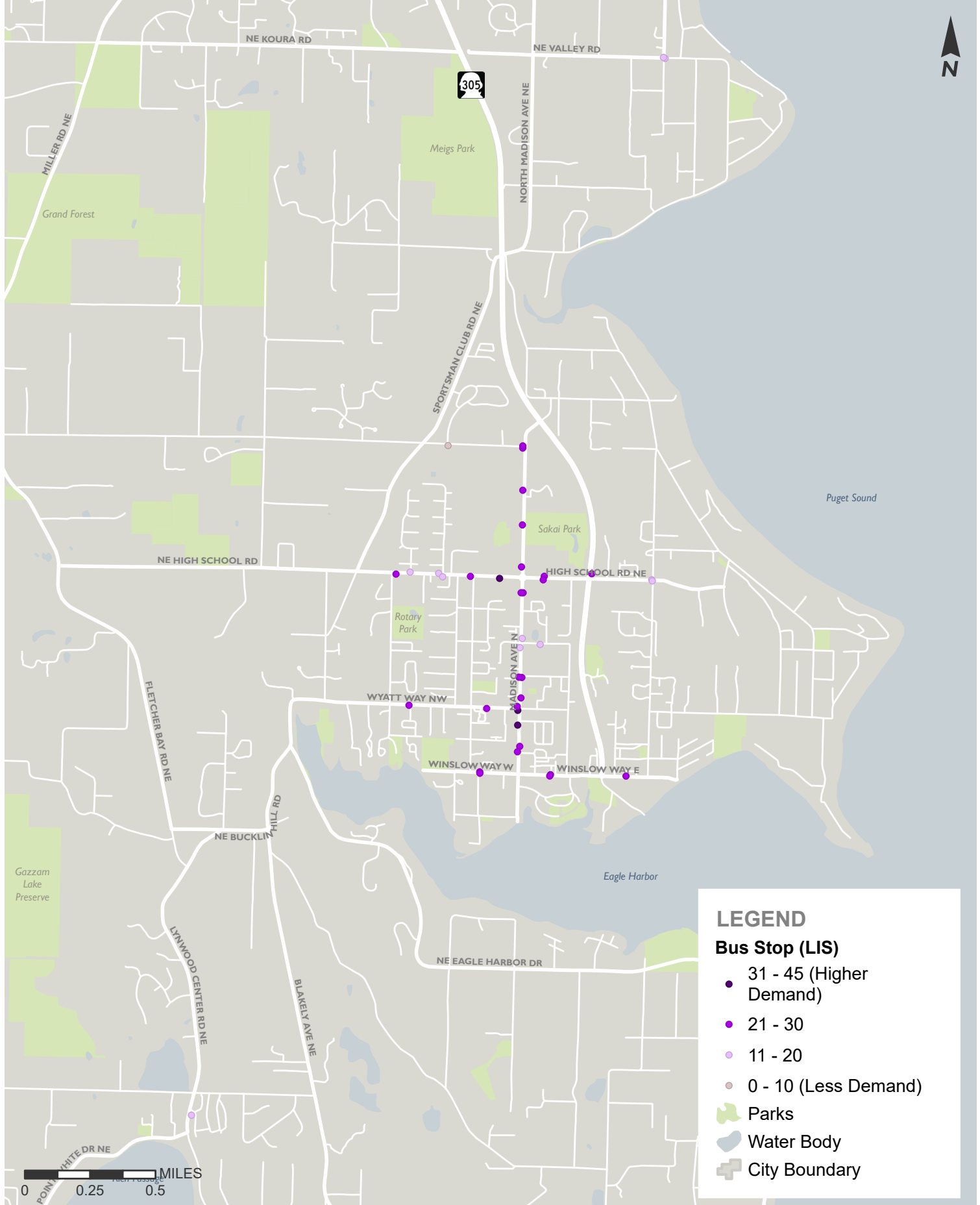


Figure 4-10 Location Index Score Composite (Bus Stop)

Combined Index Score

The Combined Index Score sums the Accessibility Index Score and Location Index Score to prioritize facilities with accessibility barriers in areas where pedestrians would be expected.

Scores were grouped into four categories:

- **Very High** - significant physical barriers and a high number of hazards in high-demand areas: 46+ points.
- **High** - significant physical barriers in high-demand areas: 31-45 points.
- **Medium** - 16-30 points.
- **Low** - minor barriers in low-demand areas: 1-15 points.

Scores reflect relative priority within each facility type; they do not indicate relative priority between facility types (e.g., the importance of addressing a curb ramp barrier versus a sidewalk barrier).

Combined index scores provide planning level context to barrier removal and overall accessibility needs within the city. As this Transition Plan is implemented, barrier removal will be guided by multiple factors, including funding availability, location of capital projects that include pedestrian elements, construction efficiency, project-level analysis, etc. Barriers of all priority levels will be removed over time.

Figures 4-11 through 4-14 show the combined scores for each of the facilities where data were collected. These maps are intended to highlight the importance of barrier removal at community identified destinations and represent locations that should be targeted first. Locations illustrated in deep red tones are of the highest priority because they are in areas of high pedestrian demand and community significance not only due to the number of physical barriers present, therefore a location that has a higher physical accessibility score but is of lower community significance may have a lower priority for barrier removal. Essentially, the deeper red tones are not necessarily cause for alarm, but for priority.

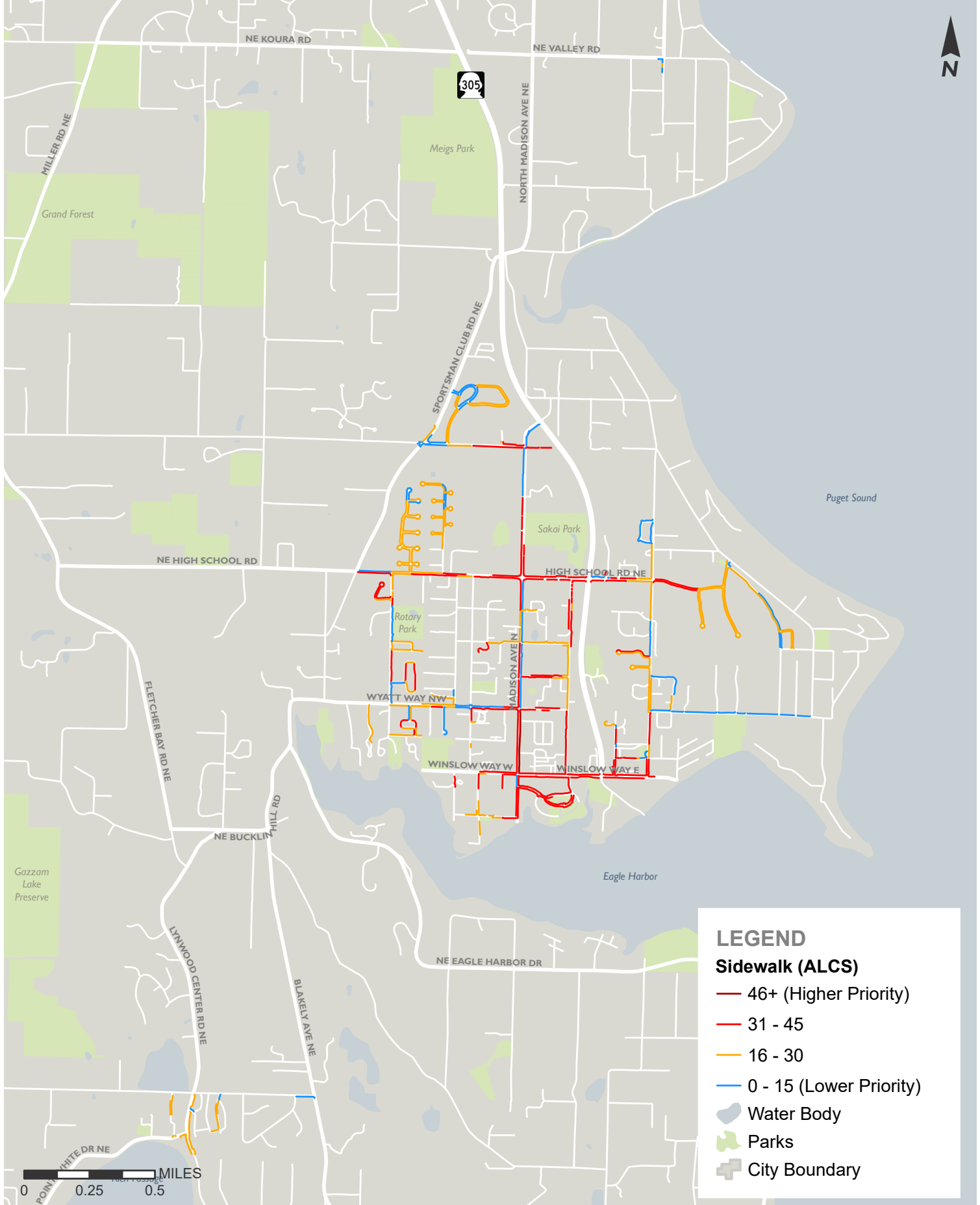


Figure 4-11 Accessibility (AIS) & Location (LIS) Combined Score (Sidewalk)

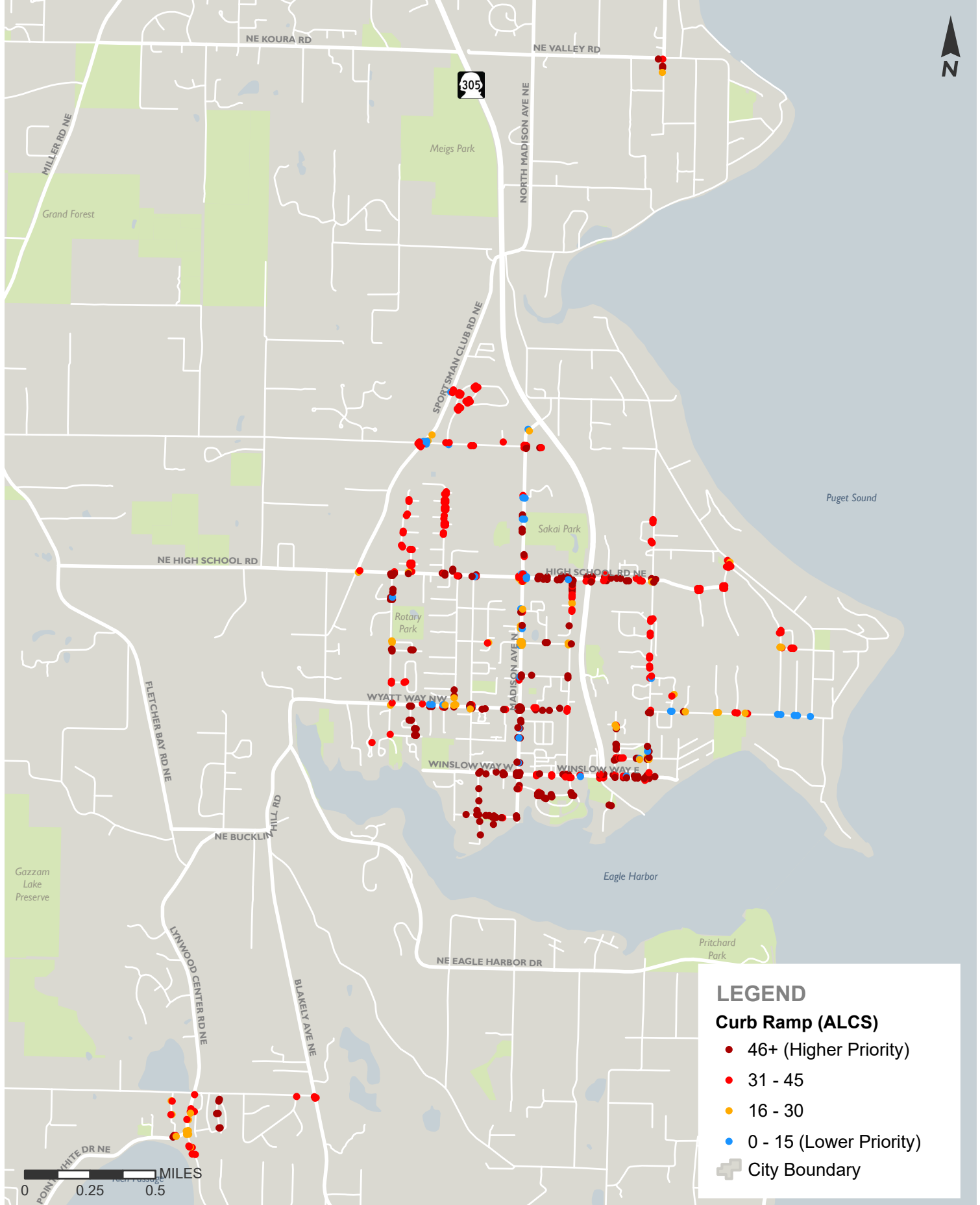


Figure 4-12 Accessibility (AIS) & Location (LIS) Combined Score (Curb Ramp)

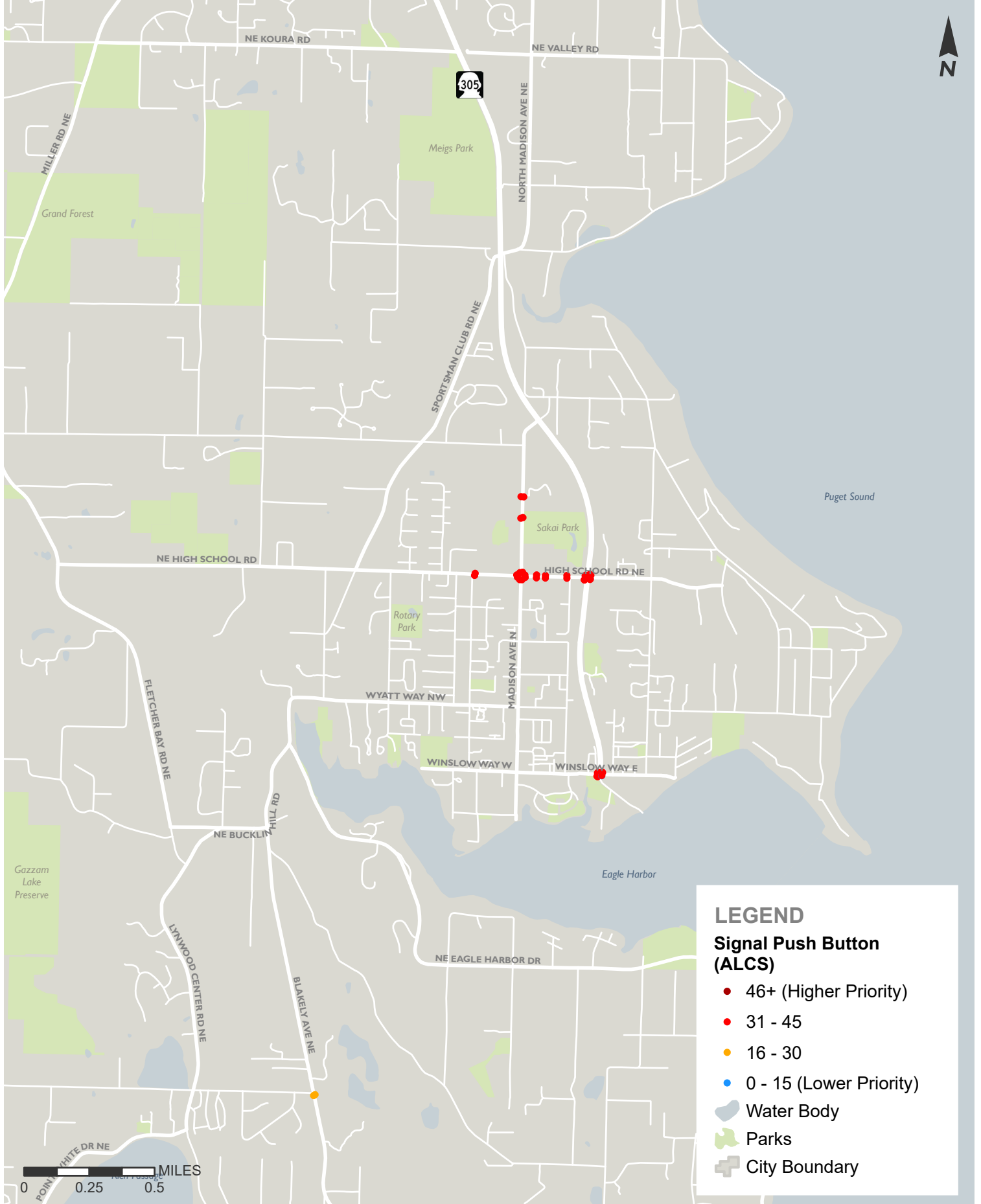


Figure 4-13 Accessibility (AIS) & Location (LIS) Combined Score (Push Button)

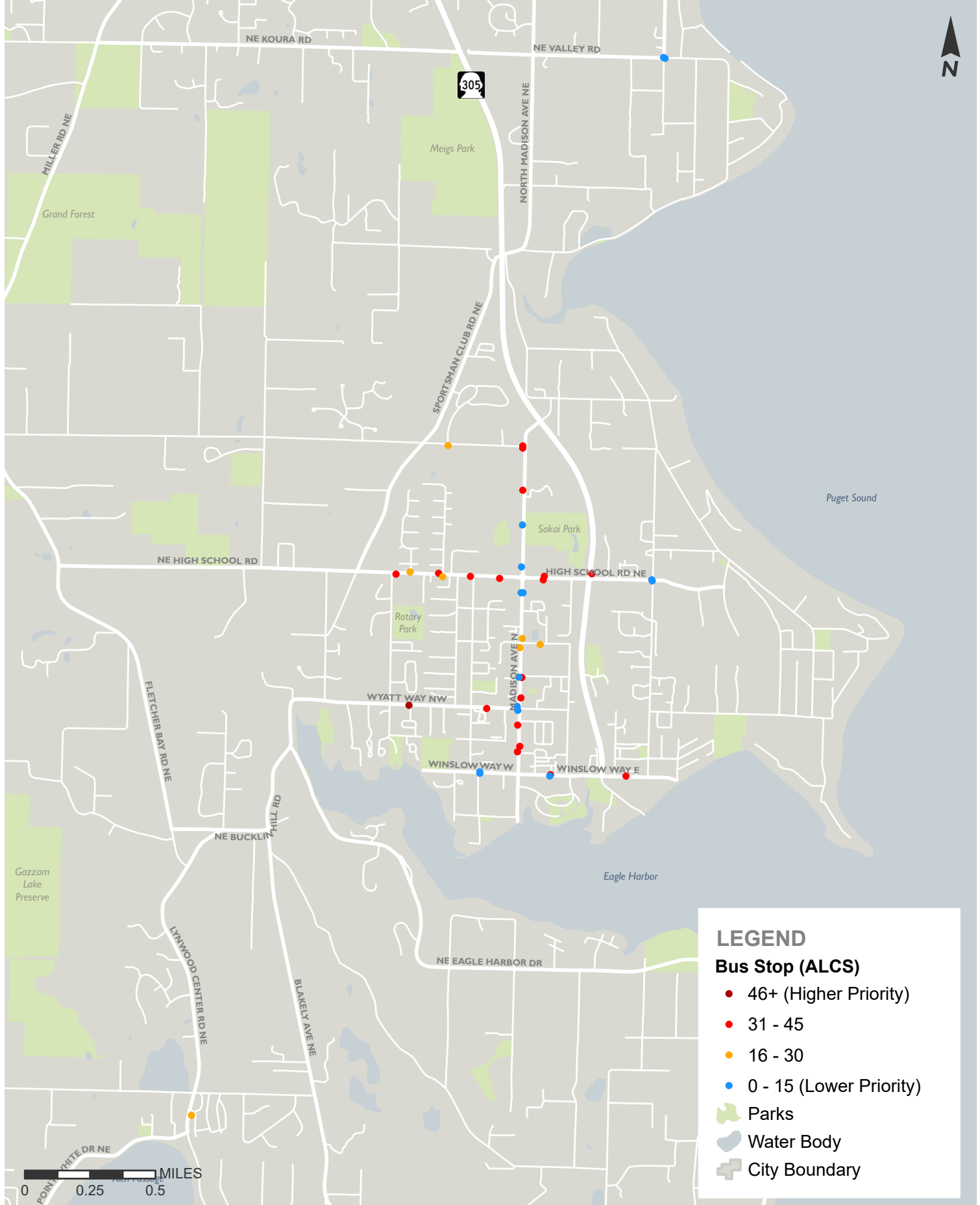


Figure 4-14 Accessibility (AIS) & Location (LIS) Combined Score (Bus Stop)

Table 4-1 Planning Level Cost Estimate ROW and On-Site

ADA DEFICIENCY	IMPROVEMENT TYPES	QUANTITY	UNIT COST	TOTAL COST
SIDEWALK IMPROVEMENTS				
Non-compliant sidewalk (width, condition, running slope, cross slope, and/or large vertical discontinuity).	Reconstruct existing sidewalk	44,203 SY	\$210	\$9,282,695
Subtotal				\$9,282,695
MAINTENANCE/MISCELLANEOUS				
Non-compliant vertical discontinuity (>1/2in).	Replace two adjacent sidewalk panels (5ft x 5ft panels)	451 EA	\$1,200	\$541,200
Fixed obstacles.	Relocation of obstacles including utility pole, mailbox, tree trunk, etc.	151 EA	\$10,000	\$1,510,000
Moveable obstacles.	Relocation of obstacles including tree/bush (prunable), message boards, parked cars, etc.	59 EA	\$220	\$12,980
Protruding obstacles.	Relocation of obstacles including of bush/tree, signs, awnings etc.	153 EA	\$2,000	\$306,000
Subtotal				\$2,370,180
CURB RAMP IMPROVEMENTS				
Missing curb ramps.	Install new curb ramp	66 EA	\$7,700	\$508,200
Non-compliant curb ramp (width, running slope, cross slope, landing, flare slope, lip, grade break, counter slope, lip, and/or clear space).	Remove and reconstruct existing ramp	396 EA	\$7,600	\$3,009,600
Curb ramps without detectable warning surface (DWS), non-compliant DWS placement, non-compliant DWS depth, or non-compliant DWS width.	Install/replace detectable warning surface	15 EA	\$1,500	\$22,500
Curb ramp at marked crosswalk does not end within crosswalk.	Re-channelize crosswalk	2 EA	\$2,600	\$5,200
Subtotal				\$3,545,500
PUSH BUTTON IMPROVEMENTS				
Non-APS push button and push button is located incorrectly.	Install new APS push button and install new pole	1 EA	\$9,900	\$9,900
APS push button that has non-compliant dimensions and/or programming and located incorrectly.	Reprogram push button, reorient push button, and/or install tactile arrow and install new pole and relocated push button	26 EA	\$5,800	\$150,800
APS push button that has non-compliant dimensions and/or programming.	Reprogram push button, reorient push button, and/or install tactile arrow	10 EA	\$500	\$5,000
Subtotal				\$165,700
BUS STOP IMPROVEMENTS				
Non-compliant bus shelter turning space cross slope.	Replace bus shelter pad (7.5 SY per occurrence)	53 SY	\$300	\$15,900
Non-compliant bus stop boarding area (running slope, cross slope, size, and/or condition).	Replace/construct boarding area (8ftx5ft) and two transition panels (5ftx5ft) - 10 SY per occurrence	260 SY	\$300	\$78,000
Subtotal				\$93,750
Total				\$15,457,825
Contingency @ 20%				\$3,091,565
Design & Environmental Review @ 20%				\$3,091,565
Mobilization @ 10%				\$1,545,783
TESC + Traffic Control @ 12%				\$1,854,939
Construction Management @ 20%				\$3,091,565
Right-of-Way @ 20%				\$3,091,565
ROW Grand Total				\$31,225,000
ON-SITE FACILITIES AND PARK IMPROVEMENTS				
City Hall				\$63,700
Strawberry Cannery Park				\$9,500
Waterfront Park				\$49,200
City Trails				\$237,200
Subtotal				\$359,600
Grand Total ROW + Facilities and Parks – 2025 Dollars				\$31,584,000

4.2.2 Planning Level Cost Estimates to Remove Pedestrian Barriers

To meet the ADA Transition Plan requirement of demonstrating how barriers are to be removed over time, annual available financial resources were estimated and compared to the total estimated barrier removal costs.

Process

Unit costs were developed for the improvements needed to address the pedestrian barriers inventoried through the Self-Evaluation. Unit cost estimates for each barrier type were developed using recent WSDOT and other local construction bid tabulations, input from subject matter experts, and planning level cost assumptions. Unit cost estimates assumed contract-based construction, instead of the use of in-house crews.

Unit cost estimates were applied to the inventoried barriers, with adjustments made to account for construction efficiencies and to avoid applying redundant improvements to the same facility. All cost estimates are in 2025 dollars, grand totals are rounded up to the nearest thousand. Cost estimate assumptions are detailed in Appendix E.

Barrier removal construction cost estimates account for contingency, design, right-of-way, mobilization, temporary erosion control, traffic control, and construction management. Sales tax, structural impacts to buildings, permit fees,

inflation, and potential changes to accessibility standards are not assumed in the cost estimate.

This planning level cost analysis did not assess whether non-compliant pedestrian facilities had been built to the maximum extent feasible. Therefore, this cost estimate may overstate the amount of feasible improvements.

The total planning-level cost estimate, or total need, to remove **all identified pedestrian barriers, including barriers found at City parks, City Hall and City trails, is approximately \$31,584,000** (in 2025 dollars). Cost estimates by facility and improvement type are shown in Table 4-1.

4.2.3 Barrier Removal Funding

A requirement of this plan is to forecast available funding that may be used to support plan implementation. This plan assumes total annual funding for barrier removal of \$170,000 per year for pedestrian barrier removal. These funds come from the City-wide Sidewalk maintenance and repair program, and the assumed portion of funded projects listed in the Capital Improvements Program that can be expected to include components of ADA improvement to pedestrian facilities.

See Section 4.1 for details on these programs. These improvements may address low, medium, high, and very high priority barriers, based on the location of a proposed larger project or maintenance program. It was assumed that ADA barrier projects funding is allocated primarily to very high, and high priority barriers, and the remaining current funding is allocated evenly to low, medium, and high priority barriers.

Table 4-2 *Funding Allocation by Barrier Priority*

INVESTMENT PRIORITY	% OF FUNDING ALLOCATED TO BARRIER REMOVAL
Very High	40%
High	30%
Medium	20%
Low	10%

4.2.4 Schedule

Based upon the Self-Evaluation, planning-level cost estimates, identified barrier removal methods, and projected budgetary resources that may be available, a barrier removal budget and schedule was developed. Due to the extremely large investment needed to remove accessibility barriers, it is important to identify the highest priority barriers and focus resources to remove them first.

An analysis of the barrier prioritization was completed to determine how many barriers found during the Self-Evaluation process are classified as ‘very high’, ‘high’, ‘medium’, and ‘low’ priority, as defined in Section 4.2. Highest priority level represents a significant barrier to accessibility in areas with higher pedestrian demand. Lower priority levels represent less severe barriers to accessibility in areas with lower pedestrian demand. Although some facilities will receive low ratings, all barriers associated with them will still need to be removed or be determined and documented to have been built to accessibility standards to the maximum extent feasible.

The City should aim to remove the highest priority barriers first as targetable funding becomes available. This will support the goal of providing better access to the most needed programs in the shortest timeframe possible.

A Transition Plan schedule was developed to target removal of barriers to accessibility. It was assumed that a greater percentage of current

City funding would be allocated to higher priority barriers. Assumed funding allocation based on barrier priority is summarized in Table 4-2. With the City’s current funding, approximately 186 years would be required to remove accessibility barriers of all priorities, and 53 transition years would be required to remove only the “very high priority” barriers. With the City’s current available funding and an additional amount of \$10,000 per year, all very-high priority barriers would be addressed within approximately 20 years. An approximately 10 to 60-year plan was developed to estimate the additional annual funding required to remove all barriers in a shorter frame of time. The Transition Plan is summarized in Table 4-3.

The City should create a two-to-five-year barrier removal plan that outlines how they intend to address the prioritized barriers. The plan should aim to implement a selection of projects each year to remove specific barriers, guided by the data collection and barrier prioritization completed during Self-Evaluation. This plan should continue to focus on the highest priority barriers, as funding allows. The purpose of the repeated plan is to make progress in barrier removal but also to provide a way to reassess the 10- to 20-year plan and measure incremental progress. In order to inform the two-to-five-year plan, a scoping effort should occur that includes site visits for areas identified as highest priority to determine the severity of the barrier and to investigate possible actions to address remaining issues. When selecting projects, site conditions and improvement feasibility should be considered. Areas with multiple barriers within proximity to one another can be grouped together to achieve cost savings. As areas are identified, additional data collection should be completed in the vicinity of the proposed project and added into the facility’s GIS database. This additional information will provide the remaining attributes necessary to determine if a facility fully meets PROWAG requirements.

Table 4-3 ADA All Priority Barrier Removal Transition

TRANSITION YEARS	ADDITIONAL ANNUAL INVESTMENT	TOTAL ANNUAL INVESTMENT
184 years	\$	\$ 170,000.00
60 years	\$ 360,000.00	\$ 530,000.00
45 years	\$ 530,000.00	\$ 700,000.00
30 years	\$ 900,000.00	\$ 1,070,000.00
20 years	\$ 1,400,000.00	\$ 1,570,000.00
15 years	\$ 1,900,000.00	\$ 2,070,000.00
10 years	\$ 3,000,000.00	\$ 3,170,000.00

Following completion of each two to five-year plan implementation cycle, lessons learned regarding costs, methods, schedule, and outcomes shall be evaluated to inform the next two-to-five-year cycle of accessibility barrier removal investments. If progress is slower than anticipated, additional funding may be required. If progress is faster than anticipated, a shorter timeline may be achievable. Several factors may contribute to differences between the estimated transition schedule and the actual rate and cost of implementation. Some of these factors include actual funding acquired, individual project cost, site specific design savings, additional deterioration of pedestrian facilities, and unanticipated capital projects. In addition, it may be determined that some barriers identified through this Transition Plan are on facilities that have been built to the maximum extent feasible, as discussed in Section 5.1. Each project to remove barriers should be evaluated to determine if improvements to the facility are feasible in the engineering design phase.

5.0 Recommendations and Next Steps

5.1 Recommended Actions

This chapter provides a set of recommendations intended to inform implementation of this Transition Plan and the ongoing removal of accessibility barriers. Recommendations are not presented in priority order and represent near-term and longer-term Transition Plan implementation workplan tasks.

Recommendations identified as Pending require additional action from the City to implement. Underway recommendations are in progress at this time. On-going recommendations have been previously established and are continually in progress. Complete recommendations have been completed but may require additional action based on adjustments noted in this section.

Recommendation 1:

Update City design standards to match ADA Standards

Status: Pending

A detailed audit of City design standards using Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way 2023 (PROWAG) was conducted to inform Chapter 2. This audit, which is included in Appendix A, recommends specific changes and additions to the City's Design Construction Standard and Specifications manual, and Standard Specification Drawings. Recommendations were identified for updating existing sidewalk, curb ramp, and push button standards and for filling in ADA guidelines for areas not covered in the City's standards and code. The City should update these documents to meet PROWAG standards.

Recommendation 2:

Identify an official responsible for Transition Plan implementation within the Public Works Department

Status: Complete

The City's ADA Coordinator has been identified as the official responsible. This ADA Coordinator position is one of the four major federal requirements for every ADA Transition Plan. The current ADA Coordinator is Anshu Wahi. The ADA Coordinator is responsible for facilitating Transition Planning, including activities such as responding to grievance requests. They also function as a central figure for organizing the various programs within the City to maintain a consistent approach to barrier removal and achieving ADA standards across capital, maintenance, and operational activities.

Official Responsible for Plan Implementation:

Anshu Wahi
Equity and Inclusion Manager
City of Bainbridge Island
206-780-8627
Pronouns: she/her
awahi@bainbridgewa.gov

Recommendation 3:

Develop a Citywide Accessible Pedestrian Signal (APS) policy

Status: Pending

Accessible Pedestrian Signal (APS) policies serve as a means for jurisdictions to be consistent with ADA requirements at traffic signals. The APS policy covers when installation of APS devices that “communicate information about pedestrian timing in nonvisual formats such as audible tones, verbal messages, and/or vibrating surfaces” (MUTCD) is required. The proposed APS policy is included in Appendix F. It is recommended that this policy be modified to specify that all signalized intersections are required to have APS devices that meet ADA requirements installed.

Recommendation 4:

Educate City staff, consultants, and contractors on ADA standards and provide dedicated training to City inspectors

Status: On-going

ADA Transition Plans are often a learning experience for City staff, consultants, and contractors alike, since they alter existing practices and expectations. The City of Bainbridge Island should use updates to the City’s General Design Standards as an opportunity to teach and learn about accessibility and the barriers that those with impaired mobility experience when traveling in the City’s public right-of-way. This should include clarifying guidance from the Department of Justice, for example, that when pedestrian facilities (curb ramps, sidewalks, crosswalks, pedestrian signals, etc.) within the public right-of-way are altered, they must be revised or replaced to meet current ADA standards. Education can take many forms, from review of updated design standards with key individuals such as field inspectors and contractors, ongoing development and review of City specific design standards or checklists with City engineers or receiving training from groups that serve those with disabilities.

Recommendation 5:

Develop a standard grievance process for barriers to accessibility

Status: Pending

Public entities subject to Title II of the ADA are required to adopt and publish a grievance procedure as part of their Transition Plan. A grievance process allows community members to formally report denial of access to a City facility, program, or activity, on the basis of disability.

Currently, the City does not have an established process to file a grievance or a request for accommodation or barrier removal. A sample grievance procedure can be found in Appendix G.

The following recommendations are presented for the implementation of the City’s ADA accommodation request and grievance process:

- Make the grievance process easily navigable from the City’s main website. Move to separate ADA section. Clarify that accessibility grievances can also be submitted.
- Provide contact information for the City Administrator, the specified City ADA Coordinator and other relevant City staff on the grievance procedure website.
- Provide information regarding ADA barrier identification and explain how and why a grievance may be accepted or denied by the City.
- Streamline the grievance request process with an online submission option via the City’s website, distinct from the general form to report a concern to the City.
- Connect the reporting tool used in the public engagement effort for this plan to the request for accommodation webpage.
- Provide a timeline for response for filed grievances.

Recommendation 6:

Develop a consistent and centralized MEF documentation database

Status: Ongoing

The ADA mandates that alterations that could affect the usability of a facility must be made in an accessible manner to the maximum extent feasible (MEF). ADA Standards for Accessible Design (2010) states that:

Each facility or part of a facility altered by, on behalf of, or for the use of a public entity, in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

The City shall document newly constructed or altered facilities that have been built to the maximum extent feasible, rather than full ADA standards, using standard template. An example of the adopted template, provided by WSDOT, is included in Appendix H. Each project is to be evaluated to determine if improvements to the facility are feasible in the engineering design phase.

The reason for any variation from accessibility standards when it is infeasible to fully remove any barriers should be documented. To help organize MEF documentation, a central location for all MEF documentation can be established and geocoded to the facility location and ensure consistency of data for facilities designed and constructed by others. Consolidation of past MEF records into this data is also recommended.

Recommendation 7:

Develop performance measures and processes to track removal of barriers

Status: Pending

The primary purpose of an ADA Transition Plan is to develop a timeline and funding strategy for the removal of accessibility barriers. To show progress towards this requirement, the City should develop a process of tracking barrier removal on an annual basis. It is recommended that the City actively update the GIS ADA Self-Evaluation database developed for this plan, tracking how and when ADA barriers are removed. This data can be used to provide two-to-five-year updates on progress and demonstrate to the public as well as federal regulators that the City is making progress to meet Title II requirements. These updates should coincide with the two-to-five-year planning efforts completed to outline future barrier removal efforts.

Recommendation 8:

Seek opportunities to increase existing barrier removal funding

Status: Pending

As stated in Section 4.2.4 and Table 4-2, with the City's current funding allocation for barrier removal, approximately 53 transition years would be required to remove all very-high priority barriers, and an additional annual investment of \$10,000 is required to remove only the very-high priority barriers within an approximate 20-year transition period.

With the currently available funding, it will take approximately 186 years to remedy accessibility barriers of all priority levels, and an additional annual investment of \$360,000 per year would be needed to remove all existing barriers to access for people whose travel is impacted by disabilities in Bainbridge Island within a 60-year time frame. It is recommended that the City actively pursue opportunities to increase annual barrier removal funding.

Appendix A: Construction Standards Review Barrier Audit

TECHNICAL MEMORANDUM

Date:	September 9, 2025	TG:	1.24281.01
To:	Anshu Wahi – City of Bainbridge Island		
From:	Jewell Hamilton, RSP1 – Transpo Group		
Subject:	Barrier Removal Standards Audit – City of Bainbridge Island ADA Transition Plan		

The City of Bainbridge Island maintains road design standards and municipal code covering pedestrian facilities. The design standards are used for both public and private work performed within the street rights-of-way of Bainbridge Island (the City). This memorandum describes design guidelines that meet the requirements of the Americans with Disabilities Act (ADA), common accessibility design issues, and references to specific design guidelines. The audit of the City's roadway design standards and municipal code as they relate to pedestrian features within the public right-of-way include City of Bainbridge Island Design and Construction Standards and Specifications 2016 (DCSS) sections 3, 7, and 8, and Bainbridge Island Municipal Code (BMC) Chapter 12.

Design Guidelines

There are several key design measurements that ADA design guidelines address. These measures are used because they are important to the accessibility and safety of the facility. When pedestrian facility designs cannot be constructed to full design requirements, they should be built to conform to the maximum extent feasible. When this situation arises, the City should identify the location where it occurs, provide justification, and document for future reference.

Several guidelines and references are available to assist the City in adhering to accessible design standards based on the needs for various projects. There are many opportunities to improve pedestrian conditions by identifying areas of need and establishing the appropriate accessibility design requirements.

2010 ADA Standards for Accessible Design (ADAS) (September 2010)

The Department of Justice published revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 "ADA" in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design "2010 ADAS". The 2010 Standards set minimum requirements – both scoping and technical – for newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.

Proposed Guidelines for Pedestrian Facilities in the Public Right-of Way (PROWAG) (August 2023)

The United States Access Board is the rule making body that guides ADA compliance across the US. Since the late 2000's the US Access Board has been in the process of updating its Guidelines for Pedestrian Facilities in the Public Rights-of-Way. These draft guidelines focus on accessibility of sidewalks, curb ramps, pedestrian push buttons and, in the recently released versions, address shared-use trails. The draft guidelines cover legislative background, administration requirements, and design requirements.

Many public entities currently use the 2005 draft PROWAG as 'best practice' for features within the public right-of-ways. This practice has been endorsed by the Federal Highway Administration (FHWA), and the US Access Board, and is the standard to which the Washington Department of Transportation adheres. The City's standards and codes were evaluated against 2023 PROWAG, as this is the latest guideline developed by the Access Board. PROWAG sections referenced in this memo refer to 2023 PROWAG sections. When these standards conflict with the 2010 ADAS, the PROWAG standard is recommended.

Design Requirements and Recommendations

Although Bainbridge Island has standards in place, it is important for the standards to be consistent and compliant with the previously described standards and guidelines. To that end, this memo will provide recommendations to improve and clarify the existing City documents. Additionally, recommended actions are included where necessary to meet ADA design standards and best practice.

The following tables describe requirements for specific design elements, how they are addressed in City standards, and recommendations for modifications. In keeping with the recommendations listed in the tables, the City should include a

Sidewalks and Pathways

reference to PROWAG in their next update to the DCSS, similar to those listed below. Section 3 of the DCSS provides references to other regulations and specifications that all road plans shall be consistent with (in addition to the City standards and ordinances, and Municipal Code).

3-01: General Requirements:

"The general construction requirements for the City shall be those contained in the WSDOT/APWA Plans and Specifications, current edition, except where supplemented or modified by the City."

8-04 Curb Details:

"See WSDOT Standard Plan F-10.12-03 and F10.16-00 or their successor(s)."

8-05 Concrete Sidewalks:

"See WSDOT Standard Plan F-30.10-03 or its successor(s)."

Curb Ramps:

"See WSDOT Standard Plans F40.12-03, F40.15-03, and F45.10-02 or their successor(s)."

8-10 Driveways:

"See WSDOT Standard Plan F-80.10-04 and Standard Drawings 8-150, 8-160, 8-170, 8-175 and 8-180 and WSDOT Standard Plan F-80-04 or its successor(s)."

Sidewalks and Pathways

Sidewalks are mentioned in the City's standard details and municipal code. These standards cover desired dimensions and materials to be used for construction of these facilities. Sidewalks are a common element found in a pedestrian access route (PAR).

Design Element	Requirement	Review	Recommendations
Pedestrian Access Route (PAR) & Connection to Accessible Facilities	Accessible elements, spaces, and pedestrian facilities are required to be accessible and connect to accessible routes.	Section 8-05 of the DCSS discusses the requirements for sidewalks: "Sidewalks shall be provided as indicated in the City's Comprehensive Plan, all designated urban locations, and or for continuity to existing or planned locations as determined by the City Engineer..."	N/A
Sidewalk Width	Minimum clear width of PAR is 48 inches excluding the curb; however, on PAR less than 60 inches wide, passing space of 60 inches by 60 inches minimum is required every 200 feet minimum (PROWAG R302.2 and R302.3). The clear width of walking surfaces shall be 36 inches minimum. The clear width shall be permitted to be reduced to 32 inches minimum for a length of 24 inches maximum, provided that reduced width segments are separated by segments that are 48 inches long minimum and 36 inches wide minimum. Additional space is required at turns (ADAS 403.5.1).	Sidewalk width is described in section 8-05 B of the DCSS: "1. Sidewalks shall be 5-foot minimum width. 2. Width of sidewalk is measured from the back of the curb to the back of the sidewalk when sidewalk is adjacent to the curb. 3. Meandering sidewalks shall maintain the full design width around obstructions that cannot be relocated. Additional right-of-way (or easement) may be required to either relocate the obstruction or meander the sidewalk. 4. At bus stops, a landing pad at least 10 feet deep and 15 feet wide shall be provided for wheelchair operations."	N/A
Sidewalk Running Slope	When the PAR is contained within highway right-of-way, the grade shall not exceed 1:20 (5.0%). With the exception of where the grade established for the adjacent street exceeds 1:20 (5.0%), the grade of the PAR shall not exceed the grade established for the adjacent street (PROWAG R302.4.1). The running slope of walking surfaces shall not be steeper than 1:20 (ADAS 403.3).	Not mentioned	Add a note on Standard Detail Drawings 7-1-, 7-20, 7-30, and 7-40 to include the running slope for a sidewalk along the roadway shall not exceed the general grade of the roadway. Sidewalks not adjacent to a roadway shall not have a running slope greater than 5%.
Sidewalk Cross Slope	The cross slope of a PAR not contained within a crosswalk shall be 1:48 (2.1%) maximum. Excepting for the portion of a PAR within a street that connects an accessible parallel on-street parking space to the	Sidewalk cross slope is shown as 2% (Standard Detail Drawings 7-1-, 7-20, 7-30, and 7-40).	N/A

Sidewalks and Pathways

Design Element	Requirement	Review	Recommendations
	nearest crosswalk at the end of a midblock crosswalk is not required to comply with R302.5 (PROWAG R302.5.1). The cross slope of walking surfaces shall not be steeper than 1:48 (ADAS 403.3).		
Protruding Objects	Objects with leading edges more than 27 inches and less than 80 inches above the walking surface shall not protrude more than 4 inches maximum horizontally into the pedestrian circulation path (PCP). Exception: Handrails shall be permitted to protrude to 4.5 inches maximum (PROWAG R402.2 & ADAS 307.2). Objects mounted on free-standing posts or pylons more than 27 inches and less than 80 inches above the walking surface shall not protrude into the PCP more than 4 inches maximum, measured horizontally from the post or pylon base. The base dimension shall be 2.5 inches thick minimum (PROWAG R402.3.1). Where objects are mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches, the lowest edge of the object shall be 27 inches maximum or 80 inches minimum above the walking surface. Exception: when a barrier with its lowest edge at 27 inches is provided between the posts or pylons (PROWAG R402.3.2). Free-standing objects mounted on posts or pylons shall overhang circulation paths 12 inches maximum when located 27 inches minimum and 80 inches maximum above the finish floor or ground. Where a sign or other obstruction is mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches, the lowest edge of such sign or obstruction shall be 27 inches maximum or 80 inches minimum above the finish floor or ground (ADAS 307.3).	BMC 12.36.030 provides reference to the ADA for items that may protrude or encroach into the sidewalk and prohibits sidewalk displays from reducing or obstructing pedestrian passage on a sidewalk to “less than five feet from the nearest street tree, utility poles, traffic control signs and devices, fire hydrants, buildings, and any other similar devices and structures. Furthermore, such placement shall be consistent with any applicable standards established by the Americans with Disabilities Act and shall not obstruct vehicular traffic or parking or the use of any crosswalk, wheelchair ramp, bus or taxi zone. Further, BMC 12.38.080 Sidewalks and bike paths prohibits the placement of streetlights or mailboxes within a sidewalk facility.	N/A

Sidewalks and Pathways

Design Element	Requirement	Review	Recommendations
Surface Discontinuities	Vertical surface discontinuities 0.25 inches maximum shall be permitted. Vertical discontinuities between 0.25 inches and 0.5 inches maximum shall be beveled not steeper than 1:2 (50%). Changes in level greater than 0.5 inches up to 6 inches shall have an 1:12 (8.3%) maximum slope. Changes to a level greater than 6 inches shall comply to PROWAG R407 (PROWAG R302.6.2). Horizontal openings shall not allow passage of a sphere more than 0.5 inches in diameter. Except where multiple directions of travel intersect, elongated openings in grates shall be placed so that the long dimension is perpendicular to the dominate travel direction (PROWAG R302.7.3). Vertical changes in level of 0.25 inch maximum shall be permitted to be vertical. Changes in level between 0.25 inch minimum and 0.5 inch maximum shall be beveled with a slope not steeper than 1:2 (50%) (ADAS 302.2 & 302.3).	Surfacing requirements are covered in section 8-11 of the DCSS, but do not address surface discontinuities.	Add to the requirements listed in section 8-11 DCSS, to show that vertical surface discontinuities shall be permitted to a maximum of 0.25 inches, vertical discontinuities between 0.25 inches and 0.5 inches shall be beveled not steeper than 50%, vertical discontinuities between 0.5 inches up to 6 inches shall have a maximum slope of 8.3%, and changes in level over 6 inches shall comply with PROWAG R407. Add to the requirements listed in section 8-11 DCSS, to show that horizontal surface openings shall not allow the passage of a sphere greater than 0.5 inches in diameter. Elongated openings in grates shall be placed so that the long dimension is perpendicular to the dominate travel direction (except where multiple directions of travel intersect).

Crossings

Crosswalks are part of the PAR at intersections, midblock crossings, and pedestrian refuge islands. These are important connections across streets to enable pedestrians travelling from one side to the other.

Design Element	Requirement	Review	Recommendations
Crosswalk Running Slope	The running slope shall be 1:20 (5%) maximum, measured parallel to the direction of pedestrian travel in the crossing. Except where roadway design requires superelevation greater than 1:20 (5%) at the location of the crosswalk, the grade of the crosswalk may be the same as the superelevation (PROWAG R302.4.3).	Crosswalks are shown on Standard Drawing 8-390 however the drawing does not include required standards for slopes.	Revise Standard Drawing 8-390 to include running slope maximum of 5%, with the exception of instances where the roadway design requires superelevation greater than 5% at the crosswalk location, in such cases the grade of the crosswalk may be equal to the grade of the superelevation.
Crosswalk Cross Slope	Crosswalk cross slope at yield or stop control crossings shall be 1:48 (2.1%) maximum (PROWAG R305.2.1). Crosswalk cross slope at uncontrolled crossings shall be 1:20 (5.0%) maximum (PROWAG R302.5.2.2). Crosswalk cross slope at a traffic control signal or pedestrian hybrid beacon shall be 1:20 (5%) maximum (PROWAG R302.5.2.3). Crosswalk cross slope at midblock crossings shall not exceed the street grade (PROWAG R302.5.2.4).	Crosswalks are shown on Standard Drawing 8-390, however cross slopes are not mentioned.	Revise Standard Drawing 8-390 to include the required standards for cross slopes; At yield or stop controlled crossings, crosswalk cross slopes shall be 2.1% maximum, At uncontrolled crossings, crosswalk cross slopes shall be 5% maximum, At traffic signals or pedestrian hybrid beacons, crosswalk cross slopes shall be 5% maximum, At midblock crossings, crosswalk cross slopes shall not exceed the street grade.
Refuge Islands	Detectable warning surfaces at cut-through pedestrian refuge islands shall be located no greater than 6 inches from the edges of the pedestrian refuge island or at back of curb and be separated by a 24 inches minimum length of surface between detectable warning surfaces (PROWAG R305.2.4). The clear width of a PAR within a median and pedestrian refuge islands shall be 60 inches minimum. Except where a shared use path crosses a median and pedestrian refuge island, they shall be a minimum of 60 inches or at least as wide as the crosswalk, whichever is greater (PROWAG R302.2.1).	Roadway medians are discussed in section 8-02 of the DCSS, however pedestrian refuge islands within medians are not mentioned.	Add detail to section 8-02 of the DCSS covering the requirements for DWS and clear width; DWS located no greater than 6 inches from the edges of the pedestrian refuge or the back of the curb, separated by 24 inches minimum length of surface between DWS. Clear width of pedestrian access route within a median and pedestrian refuge island shall be a minimum of 60 inches, except where a shared use path crosses a median and pedestrian refuge island where the minimum clear width shall be the greater of 60 inches or the width of the crosswalk.

Curb Ramps

Curb ramps are the immediate junctions between the sidewalk and street crosswalk. Perpendicular and diagonal curb ramps have a running slope that cuts through the curb at right angles, while parallel curb ramps have a running slope that is in-line with the sidewalk. Combination ramps include elements of both parallel and perpendicular curb ramps.

Design Element	Requirement	Review	Recommendations
Ramp Width	The clear width of curb ramp runs and blended transitions, excluding flares, shall be 48 inches minimum. The clear width of curb ramp runs on a shared use path shall be equal to the width of the shared use path (PROWAG R304.5.1). The clear width of a ramp run shall be 36 inches minimum (ADAS 405.5).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A
Running Slope	The running slope shall be 1:12 (8.3%) maximum but shall not require the ramp length to exceed 15.0 feet (PROWAG R304.2.1 and R304.3.1). The running slope of blended transitions shall be 1:20 (5.0%) maximum (PROWAG R304.4.1). Ramp runs shall have a running slope not steeper than 1:12. In existing sites, buildings, and facilities, ramps shall be permitted to have running slopes steeper than 1:12 complying with Table 405.2 where such slopes are necessary due to space limitations (ADAS 405.2).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A
Cross Slope	The cross slope for perpendicular curb ramps shall be 1:48 (2.1%) maximum but are permitted to be equal or less than the cross slope of the crosswalk. (PROWAG R304.2.2). The cross slope for parallel curb ramps shall be 1:48 (2.1%) maximum (PROWAG R304.3.2). The cross slope for blended transitions shall be equal to or less than the cross slope of the crosswalk (PROWAG R304.4.2). Cross slope of ramp runs shall not be steeper than 1:48 (2.1%) (ADAS 405.3).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A

Curb Ramps

Design Element	Requirement	Review	Recommendations
Flared Sides	Flared sides shall have a slope of 1:10 (10.0%) maximum, measured parallel to the curb line, shall be provided where a pedestrian circulation path crosses the side of the curb ramp (PROWAG R304.2.6). Curb ramp flares shall not be steeper than 10% (ADAS 406.3).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A
Direction	Perpendicular curb ramps shall have a running slope that is perpendicular to the curb or gutter grade break (PROWAG R304.2.1). Parallel curb ramps shall have a running slope that is parallel to the curb (PROWAG R304.3.1).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A
Change of Grade	The counter slope of the gutter or street at the foot of curb ramp run, blended transitions, and turning space shall be based off either two conditions: A. The change of grade shall not exceed 13.3%. B. A transitional space is provided at the bottom of the running slope of the curb ramp run or blended transition. The transitional space shall extend 24 inches minimum in the direction of pedestrian travel and the full width of the curb ramp/blended transition. Transitional space will have a running slope of 1:48 or 2.1% maximum (PROWAG R304.5.2). Counter slopes of adjoining gutters and road surfaces immediately adjacent to the curb ramp shall not be steeper than 5%. The adjacent surfaces at transitions at curb ramps to walks, gutters, and streets shall be at the same level (ADAS 406.2).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A
Grade Breaks	Grade breaks at the top and bottom of curb ramps shall be perpendicular to the direction of ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush (PROWAG R304.3.3). Changes in level other than the running slope and cross slope are not permitted on ramp runs (ADAS 405.4).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A

Curb Ramps

Design Element	Requirement	Review	Recommendations
Landing Size	For perpendicular curb ramps, the landing shall be 48 inches by 48 inches minimum and be provided at the top of the curb ramp. At shared used paths, the landing shall be as wide as the shared used path (PROWAG R304.2.5). For parallel curb ramps, the landing shall be 48 inches by 48 inches minimum shall and be provided at the bottom of the curb ramp (PROWAG R304.3.4). The landing clear length shall be 36 inches minimum. The landing clear width shall be at least as wide as the curb ramp, excluding flared sides, leading to the landing (ADAS 406.4).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A
Landing Slope	For perpendicular curb ramp landings that serve one curb ramp, the landing slope measured perpendicular to the curb ramp run shall be equal to or less than the cross slope of the ramp run. The landing slope measured parallel to the curb ramp run shall be 1:48 (2.1%) maximum (PROWAG R304.2.5). For perpendicular curb ramp landings that serve two curb ramps, the landing slope in either direction of travel shall not exceed the cross slope of the crosswalk that is parallel to the direction of travel (PROWAG R304.2.5). For parallel curb ramps, the slope of the landing measured parallel to the direction of travel of the curb ramp run, shall be equal to or less than the cross slope of the crosswalk. The cross slope of the landing shall be 1:48 (2.1%) maximum measured perpendicular to the direction of travel of the curb ramp run (PROWAG R304.3.4).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A

Curb Ramps

Design Element	Requirement	Review	Recommendations
Clear Area	Beyond the bottom grade break for perpendicular ramps, a clear area, 48 inches by 48 inches minimum, shall be provided within the width of the crosswalk. At shared use paths, the clear area shall be as wide as the shared use path. The clear area shall be located wholly outside of the vehicle travel lanes, including bicycle lanes, that run parallel to the crosswalk. The running slope of the clear area shall be 1:20 (5.0%) maximum (PROWAG R304.2.4). Diagonal or corner type curb ramps with returned curbs or other well-defined edges shall have the edges parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have a clear space 48 inches minimum outside active traffic lanes of the roadway. Diagonal curb ramps provided at marked crossings shall provide the 48 inches minimum clear space within the markings. Diagonal curb ramps with flared sides shall have a segment of curb 24 inches long minimum located on each side of the curb ramp and within the marked crossing (ADAS 406.6).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A
Detectable Warning Surfaces	Detectable warning surfaces shall extend 24 inches minimum in the direction of pedestrian travel and the full width of the curb ramp (exclusive of flares), blended transition, or landing (PROWAG R305.1.4). The truncated domes in a detectable warning surface shall have a base diameter of 0.9 inches minimum and 1.4 inches maximum, a top diameter of 50% of the base diameter minimum and 65% of the base diameter maximum, and a height of 0.2 inches (PROWAG R305.1.1 & ADAS 705.1.1). The truncated domes shall have a center-to-center spacing of 1.6 inches minimum and 2.4 inches maximum, and a base-to-base spacing of 0.65 inches minimum, measured between the most adjacent domes (PROWAG R305.1.2 & ADAS 705.1.2) Detectable warning surfaces shall contrast visually with adjacent walking surfaces either light-on-dark, or dark-on-light (PROWAG R305.1.3 & ADAS 705.1.3).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A

Curb Ramps

Design Element	Requirement	Review	Recommendations
Detectable Warning Surface Placement	On perpendicular curb ramps, detectable warning surfaces shall be placed as follows: - Where the ends of the bottom grade break are in front of the back of curb or edge of pavement if there is no curb, the detectable warning surface shall be placed at the back of curb or no greater than 6 inches from the edge of pavement where there is no curb. - Where the ends of the bottom grade break are behind the back of curb or edge of pavement if there is no curb and the distance from either end of the bottom grade brake to the back of curb is 60 inches or less, the detectable warning surfaces shall be placed on the ramp run at the bottom grade break. - Where the ends of the bottom grade break are behind the back of curb or edge of pavement if there is no curb and the distance from either end of the bottom grade brake to the back of curb is more than 60 inches, the detectable warning surfaces shall be placed on the clear area so that both front corners of the detectable warning surfaces are at the back of curb, or no greater than 6 inches from edge of pavement if there is no curb (PROWAG R305.2.1). On parallel curb ramps, detectable warning surfaces shall be placed on the landing at either the back of curb or edge of pavement where there is no curb (PROWAG R305.2.2). On blended transitions, detectable warning surface shall be located on the blended transition so that both front corners of the detectable warning surface are at the back of curb or no greater than 6 inches from the edge of pavement where there is no curb (PROWAG R305.2.3). Where a concrete border is required for installation of the detectable warning surface, a concrete border shall not exceed 2 inches (PROWAG R305.2).	Section 8-04 of the DCSS refers to WSDOT Standard Plans for the design and construction of curb ramps.	N/A

Curb Ramps

Design Element	Requirement	Review	Recommendations
Receiving Ramp	A crosswalk served by a curb ramp must also have an existing curb ramp in place on the receiving end unless there is no curb or sidewalk on that end of the crosswalk Revised Code of Washington (RCW) 35.68.075.	"Curb ramps shall be provided at all pedestrian crossings having vertical curb sections." DCSS Section 8-05 B.	N/A

Signals

Signals are important connections in the pedestrian network that provide crossings at intersections for all roadway users. Where pedestrian signals are provided at pedestrian street crossings, they shall include accessible pedestrian signals and pedestrian push buttons complying with sections 4E.08 through 4E.13 of the MUTCD (PROWAG R209.1).

Design Element	Requirement	Review	Recommendations
Accessible Pedestrian Signals and Pedestrian Push buttons	Where pedestrian signal heads and pedestrian activated warning devices are provided, the accessible features required by the guidelines shall be available at all times (PROWAG R206.1). Where pedestrian signal heads are provided at crosswalks, the walk indication shall comply with R308. Pedestrian signal heads must have a pedestrian push button complying with R307, except for R307.7, or passive detection or pretimed operation that activates audible and vibrotactile indications complying with R308. (PROWAG R206.2).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide requirements adhering to PROWAG: Where pedestrian signals and pedestrian activated warning devices are located, accessible features shall be available at all times, Where pedestrian signals are provided at crosswalks, the walk indication shall comply with PROWAG R308. Pedestrian signal heads must comply with PROWAG R307, with exception R307.7 or passive detection or pretimed operation that activates audible and vibrotactile indications complying with R308.
Location	Push buttons shall be located no greater than 5 feet from the side of a curb ramp or the edge of the farthest associated crosswalk line from the center of the intersection. Push buttons shall be located between 1.5 and 10 feet from the edge of the curb (PROWAG R307.4).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide signal location requirements adhering to PROWAG: Push buttons shall be located 5 feet maximum from the side of a curb ramp or the edge of the farthest associated crosswalk line from the center of the intersection. Push buttons shall be located between 1.5 feet and 10 feet from the edge of the curb.
Orientation	The face of the push buttons shall be parallel to its associated crosswalk (PROWAG 307.5).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide signal orientation requirements adhering to PROWAG: The face of the push button shall be oriented parallel to its associated crosswalk.
Audible and Vibrotactile Walk Indications	Push buttons or passive detection devices shall activate audible and vibrotactile walk indications. Push buttons or a passive detection device for a pedestrian activated warning device (i.e., RRFB), shall activate a speech message that	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide guidance adhering to PROWAG for audible and vibrotactile walk indications:

Signals

Design Element	Requirement	Review	Recommendations
	indicates the status of the beacon. It shall not include vibrotactile features indicating walk interval (PROWAG 307.6). Audible and vibrotactile walk indication shall occur in the walk interval only. It should be audible from the beginning of the crosswalk (PROWAG R308.2). A percussive tone shall be used for areas with a single pedestrian signal or where two pedestrian signals are 10 feet or greater apart (PROWAG 308.3.1). In alterations, where the push buttons are less than 10 feet apart, the audible walk indication shall be speech walk message (PROWAG R308.3.2). Shall be louder than ambient sound up to 5 dBA above ambient sound. Maximum volume above traffic sounds shall be 100 dBA (PROWAG R308.4).		Push buttons or passive detection devices shall activate audible and vibrotactile walk indications. Push buttons or a passive detection device for a pedestrian activated warning device such as RRFB shall activate speech messaging that indicates the status of the beacon and shall not include vibrotactile features indicating walk interval. Audible and vibrotactile walk indication shall occur in the walk interval only and should be audible from the beginning of the crosswalk. A percussive tone shall be used for areas with a single pedestrian crossing signal or where two pedestrian signals are 10 or more feet apart. In alterations where the pedestrian push buttons are less than 10 feet apart, the audible walk indication shall be speech walk message. Audible components of pedestrian signals shall be louder than ambient sound up to 5 dBA above ambient. Maximum volume above traffic sounds shall be 100 dBA.
Locator Tone	Push buttons shall incorporate a locator tone. The locator tone shall be 0.15 seconds or less and repeat at 1 second intervals except when another audible indication from the same device is active. The locator tone shall be responsive to ambient sound and audible 6 to 12 feet from the push button to the building line, whichever is less. Shall be louder than ambient sound up to 5 dBA above ambient sound. Maximum volume above traffic sounds shall be 100 dBA (PROWAG R307.8). When a traffic signal is operating in flashing mode, the locator tone shall remain active, and the speech message should say the state of the signal (PROWAG R307.8.4).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide guidance adhering to PROWAG for locator tones: Push buttons shall incorporate a locator tone that shall be 0.15 seconds or less and repeat at 1 second intervals except when another audible indication from the same device is active. The locator tone shall be responsive to ambient sound and audible for a distance of 6 to 12 feet from the push button to the building line, whichever is less. The tone shall be louder, up to 5 dBA, than ambient sound with maximum volume above ambient traffic not exceeding 100 dBA.
Tactile Arrow	Push buttons shall have a tactile arrow with high visual contrast that is parallel to the direction of travel (PROWAG R307.9).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide guidance adhering to PROWAG for tactile arrow: Push buttons shall incorporate a tactile arrow with high visual contrast that is oriented parallel to the direction of travel.

