CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting
Tuesday, April 28, 2026

Council Chambers
280 Madison Ave N
Bainbridge Island, WA

and

Remote Meeting on Zoom
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 - 6:00 pm

2. Approval of Agenda / Conflict of Interest Disclosure - 6:05 pm

3. Presentation(s)

A. (6:10 pm) Approve Proclamation Declaring May 1 - May 7 as "Frog Rock Week"

B. (6:15 pm) Approve Proclamation Declaring the Month of May as "Bike Everywhere Month"

C. (6:20 pm) Present Proclamation for Asian American, Native Hawaiian, and Pacific Islander Heritage Month

D. (6:25 pm) Present Proclamation for Missing and Murdered Indigenous Women and Girls Awareness Month

4. Public Comment - 6:30 pm

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

5. Consent Agenda - 6:50 pm

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

A. Agenda Bill for Consent Agenda

B. Approve Accounts Payable and Payroll

C. Approve Meeting Minutes

D. Update to Interlocal Agreement with Bainbridge Island School District (BISD) for Emergency Response Support Services.

E. Authorize the Interim City Manager to Enter in a Professional Services Agreement with Inter-Fluve, Inc. for the Design and Permitting of the Mac's Dam Removal Project ($357,633.00; Storm and Surface Water Management Fund).

F. Authorize the Interim City Manager to Execute Amendment No. 1 of the Lost Valley Trail Donation Agreement with Bainbridge Island Parks & Trails Foundation to Increase the Total Donation from $125,000 to $180,000 and Increase the City's Budget Authority for this Project from $160,000 to $215,000, an Increase of $55,000.

G. Adopt Resolution No. 2026-03 Revising the City Financial and Budget Policies

H. Cancel the May 5, 2026, City Council Study Session

6. City Manager's Report - 6:55 pm

7. Regular Business

A. (7:00 pm) Receive Post-Legislative Briefing from Lobbyist Briahna Murray

B. (7:15 pm) Receive Presentation on the Process to Update the 2020 Climate Action Plan

C. (7:30 pm) Receive Update on Comprehensive Plan and Winslow Subarea Plan Update Process

D. (7:40 pm) Authorize the Interim City Manager to Execute a Collective Bargaining Agreement with the International Association of Machinists and Aerospace Workers

8. Communications

A. (7:50 pm) Consider Request from Councilmember Lant to Add Consideration of City Contribution to YWCA ALIVE Shelter to a Future City Council Meeting

B. (7:55 pm) Consider Request from Councilmember Schneider to Add an Agenda Item to Vote on Creating a Subcommittee to Collaborate with Washington Department of Transportation (WSDOT) on Highway 305/High School Road Roundabout Options

C. (8:00 pm) Consider Request from Councilmember Nelson to Add an Agenda Item on Amending Resolution No. 2025-18 to Extend the Deadline for Final Adoption of the Comprehensive Plan to August 18, 2026

9. Council Announcements - 8:05 pm

10. Adjournment - 8:15 pm

The City of Bainbridge Island's meetings are wheelchair accessible. The City also provides auxiliary aids and services for effective communication such as assistive listening devices, closed captioning, and print materials in digital format. For other reasonable accommodations and/or modification to programs, services, or activities, please contact the ADA Coordinator at cityadmin@bainbridgewa.gov or 206-842-2545 as soon as possible, preferably at least 2 business days prior to the meeting.

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (6:10 pm) Approve Proclamation Declaring May 1 - May 7 as "Frog Rock Week"

Department: City Council

Agenda Section: Presentation(s)

Estimated Time: 5 Minutes

Recommendation:

I move to authorize the Mayor to sign the proclamation for Frog Rock Week and add it to the list of annual proclamations that may be signed by the Mayor without further Council action.

Narrative:

The attached proclamation declares the week of May 1 through May 7 as "Frog Rock Week."

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. Frog Rock Week Proclamation 2026

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring May 1 through May 7, as "Frog Rock Week."

WHEREAS, nestled along the scenic roads of Bainbridge Island, the beloved and unmistakable Frog Rock has stood as a cherished landmark since its transformation in 1971; and

WHEREAS, Frog Rock was created by local legend Bob Green during a fateful high school paint night, bringing joy, creativity, and a touch of whimsy to our island; and

WHEREAS, for over five decades, Frog Rock has hopped into the hearts of Bainbridge Island residents and visitors alike, serving as a delightful attraction and symbol of community spirit; and

WHEREAS, through the years, our beloved amphibious boulder has been lovingly dressed for the seasons, adorned for the holidays, and celebrated in a way that embodies the playful and artistic soul of our island; and

WHEREAS, Bob Green, who still lives nearby with his wife, Ellen Green, continues to be an integral part of our community, and it is only fitting that we recognize both him and his colorful creation in an official capacity; and

WHEREAS, May 1 through May 7 marks a week to honor Frog rock, its history, and the joy it brings, by encouraging islanders and visitors to visit, celebrate, and perhaps even don their finest frog attire in its honor.

NOW, THEREFORE, I, Clarence Moriwaki, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby declare the week of May 1 through May 7, as

FROG ROCK WEEK

in the City of Bainbridge Island and encourage all residents to celebrate creativity, community, and the enduring charm of our island's most famous rock.

DATED this 28th day of April 2026

Clarence Moriwaki, Mayor

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (6:15 pm) Approve Proclamation Declaring the Month of May as "Bike Everywhere Month"

Department: Executive

Agenda Section: Presentation(s)

Estimated Time: 5 Minutes

Recommendation:

I move to authorize the Mayor to sign the proclamation for Bike Everywhere Month and add it to the list of annual proclamations that may be signed by the Mayor without further Council action.

Narrative:

The attached proclamation declares the month of May as "Bike Everywhere Month."

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. Bike Everywhere Month Proclamation 2026

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring May as Bike Everywhere Month.

WHEREAS, May 13 is Bike Everywhere Day and organizations across Washington State will be celebrating people biking, walking, and rolling to their destinations; and

WHEREAS, May 15 is Bike to School Day on Bainbridge Island and students across the Island will be biking, walking, and rolling to and from school; and

WHEREAS, transportation accounts for over one-third of all greenhouse gas emissions with 12% coming from on-road vehicles highlighting the importance for increased adoption of active transportation modes, such as biking, that reduce our dependence on fossil fuels for transportation; and

WHEREAS, in 2025 the City Council identified Sustainable Transportation Plan implementation as a top Council priority; and

NOW, THEREFORE, I, Clarence Moriwaki, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby declare the month of May as

Bike Everywhere Month

in the City of Bainbridge Island and encourage all residents to bike, walk or roll in observance of Bike Everywhere Month on daily trips or just to be outside after a long winter.

DATED this 28th day of April 2026

____
Clarence Moriwaki, Mayor

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (6:20 pm) Present Proclamation for Asian American, Native Hawaiian, and Pacific Islander Heritage Month

Department: Executive

Agenda Section: Presentation(s)

Estimated Time: 5 Minutes

Recommendation:

Presentation only

Narrative:

The attached proclamation declares the month of May 2026, as "Asian American, Native Hawaiian and Pacific Islander Heritage Month." It is one of the annual proclamations that may be signed without Council action.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. AANHPI Month Proclamation 2026

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring the month of May 2026, as “Asian American, Native Hawaiian, and Pacific Islander Heritage Month.”

WHEREAS, the national celebration of Asian Heritage began as a week-long commemoration in 1979, and became a month-long commemoration in 1992. May was chosen to recognize the immigration of the first Japanese immigrants to the United States in May 1843, and to mark the anniversary of the completion of the transcontinental railroad – laid by majority Chinese immigrants – in May 1869; and

WHEREAS, Asian/Pacific identity encompasses all 48 countries of the Asian continent, and the 24 Pacific islands of Melanesia, Micronesia, and Polynesia; and

WHEREAS, Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Heritage Month is observed in the United States to recognize the numerous contributions made by AANHPI people to the history, culture, and achievements of our nation; and

WHEREAS, AANHPI people have lived and worked in Washington since before its statehood and play an integral part in the heritage of Bainbridge Island; and

WHEREAS, AANHPI people continue to make significant contributions to the cultural and economic fabric of our nation and city with resilience and strength, despite past and present barriers to safety and inclusion; and

WHEREAS, the City of Bainbridge Island honors the irreplaceable legacy of our AANHPI communities that strengthen our Island today and into the future; and

WHEREAS, we hope residents of Bainbridge Island seek out the multitudes of Asian American, Native Hawaiian, and Pacific Islander engagement opportunities throughout the year, including the new Morales Farm sign ribbon cutting on May 1, and Bainbridge Island’s third Asian Arts and Heritage Festival this month.

NOW, THEREFORE, I, Clarence Moriwaki, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby declare the month of May 2026, as **ASIAN AMERICAN, NATIVE HAWAIIAN, AND PACIFIC ISLANDER HERITAGE MONTH** in the City of Bainbridge Island and encourage all residents to join us in paying tribute to the generations of AANHPI people who have enriched our history and are instrumental to our future.

DATED this 28th day of April 2026

____

Clarence Moriwaki, Mayor

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (6:25 pm) Present Proclamation for Missing and Murdered Indigenous Women and Girls Awareness Month

Department: Executive

Agenda Section: Presentation(s)

Estimated Time: 5 Minutes

Recommendation:

Presentation only

Narrative:

The attached proclamation declares the month of May 2026, as "Missing and Murdered Indigenous Women and Girls Awareness Month." It is one of the annual proclamations that may be signed without Council action.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. MMIWG Month Proclamation 2026

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, proclaiming May 2026, as “Missing and Murdered Indigenous Women and Girls Awareness Month.”

WHEREAS, the City of Bainbridge Island joins a growing chorus of local, state, tribal, and national governments in supporting awareness for missing and murdered Indigenous women and girls, inclusive of trans and two-spirit indigenous people; and

WHEREAS, Indigenous women and girls go missing or are murdered at disproportionately high rates in the United States. According to the Urban Indian Health Institute, homicide is the third-leading cause of death among Indigenous women, and Indigenous women face rates of violence up to 10 times higher than the national average; and

WHEREAS, reasons for the lack of quality data about missing and murdered Indigenous women and girls include underreporting, racial misclassification, poor relationships between law enforcement and American Indian and Alaska Native communities, poor record-keeping protocols, institutional racism in the media, and a lack of substantive relationships between journalists and American Indian and Alaska Native communities; and

WHEREAS, a 2018 study found that Seattle is the city with the highest case number of missing and murdered indigenous women and girls, and Washington is the state with the second highest case number; and

WHEREAS, the disappearances and murders of Indigenous women and girls is directly connected to domestic and other forms of violence, sexual assault, trafficking, and a history of childhood, intergenerational, and historic trauma; and

WHEREAS, the City of Bainbridge Island urges Islanders to wear red every May 5^{th} to show solidarity, support, and to continue to raise awareness about the need to address systemic obstacles that contribute to the occurrence of missing and murdered Indigenous women and girls.

NOW, THEREFORE, I, Clarence Moriwaki, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim May 2026, as “Missing and Murdered Indigenous Women and Girls Awareness Month” and encourage all residents to join in this observance.

DATED this 28th day of April, 2026

____
Clarence Moriwaki, Mayor

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: Agenda Bill for Consent Agenda

Department: Executive

Agenda Section: Consent Agenda - 6:50 pm

Estimated Time: 5 Minutes

Recommendation:

I move to approve the Consent Agenda as presented.

Narrative:

Council will consider approval of the Consent Agenda.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

None

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: Approve Accounts Payable and Payroll

Department: Finance

Agenda Section: Consent Agenda - 6:50 pm

Estimated Time: 0 Minutes

Recommendation:

Approve accounts payable and payroll.

Narrative:

Council will consider approval of accounts payable and payroll.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. AP Report to Council of Cash Disbursements 04-16-26
2. Council Report 4-20-26
3. AP Report to Council of Cash Disbursements 04-23-26

CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN DATE: 04/16/2026

Last check from previous run: 363209 dated 04/09/2026 issued to WA ST Treasurer for $3,647.50

Last ACH from previous run: 7471 dated 04/10/2026 issued to Westbay Auto Parts for $27.27

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Regular Check Run	04/16/2026	363210-363241	Total Regular Check Run	$ 38,680.39
Void ACH	04/10/2026	7443	Air Management Solutions - Reissued via ACH 7472	N/A
Regular ACH Run	04/17/2026	7472-7497	Total Regular ACH Run	137,855.93
			Total Disbursements	**$ 176,536.32**

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

Prepared and Reviewed by Grace Lin Grace Lin, Senior Accounting Technician

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

Kim Dunscombe 04.17.2026

Kim Dunscombe, Accounting Manager Date

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE / INVOICE DTL DESC	PO	CHECK RUN	NET
363210	04/16/2026	PRTD	10703 AAR TESTING LABORATO	284861	113151	03/28/2026		04/16/26	3,586.00
Invoice: 113151						ENG/ON-CALL TESTING PROF SVCS - 00988 WINS WTR TNK			
				3,586.00	72413434 64110000988	NEW WATER TANKS-PROF SVCS			
				284862	113152	03/28/2026		04/16/26	1,686.00
Invoice: 113152						ENG/ON-CALL TESTING PROF SVCS - 00968 EH/WW NMI			
				1,686.00	72334562 64110000968	C40-EAGLE HARBOR PH1-PROF SVCS			
						CHECK 363210 TOTAL:			5,272.00
363211	04/16/2026	PRTD	10949 AST, PAUL	284848	129930	04/14/2026		04/16/26	64.09
Invoice: 129930						UB 11343 5808 FOSTER ROAD NE			
				64.09	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK 363211 TOTAL:			64.09
363212	04/16/2026	PRTD	1235 AT&T ONENET SERVICE	284923	1282090279	04/01/2026		04/16/26	9.54
Invoice: 1282090279						POL/FAX LONG DISTANCE			
				9.54	91011215 542100	GG-C/E-PD-PHONE			
				284924	1282098613	04/01/2026		04/16/26	.81
Invoice: 1282098613						PCD/FAX LONG DISTANCE			
				.81	91011189 542100	GG-C/E-CITY HALL-PHONE			
						CHECK 363212 TOTAL:			10.35
363213	04/16/2026	PRTD	10947 CARHART, JANE	284846	129928	04/14/2026		04/16/26	75.32
Invoice: 129928						UB 10702 171 WALLACE WAY NE #B			
				75.32	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK 363213 TOTAL:			75.32
363214	04/16/2026	PRTD	551 CENTURYLINK	284926	333456203APR26	04/08/2026		04/16/26	135.81
Invoice: 333456203APR26						E-PHONE @ WFP DOCK			
				135.81	91011757 542100	GG-GF-WFP DOCK-PHONE			
				284927	333622962APR26	04/08/2026		04/16/26	85.28
Invoice: 333622962APR26						POL&CRT/PHONE LINES			
				52.12	91011215 542100	GG-C/E-PD-PHONE			
				33.16	91011251 542100	GG-GF-COURT PHONE/POSTAGE			
				284928	333961035APR26	04/08/2026		04/16/26	84.99
Invoice: 333961035APR26						210 MADISON AVE SLS TELEMETRY			
				84.99	91421891 542100	GG-SWR-FAC-PHONE			
				284929	334160590APR26	04/08/2026		04/16/26	649.61
Invoice: 334160590APR26						TSJC - ELEVATOR LINE & STAFF LINES			
				396.98	91011215 542100	GG-C/E-PD-PHONE			

```
  CASH ACCOUNT: 635      111100       CASH
CHECK NO  CHK DATE   TYPE VENDOR NAME                   VOUCHER  INVOICE                   INV DATE   PO       CHECK RUN           NET

                                                                                      INVOICE DTL DESC
                                                         252.63 91011251 542100       GG-GF-COURT PHONE/POSTAGE

                                                                                                 CHECK    363214 TOTAL:          955.69


   363215 04/16/2026 PRTD  10751 CINTAS CORPORATION N 284865   4264611223               04/01/2026 20250003 04/16/26            54.46
       Invoice: 4264611223                                                           PW/WWTP UNIFORM AND LAUNDRY SERVICES
                                                          54.46 73425358 54500001388  WWTP UNIFORM SVC-RENTALS

                                                                                                 CHECK    363215 TOTAL:           54.46


   363216 04/16/2026 PRTD   1921 CNA SURETY           284930   68363519-2026            03/17/2026          04/16/26           135.00
       Invoice: 68363519-2026                                                        NOTARY E&O INSURANCE X9
                                                          30.00 31029476 546000       EX-INS SFUND-MISC INS
                                                          15.00 41029476 546000       FIN - INS RISK XFER INSURANCE
                                                          30.00 61029147 546000       PCD - INS INSURANCE
                                                          60.00 71029147 546000       PW - INS INSURANCE

                                                                                                 CHECK    363216 TOTAL:          135.00


   363217 04/16/2026 PRTD   9866 TULIP LLC            284866   34072                    04/13/2026          04/16/26         6,784.58
       Invoice: 34072                                                                PW/CDL CLASS A TRAINING - MATTHEW ROLLEY
                                                       6,784.58 73637946 443410       ALLOC-1/3 TO EACH UTIL-TRAININ

                                                                                                 CHECK    363217 TOTAL:        6,784.58


   363218 04/16/2026 PRTD  10950 DOANE, JAMES         284849   129931                   04/14/2026          04/16/26           202.05
       Invoice: 129931                                                               UB 13329 509 GROOS LANE NE
                                                         202.05 411      122100       WATER ACCOUNTS RECEIVABLE

                                                                                                 CHECK    363218 TOTAL:          202.05


   363219 04/16/2026 PRTD   6969 ESTATE OF MARLENE HO 284851   129933                   04/14/2026          04/16/26           246.89
       Invoice: 129933                                                               UB 10309 231 SHEPARD WAY NW
                                                         246.89 411      122100       WATER ACCOUNTS RECEIVABLE

                                                                                                 CHECK    363219 TOTAL:          246.89


   363220 04/16/2026 PRTD  10948 FARRELL, KEVIN       284847   129929                   04/14/2026          04/16/26           225.36
       Invoice: 129929                                                               UB 10659 1045 BLUE HERON AVENUE NE
                                                         225.36 411      122100       WATER ACCOUNTS RECEIVABLE

                                                                                                 CHECK    363220 TOTAL:          225.36
```

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE		INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
363221	04/16/2026	PRTD	7544 HEAR FOR LIFE AUDIOL	284869	164535		03/23/2026		04/16/26	50.00
Invoice: 164535						POL/HEARING CONSERVATION TEST - D PEPICELLI				
				50.00	53011212 541100	POLICE - C/E PATROL PROF SVCS				
							CHECK		363221 TOTAL:	50.00
363222	04/16/2026	PRTD	10956 JESSEN, LEIF & ANN	284857	129939		04/14/2026		04/16/26	75.43
Invoice: 129939						UB 13096 8722 WINSLOW GROVE COURT				
				75.43	411 122100	WATER ACCOUNTS RECEIVABLE				
							CHECK		363222 TOTAL:	75.43
363223	04/16/2026	PRTD	9442 MCELDERRY, RONALD	284850	129932		04/14/2026		04/16/26	3,681.96
Invoice: 129932						UB 10177 1090 GROW AVENUE NW				
				3,681.96	411 122100	WATER ACCOUNTS RECEIVABLE				
							CHECK		363223 TOTAL:	3,681.96
363224	04/16/2026	PRTD	10953 NEAL, SUSAN	284854	129936		04/14/2026		04/16/26	174.59
Invoice: 129936						UB 11587 8665 SPRINGRIDGE ROAD NE				
				174.59	411 122100	WATER ACCOUNTS RECEIVABLE				
							CHECK		363224 TOTAL:	174.59
363225	04/16/2026	PRTD	10579 OLBRECHTS, PHIL	284872	04/05/2026		04/05/2026		04/16/26	10,902.50
Invoice: 04/05/2026						HEX/HEARING EXAMINER-JANOW SEPA APPEAL ORD 2025-21				
				10,902.50	34011545 54111001435	HEX-JANOW SEPA LGL SVC				
							CHECK		363225 TOTAL:	10,902.50
363226	04/16/2026	PRTD	8286 SUPERINTENDENT OF PU	284873	20363		04/03/2026		04/16/26	200.00
Invoice: 20363						POL/FINGERPRINTING				
				200.00	41654861 586110	FINGERPRINT OUT-GOES TO SPI				
							CHECK		363226 TOTAL:	200.00
363227	04/16/2026	PRTD	10954 PALMER, HEATHER	284855	129937		04/14/2026		04/16/26	24.56
Invoice: 129937						UB 11659 8421 GRIZDALE LANE NE				
				24.56	411 122100	WATER ACCOUNTS RECEIVABLE				
							CHECK		363227 TOTAL:	24.56

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
363228	04/16/2026	PRTD	10958 PBPBS LLC	284860	129941	04/14/2026		04/16/26	489.01
	Invoice: 129941					UB 13405 4869 ROSALIND ROAD NE			
				489.01 421	122100	SEWER ACCOUNTS RECEIVABLE			
						CHECK		363228 TOTAL:	489.01
363229	04/16/2026	PRTD	7153 PORT MADISON ENTERPR	284913	48434	10/16/2025		04/16/26	200.00
	Invoice: 48434					PW/HIRED TRUCKING SERVICES			
				200.00 73425358	541100	O&M-WWTP-PROF SVCS			
				284914	48459	10/17/2025		04/16/26	160.00
	Invoice: 48459					PW/HIRED TRUCKING SERVICES			
				160.00 73425358	541100	O&M-WWTP-PROF SVCS			
						CHECK		363229 TOTAL:	360.00
363230	04/16/2026	PRTD	1205 PUGET SOUND ENERGY	284931	220026311716APR26	04/09/2026		04/16/26	22.70
	Invoice: 220026311716APR26					ROCKAWAY INTERTIE PRV			
				22.70 91415345	547100	GG-ROCKAWAY BCH-UTILITIES			
				284932	220028498206APR26	04/08/2026		04/16/26	15.64
	Invoice: 220028498206APR26					515 FERNCLIFF AVE NE PRV			
				15.64 91411345	547100	GG-WTR-ELECTRIC			
				284933	220033922505APR26	04/08/2026		04/16/26	10.87
	Invoice: 220033922505APR26					278 WINSLOW WAY E KIOSK			
				10.87 91011739	547100	COMM EVENTS-ELECTRICITY			
				284934	220037852849APR26	04/08/2026		04/16/26	16.69
	Invoice: 220037852849APR26					7305 NE HIDDEN COVE RD GATE			
				16.69 91011897	547100	GG-C/E-O&M YARD FAC-ELECTRIC			
						CHECK		363230 TOTAL:	65.90
363231	04/16/2026	PRTD	1205 PUGET SOUND ENERGY	284935	220039941426APR26	04/08/2026		04/16/26	11.70
	Invoice: 220039941426APR26					9229 NE DAY RD E # WELL			
				11.70 73011319	547100	FARM LAND UTILITIES (ELECTRIC)			
						CHECK		363231 TOTAL:	11.70
363232	04/16/2026	PRTD	1205 PUGET SOUND ENERGY	284936	220039941434APR26	04/08/2026		04/16/26	317.72
	Invoice: 220039941434APR26					8862 NE LOVGREEN RD # PUMP			
				317.72 73011319	547100	FARM LAND UTILITIES (ELECTRIC)			
						CHECK		363232 TOTAL:	317.72

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC	INV DATE	PO	CHECK RUN	NET
363233	04/16/2026	PRTD	1205 PUGET SOUND ENERGY	284937	220039941459APR26		04/09/2026		04/16/26	10.87
	Invoice: 220039941459APR26					76XX JOHNSONVILLE LN NE # PUMP				
				10.87	73011319 547100	FARM LAND UTILITIES (ELECTRIC)				
						CHECK 363233 TOTAL:				10.87
363234	04/16/2026	PRTD	10955 RAUCH, MARTA	284856	129938		04/14/2026		04/16/26	46.03
	Invoice: 129938					UB 12137 879 TAURNIC PLACE NW				
				46.03	411 122100	WATER ACCOUNTS RECEIVABLE				
						CHECK 363234 TOTAL:				46.03
363235	04/16/2026	PRTD	10951 ROBERTS, LEN & DENIS	284852	129934		04/14/2026		04/16/26	77.87
	Invoice: 129934					UB 11146 948 AARON AVENUE NE				
				77.87	411 122100	WATER ACCOUNTS RECEIVABLE				
						CHECK 363235 TOTAL:				77.87
363236	04/16/2026	PRTD	10957 THE DAISY TRUST	284858	129940		04/14/2026		04/16/26	577.97
	Invoice: 129940					UB 13200 4533 FLYING GOAT AVE NE D-140				
				388.91	421 122100	SEWER ACCOUNTS RECEIVABLE				
				189.06	421 122100	SEWER ACCOUNTS RECEIVABLE				
						CHECK 363236 TOTAL:				577.97
363237	04/16/2026	PRTD	1485 VERIZON WIRELESS	284918	6140042476		04/01/2026		04/16/26	6,820.16
	Invoice: 6140042476					CITYWIDE WIRELESS SERVICES				
				51.44	91425358 542100	GG-WWTP-TELEPHONE/FAX				
				154.32	91421891 542100	GG-SWR-FAC-PHONE				
				51.44	91411891 542100	GG-WTR-FAC-PHONE				
				51.44	91415345 542100	GG-WTR ROCKAWAY-PHONES				
				120.03	73411345 542100	O&M-WTR MAINT-PHONE/POSTAGE				
				6,391.49	91011189 542100	GG-C/E-CITY HALL-PHONE				
				284919	6140042477		04/01/2026		04/16/26	78.75
	Invoice: 6140042477					ENG/MODEMS FOR AUTOMATED FLOW STATIONS				
				78.75	72637319 54210000809	WATER QUAL FLOW MONIT-MODEM				
						CHECK 363237 TOTAL:				6,898.91
363238	04/16/2026	PRTD	952 WASHINGTON STATE PAT	284922	I2605532		04/01/2026		04/16/26	84.00
	Invoice: I2605532					FIN/BACKGROUND CHECKS				
				84.00	41654861 586100	CPL GUN PERMIT-FBI SHARE OUT				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
						CHECK		363238 TOTAL:	84.00
363239	04/16/2026	PRTD	10952 WEBB, DAVE	284853	129935	04/14/2026		04/16/26	28.75
	Invoice: 129935					UB 11309 919 CHERRY AVENUE NE			
				28.75 411	122100	WATER ACCOUNTS RECEIVABLE			
						CHECK		363239 TOTAL:	28.75
363240	04/16/2026	PRTD	10561 WEBER, JAN	284845	129927	04/14/2026		04/16/26	47.94
	Invoice: 129927					UB 10228 741 GROW AVENUE NW			
				47.94 411	122100	WATER ACCOUNTS RECEIVABLE			
						CHECK		363240 TOTAL:	47.94
363241	04/16/2026	PRTD	10353 VESTIS FIRST AID AND	284920	SEA1-002807	03/31/2026		04/16/26	373.53
	Invoice: SEA1-002807					PW/FIRST AID RESTOCK - WWTP			
				373.53 73425358	531100	O&M-WWTP-SUPPLIES			
				284921	SEA1-002808	04/01/2026		04/16/26	155.36
	Invoice: SEA1-002808					PW/FIRST AID RESTOCK - TSJC			
				155.36 73011831	531100	POL/CRT FACILITY SUPPLIES			
						CHECK		363241 TOTAL:	528.89

NUMBER OF CHECKS 32 *** CASH ACCOUNT TOTAL *** 38,680.39

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	32	38,680.39

*** GRAND TOTAL *** 38,680.39

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
2026 4 201								
APP 401-213000					ACCOUNTS PAYABLE		8,818.09	
04/16/2026	04/16/26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			38,680.39
04/16/2026	04/16/26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000					ACCOUNTS PAYABLE		1,686.00	
04/16/2026	04/16/26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		18,883.25	
04/16/2026	04/16/26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		2,145.72	
04/16/2026	04/16/26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000					ACCOUNTS PAYABLE		6,863.33	
04/16/2026	04/16/26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000					ACCOUNTS PAYABLE		284.00	
04/16/2026	04/16/26	041626			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		38,680.39	38,680.39
APP 631-130000					DUE TO/FROM CLEARING		31,817.06	
04/16/2026	04/16/26	041626						
APP 401-130000					DUE TO/FROM CLEARING			8,818.09
04/16/2026	04/16/26	041626						
APP 301-130000					DUE TO/FROM CLEARING			1,686.00
04/16/2026	04/16/26	041626						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			18,883.25
04/16/2026	04/16/26	041626						
APP 402-130000					DUE TO/FROM CLEARING			2,145.72
04/16/2026	04/16/26	041626						
APP 650-130000					DUE TO/FROM CLEARING			284.00
04/16/2026	04/16/26	041626						
					SYSTEM GENERATED ENTRIES TOTAL		31,817.06	31,817.06
					JOURNAL 2026/04/201 TOTAL		70,497.45	70,497.45

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2026	4	201	04/16/2026		
001-130000				GENERAL - DUE TO/FROM CLEARING		18,883.25
001-213000				GENERAL - ACCOUNTS PAYABLE	18,883.25	
				FUND TOTAL	18,883.25	18,883.25
301 CAPITAL CONSTRUCTION FUND	2026	4	201	04/16/2026		
301-130000				DUE TO/FROM CLEARING		1,686.00
301-213000				ACCOUNTS PAYABLE	1,686.00	
				FUND TOTAL	1,686.00	1,686.00
401 WATER OPERATING FUND	2026	4	201	04/16/2026		
401-130000				DUE TO/FROM CLEARING		8,818.09
401-213000				ACCOUNTS PAYABLE	8,818.09	
				FUND TOTAL	8,818.09	8,818.09
402 SEWER OPERATING FUND	2026	4	201	04/16/2026		
402-130000				DUE TO/FROM CLEARING		2,145.72
402-213000				ACCOUNTS PAYABLE	2,145.72	
				FUND TOTAL	2,145.72	2,145.72
631 CLEARING FUND	2026	4	201	04/16/2026		
631-130000				DUE TO/FROM CLEARING	31,817.06	
631-213000				ACCOUNTS PAYABLE	6,863.33	
635-111100				CASH		38,680.39
				FUND TOTAL	38,680.39	38,680.39
650 AGENCY FUND	2026	4	201	04/16/2026		
650-130000				DUE TO/FROM CLEARING		284.00
650-213000				ACCOUNTS PAYABLE	284.00	
				FUND TOTAL	284.00	284.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		18,883.25
301	CAPITAL CONSTRUCTION FUND		1,686.00
401	WATER OPERATING FUND		8,818.09
402	SEWER OPERATING FUND		2,145.72
631	CLEARING FUND	31,817.06	
650	AGENCY FUND		284.00
	TOTAL	31,817.06	31,817.06

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

VOIDED ACH (04/09/26 CHECK RUN) GL 04/16/26

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
7443	04/10/2026	VOID	7726 AIR MANAGEMENT SOLUT	284829	118063	03/31/2026			-4,938.45
Invoice: 118063					PW/WO 24476 - COOLING TOWER CLEANING				
			-4,938.45 73011183 54810000707		CH HVAC-REPAIRS				

CHECK 7443 TOTAL: -4,938.45

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -4,938.45

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	4,938.45

*** GRAND TOTAL *** -4,938.45

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
2026 4 195								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			4,938.45
04/13/2026	7443	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH		4,938.45	
04/13/2026	7443	VOID			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		4,938.45	4,938.45
APP 631-130000					DUE TO/FROM CLEARING			4,938.45
04/13/2026 04/09/26		VOID						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING		4,938.45	
04/13/2026 04/09/26		VOID						
					SYSTEM GENERATED ENTRIES TOTAL		4,938.45	4,938.45
					JOURNAL 2026/04/195 TOTAL		9,876.90	9,876.90

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2026	4	195	04/13/2026		
001-130000				GENERAL - DUE TO/FROM CLEARING	4,938.45	
001-213000				GENERAL - ACCOUNTS PAYABLE		4,938.45
				FUND TOTAL	4,938.45	4,938.45
631 CLEARING FUND	2026	4	195	04/13/2026		
631-130000				DUE TO/FROM CLEARING		4,938.45
635-111100				CASH	4,938.45	
				FUND TOTAL	4,938.45	4,938.45

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001 GENERAL FUND			4,938.45
631 CLEARING FUND		4,938.45	
	TOTAL	4,938.45	4,938.45

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

REGULAR ACH RUN 04/16/26

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE / INVOICE DTL DESC	PO	CHECK RUN	NET
7472	04/17/2026	EFT	7726	AIR MANAGEMENT SOLUT	284829	118063	03/31/2026		04/16/26	4,938.45
Invoice: 118063							PW/WO 24476 - COOLING TOWER CLEANING			
					4,938.45	73011183 54810000707	CH HVAC-REPAIRS			
							CHECK		7472 TOTAL:	4,938.45
7473	04/17/2026	EFT	4365	AUTOMATIC FUNDS TRAN	284925	136221	04/02/2026		04/16/26	974.05
Invoice: 136221							FIN/STATEMENT PREP AND MAIL			
					244.07	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					244.07	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					242.95	91411891 542500	GG-WTR-FAC-POSTAGE			
					242.96	91421891 542500	GG-SWR-FAC-POSTAGE			
							CHECK		7473 TOTAL:	974.05
7474	04/17/2026	EFT	10917	BAINBRIDGE HIGH SCHO	284909	2026-Q1	03/27/2026		04/16/26	6,650.00
Invoice: 2026-Q1							EX/2026-2027 CULTURAL FUNDING			
					6,650.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK		7474 TOTAL:	6,650.00
7475	04/17/2026	EFT	55	SOUND PUBLISHING, IN	284895	8186140	12/31/2025		04/16/26	1,180.00
Invoice: 8186140							EX/ADVERTISING DEC25			
					1,180.00	31011572 542450	EX-GF-OUTREACH-ADV			
					284896	8188045	01/31/2026		04/16/26	1,180.00
Invoice: 8188045							EX/ADVERTISING JAN26			
					1,180.00	31011572 542450	EX-GF-OUTREACH-ADV			
					284897	8189877	02/28/2026		04/16/26	1,151.64
Invoice: 8189877							EX/ADVERTISING FEB26			
					1,151.64	31011572 542450	EX-GF-OUTREACH-ADV			
					284898	8192069	03/31/2026		04/16/26	4,366.64
Invoice: 8192069							EX/ADVERTISING MAR26			
					4,366.64	31011572 542450	EX-GF-OUTREACH-ADV			
							CHECK		7475 TOTAL:	7,878.28
7476	04/17/2026	EFT	8889	BAINBRIDGE ARTISAN R	284908	2026-Q1	03/31/2026		04/16/26	15,000.00
Invoice: 2026-Q1							EX/2026-2027 CULTURAL FUNDING			
					15,000.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK		7476 TOTAL:	15,000.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

7477 04/17/2026 EFT 10656 CENTRAL WELDING SUPP 284864 0002661181 04/03/2026 04/16/26 469.66
Invoice: 0002661181 PW/CARBIDE BLADE, ERW SQUARE TUBING
25.39 73111423 531100 OFFICE SUPPLIES
173.14 73431835 531100 OFFICE SUPPLIES
271.13 73638935 531100 O&M-STD ALLOCATION-SUPPLIES

CHECK 7477 TOTAL: 469.66

7478 04/17/2026 EFT 9323 CONSOR NORTH AMERICA 284867 N223434WA.00-45 03/27/2026 04/16/26 10,052.28
Invoice: N223434WA.00-45 ENG/WINSLOW WATER TANK DESIGN SERVICES
10,052.28 72413434 64110000988 NEW WATER TANKS-PROF SVCS

CHECK 7478 TOTAL: 10,052.28

7479 04/17/2026 EFT 10374 ASGN INCORPORATED 284863 CI-19046 04/07/2026 04/16/26 765.00
Invoice: CI-19046 IT/WEBSITE CONTENT MANAGER CONSULTING SERVICES
765.00 81011881 54110001398 WEBSITE UPDATE - PROF SVCS

CHECK 7479 TOTAL: 765.00

7480 04/17/2026 EFT 10459 GORDON THOMAS HONEYW 284868 MARCH 2026 1337 03/31/2026 04/16/26 4,400.00
Invoice: MARCH 2026 1337 CC/WA STATE LEGISLATIVE ISSUES REPRESENTATION
4,400.00 11011112 541100 COUNCIL-LOBBYING/PROMOTION PS

CHECK 7480 TOTAL: 4,400.00

7481 04/17/2026 EFT 268 HOUSING RESOURCES BA 284910 2026-367 03/31/2026 04/16/26 1,125.00
Invoice: 2026-367 EX/IMHP QTRLY MANAGEMENT FEE
1,125.00 31180592 54130200297 IMHP MNGT FEES

284911 2026-422 04/01/2026 04/16/26 700.00
Invoice: 2026-422 EX/IMHP PASS-THRU RENT
700.00 31180592 54130400297 IMHP SPACE RENT DEFAULT

CHECK 7481 TOTAL: 1,825.00

7482 04/17/2026 EFT 2306 KITSAP COUNTY PROSEC 284870 APR26 04/01/2026 04/16/26 14,282.13
Invoice: APR26 LEGAL/PROSECUTION SERVICES - 2026
14,282.13 32011521 541112 LGL-OUTSIDE PROSECUTOR

CHECK 7482 TOTAL: 14,282.13

7483 04/17/2026 EFT 10439 KELLEY CREATE CO 284882 IN2280240 04/03/2026 04/16/26 659.09
Invoice: IN2280240 PCD/COPIER LEASE-6525AC - COPY CHARGES
659.09 61470581 545000 PCD - DEV ADMIN RENTS & LEASES