Signals

Design Element	Requirement	Review	Recommendations
Locator Tone and Audible Beacons	When using audible beacons, the volume of the locator tone during ped change interval shall operate one of the following ways: A. The louder audible walk indication and locator tone comes from the far end crosswalk. B. The louder locator tone comes from both ends of the crosswalk. C. The louder locator tone comes from an additional speaker aimed at the center of the crosswalk and mounted on pedestrian signal head (PROWAG 307.8.3).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide guidance adhering to PROWAG for locator tones and audible beacons: When push buttons incorporate audible beacons, the volume of the locator tone during the walk interval shall operate in one of the following ways: - A, The louder audible walk indication and locator tone comes from the far end of the crosswalk. B. The louder locator tone comes from both ends of the crosswalk. C. The louder locator tone comes from an additional speaker mounted on the pedestrian signal head and aimed at the center of the crosswalk.
Clear Space	Clear spaces shall be 30 inches minimum by 48 inches minimum (PROWAG R404.3). Additional space is needed if it is confined on all or part of three sides (PROWAG 404.7). One full unobstructed side of a clear space shall adjoin a pedestrian access route or adjoin another clear space (PROWAG R404.6).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide signal clear space requirements adhering to PROWAG: Clear space of 30 inches minimum by 48 inches minimum shall be provided. Additional space is needed if the clear space is confined on all or part of three sides. One full unobstructed side of a clear space shall adjoin either a pedestrian access route or another clear space.
Reach Ranges	For forward and parallel approaches, the high reach shall be 48 inches maximum and the low reach shall be 15 inches minimum above the ground surface (PROWAG R406.2). Forward reach over an obstruction is not permitted. Side reach from a parallel approach permits a 10-inch maximum obstruction depth and 34 inches maximum obstruction height (PROWAG R406.3).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and providing signal reach range requirements adhering to PROWAG: For forward and parallel approaches, the high reach shall be 48 inches maximum and the low reach shall be 15 inches minimum above the ground surface. Forward reach over an obstruction is not permitted. Side reach from a parallel approach permits a 10-inch maximum obstruction depth and 34 inches maximum obstruction height.
Pedestrian Crossing Times	All pedestrian signal phase timing shall be based on a pedestrian clearance time that is calculated using a pedestrian walking speed of 3.5 feet/second or less from the location of the pedestrian push button to a pedestrian refuge island or the far side, minimum 7 seconds (PROWAG R306.2).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide requirements adhering to PROWAG for pedestrian crossing times: Pedestrian clearance times shall be calculated using a maximum pedestrian walking speed of 3.5 feet/second from the location of the

Signals

Design Element	Requirement	Review	Recommendations
			pedestrian push button to a pedestrian refuge island or the far side of the crossing. Pedestrian clearance intervals shall be a minimum 7 seconds.
At Roundabouts	At each multi-lane segment of a roundabout containing a crosswalk, one or more of the following shall be provided: traffic control signal with pedestrian signal head, pedestrian hybrid beacon, pedestrian actuated RRFB, or a raised crossing (PROWAG R306.4.2). Edge detection shall be provided at roundabouts. Where pedestrian crossing is not intended, the pedestrian circulation path shall be separated from the curb, crosswalk to crosswalk, with landscaping or other nonprepared surface 24 inches (610 mm) wide minimum (PROWAG 306.4).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy and provide guidance adhering to PROWAG for pedestrian signals located at roundabouts: At each multi-leg segment of a roundabout containing a crosswalk, one or more of the following shall be provided: Traffic control signal with pedestrian signal head, Pedestrian hybrid beacon, Pedestrian actuated RRFB, Raised crossing. Edge detection shall be provided at roundabouts. Where pedestrian crossing is not intended, the pedestrian circulation path/sidewalk shall be separated from the curb, crosswalk to crosswalk, with landscaping or other nonprepared surface 24 inches (610 mm) wide minimum.
At Multi-lane Channelized Turn Lanes	Crosswalks at multi-lane channelized turn lanes shall provide treatments consisting of one or more of the following: a traffic control signal with a pedestrian signal head; a pedestrian hybrid beacon; a pedestrian actuated rectangular rapid flashing beacon; or a raised crossing (PROWAG R306.5).	Pedestrian signals are not mentioned.	Add a section to the DCSS establishing an accessible pedestrian signal policy provide guidance adhering to PROWAG for pedestrian signals located at multi-lane channelized turn lanes: Crosswalks at multi-lane channelized turn lanes shall provide one or more of the following: Traffic control signal with pedestrian signal head, Pedestrian hybrid beacon, Pedestrian actuated RRFB, Raised crossing.

Other Pedestrian Areas

Other pedestrian areas include transit stops and work zones. Transit provides a critical lifeline of access and independence for those with limited mobility or vision. Transit stops have additional width requirements for boarding and alighting passengers, and work zones should provide the same level of accessibility as permanent pedestrian facilities.

Design Element	Requirement	Review	Recommendations
Transit Stops			
Boarding and Alighting Area Dimensions	Bus stop boarding and alighting areas shall provide a clear length of 96 inches minimum, measured perpendicular to the curb or vehicle street, and a clear width of 60 inches minimum, measured parallel to the vehicle street (PROWAG R309.1.1.1 & ADAS 810.2.2).	Standard Drawing 6-050 shows a 9-foot minimum boarding and alighting area, and a clear width of 15 feet.	N/A
Boarding and Alighting Area Slopes	Parallel to the street the grade of the bus stop boarding and alighting areas shall be the same as the street. Perpendicular to the street the slope of the bus stop boarding and alighting areas shall be 1:48 (2.1%) maximum (PROWAG R309.1.1.2 & ADAS 810.2.4).	Bus stop boarding and alighting area slope perpendicular to the street is shown in Standard Drawing 6-050 to be 2% maximum.	Add a note to Standard Drawing 6-050 that the bus stop boarding and alighting area slope shall match the grade of the street.
Transit Shelters	Transit shelters shall be connected by PARs to boarding and alighting areas (PROWAG R309.2.1). Transit shelters shall provide a minimum clear space complying with R404 entirely within the shelter. Where seating is provided within transit shelters, the clear space shall be located either at one end of a seat or shall not overlap the area within 1.5 feet from the front edge of the seat (PROWAG R309.2.2). Bus shelters shall provide a minimum clear floor or ground space complying with 305 entirely within the shelter. Bus shelters shall be connected by an accessible route complying with 402 to a boarding and alighting area complying with 810.2 (ADAS 810.3).	Transit shelters are not mentioned.	Add a note to Standard Drawing 6-050 detailing the standards that should be followed for transit shelters: Transit shelters shall be connected by and accessible PAR to boarding and alighting areas. Transit shelters shall provide a minimum clear space complying with R404 entirely within the shelter. Where seating is provided within the shelter, the clear space shall be located either at one end of a seat or not overlapping the seat area within 1.5 feet from the front edge of the seat.

Appendix B: Programs, Services, and Activities Policy Review Barrier Audit

The City of Bainbridge Island maintains policies, practices, and procedures which guide its programs, services, and activities (PSAs). This memorandum describes the barriers that may exist in those policies, practices, and procedures which restrict access to the City's PSAs for individuals with disabilities and describes methods to remove programmatic barriers.

Guidelines

The City of Bainbridge Island is obligated to observe all requirements of Title I in its employment practices; Title II in its policies, programs, and services; any parts of Titles IV and V that apply to the City and its programs, services, or facilities; and all requirements specified in the 2010 ADA Standards and 2023 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that apply to facilities and other physical holdings.

Requirements and Recommendations

Program accessibility means that, when viewed in its entirety, each program is readily accessible to and usable by individuals with disabilities. Program accessibility is necessary not only for individuals with mobility needs, but also to individuals with sensory and cognitive disabilities.

Accessibility applies to all aspects of a program or service, including but not limited to physical access, advertisement, orientation, eligibility, participation, testing or evaluation, provision of auxiliary aids, transportation, policies, and communication.

Under the ADA, the City of Bainbridge Island is required to complete a Self-Evaluation of the City's facilities, programs, policies, and practices. The Self-Evaluation identifies and provides possible solutions to those policies and practices that are inconsistent with Title II requirements. To be compliant, the Self-Evaluation should consider all the City's programs, services, and (PSAs), as well as the policies and practices the City uses to implement its various programs and services.

The evaluation of the City's PSA's utilized an interactive survey process. The interactive survey was conducted following a review of the programs offered on the City's website and City provided programs, services, and activities (PSAs) submitted for review. Surveys were submitted to each City department for additional information not found through other means. Specific programs and/or departments were interviewed for a better understanding. The questions were tailored to the PSAs offered by each department and area and used to finalize the determination of ADA compliance. A summary of the discussions of additional programmatic elements found during the evaluation process for each department is included in this memorandum.

A comprehensive review of the PSAs which the City provides to employees and the public has been completed. The review identifies programmatic barriers to individuals with disabilities interested in accessing the PSAs offered by the City.

To comply with requirements of the plan, the City must take corrective measures to achieve program accessibility through several methods, including, but not limited to:

- (1) Relocation of programs to accessible facilities;
- (2) Modifications to existing programs so they are offered in an accessible manner;
- (3) Structural methods such as altering an existing facility;
- (4) Policy modifications to ensure nondiscrimination; and
- (5) Auxiliary aids provided to produce effective communication.

PSAs offered by the City to the public must be accessible. Accessibility applies to all aspects of a program, services, or activity, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication. However, the City is not required to take any action that will result in a fundamental alteration in the nature of a program or activity, create a hazardous condition for other people, or result in an undue financial and/or administrative burden. This determination can only be made by the ADA/504 Coordinator and/or an authorized designee of the City, such as the City Manager, the Mayor, or their designee and must be accompanied by a written statement detailing the reasons for reaching the determination.

The determination of undue burden must be based on an evaluation of all resources available for use. If a barrier removal action is judged unduly burdensome, the City must consider all other options for providing access that will ensure that individuals with disabilities receive the benefits and services of the program or activity. This process must be fully documented.

The following presents the review of City departments, policies, programs, services, and activities offered by the City and describes accessibility deficiencies within each area of review.

City Department Review

Executive Department

Executive Department: Self-Evaluation Observations

- Department staff has attended the following ADA specific training:
 - . **10/19/2023:** Introduction to the Americans with Disabilities Act – **all staff participated**
 - 10/23/2023:** First Responders and Emergency Management: Serving Citizens with Disabilities – **30 staff participated**
 - 10/31/2023:** Customer Contact Overview – Serving Customers with Disabilities – **all staff participated**
 - 11/16/2023:** ADA: Maintaining Access – **30 Operations & Maintenance, Public Works, Facilities staff**
 - 11/29/2023:** Disability Employment for HR & Supervisors – **23 staff**
- No information regarding an alternate format request policy, procedure, and form were found on the City's website or in City provided documents.
- Auxiliary aid notification is not consistent. Some agendas/documents have them and some don't. When they are in place, they are not consistent. The following are just some examples of what was found:
 - Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact Kate Brown at 206-780-8593 or (kbrown@bainbridgewa.gov) by noon on the day preceding the Meeting.
 - For special accommodations, please contact Jane Rasely, Planning & Community Development 206-780-3758 or at jrasely@bainbridgewa.gov
 - For special accommodations, please contact Planning & Community Development 206-780-3750 or at pcd@bainbridgewa.gov
 - Americans with Disabilities Act (ADA) accommodations provided upon request.
- No consistent City-wide non-discrimination statement was found.
- The City offers closed captioning for some videos but relies on the software version of captioning, which is not reliable. Four City Council meetings were watched on videos provided on the website (from 2021 to 2024) and all four had issues where the text was not accurate or compliant.
- The Department does not have a service animal policy or procedure in place. Likewise, no policy was found on the acceptance of non-service emotional support animals.
- The City does not have a disclaimer statement or policy to communicate the City's perspective on ADA compliance regarding content on another entity's site, links, forms, documents, and videos that are represented on the City's website.
- The City does not ensure new policies and procedures include non-discriminatory verbiage. The Manual of City Governance (02/13/2024) makes no mention of the required "Non-Discrimination" Policy, which is required to be posted wherever City policies are posted.
- The City does not have a City-wide ADA grievance policy, procedure, and form with appeals process for either ADA or Section 508 of the Rehabilitation Act.
- The City does not have guidelines regarding website ADA accessibility, although there is information indicating the WCAG 2.0 AA requirements were met on design of the website.
- The City does not have anyone designated to consistently review new City policies and procedures for ADA compliance before execution.

Executive Department: Possible Solutions

- The City should develop annual ADA-specific training regarding Title I and Title II. This training should include policies and procedures developed from this transition plan process and employee rights and obligations under the ADA. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to ensure all customer contact employees meet the ADA requirements to provide equal access to programs, services, and activities. Furthermore, this training would provide individuals with the tools needed to ensure ADA compliance.
 - The City should develop an alternate format policy and procedure for providing access to existing public records.
 - Effective communication is the City's highest responsibility. As such, efforts to ensure auxiliary aids are provided when requested is a requirement. A consistent procedure should be developed to distribute auxiliary aids when requested and standardized verbiage to be placed on all agendas and meeting minutes. Suggested verbiage:

The City of Bainbridge Island provides auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Anshu Wahi at awahi@bainbridgewa.gov or 206-780-8627 as soon as possible, preferably at least 02 days before the activity or event.

- The City should also develop a consistent City-wide Non-Discrimination Statement Policy and post it on the website and wherever City notices are posted. Suggested verbiage:

Bainbridge Island does not discriminate on the basis of disability in its services, programs, or activities.

Employment: *Bainbridge Island does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA title I employment regulations.*

Effective Communication: *Bainbridge Island will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.*

Modifications to Policies and Procedures: *Bainbridge Island will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in Bainbridge Island offices, even where pets and other animals are prohibited.*

Requests: *To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact (ADA Coordinator name and contact information) as soon as possible, preferably XX days before the activity or event.*

Complaints: *Complaint can be sent to our ADA Coordinator, Anshu Wahi, through the use of our grievance process. Our Grievance Process can be found on our website at: _____*

- The City should develop guidelines to assist staff in providing adequate closed captioning or transcripts for audio and video recordings that are available to employees and/or the public. These guidelines shall include the process to add closed captioning or use the vendor database to purchase closed captioning or transcription services.
- The City should develop a City-wide service animal policy to ensure a consistent approach throughout the City. Additionally, a policy needs to be developed to establish the City's stance on accepting non-service emotional support animals in facilities. (NOTE: The ADA does not require the acceptance of emotional support animals, only service animals. However, having a policy in place reduces questions and establishes consistency).

Suggested Verbiage for a Service Animal Policy:

Bainbridge Island is committed to providing individuals with disabilities full and equal access to the programs, services and activities offered by the City.

Service animals are permitted in all areas of properties owned and/or operated by Bainbridge Island that are open to the public, including most office areas, provided the service animal does not pose a direct threat or fundamentally alter the City's operations, policies, practices, or procedures.

A service animal is a dog or miniature horse that is individually trained to do work or perform tasks for a person with a disability. Dogs that solely provide companionship, comfort, and emotional support are not service animals under the ADA.

- The City should develop a disclaimer statement to communicate the City's perspective on ADA compliance regarding content on another entity's site, links, forms, documents, videos, or podcasts that are represented on the City's website.
 - The City should develop a City-wide ADA grievance policy, procedure, and form with appeals process to meet the requirements of the ADA and Section 508 of the Rehabilitation Act.
- The City should develop guidelines regarding website ADA accessibility. The U.S. Department of Justice has guidance here: <https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

- The City Manager, ADA Coordinator or designated staff should consistently review new City policies and procedures for ADA compliance before execution.

Boards, Commissions, Committees, and Councils Review

The City website provides various information regarding the City's boards, commissions, committees, and councils. These groups are listed below:

Civil Service Commission	Climate Change Advisory Committee
Cultural Funding Advisory Task Force	Design Review Board
Environmental Technical Advisory Committee	Ethics Board
Green Building Task Force	Historic Preservation Commission
Human Services Funding Advisory Task Force	LEOFF 1 Disability Board
Lodging Tax Advisory Committee	Planning Commission
Public Access Television Advisory Committee	Race Equity Advisory Committee
Salary Commission	Utility Advisory Committee

Boards, Commissions, Committees, and Councils Review: Self-Evaluation Observations

- All meetings are open to the public and are believed to be held in accessible facilities. However, ADA checklists are not used to determine compliance.
- Meeting minutes and agendas are available. However, they are not available in alternate formats, nor does the City have an alternate format request policy and procedure.
- The City does not have a consistent version of a non-discrimination statement. The City also does not have a consistent City-wide auxiliary aid statement to be included in agendas and minutes and information distributed by the City.
- The disability community is not specifically included in the member selection process for any of the Boards or Commissions.
 - Public input opportunities are available at an open forum at the Board of Commissions meetings.
 - Member openings are advertised online, social media pages, and local newspapers.
 - Meeting notices are posted online and at City Hall. No meeting notices are provided in alternate formats.
- No specific eligibility requirements (mental or physical) are provided. The only requirement is being a City resident.
- ADA training for members is not a common practice.

Boards, Commissions, Committees, and Councils Review: Possible Solutions

- The City should develop and use checklists to ensure ADA compliance for all meeting locations, especially for meetings not held in City owned facilities. While this is not a specific ADA requirement, this checklist would benefit the City by ensuring that all meeting locations are accessible to the public.
- The City should develop an alternate format policy, procedure, and request form. In addition, each board, commission, committee, and council should develop a list of documents and forms for their area. The list should include the document/form name, location(s) where it can be found (office location, website link) if alternate formats are available, and how the alternate formats can be obtained. This list should be updated continuously as documents and forms are created and revised, and the forms should be reviewed for ADA compliance. The Section 508 Compliant PDF Checklist is provided here:
<https://508compliantdocumentconversion.com/compliance-regulations/pdf-compliance-checklist/>
- The City should develop a City-wide Non-Discrimination Statement Policy for Title II and include this statement in all meeting agenda and minutes. See suggested language provided on page 7 above.
- The City should provide input opportunities for the disability community regarding the member selection process and meeting notices. This may include:
 - Creating a Public Input Survey and posting online, social media pages, local newspapers and send out to specific disability and/or advocacy groups;
 - Posting member openings with specific disability and/or advocacy groups; and

- Posting meeting notices on social media pages, local newspapers, with specific disability and/or advocacy groups, in addition to online and at City Hall.
- The City should provide detailed eligibility requirements for the boards, commissions, committees and councils member participation.
- The City should provide annual ADA-specific training to all members regarding Title I and Title II. This training should include policies and procedures developed from this transition plan process, employee rights and obligations regarding employment-related training, as well as training for ADA elements within the public rights-of-way. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities. Furthermore, this training would provide individuals with the tools needed to ensure ADA compliance.

Emergency Management Division

Emergency Management Division: Self-Evaluation Observations

- The City of Bainbridge Island Emergency Management Plan is written better than most Emergency plans we've seen. It has interactive steps and instruction for general purposes but also has individual building instruction with a process in place to ensure occupants of the building are safely evacuated using a "floor warden" system. No changes are required.

Emergency Management Division: Possible Solutions

- No recommendations.

Engineering / Public Works Division

Engineering / Public Works Division: Self-Evaluation Observations

- Division staff has attended limited training regarding the ADA.
- Division staff does not use specific checklists regarding ADA compliance.
- The City has not formally adopted the Proposed Guidelines for Pedestrian Facilities in the Public Rights-of-Way (PROWAG).
- The Division does not use ADA-specific guidance when designing projects or reviewing plans with accessible elements.
- The City does not have ADA-specific requirements for design consultants to follow.

Engineering / Public Works Division: Possible Solutions

- Division staff should attend annual ADA-specific training regarding Title I and Title II. This training should include policies and procedures developed from this transition plan process and employee rights and obligations under the ADA. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities. Furthermore, this training would provide individuals with the tools needed to ensure ADA compliance.
- The Division should develop and use specific ADA checklists or guidance to ensure ADA compliance. These checklists or guidance should include information regarding the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Rights-of-Way (PROWAG). While this is not a specific ADA requirement, the City is obligated to provide equal access to programs, services, and activities, and this guidance would provide the Division staff with the necessary tools to ensure ADA compliance.
- While the PROWAG has now been finalized, it has not been formally adopted by the Federal Departments. In the meantime, it is highly recommended that the City formally adopt PROWAG as a City standard practice and also develop ADA-specific guidance about PROWAG. This guidance should be used Division-wide and throughout the City, as needed. While City adoption of PROWAG is not specifically an ADA requirement, it is strongly recommended to ensure ADA compliance. The U.S. Access Board, Departments of Justice and Transportation and the Federal Highway Administration consider the use of the PROWAG guidelines a best practice.
- The City should develop ADA-specific requirements for design consultants to follow when working on a project that includes ADA elements. These requirements should include training on PROWAG requirements and City expectations. While this is not an ADA-specific requirement, this is recommended to ensure that consultants take responsibility and are designing ADA elements within the City in ADA compliance.

Finance Department

Finance Department: Self-Evaluation Observations

- Department staff has not attended ADA-specific training to ensure ADA accessibility within City programs, services, and activities.
- The Department does not use a procurement policy and procedure or guidance that reviews information and technology purchases for ADA compliance before purchase.
- The Department does not have guidance on reviewing purchasing contracts and agreements for ADA language.
- The City does not have an alternate format policy and procedure for providing access to Department documents.

Finance Department: Possible Solutions

- Department staff should attend annual ADA-specific training regarding Title I and Title II. This training should include policies and procedures developed from this transition plan process and employee rights and obligations under the ADA. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities. Furthermore, this training would provide individuals with the tools needed to ensure ADA compliance.
- The Department should develop a procurement policy and procedure or guidelines for City staff to use that reviews information and technology purchases for ADA compliance before purchase. While this policy and procedure is not a specific ADA requirement, it is recommended the City develop this policy and procedure to combine with information and technology policies and procedures to ensure ADA compliance with Section 508 of the Rehabilitation Act.
- The Department should develop and use guidance to review purchasing contracts and agreements for ADA language that clarifies the City's obligations and responsibilities under the ADA.
The City should develop an alternate format policy and procedure for providing access to Department documents.

Human Resources Department

Human Resources: Self-Evaluation Observations

- The Department does not have a specific ADA grievance policy, procedure, and form with appeals process for Title I provided in the employee manual. A draft of a Grievance Procedure is included in Appendix G. The City will need to determine if it prefers to have just one process for everyone, or one for Title I and one for Title II. A sample form is included in Appendix G.
- The Department does not have a City-wide reasonable accommodation/modification policy, procedure, and form provided in the employee manual.
- The Department does not maintain logs regarding ADA complaints and requests for accommodations or modifications. A copy of a potential log is provided in Appendix G.
- The Department does not have a policy and procedure or guidance regarding service animals as a reasonable accommodation or modification to City programs, services, and activities.
- The Department does not have a consistent City-wide non-discrimination statement.
- The City does not have an alternate format policy and procedure for providing access to Department documents.
- The Department does not have policies and procedures or guidance regarding ADA compliant effective communication efforts.
- The Department does not provide new employee orientation specific to ADA or that includes information about ADA. Therefore, new employees are not provided ADA-specific training, information regarding their rights and obligations under the ADA, or contact information for the City's ADA/504 Coordinator for Title I or Title II.
- The Department does not provide annual ADA-specific training to ensure ADA accessibility within City programs, services, and activities.
- The Department does not provide volunteer orientation. Therefore, volunteers are not provided with a volunteer manual, are not introduced to the ADA/504 Coordinator(s) and are not provided specific information regarding their rights and obligations under the ADA.
- The Department has several job descriptions that call for a valid Washington driver's license on jobs that do not require driving. Although this has already been brought to the attention of HR, they haven't all been fixed yet.
- Job descriptions are written in a way that highlights the "Essential" job functions. However, several job descriptions state the applicant must be able to "push, pull, lift and carry up to 20 (some 30) pounds. This does not fit within the Essential Job Function

requirements. This is a discriminatory practice if lifting is not a requirement for the job. Although this has already been brought to the attention of HR, they haven't all been fixed yet.

Human Resources: Possible Solutions

- The Department should update the City's employee manual to include the ADA grievance policy, procedure, and form with appeals process for Title I as drafted as a part of this transition plan process.
- The Department should update the City's employee manual to include a City-wide reasonable accommodation/modification policy, procedure, and form.
- The Department should develop and maintain logs regarding ADA complaints and requests for accommodations/modifications that include an internal complaint number, details about the complaint, and details regarding the resolution. See Section 3.1.21 Previous ADA Complaints Review (Title I / Title II).
- The Department should develop a policy and procedure or guidance regarding service animals as a reasonable accommodation or modification to City programs, services, and activities.
- The City should develop a City-wide Non-Discrimination Statement Policy.
- The City should develop an alternate format policy and procedure for providing access to Department documents.
- The Department should develop policies and procedures or guidance regarding ADA compliant effective communication efforts.
- The Department should provide new employee orientation and integrate ADA-specific training. This training should include information regarding employee's rights and obligations under the ADA and information regarding the ADA/504 Coordinator. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities. This training would guide employees regarding their rights under the ADA, as well as the tools needed to ensure ADA compliance. The new employee orientation program should also include policies and procedure developed from this Transition Plan process within the City of Bainbridge Island Personnel Policy Manual. The Department - in conjunction with City's ADA/504 Coordinators for Title I and Title II - should administer annual ADA-specific training to ensure ADA accessibility within City programs, services, and activities, including website accessibility. This training should include policies and procedures developed from this transition plan process for Title I and Title II, employee rights and obligations regarding employment-related training, and website accessibility guidelines. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities. Furthermore, this training would provide individuals with the tools needed to ensure ADA compliance. .
- The Department should develop an internal Title I Grievance process and develop a form for an employee fill out to initiate the process. While a form is not a requirement, it ensures that HR will get all of the necessary information. Allowing an employee to freelance their correspondence will result in some missing information and, possibly, too much extraneous detail. The City needs to determine if they want ONE Grievance Process that covers both employees and the public or have a separate process for each. A sample Grievance Process is included in Appendix C.
- The Human Resources Department should provide volunteer orientation and develop guidelines for each department to utilize to ensure program consistency for ADA compliance of volunteer programs. These guidelines should include a review of volunteer manuals, volunteer applications, volunteer's ADA rights and obligations, introduction to the Title I and Title II ADA/504 Coordinators, and City functions.
- The Human Resources Department should develop a City-wide volunteer/reserve specific manual. Each Department should develop inserts for their department to be incorporated into the volunteer/reserve manual. These inserts should include all specific physical and mental eligibility requirements to ensure that volunteers/reserves can disqualify themselves from the program, if needed, and include volunteer/reserve job descriptions.

Municipal Court

Municipal Court: Self-Evaluation Observations

- The Department has recently gone through some changes and not everyone is aware of the Grievance process or the role of the ADA Coordinator..
- Department staff does not have any regular ADA-specific training in place.
- The Department is located in a new building that is presumed to be fully compliant but has not been evaluated for compliance with the state or federal accessibility requirements.

- The Department isn't sure of the status of required assistive listening systems. They do have them but aren't sure how many they have or if they are dedicated for the court or shared with other Departments.
- The Department allows video hearings for some charges, but not all. They may allow additional time for someone unable to personally get to the Court due to a disability. There is no policy or practice in place that indicates this would be a reasonable modification.
- The Department does not keep a log of accessibility requests, comments or complaints.
- People assigned to community service are given list of approved community service projects. If none of them are accessible, they are allowed to do work for any non-profit organization. This is not written into a policy or practice that allows it to be a reasonable modification for someone with a disability.
- Jury selection and requirements are done through the County. The Department has no say in the application to jurors with disabilities and is unsure of the process used. However, the court will be responsible for ensuring proper accommodation is made to serve jurors with disabilities.
- The Department has a list of treatment facilities people can choose from if having to go through a treatment program to satisfy the courts requirements. They can pick anywhere they want to go from State certified programs that have been accepted by the City prosecutor's office. However, there is no process to determine if the facilities are accessible.

Municipal Court: Possible Solutions

- The Department needs to ensure all employees are aware of and familiar with the grievance process. This process is utilized both for employees and the public who have disabilities and believe their rights have been violated. Some message about this should be included in the onboarding process for all employees.
- Department staff should attend annual ADA specific training regarding Title I and Title II. This training should include policies and procedures developed from this transition plan process and employee rights and obligations under the ADA. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities. Furthermore, this training would provide individuals with the tools needed to ensure ADA compliance.
- The new facility should not be assumed to be accessible. An evaluation should be done to document compliance.
- The City should develop an internal "reasonable modification" policy so there is consistency and documentation of process. When the City develops the written modification policy and process, the Department will need to become familiar with the reasonable modification policy or process through training. This can include allowing a person with a disability to attend a hearing virtually or modifying the dress code as needed to accommodate a specific disability. (i.e. unable to wear shoes because of a disability).
- The Department needs to verify the condition and capabilities of the required assistive listening system and verify that there is a written policy in place for distribution throughout the City.
- The City should have a "checklist" that is used to ensure a facility is compliant, or at least has a minimum amount of access, before including a facility not owned by the City in a City program..

Parks and Recreation Department

Parks and Recreation Department: Self-Evaluation Observations

- Bainbridge Island does not have a Parks and Rec department. The majority of the parks on the Island are not directly owned or operated by the City of Bainbridge Island, but by the Bainbridge Island Municipal Parks and Recreation District, which is undertaking its own ADA Transition Plan, with an estimated completion later in 2026.

Planning and Community Development Department

Planning and Community Development Department: Self-Evaluation Observations

- Department staff does not attend ADA-specific training regularly.
- The website lists the codes/standards used by the Planning Department, but no accessibility codes are listed. Although Chapter 11 of the 2021 IBC is about accessibility, it doesn't cover the provisions of ADA so it should be listed separately.

Planning and Community Development Department: Possible Solutions

- Department staff should attend annual ADA-specific training regarding Title II. This training should include policies and procedures developed from this transition plan process and PROWAG training and information as well as While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities.
- PROWAG guidelines ensure the infrastructure is in place to achieve ADA Compliance for all public right of way projects. ADAAG ensures the facilities built or acquired are compliant with federal accessibility requirements and sets the City's minimum requirement. These should both be called out as required standards on the website both as a practical matter and as a risk management effort to ensure consistency.
- If there are areas Bainbridge Island would like to be stricter than the minimum standard developed by the federal government, the Department should develop and use specific additions to the PROWAG/ADAAG guidelines to better protect the City and to provide better access and consistency. These guidelines should become standard use for all public rights of way projects in Bainbridge Island and directions should be given to anyone who does work on behalf of the City. While this is not a specific ADA requirement yet, it will be and it's in the best interest of the City to provide access to the maximum extent feasible.

Police Department

Police Department: Self-Evaluation Observations

- Department staff attend ADA-specific training regularly. They do a lot of training through Lexipol and Police One where they have a lot of disability specific options.
- There have been no complaints that he's aware of regarding people with disabilities. They did have an employee who was a sign language interpreter. She retired last year. Nothing in place on a 24-hour basis for use in the field.
- The National Night Out event is hosted at Waterfront Park, where there are restrooms with some accessible features but are not compliant. There is also one accessible parking space, but it is not compliant with state or federal access standards.
- The Special Event Permit Application does not address anything about accessibility, bringing in accessible elements or accommodating people with disabilities.
- The detention facility used by the COBI Police Department is owned and operated by Kitsap County Sheriff's Department. No policies or procedures were noted indicating the transfer of people with disabilities to the Sheriff's Department.
- Bainbridge Island Police Department has a "Ride-Along" program. This program states "The minimum age for a ride-along in a patrol car is 15. There is no minimum age for a ride-along on the BIPD Marine Services Unit" but it offers no indication of any physical requirements. Accommodation for a person with a disability who would like to join in a ride-along are not noted.
- The Police Department has a "Community Police Academy" program. The program application offers no indication of any physical requirements. Accommodations for a person with a disability who would like to join the Community Police Academy are not noted.
- Section 329.3 of the BIPD Policy Manual indicates all of the requirements of an ADA Coordinator and seems to indicate the Police Department has their own ADA Coordinator, separate from the City ADA Coordinator.

Police Department: Possible Solutions

- The City should develop and maintain logs regarding ADA complaints and requests for accommodations and modifications that include an internal complaint number, details about the complaint, and details regarding the resolution. This can be managed by a single department for the City or become a policy/practice for several departments that have direct contact with the public. See Section 3.1.21 Previous ADA Complaints Review (Title I / Title II).
- Because events occur at Waterfront Park and nothing is fully accessible, compliance with the ADA should be moved up in priority. In the meantime, arrangements need to be considered for participants in National Night Out who may need full access.
- The Special Event Permit Application should include instructions to entities utilizing City owned property. This should include not setting anything on accessible parking spaces, not blocking sidewalks or accessible routes, any amenities brought in for the event must be accessible (i.e. port-a-potties, concession or sales kiosks, etc.).
- Policies should be in place indicating procedures to be used when transferring someone with a disability to the County detention center if they have a disability. This should include the use of accessible transportation and effective communication as needed.
- If the Ride-Along program has any limitations for people who want to participate, they should be clearly written on the website and established only for safety reasons.
- If the Community Police Academy has any limitations for people who want to participate, they should be clearly written on the website and established only for safety reasons.

- The Department of Justice requires one named person to be the ADA Coordinator. However, if there is another person sharing the role for the City then clarity needs to be established for the public to understand who to reach out to. If the Police representative is just the "liaison" for the department, no clarification is needed.

ADA/504 Coordinator (Title I / Title II)

Under the ADA Title II, when a public entity has 50 or more employees based on an entity-wide employee total count, the entity is required to designate at least one (1) qualified responsible employee to coordinate compliance with ADA requirements. The name, office address, and telephone number of this individual must be available and advertised to employees and the public. This allows for someone to assist with questions and concerns regarding disability discrimination to be easily identified.

ADA/504 Coordinator: Self-Evaluation Observations

The City of Bainbridge Island has appointed Anshu Wahi as the ADA/504 Coordinator. Below is her contact information. However, this information is not consistently published on the City's website or in other City documents:

Anshu Wahi
Equity and Inclusion Manager
City of Bainbridge Island
206-780-8627
Pronouns: she/her
awahi@bainbridgewa.gov

ADA/504 Coordinator(s): Possible Solutions

- The ADA/504 Coordinator(s) information should be prominently displayed in common areas that are accessible to all employees and areas open to the public. Also, the ADA/504 Coordinator(s) contact information must be included in information that is distributed by the City. This includes posting this information on the website.
- There seems to be some confusion about the ADA Coordinator that should be cleared up and followed up with documentation. There are some indications an ADA Coordinator may be in place for the Police Department and, possibly, for Title I (Human Resources). The City should clarify the roles internally.

Roles and Responsibilities of the ADA/504 Coordinator(s)

Below is a list of qualifications for ADA/504 Coordinator(s) that are recommended by U.S. Department of Justice:

- Familiarity with the entity's structures, activities, and employees;
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act;
- Experience with people with a broad range of disabilities;
- Knowledge of various alternative formats and alternative technologies that enable individuals with disabilities to communicate, participate, and perform tasks;
- Ability to work cooperatively with local entities and people with disabilities;
- Familiarity with any local disability advocacy groups or other disability groups;
- Skills and training in negotiation and mediation; and
- Organizational and analytical skills.

Roles and Responsibilities of the ADA/504 Coordinator(s): Self-Evaluation Observations

- No information regarding the roles and responsibilities of the ADA/504 Coordinator(s) is provided on the City's website or in City documents.

Roles and Responsibilities of the ADA/504 Coordinator(s): Possible Solutions

- The City should document the roles and responsibilities of the ADA/504 Coordinator(s).

ADA Liaison Committee

The ADA Liaison Committee is comprised of representatives from each City department. These individuals work closely with the ADA/504 Coordinator to resolve issues regarding the needs of their department and the programs under their management. The ADA/504 Coordinator works closely with the ADA Liaison Committee to coordinate the implementation of plans, programs, policies, and procedures.

ADA Liaison Committee: Self-Evaluation Observations

- The City of Bainbridge Island has established an ADA Liaison Committee and is comprised of various representatives but not from each City department.

ADA Liaison Committee: Possible Solutions

- The City's ADA Liaison Committee should be comprised of a representative from each City department and should meet periodically to ensure that the City is practicing good faith efforts to achieve ADA compliance. The Committee representatives should be tasked with serving as the ADA contact for their department and will consult with the ADA/504 Coordinator regarding all ADA issues impacting their department. Each representative is responsible for keeping a detailed log for all ADA inquiries within their department. This log shall be shared with the ADA/504 Coordinator and shall be retained for at least three (3) years.
- The ADA Liaison Committee information should be publicized in common areas that are accessible to employees and areas open to the public, such as the City's website and internal bulletin boards. While this is not a specific ADA requirement, this information would not only assist the ADA/504 Coordinator in ensuring ADA compliance but would also assist staff in contacting a specific division liaison for ADA guidance.

ADA Grievance Policies, Procedures, and Forms with Appeals Process for the ADA - Title I

Title I of the ADA prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees based on an entity-wide employee total count, including state and local governments.

The purpose of the ADA grievance procedure is to provide a mechanism for the resolution of discrimination issues at the City level, rather than require the complainant to resort to resolution at the federal level.

ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA (Title I): Self-Evaluation Observations

- No information regarding an ADA grievance policy, procedure, and form with appeals process for the ADA (Title I) was found.
- The City does not maintain logs regarding ADA complaints and requests for accommodations or modifications.

Grievance Policy, Procedure, and Form with Appeals Process for the ADA (Title I): Possible Solutions

- An ADA grievance policy, procedure, and form with appeals process for Title I should be developed for the City. These documents should be consistent and adopted City-wide, posted on the City's website, and publicized in common areas that are accessible to all employees and areas open to the public. See **Appendix G** for a copy of the ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA (Title I), drafted as a part of this Transition Plan.
- The City should maintain an ADA complaint log. This log shall be confidential and should include an internal complaint number, details about the complaint, and specifics regarding the resolution.

ADA Grievance Policies, Procedures, and Forms with Appeals Process for the ADA Title II

Local governments with 50 or more employees are required to adopt and publish procedures for resolving grievances in a prompt and fair manner that may arise under Title II of the ADA.

ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA (Title II): Self-Evaluation Observations

- No information regarding an ADA grievance policy, procedure, and form with appeals process for the ADA (Title II) was found.
- The City does not maintain logs regarding ADA complaints and requests for accommodations or modifications.

ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA (Title II): Possible Solutions

- An ADA grievance policy, procedure, and form with appeals process for Title II should be developed for the City. These documents should be consistent and adopted City-wide, posted on the City's website, and publicized in common areas that are accessible to all employees and areas open to the public. The U.S. Department of Justice (DOJ) provides guidance here: <https://www.ada.gov/pcatoolkit/chap2toolkit.htm>.
- The City should maintain an ADA complaint log. This log shall be confidential and should include an internal complaint number, details about the complaint, and specifics regarding the resolution.

Section 508 of the Rehabilitation Act

Section 508 of the Rehabilitation Act of 1973 requires that all electronic and information technologies developed and used by any federal government agency must be accessible to individuals with disabilities. This includes websites, video and audiotapes, electronic books, televised programs, and other such media. Individuals with disabilities may still have to use special hardware and/or software to access the resources. This law pertains to the federal government. However, each state can adopt these regulations for state use. The State of Tennessee has not officially adopted these technology requirements. However, the City of Bainbridge Island should utilize the State's stance on website and other digital media policies and procedures. The State of Washington Electronic and Information Technology (EIT) accessibility statement can be found here: <https://watech.wa.gov/accessibility>.

ADA Grievance Policy, Procedure, and Form with Appeals Process for Section 508 of the Rehabilitation Act:

Self-Evaluation Observations

- No information was found regarding the City's Section 508 of the Rehabilitation Act policy, procedure, and form with appeals process.
- The City does not maintain logs regarding ADA complaints and requests for accommodations or modifications.

ADA Grievance Policy, Procedure, and Form with Appeals Process for Section 508 of the Rehabilitation Act: Possible Solutions

- The City should develop an ADA grievance policy, procedure, and form with appeals process for Section 508 of the Rehabilitation Act. The form should include the complainant's contact information, description of the electronic and information technology in question, and specific details regarding the non-conforming aspects and remedy that is being requested. See **Appendix G** for a copy of the ADA Grievance Policy, Procedure, and Form with Appeals Process for Section 508 of the Rehabilitation Act as drafted as a part of this transition plan process.
- The City should maintain an ADA complaint log. This log shall be confidential and should include an internal complaint number, details about the complaint, and details regarding the resolution.

Reasonable Accommodation/Modification Request Policy, Procedure, and Request Form - Title I

The reasonable accommodation request process plays a very important role when ensuring that the City of Bainbridge Island does not discriminate based on a disability. A reasonable accommodation is any modification to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.

Reasonable Accommodation Request Policy, Procedure, and Request Form (Title I): Self-Evaluation Observations

- No reasonable accommodation request policy, procedure, and request form are provided on the City's website or in City documents.
- The City does not maintain logs regarding ADA complaints and requests for accommodations or modifications.

Reasonable Accommodation Request Policy, Procedure, and Request Form (Title I): Possible Solutions

- The City should develop a reasonable accommodation request policy, procedure, and form. This policy and procedure should describe the reasonable accommodation, provide details on how to file a request, and participate in the interactive process. The request form should include the requestor's contact information, type of accommodation being requested, and specific details regarding the need for a reasonable accommodation.
- The City should maintain an ADA request log. This log shall be confidential and should include an internal complaint number, details about the complaint, and specifics regarding the resolution.

Reasonable Accommodation/Modification Request Policy, Procedure, and Request Form - Title II

The reasonable modification request process allows an individual from the public to request a modification that will provide equal access to any City program, service, and/or activity. A public entity must reasonably modify its policies, practices, or procedures to avoid discrimination unless the modifications fundamentally alter the nature of its program, services, or activity.

Reasonable Modification Request Policy, Procedure, and Request Form (Title II): Self-Evaluation Observations

- No reasonable modification request policy, procedure, and request form is provided on the City's website or in City documents.
- The City does not maintain logs regarding ADA complaints and requests for accommodations or modifications.

Reasonable Modification Request Policy, Procedure, and Request Form (Title II): Possible Solutions

- The City should develop a reasonable modification request policy, procedure, and form. This policy and procedure should describe the reasonable accommodation, provide details on how to file a request, and participate in the interactive process. The request form should include the requestor's contact information, type of accommodation being requested, and specific details regarding the need for a reasonable accommodation.
- The City should maintain an ADA request log. This log shall be confidential and should include an internal complaint number, details about the complaint, and specifics regarding the resolution.

Service Animal Guidance

A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. A reasonable accommodation also includes any modification or adjustment to a provided program, service, or activity that the entity provides to ensure accessibility for the public. A reasonable accommodation may also include the use of a service animal. Service animals are used for a variety of reasons, so each accommodation request and modification may be different.

Service Animal Guidance: Self-Evaluation Observations

- No information was found regarding service animal guidance for requests for reasonable accommodations or modifications from qualified applicants, employees, or the public. A service animal policy is provided within the Police Department.

Service Animal Guidance: Possible Solutions

- The City should develop City-wide guidance for staff to reference when dealing with service animals as reasonable accommodations or modifications for applicants, employees, and the public. Each City Department should integrate this guidance into their department-specific standard operating procedures. In doing so, this policy and procedure should be customized to fit each Department's situations and provide guidance as to when a service animal is an effective reasonable accommodation or modification.
- The U.S. Equal Employment Opportunity Commission created enforcement guidance for Reasonable Accommodations and undue hardship under the ADA (<https://www.eeoc.gov/policy/docs/accommodation.html>).
- The U.S. Department of Justice created a publication providing guidance on service animals and the ADA: U.S Department of Justice Service Animal Guidance (https://www.ada.gov/service_animals_2010.htm).

Public Notice Under the ADA

The ADA public notice requirement applies to all state and local governments covered by Title II, including entities with fewer than 50 employees. The target audience for the public notice includes applicants, beneficiaries, and other people interested in the entities' PSAs. This notice is required to include information regarding Title II of the ADA and how it applies to the PSAs of the public entity. Publishing and publicizing the ADA notice is not a one-time requirement. State and local government entities should provide the information on an ongoing basis, whenever necessary.

Public Notice Under the ADA: Self-Evaluation Observations

- This notice appears to comply with the U.S. Department of Justice guidance. However, this notice is not labeled as the Public Notice under the ADA, and the ADA Coordinator title is not what is recommended.

Public Notice Under the ADA: Possible Solutions

- The City's public notice shall be revised to include a title of Public Notice Under the ADA, and the title of the "ADA Coordinator" should be revised to be "ADA/504 Coordinator". This ensures that the citizens know that the Coordinator is responsible for the ADA including Section 504 of the Rehabilitation Act.

Non-Discrimination Language

All public entities must ensure that no qualified individuals with disabilities be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity administered by that entity. A complete list of documents and forms reviewed is provided in Appendix B.

Bainbridge Island should develop the following:

- 1) Non-Discrimination Statement Policy, which documents the requirement to include a non-discrimination statement in any City publication or document distributed to employees or to the public.
- 2) Non-Discrimination Contract Clause, which documents the requirement to include a non-discrimination clause in all funding agreements that the City employs to pass federal funds to other agencies, entities, or municipalities, but not contractors.
- 3) Non-Discrimination Language for Non-federally Funded Contracts, Agreements and Waivers, which clarifies ADA obligations for both parties.

Non-Discrimination Statement Policy

Non-Discrimination Statement Policy: Self-Evaluation Observations

- Several different variations of non-discrimination statements were found. However, none of the statements found are consistent or used City-wide.

Non-Discrimination Statement Policy: Possible Solutions

- The City should develop a consistent City-wide non-discrimination statement for Title I - employment activities and Title II - programs, services, and activities administered by the City. These statements should include language that provides contact information for the ADA/504 Coordinators regarding an accommodation, modification, or alternate formats. While these statements are not a specific ADA requirement, the U.S. Department of Justice (DOJ) requires that all Title II entities adopt and distribute a public notice about the relevant provisions of the ADA to all people who may be interested in its programs, services, and activities. It is recommended to put a non-discrimination statement in all information distributed by the City to comply with 28 CFR 35.106: https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm#a35106
- The City should incorporate both non-discrimination statements into a stand-alone policy that provides guidance to City staff on the application of non-discrimination statements for Title I and Title II. This policy should be accessible to all employees and used in City materials that are distributed by the City.

Non-Discrimination Contract Clause

Non-Discrimination Contract Clause: Self-Evaluation Observations

- No information regarding a non-discrimination contract clause was found on the City's website or in City provided documents.

Non-Discrimination Contract Clause: Possible Solutions

- The City should develop a consistent non-discrimination contract clause. This clause should include language within applicable City contracts that would ensure that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in all City programs, services, or activities. While this clause is not a specific ADA requirement, the U.S. Department of Justice (DOJ) requires that all Title II entities adopt and distribute a public notice about the relevant provisions of the ADA to all people who may be interested in its programs, services, and activities. It is recommended to put a non-discrimination contract clause in all funding agreements that are funded by federal funds to comply with 28 CFR 35.106: https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm#a35106
- The City should develop staff guidance regarding the application of a non-discrimination contract clause. This policy would only be accessible to applicable City staff who may initiate federally funded contracts or any joint use agreements with other entities.

Non-Discrimination Language for Contracts, Agreements, and Waivers

Non-Discrimination Language for Contracts, Agreements, and Waivers: Self-Evaluation Observations

- All documents reviewed did not contain ADA language that would clarify ADA responsibilities and obligations.

Non-Discrimination Language for Contracts, Agreements, and Waivers: Possible Solutions

- The City should develop guidelines to assist the appropriate staff in writing non-discrimination language to be included in all City contracts and agreements. This non-discrimination language would need to be assessed by legal counsel on a case-by-case basis. These guidelines shall include language that clarifies responsibilities regarding ADA maintenance, alterations, and construction.

Responsibility/Acceptance Disclaimer for other Entities' Links, Forms, Documents, and Videos

Under the ADA, a public entity is responsible for providing ADA accessible alternate formats, including any documents or information that is distributed by the City of Bainbridge Island obtained from another entity. For example, there is a link to an external site on City's website that leads to additional information. However, it may not be feasible for the City to obtain the original from the source to create an alternate format. Therefore, the City should add a disclaimer where external sources are referenced stating that the City of

Bainbridge Island is not responsible for ADA compliance of external content, and any requests for alternate formats of external content should be directed to the source entity.

Responsibility / Acceptance Disclaimer for other Entities' Links, Forms, Documents, and Videos: Self-Evaluation Observations

- No information or policy regarding an ADA-specific disclaimer was found on the City's website or in City provided documents.

Responsibility / Acceptance Disclaimer for other Entities' Links, Forms, Documents, and Videos: Possible Solutions

- The City should develop a disclaimer statement to communicate the City's perspective on ADA compliance regarding content on another entity's site, links, forms, documents, and videos that are represented on the City's website. This statement should be posted on the website and publicized in common areas that are accessible to all employees and areas open to the public.

Employment Practices Review

All public entities must ensure that no qualified individual with disabilities be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity administered by that entity, including employment. Public entities must provide an equal opportunity for employment.

The City of Bainbridge Island Employee Handbook, employment forms, and documents were reviewed, and additional information was obtained from the survey and interview process. This information was reviewed for consistency with current accessibility requirements and standards.

Employee Handbook

City of Bainbridge Island Employee Handbook: Self-Evaluation Observations

- Page 71, Employee Handbook Acknowledgement Form:
 - This form does not include a consistent City-wide non-discrimination statement.
- Page 4, Introductory Statement:
 - This section includes a consistent City-wide non-discrimination statement.
- Page 4, Section 2.02 Prohibition of Disability Discrimination; Accommodation of Disabilities and Pregnancies:
 - This section does include information regarding non-discrimination. However, this information is not considered a consistent City-wide non-discrimination statement.
 - This section states that the City does not discriminate but does not provide information on an ADA Grievance Policy, Procedure, and Form for Title I.
 - This section does mention reasonable accommodation for employees, applicants, and anyone who wishes to make a request should contact the Human Resources. No information is provided referencing a reasonable accommodation request policy, procedure or form or the ADA/504 Coordinator.
 - This section does reference other sections of the manual for additional information such as Equal Employment Opportunity (EEO) policy, Harassment-Free Workplace, Anti-Retaliation, and any other applicable policies. No other ADA policies and procedures are referenced.
- Page 4, Equal Employment Opportunity (EEO):
 - This section states that it is each employee's responsibility to notify their immediate supervisor or HR promptly of any alleged discrimination. However, it does not specifically reference an ADA Grievance Policy, Procedure, and Form for Title I.
- Page 12, Job Postings:
 - This section does not state that each job posting notice will include an overview of relevant information, such as the Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications including education, physical and mental demands and working conditions.
- Page 12, Job Openings/Transfers/Promotions:
 - This section has no mention of non-discrimination policies or practices.
 - This entire hiring process, including Sections 2.08, 2.09 and 2.10 provides a general overview of the process used in the selection of the external candidates for regular full-time positions. The overview includes descriptions for Job

Advertisements; Applications and Other Employment-Related Documents; Interviews; Reference and Background Check; Pre-Employment Substance Abuse and Other Testing, and Pre-Employment Physical Examinations.

- The Interviews Section does not provide guidance for equal opportunity and does not reference the reasonable accommodation request policy and procedure.
- The Pre-Employment Substance Abuse and Other Testing Section states that testing may be required (physical ability and/or written). However, there is no guidance to ensure ADA accessibility.
- This section does not reference other sections of the manual for additional information such as Equal Employment Opportunity (EEO) policy, Immigration Law, and Americans with Disabilities Act (ADA). No other ADA policies and procedures are referenced.
- Page 43, Open Door Policy:
 - This section does not mention the required grievance process to resolve issues for people (employees or public) with disabilities.
- Sick Leave Benefits:
 - This section does not refer a person with a disability or chronic condition to a process or policy in place for employees with disabilities who may have regular doctor's appointments. Potential reasonable accommodations and or the grievance process should be defined for unusual but workable situations. It's understood that decisions will be made on a case-by-case basis, depending on the specific factors involved. However, reasonable accommodations need to be made in compliance with the Americans with Disabilities Act (ADA), as appropriate. This statement should reference the Reasonable Accommodation Request Policy, Procedure, and Form.
- Page 114, Unpaid Leave of Absence
 - This section states that a request for a leave may be a "reasonable accommodation" but doesn't include information about the Americans with Disabilities Act (ADA) accommodation requirements or that the leave will be handled in compliance with the law. For additional information, see applicable policies that include Americans with Disabilities Act (ADA). This section does not reference the Reasonable Accommodation Request Policy, Procedure, and Form.
- Harassment-Free Workplace
 - This section mentions discrimination based on a disability. However, this is not considered an ADA-specific grievance policy and procedure, nor does it reference an ADA-specific policy and procedure.
- Internet, E-mail and Social Media Use
 - This section does provide guidance on the use of the internet, email or social media for personal use. However, this guidance does not include information regarding ADA compliance or the City's social media policy.
- Consequences of Policy Violations
 - This section does not mention a reasonable accommodation request policy, procedure, and form.
- Anti-Retaliation
 - This section does not mention coercion and does not offer the required grievance process as a potential process of resolution.

City of Bainbridge Island Employee Handbook: Possible Solutions

- Employee Handbook Acknowledgement Form:
 - This form should be revised to include a consistent City-wide non-discrimination statement. See **Section 3.1.14 Non-Discrimination Language**.
- Introductory Statement:
 - This section should be revised to include a consistent City-wide non-discrimination statement. See **Section 3.1.14 Non-Discrimination Language**.
- Equal Employment Opportunity (EEO):
 - This section should be revised to reference the City's ADA Grievance Policy, Procedure and Form for Title I. See **Section 3.1.10 ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA**.
- Americans with Disabilities Act (ADA):
 - This section should be revised to include a consistent City-wide non-discrimination statement. See **Section 3.1.14 Non-Discrimination Language**.
 - This section should be revised to reference the City's ADA Grievance Policy, Procedure and Form for Title I. See **Section 3.1.10 ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA**.

- This section should be revised to reference the City's reasonable accommodation policy, procedure, and request form and to include information regarding the City's ADA/504 Coordinator(s). See **Section 3.1.12 Reasonable Accommodation and Modification Request Policy, Procedure, and Request Form** and **Section 3.1.7 ADA/504 Coordinator(s) (Title I / Title II)**.
- This section should be revised to include ADA-specific policies and procedures drafted from this transition plan process.
- Genetic Information Nondiscrimination Act (GINA):
 - This section should be revised to include ADA-specific policies and procedures drafted from this transition plan process.
- Job Postings:
 - This section should be revised to include recommended headings such as: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications including education, physical and mental demands and working conditions. The U.S. Equal Employment Opportunity Commission provides guidance here: <https://www.eeoc.gov/facts/ada17.html>
- Hiring Process:
 - This section provides a general overview of the hiring process used in the selection of the external candidates for regular full-time positions. The overview includes descriptions for Job Advertisements; Applications and Other Employment-Related Documents; Interviews; Reference and Background Check; Pre-Employment Substance Abuse and Other Testing; and Pre-Employment Physical Examinations.
 - This section should be revised to include a consistent City-wide non-discrimination statement. See **Section 3.1.14 Non-Discrimination Language**.
 - The Interviews section should be revised to include guidance for equal opportunity and the reasonable accommodation policy, procedure, and request form. See **Section 3.1.12 Reasonable Accommodation and Modification Request Policy, Procedure, and Request Form**.
 - The Pre-Employment Substance Abuse and Other Testing Section should be revised to include guidance regarding testing (physical ability and/or written) to ensure ADA accessibility. The U.S. Equal Employment Opportunity Commission provides guidance here: <https://www.eeoc.gov/facts/jobapplicant.html>
 - This section should be revised to include ADA-specific policies and procedures drafted from this transition plan process.
- Job Descriptions:
 - This section should be revised to include recommended language for ADA compliant job descriptions such as: Job Title, Job Summary, Essential Functions, Non-Essential Functions and Job Specifications including education, physical and mental demands and working conditions. The U.S. Equal Employment Opportunity Commission provides guidance here: <https://www.eeoc.gov/facts/ada17.html>
- Problem Resolution Process:
 - This section should be revised to reference the City's ADA Grievance Policy, Procedure and Form for Title I. See **Section 3.1.10 ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA**.
- Page 29, Sick Leave Benefits:
 - This section states that in the event that an employee's absenteeism is excessive, disciplinary or other actions may be taken, including termination of employment. Decisions will be made on a case-by-case basis, depending on the specific factors involved. Reasonable accommodations will be made in compliance with the Americans with Disabilities Act (ADA), as appropriate. This statement mentions reasonable accommodations, but it does not reference the Reasonable Accommodation Request Policy, Procedure and Form.
- Unpaid Leave of Absence
 - This section should be revised to reference the City's reasonable accommodation policy, procedure and request form. See **Section 3.1.12 Reasonable Accommodation and Modification Request Policy, Procedure, and Request Form**.
- Harassment-Free Workplace
 - This section should be revised to reference the City's ADA Grievance Policy, Procedure and Form for Title I. See **Section 3.1.10 ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA**.
- Internet, E-mail and Social Media Use
 - This section should be revised to include information regarding the City's social media policy. The City should develop a social media policy and procedure. This policy and procedure should provide guidelines for City staff to use and ensure ADA accessibility in all City social media applications. The policy and procedure should provide the following information:
 - An accessibility statement that states that all City-managed social media sites meet the City's web accessibility policy. This statement should also provide a link to the City adopted web accessibility policy under Section 508 of the Rehabilitation Act;
 - Alternate ways to contact the City;

- Ensure that all posted images, videos, and audio files include the link back to the web page that contains the image, video or audio with full caption or transcript;
- Avoid acronyms, abbreviations, and text shortcuts;
- Ensure platforms provides keyboard shortcuts for keyboard-only users;
- If the post is linking to a pdf document, ensure that the pdf is accessible; and
- For blogs, ensure proper HTML markup is used such as headings, paragraphs, and lists to help orient users and ensure clarity of content.

While a social media platform policy and procedure is not a specific ADA requirement, it is strongly recommended that the City develop this policy and procedure to combine with information and technology policies and procedures to ensure ADA compliance with Section 508 of the Rehabilitation Act. Digital Gov provides a Federal Social Media Accessibility Toolkit here: <https://digital.gov/resources/federal-social-media-accessibility-toolkit-hackpad/>

- Use of Telephones and Recording Devices
 - This section should be developed to reference the City's reasonable accommodation policy, procedure and request form. See **Section 3.1.12 Reasonable Accommodation and Modification Request Policy, Procedure, and Request Form**.
- Anti-Retaliation
 - This section should be revised to include coercion and to reference the grievance policy and procedure for someone with a disability to use. See **Section 3.1.3.2 Retaliation or Coercion Policy**.

Retaliation or Coercion Policy

Retaliation or Coercion Policy: Self-Evaluation Observation

The City of Bainbridge Island Employee Handbook provides information regarding anti-retaliation. However, coercion is not mentioned and there is no reference to the grievance policy or procedure.

Retaliation or Coercion Policy: Possible Solutions

- Individuals who exercise their rights under the ADA, or assist others in exercising their rights, are protected from retaliation. The prohibition against retaliation or coercion applies broadly to any individual or entity that seeks to prevent an individual from exercising their rights or to retaliate against individuals for having exercised their rights. The City should revise the existing language in the City of Bainbridge Island's Employee Handbook to include language for coercion. This revised information should be adopted City-wide and must be accessible to all employees and the public. See **Appendix B** for a copy of the Retaliation or Coercion Policy as drafted as a part of this transition plan process.

Hiring, Testing and Recruitment Information Review

Hiring, Testing, and Recruitment Information Review: Self-Evaluation Observations

- The Human Resources Department administers the hiring process for most Departments. However, some departments administer the hiring and promotional process, in conjunction with the Human Resources Department.
- The City does not have a consistent City-Wide non-discrimination statement.

Hiring, Testing, and Recruitment Information Review: Possible Solutions

- The Human Resources Department should develop hiring process guidelines. These guidelines should include information on ADA compliant hiring process and should be available to all departments who administer hiring for their department. While these guidelines are not an ADA requirement, these guidelines would assist City staff in being consistent in the hiring process to achieve ADA compliance. The U.S. Equal Employment Opportunity Commission and the U.S. Department of Justice provide guidance here:
 - <https://www.eeoc.gov/>
 - <https://www.ada.gov/>
- The City should develop a City-wide Non-Discrimination Statement Policy for Title I and Title II. See **Section 3.1.10 Non-Discrimination Language**.

New Employee Orientation Review

New Employee Orientation Review: Self-Evaluation Observations

- The Human Resources Department does not provide new employee orientation.
- New employees are provided with the City's employee handbook. However, no ADA-specific policies and procedures or information regarding their rights and obligations under the ADA, nor is the ADA/504 Coordinator(s) contact information provided.
- The City's ADA/504 Coordinator(s) are not introduced to new employees as a new employee orientation is not a part of the new employee process.

New Employee Orientation Review: Possible Solutions

- The Human Resources Department should develop new employee orientation guidelines. These guidelines should include a review of ADA-specific policies and procedures, employees' ADA rights and obligations, introduction of the ADA/504 Coordinator(s), as well as typical employment functions and benefits.
- The Human Resources Department should provide new employees with the newly revised City employee handbook that includes adopted ADA policies and procedures from this transition plan process.
- The City should provide annual ADA-specific training to all City staff regarding Title I and Title II. This training should include employee rights and obligations under the ADA. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities. This training would provide guidance to employees regarding their rights under the ADA and the tools needed to ensure ADA compliance. See **Section 3.1.3.5 Training Program Review**.

Training Program Review

Training Program Review: Self-Evaluation Observations

- No specific annual ADA training program is provided for City staff regarding Title I or Title II.

Training Program Review: Possible Solutions

- The City should provide annual ADA-specific training to staff. This training should include policies and procedures developed from this transition plan process, employee rights and obligations under the ADA, as well as other training topics such as ADA compliance for elements within the public rights-of-way. While training is not a specific ADA requirement, as a Title II entity, the City is obligated to provide equal access to programs, services, and activities. Furthermore, this training would provide individuals with the tools needed to ensure ADA compliance. Training was provided as part of the development of this plan and should continue using a variety of different training resources. Please see below for recommended additional training topics that should be considered for annual training.
 - Understanding ADA Requirements for Title II Entities
 - Disability Awareness and ADA Overview for Customer Contact Staff:
 - Disability Employment Training for Human Resources, Staff and Managers/Supervisors
 - Orientation for ADA Liaison Teams:
 - 2010 ADA Regulations, an Overview:
 - Public Rights of Way (PROWAG):
 - Full ADAAG or PROWAG
 - Custom Access Training:

Volunteer/Reserve/Intern Program Review

Volunteer/Reserve/Intern Program Review: Self-Evaluation Observations

- The City does have an organized volunteer program in which each Department administers their individual program. However, no program guidelines exist, a volunteer manual is not provided, no specific eligibility requirements are provided, no volunteer

orientation is provided, no information regarding volunteers' rights and obligations under the ADA is provided, and contact information for the ADA/504 Coordinator(s) is not provided, nor is the ADA/504 Coordinator(s) introduced.

Volunteer/Reserve/Intern Program Review: Possible Solutions

- The Human Resources Department should oversee the volunteer program and develop guidelines for each department to utilize to ensure program consistency for ADA compliance as each Department administers its volunteer program. These guidelines should include a review of the volunteer manual, volunteer's ADA rights and obligations, introduction to the Title I and Title II ADA/504 Coordinators, as well as typical City functions.
- The Human Resources Department should develop volunteer job descriptions with specific eligibility requirements. These requirements should be posted with volunteer openings to ensure that individuals can disqualify themselves based on job qualifications. See **Section 3.1.3 Employment Practices Review, Job Description Review**.
- The Human Resources Department should develop a City-wide volunteer manual. Each Department should develop inserts for their department to be incorporated into the volunteer manual. These inserts should include all specific physical and mental eligibility requirements to ensure that volunteers can disqualify themselves from the program, if needed, and include volunteer job descriptions.
- The Human Resources Department should develop a volunteer orientation. This orientation should be required of all volunteers prior to start of service. This orientation should include a review of the volunteer program, job eligibility requirements, volunteer manual, volunteer's ADA rights and obligations, introduction to the Title I and Title II ADA/504 Coordinators, as well as typical City functions.

Job Description Review

The ADA does not require an employer to develop or maintain job descriptions. Nevertheless, employers can certainly benefit from having well-written job descriptions that spell out the "essential functions" for each employment position. When job descriptions are written, they must be non-discriminatory.

A written job description can help employers identify whether an applicant will be able to perform the essential tasks required for a position. During the interview process, employers are not allowed to ask if an individual has a disability that would prevent them from performing certain job tasks. Employers may, however, ask applicants whether they can perform the "essential functions" of a position, such as the ability to meet attendance expectations or to operate a particular machine. If an applicant notifies the employer that he or she is unable to perform an essential job function because of a disability, the employer must then consider whether it is possible to reasonably accommodate the disability.

Ten (10) job descriptions were reviewed. The following section provides a summary of the observations and possible solutions.

Job Description Review: Self-Evaluation Observations

- Job descriptions do not have recommended headings for clarification.
- Job descriptions contain discriminatory language. When describing actual job duties, there are some physical demands. However, specific language must be used so that someone with a disability can disqualify themselves.
- Some job descriptions state that a driver's license is required but does not specify if this requirement is a Bonafide Occupational Qualification (BFOQ).
- Job descriptions do not have disclaimer language to inform employees and applicants that the description is subject to change.
- Some job descriptions do not provide physical requirements. These requirements are needed to assist individuals in determining their qualifications.
- Job descriptions do not include a consistent City-wide non-discrimination statement regarding Title I, employment activities.

Job Description Review: Possible Solutions

- Job descriptions should separate information under specific headings for better clarification. Under these headings, the City may use as many sub-headings as necessary to cover all aspects of the job description. These recommended headings are Job Title, Job Summary, Essential Functions, Non-Essential Functions, and Job Specifications.
- When listing physical demands in a job description, the wording must be such that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. For example: Instead of "carry" or "lift," use "move," "transport," "position," "install," "remove," "hoist," or "transfer."

- When a driver's license is a requirement, the City must ensure this is a BFOQ. If this is not necessary as a part of the essential job functions, this should be revised to require a state-issued identification instead of a state-issued driver's license.
- The City should include disclaimer language on all job descriptions to notify employees and applicants that the description is subject to change.
- All job descriptions should provide physical requirements to provide clarity and to ensure that an individual can disqualify themselves if they feel they do not qualify based on the requirements.
- Job descriptions should be revised to include a consistent City-wide non-discrimination statement regarding Title I, employment activities. See **Section 3.1.10 Non-Discrimination Language**. This statement should include language that provides contact information for the ADA/504 Coordinator regarding an accommodation, modification, or alternate formats. While these statements are not a specific ADA requirement, the U.S. Department of Justice (DOJ) requires that all Title II entities adopt and distribute a public notice about the relevant provisions of the ADA to all people who may be interested in its programs, services, and activities. It is recommended to put a non-discrimination statement in all information distributed by the City to comply with 28 CFR 35.106: https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm#a35106.

Title II ADA/504 ADA Assurances

Every applicant for federal financial assistance shall provide a written assurance stating that all PSAs are being conducted or operated in compliance with all laws and regulations. As a recipient of federal funds, the City must include a written Title II ADA/504 Assurance in all funding agreements and joint use agreements to receive federal financial assistance. In turn, the City must require that any sub-recipient who receives federal financial assistance from the City provide an annual written Title II ADA/504 Assurance. This includes funding agreements and all joint use agreements with other agencies, entities, or municipalities.

Title II ADA/504 ADA Assurances: Self-Evaluation Observations

- The City does receive federal funding. However, the City does not currently have a signed assurance.

Title II ADA/504 ADA Assurances: Possible Solutions

- The City should develop a Title II/504 ADA assurance in accordance with 49 CFR 27.9. The Code of Federal Regulations are located here: https://www.ecfr.gov/cgi-bin/text-idx?SID=b9b8a3d54d526545fd69ad3de5742ec9&mc=true&tpl=/ecfrbrowse/Title49/49cfr27_main_02.tpl

ADA Transition Plan Updates and Corrections (Title I / Title II)

Tracking ADA Transition Plan updates and corrections for Title I and Title II is important in showing progress toward barrier removal and should be done using a systematic approach to ensure all updates and corrections are documented.

Policies and Procedure for ADA Transition Plan Updates and Corrections (Title I / Title II): Self-Evaluation Observations

No policies and procedures for ADA transition plan updates and corrections for Title I / Title II were found on the City's website or in City-provided documents.

Policies and Procedure for ADA Transition Plan Updates and Corrections (Title I / Title II): Possible Solutions

The City should develop customized policies and procedures for ADA transition plan updates and corrections for Title I and Title II. While this is not a specific ADA requirement, these policies and procedures would provide City staff guidance through the internal process for updating and correcting issues found during the ADA transition plan process. The Transition Plan document should become a "Living Document" so the City is not required to repeat this process every four-five years.

Software systems are available to help track transition plan remediation progress.

Previous ADA Complaints Review (Title I / Title II)

All public entities must ensure that no qualified individual with disabilities be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity administered by that entity.

A review of previous ADA complaints from the past five (5) years is necessary to ensure that all complaints have been addressed and updated in the Transition Plan.

Previous ADA Complaints Review (Title I / Title II): Self-Evaluation Observations

- The City has not received any formal complaints within the last five (5) years.
- The City does not maintain logs regarding ADA complaints (Title I and Title II) and requests for accommodations or modifications.

Previous ADA Complaints Review (Title I / Title II): Possible Solutions

- The City should maintain confidential complaint/request files and ADA complaint/request logs. Logs for both Title I and Title II should include detailed information.
 - Logs for Title I shall be confidential and should include an internal complaint number, extensive details about the complaint and process, as well as details regarding the resolution.
 - Logs for Title II shall be confidential and should include an internal complaint number, extensive details regarding the complaint and process, which would include locations and pictures, and details regarding the complaint resolution.

Emergency Management Plan Review

Emergency planning and management have become increasingly important today. All community emergency plans, and emergency management teams must include the necessary information on how to properly assist citizens in the community who may have a disability. Identifying the citizens with disabilities is paramount to rescuing them. The City of Bainbridge Island should have an Emergency Management Plan in place that details how to help citizens with disabilities in the event of a local emergency.

Disabilities manifest themselves in varying degrees, and the functional implications of the variations are important for emergency evacuation. A person may have multiple disabilities, while another may have a disability whose symptoms fluctuate. Everyone needs to have a plan to be able to evacuate a building, regardless of their physical condition.

While planning for every situation that may occur in every type of emergency is impossible, being as prepared as possible is important. One way to accomplish this is to consider the input of various people and entities, from executive management, human resources, and employees with disabilities to first responders and other businesses, occupants, and others nearby. Involving such people in the development of the City's Emergency Management Plan will help everyone understand the evacuation plans and the challenges that businesses, building owners and managers, and people with disabilities face.

The emergency management plan for Bainbridge Island is very well written and inclusive of people with disabilities. It has very detailed actions that will ensure someone will assist people with disabilities in the event of an evacuation of a single building or the entire island. Those steps include:

- Monitor disproportionate impacts to individuals with unique access and functional needs.
- Develop strategies and operations that ensure equal access to care.
- Mitigate barriers that may prevent access to care.
- Address communication of medical, mental health, and other healthcare needs of these most vulnerable residents.
- All efforts will be made with the assistance of community members and other state and local resources in communicating with those with communication issues, and functional needs, and will comply with the Americans with Disabilities Act.
- Coordinate with community-based organizations and local media outlets to communicate and gain situational awareness about health impacts related to the disaster.
- Develop and distribute language and graphic translations of health messaging.
- Many of those who live in the community have household pets or are assisted by service animals. Bainbridge Island advises residents to not only prepare themselves, but also prepare their pets and/or animals for emergencies which could last two weeks or longer.
- Develop an emergency plan team to encourage communication between the City of Bainbridge Island and all other participating parties.

The Office of Emergency Management also has a recurrent training plan to ensure floor wardens remain properly trained and agree the suggestions made to include people with disabilities in training and drills is needed. The Department also has good communication with other area agencies, along with policies and procedures for the safe sheltering of people with disabilities and their service animals.

City Ordinance Review

Several City ordinances were reviewed for consistency with current accessibility requirements and standards. Most were found under Titles 2, 7 and 12

City Ordinance Review: Self-Evaluation Observations

City ordinances do not include a consistent City-Wide non-discrimination statement.

- **Title 1:** General Provisions
 - This title does not mention information regarding the ADA/504 Coordinator(s).
- **Title 2:** Administration, Personnel and Land use.
 - This title does not include detailed information regarding boards and commissions, etc.
 - This title does not include ADA-specific policy and procedure information for the Court system
 - This section does not list physical or mental requirements for the job.
 - This section does not mention annual ADA training.
 - This section does not provide information on how to obtain alternate formats.
 - This section does not mention annual ADA training.
- **Title 6:** Animals
 - This title does not include the City's stance on service animals.
- **Title 7:** Human Rights
- **Title 12:** Streets, sidewalks, and public places
 - Obstructing streets, alleys, or sidewalks prohibited
 - This section states that obstruction of streets, alleys, or sidewalks is prohibited. However, it does not mention language for prohibited obstructions on curb ramps.
 - This section does not mention curb ramps and ADA accessibility guidelines that are utilized, such as the Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG).
- **Title 15:** Buildings and Construction
 - This title does not mention ADA-specific information, such as using the ADA Accessibility Guidelines (ADAAG).

City Ordinance Review: Possible Solutions

- City ordinances do not include a consistent City-Wide non-discrimination statement. A consistent City-wide non-discrimination statement does not need to be included within each Title. However, this statement should be provided on the bottom of the page toward the beginning, such as an introduction section or in the General Administration title and any other applicable titles. See Section 3.1.14 Non-Discrimination Language.

Documents, Forms, and Videos Reviewed

The City's website provides various documents, forms, and videos that are available to the public.

Documents, Forms, and Videos Reviewed: Self-Evaluation Observations

- The City does not have alternate formats readily available for every document, form, or video.
- The City does not have a policy or procedure in place to address alternate formats. Alternate formats are auxiliary aids, services, or devices that enable effective communication for individuals with disabilities.
- The City does not have a disclaimer statement to communicate the City's perspective on ADA compliance regarding content on another entity's site, links, forms, documents, videos, or podcasts that are represented on the City's website.
- The City does not have a City-wide Non-Discrimination Statement Policy for Title II that includes this statement in the information that is distributed by the City.
- The City does not have a policy and procedure to provide closed captioning or transcripts for videos that are available to employees and the public.

Documents, Forms, and Videos Reviewed: Possible Solutions

- Each Department liaison should develop a list of all documents and forms for their Department. The list should include the document or form name, location(s) where it can be found (office location, website link), what alternate formats are available, and how the formats can be obtained. This list should be updated continuously as documents and forms are created and revised. The forms should be reviewed for ADA compliance. Section 508 Compliant PDF Checklist is provided here: <https://508compliantdocumentconversion.com/compliance-regulations/pdf-compliance-checklist/>
- The City should develop an alternate format policy, procedure, and request form. See **Section 3.1.12 Alternate Format Policy, Procedure, and Request Form**.
- The City should develop a disclaimer statement to communicate the City's perspective on ADA compliance regarding content on another entity's site, links, forms, documents, videos, or podcasts that are represented on the City's website. See **Section 3.1.13 Responsibility / Acceptance Disclaimer for Other Entities' Links, Forms, Documents, Videos, and Podcasts**.
- The City should develop a consistent City-wide non-discrimination statement policy. See **Section 3.1.10 Non-Discrimination Policy**.
 - The City should develop guidelines to assist staff in providing closed captioning or transcripts for videos that are available to all employees and the public. These guidelines shall include the process of adding closed captioning or use the vendor database to purchase closed captioning or transcription services.

Effective Communication Guidance

The ADA requires that all Title II entities communicate effectively with people who have communication disabilities by providing auxiliary aids and services. The goal is to ensure that communication with individuals with disabilities is equally effective as communication with people without disabilities.

Auxiliary aids and services are ways to communicate with individuals with disabilities. The type of auxiliary aids and services are assessed on a case-by-case basis. Auxiliary aids and services must be provided free of charge and provided in accessible formats, in a timely manner, and must be provided in a way that ensures individual privacy and independence. Examples of common auxiliary aids and services include, but are not limited to:

- Sign Language Interpreters
- Oral Interpreters
- Cued Speech Interpreters
- Video Remote Interpreting (VRI)
- Video Interpreting Services (VIS)
- Written materials
- Closed Captioning
- Real-time captioning
- Audio recordings
- Teletypewriters (TTYs)
- Telephone Relay Services
- Computer-aided Real-time Transcription (CART) Materials and displays in braille
- Large print materials
- Accessible electronic and information technology
- Assistive listening devices and systems

Effective Communication Guidance: Self-Evaluation Observations

The City does not have City-wide specific guidance on how to obtain auxiliary aides and services to ensure effective communication.

Effective Communication Guidance: Possible Solutions

The City should develop guidance on how to obtain auxiliary aides and services. This guidance should prepare City staff to accommodate the needs of persons with disabilities. The City should identify local resources for auxiliary aides and services; develop and utilize a City vendor database that would identify vendors who can provide the aids or services with reasonable turn-around timeframes; and provide training to employees regarding effective communication with the use of auxiliary aids and services. This

guidance should be consistent with the U.S. Department of Justice's guidance for "Effective Communication." This guidance can be found here: <https://www.ada.gov/pcatoolkit/chap3toolkit.htm>

Alternate Format Policy, Procedure, and Request Form

Under the ADA, a public entity is responsible for providing ADA accessible communications. This includes any documents or information that is distributed by the City of Portland. If a request for an alternate format is received, the City must have an action plan to accommodate the request. For example, the Department of Justice does not expect entities to have Braille copies of all documents; however, Braille copies are expected to be readily available. Readily available means that once a request is received, a policy and procedure is in place to make a reasonable accommodation or modification to the document or information requested. This document must be provided to the requestor in a reasonable amount of time.

Alternate Format Policy, Procedure, and Request Form: Self-Evaluation Observations

No information regarding an alternate format request policy, procedure, and form was found on the City's website or in City provided documents.

Alternate Format Policy, Procedure, and Request Form: Possible Solutions

- The City should develop an alternate format request policy, procedure, and form. This policy and procedure shall guide staff regarding the process of obtaining an alternate format and utilizing the City's vendor database, if available, to obtain vendor information for alternate formats. This policy and procedure should be adopted City-wide and should be accessible to all employees and the public. The request form should include the requestor's contact information, existing document information, and type of alternate format being requested.

Appendix C: Prioritization Criteria

ADA Transition Plan Prioritization Process

Public Right-of-Way

To focus efforts toward facilities that pose the largest barrier within the public right-of-way, an analysis of the accessibility of each pedestrian facility and its proximity to public destinations such as schools, libraries, parks, transit, and County buildings was completed. The result of this analysis was a prioritized list of projects, with the highest benefit projects identified for barrier removal first.

To complete this assessment, a multi-criteria analysis was conducted to determine which facilities did not meet existing sidewalks and curb ramp standards. Each attribute collected in the field was compared against PROWAG requirements.

If the facility did not meet PROWAG criteria or was located near public destinations, points were assigned, with the number of points dependent on the relative importance or proximity. Sidewalks or curb ramps with poor PROWAG compliance and a number of proximate destinations received a high score and were prioritized for removal while PROWAG compliant ramps far from public destinations received a score of zero. Missing curb ramps were assigned the greatest number of points.

Accessibility Prioritization (aka Accessibility Index Score)

A number of criteria were used to establish the extent to which each pedestrian facility did or did not present a barrier to accessible mobility. The table below shows these criteria, the threshold used to identify them as a barrier, and the score used to indicate the severity of each barrier relative to each other. Pedestrian facilities with a higher Accessibility Index Score (AIS) presented a large accessibility barrier and received a higher score. Facilities with fewer or no barriers received lower scores.

Below is an example of typical weighted values to equal a total possible score of 30.

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
Sidewalks	Width	In ROW, < 48 inches or ≥ 48 - < 60 inches w/ out Pullouts. On-Site, < 36 inches	4	4
	Run Slope	> 5% (and Not Similar to Roadway Grade if in ROW)	3	3
	Cross Slope	> 2%	1	3
	Cross Slope	> 2.4%	1	
	Cross Slope	> 3%	1	
	Surface Condition	< Average	2	2
	Vertical Discontinuity	Barriers Present ≥ 1	1	3

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
	> ¼ inch and <= ½ inch Without Bevel or >½ inch			
	Vertical Discontinuity	Barriers Present >= 5	1	
	Vertical Discontinuity	Barriers Present >= 10	1	
	Horizontal Discontinuity > ½ inch	Barriers Present >= 1	1	3
	Horizontal Discontinuity	Barriers Present >= 5	1	
	Horizontal Discontinuity	Barriers Present >= 10	1	
	Fixed Obstacles	Barriers Present >= 1	1	3
	Fixed Obstacles	Barriers Present >= 2	1	
	Fixed Obstacles	Barriers Present >= 3	1	
	Moveable Object	Barriers Present >= 1	1	3
	Moveable Object	Barriers Present >= 2	1	
	Moveable Object	Barriers Present >= 3	1	
	Protruding Object	Barriers Present >= 1	1	3
	Protruding Object	Barriers Present >= 2	1	
	Protruding Object	Barriers Present >= 3	1	
	Non-Compliant Driveway Non-Compliant >2% Cross-Slope, and/or Non-Concurrent Grade Break and/or >8.3% Running Slope	Barriers Present >= 1	1	3
	Non-Compliant Driveway	Barriers Present >= 2	1	
	Non-Compliant Driveway	Barriers Present >= 3	1	
	Maximum Sidewalk (AIS) Score			30
Curb Ramps (Max. Score)	Ramp Width	< 48 inches	30	30
	Run Slope	> 8.3% (Less Than 15 feet) or > 5% (Blended)	30	30
	Cross Slope	> 2% - <= 3%	20	30
	Cross Slope	> 3%	10	
	Curb Ramp Type	Non-Compliant Type	30	30
Curb Ramps	Accessible Path	No	2	2
	Turning Space	None or Width < full Width of Ramp or Length < 48 inches	5	5
	Turning Space Cross Slope	> 2%	3	3
	Truncated Domes (DWS)	No	3	3
	Truncated Domes (DWS) Placement	Other than Back of Curb	1	3
	Truncated Domes (DWS) Depth	< 2 feet	1	
	Truncated Domes (DWS) Width	Less than Full Width	1	
	Flare Slope	> 10%	2	2
	Grade Break	Not Concurrent	2	2

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
	Counter Slope	> 5%	2	2
	Lip	> ¼ inch	2	2
	Roadway Clear Space	< 4ft x 4ft	2	2
	Receiving Ramp	No	2	2
	End Inside of Marked Crosswalk if Present	No	2	2
	Maximum Curb Ramp (AIS) Score			30
Signal Push Buttons	Push Button is ≤ 10 feet from Curb in Direction of Travel	No	2	2
	Push Button is ≤ 5 feet from Extension of Crosswalk Width Edge	No	2	2
	Force to Activate Push Button is ≤ 5 lbs.	No	2	2
	Push Button Includes Vibe Feedback During “Walk” Phase	No	2	2
	Push Button is ≥ 2 inches in Diameter and Includes Visual Contrast from Housing	No	2	2
	Tactile Arrow Present on Push Button	No	2	2
	Nearest Push Button > 10 feet Away or Push Button Includes Audible Speech Indicating “Walk” Phase	No	2	2
	Level Clear Space at Push Button that Includes Minimum 30-inch x 48 inch Landing Area and < 2% Slope in Any Direction	No	3	3
	Reach Depth from Landing to Push Button is ≤ 10 inches	No	2	2
	Mounting Height of Push Button	Mounting Height of Push Button from Landing Area is < 42 inches or > 48 inches	2	2
	Directional Arrow Exists on Push Button Face, Housing, or Mounting and is Parallel to Crossing	No	2	2
	Audible Tone indicating “Walk” Phase or Audible Speech indicating “Walk” Phase Present	No	3	3
	Locator Tone during “Don’t Walk” Phases Present	No	2	2
	APS-Style Push Button Housing	No	2	2
	Maximum Signal Push button (AIS) Score			30

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
Crosswalks	Width	< 6 feet	6	6
	Run Slope	> 5%	12	12
	Cross Slope	> 5% at Non-Stop/Yield Controlled Intersections or > 2% at Any Other Type Except for Mid-Block Crossings	12	12
	Maximum Crosswalk (AIS) Score			30

Location Prioritization (aka Location Index Score)

A number of destinations were used to identify high priority pedestrian facilities within the County. This was done by identifying public destinations such as public buildings, transit and parks and identifying pedestrian facilities within close proximity of one or more of these destinations.

Pedestrian facilities within the identified proximity were assigned points based on each destination they were close to, as shown in the table below. This measure is called the Location Index Score (LIS), which identified high pedestrian generating overlapping areas. Ultimately the more pedestrian generating areas an asset was within, the higher the number. Community Defined Destinations criteria was added to the Location Index Score (LIS) following comments and results received from open house attendees, County staff, other stakeholders during engagement and public outreach. This assisted in factoring in what's important to the citizens and community to help with the overall prioritization.

Below is an example of typical weighted values to equal a total possible score of 45.

LOCATION CRITERIA	RATING CRITERIA	POSSIBLE SCORE
Schools		
Proximity to Schools	Within 1/8-mile radius of school	5
Walk-To-School Route Proximity	Within 1/2-mile radius of school	5
Parks	Within 1/8-mile radius of park	5
Transit		

High-Capacity Transit	Within 1/8-mile of high-capacity transit	5
Transit Stops	Within 1/8-mile of transit stop	5
Traffic Signal/Roundabout	Within 1/8-mile of signal or roundabout	5
Public Buildings	Within 1/8-mile of location	5
Downtown / Urban / Commercial Business Centers	Within 1/4-mile radius of Downtown, Urban and Commercial Business Center Zoning	5
Community Defined Destinations (defined by Stakeholder/Public Engagement*)	Within 1/8-mile of location	5
TOTAL LOCATION INDEX SCORE (LIS)		45

* Note: Community Defined Destinations to be identified based on public outreach, ADA surveys, etc. on what locations are more important, thus giving extra weight to those community defined destinations.

Barrier Removal Priorities (Combined Composite Index Score)

By combining the Accessibility Index Score and Location Index Score, a Combined Composite Index Score was developed. Together, these measures prioritize barrier removal at locations where pedestrian facilities present a barrier and where pedestrians would be expected.

Facilities with the highest score should be addressed first (46+ points) represent facilities that present a clear physical barrier and are in high-demand areas. These should be addressed first. Facilities with lower scores (0-15 points) have minor barriers, and are in locations where pedestrian demand would be expected to be lower, and should be address last. These scores are relative, comparing one facility to the other. The ranges for medium and high priority were defined based on review of the identified barriers and assessment of the relative barrier they present. It should be noted that while some barriers have a lower priority, they still should be removed.

ADA Transition Plan Prioritization Process

Public Right-of-Way

To focus efforts toward facilities that pose the largest barrier within the public right-of-way, an analysis of the accessibility of each pedestrian facility and its proximity to public destinations such as schools, libraries, parks, transit, and city buildings will be completed. The result of this analysis is a prioritized list of projects, with the highest benefit projects identified for removal first.

To complete this assessment, a multi-criteria analysis is conducted to determine which facilities do not meet existing sidewalks and curb ramp standards. Each attribute collected in the field is compared against PROWAG requirements.

If the facility does not meet PROWAG criteria or is located near public destinations, points are assigned, with the number of points dependent on the relative importance or proximity. Sidewalks or curb ramps with poor PROWAG compliance and a number of proximate destinations receive a high score and are prioritized for removal while PROWAG compliant ramps far from public destinations have a score of zero. Missing curb ramps are assigned the greatest number of points.

Accessibility Prioritization (aka Accessibility Index Score)

A number of criteria are used to establish the extent to which each pedestrian facility did or did not present a barrier to accessible mobility. Table shows these criteria, the threshold used to identify them as a barrier, and the score used to indicate the severity of each barrier relative to each other. Pedestrian facilities with a higher Accessibility Index Score (AIS) presented a large accessibility barrier and have a higher score. Facilities with fewer or no barriers have a lower score.

Below is an example of typical weighted values to equal a total possible score of 30

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
Sidewalks	Width	In ROW, < 48 inches or ≥ 48 - < 60 inches w/ out pullouts. On-Site, < 36 inches	4	4
	Run Slope	> 5% and not similar to roadway grade if in ROW	3	3
	Cross Slope	> 2.1%	1	3
	Cross Slope	> 2.4%	1	
	Cross Slope	> 3%	1	
	Surface Condition	< Average	2	2
	Vertical Discontinuity > 1/4 inch and $\leq$ 1/2 inch without bevel or $> 1/2$ inch	Barriers Present $\geq$ 1	1	3

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
	Vertical Discontinuity	Barriers Present >= 5	1	3
	Vertical Discontinuity	Barriers Present >= 10	1	
	Horizontal Discontinuity > 1/2 inch	Barriers Present >= 1	1	
	Horizontal Discontinuity	Barriers Present >= 5	1	
	Horizontal Discontinuity	Barriers Present >= 10	1	
	Fixed Obstacles	Barriers Present >= 1	1	3
	Fixed Obstacles	Barriers Present >= 2	1	
	Fixed Obstacles	Barriers Present >= 3	1	
	Moveable Object	Barriers Present >= 1	1	3
	Moveable Object	Barriers Present >= 2	1	
	Moveable Object	Barriers Present >= 3	1	
	Protruding Object	Barriers Present >= 1	1	3
	Protruding Object	Barriers Present >= 2	1	
	Protruding Object	Barriers Present >= 3	1	
	Non-Compliant Driveway Non-Compliant > 2.1% cross-slope, Non-Concurrent Grade Break, >8.3% Running Slope, and/or Signalized or Stop Controlled with no DWS	Barriers Present >= 1	1	3
	Non-Compliant Driveway	Barriers Present >= 2	1	
	Non-Compliant Driveway	Barriers Present >= 3	1	
Maximum Sidewalk (AIS) Score				30
Curb Ramps (Max. Score)	Ramp Width and Length	< 48 inches wide, a Pedestrian Refuge < 5 ft wide x 6 ft long, or a Shared Use Path ramp with width < path width	30	30
	Run Slope	> 8.3% (less than 15 feet) or > 5% (Blended)	30	30
	Cross Slope	Non-compliant cross slope that is > 2.1% - <= 3% (compliance based on location and design)	20	30
	Cross Slope	Non-compliant cross slope that is > 3% (compliance based on location and design)	10	
	Curb Ramp Type	Non-compliant type, such as missing ramps without separation or edge detection, damaged ramps, and built-up ramps in traffic lanes	30	30
Curb Ramps	Number of Crossings	2 or more and not Blended Transition or Pedestrian Refuge ramp types	2	2

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
	Accessible Path	No	2	2
	Landing	None, width < 48 inches, or length < 48 inches	3	7
	Landing Cross Slope	Non-compliant cross slope (compliance based on location and design)	2	
	Landing Run Slope	> 2.1% (or no landing)	2	
	Truncated Domes (DWS)	No	2	5
	Truncated Domes (DWS) Placement	Not at back of curb, or a pedestrian refuge with two DWS' < 2 feet apart (or no DWS)	1	
	Truncated Domes (DWS) Depth	< 2 feet (or no DWS)	1	
	Truncated Domes (DWS) Width	Less than Full Width (or no DWS)	1	
	Flare Slope	> 10%	2	2
	Grade Break	Not Concurrent	2	2
	Counter Slope	> 5%	2	2
	Lip	> 1/4 inch	2	2
	Roadway Clear Space	< 4ft x 4ft and ramp serves a crossing	2	2
	Receiving Ramp	No and ramp serves a crossing	2	2
	End inside of Marked Crosswalk if present	No and ramp serves a marked crossing	2	2
	Maximum Curb Ramp (AIS) Score			30
Signal Pushbuttons	Pushbutton is <= 10 feet from Curb in Direction of Travel	No	2	2
	Pushbutton is <= 5 feet from Extension of Crosswalk Width Edge	No	2	2
	Force to Activate Pushbutton is <= 5 lbs.	No	2	2
	Pushbutton Includes Vibe Feedback during "Walk" Phase (RRFB must not include vibrotactile features)	No	2	2
	Pushbutton is >= 2 inches in Diameter and Includes Visual Contrast from Housing	No	2	2
	Tactile Arrow Present on Pushbutton	No	2	2
	Nearest Pushbutton > 10 feet Away or Pushbutton Includes Audible Speech Indicating "Walk" Phase with Street Name included	No	2	2
	Level Clear Space at Pushbutton that Includes	No	3	3

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
	Minimum 30 inch x 48 inch Landing Area and $\leq 2.1\%$ Cross Slope and Run Slope that is $\leq 2.1\%$ or Matches Roadway Grade			
	Reach Depth from Landing to Pushbutton is ≤ 10 inches	No, or no Clear Space present	3	3
	Mounting Height of Pushbutton	Mounting height of pushbutton from landing area is < 42 inches or > 48 inches	2	2
	Directional Arrow Exists on Pushbutton Face, Housing, or Mounting and is Parallel to Crossing	No	2	2
	Audible Tone indicating "Walk" Phase or Audible Speech indicating "Walk" Phase Present (RRFB requires Audible Speech)	No	2	2
	Locator Tone during "Don't Walk" Phases Present	No	2	2
	APS-Style Pushbutton Housing	No	2	2
	Maximum Signal Pushbutton (AIS) Score			30
Crosswalks	Width	< 6 feet	6	6
	Run Slope	$> 5\%$	12	12
	Cross Slope	$> 5\%$ at Non-Stop/Yield Controlled Intersections or $> 2.1\%$ at any other type except for mid-block and roundabout crossings	12	12
	Maximum Crosswalk (AIS) Score			30
Bus Stops	Boarding Area Dimensions	$< 5' \times 8'$ or no boarding area	8	8
	Condition	Poor	5	5
	Boarding Area Cross Slope	$> 2.1\%$	5	5
	Boarding Area Run Slope	$> 5\%$ and not similar to roadway grade	4	4
	Accessible Route Slope	$> 5\%$ and not parallel roadway grade (if separation between boarding area and shelter)	4	4
	Shelter Cross Slope	$> 2.1\%$ if shelter exists	4	4
	Maximum Bus Stop (AIS) Score			30
Parking Stalls	Stall Width	If regular stall, < 96 inches. If van accessible stall, < 132 inches and adjacent	4	4

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
		aisle is < 96 inches. If angled stall, < 132 inches.		
	Stall Turning Slope	> 2.1%	4	4
	Stall Pavement Marking	No Marking	3	3
	Sign Present	No Sign	2	3
	Sign Height	< 60 inches	1	
	Wheelstop or Curb Present	No Wheelstop/Curb (if a vehicle could potentially overhang a PAR)	1	1
	Vertical Clearance	< 98 inches and a van accessible parking stall	1	1
	Parallel On-Street Parking Length and Clearance	Length is < 24 feet without an accessible path, or middle of clearance onto adjacent surface/sidewalk is > 50% obstructed	2	2
	Connected to Access Aisle (Max. Score)	No Access Aisle	12	12
	Connected to Accessible Path	Not Connected	2	
	Access Aisle Location	Located in an area difficult to access by the vehicle's passenger side based on the vehicle entry restriction and aisle arrangement	2	
	Access Aisle Width	< 60 inches	3	
	Access Aisle Turning Slope	> 2.1%	3	
	Pavement Marking	No Hatching	2	
	Maximum Parking Stall (AIS) Score			30
Pedestrian Railroad Crossings	Flange Gap	> 3 inches wide	10	10
	DWS	No DWS	10	10
	DWS Placement	< 6 feet or > 15 feet from edge of nearest rail, or No DWS	10	10
	Maximum Railroad Crossing (AIS) Score			30

Location Prioritization (aka Location Index Score)

A number of destinations are used to identify high priority pedestrian facilities within the City. This is done by identifying public destinations such as public buildings, transit and parks and identifying pedestrian facilities within close proximity of one or more of these destinations.

Pedestrian facilities within the identified proximity were assigned points based on each destination they were close to, as shown in Table. This measure is called the Location Index Score (LIS), which identifies high pedestrian generating overlapping areas. Ultimately the more pedestrian generating areas an asset is within, the higher number. Community Defined Destinations criteria is added to the Location Index Score (LIS) following comments and results received from open house attendees, City staff, other stakeholders during engagement and public outreach. This assists in factoring in what's important to the citizens and community to help with the overall prioritization.

Below is an example of typical weighted values to equal a total possible score of 45

LOCATION CRITERIA	RATING CRITERIA	POSSIBLE SCORE
Schools		
Proximity to Schools	Within 1/8-mile radius of school	5
Walk-To-School Route Proximity	Within 1/2-mile radius of school	5
Parks	Within 1/8-mile radius of park	5
Transit		
High-Capacity Transit	Within 1/8-mile of high-capacity transit	5
Transit Stops	Within 1/8-mile of transit stop	5
Traffic Signal/Roundabout	Within 1/8-mile of signal or roundabout	5
Public Buildings	Within 1/8-mile of location	5
Downtown / Urban / Commercial Business Centers	Within 1/4-mile radius of Downtown, Urban and Commercial Business Center Zoning	5
Community Defined Destinations (defined by Stakeholder/Public Engagement*)	Within 1/8-mile of location	5
TOTAL LOCATION INDEX SCORE (LIS)		45

* Note: Community Defined Destinations to be identified based on public outreach, ADA surveys, etc. on what locations are more important, thus giving extra weight to those community defined destinations. (To be determined)

Barrier Removal Priorities (Combined Composite Index Score)

By combining the Accessibility Index Score and Location Index Score, a Combined Composite Index Score was developed. Together, these measures prioritize barrier removal at locations where pedestrian facilities present a barrier and where pedestrians would be expected.

Facilities with the highest score should be addressed first (46+ points) and represent facilities that present a clear physical barrier and are in high-demand areas. Facilities with lower scores should be address last (0 to 15 points), have minor barriers, and are in locations where pedestrian demand would be expected to be lower. These scores are relative, comparing one facility to the other. The ranges for medium and high priority were defined based on review of the identified barriers and assessment of the relative barrier they present. It should be noted that while some barriers have a lower priority, they still should be removed.

Appendix D: Stakeholder Engagement

MEMORANDUM

Date:	October 2, 2025	TG:	1.24281.01
To:	Anshu Wahi – City of Bainbridge Island		
From:	Patrick Lynch, AICP– Transpo Group Jewell Hamilton, RSP1, STP – Transpo Group		
Subject:	Bainbridge Island ADA Transition Plan Stakeholder Engagement		

As of October 2025, the City of Bainbridge Island, and the Bainbridge Island Metropolitan Parks and Recreation District (BIMPRD) are undergoing development of their respective ADA Transition Plans. To streamline the stakeholder and public engagement, a required element of both plans, the City and BIMPRD developed a shared process. The following document summarizes the City of Bainbridge Island, and BIMPRD's ADA Transition Plan stakeholder engagement process and identifies City trends and priorities based on the community's responses. Priorities for the BIMPRD will be discussed in the corresponding appendix of the BIMPRD ADA Transition Plan, estimated to be completed later in 2026.

Public and stakeholder input is an essential element in the Transition Plan development and Self-Evaluation processes. ADA implementation regulations require public entities to provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the Self-Evaluation process and development of the Transition Plan by submitting comments (28 CFR 35.105(b) and 28 CFR 35.150(d)(1)). The City's three primary goals for conducting public outreach activities prior to adopting the plan include the following:

- Inform the public about the City's plan and processes regarding removal of barriers to accessibility within the rights-of-way. Provide information to assist interested parties to understand the issues faced by the City, the alternatives considered, and planned actions.
- Obtain public comment to identify any errors or gaps in the proposed accessibility Transition Plan for the public rights-of-way, specifically on prioritization and grievance processes.
- Meet Title II requirements for public comment opportunity.

Engagement Survey

An online engagement survey was made available to the public through Bainbridge Island's ADA Transition Plan website, <https://www.bainbridgeislandada.com>. In addition to the online survey, an interactive map was available for respondents to pinpoint areas of concern. The engagement survey and map were promoted by Bainbridge Island between mid July 2025 through the end of September 2025 to request responses via the City's virtual open house website.

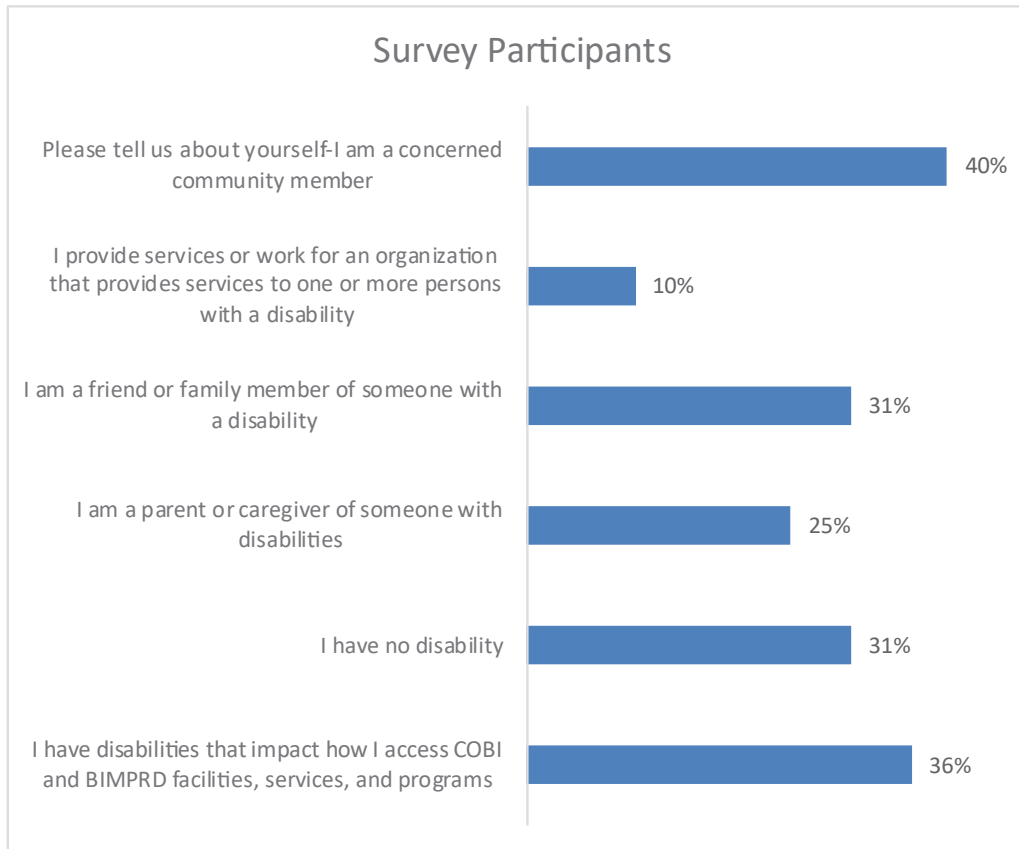
The virtual open house provided context on the City's ADA Transition Plan process and allowed viewers to respond to the feedback survey while it was open. The feedback survey asked respondents to provide input on their opinion of the City's overall accessibility, their disability status, typical travel modes, barriers to access that they experience; particularly in travelling to and from places and events, and their priorities for improvements. The survey contained several sections that asked respondents to comment on the following subtexts:

- Whether they have a disability, or if they support someone with one,
- Which type of accessibility barriers they currently experience,
- How they rate the accessibility conditions of existing right-of-way facilities, services and programs; and,
- What facility and destination types they believe should be prioritized when removing accessibility barriers.

A full account of the survey findings can be found in Attachment A. The online survey received 88 responses. Out of the 88 responses, 84% were residents of Bainbridge Island.

Survey respondents were asked about their interest in the Transition Plan and to provide information about the type of disability they or someone they know experience, and the kinds of support they rely on. The largest response came from people who identified as “a concerned community member” (40%), followed by those who have a disability (36%) that impacts their access to City facilities, services, and programs. Many survey respondents identified as a friend or family member (31%) of someone with a disability, and 25% identified as the parent or caregiver of a person with disabilities. A summary of respondents’ disability status is shown below in Figure 1.

Figure 1 Disability Status



Nearly half (42%) of the respondents indicated that they, or someone they know, has a condition that substantially limits one or more physical activities such as walking, climbing stairs, reaching, lifting, or carrying. Nearly a third, (27%) reported that they or someone they know are impacted by a physical, mental, or emotional condition that limits learning, memory, or concentration. Both “use a mobility device” and “[use of] a hearing aid or a hearing assistive device” were selected by a quarter (25%) of the survey respondents, and 22% reported that they use a wheelchair.

Respondents were asked what resources they use to find information on accommodations and accessibility. The greatest portion of responses (31%) indicated that Washington State Department of Social and Health Services (DSHS) is their primary accessibility information resource. In addition, the Bainbridge Island Metropolitan Parks and Recreation District (23%), the City of Bainbridge Island (20%), and Kitsap Transit (18%) were significant sources of information. In addition to state and federal policies



like the Americans with Disabilities Act (ADA) itself, the Revised Code of Washington (RCW), and Washington Administrative Code (WAC), a range of write-in responses were captured under “other” and included many resourceful options including:

- going online and viewing the imagery in Google streetview and Yelp images,
- social groups for people with disabilities,
- parent support groups,
- the Bainbridge Island Senior Center,
- local accessibility advocates,
- therapists, and
- programs such as Kitsap County Early Intervention

An overwhelming majority (92%) of respondents indicated that they are able to use City websites, including social media, and phone system, and 76% of respondents said they had not experienced any communication barriers, including visual interpretive services or assisted listening systems at a City public meeting, facility, or park that prevented them from utilizing or participating in a program, service, or activity. Of the 17% who said they had encountered such a barrier, difficulty hearing and lack of audio systems at specific locations, and lack of support services and accommodations for neurodivergent persons including specialized staff training and program adjustments were cited as barriers to access. A small portion (6%) of respondents did not respond to the communication barriers question.

The survey asked respondents to report on their travel habits when traveling in and through Bainbridge Island. Respondents were asked why and how often they traveled within the city, and about the modes they typically rely on, including if they walk or use transit and if so how often they ride the bus and how far they are able or willing to walk to reach a destination.

Respondents reported travel in the city for a wide variety of reasons including shopping, recreation, visiting people or places, attending meetings and events, medical appointments, and going to work, with 78% of respondents saying they travel in Bainbridge Island because they live in the city. Large portions of the responses were represented by shopping trips (63%), recreation and visiting people or places (61%, each), and attending meetings or events (51%). Nearly half of the respondents reported traveling for access to community or social support services (48%), and for going to medical appointments (44%). About a third (31%) travel for their jobs, and 6% travel in or through the city to attend school or college classes. Most of the respondents (78%) reported traveling 5-7 days per week.

The survey asked respondents to report the travel modes they typically use to travel in the city, including driving, transit or paratransit, wheelchair, bike, and walking with or without assistance including service animals. Respondents were able to indicate if they use multiple travel modes with responses shown in Figure 2. As shown in the figure, most (86%) of the survey respondents drive to their destination and park. The second-largest portion of responses (67%) indicated that the respondents typically walk unassisted to or between destinations. Other significant portions of the responses indicated that 20% of the respondents walk with some type of assistance and 20% take transit or

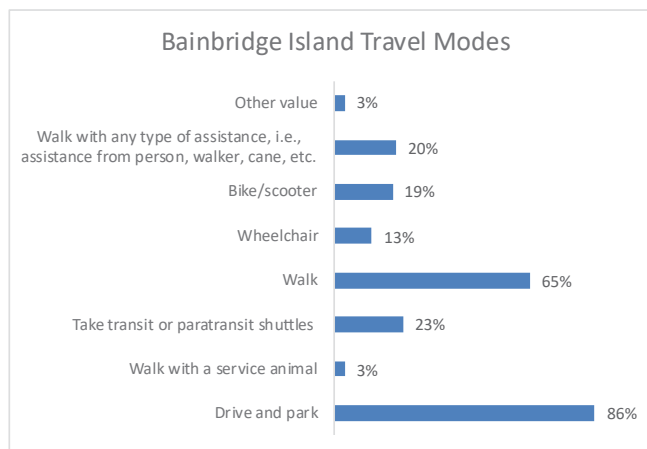


Figure 2 Travel Mode

paratransit. Nearly as many (19%) ride a bike or scooter.

Survey respondents were asked to identify barriers in the public right-of-way that limit participation and pedestrian access to services in Bainbridge Island, with responses shown in Figure 3. The greatest acknowledgement was given to ground surface, with 38% of the respondents indicating this was a barrier to access. Additionally, 36% of respondents said that a lack of sidewalk or walkway was a barrier, and 17% indicated other sidewalk barriers such as restricted width or other hazards.

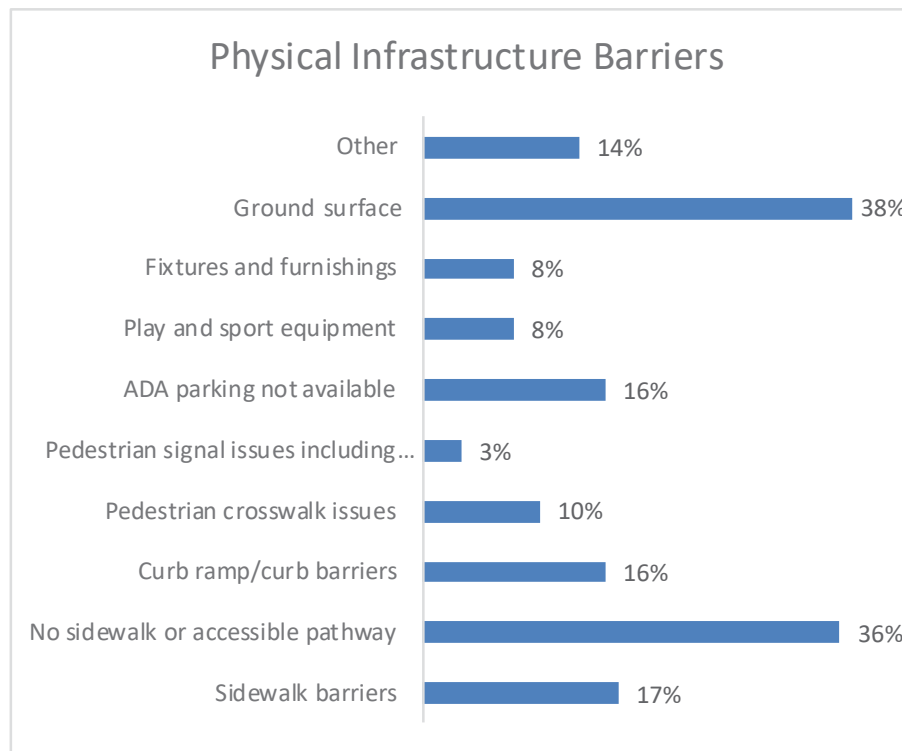


Figure 3 Observed Barriers in Public Right-of-Way

As shown on Figure 3, several barriers received significant response from the survey, with ground surface issues and lack of sidewalk or pathways selected most frequently. In addition, sidewalk barriers, curb ramp barriers and limited or unavailable ADA parking were identified as challenges. Sidewalk barriers can include fixed objects such as utility poles or movable obstacles such as A-frame signs or overgrown vegetation in addition to deteriorated surface condition that causes the surface to have a slippery surface, holes, cracks, or upheaval. Survey respondents selecting the “Other” category identified a number of programmatic and communication barriers including restroom inaccessibility and a lack of various kinds of support services or accommodations for those with behavioral or sensory support needs. Communication barriers included a range of experiences from biological hearing loss associated with age or injury to physical barriers that affect hearing and communicating for everyone, to neurodivergent communication



and lack of training and awareness of the needs and communicating styles of those who are non- or semi-verbal, or whose use of verbal communication fluctuates.

Respondents were also given the opportunity to identify specific locations where they have experienced mobility or accessibility challenges in Bainbridge Island. Locations were able to be identified via written survey responses and through an online mapping tool provided on the public engagement website. Key locations identified via written survey results and the online mapping tool are summarized in Table 1. Programmatic barriers and lack of accommodations for a variety of visible and invisible disabilities, missing, broken, or uneven paths and sidewalks, and lack of ADA parking were identified among the most common barriers at the locations identified in Table 1. Several acknowledgements were given to the lack of sidewalk, accessible parking, seating, and stable terrain on trails and beach areas, in downtown areas, and at the City's parks. It should be noted that several of the facilities or features identified via the write-in responses are not covered under the ADA, or within the scope of this plan.

Table 1. Identified Accessibility Barriers

City Locations and/or Landmarks	Accessibility Barriers
Battle Point Park	Lack of ADA seating at hockey rink Lack of shaded seating* Lack of policy enforcement regarding dog leashes* Lack of enclosed/fenced play spaces* Lack of neurodiverse-friendly camps and classes*
Fort Ward Park	Lack of ADA parking
Gazzam Lake	Trails*
Grand Forest	Trails*
Winslow	Sidewalks
Aquatic Center	Broken, uneven concrete and pavers from the curb ramp to front doors Lack of ADA parking Noisy and crowded* Lack of space for wheelchairs in dressing rooms Lack of sensory safe spaces, neuro-affirming support* Lack of neurodiverse-friendly activities and classes*
BIRC	Lack of family changing facility*
Aquatic Center – Nakata Pool	No lanes dedicated to water walking*
Road ends	No description given*
Troll Trail	No description given*
Main Street	Debris and erosion at bottom of stairs to beach
Williams-Olsen Park beach area	Steep slope*
Parks – general comment	Shaded seating needed for those with macular degeneration* Lack of sensory safe spaces, neuro-affirming support* Lack of fencing around play areas (exception Eagle Harbor)* Lack of wheelchair access to baseball fields



City Locations and/or Landmarks	Accessibility Barriers
Police Department – front desk	Lack of resources for hearing impaired – safety screen impedes communication
Transmitter Building	No description given*
Hawley Park	Tree stumps and inaccessible route to water Benches for viewing water are located behind bushes*
Bainbridge Island Library	No description given*
Moritani Park	Lack of enclosed/fenced play spaces* Lack of neurodiverse-friendly camps and classes*
Waterfront Park	Lack of enclosed/fenced play spaces* Lack of neurodiverse-friendly camps and classes*
Rotary Park	Lack of enclosed/fenced play spaces* Lack of neurodiverse-friendly camps and classes*
Grand Forest Loop	No description given*
Open Gym	No description given*
Island Center classes	Lack of resources for hearing impaired
Faye Bainbridge Park	No description given*
Coastal access	No description given*
Strawberry Hill Art Center	No description given*
Waterfront Trail	No description given*
Fire Department	No description given*
Bainbridge Island Ride	Limited service schedule, no door-to-door service*
City Hall	No description given*
Farmers Market	Uneven, muddy walking surfaces

*Not covered under ADA.

Focus Group

The engagement survey also asked respondents if they would be interested in attending a focus group to provide deeper insights into the issues faced by various community members. Those who responded “yes” and provided contact information in the survey, or who indicated interest through other channels, were invited to attend the focus group, which was held virtually from 3:00 p.m. to 5:00 p.m. on September 11, 2025.

The focus group provided an opportunity for attendees to verify preliminary findings from the stakeholder survey and offer more nuanced insights into the emerging trends. These insights can provide the City with a deeper understanding of the issues the disabled community finds important, as well as a better understanding of the main barriers in pedestrian areas, which in turn is used to strategically guide decisions and priorities regarding improvements to pedestrian facilities.



The eleven focus group attendees were asked to reflect on their experiences with certain criteria such as access to medical facilities, retail, and transit, and offered invaluable insight into their lived experiences with City facilities, activities, and programs.

Key findings at the focus group included:

- Slopes are very challenging all over the island
- Lack of ADA parking is an issue especially for vans and vehicles equipped with ramps
- Access to and from the ferry landing is an issue due to slope and distance between parking and the ferry loading dock
- There is precious little truly accessible access to the shoreline, particularly for those who use a wheelchair

Improvement Priorities

Survey respondents were presented with a range of City facility types that included restrooms, parking, pathways/sidewalks, building entrances, and restrooms and asked to rank their priorities for improvement among these categories from 1-5. Many respondents indicated that all or more than one of the options would be their first priority. Overall, parking and pathways received the most votes for first and second (highest) priority, while building entrances and meeting rooms received the most votes for fourth and fifth (lowest) priority. This likely speaks to an increasing reliance on virtual methods for providing public engagement, information, and customer service.

The survey respondents also ranked their improvement priorities for destinations accessed by pedestrian facilities such as sidewalks and curb ramps located within the public right-of-way as first and second priority.

Ranking an item as a first priority improvement was given a greater weight than second priority to emphasize the improvement's importance. A first priority ranking scored 3 points in the weighted scoring system, while a second priority ranking scored one point.

When considering weighted scores, the top three priorities among survey respondents were retail services, parks, and hospitals and other medical services. A summary of the weighted ranked priority locations is included in Figure 4. These weighted ranked priorities were utilized in the prioritization of barrier removal in the City's Transition Plan. The unweighted first and second priority survey responses are shown in Figure 5.

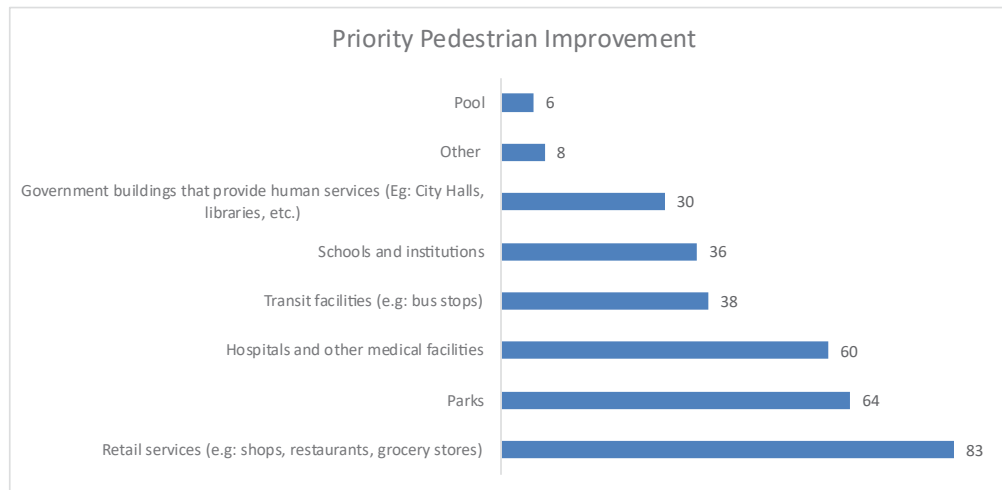


Figure 4 Pedestrian Facility Weighted Improvement Priority Ranking

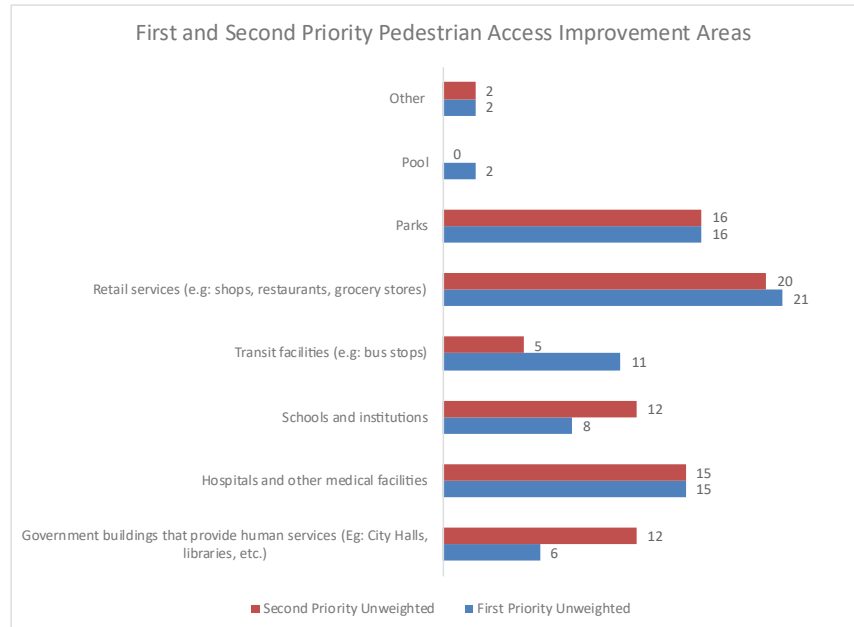


Figure 5 Unweighted First and Second Improvement Priority Ranking

Meeting ADA Standards

Per 28 CFR 35.150(d)(1), public involvement is required as follows: A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the Transition Plan by submitting comments. A copy of the Transition Plan shall be made available for public inspection on the City's website.

The City has engaged with the public for feedback on developing the ADA Transition Plan in a manner that meets Title VI of the Civil Rights act. Title VI of the Civil Rights Act of 1964 is a federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This includes matters related to language access or limited English proficient (LEP) persons.

Additional Outreach

A draft version of the ADA Transition Plan will be made available for public comment. Notice will be sent out via the City's social media presences and official website.





welcoming and ADA accessible for all residents and visitors. Overall, on the scale below, how do you think we are doing?

Answer	Count	Percent
Accessible	23	28%
Needs Improvement	45	51%
Not Accessible	4	5%
Very Good	14	16%
[blank]	2	2%
[other]	1	1%

2. Please tell us about yourself:

Answer	Count	Percent
I have disabilities that impact how I access COBI and BIMPRD facilities, services, and programs	32	36%
I have no disability	27	31%
I am a parent or caregiver of someone with disabilities	22	25%
I am a friend or family member of someone with a disability	27	31%
I provide services or work for an organization that provides services to one or more persons with a disability	9	10%
Please tell us about yourself-I am a concerned community member	35	40%

3. If you have a disability or disabilities or, if you support someone with a disability or disabilities, please check all that apply: (if this does not apply to you, skip this question and proceed to question 4)

Answer	Count	Percent
Physical, mental, or emotional condition that limits learning, memory, or concentration	24	27%
Use a wheelchair	19	22%
Blindness or serious difficulty seeing when wearing glasses	6	7%
Use assistive software technology such as a screenreader	4	5%
Condition that substantially limits one or more physical activities such as walking, climbing stairs, reaching, lifting, or carrying	37	42%
Use hearing aids or hearing assistive devices	22	25%
Deafness or hearing difficulty	14	16%
Use a service animal	5	6%
Use mobility device/s	22	25%
Other needs or disabilities not listed	7	8%
• Cerebral Palsy		
• Immunocompromised		
• Autism		
• PTSD		

4. What resources do you use to find information on ADA related questions?

Answer	Count	Percent
Washington State Department of Social and Health Services (DSHS)	27	31%
Washington State Department of Services for the Blind (DSB)	3	3%
City of Bainbridge Island (COBI)	18	20%
Bainbridge Island Metro Parks and Recreation District (BIMPRD)	20	23%
Kitsap Transit	16	18%
Department of Veterans Affairs	5	6%
Other value	13	15%
• None		
• Google Maps streetview		
• Yelp images		
• Social groups for ppl with disabilities		
• Federal government		
• WAC		
• RCW		
• ADA		
• ADA.gov		
• Parent support groups		
• Kitsap County Early Intervention		
• Therapists		
• Bainbridge Senior Center		
• Internet search		
• Marsha Cutting		

5. Do you know whom to contact at COBI to request accommodation or discuss accessibility for a facility, park, trail, program, service, or activity?

Answer	Count	Percent
No	73	83%
Yes	14	16%
[blank]	1	1%

6. Do you know whom to contact at BIMPRD to request accommodation or discuss accessibility for a facility, park, trail, program, service, or activity?

Answer	Count	Percent
No	70	80%
Yes	17	19%
[blank]	1	1%

7. Are you able to use COBI's websites, including social media, and phone systems?

Answer	Count	Percent
No	6	7%
Yes	81	92%
[blank]	1	1%

7a. If no, please specify which system and what functions are not accessible to you:

Answer
• Info on council meetings and planning meetings has a hiccup in getting to info
• 93 years old, does not understand how to use internet resources

8a. If no, please specify which system and what functions are not accessible to you:

Answer

- Class registration
- 93 years old, does not understand how to use internet resources

9. Have you or someone you know encountered any communication barriers, including visual interpretive services or assisted listening systems, at a COBI public meeting, facility, or park which prevented you from utilizing or participating in a program, service, or activity?

Answer	Count	Percent
Yes	15	17%
No	67	76%
[blank]	5	6%

9a. Describe the experience

Answer

- Difficulties with autistic communication/ lack of understanding how autism affects communication at help desk (they presumed non-responsiveness when just needed to be patient for 10 seconds)
- Ted Spearman reception area has bad acoustics and no audio system
- The little holes at the police station front desk make it hard/impossible to hear/speak to the clerk and get help (multiple mentions, they need some kind of speaker to mitigate the negative impacts of the safety barrier)
- Demanding slopes, long distances with no benches for resting
- Lack of quiet spaces to reduce sensory overload
- Podium inaccessible to wheelchair user at COBI task force meeting (several years ago)

10. Have you or someone you know encountered any communication barriers, including visual interpretive services or assisted listening systems, at BIMPRD public meeting, facility, or park which prevented you from utilizing or participating in a program, service, or activity?

Answer	Count	Percent
Yes	6	7%
No	77	88%
[blank]	5	6%

10a. Describe the experience

Answer

- Lack of/limited information/schedules provided ahead of time to prepare individual(s), lack of understanding related to individual(s) needs, lack of/limited options for alternatives to participation; lack of response regarding questions about safety/potential safety upgrades at parks
- Some of the designated main trails are unsafe for people with mobility impairments. The trails contain many trip hazards, such as exposed roots.
- Hearing difficulties
- Lack of quiet space to reduce sensory overload

11. Please indicate any COBI or BIMPRD properties or facilities that you regularly visit, and describe if there are programs or activities at that location where you or someone you know encounter a barrier to access or participation:

Specific locations	location total mentions	
Battle Point Park	8	27%
Fort Ward Park	4	13%
Gazzam Lake	1	3%
Grand Forest	1	3%
Winslow	1	3%
Aquatic Center	4	13%
BIRC	2	7%
Strawberry Dog Park	1	3%
Propperfish	1	3%
Bainbridge Island Performing Arts Center	1	3%
Road Ends	1	3%
Troll Trail	1	3%
Main St	1	3%
Williams-Olsen Park beach area	1	3%
Parks in general	1	3%
Police Department, front desk	1	3%
Transmitter building	0	0%
Hawley Park	0	0%
Moritani Park	0	0%
Waterfront Park	0	0%
Rotary Park	0	0%
Island Center	0	0%
Faye Bainbridge	0	0%
Coastline	0	0%
Strawberry Hill Art Center	0	0%
Trails in general	0	0%
Fire Department	0	0%
Bainbridge Island Ride	0	0%
City Hall	0	0%
Farmers Market	0	0%

Sidewalk barriers	15	17%
No sidewalk or accessible pathway	32	36%
Curb ramp/curb barriers	14	16%
Pedestrian crosswalk issues	9	10%
Pedestrian signal issues including access to push buttons	3	3%
ADA parking not available	14	16%
Play and sport equipment	7	8%
Fixtures and furnishings	7	8%
Ground surface	33	38%
Other	12	14%
• Sensory overload		
• Inaccessible restrooms		
• Lack of programmatic accommodations		
• Communication barriers/lack of non-verbal support		

13. COBI facility priority rankings

Answer Rank	Count per Ranking
Restroom -1	39
Restroom -2	15
Restroom -3	13
Restroom -4	3
Restroom -5	10
Parking -1	19
Parking -2	22
Parking -3	24
Parking -4	5
Parking -5	10
Pathway/Sidewalk -1	38
Pathway/Sidewalk -2	13
Pathway/Sidewalk -3	16
Pathway/Sidewalk -4	5
Pathway/Sidewalk -5	7
Building Entrance -1	15
Building Entrance -2	12
Building Entrance -3	17
Building Entrance -4	25
Building Entrance -5	10
Meeting Room -1	5
Meeting Room -2	8
Meeting Room -3	13
Meeting Room -4	13
Meeting Room -5	38

15. When thinking about destinations accessed by pedestrian facilities such as sidewalks and curb ramps located within the public Right of Way, what destinations are most important to you?

Answer	Count	Percent	Points (LIS)	3
Government buildings that provide human services (Eg: City Halls, libraries, etc.)	6	7%	18	
Hospitals and medical services	15	17%	45	
Schools and institutions	8	9%	24	
Transit facilities (E.g. bus stops)	11	13%	33	
Retail services (Eg: shops, restaurants, grocery stores)	21	24%	63	
Parks	16	18%	48	
Pool	2	2%	6	
Other	2	2%	6	
• All				

Hospitals and medical services	15	17%	15
Schools and institutions	12	14%	12
Transit facilities (E.g. bus stops)	5	6%	5
Retail services (Eg: shops, restaurants, grocery stores)	20	23%	20
Parks	16	18%	16
Pool	0	0%	0
Other (Sidewalk Improvements or Additions in Various Locations)	2	2%	2
• All			
• (programmatic access not considered)			

17. Why do you travel within the City of Bainbridge Island?

Answer	Count	Percent
I live in the city	69	78%
Medical appointments	39	44%
I work in the city	27	31%
Shopping	55	63%
Attend school or college	5	6%
Access community or social services	42	48%
Recreation	54	61%
Attend meetings or events	45	51%
Visit people or places	54	61%

18. How often do you travel within the City of Bainbridge Island?

Answer	Count	Percent
1-2 days per week	5	6%
3-4 days per week	12	14%
5-7 days per week	69	78%
[blank]	1	1%

19. What modes of transportation do you use within the City of Bainbridge Island?

Answer	Count	Percent
Drive and park	76	86%
Walk with a service animal	3	3%
Take transit or paratransit shuttles	20	23%
Walk	57	65%
Wheelchair	11	13%
Bike/scooter	17	19%
Walk with any type of assistance, i.e., assistance from person, walker, cane, etc.	18	20%
Other value	3	3%
• run		
• pull someone in a wagon		

20. If you use transit, how often do you use it in a typical week?

Answer	Count	Percent
1-2 days per week	6	7%
3-4 days per week	2	2%
5-7 days per week	0	0%
Less than weekly	45	51%
[blank]	26	30%

21. If you walk, how far are you willing/able to walk to your destination?

Answer	Count	Percent
½ - just under 1 mile	16	18%
1 mile - just under 2 miles	16	18%
2 miles or more	21	24%
Less than 1/2 mile	0	0%
[blank]	6	7%

22. Please share your five digit zip code

Answer	City	County	Count	Percent
97221	Portland, OR	Multnomah	1	1%
98109	Seattle, WA	King	1	1%
98110	Bainbridge Island	Kitsap	74	84%
98311	Bremerton	Kitsap	1	1%
98312	Bremerton	Kitsap	1	1%
98320	Brinnon	Jefferson	1	1%
98370	Poulsbo	Kitsap	5	6%
[blank]	n/a	n/a	2	2%

45-54	8	9%
55-64	21	24%
65+	37	42%
[blank]	2	2%

24. What is your race?

Answer	Count	Percent
African American/Black	2	2%
Asian	2	2%
Caucasian/White	64	73%
Finno Ugrian	1	1%
Hispanic/Latino	1	1%
Mixed Race	3	3%
Native Hawaiian/Pacific Islander	1	1%
[blank]	13	15%

25. What is your gender?

Answer	Count	Percent
Male	19	22%
Female	56	64%
Prefer Not to Say	5	6%
[blank]	6	7%

26. Please select your annual income range:

Answer	Count	Percent
\$0-\$30,000	7	8%
\$31,000-\$60,000	14	16%
\$61,000-\$90,000	12	14%
\$91,000-\$120,000	11	13%
\$121,000-\$160,000	9	10%
\$161,000-\$200,000	4	5%
\$200,000+	10	11%

Optional Info/ Contact Info Below

27. Would you be interested in participating in an online focus group for further community engagement on ADA-related topics?