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
			Invoice: IN2280241	284883	IN2280241	04/03/2026		04/16/26	585.46
						PCD/COPIER LEASE-7527ACT - COPY CHARGES			
				585.46	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
						CHECK		7483 TOTAL:	1,244.55
7484	04/17/2026	EFT	10439 KELLEY CREATE CO	284876	41523537	03/18/2026		04/16/26	328.59
			Invoice: 41523537			ENG/COPIER LEASE-6525AC			
				328.59	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
			Invoice: 41523538	284877	41523538	03/18/2026		04/16/26	399.73
						PCD/COPIER LEASE-7527ACT			
				399.73	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
			Invoice: 41523539	284878	41523539	03/18/2026		04/16/26	47.06
						PW/COPIER LEASE-XC2326			
				47.06	73637891 545000	RENTS & LEASES - OPERATING			
			Invoice: 41523540	284879	41523540	03/18/2026		04/16/26	47.06
						FIN/COPIER LEASE-XC2326			
				47.06	41011141 545000	FIN-GF-RENTS & LEASES			
			Invoice: 41624672	284880	41624672	03/31/2026		04/16/26	248.64
						EX/EOC COPIER LEASE-2525AC			
				248.64	31011256 545000	EX-GF-EMERG PREP-RENTALS			
			Invoice: 41708449	284881	41708449	04/07/2026		04/16/26	328.37
						PCD/COPIER LEASE-6525AC			
				328.37	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
						CHECK		7484 TOTAL:	1,399.45
7485	04/17/2026	EFT	4584 KIDS DISCOVERY MUSEU	284912	2026-Q1	04/03/2026		04/16/26	1,875.00
			Invoice: 2026-Q1			EX/2026-2027 CULTURAL FUNDING			
				1,875.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK		7485 TOTAL:	1,875.00
7486	04/17/2026	EFT	315 KITSAP HUMANE SOCIET	284871	52342	04/02/2026		04/16/26	8,472.42
			Invoice: 52342			2025-26 ANIMAL CONTROL AND IMPOUNDING PSA			
				8,472.42	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
						CHECK		7486 TOTAL:	8,472.42
7487	04/17/2026	EFT	10904 HYDROTEM ENTERPRISES	284884	INV-997507	03/13/2026		04/16/26	157.12
			Invoice: INV-997507			PW/WO 24565 - HOMA 2" GRP/TP PROFILE SEAL GASKET			
				157.12	73426355 531100	O&M-SIS-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
			Invoice: INV-997509	284885	INV-997509	03/17/2026		04/16/26	359.24
						PW/WO 25606 - HOMA BEARING KIT			
				359.24	73421355 531100	WIN COLL-SUPPLIES			
			Invoice: INV-997531	284886	INV-997531	04/01/2026		04/16/26	3,459.70
						PW/WO 25606 - HOMA PUMP SUPPLIES			
				3,459.70	73421355 531100	WIN COLL-SUPPLIES			
						CHECK		7487 TOTAL:	3,976.06
7488	04/17/2026	EFT	6333 PETROCARD INC.	284874	0583638-IN	03/26/2026	20250007	04/16/26	5,237.96
			Invoice: 0583638-IN			PW/FUEL PURCHASES OFF WA STATE DES CONTRACT 08721			
				3,182.95	73638893 532000	O&M-FUEL USE-ALLOCATION			
				2,055.01	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK		7488 TOTAL:	5,237.96
7489	04/17/2026	EFT	10945 PHILIP D HUTCHERSON	284875	04/02/2026	04/02/2026		04/16/26	300.00
			Invoice: 04/02/2026			EX/2026 ART IN PLACE INSTALLATION			
				300.00	31024759 54110000297	PUBLIC ART			
						CHECK		7489 TOTAL:	300.00
7490	04/17/2026	EFT	8922 REXEL USA INC.	284888	7F20271	03/27/2026		04/16/26	1,602.51
			Invoice: 7F20271			PW/WO 24570 - ARC FLASH KIT, INSULATING GLOVES			
				1,602.51	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK		7490 TOTAL:	1,602.51
7491	04/17/2026	EFT	10496 SEATTLE AUTOMOTIVE D	284892	S6-10720870	03/26/2026		04/16/26	391.72
			Invoice: S6-10720870			POL/WO 00202 - BRAKE ROTORS, BRAKE PADS			
				391.72	53011212 531100	PD-C/E-PATROL SUPPLIES			
			Invoice: S10-10723885	284893	S10-10723885	03/27/2026		04/16/26	120.53
						PW/WO 24492 - BATTERY			
				120.53	73431835 531100	OFFICE SUPPLIES			
						CHECK		7491 TOTAL:	512.25
7492	04/17/2026	EFT	1670 SEATTLE PUMP & EQUIP	284889	019525	03/06/2026		04/16/26	1,232.87
			Invoice: 019525			PW/WO 24478 - 55 GL DRUM ENVIRO-GREEN			
				1,232.87	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
						CHECK		7492 TOTAL:	1,232.87

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE / INVOICE DTL DESC	PO	CHECK RUN	NET
7493	04/17/2026	EFT	2467 STAPLES	284890	7009339131	03/31/2026		04/16/26	175.13
Invoice: 7009339131						EX,FIN/OFFICE SUPPLIES			
				80.31	31011131 531100	EX-GF-SUPPLIES			
				94.82	41011141 531100	FIN-GF-SUPPLIES			
				284891	7009339132	03/31/2026		04/16/26	158.48
Invoice: 7009339132						PW/OFFICE SUPPLIES			
				158.48	73637891 531100	OFFICE SUPPLIES			
						CHECK		7493 TOTAL:	333.61
7494	04/17/2026	EFT	4576 TETRA TECH INC	284915	52569263	04/06/2026		04/16/26	37,614.30
Invoice: 52569263						ENG/WWTP OUTFALL EXT - 30% DESIGN			
				37,614.30	72423434 64110001106	WWTP OUTFALL EXT-PROF SVCS			
				284916	52569265	04/06/2026		04/16/26	4,697.00
Invoice: 52569265						ENG/WWTP CAPACITY UPGRADES - CONSTRUCTION SERVICES			
				4,697.00	72423434 64110001187	WWTP CAPACITY UPGR-PROF SVCS			
						CHECK		7494 TOTAL:	42,311.30
7495	04/17/2026	EFT	9167 TRAFFIC LOGIX CORPOR	284899	SIN36101	03/24/2026		04/16/26	1,310.40
Invoice: SIN36101						POL/SPEED READER CLOUD SUBSCRIPTION 9/1/26-9/1/29			
				1,310.40	51011217 548500	PD-C/E-PARKING ENF-COMP SUPPOR			
						CHECK		7495 TOTAL:	1,310.40
7496	04/17/2026	EFT	1152 HD SUPPLY INC	284917	INV00998822	03/23/2026		04/16/26	377.38
Invoice: INV00998822						PW/WO 24569 - HACH M-FC BROTH, BUFF DIL PILLOWS			
				377.38	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK		7496 TOTAL:	377.38
7497	04/17/2026	EFT	499 WESTBAY AUTO PARTS I	284900	977648	03/05/2026		04/16/26	34.13
Invoice: 977648						PW/WO 00254 - DOOR JAMB SWITCH			
				34.13	73637960 53110000905	2018 P/U-50%ST/50% GF-SUPPLIES			
				284901	980095	03/20/2026		04/16/26	-57.72
Invoice: 980095						PW/SHOP SUPPLIES - CREDIT MEMO			
				-57.72	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
				284902	980657	03/24/2026		04/16/26	24.12
Invoice: 980657						PW/SHOP SUPPLIES			
				24.12	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
				284903	980823	03/24/2026		04/16/26	7.80
Invoice: 980823						PW/SHOP SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE / INVOICE DTL DESC	PO	CHECK RUN	NET
			7.80 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
			284904	980968	03/25/2026		04/16/26	115.33
		Invoice: 980968			PW/SHOP SUPPLIES			
			115.33 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
			284905	981199	03/26/2026		04/16/26	164.77
		Invoice: 981199			PW/SHOP SUPPLIES			
			164.77 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
			284906	981311	03/27/2026		04/16/26	57.58
		Invoice: 981311			PW/SHOP SUPPLIES			
			57.58 73638935 531100		O&M-STD ALLOCATION-SUPPLIES			
			284907	981961	03/31/2026		04/16/26	89.31
		Invoice: 981961			PW/WO 25606 - BRAKE CLEANER, LIQUID ADHESIVE			
			89.31 73421355 531100		WIN COLL-SUPPLIES			
					CHECK 7497 TOTAL:			435.32

NUMBER OF CHECKS 26 *** CASH ACCOUNT TOTAL *** 137,855.93

	COUNT	AMOUNT
TOTAL EFT'S	26	137,855.93

*** GRAND TOTAL *** 137,855.93

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
2026 4 203								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		68,295.69	
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			137,855.93
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000					ACCOUNTS PAYABLE		10,539.30	
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		48,843.59	
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000					STREETS - ACCOUNTS PAYABLE		25.39	
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000					ACCOUNTS PAYABLE		293.67	
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000					ACCOUNTS PAYABLE		6,060.64	
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
APP 108-213000					AFFORD HSG - ACCOUNTS PAYABLE		1,825.00	
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000					ACCOUNTS PAYABLE		1,972.65	
04/17/2026	04/16/26	041726			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		137,855.93	137,855.93
APP 631-130000					DUE TO/FROM CLEARING		131,795.29	
04/17/2026	04/16/26	041726						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			68,295.69
04/17/2026	04/16/26	041726						
APP 401-130000					DUE TO/FROM CLEARING			10,539.30
04/17/2026	04/16/26	041726						
APP 402-130000					DUE TO/FROM CLEARING			48,843.59
04/17/2026	04/16/26	041726						
APP 101-130000					STREETS - DUE TO/FROM CLEARING			25.39
04/17/2026	04/16/26	041726						
APP 403-130000					DUE TO/FROM CLEARING			293.67
04/17/2026	04/16/26	041726						
APP 108-130000					AFFORD HSG DUE TO/FROM CLEAR'G			1,825.00
04/17/2026	04/16/26	041726						
APP 407-130000					DUE TO/FROM CLEARING			1,972.65
04/17/2026	04/16/26	041726						
					SYSTEM GENERATED ENTRIES TOTAL		131,795.29	131,795.29
					JOURNAL 2026/04/203 TOTAL		269,651.22	269,651.22

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2026	4	203	04/17/2026		
001-130000				GENERAL - DUE TO/FROM CLEARING		68,295.69
001-213000				GENERAL - ACCOUNTS PAYABLE	68,295.69	
				FUND TOTAL	68,295.69	68,295.69
101 STREET FUND	2026	4	203	04/17/2026		
101-130000				STREETS - DUE TO/FROM CLEARING		25.39
101-213000				STREETS - ACCOUNTS PAYABLE	25.39	
				FUND TOTAL	25.39	25.39
108 AFFORDABLE HOUSING FUND	2026	4	203	04/17/2026		
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		1,825.00
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	1,825.00	
				FUND TOTAL	1,825.00	1,825.00
401 WATER OPERATING FUND	2026	4	203	04/17/2026		
401-130000				DUE TO/FROM CLEARING		10,539.30
401-213000				ACCOUNTS PAYABLE	10,539.30	
				FUND TOTAL	10,539.30	10,539.30
402 SEWER OPERATING FUND	2026	4	203	04/17/2026		
402-130000				DUE TO/FROM CLEARING		48,843.59
402-213000				ACCOUNTS PAYABLE	48,843.59	
				FUND TOTAL	48,843.59	48,843.59
403 STORM & SURFACE WATER FUND	2026	4	203	04/17/2026		
403-130000				DUE TO/FROM CLEARING		293.67
403-213000				ACCOUNTS PAYABLE	293.67	
				FUND TOTAL	293.67	293.67
407 BUILDING & DEVELOPMENT FUND	2026	4	203	04/17/2026		
407-130000				DUE TO/FROM CLEARING		1,972.65
407-213000				ACCOUNTS PAYABLE	1,972.65	
				FUND TOTAL	1,972.65	1,972.65
631 CLEARING FUND	2026	4	203	04/17/2026		
631-130000				DUE TO/FROM CLEARING	131,795.29	
631-213000				ACCOUNTS PAYABLE	6,060.64	
635-111100				CASH		137,855.93
				FUND TOTAL	137,855.93	137,855.93

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		68,295.69
101	STREET FUND		25.39
108	AFFORDABLE HOUSING FUND		1,825.00
401	WATER OPERATING FUND		10,539.30
402	SEWER OPERATING FUND		48,843.59
403	STORM & SURFACE WATER FUND		293.67
407	BUILDING & DEVELOPMENT FUND		1,972.65
631	CLEARING FUND	131,795.29	
	TOTAL	131,795.29	131,795.29

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

CITY OF
BAINBRIDGE ISLAND

PAYROLL REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

4/20/2026

Run Type	Date	Check # Sequence	Comments	Amount
Normal	4/20/2026	67907 - 68048	Regular check run (Direct Dep)	457,008.29
EFTPS	4/20/2026	EFTPS	Federal Tax Electronic Transfer	173,388.46
EFT	4/20/2026	ACH	Flexible Spending Account	3,468.41
EFT	4/20/2026	ACH	DSHS	502.08
Normal	4/20/2026	110859 - 110864	Vendor check run (Paper Checks)	124,638.55
			TOTAL:	**$ 759,005.79**

Prepared and Reviewed by: DeAnna Cole Date 04/22/2026
DeAnna Cole, Payroll Specialist

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

Carrie Freitas Date 04/23/2026
Carrie Freitas, Budget Manager

CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN DATE: 04/23/2026

Last check from previous run: 363241 dated 04/16/2026 issued to Vestis First Aid & Safety for $528.89

Last ACH from previous run: 7497 dated 04/17/2026 issued to Westbay Auto Parts for $435.32

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Regular Check Run	04/23/2026	363242-363254	Total Regular Check Run	$ 18,222.92
Void ACH	04/17/2026	7485	Kids Discovery Museum - Reissued via ACH 7513	N/A
Manual ACH	04/16/2026	7498	US Bank - Credit Cards Mar 2026	54,503.03
Regular ACH Run	04/24/2026	7499-7531	Total Regular ACH Run	167,310.48
			Total Disbursements	**$ 240,036.43**

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

Prepared and Reviewed by Grace Lin Grace Lin, Senior Accounting Technician

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

Kim Dunscombe 04.24.2026

Kim Dunscombe, Accounting Manager Date

REGULAR CHECK RUN 04/23/26

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
363242	04/23/2026	PRTD	8511 A G O LAND SURVEYING	284973	5877-1	04/03/2026		04/23/26	260.00
Invoice: 5877-1						ENG/ON CALL SURVEYING SERVICES			
				260.00	72470321 54110000205	SURVEY SVCS-DEV			
				284974	5877-2	04/03/2026		04/23/26	910.00
Invoice: 5877-2						ENG/SPORTSMAN CLUB RD - SURVEY & TEMP EASEMENT			
				910.00	72413434 64110000988	NEW WATER TANKS-PROF SVCS			
						CHECK		363242 TOTAL:	1,170.00
363243	04/23/2026	PRTD	57 BAY HAY & FEED	284981	2150070	04/06/2026		04/23/26	38.53
Invoice: 2150070						PROPANE BULK 8.3 GALLONS			
				38.53	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE			
				284982	2150333	04/06/2026		04/23/26	12.99
Invoice: 2150333						PROPANE BULK 2.8 GALLONS			
				12.99	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE			
				284983	2151144	04/09/2026		04/23/26	135.14
Invoice: 2151144						PW/WO 24481 - GRASS SEED			
				135.14	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
				284984	2151180	04/09/2026		04/23/26	286.49
Invoice: 2151180						PW/WO 24481 - PLANTS			
				286.49	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
						CHECK		363243 TOTAL:	473.15
363244	04/23/2026	PRTD	10946 BEVERLY REINHOLD	284987	2408	04/10/2026		04/23/26	250.00
Invoice: 2408						POL/POLYGRAPH/PAJIMOLA			
				250.00	52011212 541100	POLICE - C/E INVEST PROF SVCS			
						CHECK		363244 TOTAL:	250.00
363245	04/23/2026	PRTD	2133 CALPORTLAND CO	284989	97144739	03/26/2026		04/23/26	2,534.23
Invoice: 97144739						PW/WO 24512 - 6.0 SK 3/8 AGG W/AIR (60/40)			
				2,534.23	73111261 531100	OFFICE SUPPLIES			
				284990	97148039	03/30/2026		04/23/26	2,151.71
Invoice: 97148039						PW/WO 24512 - 6.0 SK 3/8 AGG W/AIR (60/40)			
				2,151.71	73111261 531100	OFFICE SUPPLIES			
						CHECK		363245 TOTAL:	4,685.94
363246	04/23/2026	PRTD	10751 CINTAS CORPORATION N	284992	4265435549	04/08/2026	20250003	04/23/26	54.46
Invoice: 4265435549						PW/WWTP UNIFORM AND LAUNDRY SERVICES			
				54.46	73425358 54500001388	WWTP UNIFORM SVC-RENTALS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
					CHECK 363246 TOTAL:				54.46
363247	04/23/2026	PRTD	103 CITY OF BAINBRIDGE I	284994	20260156	04/13/2026		04/23/26	167.82
	Invoice: 20260156				PW/SANDS WELL WATER USE				
				39.08	73411345 547500 O&M-WTR MAINT-CITY WTR/SWR				
				50.58	73421355 547500 O&M-SWR-CITY WATER/SEWER BILL				
				39.08	73426355 547500 O&M-SIS-CITY WATER/SEWER BILLS				
				39.08	73431835 547500 O&M-SSWM MAINT-CITY WTR/SWR				
					CHECK 363247 TOTAL:				167.82
363248	04/23/2026	PRTD	4950 CORRECT EQUIPMENT IN	284995	152749	04/01/2026		04/23/26	7,550.26
	Invoice: 152749				PW/3378 POINT WHITE DR NE - RPLC PUMP & PANEL				
				7,550.26	73426355 54810000562 GRINDER PUMP MAINT CONTRACT				
					CHECK 363248 TOTAL:				7,550.26
363249	04/23/2026	PRTD	10959 DIMENSIONAL COMMUNIC	284996	52788	03/31/2026		04/23/26	910.00
	Invoice: 52788				IT/TECH SUPPORT - COURTROOM SOUND SYSTEM				
				910.00	81011881 548100 IT - C/E REPAIRS & MAINTENANCE				
					CHECK 363249 TOTAL:				910.00
363250	04/23/2026	PRTD	3120 ICMA - MEMBERSHIP	285001	1081072-2026	04/14/2026		04/23/26	200.00
	Invoice: 1081072-2026				EX/ANNUAL DUES - A NEBENZAHL				
				200.00	31011131 549100 EX-GF-DUES/SUBCR/MEMBERSH				
					CHECK 363250 TOTAL:				200.00
363251	04/23/2026	PRTD	5275 KAISER FOUNDATION HE	285004	66321573	04/01/2026		04/23/26	138.00
	Invoice: 66321573				PW/COMMERCIAL DRIVERS MED EXAM - K FAULKNER				
				138.00	73111290 541100 O&M-STREET-MAINT O/H-PRO SVCS				
					CHECK 363251 TOTAL:				138.00
363252	04/23/2026	PRTD	694 KITSAP PUD #1	285007	042862-000 FEB26	02/16/2026		04/23/26	78.77
	Invoice: 042862-000 FEB26				ENG/SHADE COVENANT IRR RENTAL 01/16/26-02/15/26				
				78.77	72011593 54500000998 SHADE COVENANT-RENTALS				
				285008	042862-000 MAR26	03/16/2026		04/23/26	78.77
	Invoice: 042862-000 MAR26				ENG/SHADE COVENANT IRR RENTAL 02/16/26-03/15/26				
				78.77	72011593 54500000998 SHADE COVENANT-RENTALS				
				285009	043727-000 FEB26	02/16/2026		04/23/26	78.77
	Invoice: 043727-000 FEB26				ENG/CC RD BULKHEAD IRR RENTAL 01/16/26-02/15/16				
				78.77	72321955 64500000781 CO CLUB BULKHEAD RECONSTR-RENT				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				285010	043727-000 MAR26	03/16/2026		04/23/26	78.77
			Invoice: 043727-000 MAR26		ENG/CC RD BULKHEAD IRR RENTAL 02/16/26-03/15/16				
				78.77 72321955 64500000781	CO CLUB BULKHEAD RECONSTR-RENT				
						CHECK	363252 TOTAL:		315.08
363253	04/23/2026	PRTD	10709 REGAN, BRIAN	285022	REFUND-BLD29210	04/13/2026		04/23/26	2,100.00
			Invoice: REFUND-BLD29210		REFUND-BLD29210 R-REP				
				2,100.00 47047 345810	ZONING & SUBDIVISION FE				
						CHECK	363253 TOTAL:		2,100.00
363254	04/23/2026	PRTD	601 SOUND REPROGRAPHICS	285025	115473	04/01/2026		04/23/26	208.21
			Invoice: 115473		PCD/BUSINESS CARDS - S PREWITT & D BUCHANAN				
				208.21 63470588 549500	CUR-DEV PLAN-COPIES/PRINTING				
						CHECK	363254 TOTAL:		208.21

NUMBER OF CHECKS 13 *** CASH ACCOUNT TOTAL *** 18,222.92

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	13	18,222.92

*** GRAND TOTAL *** 18,222.92

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
2026 4 259									
APP 407-213000						ACCOUNTS PAYABLE		2,568.21	
	04/23/2026	04/23/26	042326			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			18,222.92
	04/23/2026	04/23/26	042326			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		949.08	
	04/23/2026	04/23/26	042326			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		1,990.69	
	04/23/2026	04/23/26	042326			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		4,823.94	
	04/23/2026	04/23/26	042326			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		7,694.38	
	04/23/2026	04/23/26	042326			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		39.08	
	04/23/2026	04/23/26	042326			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		157.54	
	04/23/2026	04/23/26	042326			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		18,222.92	18,222.92
APP 631-130000						DUE TO/FROM CLEARING		18,222.92	
	04/23/2026	04/23/26	042326						
APP 407-130000						DUE TO/FROM CLEARING			2,568.21
	04/23/2026	04/23/26	042326						
APP 401-130000						DUE TO/FROM CLEARING			949.08
	04/23/2026	04/23/26	042326						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			1,990.69
	04/23/2026	04/23/26	042326						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			4,823.94
	04/23/2026	04/23/26	042326						
APP 402-130000						DUE TO/FROM CLEARING			7,694.38
	04/23/2026	04/23/26	042326						
APP 403-130000						DUE TO/FROM CLEARING			39.08
	04/23/2026	04/23/26	042326						
APP 301-130000						DUE TO/FROM CLEARING			157.54
	04/23/2026	04/23/26	042326						
						SYSTEM GENERATED ENTRIES TOTAL		18,222.92	18,222.92
						JOURNAL 2026/04/259 TOTAL		36,445.84	36,445.84

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2026	4	259	04/23/2026		
001-130000				GENERAL - DUE TO/FROM CLEARING		1,990.69
001-213000				GENERAL - ACCOUNTS PAYABLE	1,990.69	
				FUND TOTAL	1,990.69	1,990.69
101 STREET FUND	2026	4	259	04/23/2026		
101-130000				STREETS - DUE TO/FROM CLEARING		4,823.94
101-213000				STREETS - ACCOUNTS PAYABLE	4,823.94	
				FUND TOTAL	4,823.94	4,823.94
301 CAPITAL CONSTRUCTION FUND	2026	4	259	04/23/2026		
301-130000				DUE TO/FROM CLEARING		157.54
301-213000				ACCOUNTS PAYABLE	157.54	
				FUND TOTAL	157.54	157.54
401 WATER OPERATING FUND	2026	4	259	04/23/2026		
401-130000				DUE TO/FROM CLEARING		949.08
401-213000				ACCOUNTS PAYABLE	949.08	
				FUND TOTAL	949.08	949.08
402 SEWER OPERATING FUND	2026	4	259	04/23/2026		
402-130000				DUE TO/FROM CLEARING		7,694.38
402-213000				ACCOUNTS PAYABLE	7,694.38	
				FUND TOTAL	7,694.38	7,694.38
403 STORM & SURFACE WATER FUND	2026	4	259	04/23/2026		
403-130000				DUE TO/FROM CLEARING		39.08
403-213000				ACCOUNTS PAYABLE	39.08	
				FUND TOTAL	39.08	39.08
407 BUILDING & DEVELOPMENT FUND	2026	4	259	04/23/2026		
407-130000				DUE TO/FROM CLEARING		2,568.21
407-213000				ACCOUNTS PAYABLE	2,568.21	
				FUND TOTAL	2,568.21	2,568.21
631 CLEARING FUND	2026	4	259	04/23/2026		
631-130000				DUE TO/FROM CLEARING	18,222.92	
635-111100				CASH		18,222.92
				FUND TOTAL	18,222.92	18,222.92

JOURNAL ENTRIES TO BE CREATED

FUND			DUE TO	DUE FR
001	GENERAL FUND			1,990.69
101	STREET FUND			4,823.94
301	CAPITAL CONSTRUCTION FUND			157.54
401	WATER OPERATING FUND			949.08
402	SEWER OPERATING FUND			7,694.38
403	STORM & SURFACE WATER FUND			39.08
407	BUILDING & DEVELOPMENT FUND			2,568.21
631	CLEARING FUND		18,222.92	
		TOTAL	18,222.92	18,222.92

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

VOIDED ACH (04/16/26 CHECK RUN) GL 04/23/26

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
7485	04/17/2026	VOID	4584 KIDS DISCOVERY MUSEU	284912	2026-Q1	04/03/2026			-1,875.00
Invoice: 2026-Q1						EX/2026-2027 CULTURAL FUNDING			
				-1,875.00 31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES			

CHECK 7485 TOTAL: -1,875.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -1,875.00

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	1,875.00

*** GRAND TOTAL *** -1,875.00

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
2026 4 257								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			1,875.00
04/21/2026	7485	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH		1,875.00	
04/21/2026	7485	VOID			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		1,875.00	1,875.00
APP 631-130000					DUE TO/FROM CLEARING			1,875.00
04/21/2026	04/16/26	VOID						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING		1,875.00	
04/21/2026	04/16/26	VOID						
					SYSTEM GENERATED ENTRIES TOTAL		1,875.00	1,875.00
					JOURNAL 2026/04/257 TOTAL		3,750.00	3,750.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2026	4	257	04/21/2026		
001-130000				GENERAL - DUE TO/FROM CLEARING	1,875.00	
001-213000				GENERAL - ACCOUNTS PAYABLE		1,875.00
				FUND TOTAL	1,875.00	1,875.00
631 CLEARING FUND	2026	4	257	04/21/2026		
631-130000				DUE TO/FROM CLEARING		1,875.00
635-111100				CASH	1,875.00	
				FUND TOTAL	1,875.00	1,875.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001 GENERAL FUND			1,875.00
631 CLEARING FUND		1,875.00	
	TOTAL	1,875.00	1,875.00

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

US BANK - CREDIT CARDS MAR26 GL 04/24/26

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE / INVOICE DTL DESC	PO	CHECK RUN	NET
7498	04/16/2026	MANL	7314 US BANK	284966	USB MAR26 SMJE	03/25/2026		USBMAR26	1,256.13
Invoice: USB MAR26 SMJE						CRT/US BANK MAR26/J SMITH			
				515.00	21011125 542500	COURT-POSTAGE/SHIPPING			
				9.23	21011125 531100	COURT-SUPPLIES			
				19.38	21011125 531100	COURT-SUPPLIES			
				321.04	21011125 531100	COURT-SUPPLIES			
				45.42	21011125 531100	COURT-SUPPLIES			
				72.50	21011125 531100	COURT-SUPPLIES			
				121.21	21011125 545000	COURT-RENTS & LEASES			
				32.27	21011125 539100	COURT-NON TRAVEL FOOD/SNACKS			
				120.08	21011125 531100	COURT-SUPPLIES			
				284967	USB MAR26 WAAN	03/25/2026		USBMAR26	3,741.20
Invoice: USB MAR26 WAAN						EX/US BANK MAR26/A WAHI			
				9.75	31011721 539100	DEI-NON-TRAVEL FOOD/BEV			
				18.50	31011721 53910001064	REAC-NON-TRAVEL FOOD/BEVERAGES			
				3,712.95	31011721 531100	DEI-SUPPLIES			
				284956	USB MAR26 LACO	03/25/2026		USBMAR26	879.37
Invoice: USB MAR26 LACO						POL/US BANK MAR26/C LASNIER			
				852.09	53011212 531100	PD-C/E-PATROL SUPPLIES			
				13.09	53011212 531100	PD-C/E-PATROL SUPPLIES			
				14.19	54025212 531100	MARINE - SUPPLIES			
				284957	USB MAR26 LEAN	03/25/2026		USBMAR26	10,070.28
Invoice: USB MAR26 LEAN						EX/US BANK MAR26/A LESAGE			
				3,250.00	31011256 548500	EX-GF-EMERG PREP-SOFTWARE			
				120.00	81011881 542100	IT - C/E COMMUNICATION			
				100.00	31011256 542100	EX-GF-EMERG PREP-PHONE			
				170.55	31011256 539100	EX-GF-EMERG PREP-NON TR MEALS			
				177.90	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				63.92	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				23.10	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				65.91	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				88.89	31011256 542450	EX-GF-EMERG PREP-COMM OUTREACH			
				74.00	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
				511.06	31011256 548500	EX-GF-EMERG PREP-SOFTWARE			
				36.52	31011256 539100	EX-GF-EMERG PREP-NON TR MEALS			
				210.53	31011256 539100	EX-GF-EMERG PREP-NON TR MEALS			
				356.18	31011256 539100	EX-GF-EMERG PREP-NON TR MEALS			
				23.86	31011256 539100	EX-GF-EMERG PREP-NON TR MEALS			
				1,051.67	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				22.13	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				16.78	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				7.16	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				7.65	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				77.00	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				16.78	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				16.78	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				-768.75	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				16.07	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				145.11	31011256 443410	EX-GF-EMERG PREP-TRAINING			

```
  CASH ACCOUNT: 635       111100       CASH
CHECK NO  CHK DATE   TYPE VENDOR NAME                    VOUCHER  INVOICE                INV DATE   PO       CHECK RUN           NET

                                                                                     INVOICE DTL DESC
                                                      1,457.68 31011256 443410       EX-GF-EMERG PREP-TRAINING
                                                      2,731.80 31011256 542450       EX-GF-EMERG PREP-COMM OUTREACH

                                                        284958   USB MAR26 LYKE          03/25/2026          USBMAR26             350.00
       Invoice: USB MAR26 LYKE                                                       POL/US BANK MAR26/K LYNCH
                                                        150.00 51011211 549100           PD-C/E-ADM-DUES/SUBCR/MEMBRSHP
                                                        150.00 51011214 443410           PD-C/E-ADMIN-TRAINING
                                                         50.00 51011214 443410           PD-C/E-ADMIN-TRAINING

                                                        284959   USB MAR26 NIPE          03/25/2026          USBMAR26           2,898.86
       Invoice: USB MAR26 NIPE                                                       EXCC/US BANK MAR26/P NIMB
                                                         35.49 11011116 539100           COUNCIL-NON TRAVEL FOOD/SNACK
                                                        100.00 36011143 549100           CLERK-DUES/SUBSCR/MEMBRSHPS
                                                        283.00 11011116 542450           COMMUNITY OUTREACH/PARTICIPA
                                                        154.04 11011116 539100           COUNCIL-NON TRAVEL FOOD/SNACK
                                                        601.50 36011143 545000           CLERK-RENTS
                                                        601.50 36011143 545000           CLERK-RENTS
                                                         44.70 11011116 539100           COUNCIL-NON TRAVEL FOOD/SNACK
                                                        108.53 11011116 539100           COUNCIL-NON TRAVEL FOOD/SNACK
                                                         18.31 36011143 443410           CLERK-GF-TRAINING
                                                         60.36 36011143 443410           CLERK-GF-TRAINING
                                                         40.58 36011143 443410           CLERK-GF-TRAINING
                                                          6.23 36011143 443410           CLERK-GF-TRAINING
                                                        441.12 36011143 443410           CLERK-GF-TRAINING
                                                        299.00 36011143 548500           CLERK-SOFTWARE MAINT SUBSCRIP
                                                        -36.00 11011116 539100           COUNCIL-NON TRAVEL FOOD/SNACK
                                                        140.50 11011116 539100           COUNCIL-NON TRAVEL FOOD/SNACK

                                                        284960   USB MAR26 PANI          03/25/2026          USBMAR26              29.24
       Invoice: USB MAR26 PANI                                                       PW/US BANK MAR26/N PATTON
                                                         29.24 73411345 531100           OFFICE SUPPLIES

                                                        284961   USB MAR26 PIDE          03/25/2026          USBMAR26             544.00
       Invoice: USB MAR26 PIDE                                                       FIN/US BANK MAR26/D PITTS
                                                        434.80 41011144 443410           FIN - C/E TRAINING
                                                        100.00 41011144 443410           FIN - C/E TRAINING
                                                          9.20 41011144 443410           FIN - C/E TRAINING

                                                        284950   USB MAR26 EIKE          03/25/2026          USBMAR26              21.82
       Invoice: USB MAR26 EIKE                                                       POL/US BANK MAR26/K EISENHOOD
                                                         21.82 91011215 542500           GG-C/E-PD-POSTAGE

                                                        284951   USB MAR26 HASH          03/25/2026          USBMAR26           1,570.58
       Invoice: USB MAR26 HASH                                                       EX/US BANK MAR26/S HAYS
                                                         15.28 31011572 542450           EX-GF-OUTREACH-ADV
                                                          6.87 31011572 531100           EX-GF-OUTREACH-SUPPLIES
                                                         59.81 31011572 531100           EX-GF-OUTREACH-SUPPLIES
                                                         28.31 31011572 531100           EX-GF-OUTREACH-SUPPLIES
                                                         32.75 31011572 548500           EX-GF-OUTREACH-SOFTWARE MAINT
                                                          5.47 31011572 548500           EX-GF-OUTREACH-SOFTWARE MAINT
                                                          5.47 31011572 548500           EX-GF-OUTREACH-SOFTWARE MAINT
                                                          5.47 31011572 548500           EX-GF-OUTREACH-SOFTWARE MAINT
```

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE / INVOICE DTL DESC	PO	CHECK RUN	NET
	5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
	5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
	5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
	6.50	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
	120.01	31011572 531100	EX-GF-OUTREACH-SUPPLIES			
	819.00	31011572 443410	EX-GF-OUTREACH-TRAINING			
	21.84	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
	108.11	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
	17.46	31011572 531100	EX-GF-OUTREACH-SUPPLIES			
	14.99	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
	34.00	31011572 531100	EX-GF-OUTREACH-SUPPLIES			
	252.83	31011572 542450	EX-GF-OUTREACH-ADV			
	284952	USB MAR26 HOBL	03/25/2026		USBMAR26	1,261.66
Invoice: USB MAR26 HOBL			PCD/US BANK MAR26/B HOLMES			
	827.09	62471594 443410	BLDG-TRAINING			
	156.87	62471591 549500	BLDG-BLDG-FACILITIES-COPIES			
	194.02	62471594 443410	BLDG-TRAINING			
	83.68	62471594 443410	BLDG-TRAINING			
	284953	USB MAR26 HOMA	03/25/2026		USBMAR26	3,038.63
Invoice: USB MAR26 HOMA			PW/US BANK MAR26/M HORTON			
	400.94	73425358 531100	O&M-WWTP-SUPPLIES			
	113.78	73425358 531100	O&M-WWTP-SUPPLIES			
	11.94	73425358 531100	O&M-WWTP-SUPPLIES			
	193.28	73425358 531100	O&M-WWTP-SUPPLIES			
	770.61	73425358 531100	O&M-WWTP-SUPPLIES			
	1,017.46	73425358 531100	O&M-WWTP-SUPPLIES			
	54.58	73425358 531100	O&M-WWTP-SUPPLIES			
	32.00	91421891 542500	GG-SWR-FAC-POSTAGE			
	332.67	73425358 443410	O&M-WWTP-TRAINING			
	111.37	73425358 531100	O&M-WWTP-SUPPLIES			
	284954	USB MAR26 KACH	03/25/2026		USBMAR26	250.00
Invoice: USB MAR26 KACH			POL/US BANK MAR26/C KAZER			
	250.00	53011212 443410	POLICE - C/E PATROL TRAINING			
	284955	USB MAR26 LABR	03/25/2026		USBMAR26	1,090.76
Invoice: USB MAR26 LABR			HR/US BANK MAR26/B LANDOLT			
	819.00	33011161 544000	HR-C/E-ADVERTISING			
	135.88	91029179 443410	GG-SELF INS-WELLNESS-TRAINING			
	135.88	91029179 443410	GG-SELF INS-WELLNESS-TRAINING			
	284944	USB MAR26 BRCH	03/25/2026		USBMAR26	334.66
Invoice: USB MAR26 BRCH			EXCC/US BANK MAR26/C BROWN			
	20.29	36011143 443410	CLERK-GF-TRAINING			
	20.29	36011143 443410	CLERK-GF-TRAINING			
	294.08	36011143 443410	CLERK-GF-TRAINING			
	284945	USB MAR26 BUZA	03/25/2026		USBMAR26	832.33
Invoice: USB MAR26 BUZA			POL/US BANK MAR26/Z BURNHAM			
	214.14	53011212 54110000962	TRACKING CANINE-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
			134.62 53011212 54110000962	TRACKING CANINE-PROF SVCS				
			54.59 53011212 53110000962	TRACKING CANINE-SUPPLIES				
			30.00 53011212 54110000962	TRACKING CANINE-PROF SVCS				
			8.28 53011212 53110000962	TRACKING CANINE-SUPPLIES				
			390.70 53011212 54110000962	TRACKING CANINE-PROF SVCS				
			284946	USB MAR26 COJO	03/25/2026		USBMAR26	2,543.04
		Invoice: USB MAR26 COJO		PW/US BANK MAR26/J COLLINS				
			186.25 73011183 531100	O&M-C/E-CH FAC-SUPPLIES				
			117.94 73011897 53110001401	PW KITCHEN/LUNCH RM SUPPLIES				
			1,166.26 73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
			371.74 73011897 53110001401	PW KITCHEN/LUNCH RM SUPPLIES				
			192.24 73011189 531100	O&M - C/E FACIL OFC SUPPLIES				
			113.10 73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
			-218.40 73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
			708.71 73011189 531100	O&M - C/E FACIL OFC SUPPLIES				
			93.67 73435838 531100	O&M-DECANT-SUPPLIES				
			230.27 73011183 531100	O&M-C/E-CH FAC-SUPPLIES				
			53.54 73011897 53110001401	PW KITCHEN/LUNCH RM SUPPLIES				
			-947.86 73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
			179.21 73011897 53110001401	PW KITCHEN/LUNCH RM SUPPLIES				
			108.21 73111261 531100	OFFICE SUPPLIES				
			131.30 73011897 53110001401	PW KITCHEN/LUNCH RM SUPPLIES				
			56.86 73011183 531100	O&M-C/E-CH FAC-SUPPLIES				
			284947	USB MAR26 DAME	03/25/2026		USBMAR26	5,324.93
		Invoice: USB MAR26 DAME		IT/US BANK MAR26/M DALTON				
			1,962.33 81011881 548500	IT - C/E COMPUTER SUPPORT				
			897.01 81011881 535500	IT - C/E COMPUTER PARTS & EQ				
			29.00 81011881 548500	IT - C/E COMPUTER SUPPORT				
			124.70 81011881 542100	IT - C/E COMMUNICATION				
			14.10 81011881 542100	IT - C/E COMMUNICATION				
			59.36 81011881 548500	IT - C/E COMPUTER SUPPORT				
			12.02 81011881 531100	IT - C/E SUPPLIES				
			84.30 81011881 531100	IT - C/E SUPPLIES				
			1,569.77 81011881 548500	IT - C/E COMPUTER SUPPORT				
			14.04 81011881 531100	IT - C/E SUPPLIES				
			101.64 81011881 531100	IT - C/E SUPPLIES				
			222.30 81011881 531100	IT - C/E SUPPLIES				
			-97.97 81011881 531100	IT - C/E SUPPLIES				
			223.86 81011881 531100	IT - C/E SUPPLIES				
			108.47 81011881 531100	IT - C/E SUPPLIES				
			284948	USB MAR26 EDTH	03/25/2026		USBMAR26	37.39
		Invoice: USB MAR26 EDTH		PW/US BANK MAR26/T EDWARDS				
			5.00 73011189 443410	O&M-C/E-FAC-TRAINING				
			.25 73011189 443410	O&M-C/E-FAC-TRAINING				
			16.07 73011189 443410	O&M-C/E-FAC-TRAINING				
			16.07 73011189 443410	O&M-C/E-FAC-TRAINING				
			284949	USB MAR26 EDTR	03/25/2026		USBMAR26	1,123.05
		Invoice: USB MAR26 EDTR		PW/US BANK MAR26/T EDWARDS				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
			25.00 73637956 549100	O&M ALLOC 50%WTR/50%SWR DUES				
			7.31 73431835 531100	OFFICE SUPPLIES				
			259.84 73431835 531100	OFFICE SUPPLIES				
			99.31 73421355 531100	WIN COLL-SUPPLIES				
			731.59 73421355 531100	WIN COLL-SUPPLIES				
			284965	USB MAR26 SHWI	03/25/2026		USBMAR26	25.09
		Invoice: USB MAR26 SHWI		POL/US BANK MAR26/W SHIELDS				
			25.09 53011212 531100	PD-C/E-PATROL SUPPLIES				
			284964	USB MAR26 SHLA	03/25/2026		USBMAR26	11.00
		Invoice: USB MAR26 SHLA		EX/US BANK MAR26/L SHEAR				
			11.00 31011131 54110000552	LIVEABOARDS-PROF SVCS				
			284963	USB MAR26 SCMA	03/25/2026		USBMAR26	1,257.59
		Invoice: USB MAR26 SCMA		PCD/US BANK MAR26/M SCHUBERT				
			16.99 61470581 549100	PCD - DEV ADMIN DUES/SUBSCR				
			450.00 61470581 545000	PCD - DEV ADMIN RENTS & LEASES				
			530.00 61470581 545000	PCD - DEV ADMIN RENTS & LEASES				
			57.00 61011581 531100	PCD - C/E ADMIN SUPPLIES				
			10.04 61011581 531100	PCD - C/E ADMIN SUPPLIES				
			91.40 61011581 531100	PCD - C/E ADMIN SUPPLIES				
			63.96 62471591 549500	BLDG-BLDG-FACILITIES-COPIES				
			38.20 61011581 531100	PCD - C/E ADMIN SUPPLIES				
			284962	USB MAR26 RAJA	03/25/2026		USBMAR26	5,963.89
		Invoice: USB MAR26 RAJA		PW/US BANK MAR26/J RASELY				
			114.10 73637891 531100	OFFICE SUPPLIES				
			202.50 73637891 531100	OFFICE SUPPLIES				
			-92.56 73637891 531100	OFFICE SUPPLIES				
			300.00 73637891 545000	RENTS & LEASES - OPERATING				
			450.00 73637891 545000	RENTS & LEASES - OPERATING				
			23.57 73637891 531100	OFFICE SUPPLIES				
			382.19 73111261 531100	OFFICE SUPPLIES				
			180.08 73637891 531100	OFFICE SUPPLIES				
			38.20 73011897 54810001401	PW KITCHEN/LUNCH RM REPAIRS				
			141.95 73011897 54810001401	PW KITCHEN/LUNCH RM REPAIRS				
			439.44 73011897 54810001401	PW KITCHEN/LUNCH RM REPAIRS				
			592.49 73637891 531100	OFFICE SUPPLIES				
			82.94 73637891 531100	OFFICE SUPPLIES				
			62.94 73637891 531100	OFFICE SUPPLIES				
			5.46 73637891 531100	OFFICE SUPPLIES				
			-41.96 73637891 531100	OFFICE SUPPLIES				
			1,310.30 73637891 531100	OFFICE SUPPLIES				
			720.63 73011897 54810001401	PW KITCHEN/LUNCH RM REPAIRS				
			885.42 73011897 54810001401	PW KITCHEN/LUNCH RM REPAIRS				
			48.02 73637891 531100	OFFICE SUPPLIES				
			28.67 73637891 531100	OFFICE SUPPLIES				
			34.06 73637891 531100	OFFICE SUPPLIES				
			33.76 73637891 531100	OFFICE SUPPLIES				
			21.69 73637891 531100	OFFICE SUPPLIES				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
			284972	USB MAR26 MEKA	03/25/2026		USBMAR26	566.38
		Invoice: USB MAR26 MEKA		ENG/US BANK MAR26/K MEYSENBURG				
			9.16 72011321 531100	ENG - C/E ADMIN SUPPLIES				
			38.17 72011321 531100	ENG - C/E ADMIN SUPPLIES				
			60.60 72011319 53110000809	WTR QUAL & FLOW MONIT-SUPPLIES				
			88.05 72011321 539100	ENG-C/E-NON TRAVEL FOOD/BEV				
			20.56 72011321 531100	ENG - C/E ADMIN SUPPLIES				
			21.84 72011321 531100	ENG - C/E ADMIN SUPPLIES				
			54.00 73637891 531100	OFFICE SUPPLIES				
			54.00 72011321 531100	ENG - C/E ADMIN SUPPLIES				
			220.00 72011324 443410	ENG - C/E - TRAINING				
			284971	USB MAR26 SCEL	03/25/2026		USBMAR26	409.66
		Invoice: USB MAR26 SCEL		EX/US BANK MAR26/E SCHROER				
			101.91 11011116 443410	COUNCIL - TRAINING				
			101.91 11011116 443410	COUNCIL - TRAINING				
			101.91 11011116 443410	COUNCIL - TRAINING				
			103.93 31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK				
			284970	USB MAR26 BRKA	03/25/2026		USBMAR26	489.60
		Invoice: USB MAR26 BRKA		HR/US BANK MAR26/K BROWN				
			489.60 33011164 443410	HR-C/E-TRAINING EXP				
			284969	USB MAR26 YEKI	03/25/2026		USBMAR26	1,000.03
		Invoice: USB MAR26 YEKI		PW/US BANK MAR26/K YETTE				
			75.32 73431835 531100	OFFICE SUPPLIES				
			139.54 73638935 531100	O&M-STD ALLOCATION-SUPPLIES				
			24.56 73111427 531100	OFFICE SUPPLIES				
			69.94 73431835 531100	OFFICE SUPPLIES				
			316.40 73421355 531100	WIN COLL-SUPPLIES				
			57.87 73111427 531100	OFFICE SUPPLIES				
			316.40 73421355 531100	WIN COLL-SUPPLIES				
			284968	USB MAR26 WICH	03/25/2026		USBMAR26	124.14
		Invoice: USB MAR26 WICH		ENG/US BANK MAR26/C WIERZBICKI				
			124.14 72011321 539100	ENG-C/E-NON TRAVEL FOOD/BEV				
			284943	USB MAR26 BOSC	03/25/2026		USBMAR26	990.74
		Invoice: USB MAR26 BOSC		POL/US BANK MAR26/S BOTHE				
			479.70 54025212 531100	MARINE - SUPPLIES				
			19.65 54025212 531100	MARINE - SUPPLIES				
			491.39 54025212 531100	MARINE - SUPPLIES				
			284942	USB MAR26 BOHA	03/25/2026		USBMAR26	13.27
		Invoice: USB MAR26 BOHA		EX/US BANK MAR26/H BOETTCHER				
			13.27 31011492 53110001195	CAP-TRANSP & FUELS-SUPPLIES				
			284941	USB MAR26 BIMI	03/25/2026		USBMAR26	1,589.93
		Invoice: USB MAR26 BIMI		PW/US BANK MAR26/M BIDLENCIK				
			45.00 73111290 539100	O&M-NON-TRAVEL FOOD/BEV				
			58.82 73011183 531100	O&M-C/E-CH FAC-SUPPLIES				
			75.00 73111290 549100	O&M-STREET-MAINT O/H-MISC				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
			106.11 73431831 539100	O&M-NON TRAVEL FOOD/BEV				
			250.00 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
			185.00 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
			250.00 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
			185.00 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
			435.00 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
			284940	USB MAR26 BEJE	03/25/2026		USBMAR26	1,171.79
		Invoice: USB MAR26 BEJE		POL/US BANK MAR26/J BENKERT				
			621.79 53011212 443410	POLICE - C/E PATROL TRAINING				
			550.00 53011212 443410	POLICE - C/E PATROL TRAINING				
			284939	USB MAR26 BALE	03/25/2026		USBMAR26	3,627.58
		Invoice: USB MAR26 BALE		POL/US BANK MAR26/L BASTIAN				
			16.99 51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP				
			5.33 53011212 531100	PD-C/E-PATROL SUPPLIES				
			159.46 51011215 531100	POLICE - C/E FACIL SUPPLIES				
			41.49 51011215 531100	POLICE - C/E FACIL SUPPLIES				
			495.00 53011212 443410	POLICE - C/E PATROL TRAINING				
			738.81 53011212 541100	POLICE - C/E PATROL PROF SVCS				
			48.53 51011215 531100	POLICE - C/E FACIL SUPPLIES				
			465.00 52011212 541100	POLICE - C/E INVEST PROF SVCS				
			65.00 51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP				
			-65.00 51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP				
			87.32 51011215 531100	POLICE - C/E FACIL SUPPLIES				
			9.82 53011212 531100	PD-C/E-PATROL SUPPLIES				
			1,198.00 51011214 443410	PD-C/E-ADMIN-TRAINING				
			165.76 51011191 547900	PROPERTY ROOM UTIL-OTHER				
			196.07 51011215 531100	POLICE - C/E FACIL SUPPLIES				
			284938	USB MAR26 ALTH	03/25/2026		USBMAR26	64.41
		Invoice: USB MAR26 ALTH		CRT/US BANK MAR26/T ALPAUGH				
			36.03 21011125 531100	COURT-SUPPLIES				
			28.38 21011125 531100	COURT-SUPPLIES				

CHECK 7498 TOTAL: 54,503.03

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 54,503.03

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	54,503.03

*** GRAND TOTAL *** 54,503.03

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
2026 4 270								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		41,464.23	
04/16/2026	USBMAR26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			54,503.03
04/16/2026	USBMAR26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000					ACCOUNTS PAYABLE		29.24	
04/16/2026	USBMAR26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000					ACCOUNTS PAYABLE		2,322.61	
04/16/2026	USBMAR26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		4,502.33	
04/16/2026	USBMAR26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000					ACCOUNTS PAYABLE		612.19	
04/16/2026	USBMAR26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000					STREETS - ACCOUNTS PAYABLE		1,997.83	
04/16/2026	USBMAR26	041626			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000					ACCOUNTS PAYABLE		3,574.60	
04/16/2026	USBMAR26	041626			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		54,503.03	54,503.03
APP 631-130000					DUE TO/FROM CLEARING		50,928.43	
04/16/2026	USBMAR26	041626						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			41,464.23
04/16/2026	USBMAR26	041626						
APP 401-130000					DUE TO/FROM CLEARING			29.24
04/16/2026	USBMAR26	041626						
APP 407-130000					DUE TO/FROM CLEARING			2,322.61
04/16/2026	USBMAR26	041626						
APP 402-130000					DUE TO/FROM CLEARING			4,502.33
04/16/2026	USBMAR26	041626						
APP 403-130000					DUE TO/FROM CLEARING			612.19
04/16/2026	USBMAR26	041626						
APP 101-130000					STREETS - DUE TO/FROM CLEARING			1,997.83
04/16/2026	USBMAR26	041626						
					SYSTEM GENERATED ENTRIES TOTAL		50,928.43	50,928.43
					JOURNAL 2026/04/270 TOTAL		105,431.46	105,431.46

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2026	4	270	04/16/2026		
001-130000				GENERAL - DUE TO/FROM CLEARING		41,464.23
001-213000				GENERAL - ACCOUNTS PAYABLE	41,464.23	
				FUND TOTAL	41,464.23	41,464.23
101 STREET FUND	2026	4	270	04/16/2026		
101-130000				STREETS - DUE TO/FROM CLEARING		1,997.83
101-213000				STREETS - ACCOUNTS PAYABLE	1,997.83	
				FUND TOTAL	1,997.83	1,997.83
401 WATER OPERATING FUND	2026	4	270	04/16/2026		
401-130000				DUE TO/FROM CLEARING		29.24
401-213000				ACCOUNTS PAYABLE	29.24	
				FUND TOTAL	29.24	29.24
402 SEWER OPERATING FUND	2026	4	270	04/16/2026		
402-130000				DUE TO/FROM CLEARING		4,502.33
402-213000				ACCOUNTS PAYABLE	4,502.33	
				FUND TOTAL	4,502.33	4,502.33
403 STORM & SURFACE WATER FUND	2026	4	270	04/16/2026		
403-130000				DUE TO/FROM CLEARING		612.19
403-213000				ACCOUNTS PAYABLE	612.19	
				FUND TOTAL	612.19	612.19
407 BUILDING & DEVELOPMENT FUND	2026	4	270	04/16/2026		
407-130000				DUE TO/FROM CLEARING		2,322.61
407-213000				ACCOUNTS PAYABLE	2,322.61	
				FUND TOTAL	2,322.61	2,322.61
631 CLEARING FUND	2026	4	270	04/16/2026		
631-130000				DUE TO/FROM CLEARING	50,928.43	
631-213000				ACCOUNTS PAYABLE	3,574.60	
635-111100				CASH		54,503.03
				FUND TOTAL	54,503.03	54,503.03

JOURNAL ENTRIES TO BE CREATED

FUND			DUE TO	DUE FR
001	GENERAL FUND			41,464.23
101	STREET FUND			1,997.83
401	WATER OPERATING FUND			29.24
402	SEWER OPERATING FUND			4,502.33
403	STORM & SURFACE WATER FUND			612.19
407	BUILDING & DEVELOPMENT FUND			2,322.61
631	CLEARING FUND		50,928.43	
		TOTAL	50,928.43	50,928.43

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

REGULAR ACH RUN 04/23/26

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
7499	04/24/2026	EFT	5 ACE HARDWARE	284975	059575-1	12/18/2025		04/23/26	33.82
Invoice: 059575-1					ENG/WATER QUALITY MONITORING SUPPLIES				
				33.82 72431832 53110000809	WTR QUAL & FLOW MONIT-SUPPLIES				
						CHECK		7499 TOTAL:	33.82
7500	04/24/2026	EFT	5489 AMAZON CAPITAL SERVI	284976	11KF-N69X-MWKR	03/18/2026		04/23/26	48.03
Invoice: 11KF-N69X-MWKR					EX/EARTH DAY DISPLAY SUPPLIES				
				48.03 31011492 53110001150	CAP-OTHER IMPL-SUPPLIES				
				284977	14YR-LL14-NTCW	03/19/2026		04/23/26	52.64
Invoice: 14YR-LL14-NTCW					EX/EARTH DAY DISPLAY SUPPLIES				
				52.64 31011492 53110001150	CAP-OTHER IMPL-SUPPLIES				
						CHECK		7500 TOTAL:	100.67
7501	04/24/2026	EFT	6492 ASSOCIATED EARTH SCI	284979	69612	04/14/2026		04/23/26	109.20
Invoice: 69612					ENG/3RD PARTY GEOTECH REVIEW - TPR25-00001				
				109.20 72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS				
						CHECK		7501 TOTAL:	109.20
7502	04/24/2026	EFT	2476 BISCC	284988	2025-Q4	01/14/2026		04/23/26	11,875.00
Invoice: 2025-Q4					EX/2025-2026 HUMAN SERVICES FUNDING				
				11,875.00 31017690 54110000297	SEN CENTER-OPER SUPPORT				
						CHECK		7502 TOTAL:	11,875.00
7503	04/24/2026	EFT	9449 CASCADE COLUMBIA DIS	284991	949622	03/31/2026		04/23/26	1,138.43
Invoice: 949622					PW/SODIUM FLUORIDE 500LBS				
				1,138.43 73425358 531100	O&M-WWTP-SUPPLIES				
						CHECK		7503 TOTAL:	1,138.43
7504	04/24/2026	EFT	10919 CLARE MENARD	284993	MAR26	03/11/2026		04/23/26	2,580.00
Invoice: MAR26					EX/FARMLAND MANAGER 2026-2027				
				2,580.00 31011557 54110001019	FARM MNGT SVCS-FOTF OR STAHL				
						CHECK		7504 TOTAL:	2,580.00
7505	04/24/2026	EFT	10374 ASGN INCORPORATED	284978	CI-20450	04/14/2026		04/23/26	1,109.70
Invoice: CI-20450					IT/WEBSITE CONTENT MANAGER CONSULTING SERVICES				
				1,109.70 81011881 54110001398	WEBSITE UPDATE - PROF SVCS				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
						CHECK		7505 TOTAL:	1,109.70
7506	04/24/2026	EFT	8691 ROBERT DAVY	285023	03/24/2026	03/24/2026		04/23/26	100.00
Invoice: 03/24/2026						CRT/JUDGE PRO TEMPORE 03/24/26			
				100.00	21011125 541210	COURT-JUDGE PRO TEMPORE SVCS			
						CHECK		7506 TOTAL:	100.00
7507	04/24/2026	EFT	10611 DOCTER, JAMES N	284997	04/14/2026	04/14/2026		04/23/26	1,300.00
Invoice: 04/14/2026						CRT/JUDGE PRO TEMPORE DEC25-APR26			
				1,300.00	21011125 541210	COURT-JUDGE PRO TEMPORE SVCS			
						CHECK		7507 TOTAL:	1,300.00
7508	04/24/2026	EFT	10565 GANNETT MEDIA CORP	284998	0007607927	03/31/2026		04/23/26	32.84
Invoice: 0007607927						CC,PCD/KITSAP SUN ADS MAR26			
				20.48	63470586 544000	CUR-DEV-ZONING-ADV			
				12.36	11011113 544000	COUNCIL - LEGAL NOTICES			
						CHECK		7508 TOTAL:	32.84
7509	04/24/2026	EFT	513 GRAINGER	284999	9865169438	04/02/2026		04/23/26	58.89
Invoice: 9865169438						PW/WO 24476 - VACUUM BREAKER REPAIR KIT			
				58.89	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
						CHECK		7509 TOTAL:	58.89
7510	04/24/2026	EFT	1517 GUARDIAN SECURITY SY	285000	1718294	04/01/2026		04/23/26	73.11
Invoice: 1718294						POL/EVIDENCE VAULT SECURITY			
				73.11	51011215 541100	POLICE - C/E FACIL PROF SVCS			
						CHECK		7510 TOTAL:	73.11
7511	04/24/2026	EFT	10439 KELLEY CREATE CO	285003	IN2280242	04/03/2026		04/23/26	688.45
Invoice: IN2280242						ENG/COPIER LEASE-6525AC - COPY CHARGES			
				688.45	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
						CHECK		7511 TOTAL:	688.45
7512	04/24/2026	EFT	10439 KELLEY CREATE CO	285002	41724694	04/10/2026		04/23/26	304.06
Invoice: 41724694						PW/COPIER LEASE-6525AC			
				304.06	73637891 545000	RENTS & LEASES - OPERATING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
						CHECK		7512 TOTAL:	304.06
7513	04/24/2026	EFT	4584 KIDS DISCOVERY MUSEU	284912	2026-Q1	04/03/2026		04/23/26	1,875.00
Invoice: 2026-Q1					EX/2026-2027 CULTURAL FUNDING				
				1,875.00	31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES				
						CHECK		7513 TOTAL:	1,875.00
7514	04/24/2026	EFT	9852 KISSLER ENTERPRISES	285005	12038	03/31/2026		04/23/26	11,117.70
Invoice: 12038					PW/WWTP BIOSOLIDS HAULING TO BARR-TECH MAR26				
				11,117.70	73425358 54790100551 BIOSOLIDS WASTE DISPOSAL				
						CHECK		7514 TOTAL:	11,117.70
7515	04/24/2026	EFT	10563 HORTON WEIBEL BROUGH	285006	29398	04/15/2026		04/23/26	10,000.00
Invoice: 29398					LEGAL/INDIGENT DEFENSE SERVICES (2025-2027)				
				10,000.00	32011281 541113 LGL-PUBLIC DEFENDER				
						CHECK		7515 TOTAL:	10,000.00
7516	04/24/2026	EFT	7015 LEXIPOL LLC	285011	INVPRA11268082	04/01/2026		04/23/26	2,908.23
Invoice: INVPRA11268082					POL/POLICEONE RENEWAL				
				2,908.23	51011215 548500 POLICE - C/E FACIL COMP MAINT				
						CHECK		7516 TOTAL:	2,908.23
7517	04/24/2026	EFT	5011 LEXISNEXIS RISK SOLU	285012	1100292103	03/31/2026		04/23/26	218.40
Invoice: 1100292103					POL/MONTHLY SUBSCRIPTION				
				218.40	52011212 549100 PD-C/E-INV-DUES/SUBSCR/MEMBRSH				
						CHECK		7517 TOTAL:	218.40
7518	04/24/2026	EFT	6279 MENG ANALYSIS	285013	2026807-101	03/31/2026		04/23/26	1,200.00
Invoice: 2026807-101					PW/CLEAN BUILDING PERFORMANCE STANDARD ASSESSMENT				
				1,200.00	73011183 54110001437 CLEAN BLD PERF STD - PRF SVC				
						CHECK		7518 TOTAL:	1,200.00
7519	04/24/2026	EFT	9263 BELLEVUE PRINTING LL	284985	64437	01/21/2026		04/23/26	15,707.97
Invoice: 64437					EX/CITY CONNECTS NEWSLETTER - WINTER 2025				
				2,919.61	31011572 54250001015 NEWSLETTER-POSTAGE				
				12,101.82	31011572 54950001015 NEWSLETTER-PRINTING				
				686.54	31011492 54250001194 CAP-WAST RED-POSTAGE				
				284986	64548	02/04/2026		04/23/26	220.40

```
  CASH ACCOUNT: 635      111100       CASH
CHECK NO  CHK DATE   TYPE VENDOR NAME                VOUCHER  INVOICE                   INV DATE   PO       CHECK RUN           NET

                                                                                     INVOICE DTL DESC
       Invoice: 64548                                                                EX/CITY CONNECTS NEWSLETTER - WINTER 2025
                                                      220.40 31011572 54950001015  NEWSLETTER-PRINTING

                                                                                               CHECK      7519 TOTAL:       15,928.37

     7520 04/24/2026 EFT    2574 NATIONAL BARRICADE C 285014   321403                     03/31/2026          04/23/26       2,990.17
       Invoice: 321403                                                               PW/WO 24506 - TRAFFIC SIGNS, GUIDE POSTS
                                                    2,990.17 73111264 531100           O&M-STREET-TRAF CONTROL-SUPPLY

                                                                                               CHECK      7520 TOTAL:        2,990.17

     7521 04/24/2026 EFT    1441 NATIONAL LEAGUE OF C 285015   196152                     12/08/2025          04/23/26       2,256.00
       Invoice: 196152                                                               EX/ANNUAL DUES 03/01/26-03/01-27
                                                    2,256.00 31011131 549100           EX-GF-DUES/SUBCR/MEMBERSH

                                                                                               CHECK      7521 TOTAL:        2,256.00

     7522 04/24/2026 EFT    9943 THE NEXT DAY DRY CLE 285016   03/31/2026                 03/31/2026          04/23/26         265.32
       Invoice: 03/31/2026                                                           POL/LAUNDRY SERVICE
                                                      203.14 51011211 520000           PD-C/E ADMIN-BENEFITS
                                                       62.18 53011212 520000           POLICE - C/E PATROL BENEFITS

                                                                                               CHECK      7522 TOTAL:          265.32

     7523 04/24/2026 EFT    2430 OGDEN MURPHY WALLACE 285019   927442                     04/09/2026          04/23/26      82,872.06
       Invoice: 927442                                                               LEGAL/2026 CITY ATTORNEY SERVICES
                                                       53.62 32011152 54111101240  LIT-RICH (SUP.CT.)
                                                      441.62 32011152 54111101352  GERLACH LUPA APPL OUTSIDE ATTY
                                                      443.48 32011152 54111101379  LIT-LINDENBAUM
                                                    5,715.00 32011545 54111001435  LGL ADICE - JANOW SEPA REVIEW
                                                   27,908.83 32011152 54111101379  LIT-LINDENBAUM
                                                      840.00 32470152 54111101307  HEX-GUDDAT PERMIT APPEAL (OMW)
                                                      255.00 32011152 54111001045  LGL-VERIZON FRANCHISE
                                                       65.00 32011152 54111001131  ETHICS BOARD LEGAL ADVISOR
                                                    1,227.50 32011541 54111001270  GEN'L PRR WORK-OUTSIDEATTORNEY
                                                   42,292.01 32011541 54111001298  CITY ATTORNEY
                                                      525.00 32011541 54111001298  CITY ATTORNEY
                                                      850.00 32470152 541110       LGL-DEVELOP-CIVIL-OUTSIDE ATTY
                                                    2,255.00 32011152 541110       LGL-GF-LEGAL ADVICE

                                                                                               CHECK      7523 TOTAL:       82,872.06

     7524 04/24/2026 EFT    9349 PROPANE NORTHWEST    285017   1521194513                 03/17/2026          04/23/26       1,070.99
       Invoice: 1521194513                                                           PROPANE 511.4 GALLONS
                                                    1,070.99 91011897 547200           GG-C/E-O&M YARD FAC-PROPANE

                                                      285018   1521461403                 04/03/2026          04/23/26       1,017.79
```

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE / INVOICE DTL DESC	PO	CHECK RUN	NET
Invoice: 1521461403						PROPANE 477.4 GALLONS			
				1,017.79	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE			
						CHECK		7524 TOTAL:	2,088.78
7525	04/24/2026	EFT	2203 PST INVESTIGATIONS	285020	PST26-96	04/01/2026		04/23/26	330.00
Invoice: PST26-96						SUBSCRIPTION FEES Q1 2026			
				330.00	91011211 549100	GG-C/E-CIVIL SVC-DUES/SUBS			
						CHECK		7525 TOTAL:	330.00
7526	04/24/2026	EFT	10924 RAFTELIS FINANCIAL C	285021	45144	04/07/2026		04/23/26	11,005.00
Invoice: 45144						HR/CITY MANAGER SEARCH - RECRUITMENT SVCS			
				11,005.00	33011161 54153100296	CITY MNGR SEARCH-RECRUIT PROSV			
						CHECK		7526 TOTAL:	11,005.00
7527	04/24/2026	EFT	5251 ROTARY CLUB OF BAINB	285024	12855	04/01/2026		04/23/26	150.00
Invoice: 12855						POL/QTR DUES/CLARK			
				150.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
						CHECK		7527 TOTAL:	150.00
7528	04/24/2026	EFT	8132 SPECTRA LABORATORIES	285026	26-01931	03/26/2026		04/23/26	618.00
Invoice: 26-01931						PW/TESTING - WWTP			
				618.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
				285027	26-01945	03/26/2026		04/23/26	162.00
Invoice: 26-01945						PW/TESTING - WWTP			
				162.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
				285028	26-01966	03/26/2026		04/23/26	96.00
Invoice: 26-01966						PW/TESTING - PRV D			
				96.00	73411345 54110000391	LAB SVCS-WATER			
				285029	26-01975	03/26/2026		04/23/26	162.00
Invoice: 26-01975						PW/TESTING - WWTP			
				162.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
				285030	26-02085	03/30/2026		04/23/26	128.00
Invoice: 26-02085						PW/TESTING - PRV F			
				128.00	73411345 54110000391	LAB SVCS-WATER			
						CHECK		7528 TOTAL:	1,166.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
7529	04/24/2026	EFT	10124 THUILLIER, JENNIFER	285031	202619	03/31/2026		04/23/26	1,121.00
Invoice: 202619					EX/GRAPHIC SUPPORT (DIGITAL & PRINTED COLLATERAL)				
				360.00	31011572 541100 EX-GF-OUTREACH-PROF SVCS				
				365.00	11011116 541100 COUNCIL - PROF SERVICES				
				145.00	31011721 541100 DEI-PROF SVCS				
				10.00	31011131 54110001359 VOLUNTEER APPR EVENT-PROF SVCS				
				35.00	31011739 54110001249 BI READS-PROF SVCS				
				140.00	81011881 54110001398 WEBSITE UPDATE - PROF SVCS				
				33.00	31011572 531100 EX-GF-OUTREACH-SUPPLIES				
				22.00	11011116 531100 COUNCIL - SUPPLIES				
				11.00	31011721 531100 DEI-SUPPLIES				
						CHECK		7529 TOTAL:	1,121.00
7530	04/24/2026	EFT	553 UTILITIES UNDERGROUN	285032	6030130	03/31/2026		04/23/26	281.52
Invoice: 6030130					PW/EXCAVATION NOTIFICATIONS MAR26				
				281.52	73637893 54110000393 O&M ALLOC-LOCATING SVCS				
						CHECK		7530 TOTAL:	281.52
7531	04/24/2026	EFT	7821 VESTIS	285033	5120857953	03/31/2026		04/23/26	32.76
Invoice: 5120857953					PW/SHOP TOWELS				
				32.76	73638935 531100 O&M-STD ALLOCATION-SUPPLIES				
						CHECK		7531 TOTAL:	32.76

NUMBER OF CHECKS 33 *** CASH ACCOUNT TOTAL *** 167,310.48

	COUNT	AMOUNT
TOTAL EFT'S	33	167,310.48

*** GRAND TOTAL *** 167,310.48

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
2026 4 260								
APP 403-213000					ACCOUNTS PAYABLE		33.82	
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			167,310.48
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		148,426.34	
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000					ACCOUNTS PAYABLE		109.20	
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		13,198.13	
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000					ACCOUNTS PAYABLE		1,710.48	
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000					ACCOUNTS PAYABLE		618.34	
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000					STREETS - ACCOUNTS PAYABLE		2,990.17	
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000					ACCOUNTS PAYABLE		224.00	
04/24/2026	04/23/26	042426			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		167,310.48	167,310.48
APP 631-130000					DUE TO/FROM CLEARING		166,692.14	
04/24/2026	04/23/26	042426						
APP 403-130000					DUE TO/FROM CLEARING			33.82
04/24/2026	04/23/26	042426						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			148,426.34
04/24/2026	04/23/26	042426						
APP 650-130000					DUE TO/FROM CLEARING			109.20
04/24/2026	04/23/26	042426						
APP 402-130000					DUE TO/FROM CLEARING			13,198.13
04/24/2026	04/23/26	042426						
APP 407-130000					DUE TO/FROM CLEARING			1,710.48
04/24/2026	04/23/26	042426						
APP 101-130000					STREETS - DUE TO/FROM CLEARING			2,990.17
04/24/2026	04/23/26	042426						
APP 401-130000					DUE TO/FROM CLEARING			224.00
04/24/2026	04/23/26	042426						
					SYSTEM GENERATED ENTRIES TOTAL		166,692.14	166,692.14
					JOURNAL 2026/04/260 TOTAL		334,002.62	334,002.62

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2026	4	260	04/24/2026		
001-130000				GENERAL - DUE TO/FROM CLEARING		148,426.34
001-213000				GENERAL - ACCOUNTS PAYABLE	148,426.34	
				FUND TOTAL	148,426.34	148,426.34
101 STREET FUND	2026	4	260	04/24/2026		
101-130000				STREETS - DUE TO/FROM CLEARING		2,990.17
101-213000				STREETS - ACCOUNTS PAYABLE	2,990.17	
				FUND TOTAL	2,990.17	2,990.17
401 WATER OPERATING FUND	2026	4	260	04/24/2026		
401-130000				DUE TO/FROM CLEARING		224.00
401-213000				ACCOUNTS PAYABLE	224.00	
				FUND TOTAL	224.00	224.00
402 SEWER OPERATING FUND	2026	4	260	04/24/2026		
402-130000				DUE TO/FROM CLEARING		13,198.13
402-213000				ACCOUNTS PAYABLE	13,198.13	
				FUND TOTAL	13,198.13	13,198.13
403 STORM & SURFACE WATER FUND	2026	4	260	04/24/2026		
403-130000				DUE TO/FROM CLEARING		33.82
403-213000				ACCOUNTS PAYABLE	33.82	
				FUND TOTAL	33.82	33.82
407 BUILDING & DEVELOPMENT FUND	2026	4	260	04/24/2026		
407-130000				DUE TO/FROM CLEARING		1,710.48
407-213000				ACCOUNTS PAYABLE	1,710.48	
				FUND TOTAL	1,710.48	1,710.48
631 CLEARING FUND	2026	4	260	04/24/2026		
631-130000				DUE TO/FROM CLEARING	166,692.14	
631-213000				ACCOUNTS PAYABLE	618.34	
635-111100				CASH		167,310.48
				FUND TOTAL	167,310.48	167,310.48
650 AGENCY FUND	2026	4	260	04/24/2026		
650-130000				DUE TO/FROM CLEARING		109.20
650-213000				ACCOUNTS PAYABLE	109.20	
				FUND TOTAL	109.20	109.20

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		148,426.34
101	STREET FUND		2,990.17
401	WATER OPERATING FUND		224.00
402	SEWER OPERATING FUND		13,198.13
403	STORM & SURFACE WATER FUND		33.82
407	BUILDING & DEVELOPMENT FUND		1,710.48
631	CLEARING FUND	166,692.14	
650	AGENCY FUND		109.20
	TOTAL	166,692.14	166,692.14

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

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: Approve Meeting Minutes

Department: Executive

Agenda Section: Consent Agenda - 6:50 pm

Estimated Time: 0 Minutes

Recommendation:

Approve City Council meeting minutes.

Narrative:

Council will consider approval of City Council meeting minutes.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. Special City Council Meeting - Executive Session Minutes, April 14, 2026
2. Regular City Council Business Meeting Minutes, April 14, 2026

CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Executive Session
Tuesday, April 14, 2026

Meeting Minutes

1. Call to Order / Roll Call - 5:00 pm

Mayor Moriwaki called the meeting to order at 5:00 pm in Council Chambers and on the Zoom webinar.

Mayor Moriwaki, Deputy Mayor Hytopoulos and Councilmembers Fantroy-Johnson, Lant, Mathews, Nelson, and Schneider were present.

2. Executive Session

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.

Mayor Moriwaki adjourned the meeting to an executive session for 60 minutes pursuant to RCW 42.30.110(1)(i) at 5:00 pm.

3. Adjournment - 6:00 pm

Council returned from executive session at 6:00 pm, and Mayor Moriwaki adjourned the meeting.

____
Clarence Moriwaki, Mayor

____
Christine Brown, MMC, City Clerk

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting
Tuesday, April 14, 2026

Meeting Minutes

1. Call to Order / Roll Call / Pledge of Allegiance / Land Acknowledgement

Mayor Moriwaki called the meeting to order at 6:00 pm in Council Chambers and on the Zoom webinar.

Mayor Moriwaki, Deputy Mayor Hytopoulos, and Councilmembers Fantroy-Johnson, Lant, Mathews, Nelson, and Schneider were present.

Mayor Moriwaki led the Pledge of Allegiance. Sally Luo, a 2nd grader from Halilts Elementary School, read the Land Acknowledgment.

2. Approval of Agenda / Conflict of Interest Disclosure

Deputy Mayor Hytopoulos moved and Councilmember Nelson seconded to discuss agenda item 8.G at tonight's meeting. The motion failed 3-4, with Councilmembers Lant, Nelson, and Deputy Mayor Hytopoulos voting in favor.

Deputy Mayor Hytopoulos moved and Councilmember Nelson seconded to discuss agenda item 8.H at tonight's meeting. The motion carried 5-2 with Councilmember Schneider and Mayor Moriwaki voting against.

Mayor Moriwaki moved and Councilmember Fantroy-Johnson seconded to add an agenda item for the participation form on behalf of the City of Bainbridge Island to participate in the National Opioid Litigation Six Remnant Defendants settlement as discussed in executive session.
Moriwaki/Fantroy-Johnson: The motion carried unanimously, 7-0.

Councilmember Nelson moved and Councilmember Lant seconded to approve the agenda as amended. The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

3. Presentation(s)

A. Authorize the Mayor to Sign the Proclamation Declaring April 13-19, 2026, as "Bainbridge Island Dark Sky Week"

Mayor Moriwaki read the proclamation. Frank Petrie, President of the Battle Point Astronomical Association, and Peter Moseley, Battle Point Observatory Facilities Officer, accepted the proclamation.

B. Present Proclamation Declaring the Week of April 19-25 as "National Volunteer Week"

Councilmember Fantroy-Johnson read the proclamation. Stephen Richardson, Executive Director of Bainbridge Prepares, accepted the proclamation.

C. Present Proclamation Declaring April 24, 2026, as "Arbor Day"

Councilmember Schneider read the proclamation. Rob Reed, City Arborist, accepted the proclamation.

D. Present Proclamation for Sexual Assault Awareness Month

Councilmember Mathews read the proclamation. Members of Bainbridge High School's Students Against Sexual Assault group accepted the proclamation.

4. Public Comment

Nora Kim, Race Equity Advisory Committee member (REAC), spoke about the committee.

Alice Hunting spoke in support of REAC.

Caitlin Lombardi, REAC member, spoke in support of REAC.

Debby Haase spoke in support of REAC.

Marsha Cutting spoke about racism on the Island and in support of REAC.

Chastity Malatesta spoke about equity.

Ron Peltier spoke about Indigenous People's Day and equity.

5. Consent Agenda

A. Agenda Bill for Consent Agenda

Motion: I move to approve the consent agenda as presented.
Nelson/Hytopoulos: The motion carried unanimously, 7-0.

B. Approve Accounts Payable and Payroll

C. Approve Meeting Minutes

D. Authorize the Interim City Manager to Execute the Bainbridge Island Japanese American Exclusion Memorial Water Line Extension Project Acceptance

E. Authorize the Interim City Manager to Execute a Three-Year Purchased Services Agreement with Kissler Enterprises Environmental Products to Haul Biosolids from the Wastewater Treatment Plant to Barr-Tech Composting ($125,000.00 per Year - Sewer Fund)

F. Authorize the Interim City Manager to Purchase Two 2026 Ford Police Interceptor Utility Vehicles as Part of the Capital Improvement Plan Fleet Purchases ($170,187.06, Equipment Rental and Revolving Fund)

G. Authorize the Interim City Manager to Purchase of a 2026 Ford Mach-E Police Vehicle as Part of the Capital Improvement Plan Fleet Purchases ($58,589.70, Equipment Rental and Revolving Fund)

H. Authorize the Interim City Manager to Advertise for Construction Bids for the 2026 Annuals Roads Repair and Maintenance Program

6. City Manager's Report

Interim City Manager Schroer announced that Public Works Director Wierzbicki is departing for Sound Transit. She provided information on the Council schedule for the Comprehensive Plan Update and an update on traffic impacts related to the Water Tank.

7. Regular Business

A. Introduce Resolution No. 2026-03 Revising the City Financial and Budget Policies

Interim City Manager Schroer introduced the agenda item. Finance Director Pitts provided a presentation with additional information.

Motion: I move to forward Resolution No. 2026-03 Revising the City's Financial and Budget Policies to a future business meeting for approval.
Mathews/Nelson: The motion carried unanimously, 7-0.

B. Consider Approval of Lodging Tax Advisory Committee Recommendations for 2026 Awards Totaling $400,000

Interim City Manager Schroer introduced the agenda item.

Motion: I move to approve the Lodging Tax Advisory Committee's recommendations for 2026 awards and authorize the Interim City Manager to enter into agreements with organizations for the amounts recommended and approved.
Nelson/Mathews: The motion carried unanimously, 7-0.

C. Discuss and Determine Membership for the Selection Panel for the Environmental Technical Advisory Committee (ETAC)

Interim City Manager Schroer introduced the agenda item. Council discussed the topic.

Motion: I move to appoint Councilmember Nelson and Deputy Mayor Hytopoulos to a selection panel for the Environmental Technical Advisory Committee.
Fantroy-Johnson/Hytopoulos: The motion carried unanimously, 7-0.