Answer	Count*	Percent
Yes	26	30%
No	55	63%
[blank]	5	

28. First/Last name

Answer	Count	Percent
First name provided	32	36%
Last name provided	32	36%

29. Email address

Answer	Count	Percent
Email address provided	30	34%

30. Phone number

Answer	Count	Percent
Phone number provided	28	32%

Appendix E: Cost Estimates and Funding Sources

Planning Level Cost Estimate

PROJECT NAME: Bainbridge Island ADA Transition Plan

JOB NUMBER: 1.24281.01

NOTE: This cost estimate is planning level in nature. It should be considered preliminary and for planning purposes only. It specifically excludes structural impacts to buildings and parking structures, inflation, and sales tax. Potential items such as retaining walls, earthwork, etc., are assumed to be included in the planning level estimate contingency unless otherwise indicated.

When features require multiple improvements, the cost of the smaller component is included in the larger task. (e.g. detectable warning surface is included with curb ramp reconstruction.)

ROW Facilities

Item No.	ADA Deficiency	Improvement Type	Quantity	Unit	Unit Price	Total Price
Sidewalk Improvements						
1	Non-compliant sidewalk (width, condition, slope, etc.)	Reconstruct existing sidewalk/paved shoulder walkway	44,203	SY	\$ 210	\$ 9,282,695
Subtotal						\$ 9,282,695
Maintenance/Miscellaneous						
2	Non-compliant vertical discontinuity (>1/2in)	Replace two adjacent sidewalk panels (5ft x 5ft panels)	451	EA	\$ 1,200	\$ 541,200
3	Fixed obstacles	Relocation of obstacles including utility pole, mailbox, tree trunk, etc.	151	EA	\$ 10,000	\$ 1,510,000
4	Moveable obstacles	Relocation of obstacles including tree/bush (prunable), message boards, parked cars, etc.	59	EA	\$ 220	\$ 12,980
5	Protruding obstacles	Relocation of obstacles including of bush/tree, signs, awnings etc.	153	EA	\$ 2,000	\$ 306,000
Subtotal						\$ 2,370,180
Curb Ramp Improvements						
6	Missing curb ramps	Install new curb ramp	66	EA	\$ 7,700	\$ 508,200
7	Non-compliant ramp (running slope, cross slope, ramp width, flare slope, lip, grade break, etc.)	Remove and reconstruct existing ramp	396	EA	\$ 7,600	\$ 3,009,600
8	Curb ramps without detectable warning surface (DWS), non-compliant DWS placement, non-compliant DWS depth, or non-compliant DWS width	Install/replace detectable warning surface	15	EA	\$ 1,500	\$ 22,500
9	Curb ramp at marked crosswalk does not end within crosswalk	Rechannelize crosswalk	2	EA	\$ 2,600	\$ 5,200
Subtotal						\$ 3,545,500
Pushbutton Improvements						
10	Non-APS push button and push button is located incorrectly	Install new APS push button AND Install new pole	1	EA	\$ 9,900	\$ 9,900
11	APS push button that has non-compliant dimensions and/or programming and located incorrectly	Reprogram push button, reorient push button, and/or install tactile arrow AND Install new pole and relocate push button	26	EA	\$ 5,800	\$ 150,800
12	APS push button that has non-compliant dimensions and/or programming	Reprogram push button, reorient push button, and/or install tactile arrow	10	EA	\$ 500	\$ 5,000
Subtotal						\$ 165,700
Bus Stop Improvements						
13	Non-compliant bus shelter turning space cross slope	Replace bus shelter pad (7.5 SY per occurrence).	53	SY	\$ 300	\$15,900
14	Non-compliant bus stop boarding area (running slope, cross slope, size, and/or condition)	Replace/construct boarding area (8ftx5ft) and two transition panels (5ftx5ft) - 10 SY per occurrence.	260	SY	\$ 300	\$78,000
Subtotal						\$ 93,750
Total						\$ 15,457,825
Contingency @ 20%						\$ 3,091,565
Design & Environmental Review @ 20%						\$ 3,091,565
Mobilization @ 10%						\$ 1,545,783
TESC + Traffic Control @ 12%						\$ 1,854,939
Construction Management @ 20%						\$ 3,091,565
Right of Way @ 20%						\$ 3,091,565

Planning Level Cost Estimate - Right-of-Way

PROJECT NAME: COBI ADA Transition Plan

TG PROJECT NUMBER: 1.24281.01

NOTE: This cost estimate is planning level in nature. It should be considered preliminary and for planning purposes only. It specifically excludes right-of-way acquisition and all associated costs, structural impacts to buildings and parking structures, and sales tax. Potential items such as retaining walls, earthwork, etc., are assumed to be included in the planning level estimate contingency unless otherwise indicated.

This planning cost estimate covers only the pedestrian features within the first stage of data collection.



Quantity by Priority

Feature	Low		Medium		High		Very High		Total
	1-15 (0-10 hazards)	%	16-30 (11-20 hazards)	%	31-45 (21-30 hazards)	%	46+ (31+ hazards)	%	
Sidewalks (SY)	3,474	8%	22,388	51%	18,103	41%	238	1%	44,203
Non-compliant vertical discontinuity (EA)	134	30%	138	31%	168	37%	11	2%	451
Fixed obstacles (EA)	44	29%	37	25%	63	42%	7	5%	151
Moveable obstacles (EA)	20	34%	28	47%	11	19%	0	0%	59
Protruding obstacles (EA)	76	50%	48	31%	27	18%	2	1%	153
Curb ramps (EA)	7	1%	56	12%	201	42%	215	45%	479
Push buttons (EA)	0	0%	2	5%	35	95%	0	0%	37
Bus Stop (SY)	0	0%	78	25%	218	70%	18	6%	313

Cost by Priority

Feature	Low		Medium		High		Very High		Total
	1-15 (0-10 hazards)	%	16-30 (11-20 hazards)	%	31-45 (21-30 hazards)	%	46+ (31+ hazards)	%	
Sidewalks (SY)	\$ 729,603	8%	\$ 4,701,551	51%	\$ 3,801,575	41%	\$ 49,965	1%	\$ 9,282,695
Non-compliant vertical discontinuity (EA)	\$ 160,800	30%	\$ 165,600	31%	\$ 201,600	37%	\$ 13,200	2%	\$ 541,200
Fixed obstacles (EA)	\$ 440,000	29%	\$ 370,000	25%	\$ 630,000	42%	\$ 70,000	5%	\$ 1,510,000
Moveable obstacles (EA)	\$ 4,400	34%	\$ 6,160	47%	\$ 2,420	19%	\$ -	0%	\$ 12,980
Protruding obstacles (EA)	\$ 152,000	50%	\$ 96,000	31%	\$ 54,000	18%	\$ 4,000	1%	\$ 306,000
Curb ramps (EA)	\$ 34,900	1%	\$ 391,300	11%	\$ 1,482,800	42%	\$ 1,636,500	46%	\$ 3,545,500
Push buttons (EA)	\$ -	0%	\$ 6,300	4%	\$ 159,400	96%	\$ -	0%	\$ 165,700
Bus Stop (SY)	\$ -	0%	\$ 23,250	25%	\$ 65,250	70%	\$ 5,250	6%	\$ 93,750

	Low 1-15	Medium 16-30	High 31-45	Very High 46+	Total
Total	\$ 1,521,703	\$ 5,760,161	\$ 6,397,045	\$ 1,778,915	\$ 15,457,825
Contingency @ 20%	\$ 304,341	\$ 1,152,032	\$ 1,279,409	\$ 355,783	\$ 3,091,565
Design @ 20%	\$ 304,341	\$ 1,152,032	\$ 1,279,409	\$ 355,783	\$ 3,091,565
Mobilization @ 10%	\$ 152,170	\$ 576,016	\$ 639,705	\$ 177,892	\$ 1,545,783
TESC + Traffic Control @ 12%	\$ 182,604	\$ 691,219	\$ 767,645	\$ 213,470	\$ 1,854,939
Const. Management @ 20%	\$ 304,341	\$ 1,152,032	\$ 1,279,409	\$ 355,783	\$ 3,091,565
Right-of-Way @ 20%	\$ 304,341	\$ 1,152,032	\$ 1,279,409	\$ 355,783	\$ 3,091,565
Facilities and Parks Barriers	\$ 27,500	\$ 276,900	\$ 55,200	\$ -	\$ 359,600
Grand Total	\$ 3,101,000	\$ 11,912,000.00	\$ 12,977,000	\$ 3,593,000	\$ 31,584,000

Appendix F: Accessible Pedestrian Signals Policy

City of Bainbridge Island - Policy for Installation of Accessible Pedestrian Signals and Push Buttons

Intent:

It is the City of Bainbridge Island's intention to be consistent with the most current version of the Public Right of Way Access Guidelines (PROWAG) in the provision and location of accessible pedestrian signals and push buttons (APS) at traffic signals. Further guidance is available in 28 CFR Part 35 and Manual on Uniform Traffic Control Devices (MUTCD) section 4E.08 through 4E.13.

Purpose:

The purpose of this plan is to establish a reasonable and consistent policy for installing APS.

Scope:

1. *Requests*: Requests for APS systems from the public will be responded to in a timely manner, and the consideration for installation will be done in accordance with applicable sections of the ADA.
2. *New construction*: New construction of traffic signal projects requires installation of APS and associated accessible features when pedestrian signals are installed.
3. *Curb ramp replacement at traffic signals*: Altering or replacing curb ramps does not require installation of APS unless the curb ramp cannot be altered or replaced without the alteration, installation, or replacement of any pole to which a pedestrian push button is attached. Then, installation of APS on poles in accessible locations is required.
4. In addition to the above conditions, APS will be installed through fulfillment of the City's obligations to complete its ADA Transition Plan.

Installation of APS is not required, unless otherwise noted, under the following conditions but is recommended when inclusion in the project scope is possible:

1. *Minor work and routine maintenance at traffic signals*: Projects including, but not limited to, emergency repairs, vehicular detection installation and repairs, installation and repair of CCTV or other cameras. Vehicular signal head upgrades and repairs, and repair of pedestrian detection do not require installation of APS and associated accessible features.
2. *Signal timing changes*: Updating signal timing, including cycle length, splits, offsets, and pedestrian clearance times do not require installation of APS and associated accessible features.
3. *Alterations*: When the signal controller and software are altered, the pedestrian signal head is replaced, or pedestrian detectors are replaced, the existing pedestrian signals shall be upgraded to APS on poles in accessible locations.

Appendix G: Grievance Procedure

City of Bainbridge Island, Washington

Example Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a grievance alleging discrimination on the basis of disability in the provision of programs, services, activities, or benefits by Bainbridge Island (the City).

The grievance should be in writing and contain information about the alleged discrimination such as name, address, phone number of grievant and location, date, and description of the problem. Alternative means of filing grievances, such as personal interviews or a tape recording of the grievance, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

XYZ
ADA Coordinator
Contact Info

Within 15 calendar days after receipt of the grievance, City Engineer or their designee will meet with the grievant to discuss the grievance and the possible resolutions. Within 15 calendar days of the meeting, City Engineer or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City and offer options for substantive resolution of the grievance.

If the response by City Engineer or their designee does not satisfactorily resolve the issue, the grievant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager or their designee. Within 15 calendar days after receipt of the appeal, the City Manager or their designee will meet with the grievant to discuss the grievance and possible resolutions. Within 15 calendar days after the meeting, the City Manager or their designee will respond in writing, and, where appropriate, in a format accessible to the grievant, with a final resolution of the grievance. All written grievances received by City Engineer or their designee, appeals to the City Manager or their designee, and responses from these two offices will be retained by the City for at least three years.

Appendix H: MEF Documentation

Maximum Extent Feasible (MEF) Template

Project Description

Highway/Building Parameters

- Roadway Classification:
- Design Speed/Posted Speed:
- Design Year ADT:
- Truck Percentage:
- Access Control:
- Building Type:
- Facilities Provided in Building:

Existing Pedestrian Facilities – general description (for new construction projects include a summary of the project pedestrian study)

Pedestrian Design Standards – cover the following subjects

- Discuss the criteria that apply to the pedestrian elements on the project that will be built to the Maximum Extent Feasible
- Include reference(s) to the appropriate PROWAG/ADA section(s) and City Public Works Standards [including revision date]

Alternative(s) Analysis - needed for new construction projects only

Proposal – cover the following subjects

- What features will remain that meet guidelines
- What features will be built to guidelines
- What is being built to the maximum extent feasible

Justification

- Discussion of constraints/challenges in meeting full design level
- See worksheet

Attachments

MEF Template – Public Right-of-Way Alteration Project Example

Project Description

This Alteration project will mill & fill SR “A” (from edge line to edge line) with 0.15’ HMA (Class 1/2” PG 64-22) from MP 4.03 to 4.45 and from MP 4.71 to 6.89. This project will overlay the roadway (from edge of pavement to edge of pavement) with 0.20’ HMA (Class 1/2” PG 64-22) from MP 4.45 to 4.71. There is no proposed paving on the City Roads.

Highway Parameters

- Roadway Classification: Non-NHS, U-I, Urban Principal Arterial.
- Funding Program: PI – Paving
- Posted/Design Speed: Mainline - 55/60 mph
- Average Daily Traffic: 25,000 (per Project Definition)
- Truck %: 9% (per Traffic Operations)
- Access Management Classification: Currently classified as Managed Access Class 3. On Master Plan for Modified Limited Access

Existing Pedestrian Facilities

There are five curb ramps and eight sidewalk ramps (from sidewalk to shoulder) located along SR “A” within the paving limits of this project. All five curb ramps and seven of the eight sidewalk ramps do not meet current ADA standards. One sidewalk ramp is located north of the “X” Street intersection (east side – E1, meets guidelines) at the north end of the sidewalk.

There are curb ramps and sidewalk ramps located at the four corners of the “Y” Avenue signalized intersection. Pedestrians can cross this intersection via six curb ramps and four marked crosswalks.

There are curb ramps and sidewalk ramps located at the southwest and northwest corners of the “Z” Way signalized tee intersection. Pedestrians can cross this intersection via three curb ramps and two marked crosswalks. There is one unmarked crossing on SR “A” located at the north side of this intersection. The unmarked crossing meets ADA standards, but the curb ramp located at the west side of the unmarked crossing does not meet ADA standards. This curb ramp is for the marked crosswalk on “Z” Way, is outside of our paving limits, and will not be addressed.

Pedestrian Design Standards

Curb Ramps – Landing, PROWAG 2005 R303.2.1.3

The cross slopes of a curb ramp landing shall be 2% maximum.

This also implies that the gutter slope adjacent to a curb ramp landing shall be 2% maximum.

Proposal

Curb Ramps and Ramps (from sidewalk to shoulder)

North of the “X” Street intersection (west side - W4)

This sidewalk ramp will be upgraded to meet City standards.

“Y” Avenue Intersection

Three of the four proposed curb ramps and all four proposed sidewalk ramps at the “Y” Avenue intersection meet current City standards. Proposed curb ramp “Y” Avenue SW2, located at the southwest corner, is designed to the maximum extent feasible.

Proposed curb ramp “Y” Avenue SW2 will maintain its current landing location to accommodate two crosswalks. All curb ramp elements will meet current City standards, except for the proposed gutter slope (4.4%) and landing cross slope (5.0%). These two elements will maintain the existing gutter slope >2%.

“Z” Way Intersection

The two proposed sidewalk ramps at the “Z” Way intersection meet current City standards. Proposed curb ramp “Z” Way SW2, located at the southwest corner, is designed to the maximum extent feasible.

Proposed curb ramp “Z” Way SW2 will maintain its current landing location to minimize the gutter slope and landing cross slope. All curb ramp elements will meet current City standards, except for the proposed gutter slope (7.4%) and landing cross slope (7.9%). These two elements will maintain the existing gutter slope >2%.

Justification

To construct the curb ramps to be 100% compliant would require re-profiling the existing roadway. This type of major reconstruction is not feasible in this type of Alteration project.

To construct the curb ramps while maintaining the existing profile of the roadway would require rebuilding the roadway adjacent to the proposed curb ramps. The rebuilt roadway would not eliminate the transition from the 2% cross slope of the curb ramps as it matches into the steeper cross slopes of the existing crosswalks but would simply move the transition further into the active traveled roadway. The result would be a grade change transition within the driving lane that would be undesirable.

Attachments

Vicinity Map

Spreadsheet

Curb Ramp Geometrics

Plan Sheets

Appendix I: ADA Terminology

ADA Terminology

Accessible Pedestrian Signals. A device that communicates information about pedestrian signal timing in non-visual format such as audible tones, speech messages, and/or vibrating surfaces.

Barrier. Obstacle that prevents movement or access.

Cross Slope. The slope that is perpendicular to the direction of travel (see running slope).

Curb Ramp. A short ramp cutting through a curb or built up to it.

Detectable Warning. A standardized surface feature built in or applied to walking surfaces or other elements to warn of hazards on a circulation path. Also known as “truncated domes”.

Fixed Obstacles. Obstacles in pathways that cannot be moved without significant changes to the existing infrastructure.

Grade Break. Location where a pathway’s slope changes.

Hazard. Miscellaneous barrier along a pedestrian circulation route.

Maximum Extent Feasible. The situation in which the nature of an existing building or facility makes it virtually impossible to comply fully with accessibility standards.

Moveable Obstacles. Obstacles in pathways that can be moved without significant changes to the existing infrastructure.

Pedestrian Access Route. A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.

Pedestrian Circulation Path. A prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

Ramp. A walking surface that has a running slope steeper than 1:20.

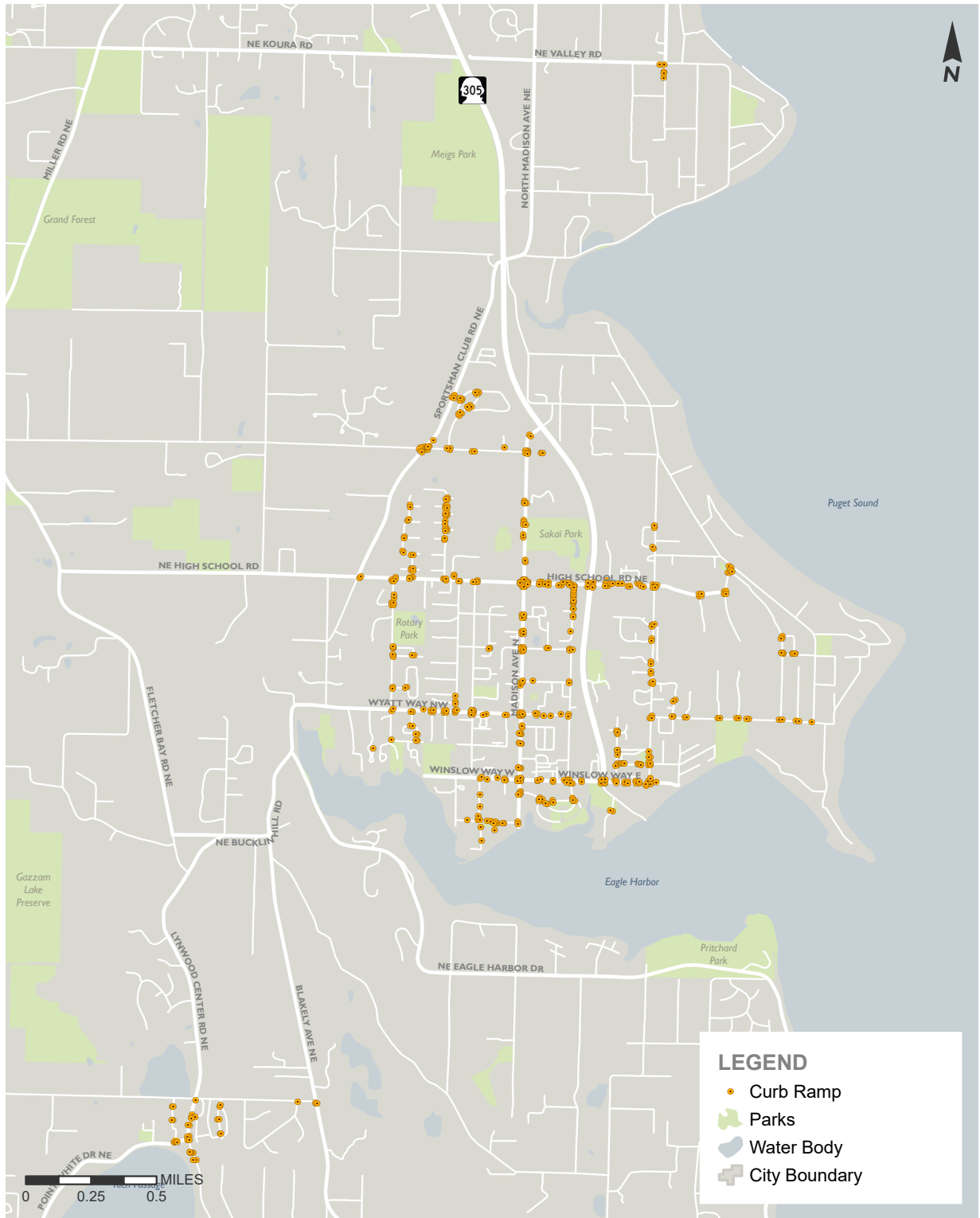
Running Slope. The slope that is parallel to the direction of travel (see cross slope).

Ramp Flare. Transitions the curb line to the elevation of the street.

Stakeholder. Focused group of the general public with interest in outreach efforts.

Turning Space. Area that provides maneuvering space at the top/bottom of a ramp.

Appendix J: Existing Data Inventory



Curb Ramp Inventory

City of Bainbridge Island ADA Transition Plan

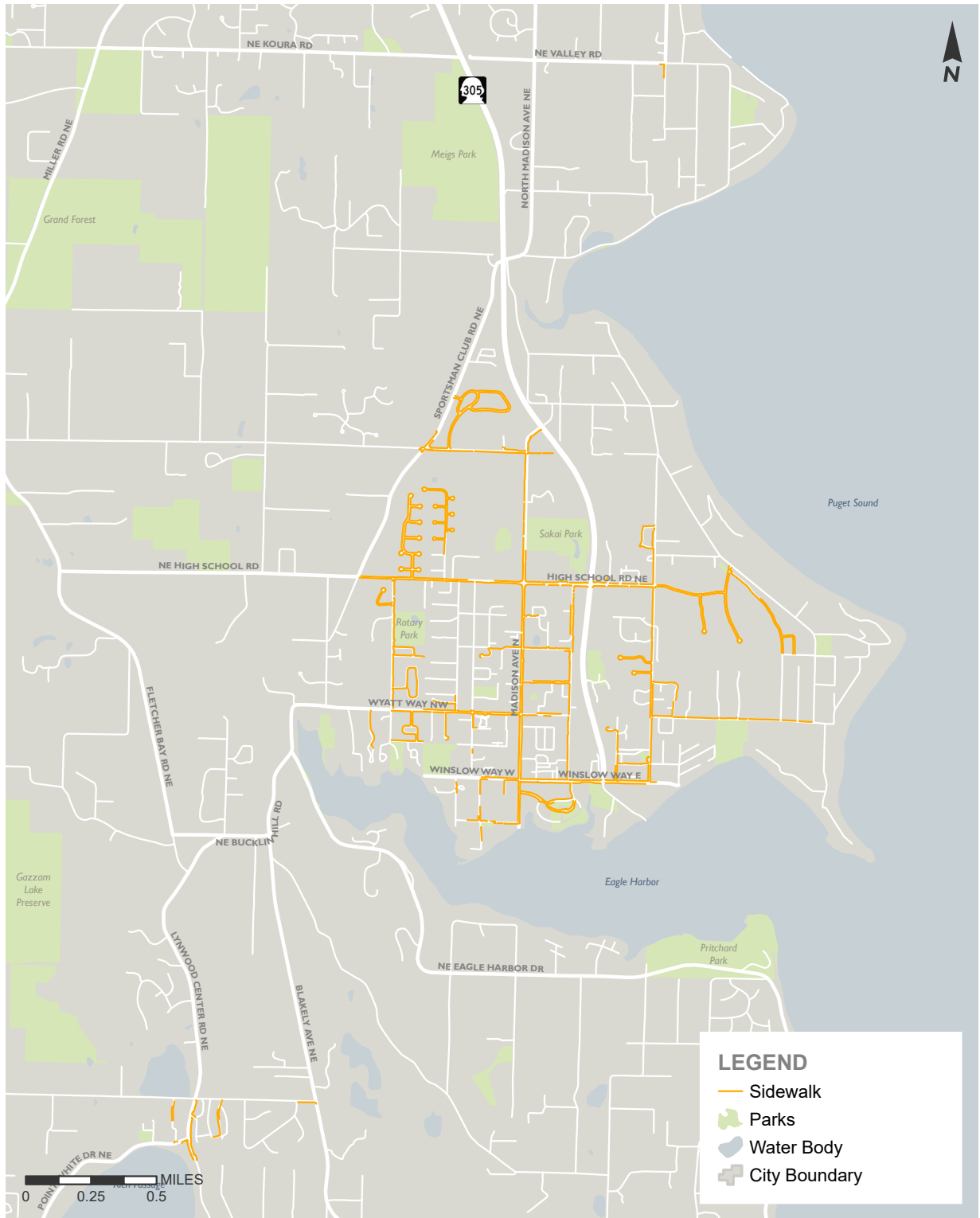
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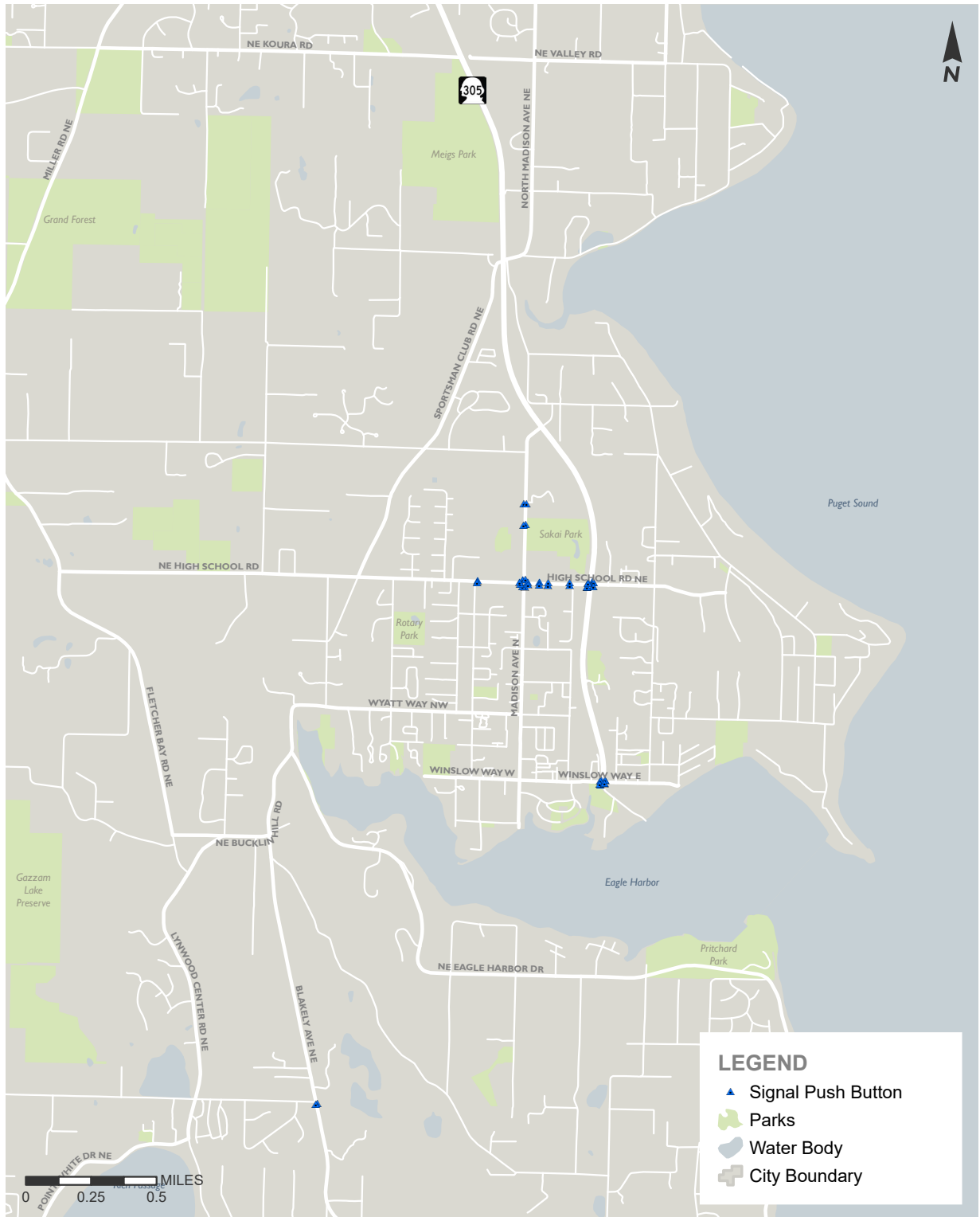
B **Sidewalk/Pathway Inventory**
CITY OF BAINBRIDGE ISLAND
City of Bainbridge Island ADA Transition Plan

DRAFT

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FIGURE
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Signal Push Button Inventory

City of Bainbridge Island ADA Transition Plan

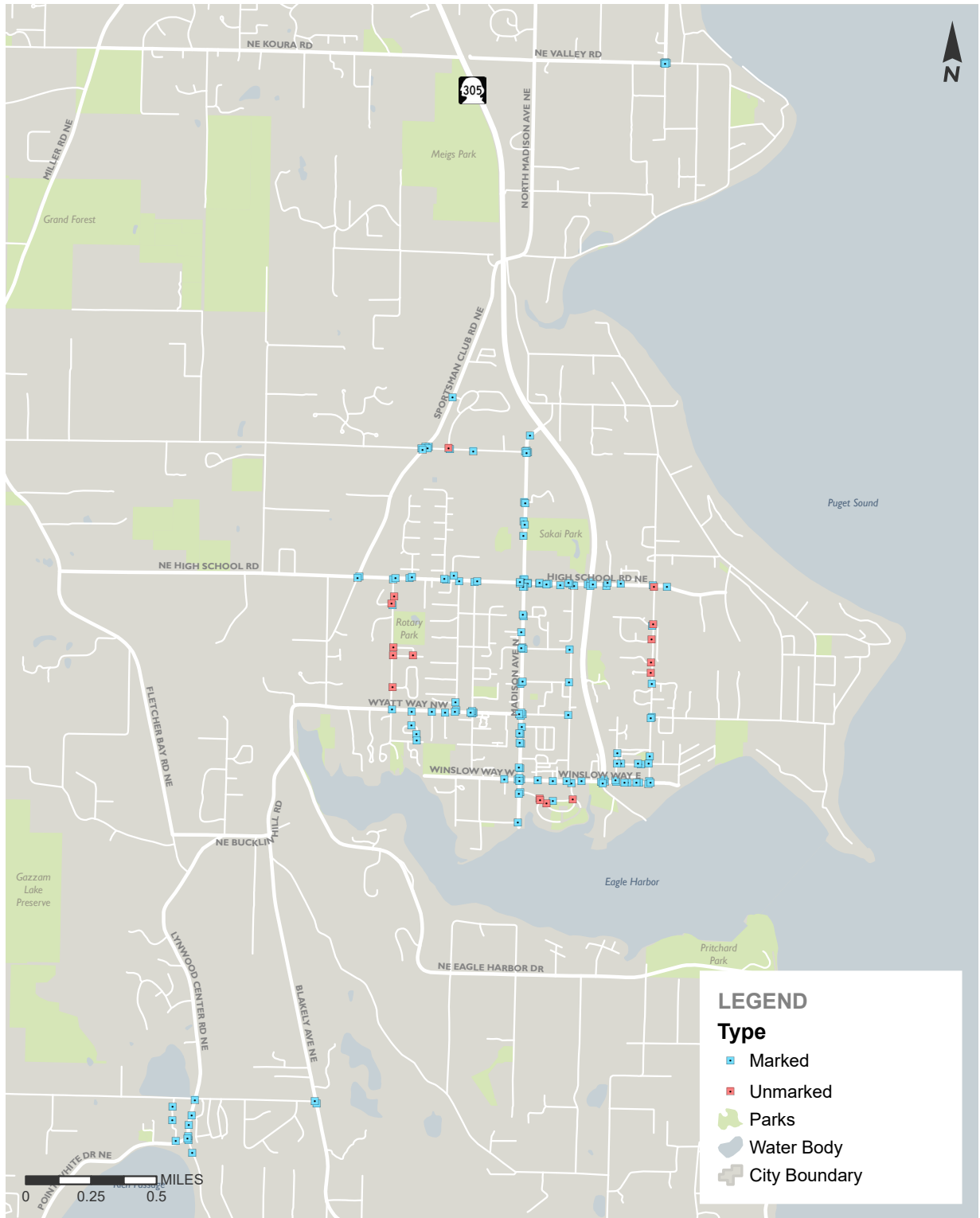
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Crosswalk Inventory

City of Bainbridge Island ADA Transition Plan

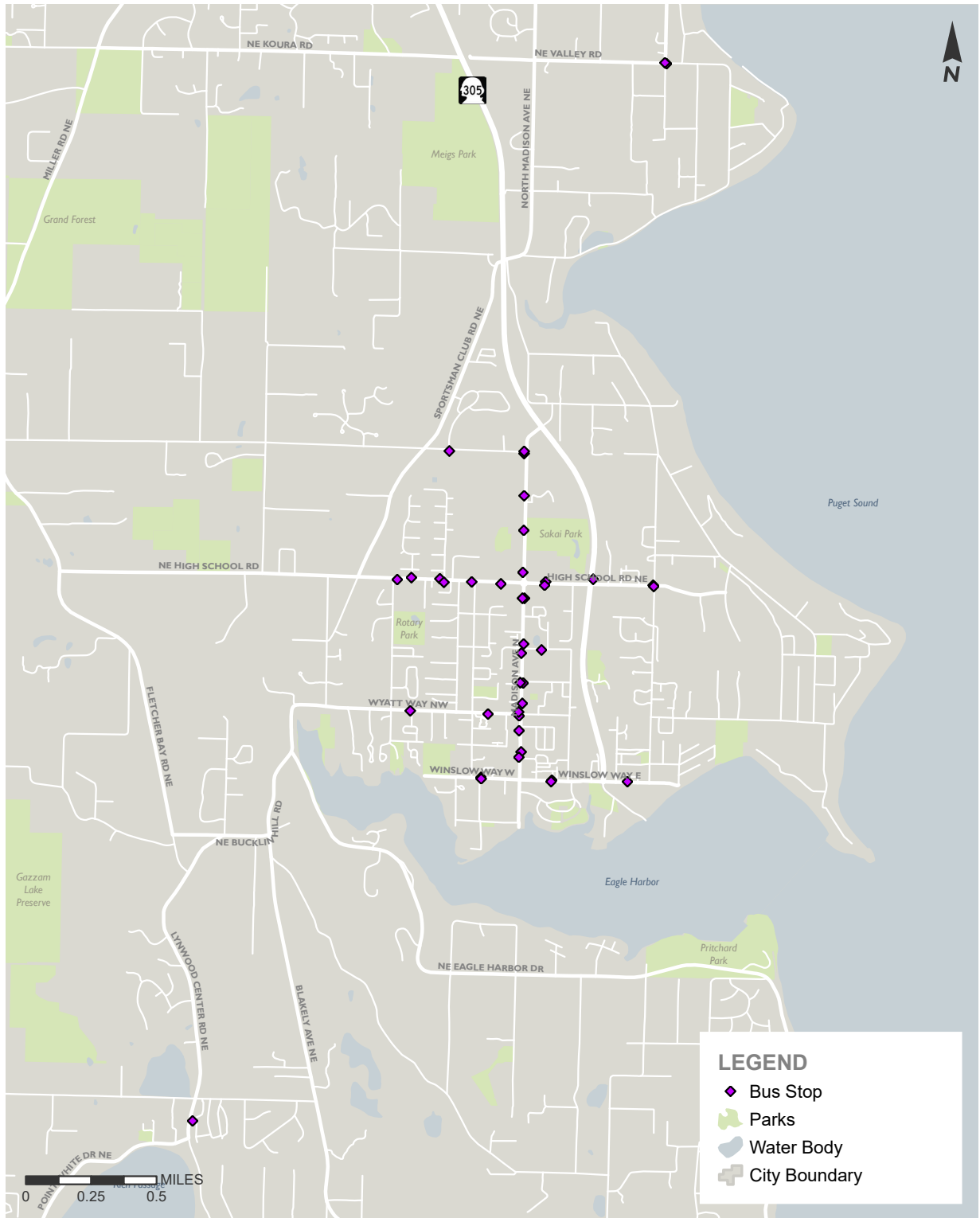
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FIGURE

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Bus Stop Inventory

City of Bainbridge Island ADA Transition Plan

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FIGURE

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Appendix K: Facilities & Parks

Site Accessibility Evaluation



City Hall
280 Madison Ave N
Bainbridge Island, WA 98110
Accessibility Evaluation
Inspection Date: N/A
Evaluators: Aaron Keister

Prepared By



(972) 434 - 0068
www.accessology.com



Powered by BlueDAG

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Self-Evaluation and Transition Plan *Prioritization Schedule*

Priority Criteria

Level 1 (HIGH)	Complaint or imminent danger
Level 2 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 3 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; NOT near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 4 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance
Level 5 (MEDIUM)	Access to goods and services issues (DOJ Level 2) - severely out of compliance
Level 6 (MEDIUM)	Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance Access to goods and services (DOJ Level 2) - moderately out of compliance Restrooms (DOJ Level 3) – severely out of compliance
Level 7 (MEDIUM)	Access to goods and services (DOJ Level 2) - minimally out of compliance Restrooms (DOJ Level 3) – moderately out of compliance Drinking fountains and public phones (DOJ Level 4 & 5) - severely out of compliance
Level 8 (MEDIUM)	Drinking fountains and public phones (DOJ Level 4 & 5) - moderately out of compliance
Level 9 (LOW)	Restrooms (DOJ Level 3) – minimally out of compliance
Level 10 (LOW)	Drinking fountains and public phones (DOJ Level 4 & 5) - minimally out of compliance
Level 11 (LOW)	De minimis barrier; program modification required, or employee requests accommodation
Level 12 (LOW)	Element in compliance with previous standards (safe-harbor) but must comply with current standards if altered

General: Doors

Barrier: 1

Many of the doors exceed 5 pounds.

Interior doors shall have a maximum opening force of 5 pounds.

These forces do not apply to the force required to retract latch bolts or disengage other devices that hold the door or gate in a closed position.

Citation:

2010 ADAS Section: 404.2.9

1991 ADAS Section: 4.13.11(2)

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Alter or replace door closers for compliance. This should be a regular maintenance item.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



General: Doors

Barrier: 2

The bottom edge of the vision light panel is mounted at 49 inches above the finished floor.

The vision light panels (glazing/window) exceed height requirements.

Doors, gates, and side lights adjacent to doors or gates, containing one or more glazing panels that permit viewing through the panels shall have the bottom of at least one glazed panel located 43 inches maximum above the finish floor.

Citation:

2010 ADAS Section: 404.2.11

Budget Cost:

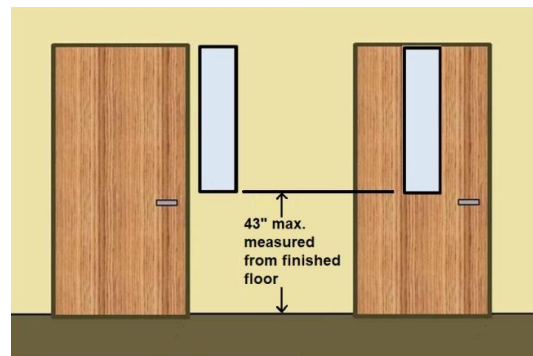
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Lower the vision light panel or replace the door for compliance. Since this vision light panel was installed prior to March 15, 2012, it will enjoy safe harbor and will not be required to be brought into compliance until such time the doors are replaced.

Barrier Priority:

Low (Level 12): Element is in compliance with previous standards (safe-harbor) but must comply with current standards if altered



Barrier #2 Additional Barrier Photos



General: Doors

Barrier: 3

The door has a door stop which prevents it from having a smooth surface at the bottom.

Swinging door surfaces within 10 inches of the finish floor or ground measured vertically must have a smooth surface on the push side extending the full width of the door. Parts creating horizontal or vertical joints in these surfaces shall be within 1/16 inch of the same plane as the other. Cavities created by added kick plates shall be capped. This is required to allow those that use wheelchairs to use their footrests to push the door open without getting trapped or injured by the gate material. All gates, including ticket gates, shall meet all applicable specifications for doors.

Citation:

2010 ADAS Section: 404.2.10

Budget Cost:

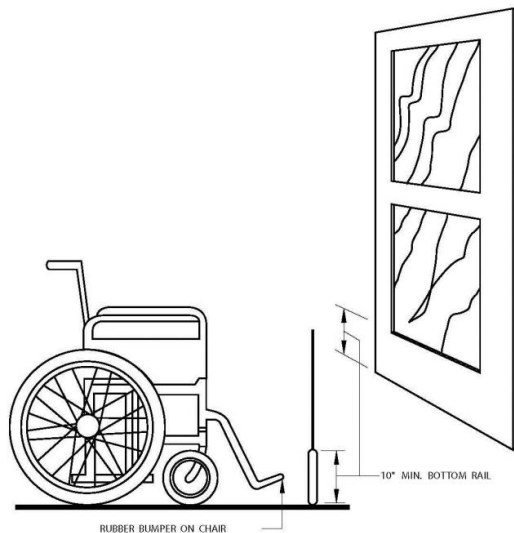
Base Cost: \$300.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$500.00

Possible Solutions:

Remove the door stop to provide a smooth surface on the push side of the door.

Barrier Priority:

Low (Level 10): Drinking fountains and public phones (DOJ Level 4 & 5) – minimally out of compliance



Barrier #3 Additional Barrier Photos



Breakroom: Sink

Barrier: 4

Knee and toe clearance has not been provided at the sink.

The knee clearance shall be 11 inches deep minimum at 9 inches above the finish floor or ground, and 8 inches deep minimum at 27 inches above the finish floor or ground.

The toe clearance is the space under the sink between the finish floor or ground and 9 inches above the finish floor 30 inches wide minimum. The toe clearance shall extend a minimum of 17 inches and a maximum of 25 inches underneath the sink.

Citation:

2010 ADAS Section: 606.2

Budget Cost:

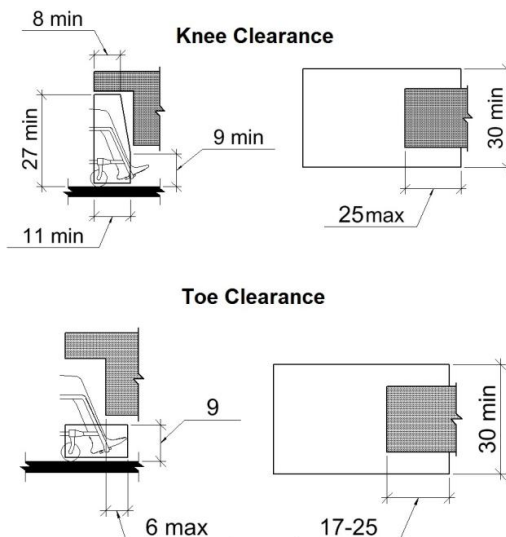
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the sink cabinet to provide the required knee and toe clearance.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Breakroom: Sink

Barrier: 5

The kitchen does not provide a compliant work surface.

At least one accessible work surface 30 inches minimum in width shall be provided.

Citation:

2010 ADAS Section: 804.3

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Provide a compliant work surface within the kitchen.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #5 Additional Barrier Photos



Restroom: Women's Restroom

Barrier: 6

The toilet is located 19 inches from the sidewall and is not located within the range allowed.

The centerline of the toilet must be 16 to 18 inches from the side wall.

Citation:

2010 ADAS Section: 604.2

Budget Cost:

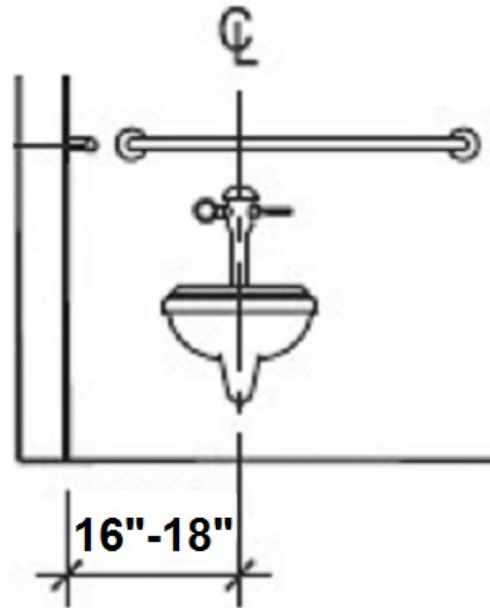
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Remove and relocate the toilet to achieve the 16-18 inch centerline requirement or install an offset flange.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Barrier #6 Additional Barrier Photos



Restroom: Women's Restroom

Barrier: 7

The compartment door is not self closing.

The water closet compartment shall be equipped with a door that has an automatic-closing device.

Citation:

2010 ADAS Section: 604.8.1.2

Budget Cost:

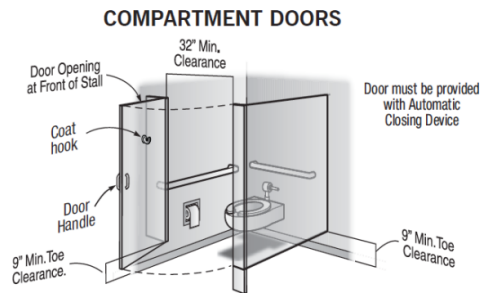
Base Cost: \$200.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$400.00

Possible Solutions:

Install self-closing hinges on the accessible stall doors.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restroom: Women's Restroom

Barrier: 8

The water closet compartment is missing a loop handle on both sides of the door.

Water closet compartments must be equipped with a door that has a loop or U-shaped handle on both sides of the door immediately below the latch. The latch must be flip-over style, sliding or other hardware not requiring the user to grasp or twist.

Citation:

2010 ADAS Section: 604.8.1.2

1991 ADAS Section: 4.13.9

Budget Cost:

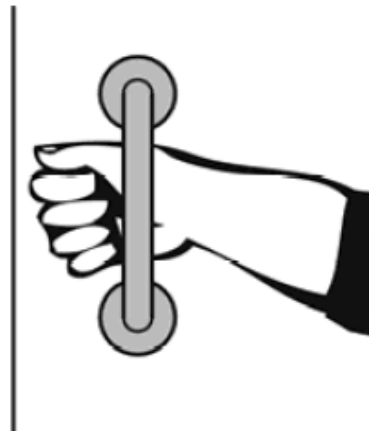
Base Cost: \$200.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$400.00

Possible Solutions:

Install a loop handle in compliance with the figure on this page. Ensure one is provided on each side of the door.

Barrier Priority:

Medium (Level 8): Drinking fountains and public phones (DOJ Level 4 & 5) – moderately out of compliance



Barrier #8 Additional Barrier Photos



Restroom: Women's Restroom

Barrier: 9

The baby changing table operating mechanism measures outside the compliant reach range.

The maximum high reach allowed is 48 inches.

Citation:

2010 ADAS Section: 308.3.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

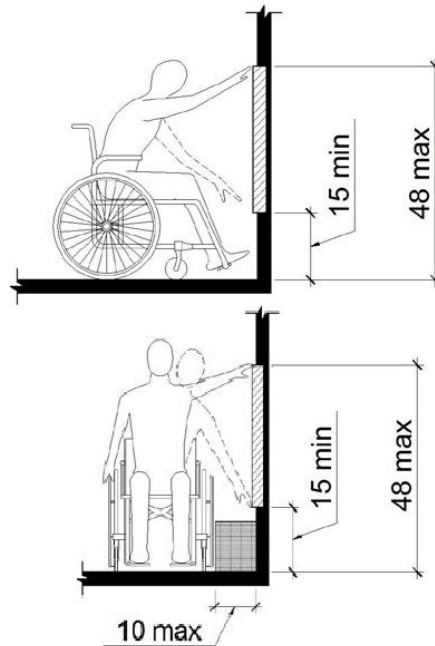
Relocate baby changing table so that the highest operable part is 48 inches maximum above the floor.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #9 Additional Barrier Photos



Restroom: Women's Restroom

Barrier: 10

The maneuvering clearance on the pull side of the door measures at 9 inches.

Maneuvering space for interior doors on the pull side with a front approach must be flat (2 percent max. slope in any direction) for a minimum distance of 60 inches in the direction of travel. The width of the maneuvering space must be as wide as the door plus an additional 18 inches on the latch side. This latch side clearance must also be flat (2 percent max. slope in any direction) and clear of obstructions.

Citation:

2010 ADAS Section: 404.2.4.1

1991 ADAS Section: 4.13.6

Budget Cost:

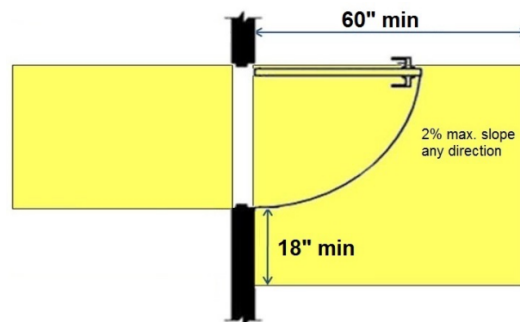
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Alter or replace door to ensure a minimum of 18 inches is provided on the pull side of the door.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Barrier #10 Additional Barrier Photos



Restroom: Men's Restroom

Barrier: 11

The compartment door is not self closing.

The water closet compartment shall be equipped with a door that has an automatic-closing device.

Citation:

2010 ADAS Section: 604.8.1.2

Budget Cost:

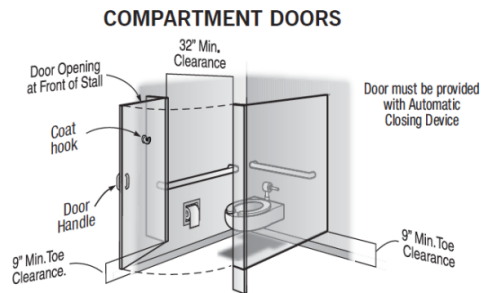
Base Cost: \$200.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$400.00

Possible Solutions:

Install self-closing hinges on the accessible stall doors.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restroom: Men's Restroom

Barrier: 12

The water closet compartment is missing a loop handle on both sides of the door.

Water closet compartments must be equipped with a door that has a loop or U-shaped handle on both sides of the door immediately below the latch. The latch must be flip-over style, sliding or other hardware not requiring the user to grasp or twist.

Citation:

2010 ADAS Section: 604.8.1.2

1991 ADAS Section: 4.13.9

Budget Cost:

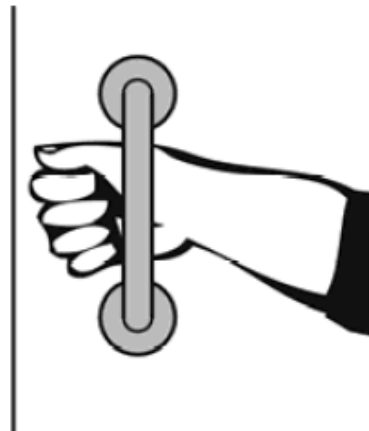
Base Cost: \$200.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$400.00

Possible Solutions:

Install a loop handle in compliance with the figure on this page. Ensure one is provided on each side of the door.

Barrier Priority:

Medium (Level 8): Drinking fountains and public phones (DOJ Level 4 & 5) – moderately out of compliance



Barrier #12 Additional Barrier Photos



Restroom: Men's Restroom

Barrier: 13

The baby changing table operating mechanism is outside reach range.

The maximum high reach allowed is 48 inches.

Citation:

2010 ADAS Section: 308.3.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

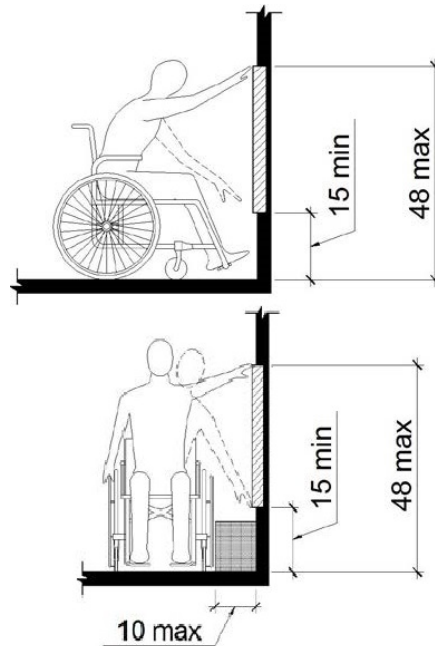
Relocate baby changing table so that the highest operable part is 48 inches maximum above the floor.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #13 Additional Barrier Photos



Restroom: Men's Restroom

Barrier: 14

The maneuvering clearance on the pull side of the door measures at 12 inches.

Maneuvering space for interior doors on the pull side with a front approach must be flat (2% max. slope in any direction) for a minimum distance of 60 inches in the direction of travel. The width of the maneuvering space must be as wide as the door plus an additional 18 inches on the latch side. This latch side clearance must also be flat (2% max. slope in any direction) and clear of obstructions.

Citation:

2010 ADAS Section: 404.2.4.1

1991 ADAS Section: 4.13.6

Budget Cost:

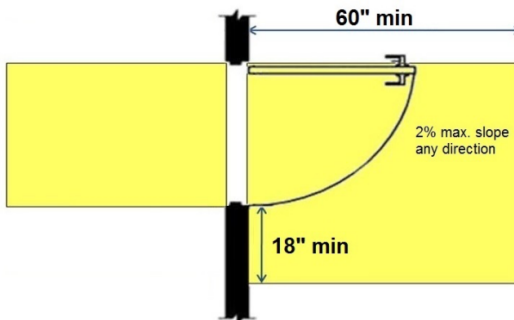
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Alter or replace door to ensure a minimum of 18 inches is provided on the pull side of the door.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Barrier #14 Additional Barrier Photos



Planning And Community Development : Employee Entrance

Barrier: 15

The maneuvering clearance on the pull side of the door measures at 15 inches.

Maneuvering space for interior doors on the pull side with a front approach must be flat (2% max. slope in any direction) for a minimum distance of 60 inches in the direction of travel. The width of the maneuvering space must be as wide as the door plus an additional 18 inches on the latch side. This latch side clearance must also be flat (2% max. slope in any direction) and clear of obstructions.

Citation:

2010 ADAS Section: 404.2.4.1

1991 ADAS Section: 4.13.6

Budget Cost:

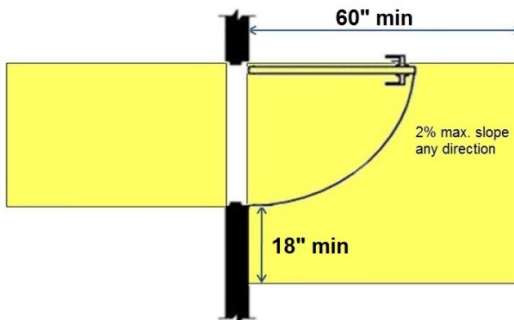
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Alter or replace door to ensure a minimum of 18 inches is provided on the pull side of the door.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Barrier #15 Additional Barrier Photos



Planning And Community Development : Common Area

Barrier: 16

Knee and toe clearance has not been provided at the sink.

The knee clearance shall be 11 inches deep minimum at 9 inches above the finish floor or ground, and 8 inches deep minimum at 27 inches above the finish floor or ground.

The toe clearance is the space under the sink between the finish floor or ground and 9 inches above the finish floor 30 inches wide minimum. The toe clearance shall extend a minimum of 17 inches and a maximum of 25 inches underneath the sink.

Citation:

2010 ADAS Section: 606.2

Budget Cost:

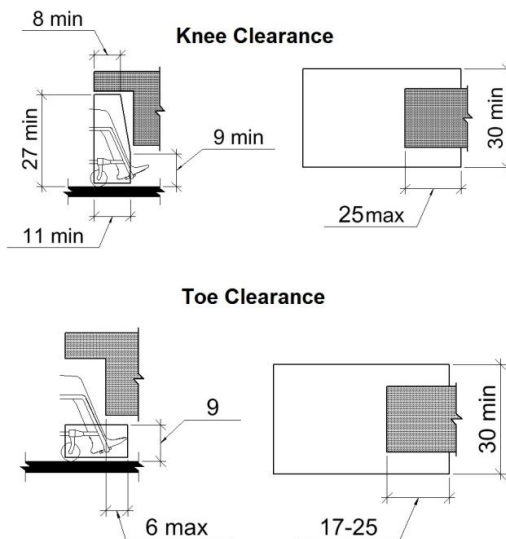
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the sink cabinet to provide the required knee and toe clearance.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Reach Range : Reach Range

Barrier: 17

The pamphlet display is positioned too high for either a side or front approach. It measures at 78 inches high.

Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches maximum and the low side reach shall be 15 inches minimum above the finish floor or ground.

Where a forward reach is unobstructed, the high forward reach shall be 48 inches maximum and the low forward reach shall be 15 inches minimum above the finish floor or ground.

Citation:

2010 ADAS Section: 308.1

Budget Cost:

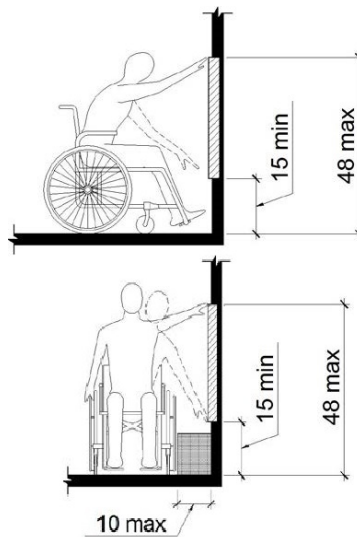
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Relocate the pamphlet display so that the highest operable part is 48 inches maximum above the floor.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Second Floor: Stairs

Barrier: 18

The handrail does not have a compliant extension on one side at the bottom of the stair flight.

At the bottom of a stair flight, handrails shall extend at the slope of the stair flight for a horizontal distance at least equal to one tread depth beyond the last riser nosing. Extension shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight.

Citation:

2010 ADAS Section: 505.10.3

Budget Cost:

Base Cost: \$2,000.00
Contingency Cost: \$400.00
Design Cost: \$300.00
Total Cost: \$2,700.00

Possible Solutions:

Alter or replace the handrails to ensure they have the required extensions as detailed in the figure on this page.

Barrier Priority:

Medium (Level 8): Drinking fountains and public phones (DOJ Level 4 & 5) – moderately out of compliance

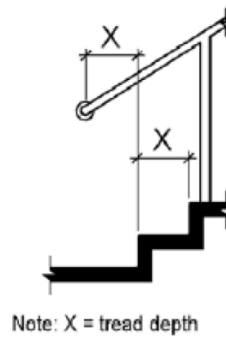


Figure 505.10.3 Bottom Handrail Extension at Stairs

Barrier #18 Additional Barrier Photos



Second Floor: Drinking Fountain

Barrier: 19

The drinking fountain projects from the wall into the pedestrian way with its leading edge above 27 inches from the floor.

Objects may protrude no more than 4 inches into circulation route when located between 27 and 80 inches above the floor. All drinking fountains shall be positioned so as not to encroach into pedestrian ways.

Citation:

2010 ADAS Section: 307.2

1991 ADAS Section: 4.4.1

Budget Cost:

Base Cost: \$300.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$500.00

Possible Solutions:

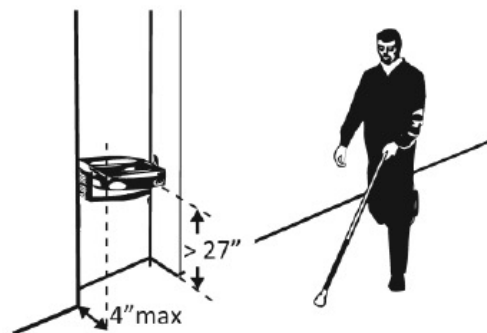
If not used or needed to comply with plumbing requirements, drinking fountains may be removed. If not removed, install either an apron or skirt, made by the manufacturer, or install some other type of permanent barrier on the open side of the fountain to ensure the fountain is cane-detectable at or below 27 inches.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Second Floor: Hallway Door To Restroom

Barrier: 20

The maneuvering clearance on the pull side of the door measures at 15 inches.

Maneuvering space for interior doors on the pull side with a front approach must be flat (2% max. slope in any direction) for a minimum distance of 60 inches in the direction of travel. The width of the maneuvering space must be as wide as the door plus an additional 18 inches on the latch side. This latch side clearance must also be flat (2% max. slope in any direction) and clear of obstructions.

Citation:

2010 ADAS Section: 404.2.4.1

1991 ADAS Section: 4.13.6

Budget Cost:

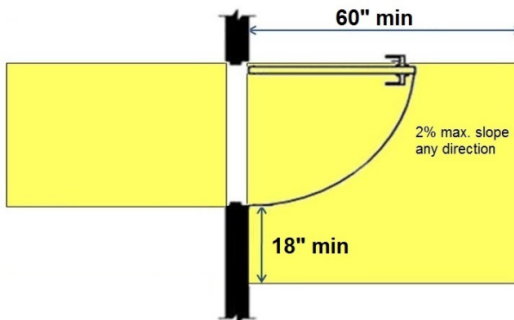
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Alter or replace door to ensure a minimum of 18 inches is provided on the pull side of the door.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Barrier #20 Additional Barrier Photos



Second Floor: Women's Restroom

Barrier: 21

The compartment door is not self closing.

The water closet compartment shall be equipped with a door that has an automatic-closing device.

Citation:

2010 ADAS Section: 604.8.1.2

Budget Cost:

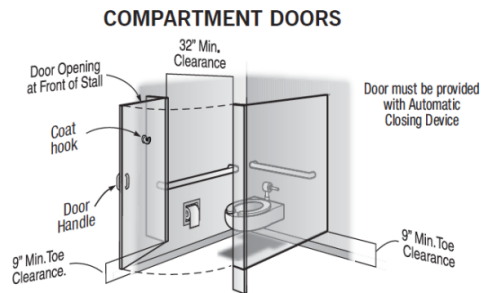
Base Cost: \$200.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$400.00

Possible Solutions:

Install self-closing hinges on the accessible stall doors.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Second Floor: Women's Restroom

Barrier: 22

The water closet compartment is missing a loop handle on both sides of the door.

Water closet compartments must be equipped with a door that has a loop or U-shaped handle on both sides of the door immediately below the latch. The latch must be flip-over style, sliding or other hardware not requiring the user to grasp or twist.

Citation:

2010 ADAS Section: 604.8.1.2

1991 ADAS Section: 4.13.9

Budget Cost:

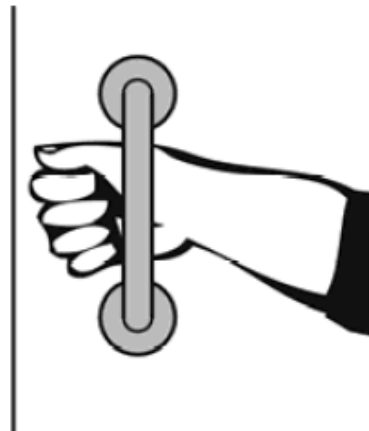
Base Cost: \$200.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$400.00

Possible Solutions:

Install a loop handle in compliance with the figure on this page. Ensure one is provided on each side of the door.

Barrier Priority:

Medium (Level 8): Drinking fountains and public phones (DOJ Level 4 & 5) – moderately out of compliance



Barrier #22 Additional Barrier Photos



Second Floor: Women's Restroom

Barrier: 23

The baby changing table operating mechanism is outside reach range.

The maximum high reach allowed is 48 inches.