Motion: I move to designate either a member of the Environmental Technical Advisory Committee, a former member of ETAC, or another committee member from the Climate Change Advisory Committee or the Utility Advisory Committee to serve on the selection panel.
Fantroy-Johnson/Hytopoulos: The motion carried unanimously, 7-0.

D. Appoint Council Members to a Selection Panel for the Ethics Board

Interim City Manager Schroer introduced the agenda item.

Motion: I move to appoint Councilmembers Fantroy-Johnson and Lant to a selection panel for the Ethics Board.
Fantroy-Johnson/Hytopoulos: The motion carried 6-0 with Councilmember Nelson temporarily absent from the Chamber.

E. Approve Utility Advisory Committee's 2026 Workplan

Interim City Manager Schroer introduced the agenda item.

Motion: Councilmember Lant moved and Councilmember Schneider seconded to amend the workplan to add conservation efforts and a policy recommendation to improve communications and coordination between utilities and the public.

Motion: I move for division of the question.
Nelson/Fantroy-Johnson: The motion carried unanimously,7-0.

Amended Motion: I move the Utility Advisory Committee should add to the workplan recommendations and policy that will improve communications and coordination between utilities and the public.
Lant/Nelson: The motion carried 4-3 with Fantroy-Johnson, Mathews, and Moriwaki voting against.

Amended Motion: I move to add conservation as a topic to the Utility Advisory Committee workplan for 2026.
Lant/Nelson: The motion carried unanimously, 7-0.

Motion: I move to approve the Utility Advisory Committee's 2026 workplan as amended.
Schneider/Lant: The motion carried unanimously,7-0.
Fantroy-Johnson/Schneider: The motion carried unanimously, 7-0.

F. Approve Race Equity Advisory Committee's 2026 Workplan

Interim City Manager Schroer introduced the agenda item. Council discussed the topic.

Motion: I move to approve the 2026 Workplan for the Race Equity Advisory Committee.

Fantroy-Johnson/Schneider: The motion carried 6-1 with Councilmember Nelson voting against.

G. Confirm Appointments to the Mobility Advisory Committee

Interim City Manager Schroer introduced the agenda item.

Motion: I move to confirm the recommended appointment of Matilde Clark to the Mobility Advisory Committee, Position 1, for a one-year term ending June 30, 2027.
Fantroy-Johnson/Nelson: The motion carried unanimously, 7-0.

Motion: I move to confirm the recommended appointment of John Grinter to the Mobility Advisory Committee, Position 2, for a two-year term ending June 30, 2028.
Fantroy-Johnson/Lant: The motion carried unanimously, 7-0.

Motion: I move to confirm the recommended appointment of Ross Eide to the Mobility Advisory Committee, Position 3, for a two-year term ending June 30, 2028.
Fantroy-Johnson/Nelson: The motion carried unanimously, 7-0.

Motion: I move to confirm the recommended appointment of Joseph Edgell to the Mobility Advisory Committee, Position 4, for a three-year term ending June 30, 2029.
Fantroy-Johnson/Nelson: The motion carried unanimously, 7-0.

Motion: I move to confirm the recommended appointment of Andrea Wilson to the Mobility Advisory Committee, Position 5, for a three-year term ending June 30, 2029.
Fantroy-Johnson/Nelson The motion carried unanimously, 7-0.

H. [Moved] Receive April 9, 2026, Recommendations from the Planning Commission

Deputy Mayor Hytopoulos introduced the agenda item. Council discussed the topic. Planning Manager Buchanan provided additional information.

Motion: I move to set this matter on next week's agenda for further consideration and action.
Nelson/Hytopoulos: The motion carried unanimously, 7-0.

I. [Added] National Opioid Litigation Six Remnant Defendants Settlement

Motion: I move to authorize the Interim City Manager to sign and submit a participation form on behalf of the City of Bainbridge Island to participate in the National Opioid Litigation Six Remnant Defendants settlement as discussed in today's executive session.
Moriwaki/Nelson: The motion carried unanimously, 7-0.

8. Communications

A. Consider Request from Councilmember Mathews to Add a Discussion of the Creation of an Agricultural Advisory Committee or Task Force to a Future Council Agenda

Councilmember Mathews introduced the agenda item.

Motion: I move to move for discussion of the creation of an agricultural advisory committee or task force to a future Council agenda.
Mathews/Nelson: The motion carried unanimously, 7-0.

B. Consider Request from Councilmember Nelson to Add a Discussion on the Comprehensive Plan Update Adoption Process to a Future Council Agenda

Councilmember Nelson introduced the agenda item.

Motion: I move to add a future agenda item to discuss the schedule of the Comprehensive Plan Adoption.
Nelson/Hytopoulos: The motion carried unanimously, 7-0.

C. Consider Request from Councilmember Nelson to Add a Discussion on Infrastructure Capacity and Land Capacity at Full Build Out to a Future Council Agenda

Councilmember Nelson introduced the agenda item.

Motion: I move to add an agenda item to a future business meeting to discuss infrastructure capacity which may occur at the same time as the discussion of the Capital Facilities Element.
Nelson/Hytopoulos: The motion carried unanimously, 7-0.

Motion: I move to add an agenda item at a future business meeting to discuss land capacity at full build out, both under existing zoning and proposed zoning changes.
Nelson/Hytopoulos: The motion carried unanimously, 7-0.

D. Consider Request from Councilmember Nelson to Add a Discussion on the Island Wide Mobility Plan to a Future Council Agenda

Councilmember Nelson introduced the agenda item.

Motion: I move to have an agenda item at a future study session to discuss the Islandwide Mobility Plan.
Nelson/Hytopoulos: The motion carried unanimously, 7-0.

E. Consider Request from Councilmember Nelson to Add a Discussion of a Dark Sky Resolution to a Future Council Agenda.

Councilmember Nelson introduced the agenda item.

Motion: I move to add a future agenda item to discuss whether we would also like to adopt a resolution related to dark skies.
Nelson/Hytopoulos: The motion carried unanimously, 7-0.

F. Consider Request from Councilmember Lant to Add a Discussion on a Waterfront Park Master Plan to a Future Council Agenda.

Councilmember Lant introduced the agenda item.

Motion: I move to add discussion of a Waterfront Park Master Plan to a future non-urgent second half of the year discussion.
Lant/Nelson: The motion carried unanimously, 7-0.

G. Consider Request from Deputy Mayor Hytopoulos and Councilmember Nelson to Add a Discussion on Policy and Process Issues Surrounding Capacity Analysis and Communication with Washington State Department of Commerce Regarding HB 1220 Compliance to a Future Council Agenda

Deputy Mayor Hytopoulos withdrew the request.

9. Council Announcements

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

10. Adjournment

Mayor Moriwaki adjourned the meeting at 9:16 pm.

Clarence Moriwaki, Mayor

Christine Brown, MMC, City Clerk

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: Update to Interlocal Agreement with Bainbridge Island School District (BISD) for Emergency Response Support Services.

Department: Executive

Agenda Section: Consent Agenda - 6:50 pm

Estimated Time: 0 Minutes

Recommendation:

Approve the updated Interlocal Agreement with the Bainbridge Island School District as presented.

Narrative:

The City of Bainbridge Island and the Bainbridge Island School District have an interlocal agreement to work together to provide disaster hub shelter support and community cooling centers to address severe weather events on Bainbridge Island. The original agreement was signed in June of 2023. This updated agreement is amended to include an additional disaster hub location (Blakely) on the list of approved sites. There are no other changes to this agreement.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. BISD COBI Interlocal Agreement ILA Updated February 2026

INTERLOCAL AGREEMENT

BETWEEN

THE CITY OF BAINBRIDGE ISLAND AND THE BAINBRIDGE ISLAND SCHOOL DISTRICT

1. PURPOSE

This Interlocal Agreement ("Agreement") is entered into by the City of Bainbridge Island ("City") and the Bainbridge Island School District ("BISD") (and singularly, "Party," and collectively, "Parties") to provide disaster hub shelter support and community cooling centers to address severe weather events. Severe weather events are defined as forecasted temperatures at or above 90 degrees Fahrenheit for four or more hours during the hours of 8:00 AM – 8:00 PM, and when the EPA air quality index reaches levels of 200 or above. The purpose of this Agreement is to coordinate efforts between the Parties and to describe general expectations related to which activities and outcomes each Party is generally agreeing to conduct and accomplish.

2. TERM AND TERMINATION

A. This Agreement shall become effective upon execution by all Parties and shall continue in full force and effect until; terminated as provided below.

B. Each Party has the right to withdraw from participation in this Agreement with 14 days written notice to the other Parties.

C. If any Party provides such notice of withdrawal, the remaining Parties will decide via written communication whether to continue this activity.

3. ADDITIONAL ENTITIES

Additional entities may become Parties to this Agreement with the written consensual agreement of all current Parties to this Agreement. If the Parties desire to allow another entity to join this Agreement, the current Parties will execute an addendum to this Agreement that will formally add the additional Party to the Agreement.

4. PAYMENT

A. The Parties agree that no payment will be made to the other Parties as part of this Agreement.
B. Each Party agrees to pay for its own costs related to this Agreement.

5. GENERAL EXPECTATIONS OF THE PARTIES

This Agreement is intended to provide a summary description related to the activities that each Party is expecting to do as part of this Agreement. However, it is understood by the Parties that this Agreement is intended to allow for flexibility in order to ensure that the expected outcomes of the Agreement are achieved. It is also understood that circumstances (e.g., funding levels, other priority workloads) may change for one or more of the Parties during the time that this Agreement is in effect, and that such a change in circumstances may require such a Party to revise its expected role, or withdraw from the Agreement pursuant to Section 2. Section 6 provides a description of what is generally expected from each Party as part of this Agreement.

6. IT IS EXPECTED THAT THE CITY OF BAINBRIDGE ISLAND WILL BE RESPONSIBLE FOR:

A. Volunteer Management

1. Credentialing/Background Checks/Badging.
2. Scheduling.
3. Tracking Volunteer Hours.

B. Communications

1. Nixle.
2. City Website Updates.

C. Participants/Visitors

1. Supervision of all participants/visitors for the use of the facility pursuant to this Agreement.
2. Visitor Sign-In.
3. Hold Harmless agreement facilitation.
4. Covid Disclosure
    i. The City of Bainbridge Island will ensure that any employee, visitor, volunteer who uses the facility is compliant with any existing mandates or requirements by the Washington State Department of Health or the Kitsap Public Health District related to COVID-19.
5. Record Keeping

D. Incident Action Plan ("IAP") Development.

E. Unified Command Incident Commander.

7. IT IS EXPECTED THAT THE BAINBRIDGE ISLAND SCHOOL DISTRICT WILL BE RESPONSIBLE FOR:

A. Provide location and facilities at:

1. Ordway Elementary School (**Primary Cooling Center Location**)
2. Blakely Elementary School (**Primary Disaster Hub Location** and Secondary Cooling Center Location)
3. Wilkes Elementary School (Secondary Cooling Center Location)
4. Sakai Intermediate School (**Primary Disaster Hub Location**)
5. Bainbridge Island High School (**Primary Disaster Hub Location – Child Reunification**)
6. Woodward Middle School (Secondary Disaster Hub Location)
7. BISD Maintenance Facility Storage Yard (Storage Location for Hub Supply Trailers)

B. Tables/Chairs/Extension Cords.

C. Provide Utilities.

8. LIABILITY AND INDEMNITY

A. The City agrees to indemnify the BISD for any losses, or claims of any kind or nature arising from, related to, or connected with the use of the BISD facilities as a shelter. This duty to indemnify includes any claims made by employees of the City, volunteers associated with the program, or people utilizing the facility pursuant to this Agreement. No Party assumes liability for actions committed by any other Party. However, each Party to this Agreement agrees to cooperate fully with the other Parties in the defense of claims, pursuant to these provisions, as applicable. This cooperation will include, but is not limited to, the following:

1. Immediate notification to the other Parties of any accident or incident resulting in personal injury, damage, or having the potential for liability; and
2. Immediate notification to the other Parties of any claim made against it alleging liability.

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

C. The Parties agree that the agreement to indemnify has been mutually negotiated.

9. SCHEDULE OF USE FOR COOLING CENTERS

A. The BISD facilities identified in this Agreement will be available for use under this Agreement effective June through September, during BISD's summer break. The hours of operation will be limited from 1:00 PM – 11:00 PM on a daily basis as needed. Automatic renewal of this Agreement will commence annually until otherwise terminated pursuant to Section 2 of this Agreement.

B. The BISD facilities identified in this Agreement will be made available for use upon the activation of the City of Bainbridge Island's Severe Weather Protocol as outlined in the "SEVERE WEATHER CENTER AND EMERGENCY OVERNIGHT SHELTERSTANDARD OPERATING PROCEDURE ("SOP"), published February 2, 2022.

C. The BISD facilities identified in this Agreement will be selected for use in a priority sequence as outlined in Section 7.

10. SCHEDULE OF USE FOR DISASTER HUBS

A. The BISD facilities identified in this Agreement will be available for use under this Agreement during a disaster as established by a City of Bainbridge Island proclamation.

B. BISD has the sole discretion to determine whether its Facility is available for such use at the time a request is made by the City. The City will not require BISD to surrender its Facility for use under this Agreement when such surrender would inhibit BISD's necessary operations.

C. If BISD determines that its Facility is available for use as a disaster hub, then BISD will designate one or more employees or volunteers to serve as a liaison to the City. Such liaisons shall, during the City's operation of the hub, provide access to the areas of the Facility that BISD has made available. All liaisons must adhere to the rules and guidelines set forth in the City's "Hub Standard Operating Procedures".

D. The City will provide volunteers, supplies, and management during the time it operates the hub. All employees or volunteers provided by the City shall be under the supervision and control of the City's Office of Emergency Management.

E. Access to the various rooms and materials, possession of keys, and storage of materials will be pre-determined and agreed upon by all parties as noted in the City's "Hub Standard Operating Procedures".

11. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Parties agree not to discriminate against any employee, applicant for employment, volunteer, 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 Parties 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 of the Agreement shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of this Agreement by the other Parties to the Agreement.

12. RECORDS AND OWNERSHIP OF WORK PRODUCT

Each Party to the Agreement will be responsible for its own records that are created and used as part of this Agreement. Each Party agrees to furnish the other with records pursuant to Section 6 of this Agreement upon written request.

13. GENERAL ADMINISTRATION AND MANAGEMENT

The signatories to this Agreement, or their designees, shall be that Party's representative to the Agreement, and shall be responsible for overseeing and approving all services to be performed and coordinating all communications under this Agreement.

14. INSURANCE

Each Party is responsible for maintaining its own insurance as part of this Agreement.

15. EXTENT OF AGREEMENT OR 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 all of the Parties.

16. SEVERABILITY AND DISPUTE RESOLUTION

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 the 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.

C. The Parties hereto agree that any disputes arising out of this Agreement will be resolved through a binding arbitration by a single arbitrator to be agreed to by the Parties. If the Parties cannot agree to an arbitrator, either Party can agree to an action by Kitsap County Superior Court to appoint an arbitrator.

17. FAIR MEANING

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

18. NONWAIVER

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

19. 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.

20. GOVERNING LAW

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

21. VENUE

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

22. 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:

CITY OF BAINBRIDGE ISLAND

By: ______________________________ Date:__________

Ellen Schroer

City Manager

BAINBRIDGE ISLAND SCHOOL DISTRICT

By: Amii Thompson Date: 2/6/26

Amii Thompson

Superintendent

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: Authorize the Interim City Manager to Enter in a Professional Services Agreement with Inter-Fluve, Inc. for the Design and Permitting of the Mac's Dam Removal Project ($357,633.00; Storm and Surface Water Management Fund).

Department: Public Works

Agenda Section: Consent Agenda - 6:50 pm

Estimated Time: 0 Minutes

Recommendation:

I move to authorize the Interim City Manager to execute a Professional Services Agreement with Inter-Fluve, Inc. for $357,633.00 for the design and permitting of the Mac's Dam Removal project.

Narrative:

The McDonald Creek Culvert Replacement Project is located along Eagle Harbor Drive just north of the intersection with McDonald Place. City staff have been working with the Suquamish Tribe to identify potential off-site mitigation for the culvert replacement, and have identified the removal of Mac's Dam —which is upstream of Blakely Harbor — as a potential offsite mitigation alternative. The dam was likely built in the late 1800's to provide water storage for drinking water purposes, originally serving the nearby Port Blakely Sawmill. The dam is currently located on a reach of Mac's Dam Creek that is on private property owned by the non-profit organization Islandwood. City staff have consulted with Islandwood about securing temporary construction easements for the dam removal, and anticipate finalizing agreements as part of the design and permitting process.

The City is entering into a professional services agreement with Inter-Fluve, Inc. to review existing data and collect new information from the field to create hydrologic and hydraulic models, which will be used to inform the development of 30%, 50% and 100% final design plans, specifications, and estimates to remove the dam and provide fish passage. Construction is anticipated during the 2028 construction season.

City staff are considering an agreement with the Suquamish Tribe that would allow the McDonald Creek Culvert Replacement Project to proceed concurrently with the design and permitting of the dam removal. The culvert project plans and specifications are ready for bid.

A request for Qualifications was advertised in the Daily Journal of Commerce and the Kitsap Sun. Inter-Fluve, Inc. was selected as the most qualified consultant to perform the requested services.

Fiscal Impact:

Capital Improvement Plan project #00823; $1.3M remaining budget from Storm and Surface Water Management Fund (402) supports this expenditure of $357,633.00.

Community Engagement and Outreach:

Engagement is anticipated with the Islandwood community as the project proceeds.

Attachments:

1. Professional Services Agreement - Interfluve
2. McDonald Creek_Macs Dam Capital Improvement Plan Budget Page

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 Inter-Fluve, Inc, a Montana State corporation ("Consultant").

WHEREAS, the City needs professional services in connection with design and permitting for the Mac's Dam Removal 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 Fifty-Seven Thousand Six Hundred Thirty Three and 00/100 Dollars ($357,633).

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

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

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

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

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

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

10. INSURANCE

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

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

To the City:	City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110 Attention: City Manager
To the Consultant:	Inter-Fluve, Inc 501 Portway Ave, Ste 101 Hood River, OR 97031 Attention: Mike McAllister, PE

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.

INTER-FLUVE, INC

Date:________________________________

By:__________________________________

Name________________________________

Title_________________________________

Tax I.D. #____________________________

City Bus. Lic. #________________________

CITY OF BAINBRIDGE ISLAND

Date:________________________________

By:__________________________________

Ellen Schroer, Interim City Manager

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

Attachment B
Scope of Services

Mac's Creek Dam Removal Project

Background

An unnamed dam (Dam), located on Mac's Dam Creek on Bainbridge Island, Washington, has created a water surface drop that is a barrier to migrating fish species. The City of Bainbridge Island (City) has made plans to remove the structure to restore fish passage to the upstream reaches of Mac's Dam Creek as mitigation for the McDonald Creek Culvert Repair Project. The dam was likely built in the late 1800s to provide water storage for drinking water purposes, originally serving the nearby Port Blakely Sawmill structure, which is no longer in operation. The Dam is currently located on a reach of Mac's Dam Creek that is on private property owned by the non-profit organization Islandwood. Aside from the dam, Islandwood owns and operates an educational facility including several structures and outbuildings on the uplands west of the dam, along with several footbridges over Mac's Dam Creek and a small trail network.

The City of Bainbridge Island Dam Removal Feasibility Study Memorandum (Osborn, 2024) previously provided planning-level information to evaluate the feasibility of removing the dam to restore fish passage to Mac's Dam Creek. The feasibility study provided two dam removal alternatives. The analysis for each dam removal alternative included discussion of the appropriate construction methods and potential access routes as well as documentation of the anticipated challenges, assumptions, and permitting requirements of the project. The analysis also included concept-level cost estimates and a description of the potential impacts of each design to fish habitat.

The City is entering into a contract with Inter-Fluve (Consultant) review existing data and collect new information from the field to create hydrologic and hydraulic models, which will be used to inform the development of 30%, 60%, and 100% final design plans, specifications, and estimates to remove the dam and provide fish passage. Survey, geotechnical, and environmental assessment efforts are included, along with construction bid support services.

Scope of Work

Task 1. Project Management and Coordination

Subtask 1.1. Management of the Design Team

Inter-Fluve will manage the scope, schedule, and budget for the consultant team. Inter-Fluve will provide brief progress reports with invoicing, which will occur monthly during active project periods.

Deliverables

- Monthly emailed Progress Reports, submitted with invoices.

Subtask 1.2. Coordination and Communication with the City

Inter-Fluve will provide ongoing communications and coordination with the City. This includes a kick-off meeting, recurring check-in meetings, and ad hoc communications and coordination as needed. A virtual kick-off meeting will be held with the City and key consultant team staff to discuss the project, confirm goals and objectives, and coordinate initial tasks. This task also includes Inter-Fluve participation in recurring check-in meetings with the City, which are expected to occur on average once per month for a 15-month project duration (April 2026 through June 2027). Additional time is included for the Inter-Fluve Project Manager and other key staff to participate in periodic ad hoc communications about the project, assumed at 2 hours per month for the 15-month project duration. Inter-Fluve will set up a filesharing site for the project that can be used by all project partners to share information and deliverables.

Assumptions

- City will organize and determine attendance for kick-off meeting.

Deliverables

- Attendance at virtual project kick-off meeting
- Attendance at recurring check-in meetings (average of 2 per month for 15-month project duration). Brief meeting notes including key discussion points and action items provided following recurring meetings.
- Filesharing site

Subtask 1.3. Stakeholder Coordination and Outreach

This task includes supporting the City with coordination and outreach with partner entities, the public, the landowner, and the Suquamish Tribe. This task assumes attendance at three virtual meetings with project partners and eight hours of staff time for support of other coordination and communications. This task also includes development of a conceptual rendering of the project to support outreach efforts. This will be a conceptual illustration tailored for public understanding.

Assumptions

- The City will be the primary contact for coordination with the landowner, tribe, partner entities, and other stakeholders.
- The City will determine attendance and lead coordination and outreach meetings.

- The City will lead communications and negotiations with landowner for Temporary Construction Easement. Inter-Fluve will provide support related to design and technical information, and develop easement application materials.

Deliverables

- Attendance at three (3) stakeholder meetings (virtual)
- Eight (8) hours of staff time provided for ad hoc assistance with stakeholder outreach and coordination
- One conceptual illustration of the proposed project.
- Temporary Construction Easement application (draft and final)

Task 2. Site Investigations

Subtask 2.1. Data Gathering and Review

Inter-Fluve will gather and review existing relevant data for the site. This includes available LiDAR data, aerial photography, readily available GIS datasets, and information from the prior site assessment work. Documents and data will be uploaded to the fileshare site.

Assumptions

- The City will provide relevant existing data from the previous site assessment work and other sources as may be available.

Deliverables

- Background data uploaded to Fileshare site

Subtask 2.2. Initial Site Visit

Inter-Fluve will conduct an initial site visit with the City to review current conditions, discuss the preferred restoration alternative, and plan for the subsequent detailed site surveys. Assumes participation by three Inter-Fluve design team staff for one day on-site.

Assumptions

- The City will coordinate any necessary site access permissions.

Deliverables

- Attendance by three Inter-Fluve staff at initial site visit

Subtask 2.3. Topographic Survey and Assessment

Inter-Fluve will perform a topographic survey of the project reach to support modeling and design. The survey will include the dam infrastructure as well as the upstream impoundment. Upstream and downstream channels will be surveyed to support modeling and to cover the location of potential constructed instream features. The survey will also capture infrastructure or other features that may be impacted by or are otherwise relevant to the design, such as the trail, bridge, utilities, other structures, trees >6" dbh that may be impacted, and potential access routes and staging areas. Survey control will be established that can be used for construction layout. Portions of the stream upstream and downstream of the dam will be walked to understand site context and potential upstream and downstream impacts of the project. This will include documentation of channel geomorphic conditions, sediment storage and supply patterns, and habitat conditions. Potential construction access and staging areas will be identified. This task will also include preparation of supporting technical information for City of Bainbridge Island Easement Acquisition or temporary construction easements, including precise work area property description, as per the Federal Highway Administration Temporary Construction Easement Application.

Assumptions

- The City will coordinate any necessary site access permissions.
- The City will provide any nearby existing survey control, if available.

Deliverables

- Background data uploaded to Fileshare site
- CAD base map of Topographic Survey
- Temporary Construction Easement work area precise legal description

Subtask 2.4. Hydrologic and Hydraulic Analysis

Inter-Fluve will develop site hydrologic estimates and will build a hydraulic model to support design. Peak flows will be estimated using regional regression equations and/or data from applicable nearby gages if available. Regression equations, nearby gage data, or field observations will be used to approximate other flows of interest to support design. A 2-dimensional HEC-RAS model will be developed for the site to evaluate existing and proposed conditions. The hydraulic model will be developed using survey data and supplemented with LiDAR to capture design flow inundation limits within the model domain. This task includes time for developing the existing conditions model. Proposed conditions modeling will occur as part of the design tasks (Task 4). The hydraulic model will be used to understand flooding extents and stream energy. Results will support large wood structure design, design of other in-channel features, and evaluation of sediment transport dynamics related to dam removal.

Deliverables

- Hydrologic estimates and hydraulic model methods and results will be included in the basis of design report (Task 4).

Task 3. Geotechnical Services

Geotechnical Resources, Inc. (GRI), as a subconsultant to Inter-Fluve, will provide geotechnical and geological support to inform design development, final design, and permit support.

Available geologic data for the project area—including geologic maps, published subsurface information, groundwater records, and previous geotechnical or environmental studies—will be collected and reviewed to develop an understanding of local soil conditions, geologic formations, structural features, and potential geologic hazards that could influence dam removal.

An experienced Washington-licensed engineering geologist or geotechnical engineer from GRI will complete a ground-level reconnaissance of the site to document surface features that could affect development, such as seeps and springs; surficial soil types; landslides; and other pertinent features that may be present. The purpose of our work is not to complete detailed slope stability analysis and engineering, but rather to evaluate whether there is the potential for the proposed improvements to impact the slope stability and landslide hazards at the site.

GRI will conduct a subsurface exploration program designed to characterize the local stratigraphy, engineering properties, and groundwater conditions that will inform dam removal design and construction. The investigation will be limited to sampling with hand tools, collection of samples for laboratory testing, and document the geologic and geomorphic conditions at the site.

The subsurface exploration program will include two hand-augered borings and two "Wildcat" dynamic cone penetration (DCP) tests will be completed along the riverbank slope near the dam. The DCP soundings will be advanced near the hand-augered boring locations using a Wildcat cone penetrometer manufactured by Triggs Technologies, Inc. The hand-augered borings will be advanced to depths on the order of 10 feet deep, or refusal drilling conditions, and DCP soundings will be advanced to a depth of about 15 feet or refusal, whichever is encountered first. Hand-augered borings will be performed using an approximate 4-inch-diameter hand auger. Disturbed soil samples will be obtained from the hand-augered borings at variable intervals of depth. DCP soundings consist of driving a 1.4-inch-diameter cone with a 35-pound weight falling 15 inches. The number of blows required to drive the cone 10 centimeters (approximately 4 inches) is recorded to assess the stiffness characteristics of the underlying soils. As the cone is removed, a sacrificial steel tip remains in the ground.

Laboratory will include standard classification tests, such as natural water content, unit weight, and Atterberg limits determinations.

GRI will participate in one virtual interdisciplinary meeting to present and discuss subsurface findings, preliminary engineering interpretations, and geotechnical recommendations relevant to the evolving project design.

A draft and final geologic hazard assessment report will be prepared that documents potential geological hazards at the site with respect to the BIMC 16.20.130 Geologically Hazardous Areas summarizing subsurface conditions, groundwater observations, laboratory and in-situ test results, and engineering analyses. Our report intends to satisfy Bainbridge Island Geologically Hazardous Areas. These regulations govern development, clearing, and site activities in areas susceptible to erosion, landslides, seismic activity, and other geologic risks. Once any comments on the draft report are received, GRI will issue the final report, stamped by a professional geotechnical engineer.

Assumptions

- Site access permission will be provided by the City.
- A utility locate will be completed by the City prior to the geotechnical field survey.
- GRI will take reasonable precautions to reduce the potential for damage to utilities; however, GRI does not assume responsibility for the cost of repairing utilities that are unmarked or incorrectly marked.
- Test pits will be backfilled with soil tamped back into the hole. There will be minor ground disturbance around each test pit.
- The proposed project will not be seismically designed and a review of site-specific seismic hazards at the project site is not part of this scope of work.
- Assessment to include potential impacts due to temporary and permanent project activities/actions and include recommendations responsive to those impacts (without detailed slope stability analysis).

Deliverables

- Draft geologic hazard assessment report for review
- Final report co-stamped by geotechnical engineer

Task 4. Design

Subtask 4.1. 30% Design

Preliminary (30%) designs will be developed for the selected approach to dam removal and channel restoration. This task includes analysis of the proposed conditions plus development of the plans, report, and construction cost estimate. Iterative hydraulic modeling of proposed conditions will be performed to support design development. Hydraulic model results and other site information will be used to design the approach to sediment management, instream structures, and other channel modifications. The 30% design will include preliminary construction access, staging, and sequencing considerations. A 30% level basis of design report will describe the project, site survey and analysis, and proposed actions. The 30% planset will include a cover sheet, notes sheets (incl. site prep, erosion control, dewatering, and other specifications), existing conditions plan, access and staging plan, proposed conditions (plans, profiles, cross-sections), grading plan, and typical details. The 30% planset is anticipated to be comprised of 10 - 12 sheets. An engineer's estimate of probable construction cost for the 30% design will be developed.

Assumptions

- City staff will provide consolidated review comments on the 30% Design deliverable, including resolving any conflicting comments. 30% Design review comments will be addressed as part of the 60% Design deliverable.

Deliverables

- Preliminary (30%) design package, including drawings, basis of design report, and engineer's estimate of probable construction costs.
- Attendance at one design review meeting (virtual)

Subtask 4.2. 60% Design

The 30% design will be moved forward to the 60% (permit) level of design, incorporating comments on the 30% design. This task will include continued design analysis including modeling of proposed conditions and engineering design of restoration treatments. The permit level designs will contain required information and will be formatted to be suitable for regulatory review. The planset will be refined to include additional detail for proposed conditions and will include a planting plan. The 60% planset is anticipated to be comprised of 20 – 22 sheets. The basis of design report and cost estimate will be updated to reflect the 60% designs. An outline of technical specifications will also be included. This task includes attendance at one on-site "plans-in-hand" review meeting to perform a field review of the designs with City staff.

Assumptions

- City staff will provide consolidated review comments on the 60% Design deliverable, including resolving any conflicting comments. 60% Design review comments will be addressed as part of the Final (100%) Design deliverable.

- City will attend the "plans-in-hand" site visit and coordinate attendance by others (e.g., landowner) if desired.

Deliverables

- Permit level (60%) design package, including drawings, basis of design report, engineer's estimate of probable construction costs, and outline of technical specifications.
- Attendance at one design review meeting (virtual)
- Attendance at one on-site "plans-in-hand" review meeting.

Subtask 4.3. 100% / Bid-ready Design

The 60% design will be moved forward to the Final (100%) level of design, incorporating comments on the 60% design. This task will include continued design analysis including modeling of proposed conditions and engineering design of restoration treatments. The design plans, basis of design report, and construction cost estimate will be finalized. The final planset is anticipated to be comprised of 15 - 20 sheets. Relevant technical specifications will be provided based off the WSDOT Standard Specifications for the year of construction. The final designs will be stamped by a Washington State licensed engineer.

Assumptions

- The City will assemble bid documents and compile the Contract Book

Deliverables

- Final (100%) design package, including drawings, basis of design report, engineer's estimate of probable construction costs, and technical specifications.
- Attendance at one design review meeting (virtual)

Task 5. Environmental Permitting and Review

To support the City, the project team will support the project permitting process, including agency coordination and consultation, confirmation of permitting pathways, and preparation of permitting materials. Permit applications will be developed and submitted after the 60% project plans have been developed and approved by the City. Necessary project permits represented in this scope are based on Inter-Fluve's current understanding of the project. If permitting pathways or required permits change, an amendment to the scope and budget may be necessary to accommodate additional work. Here are some additional general assumptions regarding permitting tasks:

- City will be the lead applicant for permits and may need to submit certain final applications.

- City will provide any necessary permissions for Inter-Fluve to submit permits on City's behalf.
- City will provide timely review of draft permit submittals.
- Deliverable revisions assume no additional fieldwork or analysis will be required to address comments.
- Any required permit fees will be paid by the City.
- The City will be the primary contact for coordination with regulatory agencies.

Subtask 5.1. Wetland and OHWM Delineation

A wetland and OHWM delineation will support local, state, and federal permitting requirements, including critical areas, 401 certification, and Section 404. Inter-Fluve field biologists will identify the ordinary high-water mark (OHWM) of Mac's Dam Creek and delineate wetlands within the project area. The stream channel OHWM will be identified per Washington State Department of Ecology's (Ecology) Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State (October 2016). The wetland delineation will be conducted using the 1987 Corps of Engineers Wetland Delineation Manual (Environmental Laboratory 1987) as updated by the 2012 Mountains, Valleys, and Coast Regional Supplement. Wetland functions will be determined using the Washington State Wetland Rating System for Western Washington (Ecology 2014). Inter-Fluve will record locations of OHWM, sample plots, and wetland boundaries within the project area using a submeter GPS unit. A wetland assessment report will be prepared that describes the extent and characteristics of the wetlands observed during the field work, prepared in accordance with the USACE wetland delineation manual. The report will include wetland boundaries, USACE wetland forms, Washington Department of Ecology rating forms and figures, a map of sample plot locations, and ground-based photographs.

<u>Assumptions</u>

- The City will coordinate any necessary site access permissions.
- Cultural clearance can be obtained prior to wetland delineation fieldwork
- This scope assumes individual wetland units of similar characteristics can be lumped into one Department of Ecology Wetland Rating form.
- Field data forms will be submitted as an appendix to the wetlands report.

<u>Deliverables</u>

- Draft and final Wetland Delineation Report

Subtask 5.2. USACE 404 Permit and 401 Certification

Following completion of the 60% design, Inter-Fluve will enter project information into the USACE Regulatory Request System and the Department of Ecology ORIA system to secure Section 404 and the 401 Clean Water Act Permits from the USACE and Ecology, respectively. The RRS information will include project information including quantities of impacts in waters of the US. The drawings, wetlands report (Task 5.1), and other supporting information will be uploaded through these systems. A JARPA application will also be completed with this same information, for submittal to WA Department of Ecology and possibly other agencies. At least 30 calendar days prior to submitting these applications, Inter-Fluve will complete a Pre-Filing Meeting Request form for Clean Water Act Section 401 Water Quality Certification. Consultant will send the Pre-Filing Meeting Request form, project location map, and preliminary drawings to Ecology via email.

<u>Assumptions</u>

- Project will qualify for either USACE NWP 27 (Aquatic Habitat Restoration, Enhancement, and Establishment Activities); NWP 53 (Removal of Low-Head Dams); or some combination of NWPs. If USACE determines an individual permit is required for the project, a budget modification may be required to accommodate additional review time and agency coordination.
- The project will qualify for a programmatic Water Quality Certification and Coastal Zone Management Act Determination (WQC/CZMAD) from Ecology. If an individual WQC/CZMAD is required, a budget modification may be required to accommodate additional review time and agency coordination.
- The City will provide Applicant signature and coordinate property owner signatures.

<u>Deliverables</u>

- Pre-filing Meeting Request form and attachments submitted to the Department of Ecology
- NWP and JARPA application materials
- Information entered into the USACE RRS and Ecology ORIA systems
- Attendance at one agency coordination meeting (virtual)

Subtask 5.3. Endangered Species Act Compliance

It is assumed that the project will qualify for ESA coverage for ESA-listed salmon and steelhead under the NMFS Programmatic Biological Opinion (BiOp) for the USACE Seattle District permitting of fish passage and restoration actions in the state of Washington (FPRP III). Inter-Fluve will complete the required Project Information Form to demonstrate FPRP III compliance.

It is assumed that an abbreviated Biological Assessment (BA) will be sufficient for coverage related to potential impacts to ESA-listed species under USFWS jurisdiction.

Assumptions

- The project will comply with the FPRP III programmatic.
- An abbreviated BA will be sufficient to cover USFWS species.
- The adaptive management plan described in FPRP III for dam removals will not be required or will be developed by the agencies.

Deliverables

- Completed FPRP III Project Information Form
- Completed Abbreviated BA for USFWS species

Subtask 5.4. Hydraulic Project Approval

Following completion of the 60% design, Inter-Fluve will prepare a Hydraulic Project Approval (HPA) application through the Washington Department of Fish and Wildlife's (WDFW) Aquatic Protection Permitting System (APPS). Inter-Fluve will request a coordination meeting with WDFW prior to submitting the HPA application to discuss project design and fish protection measures.

Assumptions

- The City will be the primary contact for coordination with WDFW.

Deliverables

- HPA application submitted through APPS program.
- 8 hours of communication and coordination time with WDFW is included.

Subtask 5.5. State Environmental Policy Act (SEPA) Compliance

Inter-Fluve will prepare a SEPA Checklist for the project based on project details and site information provided by the City, information collected during previous tasks, and publicly available datasets. Six hours of time are included for coordination with the City (lead agency) for development of the Draft Checklist, responding to agency comments for development of the Final Checklist, and incorporating agency responses to public comments.

Assumptions

- The City, as the lead agency, will be responsible for all public noticing, as required, for the SEPA review process, including but not limited to preparation of notice documentation, identifying interested parties, and drafting responses to comments received.

- A budget modification may be required for analysis that requires data collection outside of what is publicly available and/or collected as part of other project task work.

Deliverables

- Draft and final SEPA Checklist

Subtask 5.6. Critical Areas

Inter-Fluve will evaluate Critical Areas and prepare a Critical Areas Report to comply with BIMC Title 16 Environment, Chapter 20. The wetlands and OHWM delineation report (Task 5.1) and the geologic hazard assessment report (Task 3) will be included in this submittal. This effort will include desktop and field evaluations. Inter-Fluve will utilize publicly available datasets to describe the other critical areas defined under BIMC 16.20 (i.e., aquifer recharge areas, fish and wildlife conservation areas, and frequently flooded areas). During the wetlands delineation field assessment, Inter-Fluve will document and photograph existing site conditions and the presence or absence of critical areas within, or within 300 feet of the project area in accordance with BIMC 16.20.140(B). This assessment will also include general observations on habitat conditions, including vegetation, quality, connectivity, and wildlife indicators.

A Critical Areas Report will be prepared in accordance with BIMC 16.20.180 and will include the wetlands delineation report, the geologic hazard assessment report and results of the other relevant desktop and field investigations. Consultant will submit the Draft Critical Areas Report for City review. Consultant will address one round of City comments on the draft and prepare the Final Critical Areas Report.

Assumptions

- The City will provide any available datasets related to critical areas within the project area.

Deliverables

- Draft and final Critical Areas Report

Subtask 5.7. Habitat Management and Wetland Mitigation Plan

Inter-Fluve will prepare a Habitat Management and Wetland Mitigation Plan (HMWMP) in accordance with the requirements of BIMC 16.20.180. The report will discuss applicable regulations, detail corresponding mitigation sequencing recommendations, identify performance standards, outline monitoring protocols and methodology, and include templates for field assessments. Inter-Fluve will submit the Draft HMWMP for City review. Consultant will address one round of City comments on the draft and prepare the Final HMWMP.

<u>Assumptions</u>

- Details for avoidance, minimization, compensatory mitigation, and required permitting will be commensurate with the level of development of the overall project design at the time of submittal.

<u>Deliverables</u>

- Draft and final HMWMP

Subtask 5.8. Stormwater Pollution Prevention Plan (SWPPP)

Inter-Fluve will develop a SWPPP for supporting compliance with the Construction Stormwater General Permit through Washington State Department of Ecology.

<u>Assumptions</u>

- Any fees associated with permit and plan review will be waived by the City.

<u>Deliverables</u>

- Draft and final Stormwater Pollution Prevention Plan

Subtask 5.9. Other Local Permit Support

The Inter-Fluve team will support the City in the preparation of various other local permit requirements and approvals that may be required. This may include City of Bainbridge Island Grade and Fill Permit, Demolition Permit, and Site Assessment Review (SAR). Due to the at-present uncertain needs for this task, a total of 20 hours of staff time has been included.

<u>Assumptions</u>

- The City will lead the preparation and submission of local (City) permitting requirements, with support from the Inter-Fluve team for technical information.
- Fees associated with permit and plan review will be paid by the City.
- If additional support is needed beyond the allotted 20 hours of staff time, these would be added via scope amendment.

<u>Deliverables</u>

- Basis of cost assumes 20 hours of Inter-Fluve staff time for technical assistance to the City for local permits.

Task 6. Cultural Resources

Willamette Cultural Resources Associates (WCRA), as a subconsultant to Inter-Fluve, will lead cultural resources investigations to comply with Section 106 of the National Historic Preservation Act. This includes coordinating with affected Tribes, state funding/permitting agencies, and federal agencies, as appropriate.

Subtask 6.1. Cultural Resources Desktop Review

WCRA will work with the City to draft an Area of Potential Effects (APE) for the Project. The likely APE is considered moderate to moderately low risk for archaeological resources, according to the Department of Archaeology and Historic Preservation's (DAHP) Washington Information System for Architectural and Archaeological Records Data (WISAARD) predictive model. One archaeological resource, 45KP104, a precontact-era shell midden that may date to 1,500 years old or more, has been previously documented approximately 0.2 miles SE of the project site; it is unclear if the 45KP104 site footprint will overlap with the project APE.

WCRA will perform a cultural resources records review of the APE using WISAARD, available internal City documents, and any other sources identified. The records search will inform the field survey approach and research results will be summarized in the Cultural Resources Report.

Assumptions:

- All meetings will be held over the phone or virtually; no travel time or mileage costs will be incurred for meetings.
- WCRA will recommend the APE for the project and will draft correspondence for the City's signature to request that the USACE initiate consultation with the Tribes and the DAHP.
- WCRA and the City will provide concurrence on the proposed APE prior to finalization of the desktop review and scheduling the field assessment.

Subtask 6.2. Cultural Resources Field Assessment

WCRA archaeologists will conduct an archaeological survey of the proposed APE. The pedestrian survey will consist of walking transects across the APE to inspect the ground for surface-exposed archaeological deposits and features. The subsurface survey will include excavation of up to twenty (20) shovel probes to inspect for buried archaeological deposits and will be limited to areas where the Feasibility Study suggests ground disturbance will occur, e.g. the staging areas, 200 ft of Lower Loop Trail improvements, 150 ft of stream grading, and around the dam and footbridge slated for removal. Shovel probes will be excavated to 1 meter but may be terminated at shallower depths if verifiably sterile Pleistocene glacial sediments are reached or in cases where impassable obstructions prevent excavation to 1 m below the surface. Probes will not be excavated within the right-of-way of the existing electrical lines, existing gravel or asphalt surfaces, or over existing utilities. The archaeology team will document the contents of the shovel probes and then backfill them.

A WCRA architectural historian will conduct an historic built environment (HBE) reconnaissance level survey, inspecting the APE to determine whether HBE resources are present and documenting them if present. For cost estimating purposes, it is assumed that up to two (2) Washington State DAHP Historic Property Inventory (HPI) forms including National Register of Historic Places evaluations, will be completed for the project.

Assumptions:

- Cultural resource field work will precede geotechnical borings, potholing, soil sampling, or other ground-disturbing activities. WCRA will not monitor geotechnical investigations but will review proposed boring locations.
- A utility locate will be completed by the City prior to archaeological field survey.
- The City will coordinate any necessary site access permissions.
- A toilet is available on-site for use by the field crew.
- Areas to be surveyed are free of dense vegetation that would inhibit safe pedestrian movement; the ground surface is accessible to field archaeologists and their tools.
- Archaeological fieldwork will require one 12-hour day, inclusive of travel time from Seattle, for up to three field technicians and one field director.
- Ground disturbance associated with the project will not exceed 1 meter below surface and, therefore, shovel probes will not exceed 1 meter below surface. If greater depths of disturbance by the project activities are anticipated, the field time and associated cost estimate may need revision.
- No archaeological deposits requiring further documentation or evaluation or human remains will be discovered during archaeological investigation and no archaeological site forms or site form updates will be completed (including for 45KP104). If such deposits are identified, further documentation and evaluation would need to occur under amendment.
- An architectural historian will conduct a reconnaissance level survey of the APE and document two HBE resources: the project dam and an unnamed footbridge located approximately 30 ft downstream of the dam, both which are slated for removal. Two HPI forms will be completed for the resources.
- Additional work may be required if the initial investigation determines that there is a likelihood for the project to affect cultural resources.
- The current scope of work does not address future construction monitoring or any additional documentation or evaluation of archaeological sites that may be identified.

Subtask 6.3. Cultural Resources Report

WCRA will prepare a single Cultural Resources Report (CRR) for the project consistent with DAHP standards. The CRR will include an executive summary, introduction, description of the APE, regulatory context, environmental and cultural context, records review, methods and findings of the field assessment, technical recommendations, and associated figures. The CRR will be written in a way that complies with the documentation requirements of Section 106 of the National Historic Preservation Act and Governor's Executive Order 21-02, which requires state agencies using capitol funds to consider how proposed projects may impact cultural resources.

WCRA will submit the Draft CRR for Inter-Fluve and City review. WCRA will address one round of review comments on the draft and prepare the Final CRR.

Assumptions:

- The City will provide one round of review of the Draft CRR.
- Effort includes up to four hours for agency coordination with DAHP.
- No additional fieldwork or analysis will be required to address comments.
- WCRA may request archival documents or data on the dam and footbridge from the City. This may include photos, original construction plans, GIS data, or other related archival materials pertaining to dam and footbridge planning and construction.

Deliverables:

- Draft APE Map and Correspondence prepared for City signature (Word and PDF)
- Revised Draft APE Map and Correspondence prepared for City signature (Word and PDF)
- Draft CRR and appendices (Word and PDF) submitted to Inter-Fluve and City
- Final CRR (Word and PDF) submitted to Inter-Fluve, City, and DAHP

Task 7. Construction Bid Support Services

Inter-Fluve will provide bid support services including development of a bid sheet, coordination with the City, attending a pre-bid on-site meeting, assisting the City Project Manager with answering bidder questions, and assisting with bid addenda if necessary. Basis of cost assumes one Inter-Fluve staff will attend up to two coordination meetings (virtual) with the City and assistance with up to 2 addenda.

Assumptions

- The City will lead bid development, advertisement, and evaluation.

- Construction oversight/administration is not included in this scope of work, but may be added by amendment at a later date.

Deliverables

- Bid sheet with cost estimates per bid item
- Attendance at up to two coordination meetings with the City (virtual)
- Assistance with up to two bid addenda based on bidder questions.

Budget

TASK	COST
Task 1. Project Management and Coordination	**$35,152**
Task 2. Site Investigations	**$54,472**
Task 3. Geotechnical Services	**$34,895**
Task 4. Design	**$116,855**
Task 5. Environmental Permitting and Review	**$71,665**
Task 6. Cultural Resources	**$28,794**
Task 7. Construction Bid Support Services	**$5,800**
SUBTOTAL	**$347,633**
Management Reserve	**$10,000**
TOTAL	**$357,633**

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 or 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.

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**

Amounts in thousands

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: Authorize the Interim City Manager to Execute Amendment No. 1 of the Lost Valley Trail Donation Agreement with Bainbridge Island Parks & Trails Foundation to Increase the Total Donation from $125,000 to $180,000 and Increase the City's Budget Authority for this Project from $160,000 to $215,000, an Increase of $55,000.

Department: Public Works

Agenda Section: Consent Agenda - 6:50 pm

Estimated Time: 0 Minutes

Recommendation:

I move to authorize the Interim City Manager to execute Amendment No. 1 of the Lost Valley Trail donation agreement with Bainbridge Island Parks & Trails Foundation to increase the total donation to $180,000 and increase the City's budget authority for this project to $215,000, an increase of $55,000.

Narrative:

The City entered into an agreement with Bainbridge Island Parks & Trails Foundation on April 22, 2025, for a reimbursement donation of $108,500 (of a total agreed-to amount of $125K) for the design and construction of the Lost Valley Trail. The development of the trail includes a survey, wetland delineation, permitting and a 170-foot boardwalk.

In 2025, the project team determined that the cost of wood materials for the boardwalk would be more than originally anticipated. The Bainbridge Island Parks

& Trails Foundation has agreed to amend the donation agreement to cover the increased cost of materials for a total donation of $180,000.

The City's cost for this project is $35,000, which includes staff labor/benefits, permitting fees, materials, and mitigation to support this project.

Through an Interlocal Agreement between the City and the Bainbridge Island Metropolitan Park & Recreation District, the Park District will construct the boardwalk and the Park District Student Conservation Corporation Program will conduct the invasive vegetation removal in the summer of 2026.

Fiscal Impact:

No new City funds are proposed for this project. A increase in spending authority from $160K to $215K to cover the increase in donated funds is requested.

Community Engagement and Outreach:

None planned at this time. Communication regarding the trail opening in fall 2026 will be developed as the opening schedule is determined.

Attachments:

1. Lost Valley Donation Agreement_AMENDMENT NO 1 -signed_meier
2. Lost Valley Trail_Capital Improvement Plan Project Budget Page

AMENDMENT NO. 1 TO AGREEMENT BETWEEN THE CITY OF BAINBRIDGE ISLAND AND BAINBRIDGE ISLAND PARKS AND TRAILS FOUNDATION FOR DONATION OF FUNDS FOR LOST VALLEY TRAIL

This Amendment No. 1 (“Amendment”) to Agreement between the City of Bainbridge Island (“City”) and the Bainbridge Island Parks and Trails Foundation (“Donor”) amends the Donation of Funds for Lost Valley Trail Agreement (“Agreement”) previously executed by the parties on April 22, 2025.

WHEREAS, the City and Donor previously entered into agreement for donation of funds for design and construction of the Lost Valley Trail; and

WHEREAS, the City and the Donor now desire to increase the total donation amount to account for the unanticipated increase in material costs.

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

1. Section 1. The donation, not to exceed **<u>One Hundred Eighty Thousand</u>** ~~One Hundred and Eight Thousand Five Hundred~~ and 00/100 Dollars (**<u>$180,000.00</u>** ~~$108,500.00~~), as described below, will be reimbursed to the City of Bainbridge Island as tasks are completed, as described below, and within sixty days of receipt of documented paid vendor invoices as provided by the City to the Donor.
2. Section 2. Description: The donation will disbursed for design of the Lost Valley Trail (an amount not to exceed $21,000.00) and construction of the Lost Valley Trail (an amount not to exceed **$159,000**.00 ~~$87,500.00~~). The design will include, wetland delineation, mitigation report and surveying and shall be paid upon completion of the task, and within sixty days of receipt of documented paid vendor invoices provided by the City in writing to the Donor. The construction will include boardwalk construction, fence repair, signage and mitigation and shall be paid upon completion of the task, and within sixty days of receipt of documented paid vendor invoices provided by the City in writing to the Donor.
3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect

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

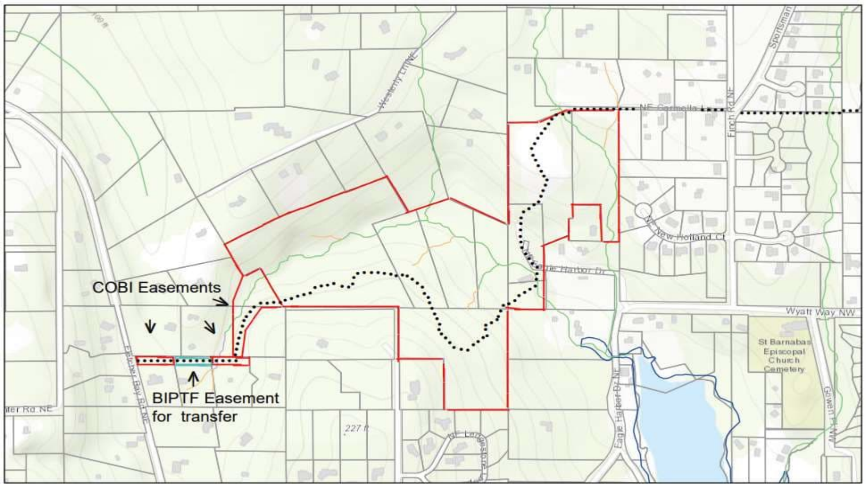
__________________________ Date________
By:
City of Bainbridge Island
Address:
280 North Madison Avenue
Bainbridge Island, WA 98110

Mary Meier Date 4/9/2026
By:
Bainbridge Island Parks and Trails Foundation
Address:
221 Winslow Way W #104
Bainbridge Island, WA 98110

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 critial 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 willprovide 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	20	-	-	-	-	-	35
Water Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-
Donation	125	-	-	-	-	-	-	125
State Grant	-	-	-	-	-	-	-	-
Sub-total	**140**	**20**	**-**	**-**	**-**	**-**	**-**	**160**
FUNDING USES (1000's)								
Project Management	5	3	-	-	-	-	-	8
Design/construction	135	17	-	-	-	-	-	152
Sub-total	**140**	**20**	**-**	**-**	**-**	**-**	**-**	**160**

Amounts in thousands

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: Adopt Resolution No. 2026-03 Revising the City Financial and Budget Policies

Department: Finance

Agenda Section: Consent Agenda - 6:50 pm

Estimated Time: 0 Minutes

Recommendation:

Adopt Resolution No. 2026-03 Revising the City's Financial and Budget Policies.

Narrative:

The City's Financial and Budget Policies establish the framework for how the City manages its financial resources. These documents guide financial planning, budgeting, reporting, and the allocation of costs across funds and departments, while supporting sound financial practices and ensuring compliance with applicable accounting standards and regulatory requirements.

The Financial and Budget Policies were last comprehensively reviewed and updated as part of prior budget cycles. As part of the City's regular biennial policy review process, staff have completed a review of financial policies and are proposing updates to keep the policies current and clear. The proposed updates were presented to and discussed by Council at the April 14, 2026 meeting.

Resolution No. 2026-03 proposes the following updates:

Financial & Budget Policy Updates

- Emergency Reserve: Increased the Emergency Reserve from $1 million to $1.5 million. This adjustment maintains the original spending power of the reserves established in 2013, accounting for inflation. Language has also been added to provide for periodic review and adjustment.
- Reporting Frequency and Access: Policy now formally reflects that financial reports are provided quarterly, with updated reporting locations.
- One-Time Revenue Examples: Added a footnote to clarify examples of one-time revenues.
- Clarity and Consistency: Edits were made throughout the policy to improve readability and consistency.

Cost Allocation Manual Updates

- Regulatory References: Updated references to 2 Code of Federal Regulations (CFR) Part 200 and the Governmental Generally Accepted Accounting Principles (GAAP) Guide for State and Local Governments to reflect current versions.
- Policy Clarity: Revised language throughout, including clarification on consistent treatment of costs for like purposes.
- Periodic Review: Added language on periodic review, documentation, and record retention of allocation calculations.
- Calculation Updates: Updated years for calculation factors in preparation for the upcoming cost allocation cycle.

The packet includes redlined and clean versions of both updated policies.

Fiscal Impact:

N/A

Community Engagement and Outreach:

N/A

Attachments:

1. Resolution No. 2026-03 - Revising the City Financial and Budget Policies
2. Exhibit A_CostAllocationManual_REDLINE
3. Exhibit A_CostAllocationManual_CLEAN
4. Exhibit B_SummaryofFinancialandBudgetPolicies_REDLINE
5. Exhibit B_SummaryofFinancialandBudgetPolicies_CLEAN

RESOLUTION NO. 2026-03

A RESOLUTION of the City of Bainbridge Island, Washington, revising a consolidated set of financial and budget policies, updating policies last adopted by the City Council during 2024.

WHEREAS, the City Council ("Council") is responsible for setting financial and budget policies for the City of Bainbridge Island ("City"); and

WHEREAS, state law, including Chapter 35A.33 RCW, provides guidance for budgets in code cities; and

WHEREAS, Chapter 35A.34 RCW authorizes cities to establish biennial budgets under which authorization, and the authorization of the Bainbridge Island Municipal Code ("BIMC"), including Chapter 2.82 BIMC, the City prepares a biennial budget with a mid-biennial review; and

WHEREAS, in the past, the Council has approved policies and passed resolutions related to financial and budget policies that continue to guide City financial practices; and

WHEREAS, the City Administration ("Administration") requested, as part of the 2027-2028 biennial budget process, that the Council update the Financial and Budget Policies that were adopted by the Council previously; and

WHEREAS, the Council last updated the Financial and Budget Policies through Resolution No. 2024-03; and

WHEREAS, the Council and the Administration wish to establish an ongoing consolidated set of financial and budget policies to be administered by the Administration and to guide Council action on an ongoing basis.

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

Section 1. The updates to the Financial and Budget Policies that are shown in **Exhibits A and B**, which are attached hereto and incorporated herein by this reference, are hereby adopted.

PASSED by the City Council this ____ day of April 2026.

APPROVED by the Mayor this ____ day of April 2026.

____
Clarence Moriwaki, Mayor

ATTEST/AUTHENTICATE:

____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	April __, 2026
PASSED BY THE CITY COUNCIL:	April __, 2026
RESOLUTION NO.:	2026-03

Attachment: Exhibit A, Cost Allocation Manual
Exhibit B, Financial and Budget Policies

Cost Allocation Manual

Goals, background, and methodology of the City of Bainbridge Island's Cost Allocation Plan.

Effective Date: 1/1/202~~5~~7

City of Bainbridge Island
Cost Allocation Manual

Table of Contents

Definitions

As used in the City of Bainbridge Island Cost Allocation Manual–

1. "Accounting unit" refers to any segment of the coding used to track financial activity (fund, object, organization, department, etc.).
2. "B&DS Fund" refers to the Building and Development Services Fund (MUNIS Fund number 407).
3. "Central service cost allocation plan" means the documentation identifying, accumulating, and allocating allowable costs of centralized services provided by a governmental unit to its departments and funds in accordance with *2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).*
3. ~~"Central service cost allocation plan" as defined in CFR-2012-title2-part225 means the documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by a governmental unit on a centralized basis to its departments and agencies. The costs of these services may be allocated or billed to users." Examples of such services include, but are not limited to accounting, personnel administration, purchasing, etc.~~
4. "COBI" refers to the City of Bainbridge Island. In this document, the term "the City" is also used to refer to COBI.
5. The term "Direct costs" refers to costs that can be identified specifically with a particular final cost objective such as a program, project, fund, or activity, consistent with *2 CFR 200.413 – Direct Costs.*
5. ~~The term "Direct costs" as used in this document is defined by CFR-2012-title2-part225 as "those [costs] that can be identified specifically with a particular final cost objective." An example of a direct cost would be a professional service cost for design of a building.~~
6. "Enterprise Funds" are a type of Proprietary Fund, specifically used to report activities for which a fee is charged to external users for goods or services.
7. The term "GAAP Guide" refers to the latest ~~2020~~ ~~2025~~ Government Finance Officer's Association (GFOA) published edition of the *"Governmental GAAP Guide For State and Local Governments"*.
8. "Governmental Funds" are non-proprietary funds.
9. The term "Indirect costs" refers to costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to a specific cost objective without disproportionate effort, consistent with *2 CFR 200.56 – Indirect (Facilities & Administrative) Costs and 2 CFR 200.412–200.414.*
9. ~~The term "Indirect costs" as used in this document is defined by CFR-2012-title2-part225 as costs "incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved."~~
10. "Proprietary Funds" are defined by the GAAP Guide as, "used to account for a state or local government's activities that may be performed by a commercial enterprise… Generally, the purpose of a proprietary fund is to provide a service or product to the public or other governmental entities at a reasonable cost." Proprietary Funds are either Enterprise Funds or Internal Service Funds (for services or activities provided to other funds or departments

within the governmental agency). COBI's Proprietary Funds include Enterprise Funds, and consist of the Water, Sewer, SSWM, B&DS Funds, and one Internal Service Fund (Equipment Rental and Revolving Fund).

11. Per the GAAP Guide, "Special Revenue Funds" refer to funds that account for proceeds of specific revenue sources that are legally restricted to expenditures of a specific purpose.
12. "SSWM" refers to Storm and Surface Water Management.
13. "Utility Funds" refers to the city-operated Water, Sewer, and SSWM services Funds (MUNIS Fund numbers 401, 402, and 403, respectively). The term "utilities" refers to the functions served by these funds.

Goal

The City of Bainbridge Island (hereinafter also referred to as "COBI" or "the City") has eight guiding principles, including one of supporting the other principles through "the City's organizational and operating budget decisions."[1] In order to sufficiently measure and compare in line with this goal, it is necessary to ensure that all COBI functions share indirect costs on the basis of relative benefits received.

The City's financial policies include the concept of full cost recovery. The City shall maintain a structure for all fees and charges where the beneficiary of the service pays the cost of that service except to the extent that the City Council has determined that provision of the specific service in question provides a general public benefit.

To receive full cost recovery, the City must be able to measure the full cost of services provided, including indirect costs such as administration and other support services.

The cost recovery method described herein complies with applicable guidance from State and Federal agencies, including *2 CFR Part 200 (Uniform Guidance*) governing the allowability, allocability, and reasonableness of costs for Federal awards.~~The cost recovery method described herein complies with applicable guidance from State and Federal agencies.~~

Background

Some City costs are appropriately shared by one or more City funds. Like all organizations, the City provides certain services that benefit the entire entity. Examples include services received by the City as a whole, such as insurance, City office space, and overhead labor. These services are generally of a support nature and centralized within a single department such as Executive or Finance and Administrative Services. These indirect costs are then allocated out to the City's Funds using a variety of methods depending on the type of service provided. A basis is determined to distribute the costs founded on the relative benefit each fund receives from the function or service. The amount a fund is charged is not intended to represent a per unit cost of a transaction, such as

[1] COBI Comprehensive Plan

processing a voucher for payment or processing a request for bid, but rather an appropriate allocation of all of the costs related to providing the support service. [2]

The first part of the analysis is to confirm that all Funds share in the indirect labor costs appropriately. This is completed in the COBI Methodology, Section One: Personnel section below. In the department classification analysis that follows, major tasks and functions of department staff are discussed. Then an allocation determination is made based on the cost drivers of those tasks.

Applicable Guidance

Governmental Accounting Standards Board (GASB)

GASB is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. While the GASB is not a governmental agency and does not have enforcement authority, compliance with GASB is enforced through the Washington State Auditor's audit of COBI.

GASB has not issued any specific guidance describing the method of cost allocation to be applied by government agencies. The overarching principle applied by COBI is found in the GASB Summary of Concept Statement No. 1, "Financial reports are used primarily to compare actual financial results with the legally adopted budget; to assess financial condition and results of operations; to assist in determining compliance with finance-related laws, rules, and regulations; and to assist in evaluating efficiency and effectiveness."[3]

Federal Uniform Guidance – 2 CFR Part 200~~CFR-2013-title2-vol1-part225~~

2 CFR Part 200 (Uniform Guidance)~~CFR-2013 2012-title2-vol1-part225~~[4] establishes administrative requirements, cost principles, and audit requirements for Federal awards to state, local, and tribal governments.~~establishes cost principles for State, Local, and Indian Tribal Governments for determining costs for Federal awards.~~ The objective states that, "The principles are for determining allowable costs only." Under **2 CFR 200.405**, a cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received.~~In defining allowable costs, the CFR provides a definition of allocable costs at Appendix A, paragraph C.3.a, "A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received."~~ This definition can reasonably be applied to both Federal allowable costs and non-Federal allocation goals.

Washington State Auditor

The Washington State Auditor's office prescribes the accounting and reporting of local governments in the State of Washington under RCW 43.09.210.[5] This RCW states in part, "All service rendered by…from, one department…to another, shall be paid for at its true and full value by the department…receiving the same, and no department…shall benefit in any financial manner

[2] The majority of this paragraph borrowed from City of Tacoma 2009-2010 Assessments Overview; statement is applicable to COBI

[3] GASB Concepts Statement No. 1 Summary, published by the Governmental Standards Board

[4] Published by the Federal Office of Management and Budget

[6] "Budgeting, Accounting, and Reporting System (BARS)" Manual, published by the Washington State Auditor's office and available online at www.sao.wa.gov. "RCW" refers to the Revised Code of Washington.

whatever by an appropriation or fund made for the support of another." Therefore, a well-developed plan should include relevant, up-to-date information about overhead and how to distribute it. Also, the factors used should equitably allocate overhead.

In 2009 the State Auditor's Office audited COBI's cost allocation plan. The conclusion was COBI was following many of the cost allocation leading practices, but not all. The noted leading practices we needed to improve upon were as follows: "be up-to-date and detail the basis for overhead charges and use allocation factors that equitably allocate overhead to each fund and department." The methodology set forth in this manual outlines how we meet all leading practices.

COBI Methodology

Section One: Personnel

Classification of Departments

In classifying costs as allocable, COBI analyzed departments and individual objects to determine whether the costs should be allocated, as well as the appropriate basis for allocation. COBI applies its personnel cost allocation methodology to salaries and benefits of staff whose work benefits multiple funds, programs, or activities.~~COBI uses its cost allocation methodology for salaries and benefits only.~~ Step one in building the plan was to analyze the organization by department and determine whether costs were allocable. COBI departments are as follows: city council, municipal court, executive, finance, public safety, planning and community development, and public works. Below is a brief narrative of the organization's initial department analysis, followed by an in-depth look at each department.

2 CFR Part 200 Subpart E – Cost Principles provides the standards used to determine allowability of costs under Federal awards.~~Appendix B of CFR-~~2013 ~~2012-title2-part225 provides principles to be applied in establishing whether certain costs are allowed for Federal reimbursement.~~ It states general costs of government are not allowable. These general government costs include city council, municipal court, and police costs.[6] Therefore, COBI ~~directs~~ charges all costs associated with those departments to the general fund.

Next, ~~we identify our~~the City identifies its central service departments as executive and finance. Costs from central service departments are indirect costs, which are incurred for a common or joint purpose benefiting more than one task, activity, or fund. Indirect costs are allocable with proper identification and documentation. Furthermore, as noted in RCW 43.09.210, allocations must be fair and equitable where one fund does not benefit from another.

The final two departments', Planning and Community Development and Public Works, core work is centered around specific work tasks or programs. Employees in these departments have a combination of direct charged time, as well as an allocation for some hours.

Costs will be treated consistently across all City funds. A cost may not be assigned as both a direct cost and an indirect cost for the same purpose in like circumstances.

[6] https://www.govinfo.gov/content/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part225.pdf

The cost allocation methodology and allocation bases will be reviewed periodically and updated when organizational structure, service delivery, or cost drivers materially change.

Determination of Allocation Factors

Below is a brief description of each department that has any allocations, accompanied by a summary of allocation factors used for that department. Attachment A outlines the below information by department in greater detail ~~as required by CFR-2013-title2-part225 Appendix C.~~.

Executive

Discussion:
The Executive Department provides "direction for the City government as a whole ~~,~~ and functions as a coordination and communication hub"[7] for the City as a whole, including Proprietary Fund activities. The department provides services in ten main areas: city management, legal, city clerk, public records, human resources, emergency preparedness, climate action, diversity/equity/inclusion, information technology, and communications.

Allocation Determination:
The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Executive Department are as follows: FTE by fund, council agenda items, operating expenses, contracts by fund, risk management, public record requests, community support and litigation dollars by fund.

Finance and Administrative Services

Discussion:
The Finance department provides support to all City departments and all funds, including Proprietary Funds. In addition to financial reporting, budgeting, accounts payable, payroll and affordable housing management, the Finance department manages all utility, general and LID billings, and payments.

Allocation Determination:
The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Finance Department include, but are not limited to, the following: FTE by fund, council agenda items, operating expenses, capital projects, cash receipts, AP vouchers, LID and utility accounts, long-term debt by fund, and special projects.

Planning and Community Development

Discussion:
The Planning & Community Development department works with land use and construction activities on the Island; administers building, shoreline, environmental, and subdivision regulations; reviews development proposals; performs code enforcement; administers land use applications; prepares and updates long-range plans. A significant portion of PCD effort is related to the B&DS Fund, and the Department is also involved in the development of utility projects.

Allocation Determination:
The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Planning Department includes, but ~~are~~ is not

[7] COBI ~~2023-2024~~ ~~2021-2022~~2025-2026 Adopted Budget

limited to, the following: Land Use Code updates, code enforcement case load, NPDES permit requirements, building and planning permits, shoreline monitoring project, Comprehensive Plan implementation, inspection and observance of on-site construction issues, and related ordinances.

Public Works

Discussion:
The Public Works department is responsible for acquiring, constructing, operating and maintaining public infrastructure. This includes City-owned utilities. The Administrative division supports the Engineering and Operation and Maintenance (O&M) divisions by providing services such as reporting, grant and contract management, and records management. The Engineering division is primarily responsible for the pre-design, design, and construction of all public improvements and implementation of the capital improvement plan (CIP) adopted by City Council. This includes Proprietary Fund CIP projects. The Engineering Division also directs Development Engineering and the City's Water Resources planning and protection activities. The O&M Division operates and maintains the City's infrastructure, to include streets, storm drain, water and sewer infrastructure facilities, vehicles, parks, and open space.

Allocation Determination:
The Public Works O&M Division uses the work order system and therefore direct charges their hours. The Engineering Division direct charges most of their hours to operating or capital projects. In addition, tasks that are general in nature are allocated based on work order or project history, and forward-looking work plans. Public Works Administrative personnel are allocated based on support of capital and operating projects, contracts, right of way expenses, customer support, and development and management support.

Allocating Costs / Surcharge and Rebate

Throughout the year, employees are either direct charging their time to specific projects, tasks or work orders, or their hours are allocated to a department/organization and fund based on that position's allocation factors. At month end, an analysis is performed ~~that~~ comparinges all direct-charged time to ~~that of~~ allocated time by position. If, for a particular position, the direct-charged time differs by more than 3% on a percentage basis by fund from the allocated time, a surcharge or rebate adjusts the totals.

Section Two: Central cost

Insurance

2 CFR 200.447 – Insurance and Indemnification identifies insurance as an allowable cost when properly allocated to benefiting activities.~~CFR-2013-title2-vol1-part225 Appendix B identifies insurance as an allowable and allocable cost.~~ Allocating insurance expense follows the rule of "beneficiary pays" as long as the allocated costs follow the cost drivers. In a leading practice study, presented by Washington State Auditor's Office Performance Audit, Report No. 1006136, the following factors should be used to allocate insurance expense: number of staff (FTE), claims or loss history, square footage, property values insured, and risk factor.

- City of Bainbridge Island's (COBI) insurance invoice is separated into five "Coverage/Program" areas; Auto Physical Damage, Boiler and Machinery, Crime/Fidelity, Liability, and Property.

- To allocate the costs under each "Coverage/Program," COBI uses three cost drivers. They are as follows: asset value, FTE, and loss history.
  - Asset value – is used to distribute Auto Physical Damage, Boiler and Machinery, and Property Coverage/Program expenses. The asset value by fund is taken from the financial statements from the most current year-end close.
  - FTE – is used to distribute Crime/Fidelity and a portion of the Liability expenses.
  - Loss history – is used to allocate the other portion of Liability expenses. The data is a 5-year history report provided to the City by WCIA.

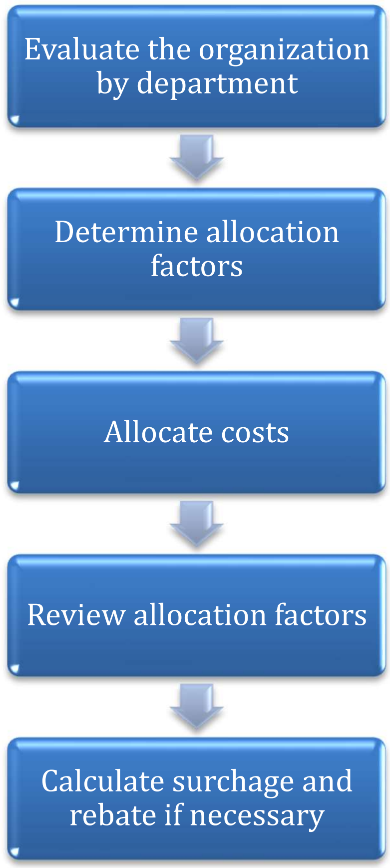
Interfund Rent

2 CFR 200.465 – Rental Costs of Real Property and Equipment provides guidance regarding allowable rental costs, including transactions between related governmental units.~~CFR-2013 2012-title2-vol1-part225 Appendix B requires that "less-than-arms-length" rental transactions, such as those between divisions of a governmental unit, are allowable in the same amount as they would be "had title to the property vested in the governmental unit."~~ The CFR specifically states that depreciation is an allowable component of such cost, and it is commonly interpreted as additionally allowing for the interest component of debt service.

COBI uses the following methodology to allocate Interfund Rent:

- For an individual facility (for example, City Hall), the total square footage is identified, and the square footage occupied by each department is identified.
- The square footage for each department is then allocated by FTE in a proportion equal to the ratio of each fund's FTE as a share of that department's total FTE.
- Total square footage by fund is summed across all departments within the facility and expressed as a share of the facility's total square footage. This percentage is then applied to eligible interfund rent expenses
- COBI allocates three types of interfund rent expenses:
  - Interest expense of the bonds associated with the purchase and building of City Hall and the PW Yard.
    - Debt service for the purchase of City Hall and the PW Yard was paid in full in 2019.
  - Depreciation expense of assets purchased with General Fund monies used by all personnel, which therefore benefits all funds.
  - A land component is also allocated. The cost of the land is divided by 40, to match the 40-year depreciation schedule of the buildings.

Process Overview Summary



COBI's process to complete the cost allocation plan was:

1. Determine funds, departments and object codes that are allocable.
2. Discuss tasks/job duties with each staff member to determine approximately how much time is devoted to completing listed tasks.
3. Based on discussion and job description, determine logical allocation basis.
4. Calculate cost allocation for each position based on answers and data documented from steps 1 through 3.
5. At month end, run actual data for Public Works allocation base.
6. Apply any necessary rebate and surcharge costs accordingly.

Documentation supporting allocation factors and calculations is maintained by the Finance and Administrative Services Department and retained in accordance with the City's records retention policy.

Section Three: Roads and Stormwater Facilities Construction and Maintenance Costs

The City Council completed a review of the Storm and Surface Water Utility (SSWM) in 2015 and confirmed the policies for charging various operating costs related to the SSWM facilities, roads, and other City properties. These policies are:

Street Sweeping and Road Maintenance Spoils

City charging practices for roads-related maintenance and spoils disposal has evolved and changed over the years. The following table shows the standing work order charging practice for Public Works O&M labor:

		Spoils Related Work Order Charges			
WO#	WO Type	WO Description	Split	Org	Org Description
14916	Standing	Spoils Hauling	100	73431835	SSWM Maintenance
14917	Standing	Street Sweeping	80/20	73637945	Allocation SSWM/Streets
14963	Standing	Ditching	100	73431835	SSWM Maintenance
14823	Standing	Shoulder Maintenance	100	73111427	Streets Roadside
14964	Standing	Bikelane Sweeping	100	73111423	Streets Roadway

The data in the table indicate that the SSWM utility pays for 100% of City labor for spoils hauling and ditching, as well as 80% for street sweeping. The Streets Fund pays for the labor for shoulder maintenance and bike lane sweeping, as well as 20% for street sweeping. The justification for the charging practice is that street sweeping aids in the maintenance of the stormwater collection system so can appropriately be charged to the SSWM utility.

Water Quality and Flow Monitoring Program

The Water Quality and Flow Monitoring Program (WQFMP) helps the City implement National Pollutant Discharge Elimination System (NPDES) permit monitoring requirements and directs and informs pollutant source identification efforts outlined in the Illicit Discharge Detection and Elimination (IDDE) program. The primary goal of the WQFMP is to develop and implement a long-term comprehensive monitoring program that will identify water quality and water flow problems in freshwater and marine nearshore environments. The WQFMP also defines thresholds for initiation of management responses in support of the City's efforts to protect and restore beneficial uses associated with water quality on Bainbridge Island.

At the July 12th 2016, Council Meeting, Council approved the WQFMP costs to be funded by 50% General Fund, 40% Stormwater Fund, and 10% Water Fund.

Groundwater Management Program

Groundwater is the sole source of drinking water on Bainbridge Island. Therefore, it is essential to have a thorough understanding of the island's complex aquifer system through scientific study and long-term monitoring. At present, the city collects monthly water level data and annual chloride measurements from approximately 30 wells on the Island at various locations. Water level data is used to help assess the quantity of water in different aquifers, and the chloride data is an indicator of seawater intrusion.

City Policy is that the Groundwater Program be entirely funded by the General Fund.

Kitsap Conservation District Farm Assistance

Bainbridge Island currently has over 1,300 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 (KCD) share a common goal to promote Best Management Practices to protect water quality, provide education to landowners regarding 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. KCD has the expertise and experience to provide Farm Plans to meet the requirements of Bainbridge Island Municipal Code Section 18.09.030 and provide assistance on land management activities and their impacts on natural resources. In providing these services, KCD assists with compliance of the City's NDPES permit, including assistance with the IDDE Program and education/outreach.

The value of the annual contract with the KCD has been approximately $~~40~~48,000, and an annual analysis of program tasks by city staff has determined that approximately 50% of the activities under the program tasks support water quality benefits. Therefore, the SSWM utility will pay 50% of the KCD billing under this agreement, and the General Fund will pay 50%.

Roads and SSWM Capital Improvement Projects

City Ordinance 2012-06 exempted City-owned rights-of-way from payment of SSWM fees. The justification for this charging methodology under Section 2.A. of the ordinance was that City streets were responsible for contributing at least $27 million in stormwater infrastructure over and above what would be needed for just street runoff.

In order to continue this exemption from stormwater fees for City streets, all future stormwater infrastructure required in the construction or improvements of City streets, or non-motorized facilities as part of or separate from City streets, will be paid by an appropriate tax supported revenue source. This includes the construction of collection and piping systems that replace existing drainage ditch systems.

Costs for repair and replacement of existing stormwater systems that were constructed as part of the City streets, including culverts, will be paid by SSWM utility funds.

Allocation Information by Department

The following pages allocation factors for each position in departments in which cost allocation applies to personnel costs.