Citation:

2010 ADAS Section: 308.3.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

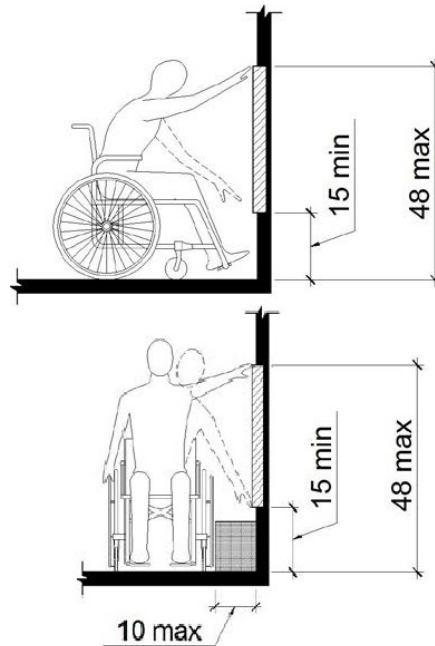
Relocate baby changing table so that the highest operable part is 48 inches maximum above the floor.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #23 Additional Barrier Photos



Second Floor: Women's Restroom

Barrier: 24

The maneuvering clearance on the pull side of the door measures at 15.5 inches.

Maneuvering space for interior doors on the pull side with a front approach must be flat (2 percent max. slope in any direction) for a minimum distance of 60 inches in the direction of travel. The width of the maneuvering space must be as wide as the door plus an additional 18 inches on the latch side. This latch side clearance must also be flat (2 percent max. slope in any direction) and clear of obstructions.

Citation:

2010 ADAS Section: 404.2.4.1

1991 ADAS Section: 4.13.6

Budget Cost:

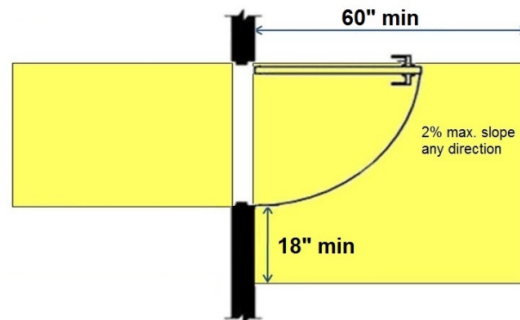
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Alter or replace door to ensure a minimum of 18 inches is provided on the pull side of the door.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Barrier #24 Additional Barrier Photos



Second Floor: Men's Restroom

Barrier: 25

The compartment door is not self closing.

The water closet compartment shall be equipped with a door that has an automatic-closing device.

Citation:

2010 ADAS Section: 604.8.1.2

Budget Cost:

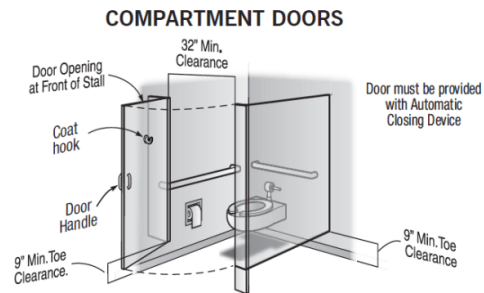
Base Cost: \$200.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$400.00

Possible Solutions:

Install self-closing hinges on the accessible stall doors.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Second Floor: Men's Restroom

Barrier: 26

The water closet compartment is missing a loop handle on both sides of the door.

Water closet compartments must be equipped with a door that has a loop or U-shaped handle on both sides of the door immediately below the latch. The latch must be flip-over style, sliding or other hardware not requiring the user to grasp or twist.

Citation:

2010 ADAS Section: 604.8.1.2

1991 ADAS Section: 4.13.9

Budget Cost:

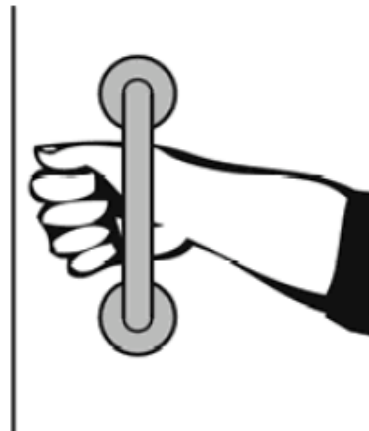
Base Cost: \$200.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$400.00

Possible Solutions:

Install a loop handle in compliance with the figure on this page. Ensure one is provided on each side of the door.

Barrier Priority:

Medium (Level 8): Drinking fountains and public phones (DOJ Level 4 & 5) – moderately out of compliance



Barrier #26 Additional Barrier Photos



Second Floor: Men's Restroom

Barrier: 27

The baby changing table operating mechanism is outside reach range.

The maximum high reach allowed is 48 inches.

Citation:

2010 ADAS Section: 308.3.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

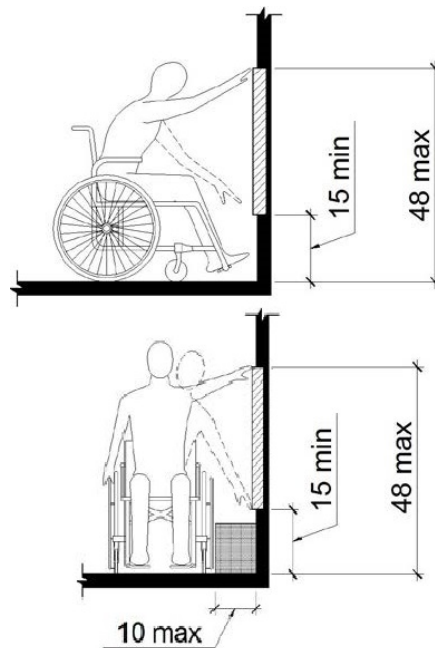
Relocate baby changing table so that the highest operable part is 48 inches maximum above the floor.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #27 Additional Barrier Photos



Second Floor: Men's Restroom

Barrier: 28

The maneuvering clearance on the pull side of the door measures at 15 inches.

Maneuvering space for interior doors on the pull side with a front approach must be flat (2% max. slope in any direction) for a minimum distance of 60 inches in the direction of travel. The width of the maneuvering space must be as wide as the door plus an additional 18 inches on the latch side. This latch side clearance must also be flat (2% max. slope in any direction) and clear of obstructions.

Citation:

2010 ADAS Section: 404.2.4.1

1991 ADAS Section: 4.13.6

Budget Cost:

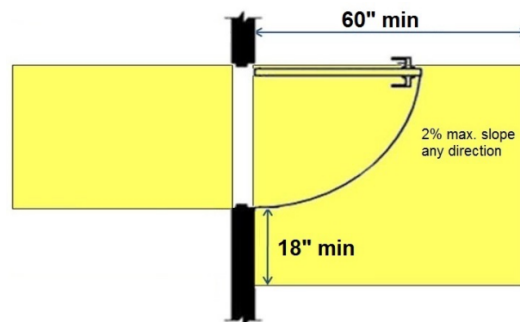
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Alter or replace door to ensure a minimum of 18 inches is provided on the pull side of the door.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Barrier #28 Additional Barrier Photos



Second Floor: Sink

Barrier: 29

Knee and toe clearance has not been provided at the sink.

The knee clearance shall be 11 inches deep minimum at 9 inches above the finish floor or ground, and 8 inches deep minimum at 27 inches above the finish floor or ground.

The toe clearance is the space under the sink between the finish floor or ground and 9 inches above the finish floor 30 inches wide minimum. The toe clearance shall extend a minimum of 17 inches and a maximum of 25 inches underneath the sink.

Citation:

2010 ADAS Section: 606.2

Budget Cost:

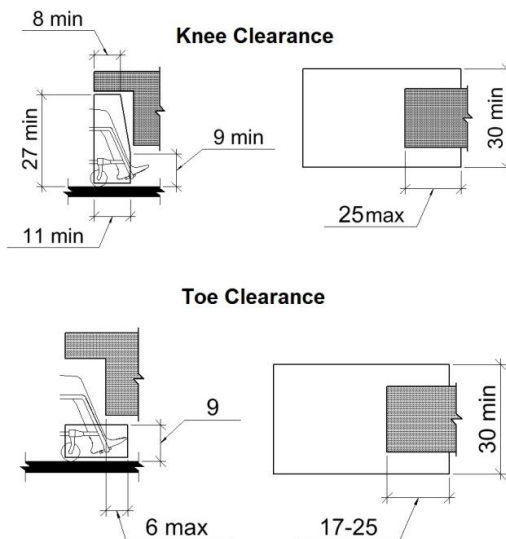
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the sink cabinet to provide the required knee and toe clearance.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Exterior: Accessible Route

Barrier: 30

The beam projects more than 4 inches into the circulation path.

Wall-mounted objects that have leading edges between 27 inches and 80 inches from the floor must not project more than 4 inches into the circulation path. Protruding objects that extend to the floor or within 27 inches of the floor are cane detectable and are therefore not hazardous. Where it is necessary or desirable to have objects protrude from the wall, a manner of cane detection must be provided.

Citation:

2010 ADAS Section: 307.2

1991 ADAS Section: 4.4.1

Budget Cost:

Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

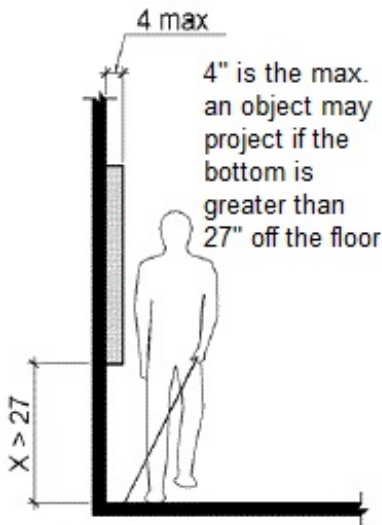
Remove or relocate the protruding objects to be outside of a circulation route. Build something under the protruding object to protect a person with no vision from contact.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Exterior: Accessible Route

Barrier: 31

The beam projects more than 4 inches into the circulation path.

Wall-mounted objects that have leading edges between 27 inches and 80 inches from the floor must not project more than 4 inches into the circulation path. Protruding objects that extend to the floor or within 27 inches of the floor are cane detectable and are therefore not hazardous. Where it is necessary or desirable to have objects protrude from the wall, a manner of cane detection must be provided.

Citation:

2010 ADAS Section: 307.2

1991 ADAS Section: 4.4.1

Budget Cost:

Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

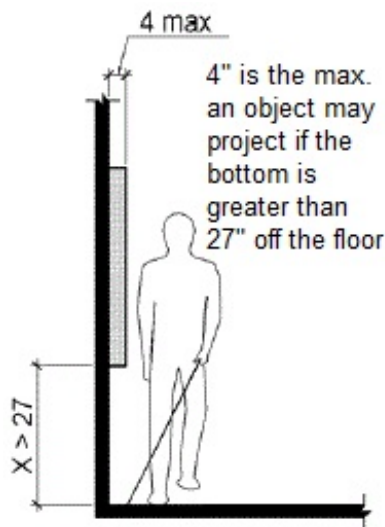
Remove or relocate the protruding objects to be outside of a circulation route. Build something under the protruding object to protect a person with no vision from contact.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Exterior: Accessible Route

Barrier: 32

The beam projects more than 4 inches into the circulation path.

Wall-mounted objects that have leading edges between 27 inches and 80 inches from the floor must not project more than 4 inches into the circulation path. Protruding objects that extend to the floor or within 27 inches of the floor are cane detectable and are therefore not hazardous. Where it is necessary or desirable to have objects protrude from the wall, a manner of cane detection must be provided.

Citation:

2010 ADAS Section: 307.2

1991 ADAS Section: 4.4.1

Budget Cost:

Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

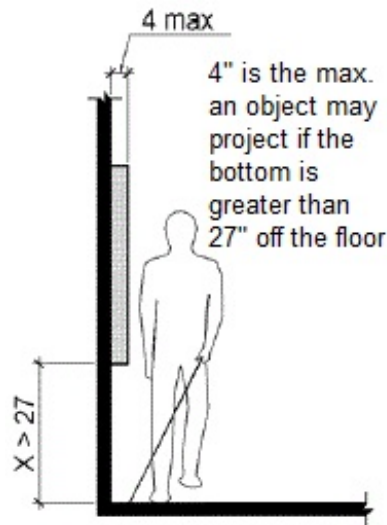
Remove or relocate the protruding objects to be outside of a circulation route. Build something under the protruding object to protect a person with no vision from contact.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Exterior: Accessible Route

Barrier: 33

The beam projects more than 4 inches into the circulation path.

Wall-mounted objects that have leading edges between 27 inches and 80 inches from the floor must not project more than 4 inches into the circulation path. Protruding objects that extend to the floor or within 27 inches of the floor are cane detectable and are therefore not hazardous. Where it is necessary or desirable to have objects protrude from the wall, a manner of cane detection must be provided.

Citation:

2010 ADAS Section: 307.2

1991 ADAS Section: 4.4.1

Budget Cost:

Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

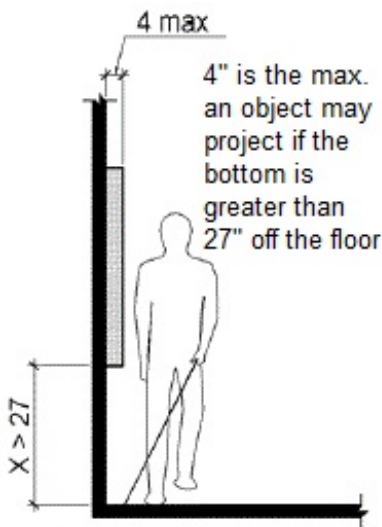
Remove or relocate the protruding objects to be outside of a circulation route. Build something under the protruding object to protect a person with no vision from contact.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Exterior: Accessible Route

Barrier: 34

The ramp has a 8.9 percent running slope.

Ramps should have the least possible slope but in no case more than 8.3% (1:12).

Citation:

2010 ADAS Section: 405.2

1991 ADAS Section: 4.8.2

Budget Cost:

Base Cost: \$4,000.00
Contingency Cost: \$800.00
Design Cost: \$600.00
Total Cost: \$5,400.00

Possible Solutions:

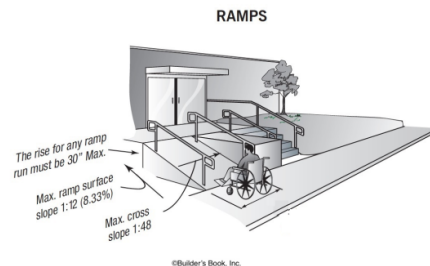
Modify the ramp to provide a running slope no greater than 8.33 percent.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #34 Additional Barrier Photos



Exterior: Accessible Route

Barrier: 35

The required edge protection is missing from the ramp run and/or ramp landing.

Edge protection shall be provided on each side of ramp runs and at each side of ramp landings.

The floor or ground surface of the ramp run or landing shall extend 12 inches minimum beyond the inside face of a handrail or a curb or barrier shall be provided that prevents the passage of a 4 inch diameter sphere, where any portion of the sphere is within 4 inches of the finish floor or ground surface.

Citation:

2010 ADAS Section: 405.9.2, 405.9.1, 405.9

Budget Cost:

Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

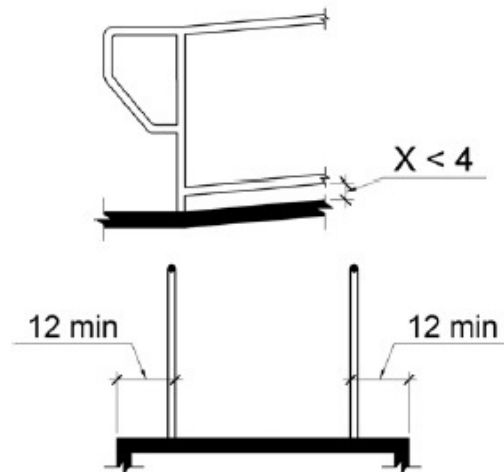
Provide edge protection for the length of the ramp.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Exterior: Accessible Route

Barrier: 36

The walkway contains abrupt vertical edges and/or variations over 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

Base Cost: \$4,000.00
Contingency Cost: \$800.00
Design Cost: \$600.00
Total Cost: \$5,400.00

Possible Solutions:

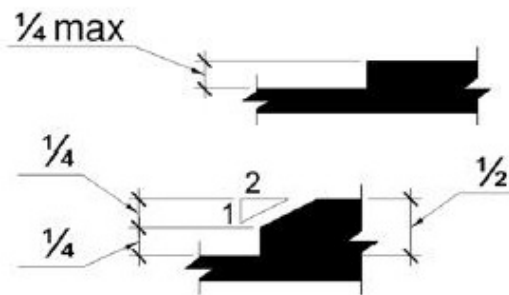
Replace caulk or other material in the expansion joint to achieve smooth transitions over the entire path of travel.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Exterior: Accessible Parking

Barrier: 37

The parking sign is mounted too low.

Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign.

Citation:

2010 ADAS Section: 502.6

Budget Cost:

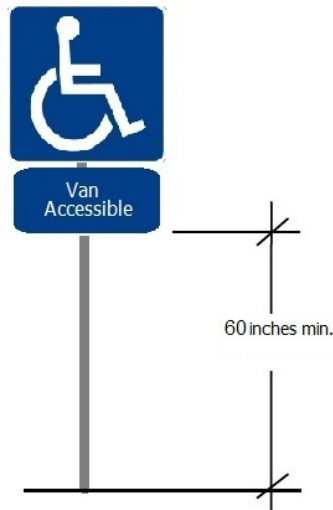
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Raise the signage so that the bottom of the sign is a minimum of 60 inches above the ground.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



Exterior: Accessible Parking

Barrier: 38

The parking sign is mounted too low.

Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign.

Citation:

2010 ADAS Section: 502.6

Budget Cost:

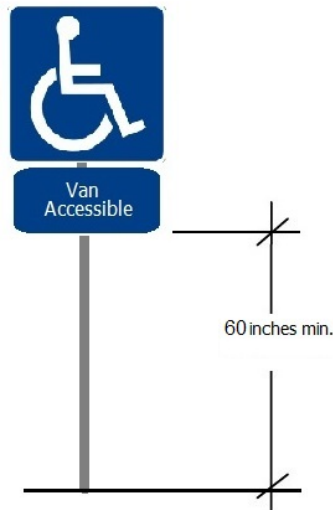
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Raise the signage so that the bottom of the sign is a minimum of 60 inches above the ground.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



Exterior: Accessible Parking

Barrier: 39

The parking sign is mounted too low.

Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign.

Citation:

2010 ADAS Section: 502.6

Budget Cost:

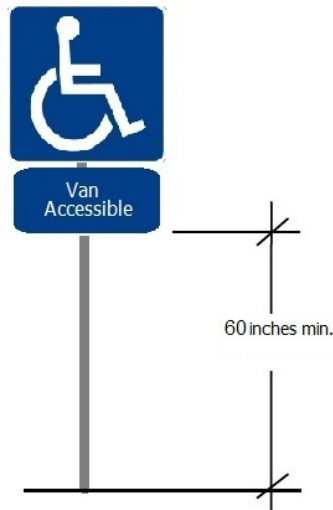
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Raise the signage so that the bottom of the sign is a minimum of 60 inches above the ground.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



Exterior: Accessible Parking

Barrier: 40

The parking sign is mounted too low.

Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign.

Citation:

2010 ADAS Section: 502.6

Budget Cost:

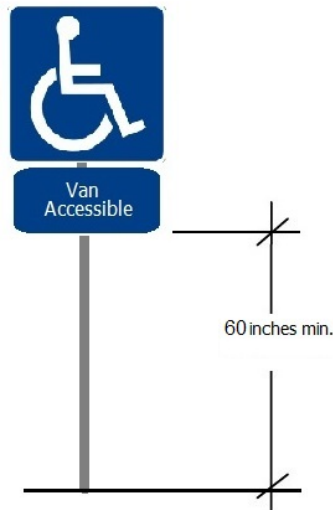
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Raise the signage so that the bottom of the sign is a minimum of 60 inches above the ground.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



Exterior: Accessible Parking

Barrier: 41

The access aisle is not a minimum 5 feet wide.

An accessible parking stall's access aisle must be a minimum of 5 feet wide measured from centerline to centerline.

Where the access aisle is not adjacent to another parking space or access aisle, measurements shall be permitted to include the full width of the line defining the access aisle.

Citation:

2010 ADAS Section: 502.3.1

1991 ADAS Section: 4.6.3

Budget Cost:

Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

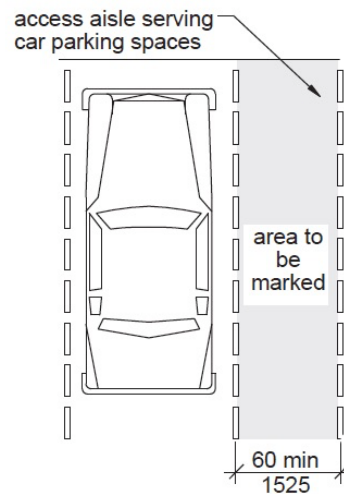
Re-stripe the accessible aisle to achieve a 5 feet wide access aisle measured to the centerline of the white markings.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #41 Additional Barrier Photos



Exterior: Accessible Parking

Barrier: 42

The access aisle is not a minimum 8 feet to the centerline of the stripe.

The accessible parking stall access aisle must be a minimum of 8 feet wide measured from centerline to centerline.

Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements shall be permitted to include the full width of the line defining the parking space or access aisle. Alternatively, the stall can be 11 feet wide and the access aisle may be 5 feet wide.

Citation:

2010 ADAS Section: 502.2 Exception

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

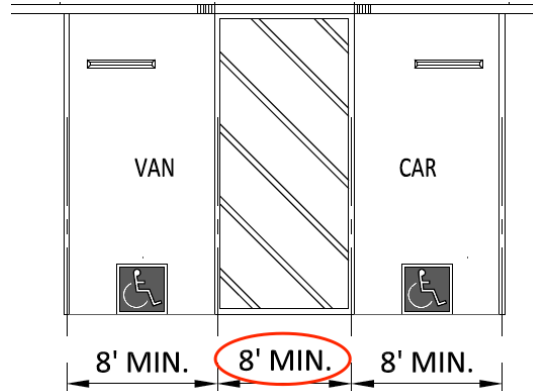
Re-stripe the accessible aisle to achieve a 5 feet wide access aisle measured to the centerline of the white markings.

Barrier Priority:

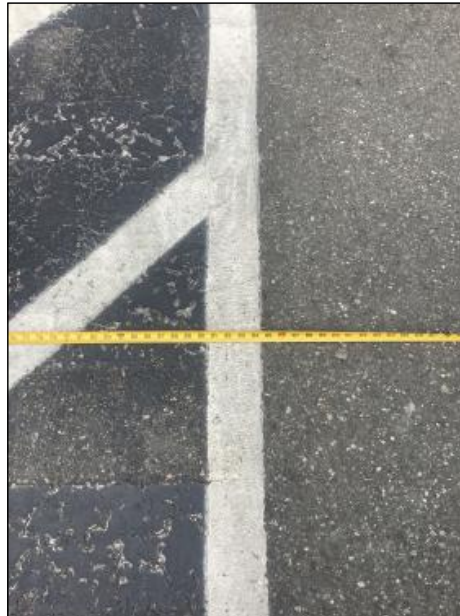
Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #42 Additional Barrier Photos



Cost Summary

Item	# of Barriers	Total Item Cost
High Priority	0	\$0.00
Level 1	0	\$0.00
Level 2	0	\$0.00
Level 3	0	\$0.00
Level 4	0	\$0.00
Medium Priority	30	\$50,400.00
Level 5	6	\$20,400.00
Level 6	7	\$5,800.00
Level 7	12	\$19,900.00
Level 8	5	\$4,300.00
Low Priority	12	\$13,300.00
Level 9	10	\$10,800.00
Level 10	1	\$500.00
Level 11	0	\$0.00
Level 12	1	\$2,000.00
Priority Total	42	\$63,700.00

Site Accessibility Evaluation



Strawberry Cannery Park
240 Weaver Rd NW
Bainbridge Island, WA 98110
Accessibility Evaluation
Inspection Date: N/A
Evaluators: Aaron Keister

Prepared By



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Accessible Parking 12

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Self-Evaluation and Transition Plan *Prioritization Schedule*

Priority Criteria

Level 1 (HIGH)	Complaint or imminent danger
Level 2 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 3 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; NOT near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 4 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance
Level 5 (MEDIUM)	Access to goods and services issues (DOJ Level 2) - severely out of compliance
Level 6 (MEDIUM)	Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance Access to goods and services (DOJ Level 2) - moderately out of compliance Restrooms (DOJ Level 3) – severely out of compliance
Level 7 (MEDIUM)	Access to goods and services (DOJ Level 2) - minimally out of compliance Restrooms (DOJ Level 3) – moderately out of compliance Drinking fountains and public phones (DOJ Level 4 & 5) - severely out of compliance
Level 8 (MEDIUM)	Drinking fountains and public phones (DOJ Level 4 & 5) - moderately out of compliance
Level 9 (LOW)	Restrooms (DOJ Level 3) – minimally out of compliance
Level 10 (LOW)	Drinking fountains and public phones (DOJ Level 4 & 5) - minimally out of compliance
Level 11 (LOW)	De minimis barrier; program modification required, or employee requests accommodation
Level 12 (LOW)	Element in compliance with previous standards (safe-harbor) but must comply with current standards if altered

Accessible Route: Accessible Route

Barrier: 1

For approximately 300 feet at 36 inches wide the accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

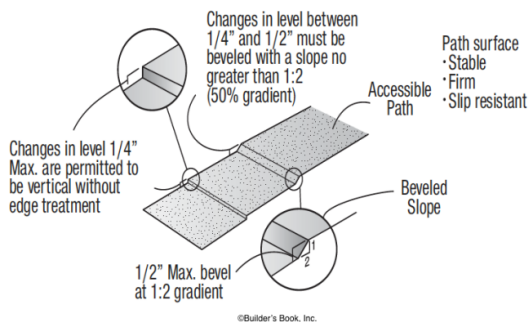
Base Cost: \$1,000.00
Contingency Cost: \$200.00
Design Cost: \$200.00
Total Cost: \$1,400.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Barrier #1 Additional Barrier Photos



Accessible Route: Accessible Route

Barrier: 2

The accessible route of travel on the walk or sidewalk has cross slopes that reach 3.4 percent.

Cross slopes shall not exceed 2 percent or one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$2,000.00
Contingency Cost: \$400.00
Design Cost: \$300.00
Total Cost: \$2,700.00

Possible Solutions:

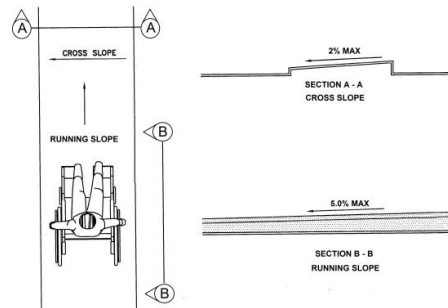
Modify path of travel to achieve a cross slope that is no greater than 2.0 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #2 Additional Barrier Photos



Barrier #2 Additional Barrier Photos



Accessible Route: Accessible Route

Barrier: 3

There is no accessible route to the bench.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

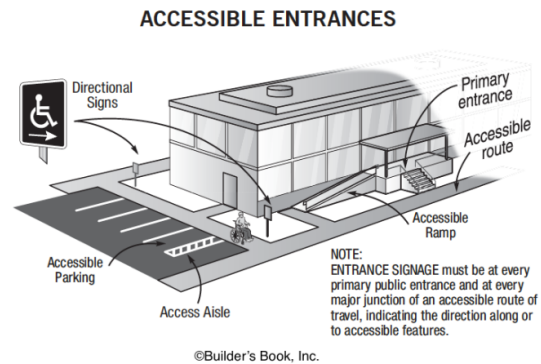
Provide an accessible route of travel to the bench

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Accessible Route: Accessible Route

Barrier: 4

There is no accessible route to the bench.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

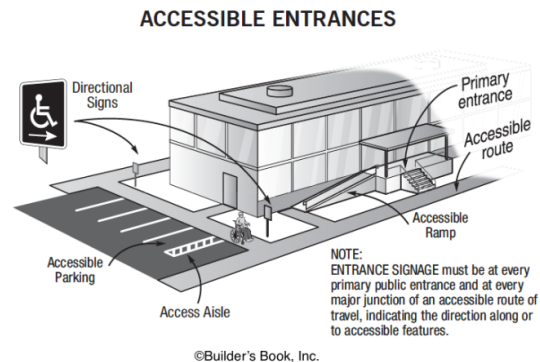
Provide an accessible route of travel to the bench

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #4 Additional Barrier Photos



Parking : Accessible Parking

Barrier: 5

The accessible parking space is missing the required markings.

Vehicle spaces shall be marked to define the width, and shall have an adjacent access aisle.

Citation:

2010 ADAS Section: 502.2

Budget Cost:

Base Cost: \$1,000.00
Contingency Cost: \$200.00
Design Cost: \$200.00
Total Cost: \$1,400.00

Possible Solutions:

Stripe the accessible parking stall to achieve an 8 feet wide stall measured to the centerline of the white markings.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Strawberry Cannery Park - 240 Weaver Rd NW Bainbridge Island, WA 98110

Cost Summary

Item	# of Barriers	Total Item Cost
High Priority	0	\$0.00
Level 1	0	\$0.00
Level 2	0	\$0.00
Level 3	0	\$0.00
Level 4	0	\$0.00
Medium Priority	5	\$9,500.00
Level 5	2	\$2,800.00
Level 6	1	\$2,700.00
Level 7	2	\$4,000.00
Level 8	0	\$0.00
Low Priority	0	\$0.00
Level 9	0	\$0.00
Level 10	0	\$0.00
Level 11	0	\$0.00
Level 12	0	\$0.00
Priority Total	5	\$9,500.00

Site Accessibility Evaluation



Waterfront Park
309 Shannon Dr SE
Bainbridge Island, WA 98110
Accessibility Evaluation
Inspection Date: N/A
Evaluators: Aaron Keister

Prepared By



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Self-Evaluation and Transition Plan *Prioritization Schedule*

Priority Criteria

Level 1 (HIGH)	Complaint or imminent danger
Level 2 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 3 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; NOT near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 4 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance
Level 5 (MEDIUM)	Access to goods and services issues (DOJ Level 2) - severely out of compliance
Level 6 (MEDIUM)	Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance Access to goods and services (DOJ Level 2) - moderately out of compliance Restrooms (DOJ Level 3) – severely out of compliance
Level 7 (MEDIUM)	Access to goods and services (DOJ Level 2) - minimally out of compliance Restrooms (DOJ Level 3) – moderately out of compliance Drinking fountains and public phones (DOJ Level 4 & 5) - severely out of compliance
Level 8 (MEDIUM)	Drinking fountains and public phones (DOJ Level 4 & 5) - moderately out of compliance
Level 9 (LOW)	Restrooms (DOJ Level 3) – minimally out of compliance
Level 10 (LOW)	Drinking fountains and public phones (DOJ Level 4 & 5) - minimally out of compliance
Level 11 (LOW)	De minimis barrier; program modification required, or employee requests accommodation
Level 12 (LOW)	Element in compliance with previous standards (safe-harbor) but must comply with current standards if altered

Restrooms: Unisex Restroom

Barrier: 1

The rear grab bar does not extend adequately past the centerline of the toilet on the wall side.

The rear grab bar must be a minimum of 36 inches long and extend from the centerline of the toilet 12 inches minimum on one side and 24 inches minimum on the other side.

Grab bars shall be installed in a horizontal position, 33 inches minimum and 36 inches maximum above the finish floor measured to the top of the gripping surface and the space between the grab bar and the top of the tank shall be 1-1/2 inches minimum.

Citation:

2010 ADAS Section: 604.5.2

1991 ADAS Section: 4.17.6

Budget Cost:

Base Cost: \$700.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$900.00

Possible Solutions:

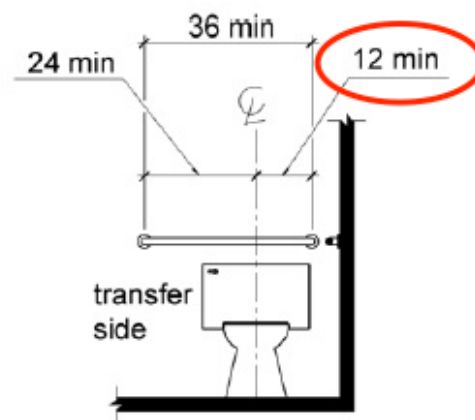
Reinstall the grab bar so it extends from the centerline of the toilet 12 inches minimum on one side and 24 inches minimum on the other side.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #1 Additional Barrier Photos



Restrooms: Unisex Restroom

Barrier: 2

The flush handle is located on the wrong side of the toilet.

Controls shall be operable with one hand and shall not require tight grasping, pinching or twisting. Controls for the flush valves shall be mounted on the wide side of toilet areas, no more than 48 inches above the floor.

Citation:

2010 ADAS Section: 604.6

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

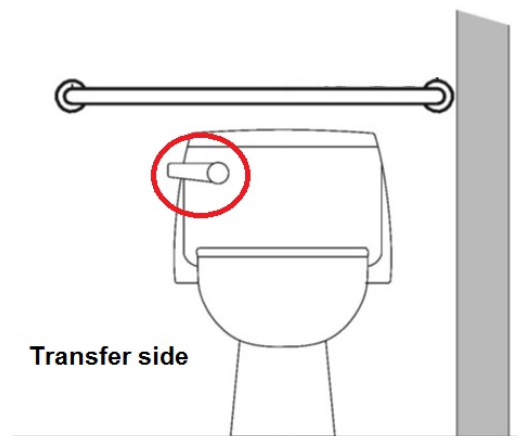
Alter or replace the flush control mechanism to ensure it's on the open side of the water closet.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Restrooms: Unisex Restroom

Barrier: 3

The side grab bar does not extend far enough from the rear wall.

The side grab bar must extend at least 54 inches minimum beyond the rear wall and start a maximum of 12 inches from the rear wall. A 42 inch grab bar installed the maximum distance from the rear wall (12 inches) will leave the leading end 54 inches from the rear wall.

Grab bars shall be installed in a horizontal position, 33 inches minimum and 36 inches maximum above the finish floor measured to the top of the gripping surface.

Citation:

2010 ADAS Section: 604.5.1

1991 ADAS Section: 4.17.6

Budget Cost:

Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

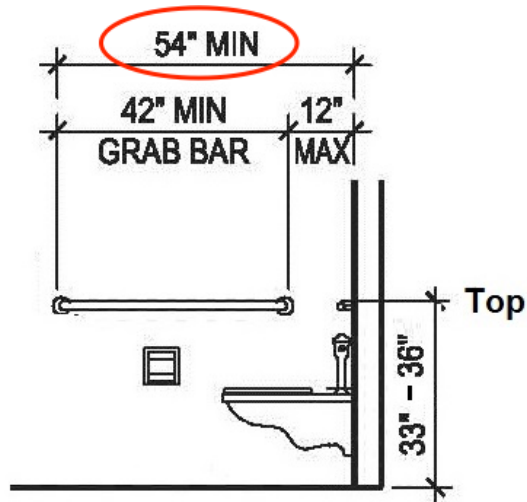
Reinstall the grab bar so that it is 54 inches minimum beyond the rear wall.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #3 Additional Barrier Photos



Restrooms: Unisex Restroom

Barrier: 4

The toilet paper dispenser is positioned less than 12 inches from the top of the grab bar.

Toilet paper dispensers adjacent to the grab bar shall be positioned to provide unobstructed use of grab bars. The space between the grab bar and projecting objects below and at the ends shall be 1-1/2 inches minimum. The space between the grab bar and projecting objects above shall be 12 inches minimum.

Citation:

2010 ADAS Section: 609.3

Budget Cost:

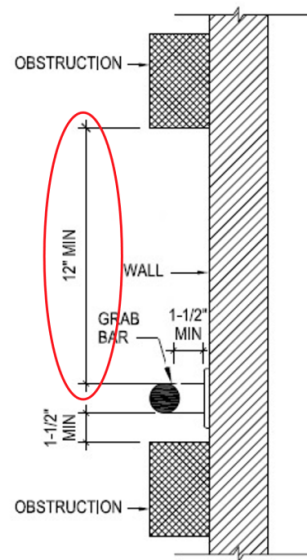
Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

Relocate the toilet paper dispenser to be 1 1/2 inch below the grab bar or 12 inches above.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restrooms: Unisex Restroom

Barrier: 5

The water and drain pipes under the lavatory are not adequately insulated.

Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.

Citation:

2010 ADAS Section: 606.5

1991 ADAS Section: 4.19.4

Budget Cost:

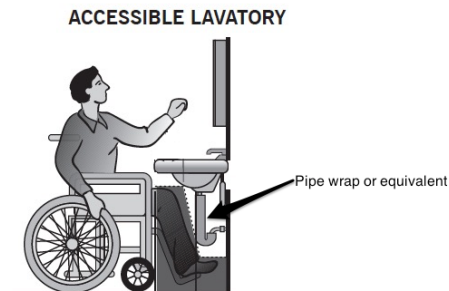
Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

Wrap the pipes or provide other protection to cover exposed drains and water lines under the lavatory.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restrooms: Unisex Restroom

Barrier: 6

The wall sign is incorrectly located.

Where permanent identification signs are provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space on the latch side, including at double leaf doors, signs shall be placed on the nearest adjacent wall, preferably on the right.

Mounting location shall be located so that a person may approach within 3 inches of the sign and that a clear floor space of 18 inches minimum by 18 inches minimum, centered on the tactile Characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

Citation:

2010 ADAS Section: 703.4.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

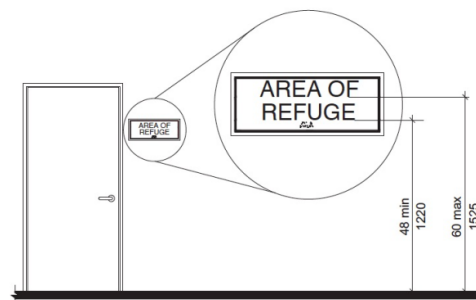
Mount signage on the latch side of the door so that the tactile characters on signs are located 48 inches above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Restrooms: Unisex Restroom

Barrier: 7

The side grab bar is not long enough.

The side grab bar must extend at least 54 inches minimum beyond the rear wall and start a maximum of 12 inches from the rear wall. A 42 inch grab bar installed the maximum distance from the rear wall (12 inches) will leave the leading end 54 inches from the rear wall. Grab bars shall be installed in a horizontal position, 33 inches minimum and 36 inches maximum above the finish floor measured to the top of the gripping surface.

Citation:

2010 ADAS Section: 604.5.1

1991 ADAS Section: 4.16.4

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

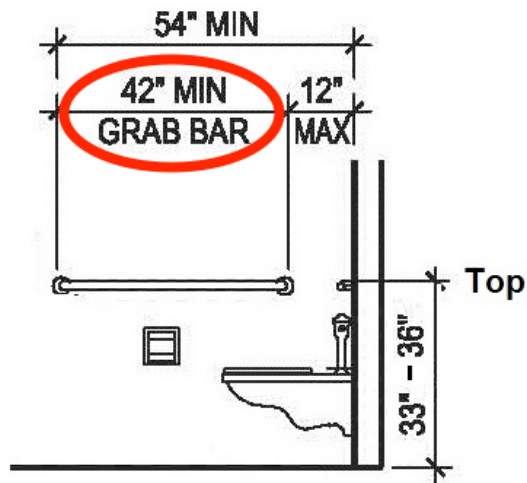
Reinstall the grab bar so that it is 42 inches long and 54 inches minimum beyond the rear wall.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #7 Additional Barrier Photos



Restrooms: Unisex Restroom

Barrier: 8

The flush handle is located on the wrong side of the toilet.

Controls shall be operable with one hand and shall not require tight grasping, pinching or twisting. Controls for the flush valves shall be mounted on the wide side of toilet areas, no more than 48 inches above the floor.

Citation:

2010 ADAS Section: 604.6

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

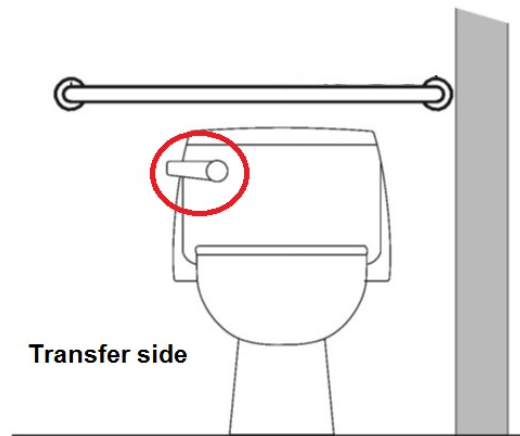
Alter or replace the flush control mechanism to ensure it's on the open side of the water closet.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Restrooms: Unisex Restroom

Barrier: 9

The toilet centerline is measured at 19 inches and is not located within the range allowed from the side wall or partition.

The centerline of the toilet must be 16 to 18 inches from the side wall.

Citation:

2010 ADAS Section: 604.2

Budget Cost:

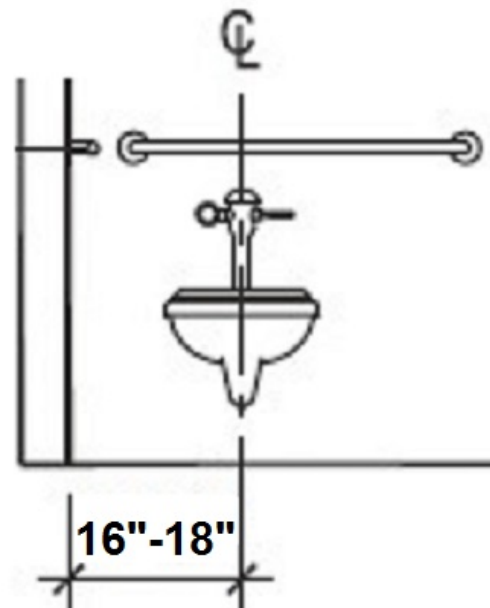
Base Cost: \$2,000.00
Contingency Cost: \$400.00
Design Cost: \$300.00
Total Cost: \$2,700.00

Possible Solutions:

Remove and relocate the toilet to achieve the 16-18 inch centerline requirement or install an offset flange.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Barrier #9 Additional Barrier Photos



Restrooms: Unisex Restroom

Barrier: 10

The toilet paper dispenser is positioned less than 12 inches from the top of the grab bar.

Toilet paper dispensers adjacent to the grab bar shall be positioned to provide unobstructed use of grab bars. The space between the grab bar and projecting objects below and at the ends shall be 1-1/2 inches minimum. The space between the grab bar and projecting objects above shall be 12 inches minimum.

Citation:

2010 ADAS Section: 609.3

Budget Cost:

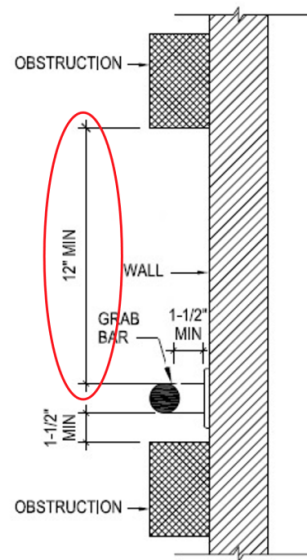
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Relocate the toilet paper dispenser to be 1 1/2 inch below the grab bar or 12 inches above.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restrooms: Unisex Restroom

Barrier: 11

The water and drain pipes under the lavatory are not adequately insulated.

Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.

Citation:

2010 ADAS Section: 606.5

1991 ADAS Section: 4.19.4

Budget Cost:

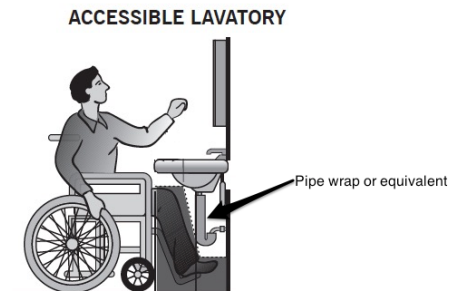
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Wrap the pipes or provide other protection to cover exposed drains and water lines under the lavatory.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restrooms: Unisex Restroom

Barrier: 12

The mirror is mounted above the maximum allowable height at 46 inches.

Mirrors must have the bottom edge of the reflecting surface a maximum of 40 inches above the floor if above a sink or counter. Mirrors not located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 35 inches maximum above the finish floor or ground.

Citation:

2010 ADAS Section: 603.3

Budget Cost:

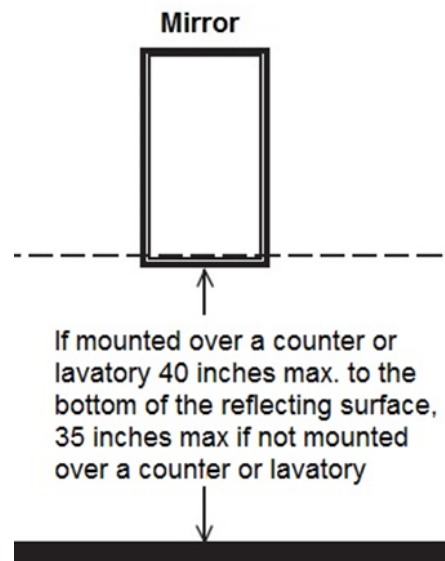
Base Cost: \$700.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$900.00

Possible Solutions:

Remount the mirror so that the bottom edge of the reflective surface is at or below 40 inches measured from the finished floor or provide a second mirror within range.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restrooms: Unisex Restroom

Barrier: 13

The wall sign is incorrectly located.

Where permanent identification signs are provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space on the latch side, including at double leaf doors, signs shall be placed on the nearest adjacent wall, preferably on the right.

Mounting location shall be located so that a person may approach within 3 inches of the sign and that a clear floor space of 18 inches minimum by 18 inches minimum, centered on the tactile Characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

Citation:

2010 ADAS Section: 703.4.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

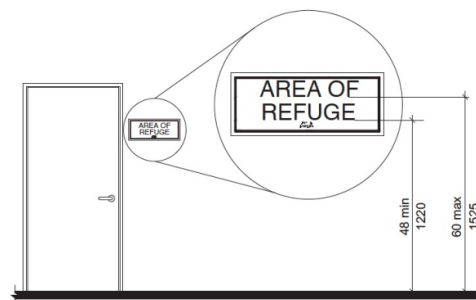
Mount signage on the latch side of the door so that the tactile characters on signs are located 48" above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inch maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Restrooms: Unisex Restroom

Barrier: 14

The rear grab bar is not a minimum 36 inches in length.

Grab bars shall be installed in a horizontal position, 33 inches minimum and 36 inches maximum above the finish floor measured to the top of the gripping surface and the space between the grab bar and the top of the tank (any obstruction) shall be 1-1/2 inches minimum.

Citation:

2010 ADAS Section: 604.5.2

1991 ADAS Section: 4.16.4

Budget Cost:

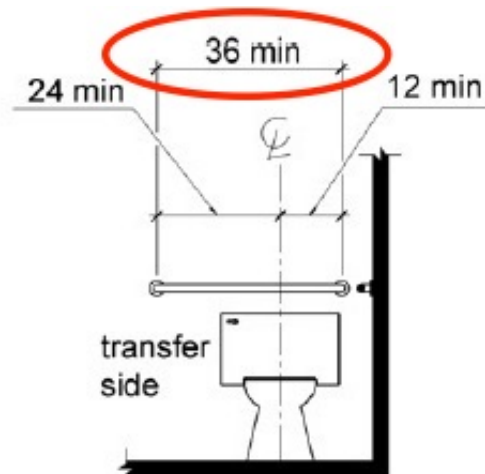
Base Cost: \$700.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$900.00

Possible Solutions:

Install a rear grab bar that is a minimum of 36 inches long.

Barrier Priority:

Medium (Level 8): Drinking fountains and public phones (DOJ Level 4 & 5) – moderately out of compliance



Restrooms: Unisex Restroom

Barrier: 15

The wall sign is incorrectly located.

Where permanent identification signs are provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space on the latch side, including at double leaf doors, signs shall be placed on the nearest adjacent wall, preferably on the right.

Mounting location shall be located so that a person may approach within 3 inches of the sign and that a clear floor space of 18 inches minimum by 18 inches minimum, centered on the tactile Characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

Citation:

2010 ADAS Section: 703.4.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

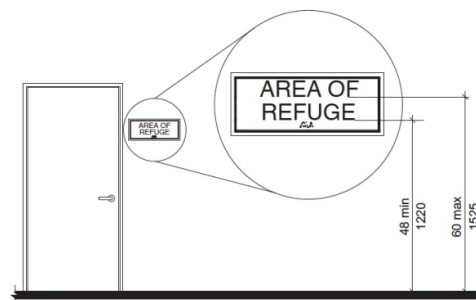
Mount signage on the latch side of the door so that the tactile characters on signs are located 48 inches above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Restrooms: Unisex Restroom

Barrier: 16

The rear grab bar does not extend adequately past the centerline of the toilet on the wall side.

The rear grab bar must be a minimum of 36 inches long and extend from the centerline of the toilet 12 inches minimum on one side and 24 inches minimum on the other side.

Grab bars shall be installed in a horizontal position, 33 inches minimum and 36 inches maximum above the finish floor measured to the top of the gripping surface and the space between the grab bar and the top of the tank shall be 1-1/2 inches minimum.

Citation:

2010 ADAS Section: 604.5.2

1991 ADAS Section: 4.17.6

Budget Cost:

Base Cost: \$700.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$900.00

Possible Solutions:

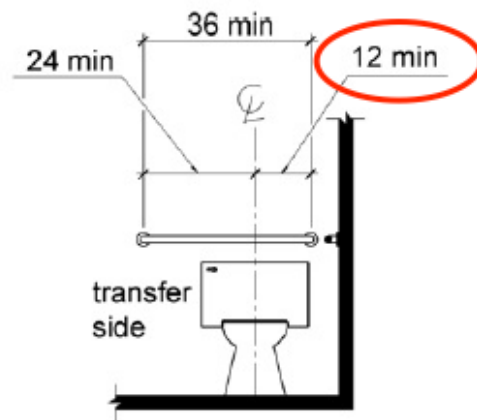
Reinstall the grab bar so it extends from the centerline of the toilet 12 inches minimum on one side and 24 inches minimum on the other side.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #16 Additional Barrier Photos



Restrooms: Unisex Restroom

Barrier: 17

The flush handle is located on the wrong side of the toilet.

Controls shall be operable with one hand and shall not require tight grasping, pinching or twisting. Controls for the flush valves shall be mounted on the wide side of toilet areas, no more than 48 inches above the floor.

Citation:

2010 ADAS Section: 604.6

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

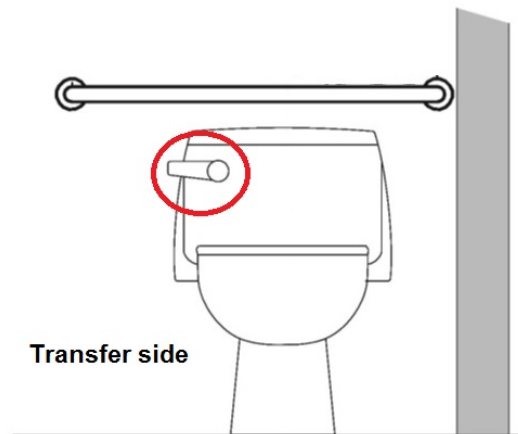
Alter or replace the flush control mechanism to ensure it's on the open side of the water closet.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Restrooms: Unisex Restroom

Barrier: 18

The side grab bar does not extend far enough from the rear wall.

The side grab bar must extend at least 54 inches minimum beyond the rear wall and start a maximum of 12 inches from the rear wall. A 42 inch grab bar installed the maximum distance from the rear wall (12 inches) will leave the leading end 54 inches from the rear wall.

Grab bars shall be installed in a horizontal position, 33 inches minimum and 36 inches maximum above the finish floor measured to the top of the gripping surface.

Citation:

2010 ADAS Section: 604.5.1

1991 ADAS Section: 4.17.6

Budget Cost:

Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

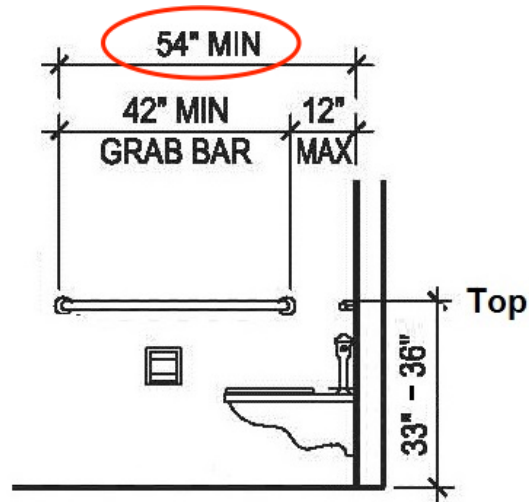
Reinstall the grab bar so that it is 54 inches minimum beyond the rear wall.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #18 Additional Barrier Photos



Restrooms: Unisex Restroom

Barrier: 19

The toilet paper dispenser is positioned less than 12 inches from the top of the grab bar.

Toilet paper dispensers adjacent to the grab bar shall be positioned to provide unobstructed use of grab bars. The space between the grab bar and projecting objects below and at the ends shall be 1-1/2 inches minimum. The space between the grab bar and projecting objects above shall be 12 inches minimum.

Citation:

2010 ADAS Section: 609.3

Budget Cost:

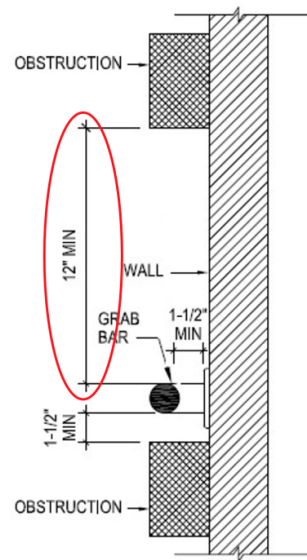
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Relocate the toilet paper dispenser to be 1 1/2 inch below the grab bar or 12 inches above.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restrooms: Unisex Restroom

Barrier: 20

The water and drain pipes under the lavatory are not adequately insulated.

Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.

Citation:

2010 ADAS Section: 606.5

1991 ADAS Section: 4.19.4

Budget Cost:

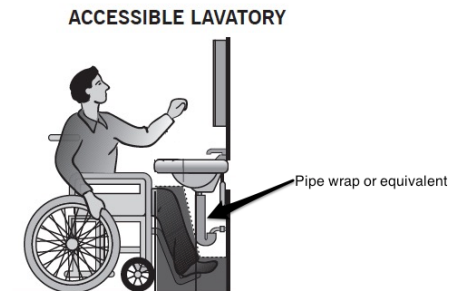
Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Wrap the pipes or provide other protection to cover exposed drains and water lines under the lavatory.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restrooms: Unisex Restroom

Barrier: 21

The mirror is mounted above the maximum allowable height.

Mirrors must have the bottom edge of the reflecting surface a maximum of 40 inches above the floor if above a sink or counter. Mirrors not located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 35 inches maximum above the finish floor or ground.

Citation:

2010 ADAS Section: 603.3

Budget Cost:

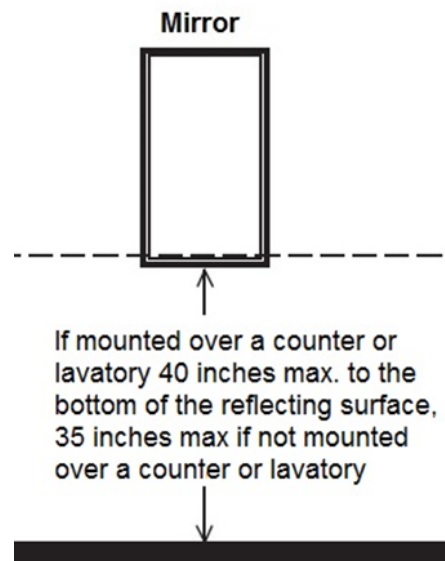
Base Cost: \$700.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$900.00

Possible Solutions:

Remount the mirror so that the bottom edge of the reflective surface is at or below 40 inches measured from the finished floor or provide a second mirror within range.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Restrooms: Unisex Restroom

Barrier: 22

The required 56 inches by 60 inches clear floor space for the water closet has been obstructed by the trash can.

The clear floor space around the water closet shall be 60 inches minimum measured perpendicular from the side wall and 56 inches minimum measured perpendicular from the rear wall.

Citation:

2010 ADAS Section: 604.3.1

1991 ADAS Section: 4.16.2

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Remove or relocate the trash can to achieve the 60 inch required clearance.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Shower Room: Shower Room

Barrier: 23

The grab bar is more than 6 inches from the adjacent walls.

Where a seat is provided in standard roll-in type shower compartments, grab bars shall be provided on the back wall and the side wall opposite the seat. Grab bars shall not be provided above the seat. Where a seat is not provided in standard roll-in type shower compartments, grab bars shall be provided on three walls. Grab bars shall be installed 6 inches maximum from adjacent walls.

Citation:

2010 ADAS Section: 608.3.2

Budget Cost:

Base Cost: \$800.00
Contingency Cost: \$200.00
Design Cost: \$100.00
Total Cost: \$1,100.00

Possible Solutions:

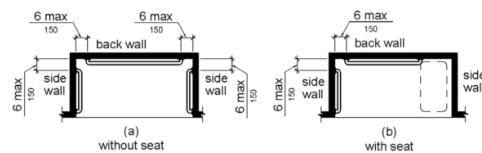
Relocate the grab bar so that it is not more than 6 inches maximum from adjacent walls.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #23 Additional Barrier Photos



Shower Room: Shower Room

Barrier: 24

The coat hook is installed greater than 48 inches above the finished floor.

Where a forward reach is unobstructed, the high forward reach shall be 48 inches maximum above the finished floor.

Citation:

2010 ADAS Section: 308.2.1

1991 ADAS Section: 4.2.5

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

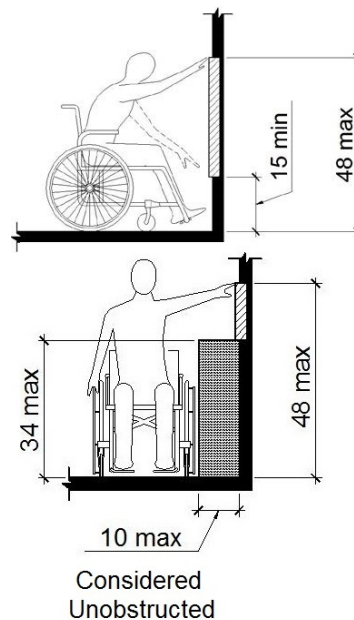
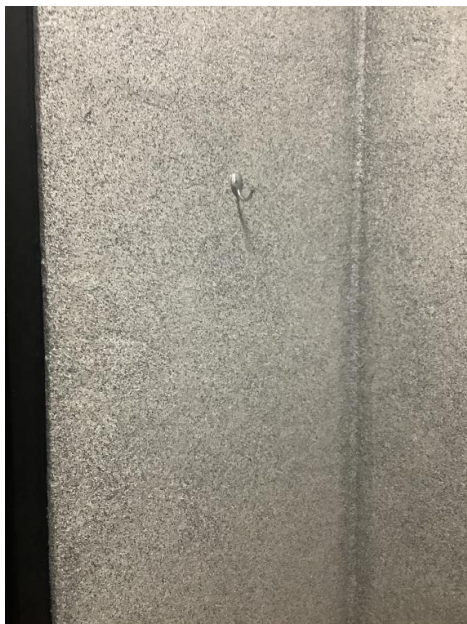
Modify the coat hook to no greater than 48 inches maximum above the finished floor.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Shower Room: Shower Room

Barrier: 25

There is no compliant bench within the room.

An accessible bench shall be provided within the room. The bench shall be 42 inches long minimum and 20 inches deep minimum to 24 inches deep maximum. The bench shall provide for back support or shall be affixed to a wall along its long dimension. Back support shall be 42 inches long minimum and shall extend from a point 2 inches maximum above the seat surface to a point 18 inches minimum above the seat surface. Back support shall be 2-1/2 inches maximum from the rear edge of the seat measured horizontally. The bench must be mounted 17 to 19 inches above the finish floor. A clear floor space measuring 30 inches by 48 inches (or 36 inches by 48 inches if located in an alcove) shall be provided alongside the narrow side of the bench to allow a person using a wheelchair to make a side transfer onto the bench.

Citation:

2010 ADAS Section: 803.4

Budget Cost:

Base Cost: \$2,000.00
Contingency Cost: \$400.00
Design Cost: \$300.00
Total Cost: \$2,700.00

Possible Solutions:

Add a compliant bench in the dressing room.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Shower Room: Shower Room

Barrier: 26

The wall sign is incorrectly located.

Where permanent identification signs are provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space on the latch side, including at double leaf doors, signs shall be placed on the nearest adjacent wall, preferably on the right.

Mounting location shall be located so that a person may approach within 3 inches of the sign and that a clear floor space of 18 inches minimum by 18 inches minimum, centered on the tactile Characters, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

Citation:

2010 ADAS Section: 703.4.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

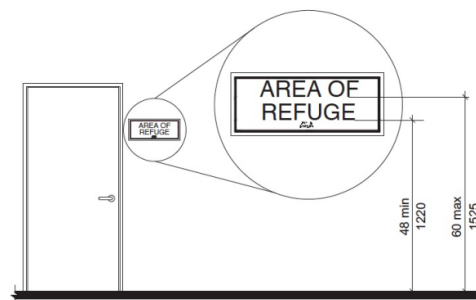
Mount signage on the latch side of the door so that the tactile characters on signs are located 48 inches above the finish floor or ground surface, measured from the baseline of the lowest tactile character and 60 inches maximum above the finish floor or ground surface, measured from the baseline of the highest tactile character.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Drinking Fountain: Drinking Fountain

Barrier: 27

The required types of drinking fountains are not provided.

Where drinking fountains are provided, a minimum of one must be designed for wheelchair users and one must be designed for standing persons unless a single fountain meets the requirements for both.

Citation:

2010 ADAS Section: 211.2

Budget Cost:

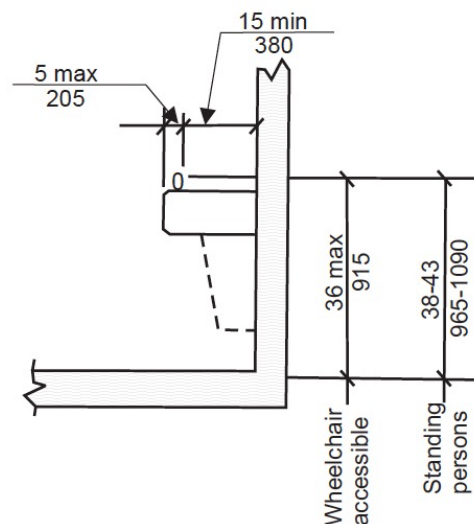
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Provide drinking fountains for both standing persons and wheelchair users.

Barrier Priority:

Medium (Level 8): Drinking fountains and public phones (DOJ Level 4 & 5) – moderately out of compliance



Accessible Route: Accessible Parking

Barrier: 28

The access aisle is missing at the accessible parking stall.

Access aisles serving parking spaces shall adjoin an accessible route. Two parking spaces shall be permitted to share a common access aisle.

Citation:

2010 ADAS Section: 502.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

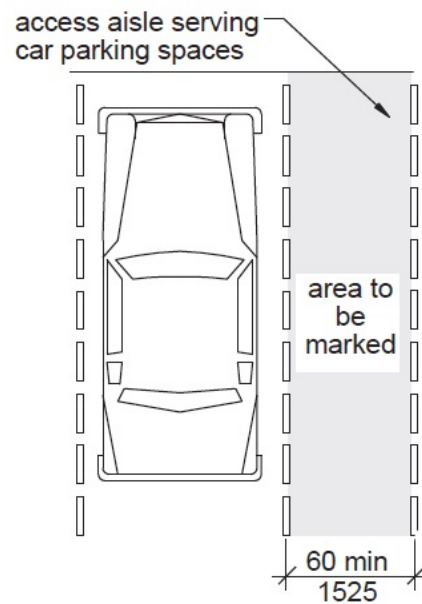
Alter or replace the access aisle to ensure it is no more than a 2 percent slope in any direction.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Accessible Route: Accessible Parking

Barrier: 29

The van stall is missing a sign identifying it as a van accessible stall.

Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible."

Citation:

2010 ADAS Section: 502.6

1991 ADAS Section: 4.6.4

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

Install signage at the larger space to ensure it is properly identified as a van accessible space.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Accessible Route: Accessible Parking

Barrier: 30

There are no accessible parking stalls.

Each lot where parking is provided for the public as clients, guests or employees, shall provide accessible parking and shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance.

There are a total of boat trailer parking stalls in the parking lot that could be reasonably associated with this facility. There should be a minimum of 1 accessible stall with a minimum of 1 stall being designed as van accessible.

Citation:

2010 ADAS Section: 208.2

1991 ADAS Section: 4.1.2(5)(a)

Budget Cost:

Base Cost: \$2,500.00

Contingency Cost: \$500.00

Design Cost: \$400.00

Total Cost: \$3,400.00

Possible Solutions:

Provide at least one fully accessible boat trailer parking stall.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

Accessible Route: Accessible Route

Barrier: 31

There is no accessible route to the bench.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

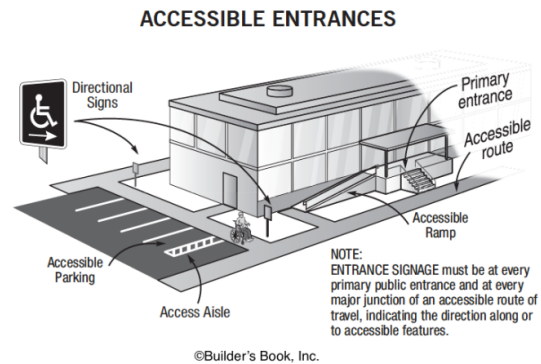
Provide an accessible route of travel to the bench.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Accessible Route: Accessible Route

Barrier: 32

There is no accessible route to the informational sign.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

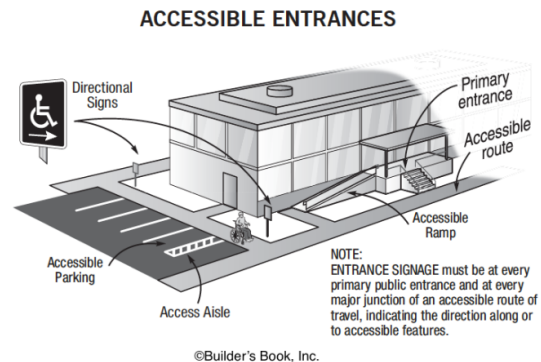
There is no accessible route to the information display.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #32 Additional Barrier Photos



Accessible Route: Accessible Route

Barrier: 33

The accessible route on the site has running slopes greater than 5 percent and has not been constructed as a ramp (i.e. handrails, edge protection, etc.).

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

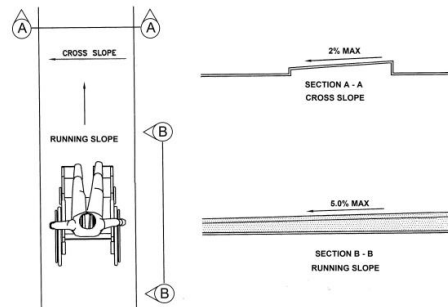
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #33 Additional Barrier Photos



Pay Station: Accessible Route

Barrier: 34

The clear floor space required at the pay station is not flat (2 percent or 1:48 maximum slope) in all directions. The current slope is 15.4 percent.

Changes in level are not permitted at required clear floor or ground space except that slopes not steeper than 1:48 shall be permitted.

Citation:

2010 ADAS Section: 305.2

1991 ADAS Section: 4.2.4.1

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Provide a clear floor space measured 30 inches by 48 inches that is no more than 2 percent in all directions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #34 Additional Barrier Photos



Pay Station: Accessible Route

Barrier: 35

The AED box projects more than 4 inches into the circulation path.

Wall-mounted objects that have leading edges between 27 inches and 80 inches from the floor must not project more than 4 inches into the circulation path. Protruding objects that extend to the floor or within 27 inches of the floor are cane detectable and are therefore not hazardous. Where it is necessary or desirable to have objects protrude from the wall, a manner of cane detection must be provided.

Citation:

2010 ADAS Section: 307.2

1991 ADAS Section: 4.4.1

Budget Cost:

Base Cost: \$400.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$600.00

Possible Solutions:

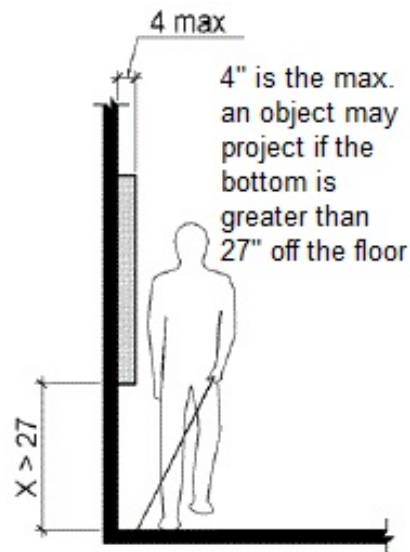
AED Cabinet projects into the interior path of travel more that 4 inches.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



Barrier #35 Additional Barrier Photos



Pay Station: Transaction Counter

Barrier: 36

The transaction counter is too high. The current measurement is 44 inches.

The counter height shall be 36 inches maximum.

For parallel approaches a portion of the counter surface that is 36 inches long minimum and 36 inches high maximum above the finish floor shall be provided.

For a forward approaches a portion of the counter surface that is 30 inches long minimum and 36 inches high maximum.

Citation:

2010 ADAS Section: 904.4.2, 904.4.1

1991 ADAS Section: 7.2(1)

Budget Cost:

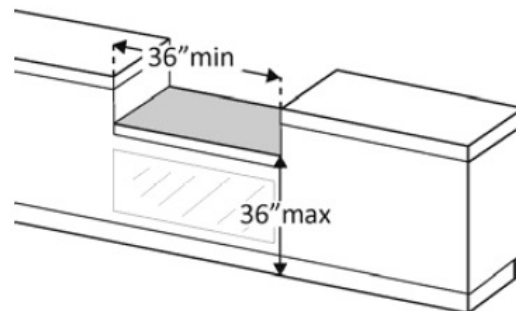
Base Cost: \$3,500.00
Contingency Cost: \$700.00
Design Cost: \$500.00
Total Cost: \$4,700.00

Possible Solutions:

Alter or replace the counter to ensure there is a section at least 36 inches wide that is no more than 36 inches high.

Barrier Priority:

Low (Level 9): Restrooms (DOJ Level 3) – minimally out of compliance



Barrier #36 Additional Barrier Photos



Cost Summary

Item	# of Barriers	Total Item Cost
High Priority	1	\$3,400.00
Level 1	0	\$0.00
Level 2	0	\$0.00
Level 3	0	\$0.00
Level 4	1	\$3,400.00
Medium Priority	23	\$31,600.00
Level 5	1	\$2,700.00
Level 6	7	\$8,500.00
Level 7	13	\$16,100.00
Level 8	2	\$4,300.00
Low Priority	12	\$14,200.00
Level 9	12	\$14,200.00
Level 10	0	\$0.00
Level 11	0	\$0.00
Level 12	0	\$0.00
Priority Total	36	\$49,200.00

Site Accessibility Evaluation

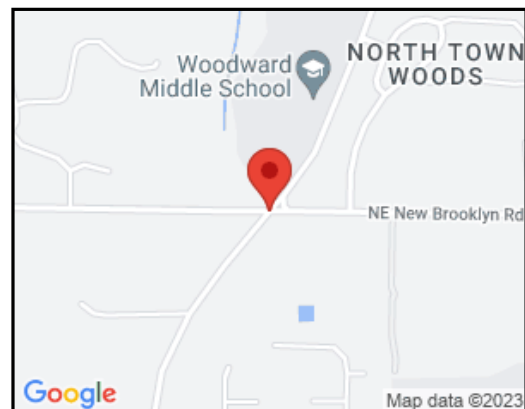


5 Miles of Unpaved Trails
New Brooklyn Rd, Sportsman Club Rd NE
Bainbridge Island, WA 98110
Accessibility Evaluation
Inspection Date: N/A
Evaluators: Aaron Keister

Prepared By



(972) 434 - 0068
www.accessology.com



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Self-Evaluation and Transition Plan *Prioritization Schedule*

Priority Criteria

Level 1 (HIGH)	Complaint or imminent danger
Level 2 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 3 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; NOT near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 4 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance
Level 5 (MEDIUM)	Access to goods and services issues (DOJ Level 2) - severely out of compliance
Level 6 (MEDIUM)	Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance Access to goods and services (DOJ Level 2) - moderately out of compliance Restrooms (DOJ Level 3) – severely out of compliance
Level 7 (MEDIUM)	Access to goods and services (DOJ Level 2) - minimally out of compliance Restrooms (DOJ Level 3) – moderately out of compliance Drinking fountains and public phones (DOJ Level 4 & 5) - severely out of compliance
Level 8 (MEDIUM)	Drinking fountains and public phones (DOJ Level 4 & 5) - moderately out of compliance
Level 9 (LOW)	Restrooms (DOJ Level 3) – minimally out of compliance
Level 10 (LOW)	Drinking fountains and public phones (DOJ Level 4 & 5) - minimally out of compliance
Level 11 (LOW)	De minimis barrier; program modification required, or employee requests accommodation
Level 12 (LOW)	Element in compliance with previous standards (safe-harbor) but must comply with current standards if altered

5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

490 Waterfront Park Trail: Accessible Route

Barrier: 1

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

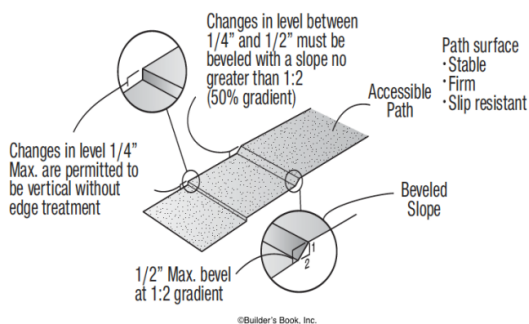
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #1 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #1 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

490 Waterfront Park Trail: Accessible Route

Barrier: 2

There is a running slope along the accessible route of up to 11.9 percent.

The accessible route on the site has running slopes greater than 5 percent and has not been constructed as a ramp (i.e. handrails, edge protection, etc.).

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

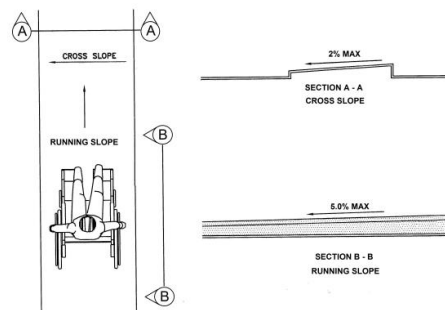
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #2 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

97 Waterfront Park Trail: Accessible Route

Barrier: 3

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

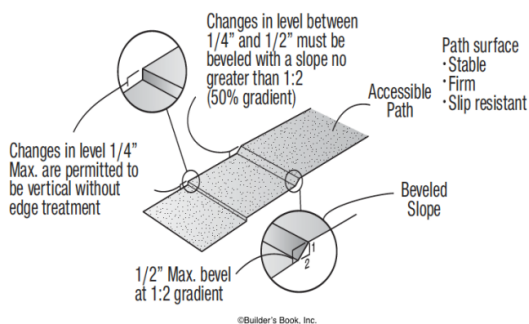
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #3 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #3 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #3 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #3 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

97 Waterfront Park Trail: Accessible Route

Barrier: 4

There is a cross slope along the accessible route that goes up to 16.1 percent for a distance of about 10 feet at 70 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

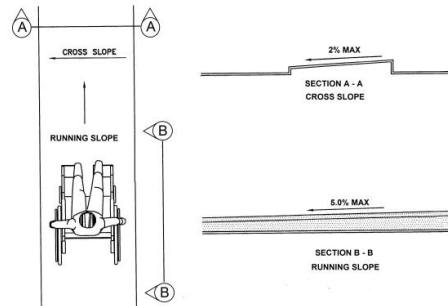
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #4 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

97 Waterfront Park Trail: Accessible Route

Barrier: 5

There is a cross slope along the accessible route that goes up to 9.6 percent for a distance of about 10 feet at 70 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

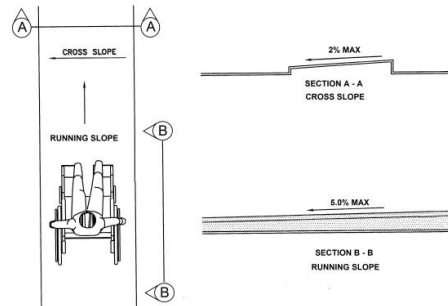
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

97 Waterfront Park Trail: Accessible Route

Barrier: 6

There is a cross slope along the accessible route that goes up to 3.7 percent for a distance of about 100 feet at 40 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

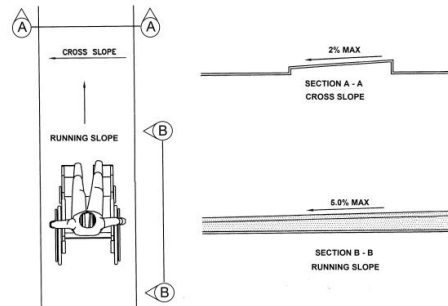
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

95 WaterFront Park Trail: Accessible Route

Barrier: 7

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

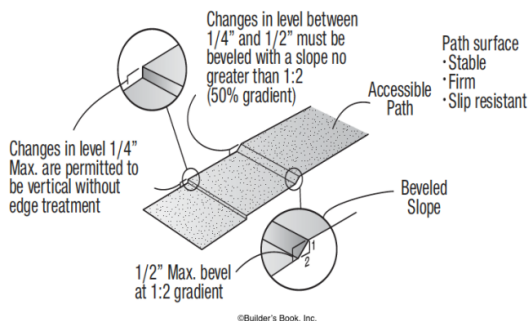
Base Cost: \$500.00
Contingency Cost: \$100.00
Design Cost: \$100.00
Total Cost: \$700.00

Possible Solutions:

N/A - Refer to Barrier

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #7 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

95 WaterFront Park Trail: Accessible Route

Barrier: 8

There is a running slope along the accessible route that goes up to 17.6 percent for a distance of about 100 feet at 113 inches wide.

The accessible route on the site has running slopes greater than 5 percent and has not been constructed as a ramp (i.e. handrails, edge protection, etc.).

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

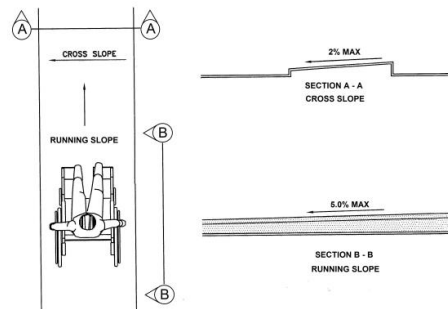
Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #8 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

80: Accessible Route

Barrier: 9

The walkway contains abrupt vertical edges and/or variations over 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

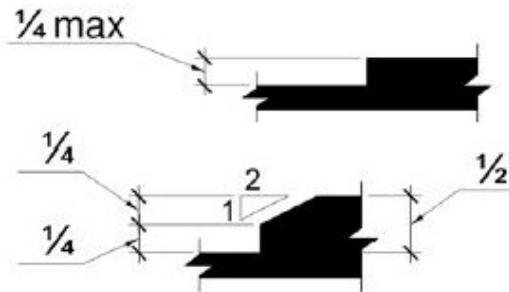
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

80: Accessible Route

Barrier: 10

There is a cross slope along the accessible route that goes up to 3.6 percent for a distance of about 100 feet at 48 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

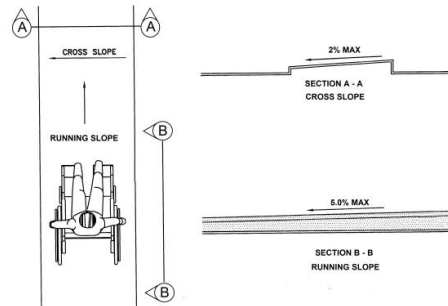
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

80: Accessible Route

Barrier: 11

There is a cross slope along the accessible route that goes up to 3.7 percent for a distance of about 100 feet at 48 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

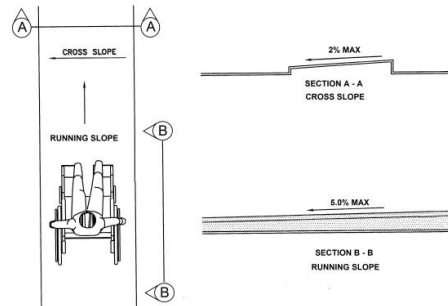
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

80: Accessible Route

Barrier: 12

There is a cross slope along the accessible route that goes up to 2.6 percent for a distance of about 100 feet at 48 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

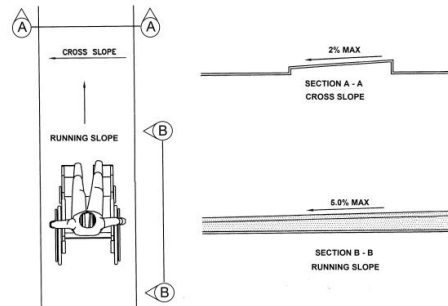
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #12 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

80: Accessible Route

Barrier: 13

There is a cross slope along the accessible route that goes up to 2.5 percent for a distance of about 100 feet at 48 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

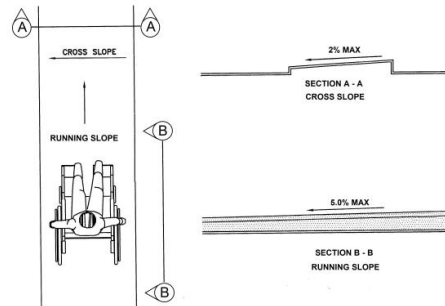
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #13 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

80: Accessible Route

Barrier: 14

The route of travel does not provide the required minimum width.

The minimum clear width for sidewalks and walks is 36 inches.

However, clear width shall be permitted to be reduced to 32 inches minimum for a length of 24 inches maximum provided that reduced width segments are separated by segments that are 48 inches long minimum and 36 inches wide minimum.

Citation:

2010 ADAS Section: 403.5.1, 403.5.1 Exception

1991 ADAS Section: 4.2.1, 4.3.3

Budget Cost:

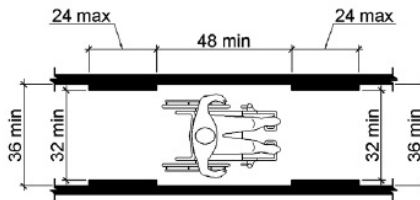
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Redesign the opening to be at minimum 32 inches.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #14 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

80: Accessible Route

Barrier: 15

The route of travel does not provide the required minimum width.

The minimum clear width for sidewalks and walks is 36 inches.

However, clear width shall be permitted to be reduced to 32 inches minimum for a length of 24 inches maximum provided that reduced width segments are separated by segments that are 48 inches long minimum and 36 inches wide minimum.

Citation:

2010 ADAS Section: 403.5.1, 403.5.1 Exception

1991 ADAS Section: 4.2.1, 4.3.3

Budget Cost:

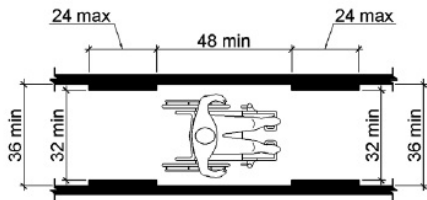
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Redesign the opening to be at minimum 32 inches.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #15 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

37: Accessible Route

Barrier: 16

There is a running slope along the accessible route that goes up to 12.4 percent for a distance of about 20 feet at 67 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

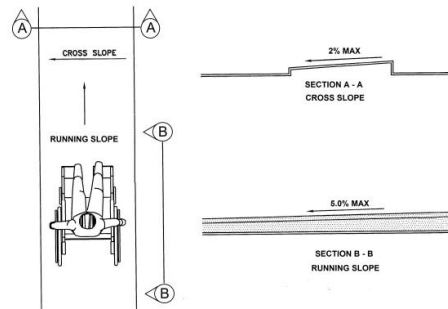
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #16 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 17

The walkway contains abrupt vertical edges and/or variations over 1/4 inch for about 30 feet.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

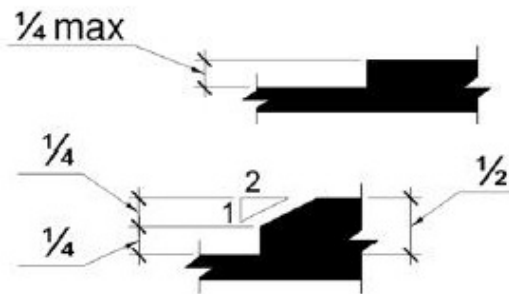
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #17 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #17 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 18

There is a running slope along the accessible route that goes up to 6.7 percent for a distance of about 100 feet at 101 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

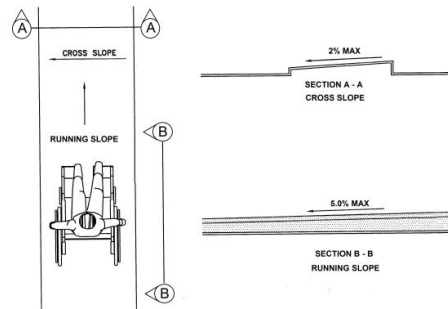
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #18 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 19

There is a cross slope along the accessible route that goes up to 3.5 percent for a distance of about 100 feet at 101 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

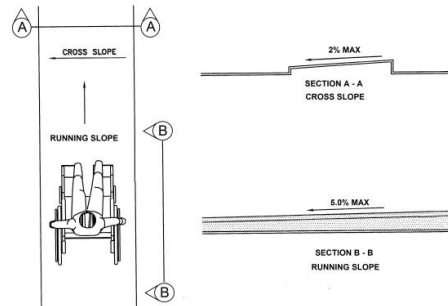
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 20

The walkway contains abrupt vertical edges and/or variations over 1/4 inch for about 30 feet.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

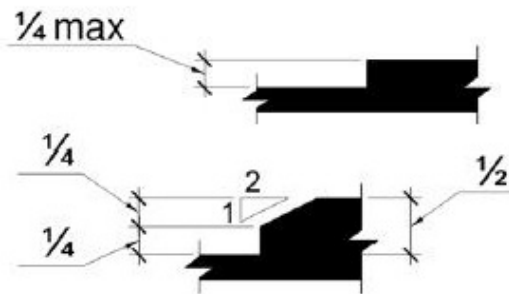
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #20 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 21

The walkway contains abrupt vertical edges and/or variations over 1/4 inch for about 30 feet.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

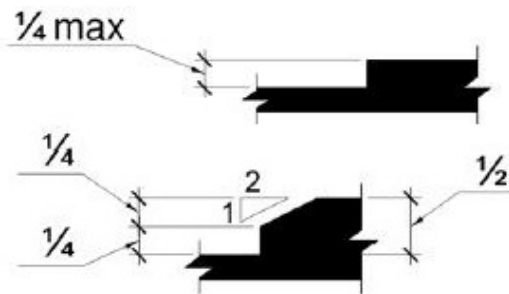
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #21 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 22

The walkway contains abrupt vertical edges and/or variations over 1/4 inch for about 30 feet.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

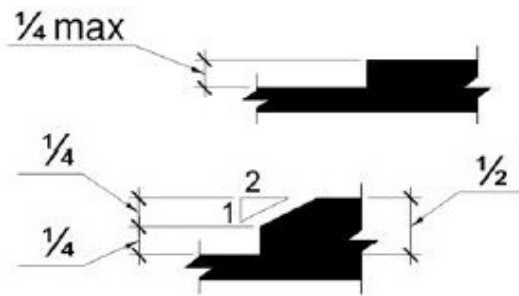
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #22 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 23

There is a cross slope along the accessible route that goes up to 8.9 percent for a distance of about 101 feet at 20 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

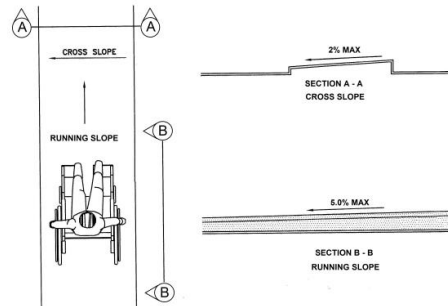
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #23 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 24

There is a running slope along the accessible route that goes up to 8.6 percent for a distance of about 20 feet at 101 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

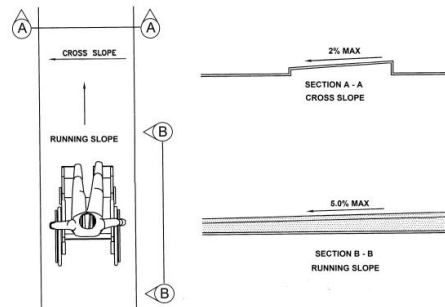
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #24 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 25

The walkway contains abrupt vertical edges and/or variations over 1/4 inch for about 30 feet.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

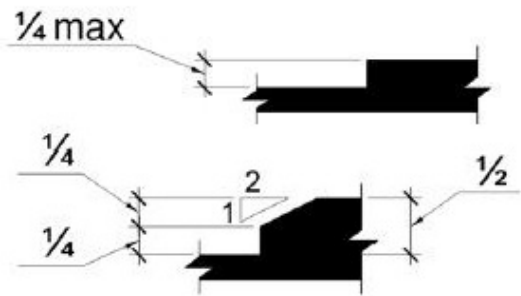
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #25 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

36: Accessible Route

Barrier: 26

There is a running slope along the accessible route that goes up to 7.5 percent for a distance of about 101 feet at 75 inches wide.

The accessible route on the site has running slopes greater than 5 percent and has not been constructed as a ramp (i.e. handrails, edge protection, etc.).

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

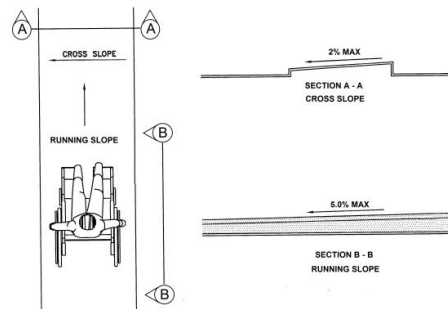
Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #26 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

35: Accessible Route

Barrier: 27

The route of travel does not provide the required minimum width.

The minimum clear width for sidewalks and walks is 36 inches.

However, clear width shall be permitted to be reduced to 32 inches minimum for a length of 24 inches maximum provided that reduced width segments are separated by segments that are 48 inches long minimum and 36 inches wide minimum.

Citation:

2010 ADAS Section: 403.5.1, 403.5.1 Exception

1991 ADAS Section: 4.2.1, 4.3.3

Budget Cost:

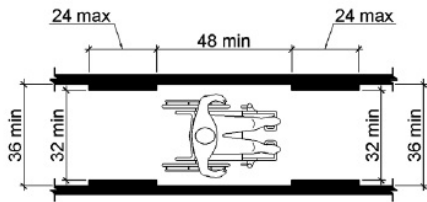
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Redesign the opening to be at minimum 32 inches.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #27 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

35: Accessible Route

Barrier: 28

There is a cross slope along the accessible route that goes up to 8.8 percent due to the curb ramp.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

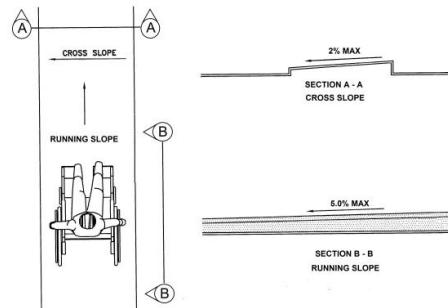
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

35: Accessible Route

Barrier: 29

There is a cross slope along the accessible route that goes up to 3.4 percent for a distance of about 100 feet at 71 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

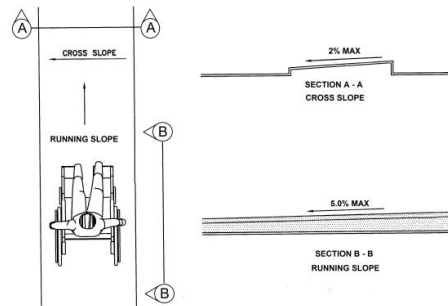
Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

35: Accessible Route

Barrier: 30

The walkway contains abrupt vertical edges and/or variations over 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

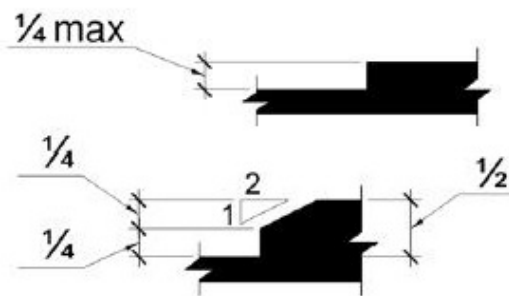
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #30 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

35: Accessible Route

Barrier: 31

The accessible path of travel has a cross slope of 4.1 percent and running slope that goes up to 8.8 percent for a distance of about 100 feet at 60 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed 1 unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

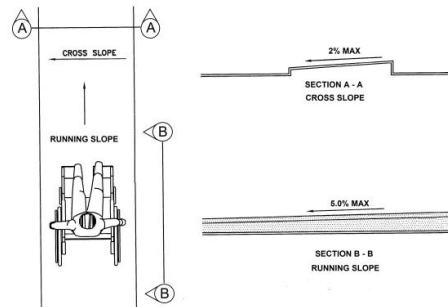
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent and the running slope is no more than 5 percent for the entire distance of the path of travel.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #31 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

82: Accessible Route

Barrier: 32

There is a running slope along the accessible route that goes up to 8.2 percent for a distance of about 30 feet at 67 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

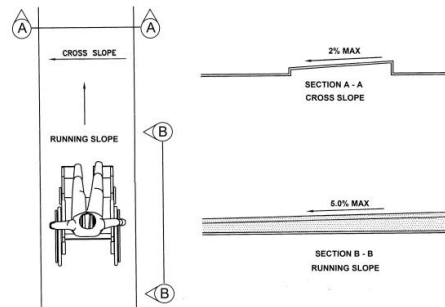
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #32 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

82: Accessible Route

Barrier: 33

No accessible route to the public way provided.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

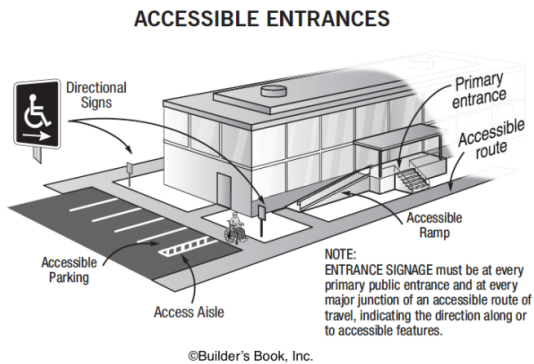
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Provide an accessible route to the road.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #33 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

82: Accessible Route

Barrier: 34

The accessible route has running slopes greater than 5% and has not been constructed as a ramp (i.e. handrails, edge protection, etc.). Cross slopes are greater than 2% across the width of the walk.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed 1 unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

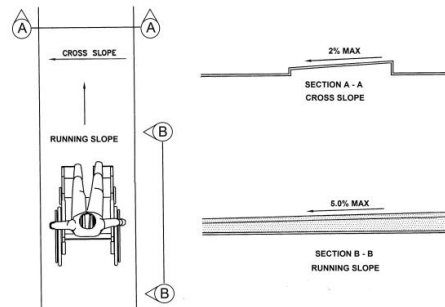
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #34 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

82: Accessible Route

Barrier: 35

The accessible route has running slopes greater than 5% and has not been constructed as a ramp (i.e. handrails, edge protection, etc.). Cross slopes are greater than 2% across the width of the walk.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed 1 unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

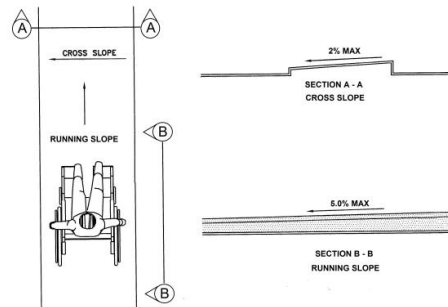
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #35 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

84 Accessible Route: Accessible Route

Barrier: 36

There is a cross slope along the accessible route that goes up to 7.7 percent at 63 inches wide for the entire length of the path.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

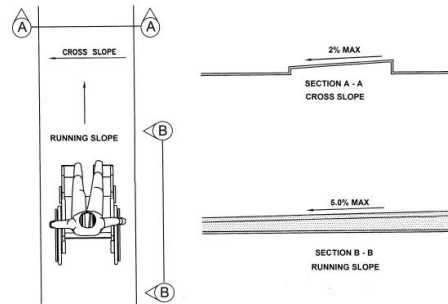
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #36 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

83: Accessible Route

Barrier: 37

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

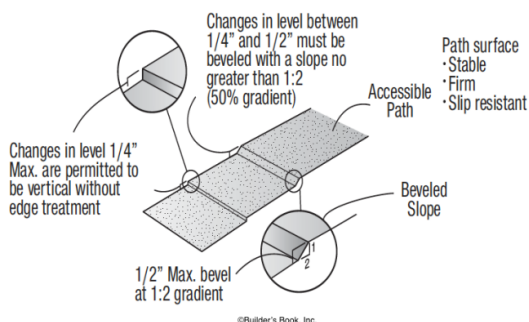
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #37 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #37 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

58 : Accessible Route

Barrier: 38

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

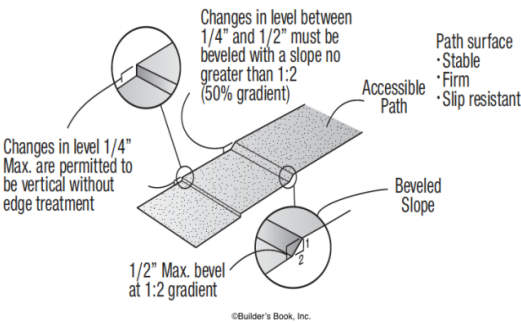
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



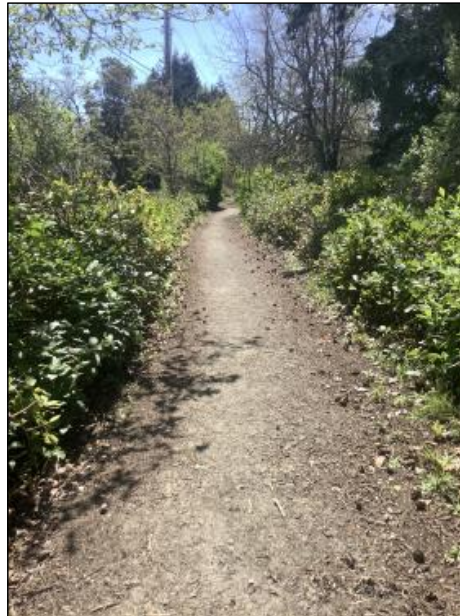
5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #38 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #38 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

88: Accessible Route

Barrier: 39

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

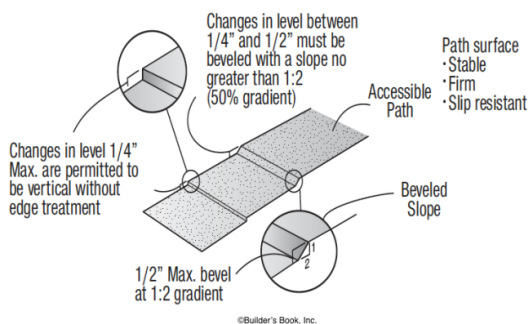
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #39 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #39 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

9: Accessible Route

Barrier: 40

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

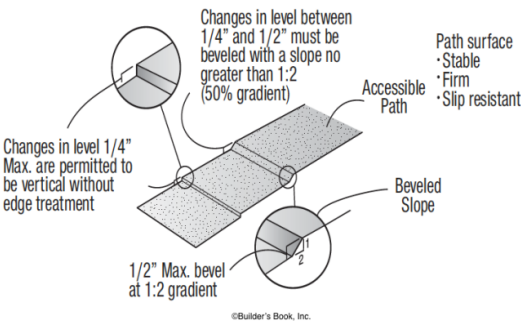
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #40 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

9: Accessible Route

Barrier: 41

There is a running slope along the accessible route that goes up to 11.8 percent for a distance of about 100 feet at 64 inches wide.

The accessible route on the site has running slopes greater than 5 percent and has not been constructed as a ramp (i.e. handrails, edge protection, etc.).

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

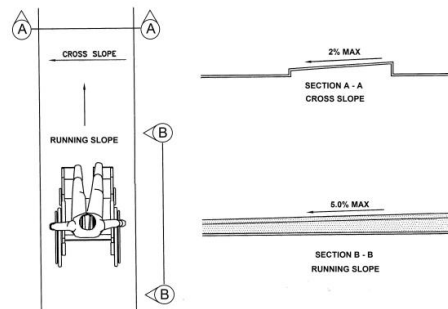
Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #41 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

9: Accessible Route

Barrier: 42

There is no accessible route to the upper viewing area.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

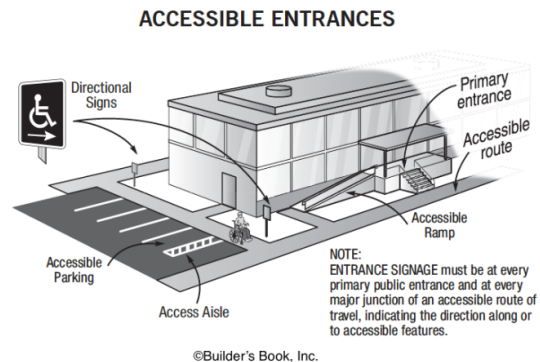
Base Cost: \$3,500.00
Contingency Cost: \$700.00
Design Cost: \$500.00
Total Cost: \$4,700.00

Possible Solutions:

Provide an accessible route from the viewing area.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #42 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

6: Accessible Route

Barrier: 43

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

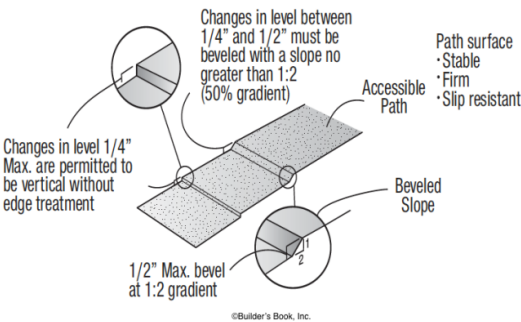
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #43 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

77: Accessible Route

Barrier: 44

There is a cross slope along the accessible route that goes up to 3.8 percent for a distance of about 60 feet at 60 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

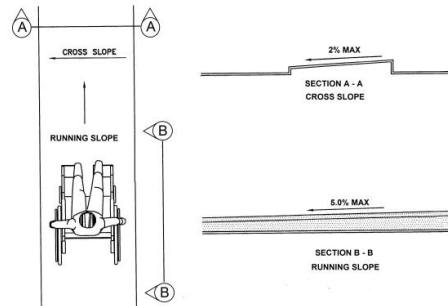
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #44 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

77: Accessible Route

Barrier: 45

There is no accessible route to the parking lot.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

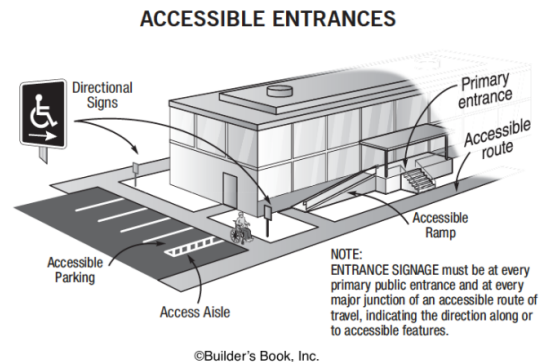
Base Cost: \$3,500.00
Contingency Cost: \$700.00
Design Cost: \$500.00
Total Cost: \$4,700.00

Possible Solutions:

Provide an accessible route to the parking lot.

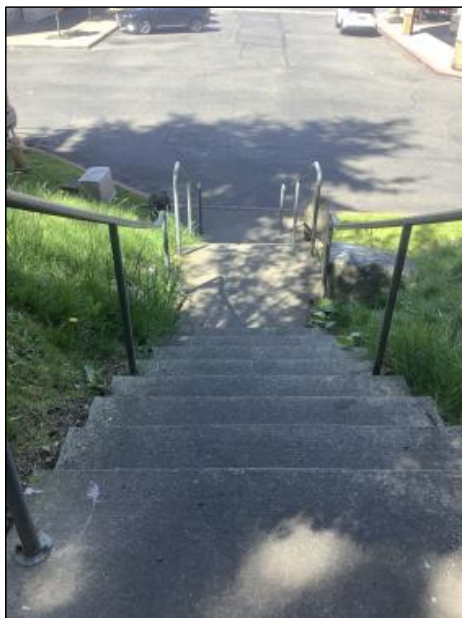
Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #45 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

32: Accessible Route

Barrier: 46

There is a cross slope along the accessible route that goes up to 2.9 percent for a distance of about 200 feet at 121 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

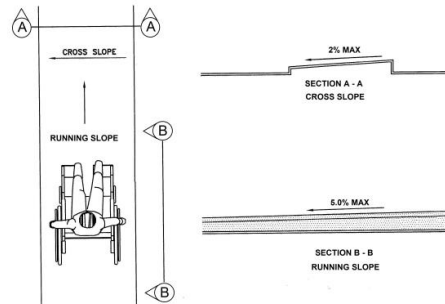
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

74: Accessible Route

Barrier: 47

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

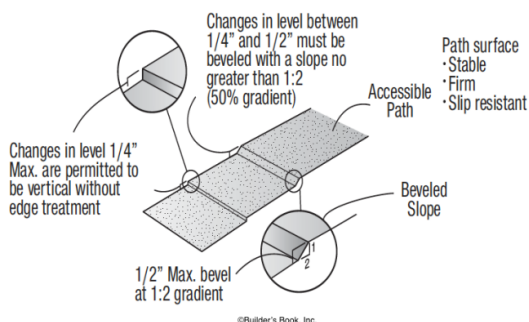
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #47 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

74: Accessible Route

Barrier: 48

There is a running slope along the accessible route that goes up to 15.8 percent for a distance of about 40 feet at 149 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

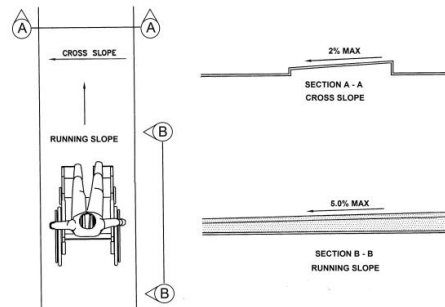
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #48 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

56: Accessible Route

Barrier: 49

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

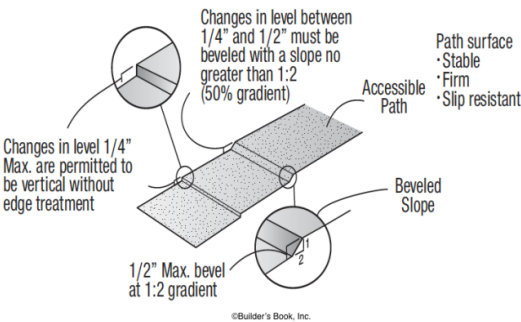
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #49 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

8: Accessible Route

Barrier: 50

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

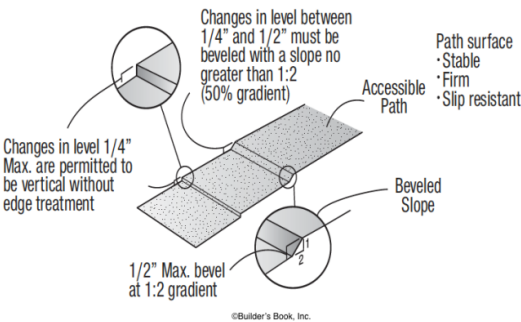
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #50 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

8: Accessible Route

Barrier: 51

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

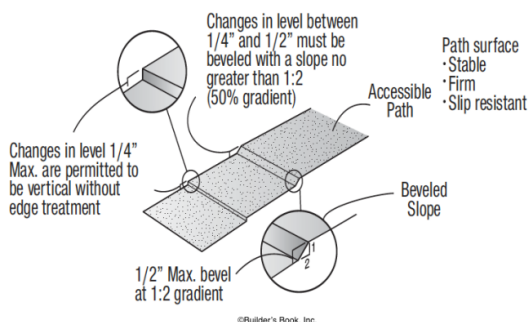
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #51 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

54: Accessible Route

Barrier: 52

There is a cross slope along the accessible route that goes up to 2.5 percent for the entire length of the path at 118 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

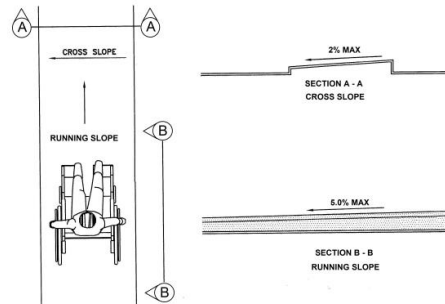
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

48: Accessible Route

Barrier: 53

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

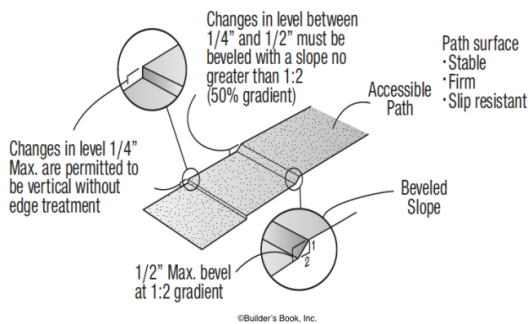
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #53 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

62: Accessible Route

Barrier: 54

There is a cross slope along the accessible route that goes up to 8.9 percent for a distance of about 100 feet at 55 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

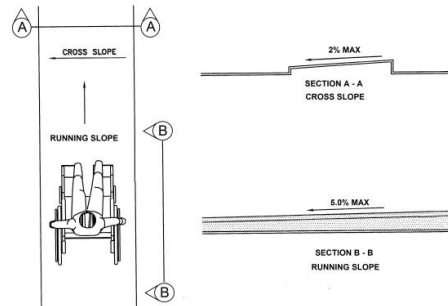
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

3 : Accessible Route

Barrier: 55

There is a running slope along the accessible route that goes up to 17.5 percent for a distance of about 100 feet at 66 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

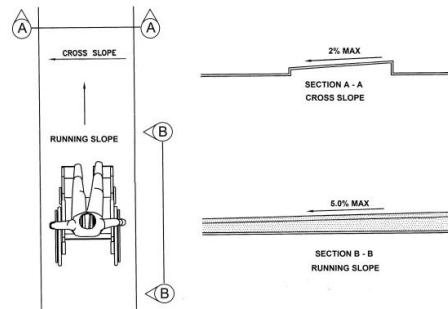
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #55 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

3 : Accessible Route

Barrier: 56

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

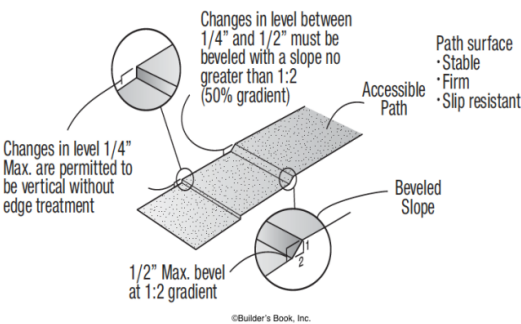
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

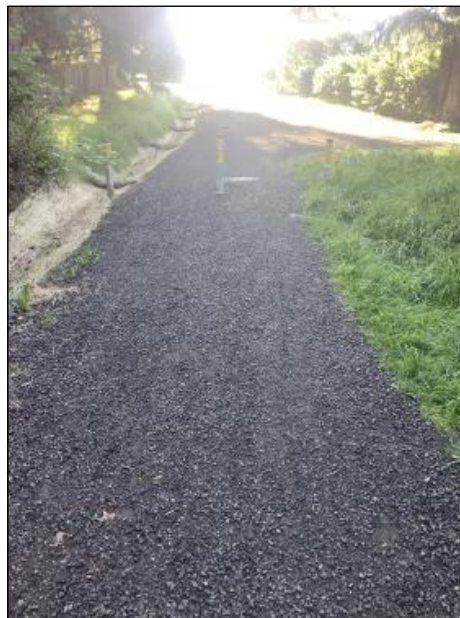
Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #56 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

73: Accessible Route

Barrier: 57

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

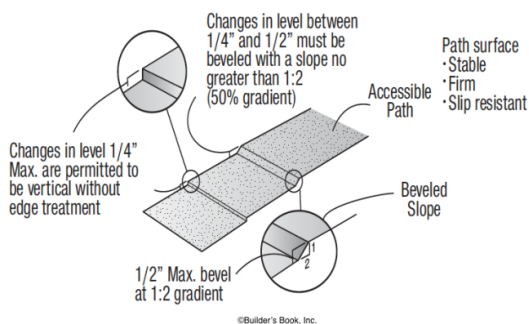
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

12 : Accessible Route

Barrier: 58

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

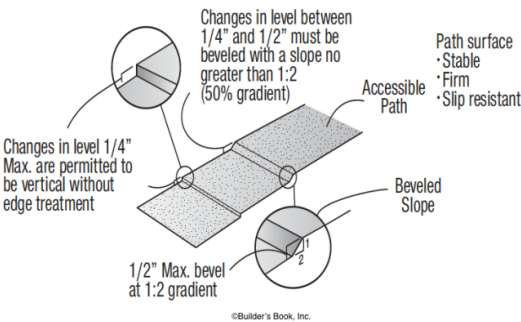
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify or pave the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

26: Accessible Route

Barrier: 59

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

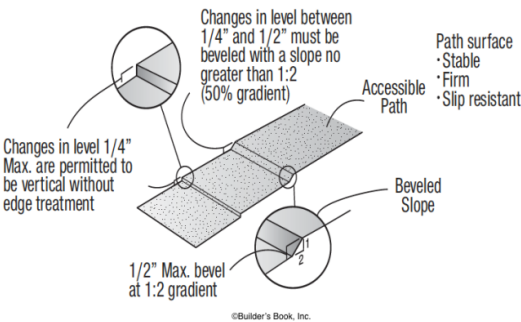
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify or pave the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

26: Accessible Route

Barrier: 60

Tree branches extend down too close to the route of travel.

Any obstruction that overhangs a circulation route must be a minimum of 80 inches above the walking surface as measured from the bottom of the obstruction.

Citation:

2010 ADAS Section: 307.3

1991 ADAS Section: 4.4.2

Budget Cost:

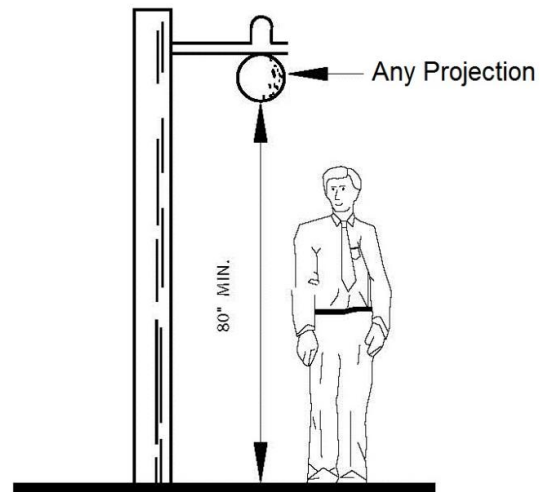
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Trim the tree branches to ensure the 80 inch minimum requirement.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #60 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

26: Accessible Route

Barrier: 61

There is no accessible route to the platform seating area.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

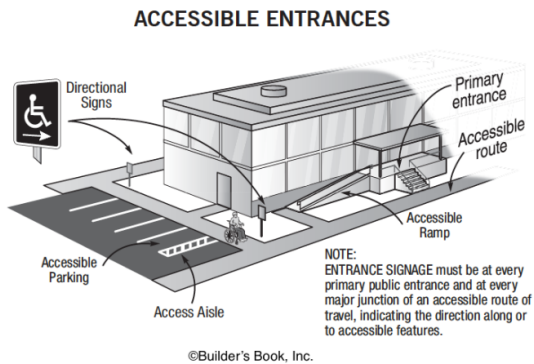
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Install a ramp to provide an accessible route to the platform area.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

34: Accessible Route

Barrier: 62

There is a running slope along the accessible route that goes up to 20 percent for a distance of about 50 feet at 120 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

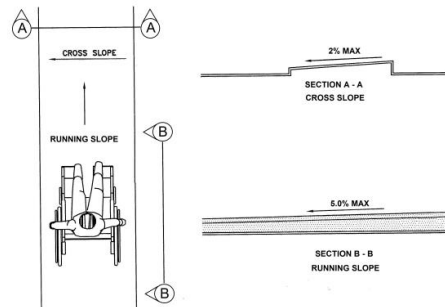
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #62 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

34: Accessible Route

Barrier: 63

The grate openings are greater than 1/2 inch and are parallel to the direction of travel.

Openings in floor or ground surfaces shall not allow passage of a sphere more than 1/2 inch diameter. Elongated openings shall be placed so that the long dimension is perpendicular to the dominant direction of travel.

Citation:

2010 ADAS Section: 302.3

1991 ADAS Section: 4.5.4

Budget Cost:

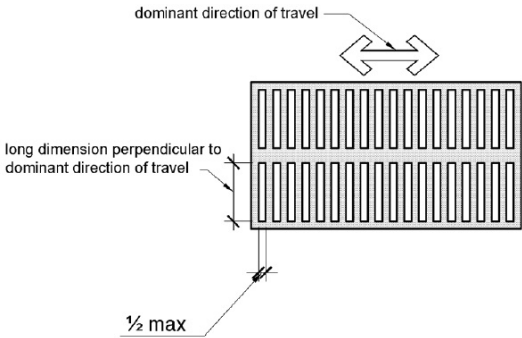
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Replace or alter the drain openings so they are 1/2 inch maximum.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance
Restrooms (DOJ Level 3) – moderately out of compliance
Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #63 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

34: Accessible Route

Barrier: 64

There is no accessible route to the dock.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$3,500.00
Contingency Cost: \$700.00
Design Cost: \$500.00
Total Cost: \$4,700.00

Possible Solutions:

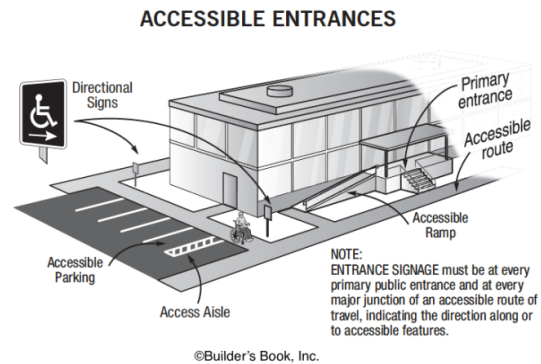
Provide an accessible route to the loading dock.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

28: Accessible Route

Barrier: 65

There is a running slope along the accessible route that goes up to 16.5 percent for a distance of about 100 feet at 48 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

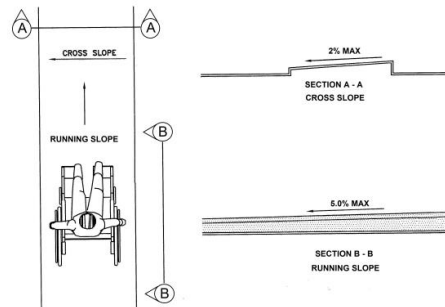
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #65 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

28: Accessible Route

Barrier: 66

There is a cross slope along the accessible route that goes up to 2.3 percent for a distance of about 100 feet at 48 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

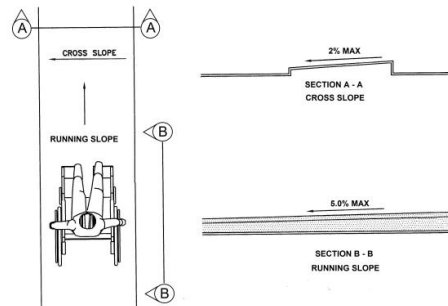
Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

2: Accessible Route

Barrier: 67

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

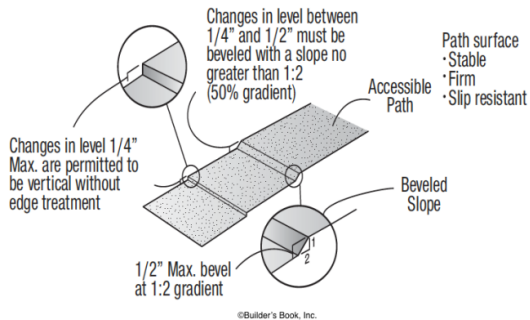
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Replace with a stable, firm slip resistant surface.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #67 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #67 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

91: Accessible Route

Barrier: 68

There is no accessible route to lower path.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

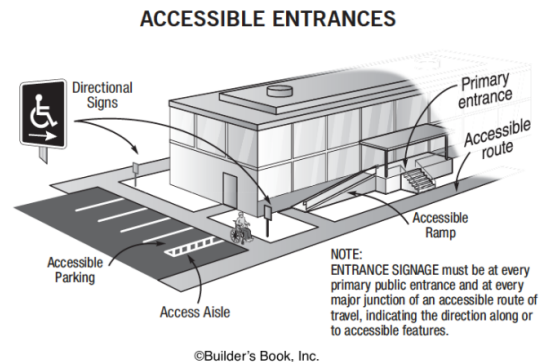
Base Cost: \$3,500.00
Contingency Cost: \$700.00
Design Cost: \$500.00
Total Cost: \$4,700.00

Possible Solutions:

Provide an accessible route to the lower walkway.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #68 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

31: Accessible Route

Barrier: 69

There is a running slope along the accessible route that goes up to 20.2 percent for a distance of about 20 feet at 66 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

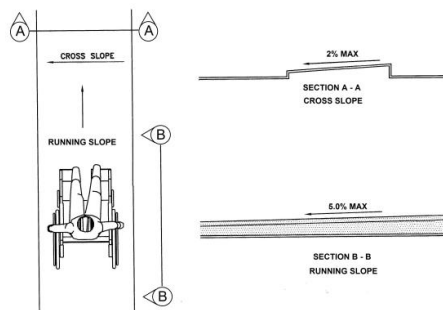
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #69 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

31: Accessible Route

Barrier: 70

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

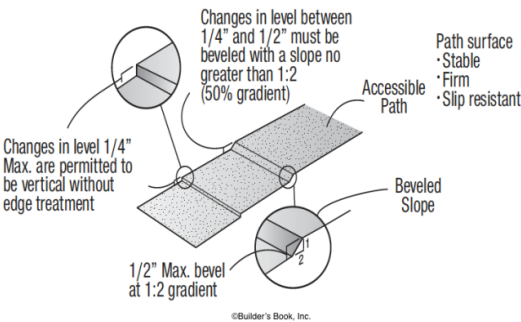
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #70 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

31: Accessible Route

Barrier: 71

The tree branches extend down too close to the route of travel.

Any obstruction that overhangs a circulation route must be a minimum of 80 inches above the walking surface as measured from the bottom of the obstruction.

Citation:

2010 ADAS Section: 307.3

1991 ADAS Section: 4.4.2

Budget Cost:

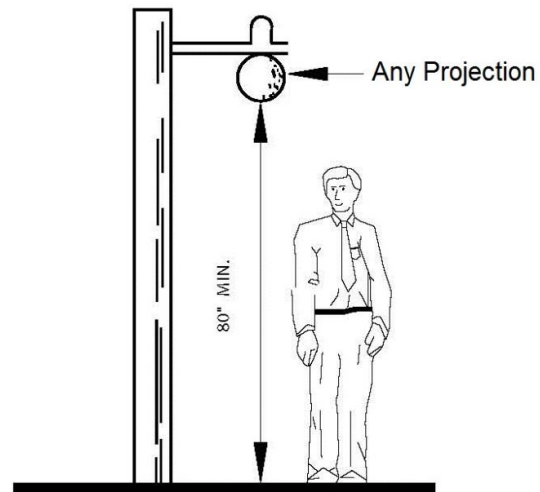
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Trim the tree branches to ensure the 80 inch minimum requirement.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

31: Accessible Route

Barrier: 72

The walkway contains abrupt vertical edges and/or variations over 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

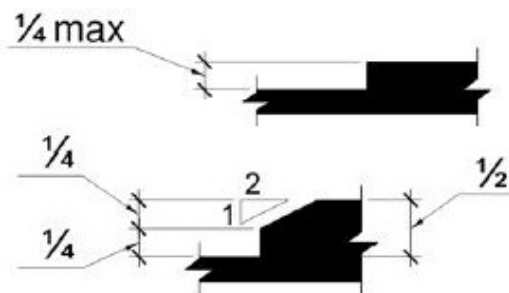
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #72 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

30: Accessible Route

Barrier: 73

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

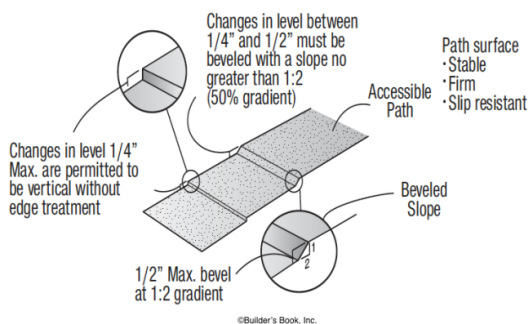
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

33: Accessible Route

Barrier: 74

There is a running slope along the accessible route that goes up to 10.5 percent for the entire length of the path at 64 inches wide.

The accessible route on the site has running slopes greater than 5 percent and has not been constructed as a ramp (i.e. handrails, edge protection, etc.).

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

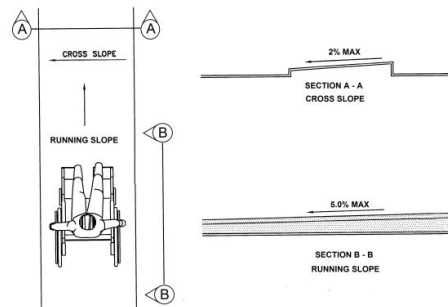
Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #74 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

33: Accessible Route

Barrier: 75

The grate openings are greater than 1/2 inch and are parallel to the direction of travel.

Openings in floor or ground surfaces shall not allow passage of a sphere more than 1/2 inch diameter. Elongated openings shall be placed so that the long dimension is perpendicular to the dominant direction of travel.

Citation:

2010 ADAS Section: 302.3

1991 ADAS Section: 4.5.4

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

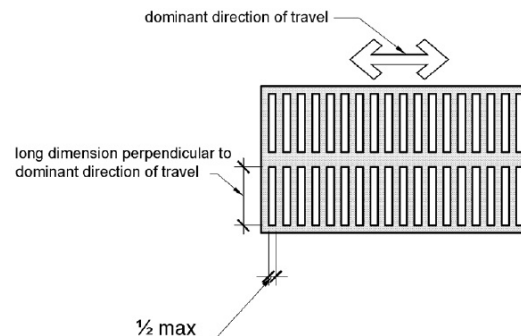
Replace or alter the drain openings so they are 1/2 inch maximum.

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

33: Accessible Route

Barrier: 76

There is a running slope along the accessible route that goes up to 10.4 percent for the entire length of the path at 50 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

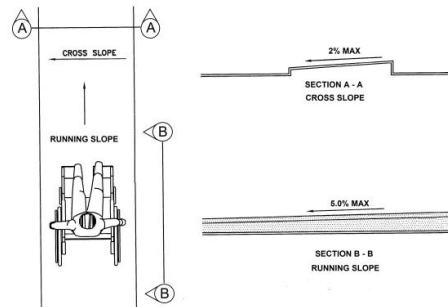
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #76 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

1: Accessible Route

Barrier: 77

There is a cross slope along the accessible route that goes up to 2.8 percent for a distance of about 20 feet at 60 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

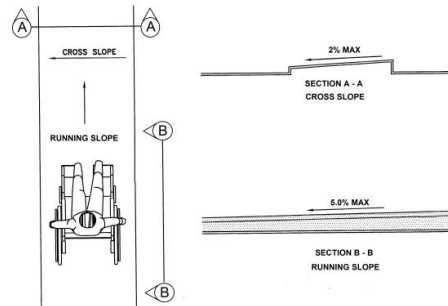
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #77 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

1: Accessible Route

Barrier: 78

The ramp is missing the required top landing.

Ramps shall have landings at the top and the bottom of each ramp run.