Departments shown

- Executive
- Finance & Administration
- Planning and Community Development
- Public Works

Departments not shown because their costs are entirely supported by the General Fund

- City Council

Municipal Court

Public Safety

Numerical Allocations Used		
Basis	**Data**	**Description**
Community Support	100% General Fund	Community Support
FTE by Fund	Average of Hours Worked ~~2021-2023~~2023-2025	Personnel Mgmt
General Mgmt	Average of operating costs ~~2021-2023~~2023-2025	General Mgmt
Council Agenda Items	Average of agenda Items evaluated and assigned by Fund ~~2021-2023~~2023-2025	Council Agenda Items
Public Records Request	Average of requests evaluated and assigned by Fund ~~2021-2023~~2023-2025	Public Records Request
Litigation Expense	Average of Legal Costs ~~2021-2023~~2023-2025 by Fund	Litigation Expense
Risk Mgmt	Average of Costs Incurred ~~2021-2023~~2023-2025	Risk Mgmt
Exec Contract Mgmt	Average Contract Amounts for Executive ~~2021-2023~~2023-2025	Exec Contract Mgmt (100% General Fund)
Contract Mgmt	Average Contract Amounts ~~2021-2023~~2023-2025	Contract Mgmt
AP Invoices	Average of invoice count ~~2021-2023~~2023-2025	AP Vouchers
Receipts	Average of receipt count ~~2021-2023~~2023-2025	Receipts
Avg of Direct Reports	Average of direct reports to a Manager	Avg of Direct Reports
UB Customers	Average of Number of accounts ~~2021-2023~~2023-2025	Utility Billing
Operating Projects	Average of Operating Project Costs ~~2021-2023~~2023-2025	Operating Projects
Capital Projects	Average of Capital Project Costs ~~2021-2023~~2023-2025	Capital Projects
Long Term Debt	Average of Debt Service	Long Term Debt
General Customer Service	100% General Fund	Business Management

Utility Tax	100% General Fund	Utility Tax

Cost Allocation Manual

Goals, background, and methodology of the City of Bainbridge Island's Cost Allocation Plan.

Effective Date: 1/1/2027

City of Bainbridge Island
Cost Allocation Manual

Table of Contents

Definitions

As used in the City of Bainbridge Island Cost Allocation Manual–

1. "Accounting unit" refers to any segment of the coding used to track financial activity (fund, object, organization, department, etc.).
2. "B&DS Fund" refers to the Building and Development Services Fund (MUNIS Fund number 407).
3. "Central service cost allocation plan" means the documentation identifying, accumulating, and allocating allowable costs of centralized services provided by a governmental unit to its departments and funds in accordance with *2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).*
4. "COBI" refers to the City of Bainbridge Island. In this document, the term "the City" is also used to refer to COBI.
5. The term "Direct costs" refers to costs that can be identified specifically with a particular final cost objective such as a program, project, fund, or activity, consistent with *2 CFR 200.413 – Direct Costs.*
6. "Enterprise Funds" are a type of Proprietary Fund, specifically used to report activities for which a fee is charged to external users for goods or services.
7. The term "GAAP Guide" refers to the latest Government Finance Officer's Association (GFOA) published edition of the *"Governmental GAAP Guide For State and Local Governments"*.
8. "Governmental Funds" are non-proprietary funds.
9. The term "Indirect costs" refers to costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to a specific cost objective without disproportionate effort, consistent with *2 CFR 200.56 – Indirect (Facilities & Administrative) Costs and 2 CFR 200.412–200.414.*
10. "Proprietary Funds" are defined by the GAAP Guide as, "used to account for a state or local government's activities that may be performed by a commercial enterprise… Generally, the purpose of a proprietary fund is to provide a service or product to the public or other governmental entities at a reasonable cost." Proprietary Funds are either Enterprise Funds or Internal Service Funds (for services or activities provided to other funds or departments within the governmental agency). COBI's Proprietary Funds include Enterprise Funds, and consist of the Water, Sewer, SSWM, B&DS Funds, and one Internal Service Fund (Equipment Rental and Revolving Fund).
11. Per the GAAP Guide, "Special Revenue Funds" refer to funds that account for proceeds of specific revenue sources that are legally restricted to expenditures of a specific purpose.
12. "SSWM" refers to Storm and Surface Water Management.
13. "Utility Funds" refers to the city-operated Water, Sewer, and SSWM services Funds (MUNIS Fund numbers 401, 402, and 403, respectively). The term "utilities" refers to the functions served by these funds.

Goal

The City of Bainbridge Island (hereinafter also referred to as "COBI" or "the City") has eight guiding principles, including one of supporting the other principles through "the City's organizational and operating budget decisions." [1] In order to sufficiently measure and compare in line with this goal, it is necessary to ensure that all COBI functions share indirect costs on the basis of relative benefits received.

The City's financial policies include the concept of full cost recovery. The City shall maintain a structure for all fees and charges where the beneficiary of the service pays the cost of that service except to the extent that the City Council has determined that provision of the specific service in question provides a general public benefit.

To receive full cost recovery, the City must be able to measure the full cost of services provided, including indirect costs such as administration and other support services.

The cost recovery method described herein complies with applicable guidance from State and Federal agencies, including *2 CFR Part 200 (Uniform Guidanc*e) governing the allowability, allocability, and reasonableness of costs for Federal awards.

Background

Some City costs are appropriately shared by one or more City funds. Like all organizations, the City provides certain services that benefit the entire entity. Examples include services received by the City as a whole, such as insurance, City office space, and overhead labor. These services are generally of a support nature and centralized within a single department such as Executive or Finance and Administrative Services. These indirect costs are then allocated out to the City's Funds using a variety of methods depending on the type of service provided. A basis is determined to distribute the costs founded on the relative benefit each fund receives from the function or service. The amount a fund is charged is not intended to represent a per unit cost of a transaction, such as processing a voucher for payment or processing a request for bid, but rather an appropriate allocation of all of the costs related to providing the support service. [2]

The first part of the analysis is to confirm that all Funds share in the indirect labor costs appropriately. This is completed in the COBI Methodology, Section One: Personnel section below. In the department classification analysis that follows, major tasks and functions of department staff are discussed. Then an allocation determination is made based on the cost drivers of those tasks.

Applicable Guidance

Governmental Accounting Standards Board (GASB)

GASB is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. While the GASB is not a governmental

[1] COBI Comprehensive Plan

[2] The majority of this paragraph borrowed from City of Tacoma 2009-2010 Assessments Overview; statement is applicable to COBI

agency and does not have enforcement authority, compliance with GASB is enforced through the Washington State Auditor's audit of COBI.

GASB has not issued any specific guidance describing the method of cost allocation to be applied by government agencies. The overarching principle applied by COBI is found in the GASB Summary of Concept Statement No. 1, "Financial reports are used primarily to compare actual financial results with the legally adopted budget; to assess financial condition and results of operations; to assist in determining compliance with finance-related laws, rules, and regulations; and to assist in evaluating efficiency and effectiveness."[3]
Federal Uniform Guidance – 2 CFR Part 2002 CFR Part 200 (Uniform Guidance)[4] establishes administrative requirements, cost principles, and audit requirements for Federal awards to state, local, and tribal governments. The objective states that, "The principles are for determining allowable costs only." Under **2 CFR 200.405**, a cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received.This definition can reasonably be applied to both Federal allowable costs and non-Federal allocation goals.

Washington State Auditor

The Washington State Auditor's office prescribes the accounting and reporting of local governments in the State of Washington under RCW 43.09.210.[5] This RCW states in part, "All service rendered by…from, one department…to another, shall be paid for at its true and full value by the department…receiving the same, and no department…shall benefit in any financial manner whatever by an appropriation or fund made for the support of another." Therefore, a well-developed plan should include relevant, up-to-date information about overhead and how to distribute it. Also, the factors used should equitably allocate overhead.

In 2009 the State Auditor's Office audited COBI's cost allocation plan. The conclusion was COBI was following many of the cost allocation leading practices, but not all. The noted leading practices we needed to improve upon were as follows: "be up-to-date and detail the basis for overhead charges and use allocation factors that equitably allocate overhead to each fund and department." The methodology set forth in this manual outlines how we meet all leading practices.

COBI Methodology

Section One: Personnel

Classification of Departments

In classifying costs as allocable, COBI analyzed departments and individual objects to determine whether the costs should be allocated, as well as the appropriate basis for allocation. COBI applies its personnel cost allocation methodology to salaries and benefits of staff whose work benefits multiple funds, programs, or activities. Step one in building the plan was to analyze the organization by department and determine whether costs were allocable. COBI departments are as follows: city council, municipal court, executive, finance, public safety, planning and community development,

[3] GASB Concepts Statement No. 1 Summary, published by the Governmental Standards Board
[4] Published by the Federal Office of Management and Budget
[6] "Budgeting, Accounting, and Reporting System (BARS)" Manual, published by the Washington State Auditor's office and available online at www.sao.wa.gov. "RCW" refers to the Revised Code of Washington.

and public works. Below is a brief narrative of the organization's initial department analysis, followed by an in-depth look at each department.

2 CFR Part 200 Subpart E – Cost Principles provides the standards used to determine allowability of costs under Federal awards. It states general costs of government are not allowable. These general government costs include city council, municipal court, and police costs.[6] Therefore, COBI charges all costs associated with those departments to the general fund.

Next, the City identifies its central service departments as executive and finance. Costs from central service departments are indirect costs, which are incurred for a common or joint purpose benefiting more than one task, activity, or fund. Indirect costs are allocable with proper identification and documentation. Furthermore, as noted in RCW 43.09.210, allocations must be fair and equitable where one fund does not benefit from another.

The final two departments', Planning and Community Development and Public Works, core work is centered around specific work tasks or programs. Employees in these departments have a combination of direct charged time, as well as an allocation for some hours.

Costs will be treated consistently across all City funds. A cost may not be assigned as both a direct cost and an indirect cost for the same purpose in like circumstances.

The cost allocation methodology and allocation bases will be reviewed periodically and updated when organizational structure, service delivery, or cost drivers materially change.

Determination of Allocation Factors

Below is a brief description of each department that has any allocations, accompanied by a summary of allocation factors used for that department. Attachment A outlines the below information by department in greater detail.

Executive

Discussion:
The Executive Department provides "direction for the City government as a whole and functions as a coordination and communication hub"[7] for the City as a whole, including Proprietary Fund activities. The department provides services in ten main areas: city management, legal, city clerk, public records, human resources, emergency preparedness, climate action, diversity/equity/inclusion, information technology, and communications.

Allocation Determination:
The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Executive Department are as follows: FTE by fund, council agenda items, operating expenses, contracts by fund, risk management, public record requests, community support and litigation dollars by fund.

Finance and Administrative Services

Discussion:

[6] https://www.govinfo.gov/content/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part225.pdf
[7] COBI 2025-2026 Adopted Budget

The Finance department provides support to all City departments and all funds, including Proprietary Funds. In addition to financial reporting, budgeting, accounts payable, payroll and affordable housing management, the Finance department manages all utility, general and LID billings, and payments.

Allocation Determination:
The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Finance Department include, but are not limited to, the following: FTE by fund, council agenda items, operating expenses, capital projects, cash receipts, AP vouchers, LID and utility accounts, long-term debt by fund, and special projects.

Planning and Community Development

Discussion:
The Planning & Community Development department works with land use and construction activities on the Island; administers building, shoreline, environmental, and subdivision regulations; reviews development proposals; performs code enforcement; administers land use applications; prepares and updates long-range plans. A significant portion of PCD effort is related to the B&DS Fund, and the Department is also involved in the development of utility projects.

Allocation Determination:
The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Planning Department includes, but is not limited to, the following: Land Use Code updates, code enforcement case load, NPDES permit requirements, building and planning permits, shoreline monitoring project, Comprehensive Plan implementation, inspection and observance of on-site construction issues, and related ordinances.

Public Works

Discussion:
The Public Works department is responsible for acquiring, constructing, operating and maintaining public infrastructure. This includes City-owned utilities. The Administrative division supports the Engineering and Operation and Maintenance (O&M) divisions by providing services such as reporting, grant and contract management, and records management. The Engineering division is primarily responsible for the pre-design, design, and construction of all public improvements and implementation of the capital improvement plan (CIP) adopted by City Council. This includes Proprietary Fund CIP projects. The Engineering Division also directs Development Engineering and the City's Water Resources planning and protection activities. The O&M Division operates and maintains the City's infrastructure, to include streets, storm drain, water and sewer infrastructure facilities, vehicles, parks, and open space.

Allocation Determination:
The Public Works O&M Division uses the work order system and therefore direct charges their hours. The Engineering Division direct charges most of their hours to operating or capital projects. In addition, tasks that are general in nature are allocated based on work order or project history, and forward-looking work plans. Public Works Administrative personnel are allocated based on support of capital and operating projects, contracts, right of way expenses, customer support, and development and management support.

Allocating Costs / Surcharge and Rebate

Throughout the year, employees are either direct charging their time to specific projects, tasks or work orders, or their hours are allocated to a department/organization and fund based on that position's allocation factors. At month end, an analysis is performed comparing all direct-charged time to allocated time by position. If, for a particular position, the direct-charged time differs by more than 3% on a percentage basis by fund from the allocated time, a surcharge or rebate adjusts the totals.

Section Two: Central cost

Insurance

2 CFR 200.447 – Insurance and Indemnification identifies insurance as an allowable cost when properly allocated to benefiting activities. Allocating insurance expense follows the rule of "beneficiary pays" as long as the allocated costs follow the cost drivers. In a leading practice study, presented by Washington State Auditor's Office Performance Audit, Report No. 1006136, the following factors should be used to allocate insurance expense: number of staff (FTE), claims or loss history, square footage, property values insured, and risk factor.

- City of Bainbridge Island's (COBI) insurance invoice is separated into five "Coverage/Program" areas; Auto Physical Damage, Boiler and Machinery, Crime/Fidelity, Liability, and Property.
- To allocate the costs under each "Coverage/Program," COBI uses three cost drivers. They are as follows: asset value, FTE, and loss history.
    - Asset value – is used to distribute Auto Physical Damage, Boiler and Machinery, and Property Coverage/Program expenses. The asset value by fund is taken from the financial statements from the most current year-end close.
    - FTE – is used to distribute Crime/Fidelity and a portion of the Liability expenses.
    - Loss history – is used to allocate the other portion of Liability expenses. The data is a 5-year history report provided to the City by WCIA.

Interfund Rent

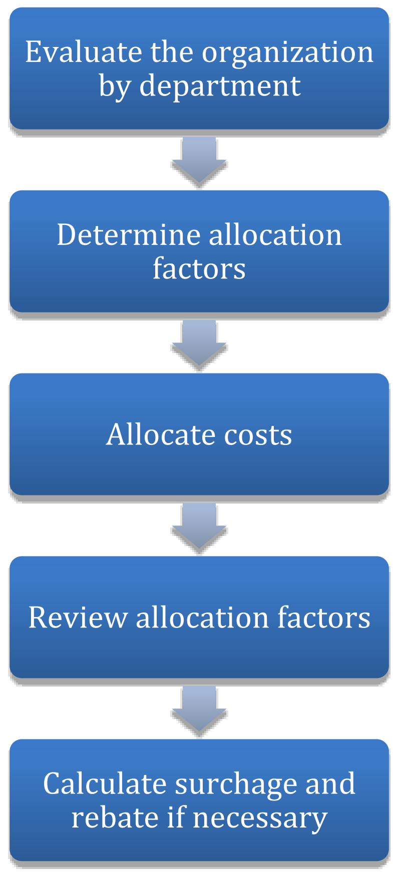
2 CFR 200.465 – Rental Costs of Real Property and Equipment provides guidance regarding allowable rental costs, including transactions between related governmental units. The CFR specifically states that depreciation is an allowable component of such cost, and it is commonly interpreted as additionally allowing for the interest component of debt service.

COBI uses the following methodology to allocate Interfund Rent:

- For an individual facility (for example, City Hall), the total square footage is identified, and the square footage occupied by each department is identified.
- The square footage for each department is then allocated by FTE in a proportion equal to the ratio of each fund's FTE as a share of that department's total FTE.
- Total square footage by fund is summed across all departments within the facility and expressed as a share of the facility's total square footage. This percentage is then applied to eligible interfund rent expenses
- COBI allocates three types of interfund rent expenses:
    - Interest expense of the bonds associated with the purchase and building of City Hall and the PW Yard.

        - Debt service for the purchase of City Hall and the PW Yard was paid in full in 2019.
    - Depreciation expense of assets purchased with General Fund monies used by all personnel, which therefore benefits all funds.
    - A land component is also allocated. The cost of the land is divided by 40, to match the 40-year depreciation schedule of the buildings.

Process Overview Summary



COBI's process to complete the cost allocation plan was:

1. Determine funds, departments and object codes that are allocable.
2. Discuss tasks/job duties with each staff member to determine approximately how much time is devoted to completing listed tasks.
3. Based on discussion and job description, determine logical allocation basis.
4. Calculate cost allocation for each position based on answers and data documented from steps 1 through 3.
5. At month end, run actual data for Public Works allocation base.
6. Apply any necessary rebate and surcharge costs accordingly.

Documentation supporting allocation factors and calculations is maintained by the Finance and Administrative Services Department and retained in accordance with the City's records retention policy.

Section Three: Roads and Stormwater Facilities Construction and Maintenance Costs

The City Council completed a review of the Storm and Surface Water Utility (SSWM) in 2015 and confirmed the policies for charging various operating costs related to the SSWM facilities, roads, and other City properties. These policies are:

Street Sweeping and Road Maintenance Spoils

City charging practices for roads-related maintenance and spoils disposal has evolved and changed over the years. The following table shows the standing work order charging practice for Public Works O&M labor:

		Spoils Related Work Order Charges			
WO#	WO Type	WO Description	Split	Org	Org Description
14916	Standing	Spoils Hauling	100	73431835	SSWM Maintenance
14917	Standing	Street Sweeping	80/20	73637945	Allocation SSWM/Streets
14963	Standing	Ditching	100	73431835	SSWM Maintenance
14823	Standing	Shoulder Maintenance	100	73111427	Streets Roadside
14964	Standing	Bikelane Sweeping	100	73111423	Streets Roadway

The data in the table indicate that the SSWM utility pays for 100% of City labor for spoils hauling and ditching, as well as 80% for street sweeping. The Streets Fund pays for the labor for shoulder maintenance and bike lane sweeping, as well as 20% for street sweeping. The justification for the charging practice is that street sweeping aids in the maintenance of the stormwater collection system so can appropriately be charged to the SSWM utility.

Water Quality and Flow Monitoring Program

The Water Quality and Flow Monitoring Program (WQFMP) helps the City implement National Pollutant Discharge Elimination System (NPDES) permit monitoring requirements and directs and informs pollutant source identification efforts outlined in the Illicit Discharge Detection and Elimination (IDDE) program. The primary goal of the WQFMP is to develop and implement a long-term comprehensive monitoring program that will identify water quality and water flow problems in freshwater and marine nearshore environments. The WQFMP also defines thresholds for initiation of management responses in support of the City's efforts to protect and restore beneficial uses associated with water quality on Bainbridge Island.

At the July 12th 2016, Council Meeting, Council approved the WQFMP costs to be funded by 50% General Fund, 40% Stormwater Fund, and 10% Water Fund.

Groundwater Management Program

Groundwater is the sole source of drinking water on Bainbridge Island. Therefore, it is essential to have a thorough understanding of the island's complex aquifer system through scientific study and long-term monitoring. At present, the city collects monthly water level data and annual chloride measurements from approximately 30 wells on the Island at various locations. Water level data is used to help assess the quantity of water in different aquifers, and the chloride data is an indicator of seawater intrusion.

City Policy is that the Groundwater Program be entirely funded by the General Fund.

Kitsap Conservation District Farm Assistance

Bainbridge Island currently has over 1,300 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 (KCD) share a common goal to promote Best Management Practices to protect water quality, provide education to landowners regarding 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. KCD has the expertise and experience to provide Farm Plans to meet the requirements of Bainbridge Island Municipal Code Section 18.09.030 and provide assistance on land management activities and their impacts on natural resources. In providing these services, KCD assists with compliance of the City's NDPES permit, including assistance with the IDDE Program and education/outreach.

The value of the annual contract with the KCD has been approximately $48,000, and an annual analysis of program tasks by city staff has determined that approximately 50% of the activities under the program tasks support water quality benefits. Therefore, the SSWM utility will pay 50% of the KCD billing under this agreement, and the General Fund will pay 50%.

Roads and SSWM Capital Improvement Projects

City Ordinance 2012-06 exempted City-owned rights-of-way from payment of SSWM fees. The justification for this charging methodology under Section 2.A. of the ordinance was that City streets were responsible for contributing at least $27 million in stormwater infrastructure over and above what would be needed for just street runoff.

In order to continue this exemption from stormwater fees for City streets, all future stormwater infrastructure required in the construction or improvements of City streets, or non-motorized facilities as part of or separate from City streets, will be paid by an appropriate tax supported revenue source. This includes the construction of collection and piping systems that replace existing drainage ditch systems.

Costs for repair and replacement of existing stormwater systems that were constructed as part of the City streets, including culverts, will be paid by SSWM utility funds.

Allocation Information by Department

The following pages allocation factors for each position in departments in which cost allocation applies to personnel costs.

Departments shown

Executive

Finance & Administration

Planning and Community Development

Public Works

Departments not shown because their costs are entirely supported by the General Fund

City Council
Municipal Court
Public Safety

Numerical Allocations Used		
Basis	**Data**	**Description**
Community Support	100% General Fund	Community Support
FTE by Fund	Average of Hours Worked 2023-2025	Personnel Mgmt
General Mgmt	Average of operating costs 2023-2025	General Mgmt
Council Agenda Items	Average of agenda Items evaluated and assigned by Fund 2023-2025	Council Agenda Items
Public Records Request	Average of requests evaluated and assigned by Fund 2023-2025	Public Records Request
Litigation Expense	Average of Legal Costs 2023-2025 by Fund	Litigation Expense
Risk Mgmt	Average of Costs Incurred 2023-2025	Risk Mgmt
Exec Contract Mgmt	Average Contract Amounts for Executive 2023-2025	Exec Contract Mgmt (100% General Fund)
Contract Mgmt	Average Contract Amounts 2023-2025	Contract Mgmt
AP Invoices	Average of invoice count 2023-2025	AP Vouchers
Receipts	Average of receipt count 2023-2025	Receipts
Avg of Direct Reports	Average of direct reports to a Manager	Avg of Direct Reports
UB Customers	Average of Number of accounts 2023-2025	Utility Billing
Operating Projects	Average of Operating Project Costs 2023-2025	Operating Projects
Capital Projects	Average of Capital Project Costs 2023-2025	Capital Projects
Long Term Debt	Average of Debt Service	Long Term Debt
General Customer Service	100% General Fund	Business Management
Utility Tax	100% General Fund	Utility Tax

Exhibit B to Resolution No. 2026-03

FINANCIAL AND BUDGET POLICIES

Section 1. PURPOSE

The primary purpose of financial and budget policies is to provide guidelines for the City Council and staff to use in making financial decisions that ensure core services are maintained and the Council's vision for the community is achieved.

The financial and budget policies guide the City to be able to withstand local and regional economic variations, to adjust to changes in service requirements, and to respond to other changes as they affect the community.

It is the policy of the City to maintain an excellent credit rating and assure taxpayers that the City of Bainbridge Island is maintained in sound financial condition.

SECTION 2. OPERATING BUDGET POLICIES

The biennial budget is the City's comprehensive two-year financial plan, which supports the City's approved programs and services.

Biennial budgets should provide for design, construction, maintenance and replacement of the City's capital assets and equipment consistent with the Capital Facilities Plan including the related cost for operating new assets.

The City will maintain all its assets such that it protects the City's capital investment, preserves public safety, and minimizes future maintenance and replacement costs.

All general government current operating expenditures will be paid from current revenues and cash carried over from prior years.

The City shall adopt a balanced budget. The City defines a balanced budget as one in which current biennium budgeted revenues in addition to fund balances are equal to or greater than current biennium budgeted expenditures. In addition, the City's budget shall maintain recurring expenditures for each fund at a level less than recurring revenues for that fund.

Reports on revenues and expenditures shall be prepared monthly and provided to the Council. ~~Mid-year~~Quarterly and annual reports will also be prepared and provided. These reports will ~~also~~ be posted to the City's website~~ or reporting portal~~.

The City shall consider its financial capacity when making budget decisions. Staff shall deliver to Council a ten-year financial capacity analysis as part of the biennial budget process. For each financial capacity analysis, the financial assumptions shall be reasonable and shall take into account an appropriately chosen set of inflation factors and an appropriate set of economic projections. The Administration's chosen assumptions for revenues, expenditure inflation factors and economic measures shall be disclosed to the Council.

SECTION 3. REVENUES

The City will strive to maintain a diverse and stable revenue stream to protect against short-run volatility of any single revenue source.

Because revenues, especially those of the General Fund and other tax-supported funds, are sensitive to economic changes, the City will use a conservative approach to revenue forecasting.

Departmental revenues of the tax-supported funds shall be considered unrestricted revenue of the City – subject to any applicable legal restriction, and subject to any applicable provision of the financial Policies, that may apply to a particular revenue source.

Revenues from the Commercial Parking Tax shall be treated as revenues of the Street Fund.

Real Estate Excise Tax revenue shall be first applied to current capital debt service and then, to the extent available to other eligible expenses.

The City shall maintain a structure for all fees and charges where the beneficiary of the service pays the cost of that service except to the extent that the Council has determined that provision of the specific service in question provides a general public benefit.

No less than once every three years, Building and Development Services (B&DS) rates shall be reviewed, with a goal of full cost recovery for the B&DS Fund.

The City will maintain water, sewer and storm water utility rates adequate to ensure that each of these three utility funds is fully self-supporting. Additionally, for analysis and rate modeling purposes, the proposed rates shall take into account debt service coverage commitments, if applicable. The capacity to support identified utility reserves will also be taken into account.

SECTION 4. EXPENDITURES

The City budget will provide for a sustainable level of service to meet the City's identified results.

The City will maintain expenditure categories according to state statute and administrative regulation. Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP).

The City shall use major one-time revenue[1] to fund capital improvements, debt reductions, or reserves. The use of one-time revenues to fund operating expenditures is strongly discouraged.

The Council shall review the Administration's recommended plan for the allocation of City costs to various funds as part of the biennial budget process.

As a general rule, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, the City will consider the more restricted amounts to have been spent first.

On a periodic basis, the Administration shall compare the cash compensation and the value of benefits for City employee positions to the compensation and benefit levels to a set of comparable employers, to provide data for potential compensation and benefit policies which may be adopted by the Council.

SECTION 5. CAPITAL

The Capital Facilities Goals and Policies that are stated in the City's Comprehensive Plan, as amended from time to time, are hereby included in full in the Financial Policies.

The Capital Improvement Plan and the City operating budget will be reviewed at the same time to ensure that capital and operating needs are balanced with each other and support overall City goals.

The City shall develop a six-year plan for capital improvements and update it at least biennially.

The City will identify the estimated costs and proposed funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance and outside resources whenever possible. In the event that a grant, or other type of intergovernmental assistance, is identified as a funding source for a project and the outside funding is not secured, the City will reconsider the financial viability of that project at that time.

Each individual project included in the capital improvement plan (CIP) shall have a budget with identified contributions by fund. Each fund amount shall be distinct and cannot be transferred without amending the CIP. Reporting will be presented at the project and fund level.

---

[1] One-time revenues are revenues that are not expected to recure~~t~~ in future budget periods. Examples may include grant funding, proceeds from the sales of assets, debt proceeds, legal settlements, insurance recoveries, or unusually large positive year-end budget variances.

When a capital project is complete and has been capitalized in accordance with Generally Accepted Accounting Principles, any remaining project budget appropriation authority shall lapse, and all remaining funds shall return to their original source.

SECTION 6. RESERVES

Reserve funds enable the City to deal with unforeseen emergencies and changes in economic conditions.

General Fund Reserves

Emergency Reserve: The City shall maintain an Emergency Reserve with a budgetary target amount of ~~$1.0~~$1.5 million. These funds shall be used only to pay for emergencies that cannot reasonably be accommodated by current budget appropriations. These funds may be appropriated only by a vote of not less than five (5) members of the City Council or the unanimous vote of a legal quorum. It is the Council's policy that if funds are spent from the Emergency Reserve, it should be replenished as resources become available. The Emergency Reserve target shall be periodically reviewed and adjusted for inflation.

General Fund Minimum Fund Balance. The City shall maintain a minimum fund balance of 25% of ongoing actual operating revenues in the General Fund. The General Fund minimum fund balance shall mean the dollar amount of unencumbered fund balance, excluding any amounts held in reserves or otherwise committed funds. This fund balance is intended to provide stability in the event of unexpected changes to revenues or expenses.

Replenishment of Reserves. If the General Fund balance falls below policy reserves as defined above, the City Manager shall prepare and present to the City Council a recommended plan to replenish the reserves. The City Council shall review and adopt a replenishment plan within 12 months after the policy reserve levels first fall below the minimum levels. Once adopted, the replenishment plan's progress will be reviewed periodically with the City Council but no less than every calendar year until such time as the reserves are replenished to or above the target levels described above.

Utility Fund Reserves

Capital Contingency Reserve. Each utility fund shall maintain a separate capital contingency reserve, recognizing that the asset base will evolve over time as infrastructure is replaced and expanded. Each reserve shall have a targeted level of at least one percent (1%) of the utility system's capital assets at net book value. The primary purpose of the reserve is to provide a ready source of cash in case of an emergency, should a major piece of equipment or a portion of the utility's infrastructure fail unexpectedly.

Operating Reserve – Water and Sewer Funds. These reserves shall have a targeted level as of each year-end of at least sixty (60) days' ongoing actual operating expenses. The primary purpose of the reserve is to provide cash for operations in case of seasonal variations in revenue or expenses, or to support operations in a year in which revenues are abnormally low.

Operating Reserve – Storm and Surface Water Management Fund. This reserve shall have a targeted level as of June 30 and December 31 of at least 90 days' ongoing actual operating expenses. The primary purpose of the year-end reserve is to provide cash for operations during the period between the payment of the fees, which occurs in two large payments in April and October.

Restricted Debt Reserve. To the extent that the City issues a form of debt (e.g. Revenue Bonds) that requires the City to maintain a restricted cash reserve during the term of the debt repayment period, the utility shall maintain a restricted reserve for such purpose. This reserve is to safeguard the purchasers of the utility's debt and may be used to fund the final installment or last year's debt service.

SECTION 7. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

The City will establish and maintain a high standard of internal controls and accounting practices. The City accounts and budgets for revenue and expenditures on a modified accrual basis for general government ~~and enterprise~~ activities. Year-end financial statements for enterprise activities shall use full accrual accounting.

The accounting system will maintain records on a basis consistent with accepted national standards for local government accounting and the Washington State Auditor's Budgeting, Accounting and Reporting System.

The annual financial statements shall conform to Generally Accepted Accounting Principles (GAAP) and be in the form of an Annual Comprehensive Financial Report as recommended by the Government Finance Officers Association.

A capital asset system will be maintained to identify all City assets and their location.

The City will ensure that City records are audited annually, resulting in a financial opinion. The results of the audit will be available to the public through the City's website.

SECTION 8. DEBT

The City's Debt Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 9. INVESTMENT

The City's Investment Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 10. BANKING AND MONEY MANAGEMENT

Safety

The City shall engage in relationships, and conduct its business, with one or more banks, repositories of public pooled funds, and financial institutions in a manner that avoids concentrating City balances in a way that may expose the City to material losses in the event of an adverse development affecting any bank or financial institution in which City assets are held.

Money Management

The City Administration shall seek to form relationships with banking and financial institutions that offer the City efficient and effective tools and technologies to manage and track transactions and balances.

SECTION 11. MUNICIPAL SECURITIES DISCLOSURE

The City's Municipal Securities Disclosure Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 12. SURPLUS REAL PROPERTY

The City's Surplus Real Property Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 13. PROCUREMENT POLICY

The City's Procurement Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 14. EQUIPMENT RENTAL AND REVOLVING FUND

The Equipment Rental and Revolving (ER&R) Fund policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 15. GRANTS

City Council approval is required to ~~submit an application~~apply for grants over $50,000, unless pre-authorized for acceptance by the City Council through ordinance or resolution. The $50,000 threshold must include as part of the estimate any City "in-kind" labor used as matching funds, and City staff will describe to the Council the amount that is provided through the grant and the amount that is provided through in-kind matching funds.

For grants that are over $50,000, or otherwise require Council approval, but for which there is an application deadline that does not allow City staff to obtain prior Council approval to apply for the grant, the Department Director shall obtain the approval of the City Manager or their designee prior to submitting the application and subsequently bring the grant to the Council for approval and ratification. Applications for grants in the amount of $50,000 or less can be submitted without City Council approval unless such approval is required by the granting agency.

The City Manager, or designee, is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

To the extent that this section conflicts with any other policy or resolution adopted by the City Council, this section controls.

Exhibit B to Resolution No. 2026-03

FINANCIAL AND BUDGET POLICIES

Section 1. PURPOSE

The primary purpose of financial and budget policies is to provide guidelines for the City Council and staff to use in making financial decisions that ensure core services are maintained and the Council's vision for the community is achieved.

The financial and budget policies guide the City to be able to withstand local and regional economic variations, to adjust to changes in service requirements, and to respond to other changes as they affect the community.

It is the policy of the City to maintain an excellent credit rating and assure taxpayers that the City of Bainbridge Island is maintained in sound financial condition.

SECTION 2. OPERATING BUDGET POLICIES

The biennial budget is the City's comprehensive two-year financial plan, which supports the City's approved programs and services.

Biennial budgets should provide for design, construction, maintenance and replacement of the City's capital assets and equipment consistent with the Capital Facilities Plan including the related cost for operating new assets.

The City will maintain all its assets such that it protects the City's capital investment, preserves public safety, and minimizes future maintenance and replacement costs.

All general government current operating expenditures will be paid from current revenues and cash carried over from prior years.

The City shall adopt a balanced budget. The City defines a balanced budget as one in which current biennium budgeted revenues in addition to fund balances are equal to or greater than current biennium budgeted expenditures. In addition, the City's budget shall maintain recurring expenditures for each fund at a level less than recurring revenues for that fund.

Reports on revenues and expenditures shall be prepared monthly and provided to the Council. Quarterly and annual reports will also be prepared and provided. These reports will be posted to the City's website.

The City shall consider its financial capacity when making budget decisions. Staff shall deliver to Council a ten-year financial capacity analysis as part of the biennial budget process. For each financial capacity analysis, the financial assumptions shall be reasonable and shall take into account an appropriately chosen set of inflation factors and an appropriate set of economic projections. The Administration's chosen assumptions for revenues, expenditure inflation factors and economic measures shall be disclosed to the Council.

SECTION 3. REVENUES

The City will strive to maintain a diverse and stable revenue stream to protect against short-run volatility of any single revenue source.

Because revenues, especially those of the General Fund and other tax-supported funds, are sensitive to economic changes, the City will use a conservative approach to revenue forecasting.

Departmental revenues of the tax-supported funds shall be considered unrestricted revenue of the City – subject to any applicable legal restriction, and subject to any applicable provision of the financial Policies, that may apply to a particular revenue source.

Revenues from the Commercial Parking Tax shall be treated as revenues of the Street Fund.

Real Estate Excise Tax revenue shall be first applied to current capital debt service and then, to the extent available to other eligible expenses.

The City shall maintain a structure for all fees and charges where the beneficiary of the service pays the cost of that service except to the extent that the Council has determined that provision of the specific service in question provides a general public benefit.

No less than once every three years, Building and Development Services (B&DS) rates shall be reviewed, with a goal of full cost recovery for the B&DS Fund.

The City will maintain water, sewer and storm water utility rates adequate to ensure that each of these three utility funds is fully self-supporting. Additionally, for analysis and rate modeling purposes, the proposed rates shall take into account debt service coverage commitments, if applicable. The capacity to support identified utility reserves will also be taken into account.

SECTION 4. EXPENDITURES

The City budget will provide for a sustainable level of service to meet the City's identified results.

The City will maintain expenditure categories according to state statute and administrative regulation. Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP).

The City shall use major one-time revenue[1] to fund capital improvements, debt reductions, or reserves. The use of one-time revenues to fund operating expenditures is strongly discouraged.

The Council shall review the Administration's recommended plan for the allocation of City costs to various funds as part of the biennial budget process.

As a general rule, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, the City will consider the more restricted amounts to have been spent first.

On a periodic basis, the Administration shall compare the cash compensation and the value of benefits for City employee positions to the compensation and benefit levels to a set of comparable employers, to provide data for potential compensation and benefit policies which may be adopted by the Council.

SECTION 5. CAPITAL

The Capital Facilities Goals and Policies that are stated in the City's Comprehensive Plan, as amended from time to time, are hereby included in full in the Financial Policies.

The Capital Improvement Plan and the City operating budget will be reviewed at the same time to ensure that capital and operating needs are balanced with each other and support overall City goals.

The City shall develop a six-year plan for capital improvements and update it at least biennially.

The City will identify the estimated costs and proposed funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance and outside resources whenever possible. In the event that a grant, or other type of intergovernmental assistance, is identified as a funding source for a project and the outside funding is not secured, the City will reconsider the financial viability of that project at that time.

Each individual project included in the capital improvement plan (CIP) shall have a budget with identified contributions by fund. Each fund amount shall be distinct and cannot be transferred without amending the CIP. Reporting will be presented at the project and fund level.

---

[1] One-time revenues are revenues that are not expected to recure in future budget periods. Examples may include grant funding, proceeds from the sales of assets, debt proceeds, legal settlements, insurance recoveries, or unusually large positive year-end budget variances.

When a capital project is complete and has been capitalized in accordance with Generally Accepted Accounting Principles, any remaining project budget appropriation authority shall lapse, and all remaining funds shall return to their original source.

SECTION 6. RESERVES

Reserve funds enable the City to deal with unforeseen emergencies and changes in economic conditions.

General Fund Reserves

Emergency Reserve: The City shall maintain an Emergency Reserve with a budgetary target amount of $1.5 million. These funds shall be used only to pay for emergencies that cannot reasonably be accommodated by current budget appropriations. These funds may be appropriated only by a vote of not less than five (5) members of the City Council or the unanimous vote of a legal quorum. It is the Council's policy that if funds are spent from the Emergency Reserve, it should be replenished as resources become available. The Emergency Reserve target shall be periodically reviewed and adjusted for inflation.

General Fund Minimum Fund Balance. The City shall maintain a minimum fund balance of 25% of ongoing actual operating revenues in the General Fund. The General Fund minimum fund balance shall mean the dollar amount of unencumbered fund balance, excluding any amounts held in reserves or otherwise committed funds. This fund balance is intended to provide stability in the event of unexpected changes to revenues or expenses.

Replenishment of Reserves. If the General Fund balance falls below policy reserves as defined above, the City Manager shall prepare and present to the City Council a recommended plan to replenish the reserves. The City Council shall review and adopt a replenishment plan within 12 months after the policy reserve levels first fall below the minimum levels. Once adopted, the replenishment plan's progress will be reviewed periodically with the City Council but no less than every calendar year until such time as the reserves are replenished to or above the target levels described above.