Citation:

2010 ADAS Section: 405.7

Budget Cost:

Base Cost: \$4,500.00
Contingency Cost: \$900.00
Design Cost: \$700.00
Total Cost: \$6,100.00

Possible Solutions:

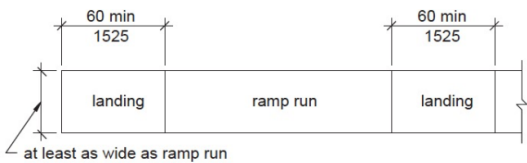
Modify the current curb ramp to have a top landing.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

1: Accessible Route

Barrier: 79

The walkway contains abrupt vertical edges and/or variations over 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

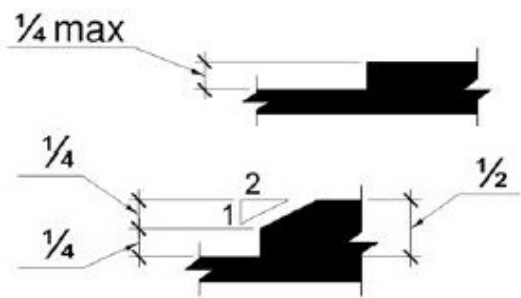
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

5: Accessible Route

Barrier: 80

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

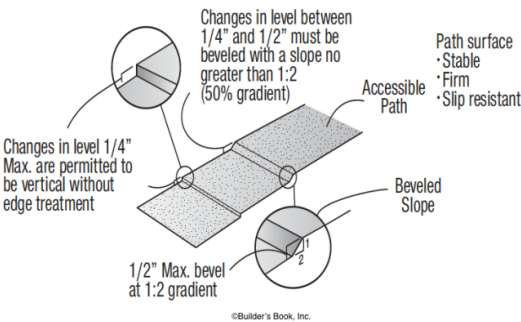
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

5: Accessible Route

Barrier: 81

The walkway contains abrupt vertical edges and/or variations over 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

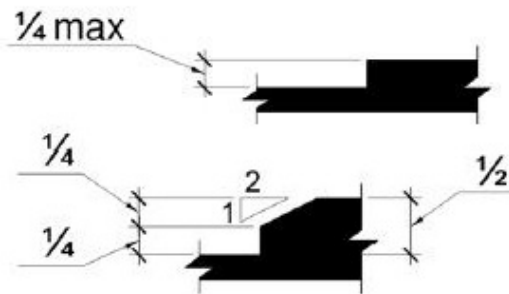
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #81 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

5: Accessible Route

Barrier: 82

There is a running slope along the accessible route that goes up to 8.9 percent for a distance of about 40 feet at 122 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

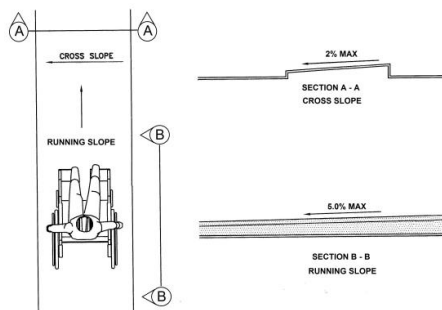
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #82 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

5: Accessible Route

Barrier: 83

There is a cross slope along the accessible route that goes up to 6.9 percent for 100 feet at 74 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

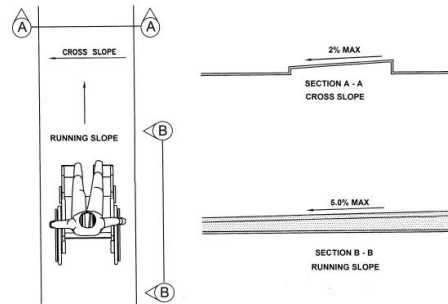
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

5: Accessible Route

Barrier: 84

The grate openings are greater than 1/2 inch and are parallel to the direction of travel.

Openings in floor or ground surfaces shall not allow passage of a sphere more than 1/2 inch diameter. Elongated openings shall be placed so that the long dimension is perpendicular to the dominant direction of travel.

Citation:

2010 ADAS Section: 302.3

1991 ADAS Section: 4.5.4

Budget Cost:

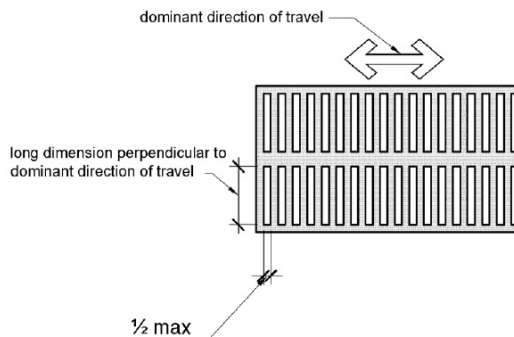
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Replace or alter the drain openings so they are 1/2 inch maximum.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

5: Accessible Route

Barrier: 85

There is no accessible route to the bench.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

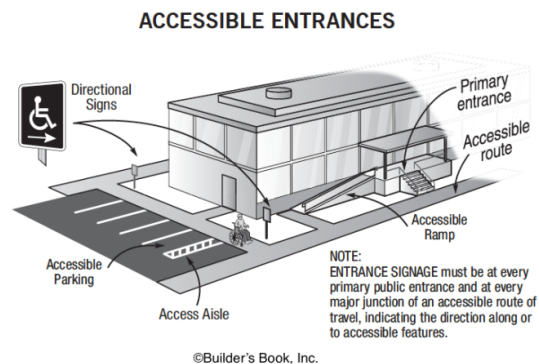
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Provide an accessible route of travel to the bench

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

47 : Accessible Route

Barrier: 86

Route closed and under construction.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

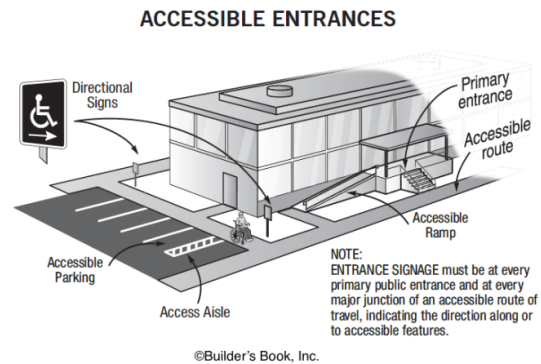
N/A - Refer to Barrier

Barrier Priority:

Medium (Level 7): Access to goods and services (DOJ Level 2) – minimally out of compliance

Restrooms (DOJ Level 3) – moderately out of compliance

Drinking fountains and public phones (DOJ Level 4 & 5) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

60: Accessible Route

Barrier: 87

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

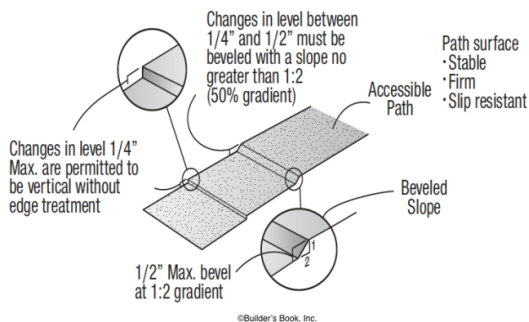
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

60: Accessible Route

Barrier: 88

There is a running slope along the accessible route that goes up to 7.5 percent for a distance of about 100 feet at 69 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

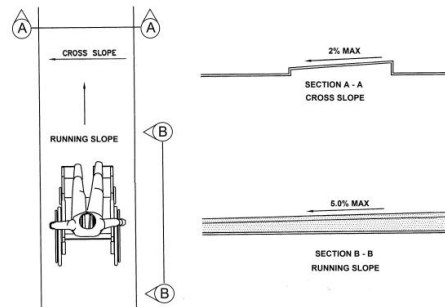
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #88 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

60: Accessible Route

Barrier: 89

The walkway contains abrupt vertical edges and/or variations over a 1/2 inch. For about 120 feet.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

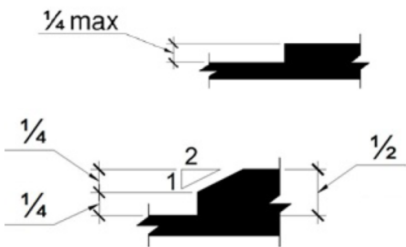
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #89 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

60: Accessible Route

Barrier: 90

There is a running slope along the accessible route that goes up to 13.3 percent for a distance of about 100 feet at 69 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

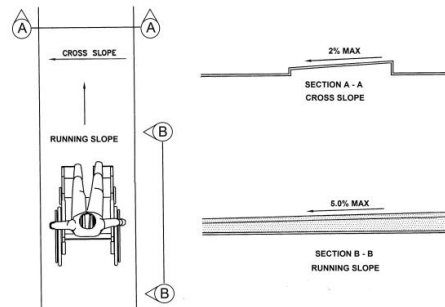
Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #90 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #90 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

81: Accessible Route

Barrier: 91

The walkway contains abrupt vertical edges and/or variations over 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

Budget Cost:

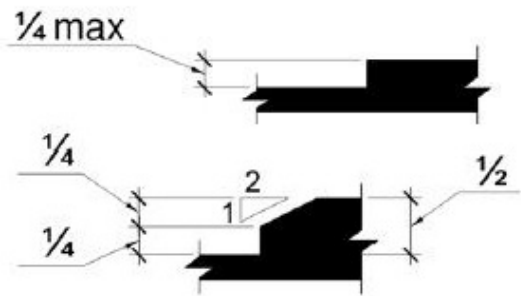
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

81: Accessible Route

Barrier: 92

The tree branches extend down too close to the route of travel.

Any obstruction that overhangs a circulation route must be a minimum of 80 inches above the walking surface as measured from the bottom of the obstruction.

Citation:

2010 ADAS Section: 307.3

1991 ADAS Section: 4.4.2

Budget Cost:

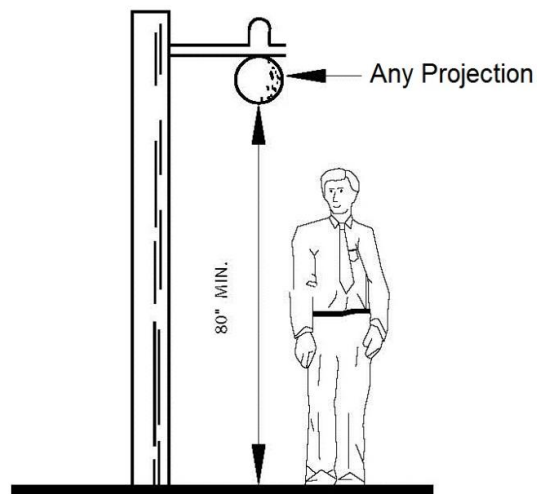
Base Cost: \$2,500.00
Contingency Cost: \$500.00
Design Cost: \$400.00
Total Cost: \$3,400.00

Possible Solutions:

Trim the tree branches to ensure the 80 inch minimum requirement.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

81: Accessible Route

Barrier: 93

The accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

Budget Cost:

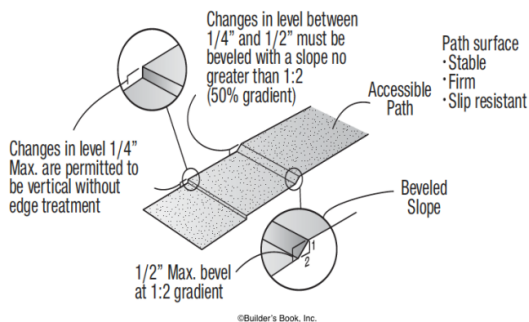
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #93 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

78: Accessible Route

Barrier: 94

There is no accessible route between Lynwood and Blakey Avenue.

At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

Citation:

2010 ADAS Section: 206.2.2

1991 ADAS Section: 4.1.2(1)

Budget Cost:

Base Cost: \$5,000.00

Contingency Cost: \$1,000.00

Design Cost: \$800.00

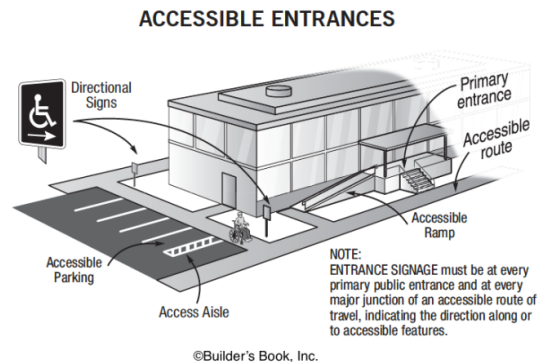
Total Cost: \$6,800.00

Possible Solutions:

Provide an accessible route of between the two roads.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Barrier #94 Additional Barrier Photos



5 Miles of Unpaved Trails - New Brooklyn Rd, Sportsman Club Rd NE Bainbridge Island, WA 98110

Cost Summary

Item	# of Barriers	Total Item Cost
High Priority	17	\$49,800.00
Level 1	0	\$0.00
Level 2	0	\$0.00
Level 3	0	\$0.00
Level 4	17	\$49,800.00
Medium Priority	77	\$171,700.00
Level 5	32	\$69,600.00
Level 6	42	\$96,100.00
Level 7	3	\$6,000.00
Level 8	0	\$0.00
Low Priority	0	\$0.00
Level 9	0	\$0.00
Level 10	0	\$0.00
Level 11	0	\$0.00
Level 12	0	\$0.00
Priority Total	94	\$221,500.00

Site Accessibility Evaluation



Moji North Paved Trail
668 Moji Ln NW
Bainbridge Island, WA 98110
Accessibility Evaluation
Inspection Date: N/A
Evaluators: Aaron Keister

Prepared By



(972) 434 - 0068

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Accessible Route 4

Accessible Route 4

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Self-Evaluation and Transition Plan *Prioritization Schedule*

Priority Criteria

Level 1 (HIGH)	Complaint or imminent danger
Level 2 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 3 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; NOT near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 4 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance
Level 5 (MEDIUM)	Access to goods and services issues (DOJ Level 2) - severely out of compliance
Level 6 (MEDIUM)	Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance Access to goods and services (DOJ Level 2) - moderately out of compliance Restrooms (DOJ Level 3) – severely out of compliance
Level 7 (MEDIUM)	Access to goods and services (DOJ Level 2) - minimally out of compliance Restrooms (DOJ Level 3) – moderately out of compliance Drinking fountains and public phones (DOJ Level 4 & 5) - severely out of compliance
Level 8 (MEDIUM)	Drinking fountains and public phones (DOJ Level 4 & 5) - moderately out of compliance
Level 9 (LOW)	Restrooms (DOJ Level 3) – minimally out of compliance
Level 10 (LOW)	Drinking fountains and public phones (DOJ Level 4 & 5) - minimally out of compliance
Level 11 (LOW)	De minimis barrier; program modification required, or employee requests accommodation
Level 12 (LOW)	Element in compliance with previous standards (safe-harbor) but must comply with current standards if altered

Accessible Route: Accessible Route

Barrier: 1

The walkway contains abrupt vertical edges and/or variations over 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.3, 303.2

1991 ADAS Section: 4.5.2

2015 ABAAS Section: 303.2, 303.3

Budget Cost:

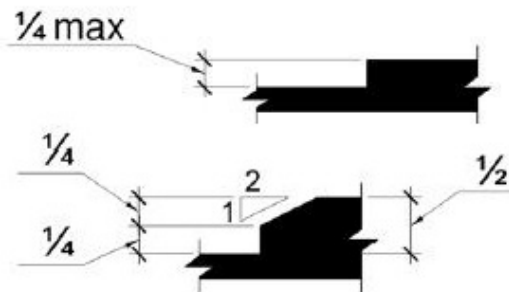
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Repair or replace the broken and cracked concrete to ensure there are no abrupt vertical edges and/or variations over 1/4 inch.

Barrier Priority:

High (Level 4): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance



Barrier #1 Additional Barrier Photos



Accessible Route: Accessible Route

Barrier: 2

There is a running slope along the accessible route that goes up to 11.5 percent for a distance of about 80 feet at 120 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

2015 ABAAS Section: 403.3

Budget Cost:

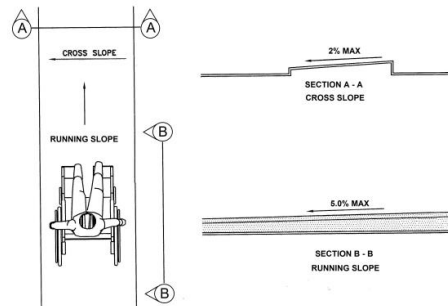
Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

Modify path of travel to achieve a running slope that is no greater than 1:20 (5.0 percent) or to construct it as a ramp with compliant handrails and extensions.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance
Access to goods and services (DOJ Level 2) – moderately out of compliance
Restrooms (DOJ Level 3) – severely out of compliance



Barrier #2 Additional Barrier Photos



Accessible Route: Accessible Route

Barrier: 3

There is a cross slope along the accessible route that goes up to 3.0 percent for a distance of about 80 feet at 120 inches wide.

The accessible route of travel on the walk or sidewalk has cross slopes greater than 2%. Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

2015 ABAAS Section: 403.3

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

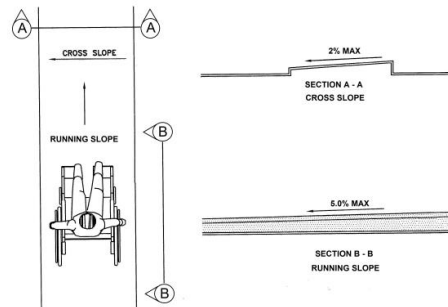
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Moji North Paved Trail - 668 Moji Ln NW Bainbridge Island, WA 98110

Cost Summary

Item	# of Barriers	Total Item Cost
High Priority	1	\$2,000.00
Level 1	0	\$0.00
Level 2	0	\$0.00
Level 3	0	\$0.00
Level 4	1	\$2,000.00
Medium Priority	2	\$4,200.00
Level 5	0	\$0.00
Level 6	2	\$4,200.00
Level 7	0	\$0.00
Level 8	0	\$0.00
Low Priority	0	\$0.00
Level 9	0	\$0.00
Level 10	0	\$0.00
Level 11	0	\$0.00
Level 12	0	\$0.00
Priority Total	3	\$6,200.00

Site Accessibility Evaluation



Sound to Olympics Trail
600 Winslow Way E
Winslow, WA 98110
Accessibility Evaluation
Inspection Date: N/A
Evaluators: Aaron Keister

Prepared By



(972) 434 - 0068

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Priority Criteria **3**

Cost Summary **4**

Self-Evaluation and Transition Plan *Prioritization Schedule*

Priority Criteria

Level 1 (HIGH)	Complaint or imminent danger
Level 2 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 3 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; NOT near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 4 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance
Level 5 (MEDIUM)	Access to goods and services issues (DOJ Level 2) - severely out of compliance
Level 6 (MEDIUM)	Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance Access to goods and services (DOJ Level 2) - moderately out of compliance Restrooms (DOJ Level 3) – severely out of compliance
Level 7 (MEDIUM)	Access to goods and services (DOJ Level 2) - minimally out of compliance Restrooms (DOJ Level 3) – moderately out of compliance Drinking fountains and public phones (DOJ Level 4 & 5) - severely out of compliance
Level 8 (MEDIUM)	Drinking fountains and public phones (DOJ Level 4 & 5) - moderately out of compliance
Level 9 (LOW)	Restrooms (DOJ Level 3) – minimally out of compliance
Level 10 (LOW)	Drinking fountains and public phones (DOJ Level 4 & 5) - minimally out of compliance
Level 11 (LOW)	De minimis barrier; program modification required, or employee requests accommodation
Level 12 (LOW)	Element in compliance with previous standards (safe-harbor) but must comply with current standards if altered

Cost Summary

Item	# of Barriers	Total Item Cost
High Priority	0	\$0.00
Level 1	0	\$0.00
Level 2	0	\$0.00
Level 3	0	\$0.00
Level 4	0	\$0.00
Medium Priority	0	\$0.00
Level 5	0	\$0.00
Level 6	0	\$0.00
Level 7	0	\$0.00
Level 8	0	\$0.00
Low Priority	0	\$0.00
Level 9	0	\$0.00
Level 10	0	\$0.00
Level 11	0	\$0.00
Level 12	0	\$0.00
Priority Total	0	\$0.00

Site Accessibility Evaluation



Waterfront Park Trail
309 Shannon Dr SE
Bainbridge Island, WA 98110
Accessibility Evaluation
Inspection Date: N/A
Evaluators: Aaron Keister

Prepared By



(972) 434 - 0068
www.accessology.com



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Self-Evaluation and Transition Plan *Prioritization Schedule*

Priority Criteria

Level 1 (HIGH)	Complaint or imminent danger
Level 2 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 3 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – severely out of compliance; NOT near a hospital, school, transit stop, govt. bldg., or other pedestrian attractor
Level 4 (HIGH)	Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance
Level 5 (MEDIUM)	Access to goods and services issues (DOJ Level 2) - severely out of compliance
Level 6 (MEDIUM)	Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance Access to goods and services (DOJ Level 2) - moderately out of compliance Restrooms (DOJ Level 3) – severely out of compliance
Level 7 (MEDIUM)	Access to goods and services (DOJ Level 2) - minimally out of compliance Restrooms (DOJ Level 3) – moderately out of compliance Drinking fountains and public phones (DOJ Level 4 & 5) - severely out of compliance
Level 8 (MEDIUM)	Drinking fountains and public phones (DOJ Level 4 & 5) - moderately out of compliance
Level 9 (LOW)	Restrooms (DOJ Level 3) – minimally out of compliance
Level 10 (LOW)	Drinking fountains and public phones (DOJ Level 4 & 5) - minimally out of compliance
Level 11 (LOW)	De minimis barrier; program modification required, or employee requests accommodation
Level 12 (LOW)	Element in compliance with previous standards (safe-harbor) but must comply with current standards if altered

Accessible Route: Accessible Route

Barrier: 1

For approximately 70 feet the accessible route contains loose gravel and/or surface materials that do not provide for a stable, firm slip resistant surface.

Floor and ground surfaces shall be stable, firm, and slip resistant.

Citation:

2010 ADAS Section: 302.1

1991 ADAS Section: 4.5.1

2015 ABAAS Section: 302.1

Budget Cost:

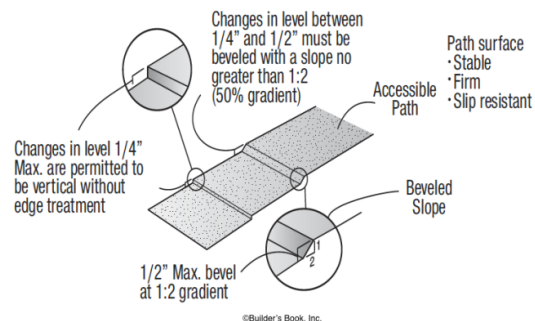
Base Cost: \$1,500.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,000.00

Possible Solutions:

Modify the area to prevent soil erosion from collecting on the path of travel in order to maintain an accessible route.

Barrier Priority:

Medium (Level 5): Access to goods and services issues (DOJ Level 2) – severely out of compliance



Accessible Route: Accessible Route

Barrier: 2

There is a running slope along the accessible route that goes up to 16.8 percent for a distance of 20 feet at 68 inches wide.

The accessible route on the site has running slopes greater than 5 percent and has not been constructed as a ramp (i.e. handrails, edge protection, etc.).

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

2015 ABAAS Section: 403.3

Budget Cost:

Base Cost: \$2,000.00
Contingency Cost: \$400.00
Design Cost: \$300.00
Total Cost: \$2,700.00

Possible Solutions:

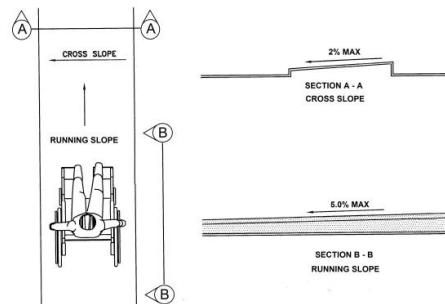
Alter or replace the sidewalk to ensure the running slope is no more than 5 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #2 Additional Barrier Photos



Accessible Route: Accessible Route

Barrier: 3

There is a cross slope along the accessible route that goes up to 4.2 percent for a distance of about 100 feet at 103 inches wide.

Cross slopes shall not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

2015 ABAAS Section: 403.3

Budget Cost:

Base Cost: \$2,000.00
Contingency Cost: \$400.00
Design Cost: \$300.00
Total Cost: \$2,700.00

Possible Solutions:

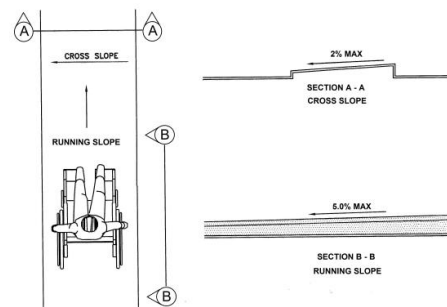
Alter or replace the sidewalk to ensure the cross slope is no more than 2 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #3 Additional Barrier Photos



Accessible Route: Accessible Route

Barrier: 4

There is a cross slope along the accessible route that goes up to 17.3 percent for a distance of about 104 feet at 40 inches wide.

When the slope in the direction of travel of any walk exceeds 1 unit vertical in 20 units horizontal (5-percent slope), it must be constructed as a ramp. Surface cross slopes must not exceed one unit vertical in 48 units horizontal (2-percent slope).

Citation:

2010 ADAS Section: 403.3

1991 ADAS Section: 4.3.7

2015 ABAAS Section: 403.3

Budget Cost:

Base Cost: \$1,600.00
Contingency Cost: \$300.00
Design Cost: \$200.00
Total Cost: \$2,100.00

Possible Solutions:

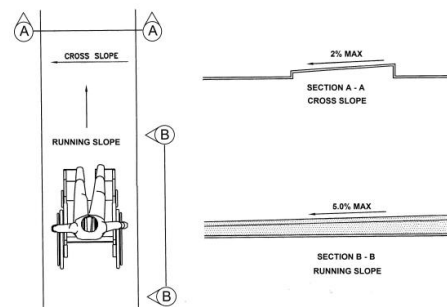
Alter or replace the sidewalk to ensure the running slope is no more than 5 percent.

Barrier Priority:

Medium (Level 6): Parking or exterior accessible routes (DOJ Level 1) – minimally out of compliance

Access to goods and services (DOJ Level 2) – moderately out of compliance

Restrooms (DOJ Level 3) – severely out of compliance



Barrier #4 Additional Barrier Photos



Cost Summary

Item	# of Barriers	Total Item Cost
High Priority	0	\$0.00
Level 1	0	\$0.00
Level 2	0	\$0.00
Level 3	0	\$0.00
Level 4	0	\$0.00
Medium Priority	4	\$9,500.00
Level 5	1	\$2,000.00
Level 6	3	\$7,500.00
Level 7	0	\$0.00
Level 8	0	\$0.00
Low Priority	0	\$0.00
Level 9	0	\$0.00
Level 10	0	\$0.00
Level 11	0	\$0.00
Level 12	0	\$0.00
Priority Total	4	\$9,500.00

Appendix L: GIS Data Dashboard

An interactive data dashboard was created to host the geospatial information collected as part of the Transition Plan Self-Evaluation process. The dashboard allows the City to view detailed accessibility scoring and prioritization data relating to individual features within the pedestrian network, leverage the data to program implementation activities and track barrier removal progress. A screenshot of the Dashboard is shown in Figure 1.

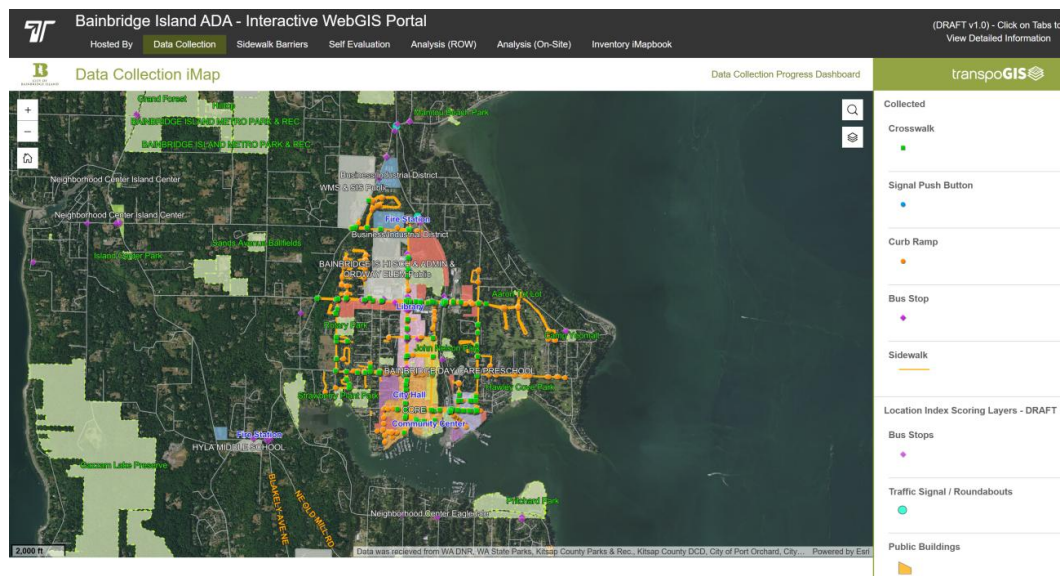


Figure 1 City of Bainbridge Island ADA Transition Plan GIS Data Dashboard



Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:25 PM) Introduce Ordinance No. 2025-29 Relating to the Formation of a Mobility Advisory Committee and Amending Chapter 2.23 of the Bainbridge Island Municipal Code,

SUMMARY: On May 23, 2025, the City Council agreed to discuss establishing a Mobility Advisory Committee to support the implementation of the Island Wide Mobility Plan or provide evaluations of related policy decisions as needed. The committee's overarching goal would be to help Council increase walking, biking, rolling and taking transit, in alignment with the City's safety, equity, environmental and preparedness goals.

The Bainbridge Island Municipal Code includes Section 2.32, which establishes a multi-modal advisory committee and an associated set of responsibilities. This committee was active for many years, called both the Non-Motorized Transportation Advisory Committee and the Multi-modal Transportation Advisory Committee. During the time that the Sustainable Transportation Plan (STP) was under development, a Sustainable Transportation Task Force served as the community advisory body for the STP development. The STP was adopted on March 22, 2022. As part of implementation of the STP, the City added a new Sustainable Transportation Coordinator position. This position is filled, and the incumbent is the staff liaison and leader for sustainable transportation-related issues.

It is noted the Comprehensive Plan contains Policy TR 2.10, "The City will maintain an advisory committee to advise the City Council and staff, and to advocate for transportation planning, public non-motorized projects, private developments projects, and education and outreach, as directed by the City Council. The committee should represent a broad range of interests including pedestrians, cyclists, and equestrians." Some of the duties and responsibilities formerly included in the committee's scope are now led and performed by the Sustainable Transportation Coordinator which has been reflected in the amendments to BIMC Section 2.23.030.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward Ordinance No. 2025-29 relating to the formation of a Mobility Advisory Committee to a future City Council meeting for consideration of adoption.

COMMUNITY ENGAGEMENT AND OUTREACH:

Brief discussion at Council meeting in June. Letter from Squeaky Wheels. Discussion at Q3 meeting of the Sustainable Transportation Coalition meeting.

FISCAL IMPACT:

Amount:	\$1,000 in new costs; in addition, the City will plan for costs for overtime or compensatory time, depending on meeting schedules
Ongoing Cost:	\$1,000
One-Time Cost:	
Included in Current Budget?	false

BACKGROUND: The City of Bainbridge Island approved the Sustainable Transportation Plan in 2022. After that time, the City hired its first Sustainable Transportation Coordinator. This position is filled, with primary responsibility for guiding the implementation of the Sustainable Transportation Plan. Recent actions related to Sustainable Transportation at the City include: developing the Island-wide Mobility Plan (IWMP), combining and reconciling the projects and policies of prior plans, and developing a project prioritization approach reviewed and commented upon by the community and City advisory committees; establishing a Sustainable Transportation Coalition of island stakeholders; implementing an e-bike voucher program, and supporting communication and planning related to non-motorized projects.

In addition to staff to deliver the City's programs and services, 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. There are currently eight advisory committees, each of which require at least five and up to seven community volunteers, as well as two staff members to provide policy and administrative support.

Aspects of adding a multi-modal committee to consider include: It has been estimated that each hour of committee meeting time requires between five and 10 hours of staff time to prepare for, in addition to the time dedicated by the committee members. Because new staff will not be added, an additional committee will defer or replace other work done by staff members. Scheduling the meeting room for an additional committee may be challenging due to competing demands for City meeting space. It may be that the easiest time to schedule for a new committee will be a daytime meeting, which is a good fit for some volunteers and challenging for others. Prior experience indicates that a new committee receives many applications, with numbers of applications decreasing over time.

A multi-modal transportation committee will be supported by the Executive Department, specifically by the Sustainable Transportation Coordinator and the Executive Assistant. Based upon the ordinance in front of the Council, the new committee would support public engagement, advocate for funding, and recommend priorities.

ATTACHMENTS:

[Ordinance 2025-29 Amending Title 2.32 of the Bainbridge Island Municipal Code_Mobility Committee.docx](#)

ORDINANCE NO. 2025-29

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the formation of a Mobility Advisory Committee (Committee); and amending Chapter 2.32 of the Bainbridge Island Municipal Code to modify and update the purpose of the Committee in response to Council direction.

WHEREAS, since 2014, the Bainbridge Island Municipal Code has provided for a Multi-Modal Transportation Advisory Committee to advise City staff and Council on matters relating to non-motorized transportation, public transit, and other forms of transportation; and

WHEREAS, in 2022, City Council adopted the Sustainable Transportation Plan (STP) which calls for the creation of a transportation commission to provide oversight on plan implementation; and

WHEREAS, in 2023, the City hired for the first time a Sustainable Transportation Coordinator tasked with accelerating the implementation of the STP with a special emphasis on program and policy creation; and

WHEREAS, sustainable transportation has been identified as a Council area of focus for 2025 – 2026; and

WHEREAS, the City desires to incorporate public feedback into the transportation planning process to improve implementation outcomes.

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

Section 1. The title of Chapter 2.32 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

~~MULTI-MODAL TRANSPORTATION~~ MOBILITY ADVISORY COMMITTEE

Section 2. Section 2.32.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2.32.010 Created – Membership, appointment, term and compensation.

A. There is created a ~~multi-modal transportation~~ mobility advisory committee for the city, hereinafter called “the committee.” The committee 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.~~

Section 3. Section 2.32.030 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2.32.030 Purpose.

The purpose of the committee is to advise the city council, ~~other city committees and commissions, and city staff on~~ multimodal mobility 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 developed in collaboration with City staff and 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~~ multimodal facilities, including planning efforts;
2. Advocating for the incorporation of ~~active and recreational~~ non-motorized transportation systems in collaboration with appropriate city staff;
3. Providing feedback on ~~Reviewing~~ proposed ~~nonmotorized multimodal mobility~~ projects, including reviewing project planning and design. ~~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 non-motorized transportation 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~~ mobility projects, including advising the city council on the non-motorized budget;
2. Assisting the city in soliciting and facilitating public comment on proposed facility designs and routes and providing ~~the public works and planning departments~~ City staff with the input received;
3. Encouraging neighborhood residents, facility users and the larger community to become involved in the ~~design~~ planning process at the time the city identifies a non-motorized facilities project;
4. Reviewing and providing feedback to prioritize resident requests for projects such as shoulder improvements, traffic calming installations, and safety improvements; and
5. Facilitating and coordinating volunteer building efforts such as trails and separate paths in collaboration with appropriate city staff.

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

Section 6. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this ____ day of _____, 2025.

APPROVED by the Mayor this ____ day of _____, 2025.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

PASSED BY THE CITY COUNCIL: _____, 2025

PUBLISHED: _____, 2025

EFFECTIVE DATE: _____, 2025



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:35 PM) Authorize the City Manager to Execute a Professional Service Agreement with Toole Design Inc. for Design and Public Engagement in Support of the Bucklin Hill to Fletcher Bay Road Non-Motorized Improvements Project (\$309,062.00, Capital Construction Fund) - Public Works,

SUMMARY: The Bucklin Hill Non-Motorized Improvements project envisions approximately 2,000 linear feet of protected multi-use paths between Blakely Ave. and Fletcher Bay Road. The design process for the project will take into consideration that the improvements are eventually intended to extend south to Baker Hill Road as part of the Connecting Centers Lynwood Center Road project.

A Request for Qualifications was advertised in the Daily Journal of Commerce, Kitsap Sun and the City's Bid Postings page. Three submittals were received and reviewed by City staff, and Toole Design was selected as the most qualified firm to provide the services.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to authorize the City Manager to execute a Professional Service Contract with Toole Design Inc. in the amount of \$309,062.00 for design and public engagement in support of the Bucklin Hill to Fletcher Bay Road Non-Motorized Improvements project.

COMMUNITY ENGAGEMENT AND OUTREACH:

A community engagement meeting will be planned in Q1 2026.

FISCAL IMPACT:

Amount:	\$309,062.00
Ongoing Cost:	N/A
One-Time Cost:	\$309,062.00
Included in Current Budget?	true

BACKGROUND: City staff will be considering multiple design alternatives for the project. Input on the design will be solicited from the public via a series of in-person and virtual engagements. The final recommended alternatives, including a summary of public input, will be presented to the City Council for a decision in Q1 2026. Construction is planned in summer of 2027.

ATTACHMENTS:

[Professional Services Agreement Toole Design Bucklin Final 20251029.docx](#)

[Bucklin_NM Project Area Map.pdf](#)

[CIP_Connecting Centers - Bucklin Hill Non-Motorized_00723.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 Toole Design Group, LLC, a Maryland limited liability company (“Consultant”).

WHEREAS, the City needs professional services in connection with engineering design services in support of the Bucklin Hill Non-Motorized Improvements Project; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

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

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

3. PAYMENT

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of Three Hundred Nine Thousand Sixty-Two Dollars (\$309,062.00). Consultant reserves the right to escalate rates annually or upon contract amendment.

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. Should the City fail to make timely payment, Consultant reserves the right to stop work until payment is received.

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 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: Toole Design Group, LLC
 1 Inventa Place, Suite 950
 Silver Spring, MD 20910
 Attention: Dustin DeKoekkoek

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.

TOOLE DESIGN GROUP, LLC

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

The *NE Bucklin Hill Road – Blakely Avenue NE to Fletcher Bay Road NE Non-Motorized Improvements Project* will provide a critical link in the City's "Connecting Centers" Sustainable Transportation Plan, which aims to connect travel destinations and school zones through the City. This route will connect neighborhoods on the south-end with the Hyla School (which has frontage on the route), public middle and high school campuses, and the Winslow center.

The project will include alternatives analysis of one-way and two-way paths, including selecting the side of the road on which the facility should be placed. The alternatives analyses will also include a future phase of the project to extend the facility south to Baker Hill Road in Lynwood Center, as well as crossing enhancements, lighting, and improvements for transit riders.

The overall objective of this project is to prepare a bid package for the preferred alternative on Bucklin Hill Road from Blakely Avenue NE to Fletcher Bay Road. Elements of this project will include the following: details and plans for the non-motorized path(s) and intersection crossing improvements (including Rectangular Rapid Flashing Beacons (RRFB) design); storm drainage design and lighting analysis; and public outreach. This project will be funded through local City of Bainbridge Island funds.

The Toole Design team is comprised of the following subconsultant team members.

- Concord Engineering who will provide lighting and signal (RRFB) design services
- Commonstreet who will provide right-of-way services

Toole Design Team's services will be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. The Toole Design Team will have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Contract Maximum: The level of effort is specified in the scope of services. The budget may be transferred between discipline tasks at the discretion of Toole Design, provided that the total contracted amount is not exceeded. The Toole Design Team will have the flexibility to manage budget within a given discipline on a subtask level.

Services provided by the Toole Design Team will consist of:

GENERAL SCOPE OF SERVICES/SCOPE OF WORK

This Scope of Services describes the work elements to be accomplished by the Toole Design Team as summarized under each Task. This scope consists of the following elements:

- Task 1 – Project Management and Coordination
- Task 2 – Alternatives Analysis and Conceptual Design
- Task 3 – Public Engagement
- Task 4 – Storm Drainage Design
- Task 5 – 30% Plans and Opinion of Costs
- Task 6 – 60% PS&E
- Task 7 – 90% PS&E
- Task 8 – 100% and Ad-Ready PS&E Preparation
- Task 9 – Bid Support

- Task 10 – Geotechnical Investigations (Optional Task)

This Scope of Services is defined in the tasks below.

SCOPE OF SERVICES DEFINED

Task 1 – Project Management and Coordination

Overall project management and coordination work elements include:

1.1 *Kickoff Meeting and Project Coordination with the City*

The Toole Design Team will attend and document a kickoff meeting to discuss the existing conditions along the corridor, including constraints and any ongoing planning or construction projects, as well as the City's goals and vision for the project. The Team will discuss and agree upon a detailed schedule to advance the project forward in accordance with the City's needs and the practical considerations of stakeholder involvement.

The Toole Design Team will coordinate with the City on a regular basis to keep the City's project manager informed about project progress, project issues and schedule. The Toole Design Team will attend and document bi-weekly meetings (via conference call) with the City throughout the duration of the project to review progress and discuss project action items and next steps.

To facilitate timely decision-making, this task will also include preparing and maintaining an Action Items Tracking Matrix. Each required action item will be assigned to an individual Toole Design Team member, and where applicable, will also be assigned to appropriate City, agency, and/or stakeholder personnel. It will be the Toole Design Team's responsibility to follow up with an appropriate agency or stakeholder staff between meetings to ensure that action items are closed out in a timely manner.

The Toole Design Team will attend one (1) project kickoff meeting with the City and up to twenty-four (24) bi-weekly project status meetings at the City. These meetings under this work element will include the following participation by the Toole Design Team team:

- Kickoff meeting will include attendance by up to four (4) staff from the Toole Design team.
- Up to twenty four (24) meetings attended by up to two (2) staff from the Toole Design team.
- Subconsultant attendance at meetings related to design work will be included under those individual design tasks.
- The Toole Design Team will prepare agendas and meeting notes/action items and distribute to attendees.

If the Client has a change in project manager, the Toole Design Team will meet with the new project manager, provide a summary of design and progress, provide a summary of decisions made, and provide past deliverables to date. This effort is included in this task. If changes to completed design efforts and/or Scope of Services are requested due to the change in City's project manager, this will require a supplement to the Agreement.

1.2 *Project Schedule, Budget, and Team Management*

The Toole Design Team will develop an overall project schedule which will include a schedule by task, for the project phases, through bid advertisement for the full project. The Toole Design Team will prepare a draft and final schedule for the City review, and then the Toole Design Team will prepare regular schedule updates as the project progresses. The Toole Design Team will also manage the overall project budgets, monitor staff and subconsultants, manage change and prepare amendments, and monitor work progress under this work element.

1.3 Progress Reports and Invoices

As part of the project, the Toole Design Team will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. The progress report will include the status of budget, spent, and remaining for each individual task. The monthly progress reports will also identify other issues or problems that may occur in any given month, if any. The Toole Design Team will submit these monthly progress reports to the City's Project Manager with the monthly invoices. The monthly invoices will bill by individual tasks. The Toole Design Team's Project Manager will notify City's Project Manager, in writing, of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Assumptions:

- This design phase shall be no longer than 12 months, though the contract expiration may be a later date.
- The goal is to advertise the project for construction around February 2027.
- Project kickoff meeting will be held virtually via Teams.
- Meetings between Subconsultants will be conducted under other scope tasks.

Deliverables:

- Kickoff Meeting Agenda and Meeting Notes/Action Items
- Bi-weekly Project Meeting Agendas for up to 24 meetings and notes/action items
- Action Items Tracking Matrix
- Project Schedule (Microsoft Project format)
- Monthly Invoices and Progress Reports

Task 2 – Alternatives Analysis and Conceptual Design

The goal of this task is to analyze the existing conditions and evaluate alternatives for one-way or two-way paths on NE Bucklin Hill Rd from Blakely Ave NE to Fletcher Bay Rd NE (final design segment) and on Lynwood Center Rd NE from Fletcher Bay RD NE to NE Baker Hill Rd (future segment). The result of this task will be a selected alternative for the final design segment to take to the 30% design level in Task 5. Each sub-task includes time for internal QA/QC of deliverables.

2.1 Site Visit and Base Mapping

The Toole Design Team will review existing plans and GIS data provided by the City to populate existing base map information for the future segment of the project.

The Toole Design Team will conduct a field review at the outset of the project to identify key field conditions that may impact the project including the location and/or presence of driveways and roadways, trees, and utilities (underground and overhead) as well as drainage or right of way issues.

The Toole Design Team will prepare a list of design criteria, including minimum facility widths, and known constraints which will dictate the roadway and path configuration, including utility, ROW, design and control vehicles, property access, and/or tree constraints.

Assumptions:

- If needed, the City will facilitate coordination with property owners.
- Base mapping will consist of the latest aerial mapping and available GIS layers provided by the City.

- The City will provide contact information for utility owners and providers. The Toole Design team will contact utility owners and providers to request mapping information for incorporation into the project basemap.

Deliverables:

- Concept design base map developed in AutoCAD
- One (1) site visit early in the project attended by up to four (4) Toole Design team members to document existing conditions.

2.2 Alternative Concepts

The Toole Design team will prepare concept roll plots of up to three (3) alternatives for the project. The concept designs will establish the general path alignments, sections (approximate width of path(s), curb and gutter locations, etc.), and approximate footprint of proposed work based on field review and City standards. General location and type of features like curb ramps, walls, above ground utility adjustments, etc. will be shown with limited information but called out.

Assumptions:

- The alternative concept roll plots will be illustrative with colored hatching to represent surface materials.

Deliverables:

- Draft and Final of up to three (3) concept designs alternatives

2.3 Alternatives Analysis

The Toole Design team will use the project basemap and existing condition information identified in Task 2.1 along with the alternatives identified in Task 2.2 to do a feasibility review of each of the alternatives.

The team will develop the criteria for the alternative selection based on safety, directness, ease-of-use, accessibility, existing conditions, right-of-way needs, opportunities to connect to existing and future facilities, operations of the corridor, design feasibility, constructability, high-level relative cost comparison and environmental concerns. The team will deliver the alignment selection criteria and scoring matrix to the City for review.

Cost scores identified for the alternatives will be relative in nature for purposes of comparing the alternatives. Detailed cost estimates for each alternative will not be prepared.

Deliverables:

- Draft and Final version of the Alternatives Analysis, which could be entirely presented in a matrix form, as determined by the consultant and city project staff.
- A selected alternative to advance to final design

2.4 Alternatives Opinion of Construction Cost

A planning level opinion of cost will be provided for each alternative for use in the alternatives analyses. The planning level opinion of costs will focus on high cost and high quantity bid items that have the most impact on overall project cost. Other bid items that have not yet been designed will be temporarily shown as lump sums. A large contingency will be included at this stage due to limited design information.

Assumptions:

- The purpose of the planning level opinions of costs is primarily comparative in nature to assist in selection of a preferred alternative. These planning level opinions of cost should not be used for construction budgeting purposes.

Deliverables:

- Electronic copy of the planning level opinion of cost summary submitted in PDF format; Q1 2026

Task 3 – Public Engagement

The Toole Design team will support City staff with the following stakeholder and community engagement events/strategies:

1. **Assist City staff with a project evaluation using the City's Race Equity Toolkit** – the Toole Design team will work with City staff to complete the toolkit and support the City's team by implementing resulting recommendations and actions such as data gathering, surveys, or other forms of engagement focused on under-represented communities.
2. **Conduct outreach events** with the community – the Toole Design Team will assist City staff in the planning and presentation of project related material at up to two (2) outreach events with the community.
3. **Create project specific graphics and explainer material** – the Toole Design team will work with City staff to determine up to three (3) graphics to be developed. This effort will focus on translating complex roadway design into images and graphics to help tell the supporting project story and explain elements of the project that support City goals.
4. **Present to the City Council** – the Toole Design team will assist City staff in the preparation and presentation of up to two project updates to the City Council.

Assumptions:

- The City will take the lead on scheduling meeting rooms/facilities and providing social media/event promotion material for events. The City will schedule and facilitate any meetings, including securing the meeting room/locations, as well lead efforts to invite all applicable attendees.
- Due to the varied nature of public outreach and the potential need to modify the outreach approach during the project, a preliminary budget has been included with the following assumptions:
 - Two (2) members of the Toole Design team will be available for six (6) hours of outreach meetings per day for two (2) different days during the project.
 - Meetings may be with stakeholders, elected officials, neighborhoods groups, or property and business owners and the format may be larger public events, pop-ups, or individual meetings. Travel time has been included in the budget.
 - It is anticipated that one engagement event will take place during the alternatives analyses phase and another during the design phase.

- All printing and other related costs associated with outreach materials will be provided by the City.

Deliverables:

- Preparation for, attendance at, and summarization of public outreach meetings identified under the assumptions above. Q1 2026
- Up to three (3) outreach graphics

Task 4 – Storm Drainage Design

Overall task management and coordination work elements include:

7.1 Design Criteria

The 2019 Stormwater Management Manual of Western Washington (SWMMWW), City of Bainbridge Island-specific amendments in the Bainbridge Island Municipal Code, will be used as the drainage design manuals for this project. Prior to beginning project drainage design, a Storm Drainage Design Criteria matrix will be prepared summarizing all drainage related requirements and standards.

Assumptions:

- The Storm Drainage Design Criteria matrix, including an evaluation of the cost-benefit of utilizing pervious pavement as part of the project design, will be shared with the City for review and concurrence before the Consultant proceeds with detailed design work.

Deliverables:

- One (1) PDF copy of the Storm Drainage Design Criteria matrix, to be included in the appendix of the Drainage Report

7.2 Off-Site Analysis

The Consultant will conduct a downstream analysis extending ¼ mile downstream/down-gradient of the project limits. The downstream analysis will include a review of recent drainage complaint documentation provided by the City (if it exists) and a visual assessment of the downstream route to identify evidence of erosion, flooding, sedimentation, or flow constriction points. A visual above-ground inspection, where practical, will be conducted for the downstream drainage conveyance system associated with the project. Representative photographs will be taken and an assessment of the downstream effects will be performed. The assessment of the downstream effects is to be a qualitative evaluation based upon engineering judgment. The Consultant will prepare a written description of the downstream system conditions and provide a map showing downstream routes. This task does not include detailed hydraulic analysis or computations of the downstream section, but it can be provided as an additional service.

The Consultant will perform a visual inspection of the upstream contributing basin area of the site and provide an estimate of the area draining to the site based on available mapping data and site visit observation. This task does not include a detailed review of upstream basin boundary or land use assessment and any detailed hydraulic analysis or computations associated with the upstream basin, but it can be provided as an additional service.

Assumptions:

- The site consists of one TDA and therefore the Consultant will analyze up to one downstream routes.
- The downstream route field investigation is assuming the Consultant has permission to enter private properties to conduct the work. If the downstream route field investigation requires access onto private property, right-of-entry permissions will be obtained by the City.

Deliverables:

- Offsite Analysis Write-up, to be included in a section of the Drainage Report.

7.3 Site Assessment

The Toole Design Team will prepare site assessment maps showing existing drainage features, drainage patterns, and soil conditions within the project limits. The site assessment maps will be assembled based upon the project specific topographic survey mapping, City, and County maps. Offsite information that is outside of the new survey limits will be acquired from GIS mapping, City records, and County maps. The site assessment mapping will include:

- Land use types and areas
- Topographic plans within the road project right-of-way, including enclosed drainage

- Topographic mapping outside of road project right-of-way but within project area of interest (electronic GIS)
- Watershed and stream basin information (electronic GIS)
- Wetlands, streams, and other critical areas (if applicable)
- Relevant Basin Plans that may have impact on drainage design (supplied by City, if available)
- Soil types obtained from the Natural Resources Conservation Service (NRCS) Web Maps

The Toole Design Team will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to identify mitigation needs for flow control and water quality treatment. Tributary drainage area (TDA) boundaries, based on roadway high points and conveyance system configuration, will be identified on these maps. The Toole Design Team will prepare a summary of area tables for pre- project and post-project conditions.

This work element includes updating the proposed impervious area maps after 60% plans are complete, if there are significant changes to the design that warrants an update.

Deliverables:

- Existing Drainage Condition Maps (approximately three [3] 11"x17" sheets, to be included in the Drainage Report)
- Downstream Routes/Upstream Areas Exhibit (two [2] 11"x17" sheets, to be included in the Drainage Report)
- Soils Map (two [2] 11"x17" sheets, to be included in the Drainage Report)
- Existing Impervious Area Maps (approximately three [3] 11"x17" sheets, to be included in the Drainage Report)
- Proposed Impervious Area Maps (approximately three [3] 11"x17" sheets, to be included in the Drainage Report)
- Tables identifying different types of impervious surfaces (to be included in the Drainage Report)

7.4 Water Quality and Flow Control Calculations

The Toole Design Team will prepare sizing calculations for the proposed water quality treatment and flow control facilities.

Assumptions:

- The hydrologic analysis conducted as part of this work element will be done using WWHM version 4, a continuous simulation modeling software accepted by the Washington State Department of Ecology.

Deliverables:

- Water Quality Treatment and Flow Control calculations (to be included in the Drainage Report)

7.5 Drainage Report

The Toole Design Team will assemble a draft (60%) and final Drainage Report. The Drainage Report will include a written assessment and summary of the surface water design features on the project, summary tables, flow control and water quality treatment calculations, pipe capacity calculations, drainage basin maps, and supporting exhibits.

Independent QA/QC reviews of the Drainage Report will be conducted for each submittal (60% and 90%). QA/QC reviews will be conducted by senior staff.

Deliverables:

- Draft Drainage Report at 60% PS&E (electronic copy, PDF format)
- Final Drainage Report at 90% PS&E (electronic copy, PDF format)

7.6 Drainage Plans

The Toole Design Team will prepare drainage plan sheets in support of the project.

Independent QA/QC reviews of the Drainage Plans will be conducted for each submittal (60% and 90%). QA/QC reviews will be conducted by senior staff.

Deliverables:

- 30% Drainage Plans (To be submitted as part of Task 5)
- 60% Drainage Plans (To be submitted as part of Task 6)
- 90% Drainage Plans (to be submitted as part of Task 7)
- 100% Drainage Plans (To be submitted as part of Task 8)

Task 5 – 30% Design, Plans, and Opinion of Costs

The Toole Design Team will prepare the 30% design level construction plans and opinion of costs and submit them to the City for review and comment. A basis of design memorandum will also be prepared to document the established project design criteria.

5.1 Site Walk and Survey Review

The Toole Design Team will perform a field review of the project base plan information to verify the location of existing features, including noting legends on all warning, regulatory and route marker signs, and ensuring the base plans provide sufficient information regarding existing drainage and sewer systems, as well as cross section elements include existing features such as walls, hydrants, poles, trees, sills, wells, ledge, layout lines, cross culverts, bridge structures, sills, high-tension lines, benchmarks, etc. Any deviations will be reported to the surveyor for inclusion in the final base map.

During the survey review walk, the Toole Design Team will observe the general site conditions, traffic patterns, traffic management, potential detour routes, vegetation, proximity of abutters and other relevant features. Photographs and video of the existing facility and surrounding environment will be collected.

5.2 Basis of Design/Design Criteria

The Toole Design Team will prepare a design matrix documenting the design criteria and standards that will be used as the basis for the PS&E design. Draft and final matrices will be prepared.

The Basis of Design Memorandum will include:

- Descriptions of the basis of design for each project element and a list of proposed design deviations (if any)
- Project description and background
- Summary of existing conditions, opportunities, and environmental and physical constraints (including trees)
- Summary of anticipated permitting requirements
- Summary of impacted properties
- Summary of impacted utilities
- Summary of stakeholders

Assumptions:

- Concurrence will be reached on the Design Criteria elements with the City before 30% PS&E design begins.

Deliverables:

- Draft and Final Basis of Design Matrix (PDF Format); Q2 2026

5.3 Lighting Analysis

During the 30% design phase the Consultant will perform lighting analysis along the facility corridor and make recommendations for where new luminaires should be located.

Assumptions:

- Existing luminaires are located on utility poles owned and operated by Puget Sound Energy.
- Luminaire location recommendations will be based on the existing lighting analyses, focused on locations where the path(s) crosses vehicular travel lanes or driveways.
- Design of luminaires and utility poles will not be provided. A markup of recommended locations will be provided on plans included in other tasks.
- It is assumed that the city will provide the recommended luminaire locations to Puget Sound Energy, and Puget Sound Energy will design and construct the recommended luminaires. Luminaire poles will be shown on the design plans for reference only and will be noted "by others."
- Lighting analysis will include up to three (3) intersections and one (1) mid-block crossing.

Deliverables:

- Electronic copy of the lighting analyses in PDF format via e-mail.
- Markups on plans prepared under other tasks of the recommended luminaire locations.
- Inclusion of the final luminaire locations in the design plans noted as "by others."

5.4 30% Plans

It is anticipated that the 30% plans will consist of the following sheets (45 sheets):

- Cover Sheet w/ Vicinity Map and Index (1 sheet)
- Notes, Legend and Abbreviations (1 sheet)
- Alignment and Survey Control (5 sheets, 1" = 20')
- Right-Of-Way Plan (5 sheets, 1" = 20')
- Site Preparation/Demolition/TESC Plans (5 sheets, 1" = 20')
- Typical Roadway and Path Sections (2 sheets)
- Paving and Landscaping (5 sheets, 1" = 20')
- Paving and Landscaping Details (1 sheet)
- Intersection Grading (4 sheets, 1" = 5')
 - NE Bucklin Hill Rd and Blakely Ave NE
 - NE Bucklin Hill Rd and Hyla School (midblock crossing)
 - NE Bucklin Hill Rd and Lynwood Center Rd NE
 - Lynwood Center Rd NE and Fletcher Bay Rd NE
- Wall Details (1 sheet)
 - Up to 3 wall types, less than 4-feet in height
- Drainage Plan and Profile (5 sheets, 1" = 20')
- Drainage Details (3 sheets)

- Channelization and Signing (5 sheets, 1" = 20')
- Channelization and Signing Details (1 sheet)
- RRFB Plan and Details (2 sheets, 1" = 5')

Assumptions:

- The intent of the right-of-way plans are to visually communicate temporary construction easement limits and permanent acquisitions to the contractor. Legal descriptions will not be developed.
- While all the sheets above will be generated at the 30% design level, many will have limited design information for the 30% submittal.
- Toole Design does not anticipate that traffic detours will be required to construct the project and will utilize WSDOT standard traffic control plans and a traffic control narrative to address the maintenance and protection of traffic.
- Up to one set of rectangular rapid flashing beacons (RRFB) will be included.
- Right-of-way plan will not be included. The Consultant team will provide exhibits to the City that indicate approximate right-of-way needs.
- Walls, if needed, will be less than 4-feet in height and will not require structural engineering. Typical details will be used.

Deliverables:

- Electronic copy of the 30% plan set in PDF format via e-mail

5.5 30% Opinion of Costs and Outline of Special Provisions

The preliminary (30%) design level opinion of cost will focus on high cost and high quantity bid items that have the most impact on overall project cost. Other bid items that have not yet been designed will be temporarily shown as lump sums. A large contingency will be included at this stage due to limited design information. The Toole Design Team will document all quantity takeoffs based upon the 30% plans and assign costs using current unit bid prices. Quantity takeoffs will be prepared in a manner that is understandable, clear, and reproducible by someone other than the preparer. Bid items will be assigned based on the WSDOT Standard Specifications. For non-standard items, the 30% submission will also include a list of anticipated bid items that will require the development of a special provision.

Assumptions:

- A bid schedule is not included at 30%.

Deliverables:

- Electronic copy of the 30% opinion of cost summary submitted in PDF format
- Electronic copy of the list of anticipated items requiring special provisions in PDF format
- In providing opinions of probable construction cost, the City understands that the Toole Design Team has no control over the cost or availability of labor, equipment or materials, market conditions or the Contractor's method of pricing, and that the Toole Design Team's opinions of probable construction costs are made on the basis of the Toole Design Team's professional judgment and experience. The Toole Design Team makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Toole Design Team's opinion of probable construction cost.

5.6 30% QA/QC of Deliverables

The Toole Design Team will conduct a quality assurance/quality control review of deliverables, as well as confirmation that comments received have been addressed. A record of comments received will be

maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Task 6 – 60% Plans, Specifications, and Opinion of Costs

The Toole Design Team will prepare 60% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 30% submittal deliverables. The plans, specifications, and opinion of cost, will be submitted to the City for review and comment.

6.1 Response to 30% Comments

Within ten (10) days of receipt of the 30% comments, the Toole Design Team will review and provide written responses to the City's comments. Any comments requiring discussion will be flagged. Approximately, one week later, the Toole Design Team will attend one (1) comment review meeting with the City staff to review all responses, paying close attention to those requiring additional input/clarification. Responses will be provided on the comment documents provided by the City.

Assumptions:

- 30% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Toole Design Team.
- The Toole Design Team's responses will be provided on the original comment document the City provided to the Toole Design Team.
- The Toole Design Team will attend one (1) comment review meeting at the City offices (or virtually).

Deliverables:

- Draft written responses to 30% comments (PDF)
- Final written responses to 30% comments (PDF)

6.2 60% Plans

It is anticipated that the 60% plans will consist of the same sheets identified in the 30% plans (45 sheets).

Assumptions:

- Major revisions to the cross-section or other major design elements are not anticipated.

Deliverables:

- Electronic copy of the 60% plan set in PDF format via e-mail

6.3 60% Opinion of Costs

The Toole Design Team will calculate 60% level quantities and opinion of construction costs based upon the 60% construction plans and current unit bid prices. The Toole Design Team will address applicable 30% review comments and make revisions as necessary.

Assumptions:

- Major revisions to the cross-section or other major design elements are not anticipated.

Deliverables:

- Electronic copy of the 60% opinion of cost summary submitted in PDF format via e-mail

6.4 60% Special Provisions

The Toole Design Team will prepare Special Provisions for the 60% submittal based on a boilerplate document provided by the City that contains updated City of Bainbridge Island GSPs. These will include

detailed descriptions for the items of work that are not covered by the current WSDOT Standard Specifications and City GSPs. Bid forms will not be included in the 60% submittal.

Assumptions:

- It is assumed that the City will provide the Toole Design Team with any City General Special Provisions and Requirements to be used on the project.

Deliverables:

- Electronic copy of the 60% Special Provisions in Microsoft Word format via e-mail; Q2 2026

6.5 60% QA/QC and Constructability Review of Deliverables

An internal Toole Design Team quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Task 7 – 90% Plans, Specifications, and Opinion of Costs

The Toole Design Team will prepare 90% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 60% submittal deliverables. The plans, specifications, and opinion of cost will be submitted to the City for review and comment.

7.1 Response to 60% Comments

Within ten (10) days of receipt of the 60% comments, the Toole Design Team will review and provide written responses to the City's comments. Any comments requiring discussion will be flagged. Approximately, one week later, the Toole Design Team will attend one (1) comment review meeting with the City staff to review all responses, paying close attention to those requiring additional input/clarification. An on-site meeting with City, utility, or other stakeholder representatives will take place to discuss any outstanding issues that need to be resolved prior to 90% design development. Responses will be provided on the comment documents provided by the City.

Assumptions:

- 60% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Toole Design Team.
- The Toole Design Team's responses will be provided on the original comment document the City provided to the Toole Design Team
- The Toole Design Team will attend one (1) comment review meeting with the City
- The City will develop Division 0 and Division 1 specifications, and Toole will supplement with technical specifications.

Deliverables:

- Draft Written responses to 60% comments (PDF)
- Final written responses to 60% comments (PDF)

7.2 90% Plans

It is anticipated that the 90% plans will consist of the same sheets identified in the 60% plans (45 sheets).

Assumptions:

- Any contracting with a utility locating company to perform potholes for City-owned and franchise utilities will be conducted by the City.

Deliverables:

- Electronic copy of the 90% plan set in PDF format via e-mail; Q3 2026

7.3 90% Opinion of Costs

The Toole Design Team will calculate 90% level quantities and opinion of construction costs based upon the 90% construction plans and current unit bid prices. A backup of quantities will also be provided on a per sheet basis, for more efficient tracking during construction. The Toole Design Team will address applicable 60% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the 90% opinion of cost summary submitted in PDF format via e-mail

7.4 90% Project Manual

The Toole Design Team will prepare 90% Project Manual based upon the 90% design. The Toole Design Team will address applicable 60% review comments and make revisions as necessary.

Assumptions:

- It is assumed that the City will provide the Toole Design Team with their standard, current, boilerplate contract language ("front end docs") to be used for the project.

Deliverables:

- Electronic copy of the 90% Project Manual in Microsoft Word and PDF format via e-mail

7.5 90% PS&E QA/QC and Constructability Review of Deliverables

An internal Toole Design Team quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Task 8 – 100% and Ad-Ready Plans, Project Manual, and Opinion of Costs

The Toole Design Team will revise the 90% plans, project manual, and opinion of cost estimate based on the City's comments and prepare a 100% PS&E package.

The Toole Design Team will submit the 100% plans, estimate and project manual package the City for a 100% check print before assembling the contract documents.

8.1 Response to 90% Comments

Within seven (7) days of receipt of the 90% comments, the Toole Design Team will review and provide written responses to the City's comments. Any comments requiring discussion will be flagged. Approximately, one week later, the Toole Design Team will attend one (1) comment review meeting with the City staff to review all responses, paying close attention to those requiring additional input/clarification. Responses will be provided on the comment documents provided by the City.

Assumptions:

- 90% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Toole Design Team.

- The Toole Design Team's responses will be provided on the original comment document the City provided to the Toole Design Team
- The Toole Design Team will attend one (1) comment review meeting with the City

Deliverables:

- Draft Written responses to 90% comments (PDF)
- Final written responses to 90% comments (PDF)

8.2 100% Plans

The Plan sheets will be the same as those identified under the 90% design phase.