Utility Fund Reserves

Capital Contingency Reserve. Each utility fund shall maintain a separate capital contingency reserve, recognizing that the asset base will evolve over time as infrastructure is replaced and expanded. Each reserve shall have a targeted level of at least one percent (1%) of the utility system's capital assets at net book value. The primary purpose of the reserve is to provide a ready source of cash in case of an emergency, should a major piece of equipment or a portion of the utility's infrastructure fail unexpectedly.

Operating Reserve – Water and Sewer Funds. These reserves shall have a targeted level as of each year-end of at least sixty (60) days' ongoing actual operating expenses. The primary purpose of the reserve is to provide cash for operations in case of seasonal variations in revenue or expenses, or to support operations in a year in which revenues are abnormally low.

Operating Reserve – Storm and Surface Water Management Fund. This reserve shall have a targeted level as of June 30 and December 31 of at least 90 days' ongoing actual operating expenses. The primary purpose of the year-end reserve is to provide cash for operations during the period between the payment of the fees, which occurs in two large payments in April and October.

Restricted Debt Reserve. To the extent that the City issues a form of debt (e.g. Revenue Bonds) that requires the City to maintain a restricted cash reserve during the term of the debt repayment period, the utility shall maintain a restricted reserve for such purpose. This reserve is to safeguard the purchasers of the utility's debt and may be used to fund the final installment or last year's debt service.

SECTION 7. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

The City will establish and maintain a high standard of internal controls and accounting practices. The City accounts and budgets for revenue and expenditures on a modified accrual basis for general government activities. Year-end financial statements for enterprise activities shall use full accrual accounting.

The accounting system will maintain records on a basis consistent with accepted national standards for local government accounting and the Washington State Auditor's Budgeting, Accounting and Reporting System.

The annual financial statements shall conform to Generally Accepted Accounting Principles (GAAP) and be in the form of an Annual Comprehensive Financial Report as recommended by the Government Finance Officers Association.

A capital asset system will be maintained to identify all City assets and their location.

The City will ensure that City records are audited annually, resulting in a financial opinion. The results of the audit will be available to the public through the City's website.

SECTION 8. DEBT

The City's Debt Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 9. INVESTMENT

The City's Investment Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 10. BANKING AND MONEY MANAGEMENT

Safety

The City shall engage in relationships, and conduct its business, with one or more banks, repositories of public pooled funds, and financial institutions in a manner that avoids concentrating City balances in a way that may expose the City to material losses in the event of an adverse development affecting any bank or financial institution in which City assets are held.

Money Management

The City Administration shall seek to form relationships with banking and financial institutions that offer the City efficient and effective tools and technologies to manage and track transactions and balances.

SECTION 11. MUNICIPAL SECURITIES DISCLOSURE

The City's Municipal Securities Disclosure Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 12. SURPLUS REAL PROPERTY

The City's Surplus Real Property Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 13. PROCUREMENT POLICY

The City's Procurement Policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 14. EQUIPMENT RENTAL AND REVOLVING FUND

The Equipment Rental and Revolving (ER&R) Fund policy, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 15. GRANTS

City Council approval is required to apply for grants over $50,000, unless pre-authorized for acceptance by the City Council through ordinance or resolution. The $50,000 threshold must include as part of the estimate any City "in-kind" labor used as matching funds, and City staff will describe to the Council the amount that is provided through the grant and the amount that is provided through in-kind matching funds.

For grants that are over $50,000, or otherwise require Council approval, but for which there is an application deadline that does not allow City staff to obtain prior Council approval to apply for the grant, the Department Director shall obtain the approval of the City Manager or their designee prior to submitting the application and subsequently bring the grant to the Council for approval and ratification. Applications for grants in the amount of $50,000 or less can be submitted without City Council approval unless such approval is required by the granting agency.

The City Manager, or designee, is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

To the extent that this section conflicts with any other policy or resolution adopted by the City Council, this section controls.

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: Cancel the May 5, 2026, City Council Study Session

Department: City Council

Agenda Section: Consent Agenda - 6:50 pm

Estimated Time: 0 Minutes

Recommendation:

Cancel the May 5, 2026, City Council study session.

Narrative:

Council will consider canceling the May 5, 2026, City Council study session.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

None

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (7:00 pm) Receive Post-Legislative Briefing from Lobbyist Briahna Murray

Department: Executive

Agenda Section: Regular Business

Estimated Time: 15 Minutes

Recommendation:

Information only.

Narrative:

The City's lobbyist, Briahna Murray from Gordon Thomas Honeywell Government Relations, will provide a post-legislative session briefing to Council.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. 2026 EOS Presentation City of Bainbridge Island

City of Bainbridge Island

2026 Legislative Session

GORDON THOMAS HONEYWELL
GOVERNMENT RELATIONS

Presentation Agenda

Overview of the 2026 Legislative Session

Outcome of City’s Legislative Priorities

Additional Legislative Issues

Next steps

Overview

2026 Legislative Session

- 60-day session
- Second year of the biennium
- Democrats held strong majorities
- Major themes: response to federal actions, affordability, tax/budget reform
- Supplemental budgets
- 1,238 bills introduced, 268 passed into law

Tax revisions

- 9.9% tax on income over $1 million
- Sales tax exemptions on baby products, hygiene, over-the-counter medicines, and some services
- Expansion of B&O tax credit, working families tax credit and free lunch for all K-12 students
- Estate taxes reduced to 2025 levels

Budget Overview

2026 Supplemental Budgets

Operating
$80.2 B
$2.4 B increase

Transportation
$16.6 B
$1.2 B increase

capital
$8.5 b
$889 m increase

Outcomes

Bainbridge island REQUESTS

SR 305 Day Rd Roundabout	Requested $3.5 million Amendments offered, but not appropriations
Ferry Service/ Line Management	Request: $50,000 Included in both House and Senate proposals, but not final budget Ongoing systemwide ferry investments Mosquito Fleet considered, not advanced
PRA Amendments for City News Subscribers	No action

Outcomes

Additional Legislative issues

Finances	• Income tax + sales tax reductions • State-shared revenues • Flexibility and new tools • No adjustments on liability

Outcomes

Additional Legislative issues

Public Safety	• Automated License Plate Reader (ALPR) Technology Regulations • No additional indigent defense funding

Outcomes

Additional Legislative issues

Housing	• Flexibility with existing housing revenues • STEP housing type siting

Outcomes

Additional Legislative issues

Bad Bills that Died	• Restrict authority to manage encampments in right-of-way • Preemption on mobile dwelling units

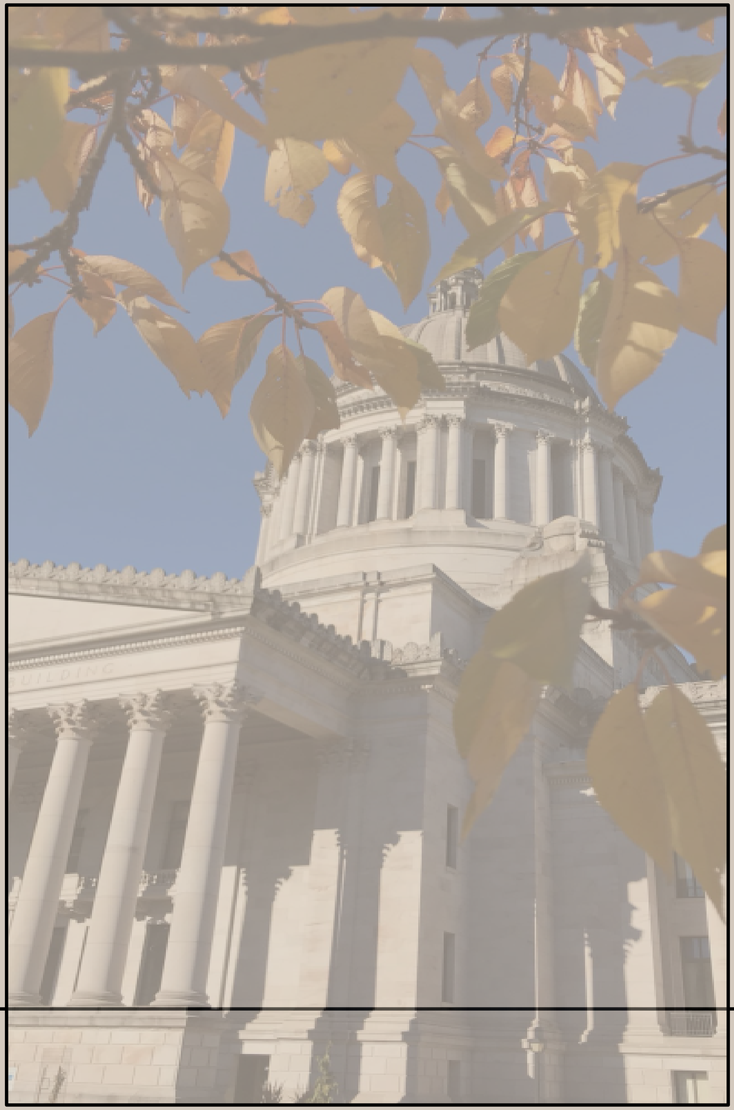
Next steps

- Implement
- AWC Engagement
- Plan and educate
- 2027 Legislative Session begins January 11

Questions?

Briahna Murray
State Lobbyist, Partner
253-310-5477
bmurray@gth-gov.com

GORDON THOMAS HONEYWELL
GOVERNMENT RELATIONS



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (7:15 pm) Receive Presentation on the Process to Update the 2020 Climate Action Plan

Department: Executive

Agenda Section: Regular Business

Estimated Time: 15 Minutes

Recommendation:

I move to direct the Interim City Manager to implement the process to update the Climate Action Plan as outlined.

Narrative:

In 2020, the Climate Change Advisory Committee (CCAC) was directed by the City Council to develop a Climate Action Plan (CAP). The CCAC presented the draft CAP to the Council on October 6, 2020, and the plan was approved at the November 10, 2020, business meeting. Implementation of the Climate Action Plan (CAP) has been one of the City Council's highest priorities and areas of emphasis for the 2023-2024 and 2025-2026 budget cycles, as well as the highest priority item of the Climate Change Advisory Committee's work plan.

The CAP includes recommended actions and strategies to move the City toward three goals:
1. Mitigation – Reduce greenhouse gas emissions by 90% by 2045 compared to 2014 levels with interim milestones of 25% reduction by 2025 and 60% by 2035 compared to 2014 levels.

2. Adaption – Bainbridge Island is climate savvy, and can withstand the impacts of climate change.
3. Community Engagement – COBI inspires community action and partners with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions.

Cities need to update their climate plans to reflect the latest understanding of risks, emissions pathways, and what's required to meet stated goals. It is an opportunity to update the plan with findings from prior studies and reports, incorporate new technologies, and reaffirm community priorities while updating targets, funding opportunities, and partnerships.

Fiscal Impact:

N/A

Community Engagement and Outreach:

Attachments:

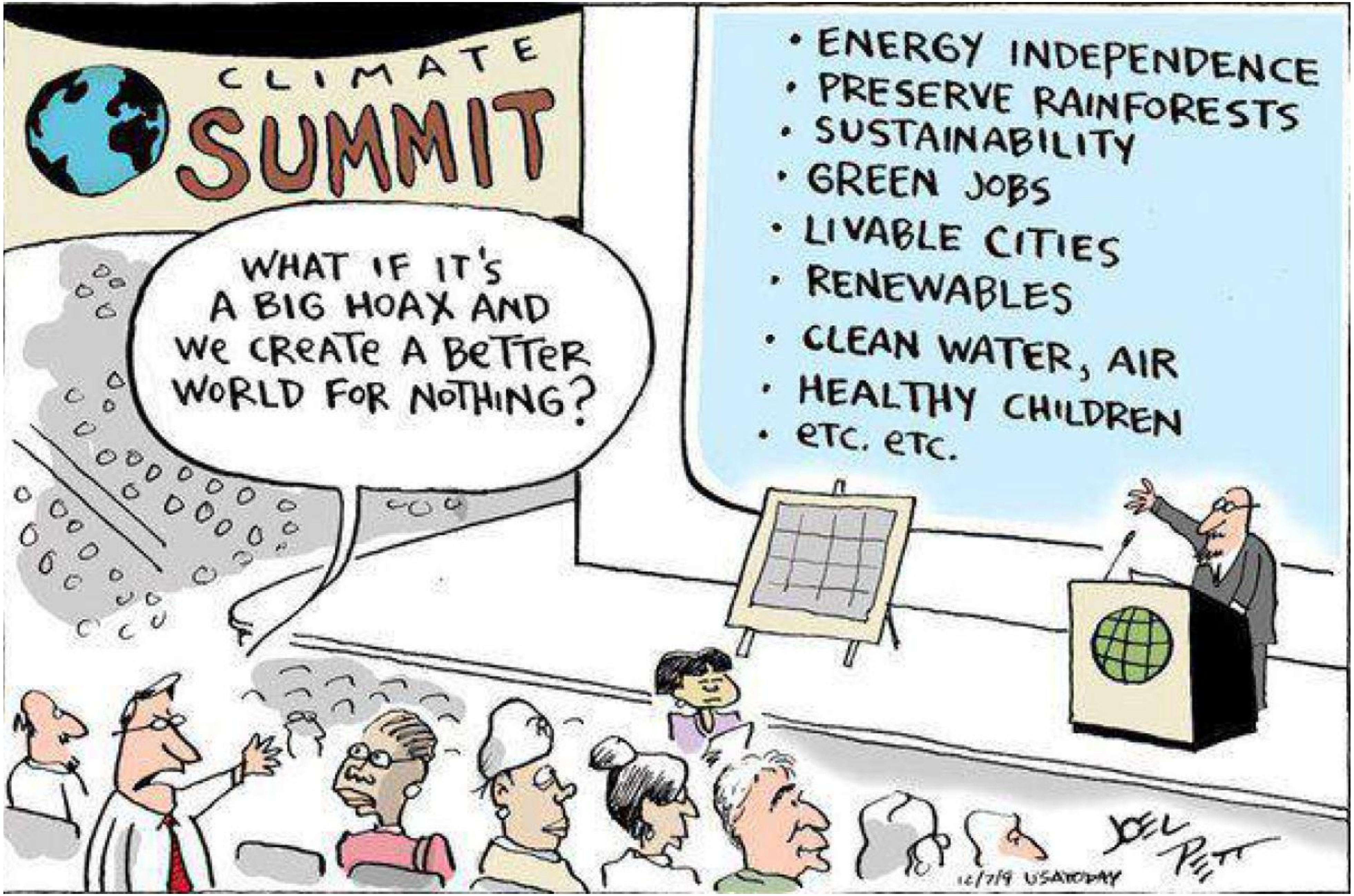
1. Presentation on Process to Update CAP

CITY OF
BAINBRIDGE ISLAND

Overview of the Process to Update the 2020 Climate Action Plan

Prepared for:
City Council

April 28, 2026


CLIMATE SUMMIT
WHAT IF IT'S A BIG HOAX AND WE CREATE A BETTER WORLD FOR NOTHING?
• ENERGY INDEPENDENCE
• PRESERVE RAINFORESTS
• SUSTAINABILITY
• GREEN JOBS
• LIVABLE CITIES
• RENEWABLES
• CLEAN WATER, AIR
• HEALTHY CHILDREN
• ETC. ETC.
JOEL PETT

Why Prioritize Climate Action?

The earth is hotter now than at any other point in human history*

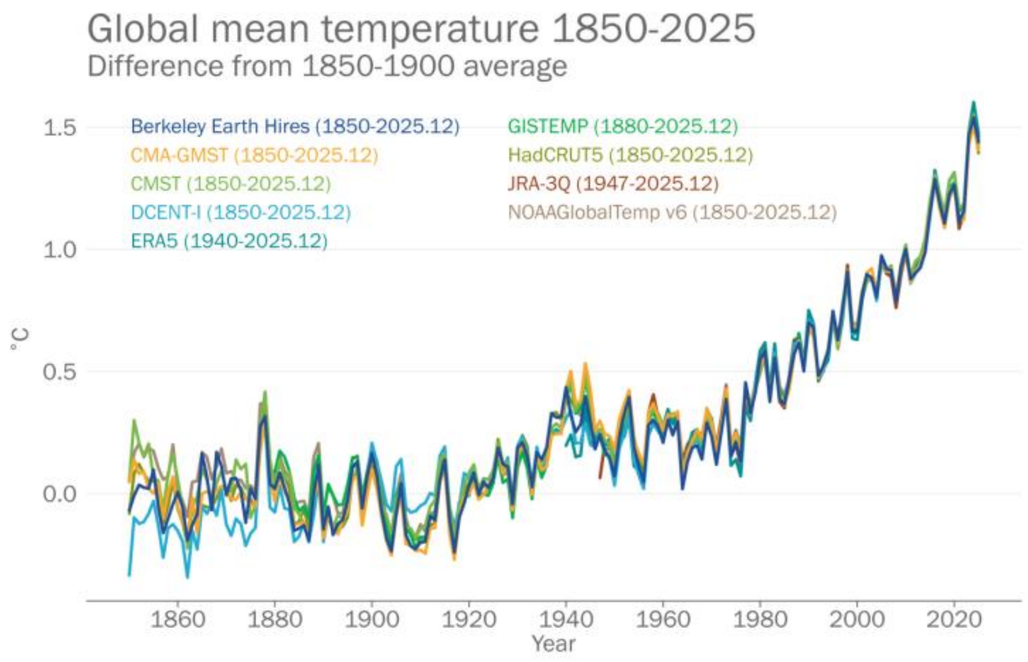
- 2015-2025 hottest 11 years on record**
- By 2070, one-fifth of the planet could be as hot as the rapidly expanding Sahara Desert*

Sea levels are rising as glaciers are melting faster than expected*

- Thwaites Glacier is melting at an alarming rate. If it breaks apart entirely, it could push up global sea levels by two feet***

The pH of the entire ocean has changed because it has absorbed so much C02 that it is getting more acidic*

- It has been absorbing the equivalent of about eighteen times the annual human energy use each year for the past two decades**



Annual global mean temperature anomalies relative to a pre-industrial (1850–1900) baseline. Data are from the datasets indicated in the legend.

https://wmo.int/news/media-centre/earths-climate-swings-increasingly-out-of-balance

*Johnson, A. E. (2024). *What If We Get It Right?: Visions of Climate Futures*. One World.
**World Meteorological Organization, 3/23/26, *Earth's climate swings increasingly out of balance* [Press Release]
***Rojanasakul, M. 3/17/26. *How a Melting Glacier Could Affect Tens of Millions Around the Globe*, New York Times https://www.nytimes.com/interactive/2026/03/17/climate/thwaites-glacier-rising-sea-level-risk-floods.html

2017

- Resolution No. 2017-20 affirming commitment to meet or exceed goals established in the Paris Climate Agreement
- Islandwide Transportation Plan adopted
- Climate Change Advisory Committee Established

2018

- Resolution No. 2018-27 endorsing the WA State “Clean Air Clean Energy” initiative

2019

- 1st Greenhouse Gas Inventory (for years 2014 and 2018)
- The City declared the creation and implementation of a Climate Action Plan as one of its highest priorities for the coming year

2020

- Resolution No. 2020-05 declaring the existence of a climate emergency
- Climate Action Plan Adopted

2021

- Ordinances 2021-18 & 2021-34 reducing use of single use food ware
- First Climate Manager Hired

2022

- Ordinance 2022-14 increases electric vehicle supply equipment requirements
- Sustainable Transportation Plan adopted

2023

- Ordinance 2023-06 requires City to use compost in its projects
- Sustainable Transportation Staff Hired

2024

- Resolution 2024-11 declared the Council's position in opposition to the State's initiative measure No. 2117 to inhibit the carbon tax credit trading program
- City launched its first heat pump subsidy program for income eligible households
- The City reaffirmed the Climate Action Plan as a top priority

2025

- Adopted code updates for commercial EV supply equipment
- Second Climate Manager Hired

2026

- 2nd Greenhouse Gas Inventory (for 2023)

Climate Action Plans are Strategic Roadmaps to:

1. Reduce Greenhouse Gas Emissions
2. Prepare for Climate Impacts

How We Do This Work

- Measure & Track Emissions
- Set & Report on Targets
- Identify Strategies & Specific Actions
- Support Policy & Decision Making
- Unlock Funding & Partnerships
- Engage the Local Community
- Pilot – Implement – Reflect – Learn

Why Update a Climate Plan?

- Incorporate Updates on Climate Risks
- New State Policy & RCWs
- New Emissions Inventory Data
- Incorporate Findings from Prior Studies & Reports
- New Technologies & Regional Opportunities
- Reaffirm Community Priorities
- Reflect New Partnerships
- Update Targets

2020 Climate Action Plan

3 Goals in CAP

Mitigation

90% reduction in greenhouse gas (GHG) emissions by 2045 compared to 2014 levels.

Adaptation

Bainbridge Island is climate savvy and can withstand the impacts of climate change.

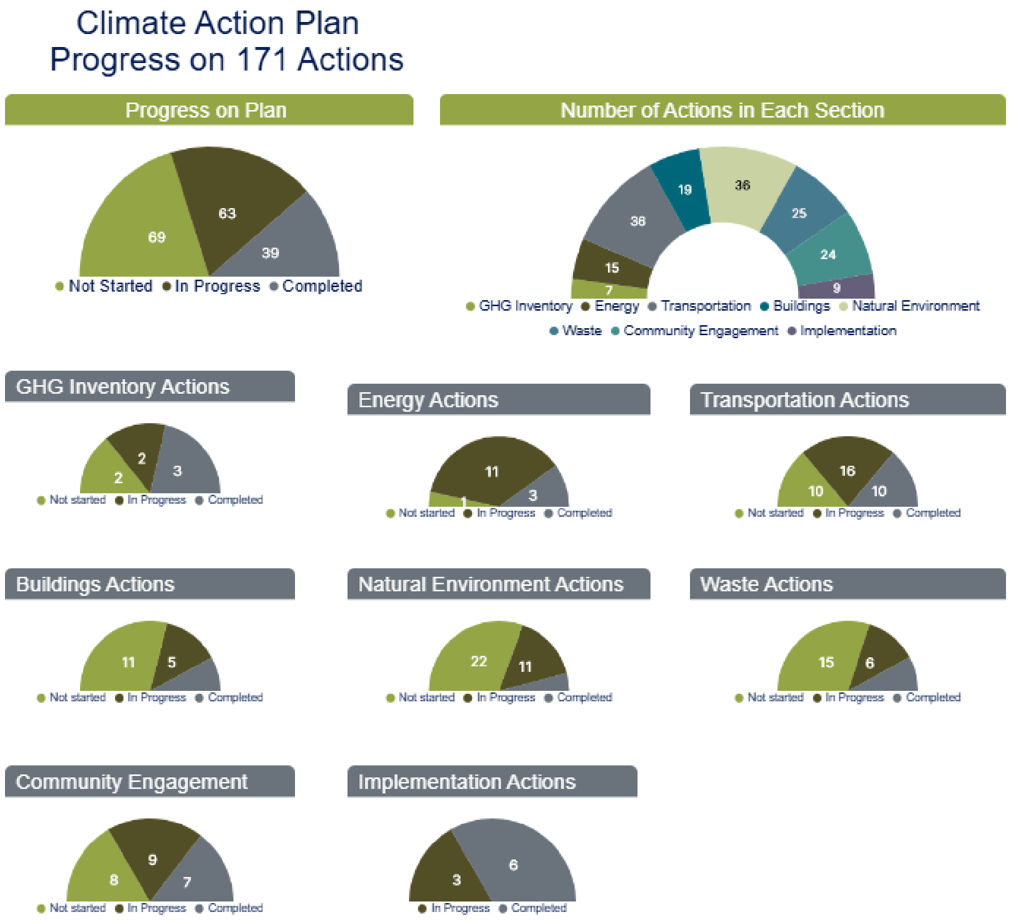
Community Engagement
COBI inspires community action and partners with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions.

8 Sections

- GHG Inventory
- Energy
- Transportation
- Buildings
- Natural Environment
- Waste
- Community Engagement
- Implementation

171 Actions

31 Targets

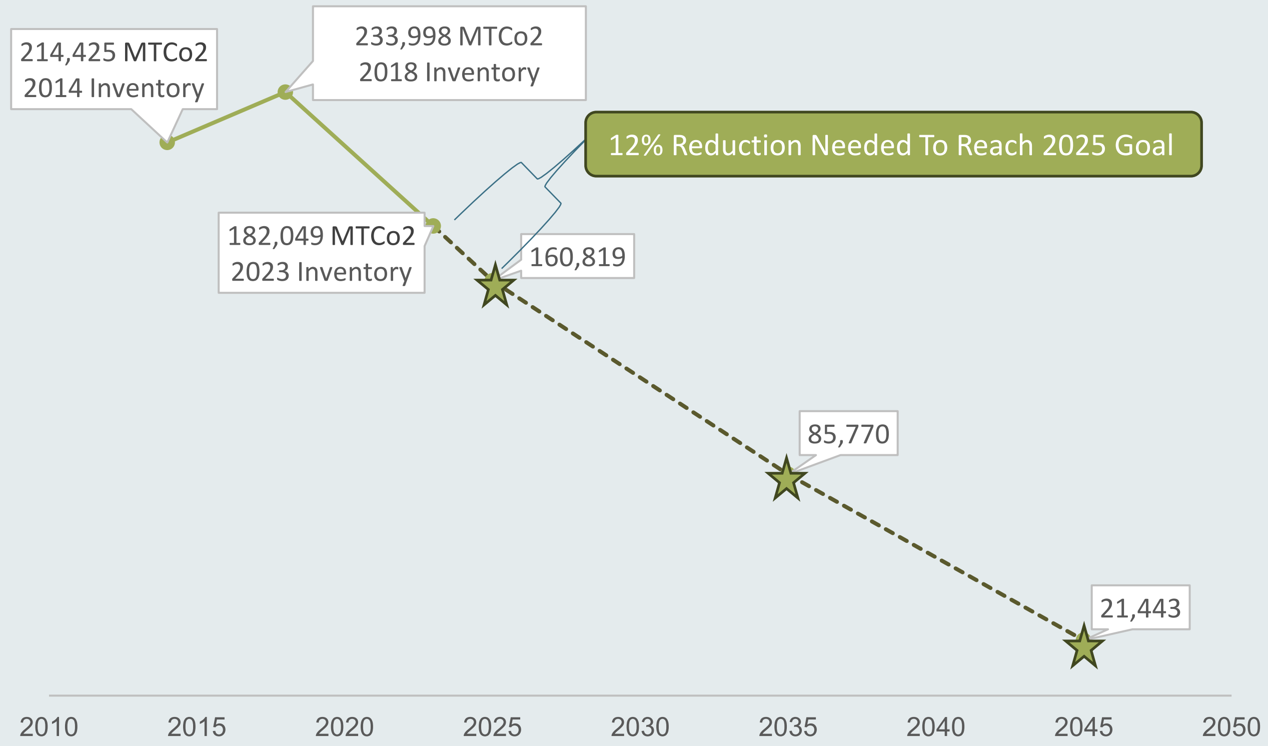


Anticipated Changes

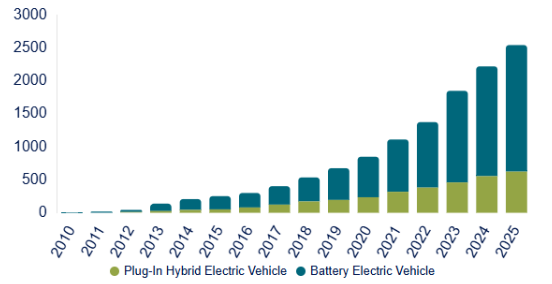
- Separate Out Municipal Plan from Community-Wide Plan
- Build Two-Year Work Plan Aligned with Biennial Budget
- Maintain Higher Level Goals – Adjust Targets & Actions
- Consolidate Actions & Simplify Naming Convention
- Closely Align Actions to Targets & Goals
- Align Actions Towards an Adaptation Strategy

Strengthen Reporting

CAP Mitigation Goal: Reduce greenhouse gas (GHG) emissions by 90% by 2045 compared to 2014 levels with interim milestones of 25% reduction by 2025 and 60% by 2035.

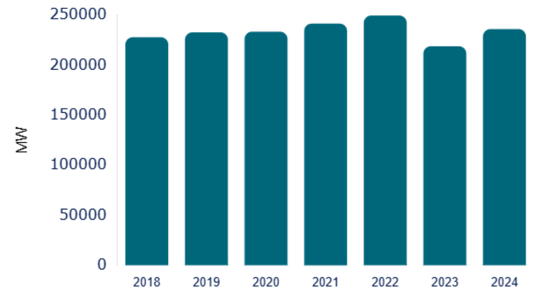


Consumer Shift to EVs Increasing Annually



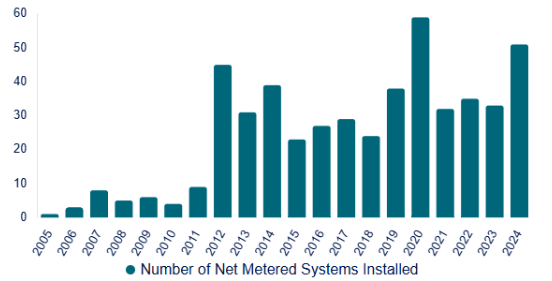
Source: WA Department of Licensing

Annual On-Island Electricity Use



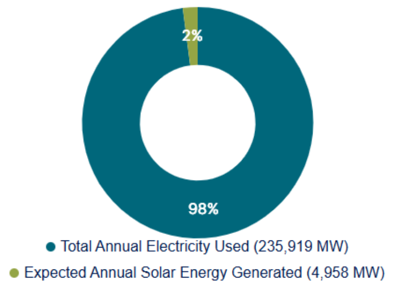
Source: Puget Sound Energy

Number of Residential Solar Systems (502 Total)



Source: Puget Sound Energy

In 2024, On-Island Solar Generated 2% of Total



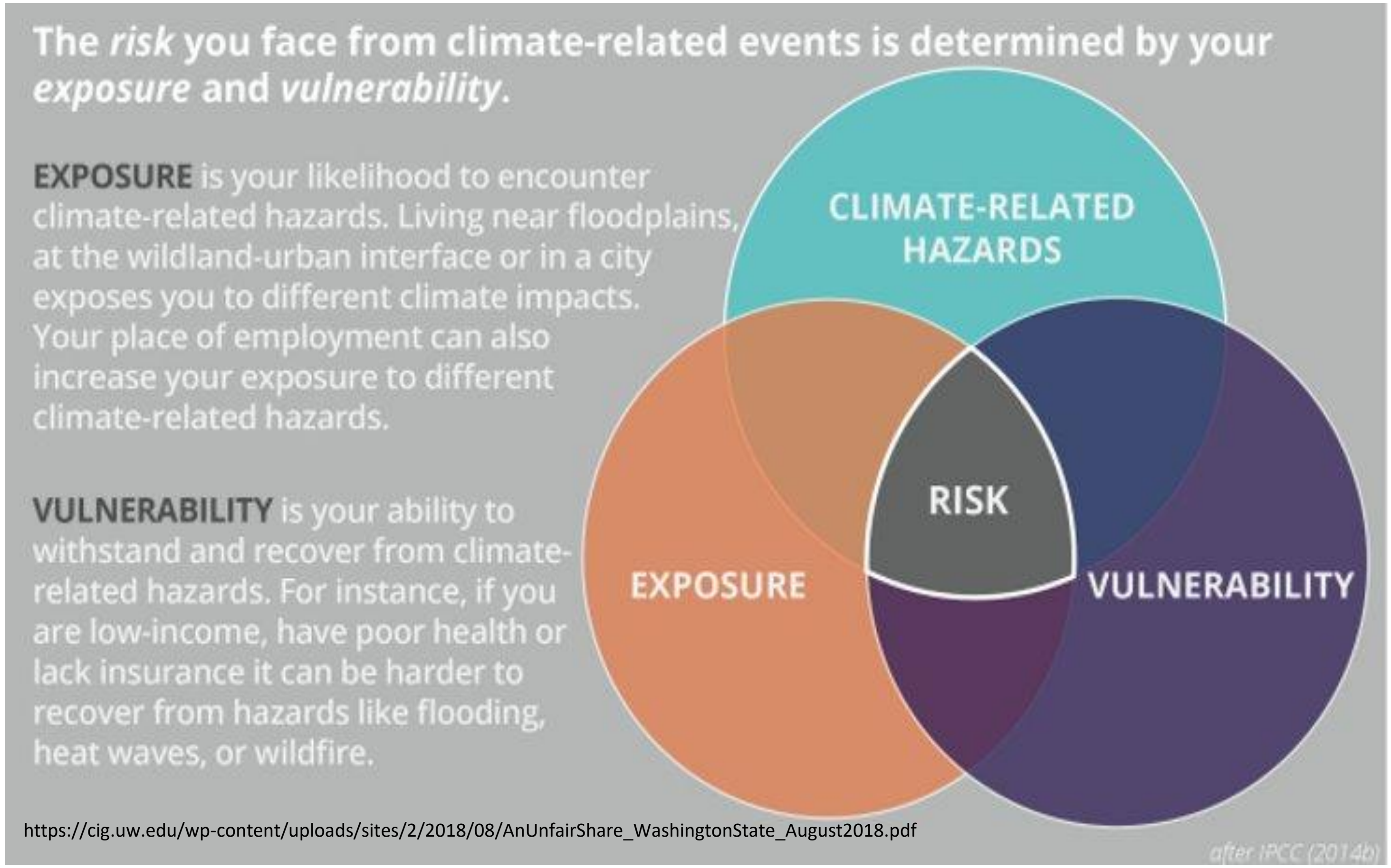
Source: Puget Sound Energy

Plan for Resilient Climate Action

1. Are we planning for and building the climate resilient island we want and need?
2. Do activities serve those with the highest risk?

Prioritize populations that experience the initial and most severe impacts of climate-related hazards and environmental injustices

Communities of color, indigenous communities, immigrant and refugee community members, people with lower incomes, people with limited physical mobility, older and younger community members
https://cig.uw.edu/learn/inequities-in-climate-impacts/



https://cig.uw.edu/wp-content/uploads/sites/2/2018/08/AnUnfairShare_WashingtonState_August2018.pdf

Reaffirm Local Priorities & Partnerships

Bainbridge Solar Collective – Sustainable Bainbridge

Sustainable Bainbridge

Bainbridge Island Parks & Trails Foundation

Bainbridge Island Land Trust
EST. 1989

IslandWood

Bainbridge Island Metro Park & Recreation District

Bainbridge Island Senior & Community Center

Bloedel Reserve

zero waste
RETHINK • REDUCE • REUSE

Weed Warriors

ReFashion Bainbridge

Reuse Depot
BI WA

Winter

- Discussions with community-based organizations, Tribal Governments, local non-profits, partners
- Integration of PSCAA Regional Comprehensive Climate Action Plan
- Integration of Findings from Prior Climate Reports & Studies

April – May

- Online Public Survey
- Department Staff Review

May

- Synthesis of Feedback
- Drafting Edits & Climate Change Advisory Committee Review

June

- Draft Plan Available for Public Comment
- Workshop, Youth Engagement
- Plan Revisions

July

- Draft Plan Presented to City Council

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (7:30 pm) Receive Update on Comprehensive Plan and Winslow Subarea Plan Update Process

Department: Executive

Agenda Section: Regular Business

Estimated Time: 10 Minutes

Recommendation:

Information only

Narrative:

Planning staff provides City Council a monthly update.on the periodic review of the Comprehensive Plan and on the updates to the Winslow Subarea Plan. Recently, the City was selected for review under the Housing Accountability Act, and this monthly update will also provide an update on that process. As the Planning Commission and staff conclude their review of the plans and on implementing code updates, scheduling a public hearing is the next major action to consider.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

None

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (7:40 pm) Authorize the Interim City Manager to Execute a Collective Bargaining Agreement with the International Association of Machinists and Aerospace Workers

Department: Executive

Agenda Section: Regular Business

Estimated Time: 10 Minutes

Recommendation:

I move to authorize the Interim City Manager to execute the attached collective bargaining agreement with the International Association of Machinists and Aerospace Workers for the period covering January 1, 2026 through December 31, 2028.

Narrative:
Negotiations have concluded with the International Association of Machinists and Aerospace Workers (IAM), with contract ratification by their members on April 22, 2026. The IAM represents 83 positions in the City. The new agreement is focused on maintaining pay competitiveness with similar regional cities. Attached is a copy of the collective bargaining agreement for the period covering January 1, 2026 through December 31, 2028. The majority of provisions from previous agreements are carried forward into the successor agreement, with the exception of a new longevity pay incentive added to aid in both recruitment and retention. Other notable changes:

- 2026 base pay increase 3%

- 2027 base pay increase 3%
- 2028 base pay increase calculated per actual CPA between 2% and 4%

It is the City's historical practice to provide the salary and benefits specified in the IAM contract to those in unrepresented positions; therefore, following ratification of this agreement, the unrepresented pay scale will be adjusted by 0.3% and the unrepresented longevity pay incentive will be initiated.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. IAM CONTRACT 2026-2028

A G R E E M E N T

BY AND BETWEEN

CITY OF BAINBRIDGE ISLAND

AND

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS, AFL-CIO, DISTRICT LODGE NO. 160, LOCAL LODGE 282

JANUARY 1, 2026 THROUGH DECEMBER 31, 2028

TABLE OF CONTENTS

BY AND BETWEEN
CITY OF BAINBRIDGE ISLAND
AND
INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS
DISTRICT LODGE 160

PREAMBLE ....

This Agreement is between the CITY OF BAINBRIDGE ISLAND, WASHINGTON (the "Employer") and the INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS, DISTRICT LODGE NO. 160, Local Lodge 282 (the "Union") for the purposes of setting forth the mutual understanding of the parties as to conditions of employment for those employees for whom the City recognizes the Union as the collective bargaining representative.

ARTICLE 1 ....RECOGNITION AND BARGAINING UNIT

1.1 The Employer recognizes the Union as the exclusive bargaining representative for all employees designated by the classifications in Exhibit A to this Agreement as certified by the Public Employment Relations Commission Case No. 8043-E-89-1361, December 17, 1990, excluding elected officials, officials appointed for a fixed term, confidential employees, supervisors and all other employees.

ARTICLE 2 ....MANAGEMENT RIGHTS

2.1 DIRECTION OF WORKFORCE — The Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its lawful mandate, and the powers of authority which the Employer has not specifically abridged, delegated, or modified by this Agreement are retained by the Employer, including but not limited to the right to contract services of any and all types, in accordance with this Agreement. The direction of its work force is vested exclusively in the Employer. This shall include, but is not limited to, the rights to (a) direct employees, (b) hire, promote, transfer, reclassify, assign and retain employees; (c) suspend, demote, discharge, or take legitimate disciplinary action against employees for just cause; (d) relieve employees from duty because of lack of work or other legitimate reasons; (e) maintain the efficiency of the operation entrusted to the City; (f) determine methods, means and personnel by which such operations are to be conducted; and (g) take any actions necessary in conditions of emergency regardless of prior commitments, to carry out the mission of the agency; provided, however, that items (a) through (g) shall not conflict with City ordinances, personnel rules and the terms of this Agreement.