Deliverables:

- Electronic copy of the 100% plans, in PDF format via e-mail

8.3 100% Opinion of Costs

The Toole Design Team will update the project quantities and prepare a 100% opinion of construction costs based upon the approved 100% construction plans and current unit bid prices. A backup of quantities will also be provided on a per sheet basis, for more efficient tracking during construction. The Toole Design Team will address applicable 90% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the opinion of cost summary submitted in PDF format via electronic e-mail

8.4 100% Project Manual

The Toole Design Team will prepare the 100% Project Manual

based upon the 100% design. The Toole Design Team will address applicable 90% review comments and make revisions as necessary. One bid forms will be filled out with the project quantities with this submittal.

Deliverables:

- Electronic copy of the 100% Project Manual submitted in PDF format via electronic e-mail

8.5 100% PS&E QA/QC and Constructability Review of Deliverables

An internal Toole Design Team quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

8.6 Ad Ready Contract Documents

The Toole Design Team will finalize the 100% plans, specifications and opinion of cost estimate based on the Client review comments and prepare final, ad ready, Bid Documents. 100% comments will be delivered electronically and incorporated into the ad-ready bid documents.

Assumptions:

- The fee effort for this task assumes the City will provide one (1) set of compiled and consolidated comments reflective of all City comments from the final check set submittal. It is assumed that pre-final review comments will be minor in nature and not reflect any changes to design. If additional comments are made, or if any comments are made that alter the design, and it is determined that

addressing them would cause significant changes to the plans, this may be considered additional work to be included in a supplement.

- Prior to bid advertisement, the Toole Design Team may make minor revisions to the Plans, Project Manual, and Opinion of Costs.
- Comments that are to be incorporated into the contract documents that are a significant change to the design or finalization of the ad-ready contract documents will be considered an additional service and may need a supplement to this Agreement.

Deliverables:

- Electronic copy of the final plans; half size and full-size signed plans, in PDF format via e-mail
- Electronic copy of the opinion of cost summary submitted in PDF format via e-mail
- Electronic copy of the final bid documents Project Manual in PDF format via e-mail
- Written responses to the Final review comments; Q4 2026

Task 9 – Bid Support

The Toole Design Team will support the City during the bidding phase of the project. The Toole Design Team will respond to requests for clarifications and prepare Addendums.

9.1 Provide Bid Clarifications

The Toole Design Team will respond to Contractor questions as requested by the City during the bidding process. The Toole Design Team will provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification.

Deliverables:

- Written clarifications to bid questions, including text and plan sheet revisions if applicable (email format)

9.2 Addenda

The Toole Design Team will assist the City with preparing materials to be included with up to two (2) Addenda, as required.

Assumptions:

- The City determine if the bids are responsive or not.
- The City will track bid questions and communicate with bidders.
- The City will review bid tabulations against the opinion of cost (engineer's estimate).

Deliverables:

- Materials to be included with addenda, as requested, for up to two (2) Addenda
- Addenda will be incorporated into a conformed set of plans and specifications
- Printed copies of the conformed plans and Project Manual; three half-sized plans and 3 sets of the Project Manual to be provided at or before the pre-construction meeting.

Task 10 – Right of Way Support

The Toole Design Team will provide right of way strategy support on an as-needed basis as requested by the City. A preliminary allocation of 17 hours has been included for budgeting purposes. It is anticipated that a future amendment will include support with acquisitions, appraisals, and negotiations.

Assumptions:

- ROW support will be provided on an as-needed basis as requested by the City. If the effort for any request exceed the remaining budget in this task, an amendment may be needed.
- No work will proceed under this task unless approved by the City.

Task 11 – Geotechnical Investigations (Optional Task)

It is likely that geotechnical investigations and reports will be required to identify the feasibility of stormwater infiltration. This may include geotechnical borings, groundwater monitoring, infiltration tests, or other subsurface investigations. The extent of geotechnical work is not known at this point, so a \$25,000 allowance has been included in the budget. If geotechnical services are needed during design, Toole Design will solicit a scope and fee from a geotechnical partner. If the cost of the required work exceeds this budgeted amount a contract amendment may be needed.

Additional (Optional) Services

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

Services Not Included in this Scope of Services

1. Construction management or design support during construction services.

Items to be furnished by Others

The City shall furnish the following:

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

Engineer and its consultants may reasonably use and rely upon information and design elements furnished by Owner or customarily furnished by others including, but not limited to, other design professionals, specialty contractors, manufacturers, suppliers and publishers of technical standards.

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

Design Criteria

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

1. Standard Specifications for Road, Bridge, and Municipal Construction, 2025 Edition, published by WSDOT/APWA
2. WSDOT Standard Plans for Road, Bridge, and Municipal Construction
3. AASHTO: A Policy on Geometric Design of Highways and Streets (2011 Edition)
4. 2009 Manual on Uniform Traffic Control Devices (MUTCD)
5. AASHTO: Guide for the Development of Bicycle Facilities, Fifth Edition

6. The Revised Draft Guidelines for Accessible Public Rights-of-Way (PROWAG)
7. City Standard Plans and Policies

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

Prime Consultant Fee Determination Summary

Prime Consultant: Toole Design Group, LLC

Project: 00SEA.00501.00

Client: City of Bainbridge Island

HOURLY COSTS

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineering Lead III	11	\$314.00	\$3,454.00
Engineering Lead II	205	\$306.00	\$62,730.00
Engineering Lead II	50	\$306.00	\$15,300.00
Engineering Lead I	24	\$268.00	\$6,432.00
Project Engineer II	256	\$212.00	\$54,272.00
Engineer III	219	\$170.00	\$37,230.00
Engineer II	311	\$142.00	\$44,162.00
Senior Landscape Architect	18	\$214.00	\$3,852.00
Total Labor Costs	1094		\$227,432.00

REIMBURSABLES

Travel	\$500.00	1.0	\$500.00
Geotechnical support allowance	\$25,000.00	1.0	\$25,000.00
Total Expenses			\$25,500

SUBCONSULTANTS

<u>Subconsultant Name</u>	<u>Cost</u>	<u>Markup</u>	<u>Total</u>
Concord Engineering	\$36,135.00	1.0	\$36,135.00
Commonstreet	\$4,995.00	1.0	\$4,995.00
Total Subconsultants			\$41,130

SUB-TOTAL	\$294,062
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Management Reserve	\$15,000.00
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CONTRACT TOTAL	\$309,062
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Subconsultant Fee Determination Summary

Subconsultant: Concord Engineering

Project: 00SEA.00501.00

Client: City of Bainbridge Island

HOURLY COSTS

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
QC/ Senior Engineer 3	8	\$235.00	\$1,880.00
PM/ Senior Engineer 5	56	\$270.00	\$15,120.00
Associate Engineer 5	108	\$170.00	\$18,360.00
Project Coordinator 3	5	\$115.00	\$575.00
Total Labor Costs	177		\$35,935.00

REIMBURSABLES

<u>Expense</u>	<u>Cost</u>	<u>Markup</u>	<u>Total</u>
Travel	\$200.00	1.0	\$200.00
Total Expenses			\$200

SUBCONSULTANT TOTAL	\$36,135
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Subconsultant: Commonstreet

Project: 00SEA.00501.00

Client: City of Bainbridge Island

HOURLY COSTS

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal	8	\$306.00	\$2,448.00
Senior Project Manager	9	\$283.00	\$2,547.00
Total Labor Costs	17		\$4,995.00

SUBCONSULTANT TOTAL	\$4,995
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Toole Design Group, LLC Standard Hourly Rate Sheet Project: NE Bucklin Hill Road – Blakely Avenue NE to Fletcher Bay Road NE Non-Motorized Improvements Project 10/28/2025

Classification	Standard Hourly Rate
Principal-In-Charge	\$ 466.00
Principal	\$ 386.00
Engineering Lead III	\$ 314.00
Engineering Lead II	\$ 306.00
Engineering Lead I	\$ 268.00
Senior Engineer	\$ 232.00
Project Engineer II	\$ 212.00
Project Engineer I	\$ 184.00
Engineer III	\$ 170.00
Engineer II	\$ 142.00
Engineer I	\$ 128.00
Technician Manager	\$ 172.00
Technician	\$ 100.00
Planning Lead III	\$ 324.00
Planning Lead II	\$ 276.00
Planning Lead	\$ 238.00
Senior Planner	\$ 216.00
Project Planner II	\$ 190.00
Project Planner	\$ 178.00
Planner III	\$ 162.00
Planner II	\$ 146.00
Planner	\$ 124.00
Senior Designer	\$ 220.00
Designer II	\$ 180.00
Designer	\$ 130.00
GIS Specialist	\$ 182.00
GIS Analyst	\$ 150.00
Graphic Designer	\$ 164.00
Intern	\$ 92.00
Landscape Architect Lead	\$ 280.00
Senior Landscape Architect	\$ 214.00
Landscape Architect	\$ 178.00
Admin	\$ 148.00

Concord Engineering, INC
Standard Hourly Rate Sheet
Project: NE Bucklin Hill Road – Blakely Avenue NE to Fletcher Bay Road NE
Non-Motorized Improvements Project
10/28/2025

Classification	Standard Hourly Rate
Project Manager 8	\$ 300.00
Project Manager 7	\$ 300.00
Project Manager 6	\$ 285.00
Project Manager 5	\$ 270.00
Project Manager 4	\$ 250.00
Project Manager 3	\$ 235.00
Project Manager 2	\$ 215.00
Project Manager 1	\$ 200.00
Senior Engineer 8	\$ 300.00
Senior Engineer 7	\$ 300.00
Senior Engineer 6	\$ 285.00
Senior Engineer 5	\$ 270.00
Senior Engineer 4	\$ 250.00
Senior Engineer 3	\$ 235.00
Senior Engineer 2	\$ 215.00
Senior Engineer 1	\$ 200.00
CAD Manager	\$ 180.00
Engineering Supervisor	\$ 180.00
Associate Engineer 6	\$ 175.00
Associate Engineer 5	\$ 170.00
Associate Engineer 4	\$ 165.00
Associate Engineer 3	\$ 160.00
Associate Engineer 2	\$ 155.00
Associate Engineer 1	\$ 145.00
Assistant Engineer 5	\$ 140.00
Assistant Engineer 4	\$ 135.00
Assistant Engineer 3	\$ 130.00
Assistant Engineer 2	\$ 125.00
Assistant Engineer 1	\$ 120.00
Engineering Intern 3	\$ 100.00
Engineering Intern 2	\$ 75.00
Engineering Intern 1	\$ 55.00
Administrative Process Manager	\$ 150.00
Project Accountant 3	\$ 115.00
Project Coordinator 3	\$ 115.00
Project Coordinator 2	\$ 100.00

Commonstreet
Standard Hourly Rate Sheet
Project: NE Bucklin Hill Road – Blakely Avenue NE to Fletcher Bay Road NE
Non-Motorized Improvements Project
10/28/2025

Classification	Standard Hourly Rate
Principal	\$306.00
Program Manager / Sr. Advisor	\$306.00
Sr. Project Manager	\$283.00
Project Manager	\$188.00
Sr. Right of Way Agent	\$155.00
Right of Way Agent	\$125.00
Sr. Project Control Specialist	\$155.00
Sr. ROW Technician	\$155.00
Project Control Specialist	\$115.00
ROW Technician	\$115.00
Sr. Property Management Specialist	\$155.00
Sr. Outreach and Engagement Specialist	\$155.00
Property Management Specialist	\$125.00
Outreach and Engagement Specialist	\$125.00

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.

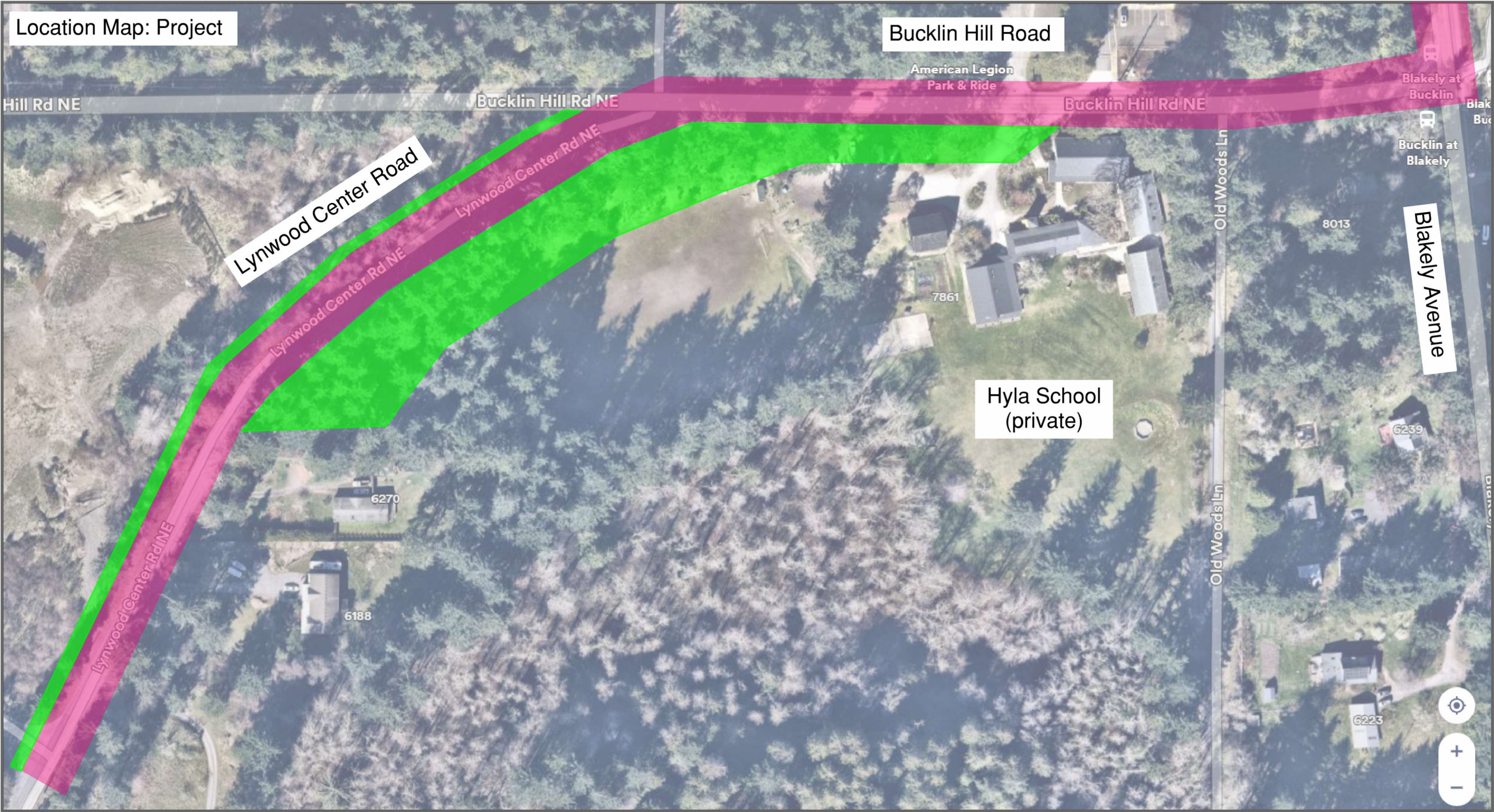
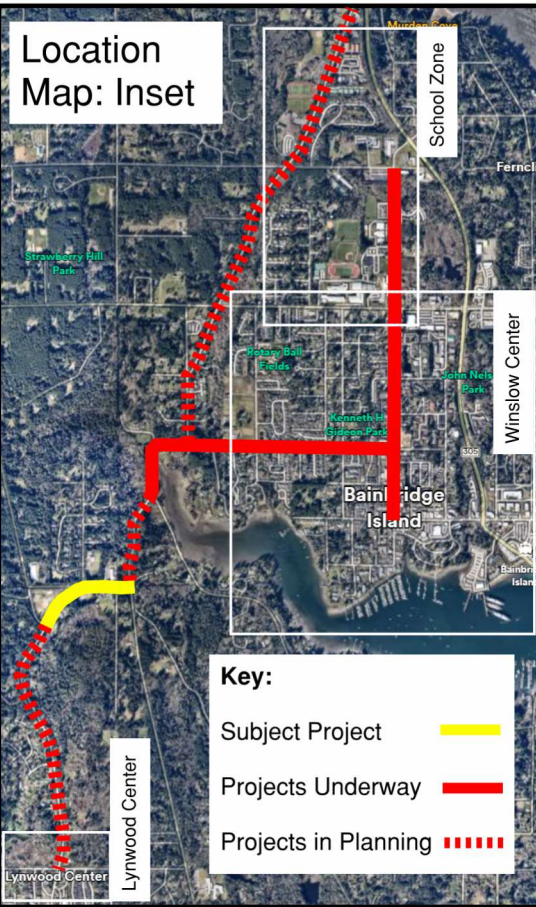
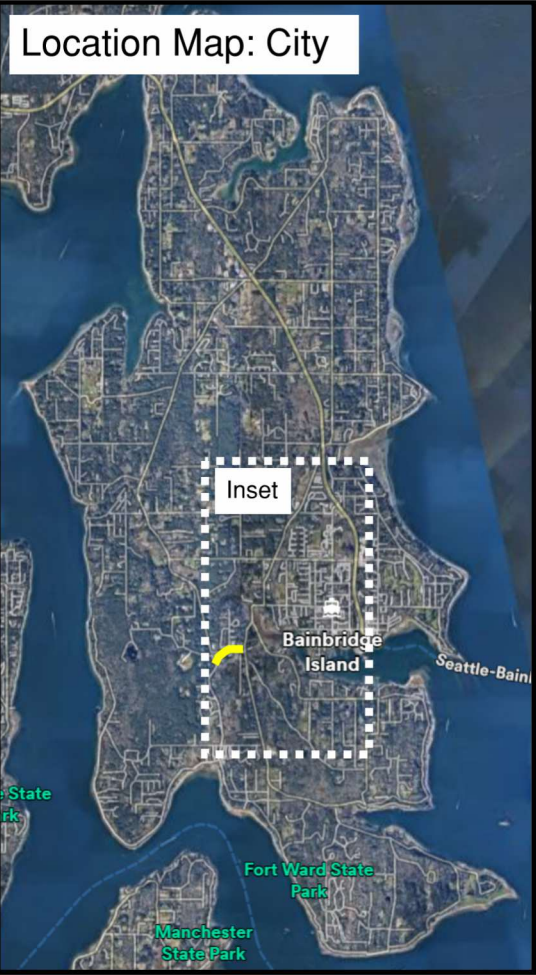
Name and Title of Authorized Consultant

Date

Signature of Authorized Consultant

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

Bucklin Hill Road NE Non-Motorized Improvements Project



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

Number: 00723

Project Description



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

Benefit: Safety and non-motorized transportation connectivity.

Schedule: 2025: Design; 2026: Construction

Capital Funding (1000's)

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



Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (8:45 PM) Introduce Resolution No. 2025-16 Revising Updates to the Building, Planning and Services Fees - Planning,

SUMMARY:

Staff presented proposed fee updates to development permits the 2024–25 Building, Development, and Services Study at the July 15, 2025, City Council meeting. This rate study was conducted as a three-year follow-up to the 2019–2021 study, which was the first comprehensive cost-of-service evaluation for these fees since 2006.

The study found that the Building, Development, and Services Fund does not generate sufficient revenue to cover its costs and therefore relies heavily on General Fund subsidies to support ongoing operations.

Staff is recommending a phased approach to rate adjustments over a three-year period, from 2026 to 2028. Proposed across-the-board increases include a 30% adjustment in 2026, followed by 11% increases in both 2027 and 2028. The goal is to achieve 90%–100% cost recovery for building fees and 50%–60% for planning fees by the end of the three-year period. These cost recovery targets are consistent with those of most jurisdictions. Building fees are generally set to recover 90% to 100% of associated costs, ensuring that development fully covers its impact on city services. Achieving 100% recovery for planning fees is generally avoided, as some of the functions associated with planning, such as long-range planning, should be funded by the General Fund; and providing general advice to the public is a cost difficult to capture.

Staff also recommending adopting a new \$125 application and technology fee, collected at the time of permit application, to help offset the rising costs of permitting technology and reduce the General Fund subsidy associated with staff time not fully covered by current fees. This approach is common among other jurisdictions, including Kitsap County, Poulsbo, Olympia, Tukwila, Lake Forest Park, Seattle, Kirkland, Clallam County, Jefferson County and other jurisdictions.

Under the financial policies adopted by Council after the previous permit fee study, these types of fees must be re-evaluated every three years. Financial policies also encourage full cost recovery within the Building, Development and Services fund whenever practical. At the end of the current three-year period, in accordance with city policy and best practices, a new study will determine whether the current targeted goals have been met and whether or not any further revised adjustments should be implemented.

AGENDA CATEGORY: Resolution

PROPOSED BY: Planning &
Community Development

RECOMMENDED MOTION:

I move to forward Resolution No. 2025-16 revising updates to the Building, Planning and Services Fees to the December 9, 2025, Regular Business Meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Permit Fee Rate Study Highlights and Proposed Actions_11.12.25V3.pptx](#)

[Resolution No. 2025-16 Building Planning and Services Fees.docx](#)

[Resolution No. 2025-16 Exhibit A - Building, Planning and Services Fees.pdf](#)

Permit Fee Rate Study Highlights and Proposed Permit Fee Rates

Patricia Charnas
Planning Director

DeWayne Pitts,
Finance Director

November 12, 2025



CITY OF
BAINBRIDGE ISLAND



Review: Permit Types

Planning and Development Engineering Permits

- Land use
- Shoreline
- Environment
- Stormwater and Roads



More complex and time consuming; lower volume; variable fees

Building Permits

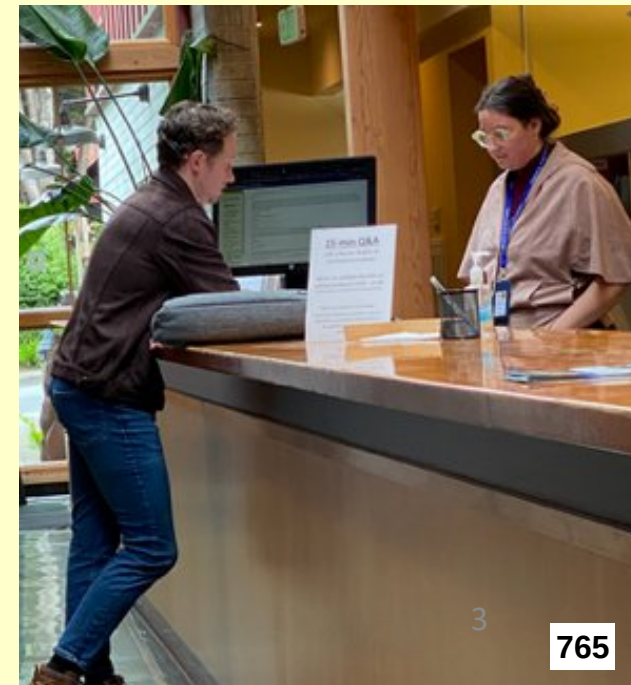
- Residential and commercial
- Exteriors
- Interiors



Less complex; less time consuming; easy to apply standard fees; high volume

Review: Permit Fee Services

- Answering general questions
- Interpreting code for general public and permit customers
- Permit customer project consultations
- Assisting permit customer submittals
- In depth code reviews of proposals
- Permit processing and staff reports



Tonight's Presentation:

- Proposed Fee Adjustments
- Why Raise Fees?
- Overview of Cost Savings actions

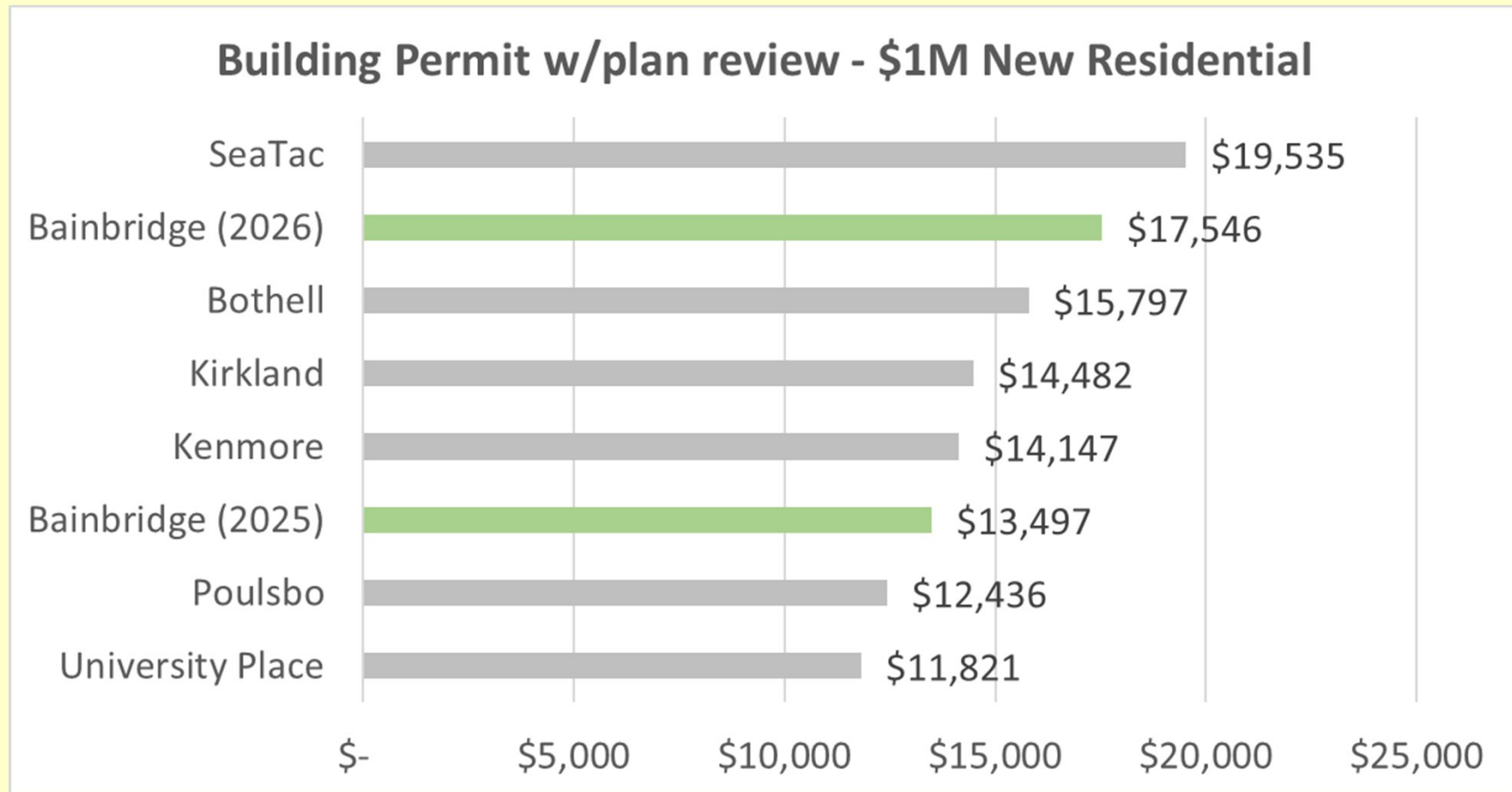


Proposed Fee Increases Summary

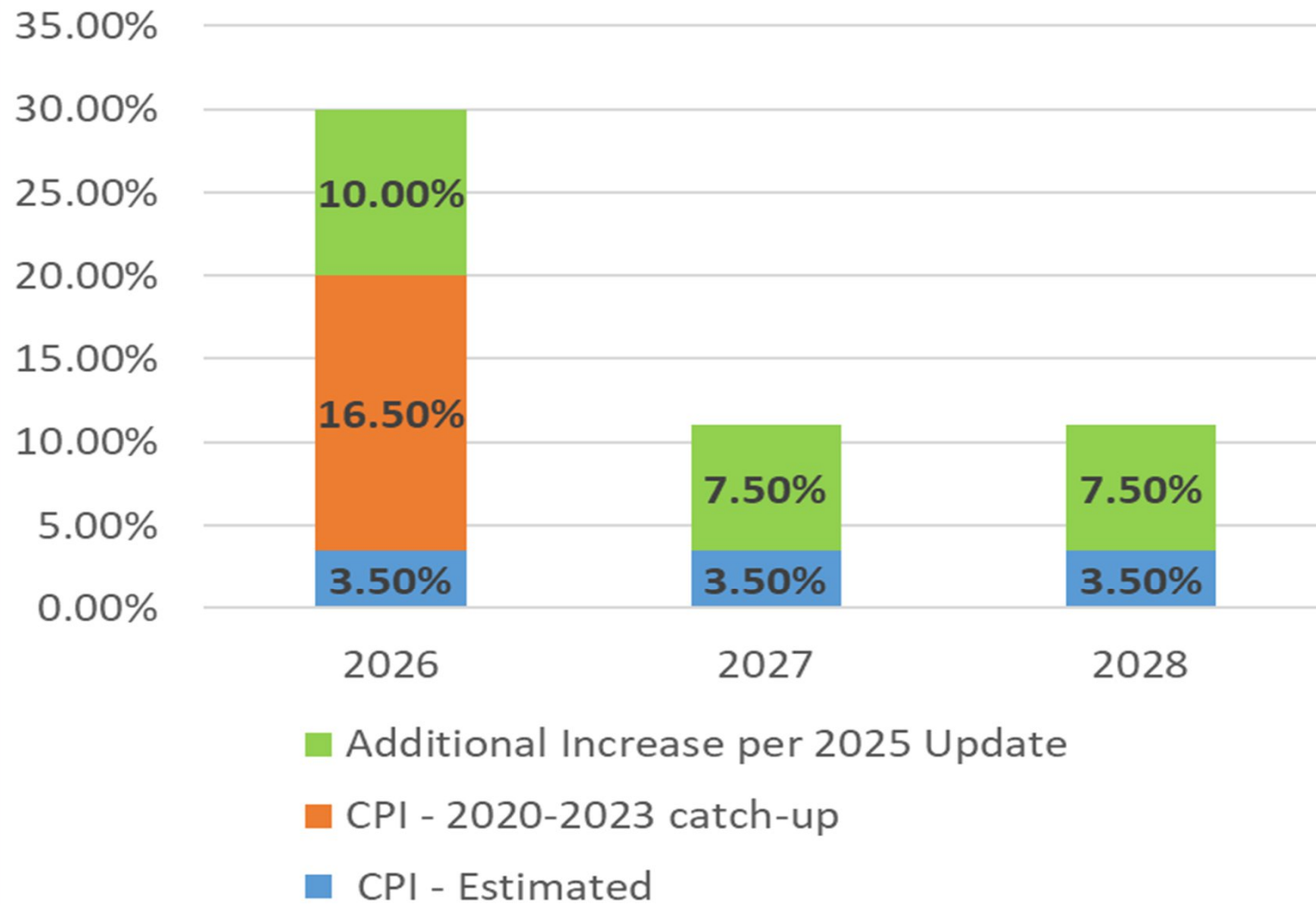
- Permit Fee Adjustments for 2026-2028
 - 30% increase in 2026
 - 11% increases in both 2027 and 2028
 - Plus New Application and Technology Fee of \$125 per permit
- After 3 years permit fees will
 - Improve to 90-100% cost recovery for Building Permits
 - *Currently at 63% recovery*
 - Increase to 50-60% cost recovery for Planning Permits
 - *Currently at 39% recovery*



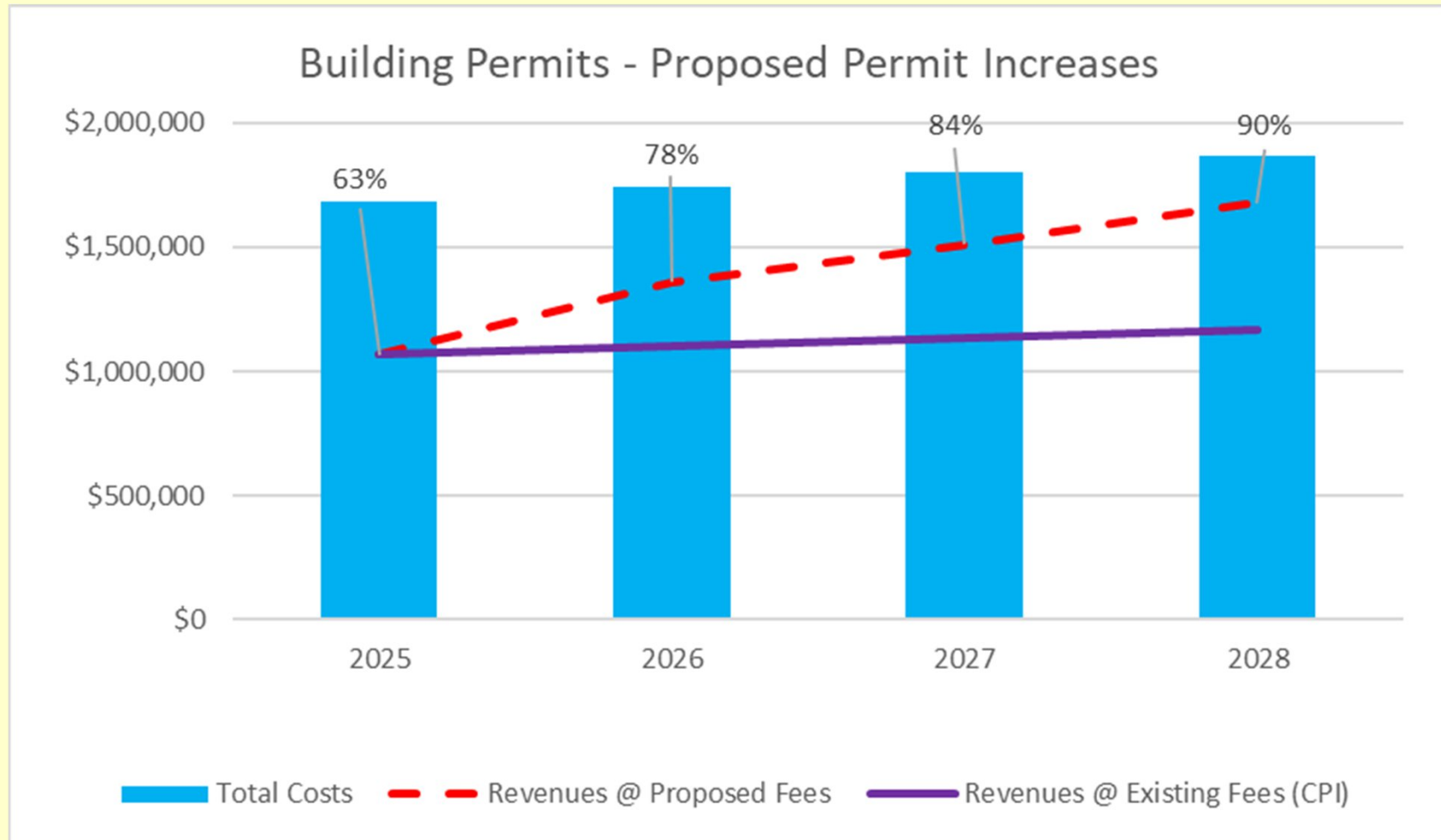
Example of Fee Increase *and comparison to other cities*



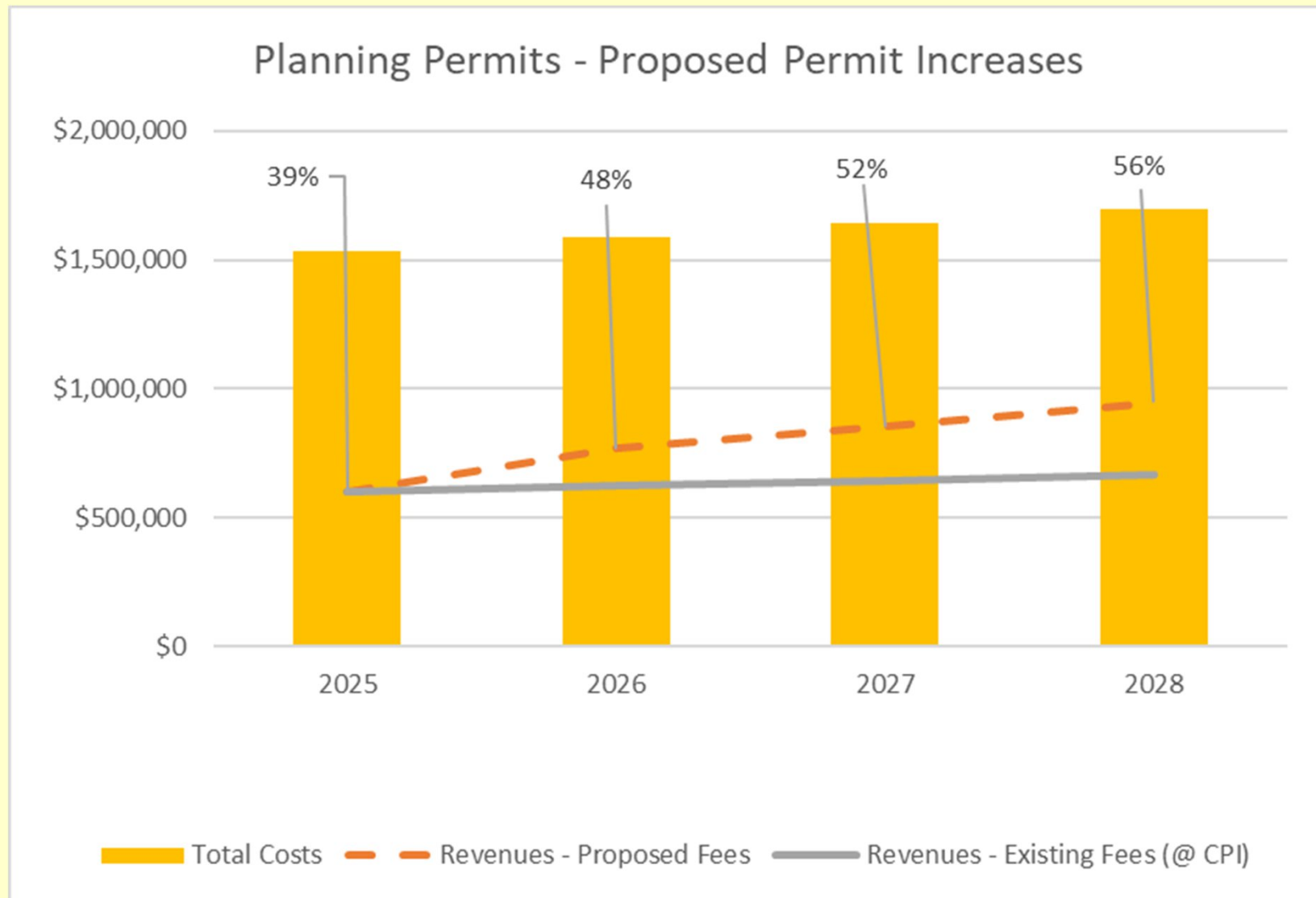
Proposed Annual Fee Increases



2026-28 Proposed Building Permit Fee Increases Cost Recovery by Year



2026-28 Proposed Planning Permit Fee Increases Cost Recovery by Year



Flat Administrative and Technology Fee of \$125 *paid at time of permit application*

Recovers a portion of the City's cost for services such as

- digital permit data services
- technology updates
- permit administration process improvements



Proposed Application and Technology Fee Comparison Using 2025 Fees

Local jurisdiction	Fee Coverage	Fee Structure	Rate <i>(on a \$2,000 permit)</i>
Poulsbo	Technology only	3.5% of permit fee	\$70
Bothell	Technology only	5% of permit fee	\$100
Mount Vernon	Technology only	6% of permit fee	\$120
Bainbridge Island <i>(proposed)</i>	Technology and application fee	Flat rate	\$125
Kitsap County	Technology and application fee	Flat rate	\$150
Lake Forest Park	Technology only	10% of permit fee	\$200



Why Raise Fees?

- Still recovering from 16-year gap of no increases
- Throughout the 16-year hiatus, no adjustments for inflation
- Last fee study increases were delayed (nearly 3 years)



Overview of Cost Savings Strategies

- Streamlined permitting processes, reducing staff time required per application and improved overall efficiency
- Implemented targeted permit review timelines, resulting in a significant reduction of the permit backlog
- Filled 2 vacant planner positions which has balanced workloads and decreased permitting times
- Reduced Planning & Community Development (PCD) expenses by 8% in 2025 as part of adopted budget through strategic cost management
- Continue to pause filling vacant building inspector position



Recommended Motion

“I move to forward Resolution 2025-16 Adopting updates to the Building and Planning fees to the December 9, 2025, Regular Business Meeting.”



RESOLUTION NO. 2025-16

A RESOLUTION of the City of Bainbridge Island, Washington, updating certain Building, Planning and Services fees in the City's Fee Schedule.

WHEREAS, the City of Bainbridge Island periodically updates the City's Fee Schedule including Building, Planning and Services fees to reflect City Council actions; and

WHEREAS, RCW 82.02.020 authorizes the collection of reasonable fees to cover the costs to the City for such activities; and

WHEREAS, the City periodically conducts studies of rates, charges, and fees to ensure they provide adequate revenue, comply with state law, and support the cost of services provided; and

WHEREAS, in August 2024, the City engaged the services of FCS, a Bowman company, to conduct a permit fee and operations financial analysis study, and to provide recommendations and a final report on Building, Planning and Services fees; and

WHEREAS, at the City Council Study Session on July 15, 2025, City staff presented a summary of the Development Fee Study, dated April 4, 2025, which included recommended revisions to the City's Building, Planning and Services fees; and

WHEREAS, following Council discussion, staff indicated it would return with a fee implementation plan for the revised fees; and

WHEREAS, City staff, following the findings of the FCS Group study, have identified the need to increase Building, Planning and Services fees for the 2026-2028 period to support the continued provision of services; and

WHEREAS, the City desires to update its Fee Schedule to reflect the proposed changes to fees and charges.

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

Section 1. Section 8A, 8E, 8F, and Section 9 of the City's Fee Schedule are hereby amended as set forth in the attached Exhibit A.

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

Section 3. This resolution shall take effect and be in force _____, 2026.

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

EFFECTIVE DATE: _____, 2026

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
8. FIRE AND FIRE INSPECTION FEES					
BUILDING PLAN REVIEWS AND FIELD INSPECTIONS:					
A. GENERAL FIRE PROTECTION REVIEW					
Building Valuation under 25,000		119.00	155.00	172.00	191.00
Building Valuation 25,000 to 99,999		238.00	309.00	343.00	381.00
Building Valuation 100,000 to 499,999		358.00	465.00	516.00	573.00
Building Valuation 500,000 to 999,999		477.00	620.00	688.00	764.00
Building Valuation 1,000,000 or greater		596.00	775.00	860.00	955.00
E. OTHER FIRE EXTINGUISHING SYSTEMS					
(Range hood systems, clean agent systems, etc.)					
Charge per system		238.00	309.00	343.00	381.00
F. INCOMPLETE DRAWINGS OR RE-INSPECTIONS					
Charge per event		238.00	309.00	343.00	381.00
9. BUILDING AND PLANNING FEES					
ADMINISTRATIVE CODE INTERPRETATION		2,395.00	3,114.00	3,457.00	3,837.00
ADDRESS REQUEST (WITHOUT A BUILDING PERMIT)		178.00	231.00	256.00	284.00
ADMINISTRATIVE AND TECHNOLOGY FEE (NEW, ADDED TO ALL PERMITS)			125.00	139.00	154.00
AGRICULTURAL RETAIL PLAN		2,060.00	2,678.00	2,973.00	3,300.00
APPEAL OF ADMINISTRATIVE DECISIONS		530.00	689.00	765.00	849.00
APPEAL OF Environmental Impact Statement (EIS) ADEQUACY		530.00	689.00	765.00	849.00
APPEAL OF HEARING EXAMINER OR PLANNING COMMISSION DECISION		530.00	689.00	765.00	849.00
APPEAL OF SEPA DETERMINATION		530.00	689.00	765.00	849.00
BUILDING PERMIT					
Building permit fees are based on valuation, which is determined from the type of construction and square footage, or from the contractor's bid, whichever is greater. The City updates the construction/square footage factors each year based on the Building Valuation Data published by the International Code Council (ICC).					

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
Building Valuation Fee Schedule					
TOTAL VALUATION					
\$1.00 To \$500.00 - Base		31.89	41.46	46.02	51.08
\$500.01 To \$2,000.00 - Base		31.89	41.46	46.02	51.08
\$500.01 To \$2,000.00 - Each Additional \$100.00, or fraction thereof, To And Including \$2,000.00		4.13	5.37	5.96	6.62
\$2,000.01 To \$25,000.00 - Base		93.94	122.12	135.56	150.47
\$2,000.01 To \$25,000.00 - Each Additional \$1,000.00, or fraction thereof, To And Including \$25,000.00		18.99	24.69	27.40	30.42
\$25,000.01 To \$50,000.00 - Base		530.95	690.24	766.16	850.44
\$25,000.01 To \$50,000.00 - Each Additional \$1,000.00, or fraction thereof, To And Including \$50,000.00		13.71	17.82	19.78	21.96
\$50,000.01 To \$100,000.00 - Base		873.77	1,135.90	1,260.85	1,399.54
\$50,000.01 To \$100,000.00 - Each Additional \$1,000.00, or fraction thereof, To And Including \$100,000.00		9.49	12.34	13.69	15.20
\$100,000.01 To \$500,000.00 - Base		1,348.79	1,753.43	1,946.30	2,160.40
\$100,000.01 To \$500,000.00 - Each Additional \$1,000.00, or fraction thereof, To And Including \$500,000.00		7.59	9.87	10.95	12.16
\$500,000.01 To \$1,000,000.00 - Base		4,388.89	5,705.56	6,333.17	7,029.82
\$500,000.01 To \$1,000,000.00 - Each Additional \$1,000.00, or fraction thereof, To And Including \$1,000,000.00		6.44	8.37	9.29	10.32
\$1,000,000.00 and up - Base		7,613.56	9,897.63	10,986.37	12,194.87
\$1,000,000.00 and up - Each Additional \$1,000.00, or fraction thereof		4.94	6.42	7.13	7.91
BUILDING PERMIT RE-INSPECTION FEE					
COMPREHENSIVE PLAN AMENDMENT					
Site Specific		9,105.00	11,840.00	13,140.00	14,590.00
Not Site Specific		8,720.00	11,340.00	12,590.00	13,970.00
CONDITIONAL USE PERMIT					
Minor (including Agricultural Conditional Use Permits)		3,925.00	1,962.00	2,180.00	2,420.00
Major		21,735.00	8,034.00	8,920.00	9,900.00
Minor Adjustment/Amendment to Approved Conditional Use Permit		4,395.00	5,713.50	6,340.00	7,040.00
Major Adjustment/Amendment to Approved Conditional Use Permit		21,735.00	8,034.00	8,920.00	9,900.00
Revision to a Conditional Use Permit Under Review, as Determined by the Director		3,665.00	4,764.50	5,290.00	5,870.00
CONSULTATION*		805.00	1,050.00	1,170.00	1,300.00
*The Director is authorized to deduct the consultation fee from the official land use or building permit fee if a subsequent preapplication meeting or land use or building permit is applied for by that applicant within one year of a consultation					

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
CRITICAL AREA PERMIT FEES					
Buffer Enhancement Plan Review		3,580.00	4,650.00	5,160.00	5,730.00
Critical Area Site Investigation		635.00	830.00	920.00	1,020.00
Critical Area Permit - Major		3,840.00	4,990.00	5,540.00	6,150.00
Critical Area Permit - Minor		1,895.00	2,460.00	2,730.00	3,030.00
Geologically Hazardous Area Third-Party Geotechnical Review Deposit		2,500.00	3,250.00	3,610.00	4,010.00
Environmental Report/Document Third-Party Review Deposit		3,500.00	4,550.00	5,050.00	5,610.00
Reasonable Use Exception					
Single Family Residence		10,635.00	13,830.00	15,350.00	17,040.00
All Other		14,260.00	18,540.00	20,580.00	22,840.00
Critical area restoration and enhancement projects not required as project mitigation and meeting the criteria of BIMC 16.20.040.B.2 shall not be charged fees by the City for pre-application meetings, permit applications, or other review and authorization processes; provided, that this shall not apply to fees for the appeal of City decisions.					
DEMOLITION PERMIT		59.50	77.00	85.00	94.00
ENFORCEMENT		151.50	197.00	219.00	243.00
ENVIRONMENTAL REVIEWS					
SEPA Review if Environmental Impact Statement (EIS) not required		330.00	429.00	476.00	528.00
SEPA Review if EIS required		1,780.00	2,314.00	2,569.00	2,852.00
EIS Addendum		330.00	429.00	476.00	528.00
EIS Supplement		330.00	429.00	476.00	528.00
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA flood zone review)		560.00	728.00	808.00	897.00
GRADING PLAN REVIEWS AND PERMITS					
Plan review – 100 cubic yards or less					
Plan review – 101 to 1,000 cubic yards		1,540.00	2,002.00	2,222.00	2,466.00
Plan review – 1,001 to 10,000 cubic yards		3,175.00	4,128.00	4,582.00	5,086.00
Plan review – 10,001 to 100,000 cubic yards		5,650.00	7,345.00	8,153.00	9,050.00
Plan review – greater than 100,000 cubic yards		420.00	546.00	606.00	673.00
Permit – 100 cubic yards or less		No fee			
Permit – 101 to 1,000 cubic yards		875.00	1,138.00	1,263.00	1,402.00
Permit – 1,001 to 10,000 cubic yards		3,545.00	4,609.00	5,116.00	5,679.00

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
Permit – 10,001 to 100,000 cubic yards		5,300.00	6,890.00	7,648.00	8,489.00
Permit – greater than 100,000 cubic yards		420.00	546.00	606.00	673.00
HOURLY RATES					
Building permit services		134.00	174.00	193.00	214.00
Planning permit services		178.00	231.00	256.00	284.00
Development engineering services		173.00	225.00	250.00	278.00
LEGISLATIVE REVIEW OF DEVELOPMENT REGULATIONS		20,830.00	27,079.00	30,058.00	33,364.00
MECHANICAL PERMITS					
Base permit issuance		134.00	174.00	193.00	214.00
(This first mechanical permit fee is in addition to the others below)					
Furnace, regardless of BTUs/hour		44.40	58.00	64.00	71.00
Installation of each floor furnace (including vent) or suspended furnace		44.40	58.00	64.00	71.00
Installation of each appliance vent		44.40	58.00	64.00	71.00
Repair or addition		44.40	58.00	64.00	71.00
Boiler or compressor up to 100,000 BTUs/hour		44.40	58.00	64.00	71.00
Boiler or compressor, 100,001 BTUs/hour and above		133.00	173.00	192.00	213.00
Air handlers, regardless of cubic feet per minute		44.40	58.00	64.00	71.00
Evaporative coolers		44.40	58.00	64.00	71.00
Ventilation fan to single duct		44.40	58.00	64.00	71.00
Ventilation system not part of any heating or AC		44.40	58.00	64.00	71.00
Hood installation		44.40	58.00	64.00	71.00
All other pieces of equipment		44.40	58.00	64.00	71.00
Inspections outside of normal business hours		303.00	394.00	437.00	485.00
Reinspections		133.00	173.00	192.00	213.00
Inspections for which no fee is specified		133.00	173.00	192.00	213.00
Additional plan review		133.00	173.00	192.00	213.00
MOBILE/MANUFACURED HOME PERMIT		155.00	202.00	224.00	249.00
MULTI-FAMILY PROPERTY TAX EXEMPTION APPLICATION (MFTE)		530.00	689.00	765.00	849.00

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
NOISE VARIANCE		510.00	663.00	736.00	817.00
OPEN SPACE REVIEW		1,895.00	2,464.00	2,735.00	3,036.00
PARK LAND DEDICATION AND/OR FEE IN LIEU OF		CITY COUNCIL DETERMINES			
PARKING CONTRIBUTION IN LIEU OF ON-SITE SPACES					
Per Space		20,135.00	26,176.00	29,055.00	32,251.00
PLAT UTILITY ENGINEERING REVIEWS					
Base zero – 2 to 4 lot short subdivision or equivalent, but only if		No FEE			
the City determines no utility review work is required during					
land use review process.					
Base one – 2 to 4 lot short subdivision or equivalent		5,575.00	7,248.00	8,045.00	8,930.00
Base two – 5 to 15 lot long subdivision or equivalent					
minor commercial development		16,735.00	21,756.00	24,149.00	26,805.00
Base three – 15+ lot long subdivision or equivalent					
major commercial development		27,910.00	36,283.00	40,274.00	44,704.00
PLUMBING PERMITS					
Base permit issuance		134.00	174.00	193.00	214.00
(This first plumbing permit fee is in addition to the others below)					
Fixtures and vents on one trap		44.40	58.00	64.00	71.00
Repair or alteration of drainage or vent piping		44.40	58.00	64.00	71.00
Sewers, disposal systems, and interceptors: building sewer		133.00	173.00	192.00	213.00
Sewers, disposal systems, and interceptors: private sewage system		133.00	173.00	192.00	213.00
Sewers, disposal systems, and interceptors: industrial waste pretreatment interceptor		133.00	173.00	192.00	213.00
Sewers, disposal systems, and interceptors: rainwater system		1,840.00	2,392.00	2,655.00	2,947.00
Water piping system		233.00	303.00	336.00	373.00
Water heater installation, including vent		44.40	58.00	64.00	71.00
Gas piping system		233.00	303.00	336.00	373.00
Plumbing system with atmospheric-type vacuum breakers		915.00	1,190.00	1,321.00	1,466.00
Plumbing system with all other types of backflow protection devices		1,850.00	2,405.00	2,670.00	2,964.00

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
Plumbing, all other pieces of equipment		133.00	173.00	192.00	213.00
Plumbing inspections outside of normal business hours		300.00	390.00	433.00	481.00
Plumbing reinspections		155.00	202.00	224.00	249.00
Plumbing inspections for which no other fee is specified		155.00	202.00	224.00	249.00
Plumbing, additional plan review		155.00	202.00	224.00	249.00
Plumbing: Sewers, disposal systems, and interceptors:					
rainwater systems w/easement		2,645.00	3,439.00	3,817.00	4,237.00
POOL AND/OR SPA PERMIT (calculated based on project valuation, see building permit section)					
PRE-APPLICATION CONFERENCE MEETING					
Meeting for land use permits.		3,090.00	4,017.00	4,459.00	4,949.00
Meeting and Committee Meeting		1,005.00	1,307.00	1,451.00	1,611.00
Meeting and Public Participation Meeting		1,005.00	1,307.00	1,451.00	1,611.00
PRE-SUBMITTAL MEETING WITH ONE STAFF MEMBER (WITHOUT PERMIT)		178.00	231.00	256.00	284.00
This is for one hour only and may be prorated to a half hour, if applicable.					
NOTICING AND RENOTICING FEE		420.00	546.00	606.00	673.00
SHORELINE PERMITS					
Adjustment/Revision to Approved Shoreline Permit		3,665.00	4,765.00	5,289.00	5,871.00
Administrative Conditional Use Permit (includes enlargement					
of an existing structure)		9,190.00	11,947.00	13,261.00	14,720.00
Administrative Review (includes both Substantial Development					
Permit and Administrative Shoreline Variance)		9,190.00	11,947.00	13,261.00	14,720.00
Shoreline Exemption without SEPA		1,620.00	2,106.00	2,338.00	2,595.00
Shoreline Exemption with SEPA		2,100.00	2,730.00	3,030.00	3,363.00
Shoreline Conditional Use Permit		11,690.00	15,197.00	16,869.00	18,725.00
Shoreline Variance:					
Full process (Hearing Examiner)		11,870.00	15,431.00	17,128.00	19,012.00
Shoreline Clearing Permit (including tree removal)		1,645.00	2,139.00	2,374.00	2,635.00
(Not applicable to removals of hazard					

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
SIGN PERMIT AND RELATED					
Sign Permit		785.00	1,021.00	1,133.00	1,258.00
Sign Variance		1,245.00	1,619.00	1,797.00	1,995.00
SITE PLAN REVIEW					
Minor		10,320.00	13,416.00	14,892.00	16,530.00
Major		19,030.00	24,739.00	27,460.00	30,481.00
Minor Adjustment/Amendment to A		4,395.00	5,714.00	6,343.00	7,041.00
Major Adjustment/Amendment to A		19,030.00	24,739.00	27,460.00	30,481.00
Revision to a Site Plan Under Review, as Determined by the Director		3,665.00	4,765.00	5,289.00	5,871.00
SUBDIVISION – BOUNDARY LINE ADJUSTMENT		2,175.00	2,828.00	3,139.00	3,484.00
SUBDIVISION – LARGE LOT – FEE INCLUDES PRELIMINARY AND FINAL		19,130.00	24,869.00	27,605.00	30,642.00
SUBDIVISION – LARGE LOT, MINOR ALTERATION		2,375.00	3,088.00	3,428.00	3,805.00
SUBDIVISION – LONG – FEE INCLUDES PRELIMINARY AND FINAL		35,130.00	45,669.00	50,693.00	56,269.00
SUBDIVISION LONG, MINOR ALTERATION OF AN APPROVED PLAT		3,035.00	3,946.00	4,380.00	4,862.00
SUBDIVISION LONG, REPLATTING OR AMENDMENT OF AN APPROVED PLAT					
Major Plat Alteration, Including Replatting		21,735.00	28,256.00	31,364.00	34,814.00
Revision to a Subdivision Under Review or Review of					
a Disapproved Subdivision, as Determined by the Director		3,665.00	4,765.00	5,289.00	5,871.00
SUBDIVISION – SHORT – FEE INCLUDES PRELIMINARY AND FINAL					
Two lots without SEPA		7,160.00	9,308.00	10,332.00	11,469.00
Two lots with SEPA		7,805.00	10,147.00	11,263.00	12,502.00
Three to four lots without SEPA		11,165.00	14,515.00	16,112.00	17,884.00
Three to four lots with SEPA		11,800.00	15,340.00	17,027.00	18,900.00
SUBDIVISION – SHORT – ALTERATION					
Minor Plat Alteration		2,135.00	2,776.00	3,081.00	3,420.00

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
Major Plat Alteration, Including Replatting					
Amendment of a Disapproved Application		2,505.00	3,257.00	3,615.00	4,013.00
(Amendment must be filed within 180 days of original project disapproval.)					
TEMPORARY CONSTRUCTION STAGING PERMIT		1,620.00	2,106.00	2,338.00	2,595.00
TEMPORARY PARKING LOT PERMIT		775.00	1,008.00	1,119.00	1,242.00
TRANSPORTATION IMPACT FEE (TIF)					
Independent Fee Calculation Review		535.00	696.00	773.00	858.00
TREE ASSESSMENT – ARBORIST REVIEW		300.00	390.00	433.00	481.00
Review in the field of dead/hazardous trees; pruning; vegetation management plans; and tree preservation plans.					
TREE REMOVAL/VEGETATION MAINTENANCE PERMIT		1,450.00	1,885.00	2,092.00	2,322.00
TREE REMOVAL/VEGETATION MAINTENANCE PERMIT		1,620.00	2,106.00	2,338.00	2,595.00
AFTER-THE-FACT					
TREE REMOVAL OF LANDMARK TREE PERMIT		1,950.00	2,535.00	2,814.00	3,124.00
VARIANCE					
Minor		6,870.00	8,931.00	9,913.00	11,003.00
Major		21,735.00	28,256.00	31,364.00	34,814.00
Revision to a Variance Under Review, as Determine by the Director		3,665.00	4,765.00	5,289.00	5,871.00
VARIANCE – NOISE		See NOISE VARIANCE			
VARIANCE – SHORELINE		See SHORELINE VARIANCE			
VARIANCE – SIGN		See SIGN VARIANCE			
WELLS, EXEMPT – State Health Department mandated fee		500.00	500.00		

Resolution No. 2025-16 - Exhibit A		Current	1/1/2026	1/1/2027	1/1/2028
(Chapter 90.94 RCW)					
WIRELESS FACILITIES					
Eligible Facility Requests (EFR)		1,620.00	2,106.00	2,338.00	2,595.00
Small Wireless Facility (SWF) – Permit Fee - non=rccurring fee per SWF application, which covers up to 5 SWFs		615.00	800.00	888.00	986.00
	each additional SWF beyond 5	118.00	153.00	170.00	189.00
Small Wireless Facility (SWF) – New Poles		1,180.00	1,534.00	1,703.00	1,890.00
Small Wireless Facility (SWF) – Site Fee for Locating		320.00	416.00	462.00	513.00
on City Property	per SWF per year				
Wireless Communication Facility (WCF)		1,155.00	1,502.00	1,667.00	1,850.00
ZONING VERIFICATION LETTER		985.00	1,281.00	1,422.00	1,578.00



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:00 PM) Consider Request from Councilmember Hytopoulos to Place a Discussion of the Environmental Technical Advisory Committee (ETAC) Appointments on a Future Council Agenda,

SUMMARY: Council will consider Councilmember Hytopoulos' request to place a discussion on ETAC appointments on a future Council agenda.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Discussion and possible placement on a future Council agenda.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[Request for Council Discussion on ETAC Appointments.pdf](#)

Request for discussion item (Council Member Hytopoulos):

DISCUSS THE STATUS OF THE ENVIRONMENTAL TECHNICAL ADVISORY COMMITTEE (ETAC) AND WHY POSITIONS HAVE BEEN LEFT VACANT FOR 17 MONTHS

OCTOBER 12, 2025

As the city council is aware, ETAC has not been convened for over a year and a half due to the number of vacancies which has left fewer than a quorum on the committee.

Members of the community have repeatedly asked via email and during public comment at business meetings for the council to explain why there have been no appointments despite applications having been submitted and at least one round of interviews held.

I am bringing this issue forward so that the full council and the community can be brought up to date on the status of ETAC appointments. Continued silence and inaction in the face of these ongoing questions is frustrating and embarrassing. I assume no more than 10 minutes of agenda time would be needed to address this matter.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: November 12, 2025 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:05 PM) Consider Request from Councilmember Schneider to Discuss a Design Charette for the Proposed Highway 305/High School Roundabout with Funding in the amount of \$25,000 from the 2025 Council Contingency Fund on a Future Council Agenda,

SUMMARY: Council will consider the attached request from Councilmember Schneider for a discussion of a design charette for the proposed Highway 305/High School Roundabout with funding in the amount of \$25,000 from the 2025 Council Contingency fund on a future Council agenda. The proposed design charrette would engage the Dutch firm Haskoning, who specialize in high-quality active transportation networks, to provide input to Washington Department of Transportation.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Discussion and potential placement on a future Council agenda.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

ATTACHMENTS:

[305-HSR Roundabout Design Charrette 1-pg.pdf](#)

305/High School Road Roundabout Design Charrette Proposal

Goals:

- Provide opportunity for collaboration on design between WA DOT and Bainbridge Island
- Incorporate world class support for designing an optimal safe high functioning roundabout at the intersection
- Offer opportunities for the public to understand the process and options and to get their concerns addressed early on

Bainbridge has an opportunity to collaborate with WA DOT engineers to explore the current design challenges of this roundabout facilitated by Dutch transportation design expertise. In an intensive two-day design charrette (a specific type of workshop) various interactive elements will incorporate learnings from a site visit, feasibility, and traffic analysis to a) reach common understanding on resolving conflicts and then b) to produce a presentation that maps solutions. Various opportunities on both evenings will invite the public to share concerns and learn how they might be addressed.

Roundabout design is perhaps the most complicated and highest yielding safety and traffic flow innovation in the US context, especially in situations that need to safely incorporate a high volume of nonmotorized traffic. The High School Road/SR305 roundabout design will need to meet a complicated set of traffic demands:

- Safety
- Traffic flow through
- Intense ferry traffic surges
- Safe crossings for the Sound to Olympic Trail
- Connected sidewalks for those walking, rolling, and cycling
- Access for the many businesses in close proximity to the roundabout

With world class expertise at the table, a community design charrette can serve everyone's needs by bringing all parties involved through the evolution of the recommended solution.

The design charrette to provide constructive and collaborative input to WSDOT would engage the Dutch firm Haskoning, who specialize in high-quality active transportation networks. Haskoning has recently conducted active transportation design charrettes in Bend and Eugene, OR, and understands traffic design in the US. Haskoning could mobilize in a timely way to mesh with WSDOT public engagement process in January 2026.

WSDOT has confirmed that they are very willing to dedicate staff and expertise, participating in the charrette.

\$25K to fund this project is proposed to come from council contingency. The total cost for this charrette will exceed the \$25K limit for sole-sourcing a project, which is currently projected at \$35K. The Bainbridge Island Parks & Trails Foundation, Squeaky Wheels Bainbridge Greenways, PS2P, or other community partners will share costs for this proposal to help fund all expenses over \$25K.

A representative from PS2P could join our discussion to answer questions, if invited.