2.2 EMPLOYER RULES AND REGULATIONS — The Employer shall have the right to make such reasonable direction, rules and regulations as may be deemed necessary by the Employer for the conduct and the management of the affairs of the Employer, and the Union agrees that the employees shall be bound by and obey such directions, rules, and the regulations insofar as the same do not conflict with the terms of the contract.

2.3 APPLICATION OF RULES — Rules shall be applied in a fair and equitable manner to all employees. Rules and regulations shall be made available by the Employer in writing to all employees.

2.4 JUDICIAL INDEPENDENCE - The exercise of the foregoing rights and authority, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the exercise of managerial judgment and discretion in connection therewith shall be consistent with the General Rule 29 of the Washington State Court Rules ("GR 29").

ARTICLE 3 ....UNION SECURITY

3.1 PAYROLL DEDUCTION FOR UNION DUES — The Employer shall deduct monthly dues required of the employees in the Bargaining Unit who voluntarily execute a wage assignment authorization form. The Employer will deposit such dues and shop Agency Fee with Aerospace Industrial District Lodge 160, 9135 - 15th Place South, Seattle, Washington 98108-5190. Upon issuance and transmission of such dues and initiation fees to the Union, the Employer's responsibility shall cease with respect to such deductions. The Union and each employee authorizing the assignment of wages for payment of Union dues hereby undertake to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that may arise against the Employer for or on account of any deduction made from the wages of such employee. Employees who choose not to be members of the Union must notify the Union of this desire via email at dues@iam160.com. After the Employer receives confirmation from the Union that the employee has revoked authorization for dues deductions, the Employer shall end the deduction no later than the second payroll after receipt of the confirmation.

3.2 NEW EMPLOYEES — The Employer will notify the Chief Steward of all new hires involving Bargaining Unit positions within fourteen calendar (14) days of hire.

3.3 NEW EMPLOYEE ORIENTATION - All newly hired employees shall be introduced to the Chief Steward or designee who will be allowed thirty (30) minutes to brief the new hire on the collective bargaining agreement, Union membership and related matters as part of the new hire orientation.

ARTICLE 4 ....GRIEVANCE PROCEDURE

4.1 The purpose of this procedure is to provide an orderly method for resolving grievances. A determined and good faith effort shall be made by Union and City representatives to settle any differences at the lowest possible level of the grievance procedure. The parties further recognize the benefit of attempting to resolve non-grievance disputes by meeting and conferring in good faith.

4.2 A grievance shall be defined as an alleged violation of the explicit terms and conditions of this Collective Bargaining Agreement. Grievances shall be processed in strict accordance with the following procedures and stated time limits.

4.3 In the grievance procedure, the aggrieved employee shall have the right to represent themself or to be represented by a Union representative. The Union has the right, in its own capacity, to act as an aggrieved party in the grievance procedure.

4.4 In the event the aggrieved party is an individual employee, the grievance procedure shall begin with Step 1.

4.5 A grievance may be initiated by the Union. In the event the Union is the aggrieved party, the procedure shall begin with Step 2.

4.6 A grievance may be advanced to any step in the grievance process by mutual written agreement of the parties.

4.7 In the event that a particular matter may be grieved under this Article or appealed to the Bainbridge Island Civil Service Commission under its Civil Service Rules, then the Union and the employee may file a grievance or file an appeal with the Commission -- the Union and the employee may not exercise both approaches.

STEPS IN GRIEVANCE PROCEDURE

4.8 STEP 1: ORAL DISCUSSION — The aggrieved employee and/or the employee's Union representative shall meet with the aggrieved employee's immediate supervisor within fourteen (14) calendar days of the occurrence of the alleged grievance to attempt to resolve the difference at that level. The employee and/or the employee’s Union representative shall state clearly to the supervisor that the discussion is considered to be Step 1 of the grievance process.

4.9 STEP 2 — In the event the grievance is not settled in Step 1, or in the event the Union is the aggrieved party, the grievant or the Union representative of the grievant shall, within thirty (30) calendar days of the occurrence of the alleged grievance, prepare a written grievance document which shall include the following:

4.9.1 Statement of the grievance and relevant facts, including:

(1) Full name(s) of grievant(s);
(2) Description of the event giving rise to the grievance;
(3) Date and time (if appropriate) of event giving rise to the grievance;
(4) Names of employees involved in the event;
(5) Names of any and all witnesses, if known at time of filing;
(6) Specific provisions(s) of the Agreement violated; and
(7) Remedy sought.

4.9.2 The written grievance shall be filed with the Department Director or designee. The Director or designee shall conduct an investigation and

shall notify the grievant and the Union, in writing, of the decision and the reasons therefore within twenty-one (21) calendar days after receipt of the written grievance. The period during which the Director or designee shall have to investigate and notify the aggrieved party of the decision shall begin on the first working day after such individual receives the grievance.

4.9.2.1 For Court employees, a Step 2 grievance shall be submitted to the Court Administrator. The Court Administrator will confer in writing with the Human Resources Manager and respond to the grievance.

4.9.3 STEP 3 - If the Union is dissatisfied with the Step 2 decision, the Union may file the written grievance with and request review by the City Manager or designee. Such request shall be filed with the City Manager or designee within twenty-one (21) calendar days of the Union’s receipt of the Step 2 decision. The City Manager or designee shall conduct an investigation and shall notify the Union, in writing, of the decision and the reasons therefore within twenty-one (21) calendar days after receipt of the written grievance. In the event the City Manager is not available to receive a written grievance, and the City Manager’s designee has not been appointed, then such grievance shall be filed upon the

City Manager's earliest availability. The period during which the City Manager or designee shall have to investigate and notify the aggrieved party of the decision shall begin on the first working day after such individual receives the grievance.

4.9.3.1 For Court employees, a Step 3 grievance shall be submitted to the Presiding Judge. If the grievance involves subject matter delegated to the Court under GR 29, the Presiding Judge will respond to the grievance and the Judge's response will be considered the final Step 3 response. If the grievance does not involve subject matter delegated to the Court under GR 29(f), or if the Presiding Judge prefers to delegate the grievance to City management, the Presiding Judge will forward the grievance to the City Manager for a Step 3 response.

4.10 STEP 4 — ARBITRATION –

4.10.1 If the Union is dissatisfied with the Step 3 decision, the Union may submit the matter to arbitration within thirty (30) calendar days of receipt of such decision. The Union shall initiate the arbitration process by delivering to the City Manager or Presiding Judge written notice of the party's intent to submit the grievance to arbitration. The written notice shall identify the basis for grievance (including reported violations of the collective bargaining agreement) and the remedy sought.

4.11 SELECTION OF AN ARBITRATOR — Within fourteen (14) calendar days from the date of receipt of the arbitration request, the parties shall confer for the purpose of selecting an arbitrator.

4.12 If agreement cannot be reached on the selection of the arbitrator, either party may request the Federal Mediation & Conciliation Service to submit a list of (9) impartial persons qualified to act as arbitrators. Each person on the list must be a current member of the National Academy of Arbitrators and reside in the State of Washington or Oregon. The parties shall confer within fourteen (14) calendar days after the receipt of such list. If the parties cannot mutually agree on one of the listed arbitrators, the parties will each strike one arbitrator's name from the list of seven and shall then repeat this procedure until there is only one name remaining. That person shall be the duly selected arbitrator. The party to strike the first name from the list shall be determined by a coin flip.

4.13 The parties shall request that the arbitrator's decision shall be made in writing.

4.14 The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change or modify the terms of this Agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement.

4.15 The decision of the arbitrator shall be final and binding upon the City, the Union and the employees involved.

4.16 The fees, expenses and all other costs of the arbitrator shall be shared equally by the parties. Regardless of the outcome, each party shall bear the cost of presenting its own case, including but not limited to attorney's fees and expenses.

4.17 Any time limits stipulated in the grievance procedure shall be strictly adhered to unless extended by mutual agreement.

4.18 In the event the City has not responded to the grievance within the specified time limitation of any step in the procedure in this Article, the grievance may be moved to the next step in the procedure.

4.19 In the event the grievant or Union does not advance the grievance within the specified time frames, the grievance shall be deemed withdrawn.

ARTICLE 5 ....RIGHTS OF THE UNION

5.1 The Business Representative of the Union and/or Chief Steward and/or Shop Steward shall be allowed reasonable access to all facilities of the City wherein the employees covered under this contract may be working for the purposes of investigating grievances, provided such representative or steward does not interfere with the normal work processes.

5.1.1 No Union member or officer shall conduct any Union business on City time and no Union meetings shall be on City time, except as provided in section 5.1.2.

5.1.2 After notifying and receiving permission from the City Manager or designee, which permission shall not be unreasonably withheld, the Chief Steward of the Union or designated stewards may make reasonable use of City time in order to investigate and process grievances, meet with City officials and carry out the business of the Union. In the case of meetings with City officials that are scheduled by the City or for the purpose of contract negotiations, the Chief Steward or designated stewards are not required to provide advance notice to or receive permission from the City Manager or designee, but they must provide advance notice to their immediate supervisor.

5.1.3 Normally, Union contact with employees shall occur during the employees' breaks and/or lunch periods, provided there is no suspension of work or interference with the operations of the City.

5.1.4 Union members may conduct Union business on City property provided such use conforms to the terms of this Agreement and does not violate any City policies regarding the use of public facilities.

5.2 Employees shall not be discharged or unlawfully discriminated against for protected Union activity so long as these activities do not interfere with normal work processes of the Employer.

5.3 UNION BULLETIN BOARDS — The Employer shall provide suitable non-public space for the Bargaining Unit to use a bulletin board in each City building staffed by Bargaining Unit employees. Postings by the Bargaining Unit on such boards shall be confined to official business of the Union.

5.4 UNION USE OF E-MAIL AND OFFICE EQUIPMENT— E-mail may be used to expedite scheduling representation for discipline issues and for notification of a Union meeting. The Union's use of the Employer's e-mail system shall be limited to only that use specifically authorized by the Employer and all such use shall not interfere with the normal work process and operations of the Employer or employees. Use of other office equipment, including copiers, telephones, and computers, will be consistent with City policy for non-work personal use. The communications and the use of the City's equipment must be brief in frequency. In no circumstance shall use of the City's equipment interfere with City operations or result in additional expense to the City. The parties understand and agree there is no guarantee of privacy in the communications described herein and that such communications may be subject to disclosure under the Public Records Act.

5.5 UNION SPONSORED TRAINING – Union Stewards may request leave without pay to attend Union sponsored training for up to a combined total of two weeks per year for all Union employees. The Union shall submit to Human Resources and the affected Department as far in advance as possible, but at least two (2) weeks in advance, the names of those stewards requesting leave for Union training. Leave requests shall not be unreasonably denied for arbitrary or capricious reasons. When responding to such requests, the Employer will take into consideration operational needs.

ARTICLE 6 .......................NONDISCRIMINATION

6.1 It is mutually agreed that there shall be no unlawful discrimination because of lawful Union activity, race, creed, color, religion, sex, age, marital status, national origin, sexual orientation, or physical, mental or sensory disability that do not prevent proper performance of the job, unless based upon a bona fide occupational qualification. The Union and management representatives shall work cooperatively to assure the achievement of equal employment opportunity. Furthermore, employees who feel they have been unlawfully discriminated against shall be encouraged to use the grievance procedure set up under this Agreement prior to seeking relief through other channels. Grievances under this Article shall not be subject to Step Four of the grievance procedure (arbitration), but may be pursued in a Court of Law.

ARTICLE 7 ....STRIKES OR LOCKOUTS

7.1 During the term of this Agreement, neither the Union nor any employee shall cause, engage in, sanction, encourage, direct, request, or assist in a slow-down, work stoppage, interruption of work, strike of any kind, including a sympathy strike, against the Employer. The Union and its representatives will undertake every reasonable measure to prevent and/or terminate all such strikes, slow-downs, or stoppage of work. The Employer may discipline or discharge any employee who violates this Article. This remedy shall not be exclusive of any other remedy available to the Employer. The sole question which may be processed through the grievance and arbitration procedure in the event of discipline or discharge for violation of this Article is whether in fact the employee did violate this Article. During the term of this Agreement, the Employer shall not cause, permit, or engage in any lockout of its employees. Both the employee and Employer shall comply with state law as prescribed by the Revised Code of Washington 41.56.041 and 41.56.545 as currently enacted or as hereafter amended.

ARTICLE 8 ....SAFETY AND HEALTH

8.1 MUTUAL OBJECTIVE — It is the mutual objective of both parties to this Agreement to maintain high standards of safety in order to eliminate as far as possible industrial accidents and illness. Employees may bring safety concerns to management at any time. Any written concern brought to management shall be answered within 10 working days, which may involve acknowledging the concern while the matter is being looked into.

8.2 SAFETY COMMITTEE — The Safety Committee shall consist of a minimum of four (4) employees, with equal representation from management and labor. The chair of this committee shall be rotated between the Employer and the Union once every year. The Safety Committee shall meet a minimum of once every calendar quarter. The Safety Committee meetings shall be conducted on Employer's paid time and shall not exceed four (4) hours per employee per calendar quarter.

8.2.1 The duties of the Safety Committee shall be to advise on matters relating to employee safety as set forth in the State's Division of Occupational Safety and Health (DOSH) laws, review applicable DOSH laws and regulations, and make recommendations for maintenance of proper safety standards. Minutes of the meetings will be taken by an appointed member of the Committee. Copies of the minutes shall be sent to the City Manager's office and to the Union Representative. Available members of the Safety Committee, including at least one (1) designee of the Union shall be invited to accompany DOSH authorities on any walk-around inspections.

8.3 SAFETY EQUIPMENT — The Employer shall furnish properly-fitting safety devices for all employees as prescribed by DOSH standards. It shall be mandatory that all employees use such devices, and an employee's violation of this requirement may be just cause for disciplinary action.

ARTICLE 9 ....LABOR MANAGEMENT COMMITTEE

9.1 LABOR MANAGEMENT — The Employer and the Union agree that a need exists for close cooperation between labor and management, and further, from time-to-time suggestions and complaints of a general nature affecting the Union and the Employer require consideration. To accomplish this objective, the Employer and the Union agree that no more than four (4) duly authorized representatives of the Union, excluding the business representative, shall function as one-half (½) of a Labor-Management Committee, the other half being no more than four (4) certain representatives of the Employer named for that purpose. The committee shall meet a minimum of once per calendar quarter for the purpose of discussing and facilitating the resolution of all problems which may arise between the parties. Minutes of the meetings will be taken by an appointed member of the Committee. Copies of the minutes shall be sent to the City Manager's Office and to the Union Representative. Should the Union and Employer mutually agree to change, add, or delete any provision of this Agreement, such change shall be set forth in a Memorandum of Understanding, signed by authorized Employer and Union representatives and added as an addendum to the executed Agreement, with sequential numbering for subsequent Memoranda of Understanding.

ARTICLE 10 ....EMPLOYEE PROBATION

10.1 PROBATION (FULL TIME) — Regular full time employees shall serve a probation period of (6) six months and shall have no seniority rights during that period. After six (6) months an employee's seniority date shall become the date on which the employee started the probation period. Management shall meet with the employee after three (3) months to discuss the employee's performance. If areas of improvement are identified, they shall be documented in writing. The Employer may extend the probationary period by an additional three (3) months for a total of nine (9) months by providing written notice to the employee and the Union explaining the reason. The Union may not question the dismissal of any employee during the probation period nor shall the dismissal be the subject of a grievance.

10.2 PROBATION (PART TIME)- Regular part time employees shall serve a probation period of twelve (12) months and shall have no seniority rights during that period. After twelve (12) months, an employee's seniority date shall become the date on which the employee started the probation period. The Union may not question the dismissal of any employee during the probation period nor shall the dismissal be or become the subject of a grievance.

10.3 PROMOTION PROBATION — The probation period for an employee who has been promoted to a new classification shall be three (3) months. If an employee's performance in the new classification is found to be unacceptable, as determined by the Employer, and if the employee is qualified to return to the position from which the employee was promoted, the employee shall have the right to return to the position from which the employee was promoted. The Union may not grieve the Employer's decision to return the employee to their previous position.

ARTICLE 11 ....SENIORITY

11.1 DEFINITIONS — Seniority shall be defined as the length of continuous service with the Employer, including the employee's satisfactorily completed probationary period. Seniority shall not be affected by an approved leave of absence.

11.2 SENIORITY LIST — The Employer shall strive to maintain a seniority list which shall be brought up to date when changes occur in the Bargaining Unit. The order of seniority shall be based on the hire or rehire date of employment, whichever is later.

11.3 VACANCIES AND PROMOTIONS — The Employer's intent is to encourage employees to apply for promotional opportunities. As job openings occur, notices shall be distributed through the use of internal e-mail. The final decision shall be posted immediately following selection. Seniority shall be given consideration along with the requirements of the Employer in filling job vacancies and promotions. Seniority within classification shall apply when bona fide occupational qualifications are equal. An employee who meets the minimum qualifications and applies for a position in the bargaining unit by applicable deadlines shall be included in the pool of applicants through the initial interview.

11.4 LAYOFFS— Layoffs due to work force reductions shall be determined strictly by the order of seniority with the employee with the least seniority within classification affected first. Employees who have previously held other classifications shall have the right to return to such classifications if the Employee is still qualified for the position and their overall seniority is greater than other employees who are currently in said classification.

11.5 RECLASSIFICATION – Reclassification occurs when the Employer changes an employee’s job classification based on the results of an Employer review which indicates that more than 50% of the job duties have changed since initial classification. In the event of a reclassification, the employee shall carry seniority from his/her currently held classification to the new classification. The Employer will select which classifications to review. Results of the review and implementation shall be discussed with the Union prior to implementation. The outcomes for different employees working in the same classification will depend on the results of the review. When the Employer initiates a review, the review will be completed within ninety (90) calendar days, absent exceptional circumstances. If an employee requests a reclassification and a reclassification is not performed, the employee will be given a written explanation within thirty (30) days.

11.6 RECALL — Laid off or reclassified employees shall be recalled strictly on the basis of seniority to any previously held classification if a vacancy occurs. A laid off or reclassified employee with one (1) year of service but less than three (3) years of service, who is not recalled within one (1) year, shall lose recall rights. A laid off or reclassified employee with three (3) or more years of service, who is not recalled within two (2) years, shall lose recall rights.

11.6.1 When an employee is on layoff and a job opening occurs within the City, the laid off employee, if qualified for minimum job requirements, shall have the opportunity to compete for such job.

11.7 LOSS OF SENIORITY RIGHTS — An employee shall lose seniority rights for any of the following reasons:

(a) voluntary resignation;
(b) discharge for just cause;
(c) failure to report for work within two (2) weeks after receipt of notice of

recall from layoff unless mutually extended by the Employer and the employee;

(d) exceeding a leave of absence (unless excused in writing or due to extenuating circumstances)

(e) giving a false reason for obtaining a leave of absence;

(f) accepting employment while on leave of absence unless agreed to in writing by the Employer, with a copy of such writing to be sent to the Union;

(g) Expiration of employee's recall rights.

ARTICLE 12 ....EMPLOYEE CLASSIFICATIONS

12.1 FULL-TIME REGULAR EMPLOYEES — "Full-time employee" means any position in which the employee regularly works forty (40) hours per week.

12.2 PART-TIME REGULAR EMPLOYEES — "Part-time regular employee" means a position in which the employee regularly works at least twenty (20) but less than forty (40) hours per week. Part-time regular employees are eligible for life insurance and employee assistance program benefits. Part-time regular employees shall accrue vacation, sick leave, seniority, and holiday benefits based on budgeted FTE percentage. Part-time regular employees are eligible for medical, dental, vision, and long term disability benefits on budgeted FTE percentage. No full time employee shall be displaced by the use of part time regular employees, except by mutual consent of the Employer and the Union.

12.3 UNREPRESENTED TEMPORARY EMPLOYEES — Temporary employees are not part of the bargaining unit.

12.3.1 PART-TIME NON-REGULAR EMPLOYEES (TEMPORARY) — Temporary part-time non-regular employees may work less than twenty (20) hours per week, occasionally may work more than twenty (20) hours per week, or up to forty (40) hours per week on a seasonal basis, not to exceed eight hundred (800) hours in a calendar year. No full-time employee or regular part-time employee shall be displaced by the use of temporary part-time non-regular employees. Extensions may be granted by mutual agreement.

12.3.2 INTERNS — Interns must be actively pursuing a course of study related to the job classification for which they are employed. Employment shall be limited to eight hundred (800) hours per intern, per year. Interns shall not receive benefits or accrue seniority. Interns applying for regular City employment shall not be considered as City employees.

12.4 SUPERVISORY PERSONNEL — Supervisors shall be allowed to perform departmental Bargaining Unit work. Supervisors shall not permanently replace Bargaining Unit employees.

12.5 NEW CLASSIFICATIONS — Should the Employer establish a new Bargaining Unit classification during the term of this Agreement, the Employer will discuss them with the Union and attempt to arrive at mutual agreement on wage rates for the new Bargaining Unit classification. If no agreement is reached, the Employer shall implement its proposed wage rate. The implemented wage rate may be subject to the grievance procedure.

ARTICLE 13 ....WAGES AND COMPENSATION

13.1 WAGES AND COMPENSATION.

13.1.1 The wages shall be in accordance with attached and incorporated Exhibit A, which reflects an increase in the base rate of pay of 2.7% retroactive to January 1, 2026, and an additional 0.3% effective the first pay period after ratification of this Agreement by both parties.

13.1.2 Effective January 1, 2027, the base rate of pay in effect on December 31, 2026 for current employees shall be increased by three percent (3%).

13.1.3 Effective January 1, 2028, the base rate of pay in effect on December 31, 2027 for current employees shall be increased by one hundred percent (100%) of the Seattle-Tacoma-Bellevue, All Items, CPI-U, from June 2026-June 2027 as is supplied by the United States Department of Labor, Bureau of Labor Statistics; provided, however, said increase shall be not less than two percent (2%) nor more than four percent (4%).

13.1.4 Employees shall receive one (1) year step increases on January 1 each year, until they reach the top step. Step advancement shall be based on satisfactory performance. Effective July 1, 2026, all employees eligible for an additional step increase within their pay range will receive a step increase.

13.2 PROMOTIONS — Any employee who is promoted into a higher classification shall be placed into a step in the higher classification that represents a rate of pay which is not less than five (5) percent above the previous rate of pay that the employee received in the classification from which the employee was promoted.

13.3 OVERTIME — All authorized time worked in excess of an employee’s regular shift in a day or forty (40) hours in any work period shall be paid at one-and-one-half (1½) times the employee's regular straight time hourly rate of pay. Sick leave shall not apply as time worked for the purpose of earning overtime in a given day. In so far as practical, overtime assignments will be distributed equitably to those employees who are qualified. Daily overtime will not be paid when an employee’s regular shift is modified at the employee’s request or when the employee’s regular shift is modified by the Employer pursuant to Article 14.1.3.

13.4 COMPENSATORY TIME — All full-time employees may receive compensatory time at one-and one-half (1½) times all overtime hours worked, subject to the approval of the Employer, and 29 CFR Part 553 of the Fair Labor Standards Act. The maximum compensatory time that an employee may accrue is one hundred twenty (120) hours. Employees may request in writing payoff of accrued comp time or any portion thereof in increments of at least eight (8) hours.

13.5 CALLBACK — Employees who have left the premises and are called back to work outside their normally scheduled shift shall receive not less than three (3) hours' pay at one-and one-half (1½) times the employee's straight time hourly rate of pay for each callback. Callbacks that are the result of employee negligence shall not be compensated in accordance with this section. Should the employee complete their assigned callback duties prior to the completion of the three (3) hour minimum, the Employer may require the employee to take on additional assignments for the remainder of the callback period. Call backs shall not pyramid.

13.5.1 Subject to the triggering mechanism of the callback provisions of Section 13.5, whenever additional duties are scheduled after normal work hours, all hours worked between the end of shift and the beginning of the next shift shall be paid at the rate of one-and-one-half (1½) times the employee’s straight time hourly rate of pay.

13.5.2 Employees who are required to work remotely outside their normally scheduled shift (such as by telephone) shall receive no less than fifteen (15) minutes pay at one and one-half (1½) times the employee’s straight time hourly rate of pay.

13.6 STANDY-BY — Employees will earn compensatory time when assigned stand-by duties as set forth below, up to a maximum of one hundred and sixty (160) stand-by compensatory hours. Employees on stand-by shall report to work as soon as possible and no later than one (1) hour from the time a call is made. Effective the first pay period after the Agreement is ratified by both parties, employees may choose to earn standby compensatory time (up to the maximum) or be paid for the standby compensatory hours.

13.6.1 NON-EMERGENCY STAND-BY — Any employee who is required to be on stand-by outside of their normal shift shall receive one (1) hour compensatory time for each work day of stand-by, and shall be allowed to take an available City vehicle home to use for callout. Should the employee be assigned to seven (7) straight stand-by days, they shall receive one (1) additional hour off, for a total of eight (8) hours. If other employees are assigned to emergency stand-by on the same day, the employee on non-emergency stand-by will receive two (2) hours of compensatory time, instead of one (1) hours of compensatory time, for that day.

13.6.2 EMERGENCY STAND-BY – Any employee who is required to be on stand-by outside of their normal shift, with less than forty-eight (48) hours' advance notice, shall receive two (2) hours of compensatory time for each work day of stand-by. If the Employer cancels an employee's emergency stand-by, the employee shall still receive two (2) hours of compensatory time for each work day of emergency stand-by cancelled.

13.7 DEFERRED COMPENSATION –Regular employees are eligible to receive contributions from the Employer into a deferred compensation (457) plan. The Employer contributions are a one-to-one match of up to two hundred dollars ($200) per month. Employees are responsible for following the plan's procedural requirements and IRS contribution limits. Employer contributions will be made in accordance with IRS requirements.

13.8 LONGEVITY PAY – Effective the first day of the first full pay period after ratification of this Agreement by both parties, employees shall receive longevity pay according to the following schedule. Longevity pay shall be based on the employee's most recent hire date as a regular employee and will be effective the first day of the first full pay period after completion of the required service time.

Consecutive Years of Service	**Longevity Pay**
5 years	1% of base pay
10 years	2% of base pay
15 years	3% of base pay
20 years	4% of base pay

ARTICLE 14............................HOURS OF WORK

14.1 HOURS OF WORK — The normal work week for full-time employees, excluding parking enforcement, shall consist of five (5) work days of eight (8) hours each, Monday through Friday, and the workday shall normally commence between 6:30 am and 8:30 am. A work day begins at 12 am and terminates at 11:59 pm. The Employer and employee may mutually agree in writing to some other work schedule.

14.1.1 HOURS OF WORK: PARKING ENFORCEMENT — The normal work week for parking enforcement shall consist of either five (5) work days of eight (8) hours each, or four (4) work days of ten (10) hours each, Sunday through Saturday, and the workday shall normally commence between 5 am and 11 am.

14.1.2 PART-TIME SCHEDULES – The Employer will determine the schedule for part-time employees based on the requirements of the position. Part-time employees work non-standard, part-time schedules whereby their regular work schedules vary from day to day and week to week. Overtime is paid at one and one-half times the employee's regular straight time hourly rate of pay for hours worked in excess of the employee's scheduled hours that work week.

14.1.3 CHANGES IN NORMAL WORK SCHEDULES - Any change in normal work schedules shall be communicated in writing to affected employees at least ten (10) calendar days prior to the effective date of the change. These notice requirements shall not apply to work schedule changes that are implemented due to an emergency or at the employee's request.

If a change in normal work schedule is made less than ten (10) calendar days prior to the effective date of the change, the employee shall be paid at the rate of one-and-one-half (1½) times the employee's straight time hourly rate of pay for all hours worked between regularly scheduled shifts, unless the change to the employee's schedule is at the employee's request.

If an employee is required to attend a meeting outside their normal work schedule, they can choose to receive overtime or compensatory time (if applicable) or adjust their schedule that day in a way that is mutually agreeable with their supervisor.

14.1.4 All work hours shall be reported in no less than fifteen (15) minute increments.

14.2 MEAL & REST PERIODS — The parties agree to meal and rest periods for employees that vary from and supersede WAC 296-126-092.

a) Meal Periods. Employees who work a shift longer than five (5) hours shall receive an unpaid one-half (½) hour meal period. The meal period will be scheduled at a time mutually agreeable to the employee and the employee's supervisor.

b) Rest Periods. Employees will receive one paid fifteen (15) minute rest period for each one-half shift that is four or more hours in duration. Where the nature of the employee's work allows the employee to take intermittent rest period equivalent to fifteen (15) minutes for each half shift, scheduled rest periods are not required.

An employee who does not receive a meal or rest period should notify a supervisor. Meal and rest periods may not be used for late arrival or early departure from work except with prior approval of the employee's supervisor.

14.2.1 All job classifications at the Public Works Operations and Maintenance facility and Municipal Court who work a shift that is at least eight (8) hours will combine their two (2) fifteen (15) minute rest periods with their one-half (½) hour unpaid lunch period for a one (1) hour lunch period each day. The first one- half (½) hour will be designated as their unpaid lunch period, and the second one- half (½) hour as their two (2) paid rest periods. The two (2) paid rest periods are considered time worked for purposes of calculating leave requests of less than eight (8) hours.

14.2.1.1 The combined meal and rest break will be scheduled within one and one-half (1½) hours of the mid-point of the scheduled work shift for Public Works Operations and Maintenance and Municipal Court employees. It is recognized that occasionally, due to the requirements and nature of the work performed by these employees, that the employee or employee group will be unable to take the meal period at the scheduled time. In such cases, the meal period will be taken when mutually convenient for the employee(s) and Employer. If this is not possible, the employee(s) may, with supervisory approval:

a) Choose to forego the unpaid meal period and be credited with thirty (30) minutes of overtime by completing the balance of their scheduled shift; or

b) End the work shift one-half (1/2) hour early by foregoing the unpaid meal period and counting this time as time worked towards the employee's regularly scheduled hours of work and receive no overtime; or

c) End the work shift one-half (1/2) hour early by foregoing the unpaid meal period and be credited with thirty (30) minutes of overtime by completing the balance of the scheduled shift with one-half (1/2) hour of positive leave pay (vacation, compensatory time or stand-by).

14.2.2 All other employees who work a shift that is at least eight (8) hours shall have the option to request that their two (2) fifteen (15) minute rest periods be combined with their one-half (½) hour unpaid lunch period for a one (1) hour lunch period each day. The first one-half (½) hour will be designated as their unpaid lunch period, and the second one-half (½) hour as their two (2) paid rest periods.

14.2.2.1 Any such request to combine rest periods with the meal period shall be made in writing to the employee's immediate supervisor. The supervisor shall have the discretion to deny such request if he/she determines that, due to business necessity, the rest periods and meal period should not be combined. The supervisor's approval or denial of such request shall be in writing.

14.2.2.2 The purpose of combining the rest periods and meal period is to provide a one (1) hour lunch period, and not for the purpose of allowing the employee to leave early or come in late.

14.3 EARLY RELEASE — If early release is imposed, the employee will be paid for the balance of the shift. When employees are not sent home, but are allowed to leave early, or not report to work, the employee may use vacation, compensatory time, or leave without pay.

14.4 EMERGENCY CLOSURE — Should the Employer elect to close its offices due to an emergency, the Employer shall pay lost wages to the employees not allowed to work to a maximum of forty (40) hours per year, not compounding. Essential employees who are required by the Employer to work during such emergencies shall be given one hour of compensatory time for every hour worked during such closures, up to a maximum of eight (8) hours per shift and forty (40) hours per year. Employees who are on scheduled leave must use their vacation or compensatory time. Employees who leave work prior to the City's declaration of closure will use vacation, compensatory leave, or leave without pay for the remainder of their shift. The Employer has the discretion to waive the forty (40) hour maximum.

ARTICLE 15 ....HOLIDAYS

15.1 NUMBER OF PAID HOLIDAYS — All full-time regular employees shall be entitled to compensation at their regular rate of pay for thirteen (13) holidays per year as listed below. The holidays herein referred to shall be as follows:

New Year's Day	Veterans Day
Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	Native American Heritage Day
Memorial Day	Christmas Eve
Juneteenth	
Fourth of July	Christmas Day
Labor Day	One Floating Holiday

15.2 DATES OF HOLIDAYS — Dates of the above legal holidays will be so designated as celebrated and proclaimed by the State of Washington. The floating holiday shall be chosen by mutual agreement by the employee and the Employer. The floating holiday may not be carried over to the new calendar year.

15.3 ELIGIBILITY — New employees shall be eligible for all holidays except the floating holiday. New employees shall become eligible for the floating holiday after successful completion of probation.

15.3.1 In order to be eligible for a holiday an employee must be in a paid status on the regular workday immediately preceding and immediately following the scheduled holiday.

15.4 WORKED HOLIDAY — If a full-time or part-time regular employee is required to work four (4) hours or more on any holiday, the employee shall receive eight (8) hours of compensatory time. In addition, all time worked on the regular holidays shall be paid at one-and-one-half (1½) times the employee's regular straight time hourly rate of pay.

15.4.1 If a Public Works Operations and Maintenance employee is required by the Employer to work four (4) hours or more on an actual holiday that is different from the designated holiday (e.g., Fourth of July occurs on a Saturday), the employee shall receive eight (8) hours of compensatory time. In addition, all time worked on the actual holiday shall be paid at one-and-one-half (1½) times the employee’s regular straight time hourly rate of pay.

ARTICLE 16 ....VACATION

16.1 VACATION — All full-time regular employees shall be entitled to the following vacation time with pay during the indicated period of continuous service, accrued on a monthly basis.

Years of Service	Hours Per Year
0-4	110
5-9	132
10-14	156
15-19	180
20-24	192
25+	204

16.2 Each full-time regular employee shall be entitled to accrue unused vacation leave not to exceed a maximum of three hundred and twenty (320) hours. Should the three-hundred-and-twenty (320) hour maximum be exceeded through no fault of the employee, the Employer shall pay the employee for all vacation hours in excess of three hundred and twenty (320) hours. Otherwise such vacation hours shall be forfeited.

16.3 PAYMENT FOR UNUSED VACATION LEAVE UPON SEPARATION —Employees who leave the employment of the Employer shall be paid for all accrued vacation leave not used.

16.4 VACATION SCHEDULING

16.4.1 All vacation leave shall be taken at a time mutually agreeable between the employee and the Employer, and the Employer reserves the right to deny requested vacation leave when such leave would interfere with the operations of the City or create an undue negative impact on accomplishment of work.

The Employer reserves the right to make reasonable modifications to the vacation schedule depending on bona fide operational requirements. Employees shall take at least one leave period of no less than five (5) consecutive work days per year, with the exception of new employees in their first calendar year of employment. Sick leave is not counted as part of the leave period. At the employee's request, the department director may waive this requirement for an employee with less than 80 total hours of vacation, comp and standby leave accrued as of January 1st each year. Except in an emergency, the Employer shall not change the scheduled vacation within thirty (30) days of the scheduled date. For the purposes of this section, "emergency" shall mean an unforeseen circumstance which could not be predicted by a reasonable person. The Employer may not black out any month for vacation scheduling.

16.4.2 VACATION BIDDING AND AWARD – On or before October 15, the Employer will notify employees of their rights to bid for annual vacation leave. The leave calendar shall cover the upcoming calendar year. Employees will submit leave request forms to the work unit supervisor by October 31, or the following work day if this date falls on a weekend.

16.4.2.1 An employee may choose to split their leave requests into multiple time periods, with at least one time period made up of five (5) consecutive days. Employees must submit separate leave request forms for each time period. Each individual request submitted shall be labeled as first, second or third choice.

16.4.2.2 Between October 31 and November 15, the work unit supervisors will review the submitted leave requests. First, second and third choice leave requests will be reconciled within each choice category before moving onto the next choice category. Supervisors will use the following criteria in this order when resolving conflicting requests: 1) minimum staffing levels within each work unit; 2) overall seniority within work unit; and 3) adherence to minimum of five (5) consecutive days off. Any scheduling conflicts will be identified and resolved with the affected employee(s) before the posting of the leave calendar. The approved annual leave calendar will be posted November 15 or the following work day if this date falls on a weekend. For the purposes of this section, work units in the Public Works Operations and Maintenance division are defined as Streets and Facilities, SSWM (Storm and Surface Water), Fleet, Wastewater Treatment Plant and Water and Wastewater. In other departments/divisions, work units are defined as all employees who report to one supervisor.

16.4.2.3 No first-come, first-served leave requests will be accepted until after the publication of the annual leave calendar. All employees requesting leave after the annual leave calendar is published will be approved on a first-come, first-served basis.

16.4.2.4 If the employee wishes to cancel an approved leave, the employee will provide the work unit supervisor with written notice of this cancellation. When an employee cancels an approved vacation or leave, and frees up a time slot on the annual leave calendar, employees within that work unit will be notified and allowed to bid on the open time slot. Seniority and operational requirements will be used to determine award of the open time slot.

16.4.2.5 If the Employer cancels an employee's approved leave and the employee has incurred unrecoverable deposits, the Employer will reimburse the employee. The employee is required to provide proof of unrecoverable deposits.

16.4.3 Department/division annual leave calendars will be maintained electronically.

ARTICLE 17 ....SICK LEAVE

17.1 SICK LEAVE ACCRUAL — Sick leave shall be earned at the rate of eight (8) hours per month for full time regular employees including for the month they begin work and the month they terminate. Part time regular employees (employees with a regular recurring schedule) will accrue sick leave at a rate equal to the percentage of full-time hours worked, with a minimum of 1 hour of sick leave for every 40 hours worked.

17.2 Maximum sick leave carryover from one calendar year to the next shall be one thousand forty (1,040) hours.

17.3 SICK LEAVE INCENTIVE — At the end of the calendar year, all sick leave in excess of one thousand forty (1,040) hours will be purchased at fifty percent (50%) of the employee's regular straight time hourly rate of pay.

17.4 USE OF SICK LEAVE — Sick leave may be used for any of the following reasons and purposes:

(a) An employee's mental or physical illness, injury or health condition
(b) To accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition;
(c) An employee's need for preventive medical care;
(d) To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition;
(e) For care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
(f) For care of a family member who needs preventive medical care;
(g) When the employee's place of business or employee's child's school or place of care has been closed by order of a public official for any health-related reason;
(h) Attend the birth of the employee's child;
(i) Any purpose authorized by the Family and Medical Leave Act;
(j) Any purpose authorized by the Washington Family Care Act;
(k) Any purpose authorized by the Washington Domestic Violence Leave Act;
(l) Disability phase of pregnancy and recovery from childbirth;
(m) For any other reasons agreed upon by the parties or provided by law.

17.5 For purposes of sick leave, the term "family member" is defined as a child (including biological, adopted, foster, step, legal guardian, or a child to whom the employee stands in loco parentis or is a de facto parent regardless of age or dependency status), parent (including biological, adoptive, de facto, foster, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child) spouse, registered domestic partner, grandparent, grandchild or sibling. "Family member" also includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. It includes any individual who regularly resides in the employee's home, except that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

ARTICLE 18 ....EMPLOYEE RIGHTS

18.1 EMPLOYEE PROTECTION — All employees within the Bargaining Unit shall be entitled to the following protection:

18.2 APPLICATION OF DISCIPLINE — Any formal discipline of employees shall be applied by the Employer. Formal discipline shall include documented verbal warnings, written reprimands, suspension or discharge for just cause. No employee covered by this Agreement shall formally discipline another employee, provided however, nothing in this Article shall prevent such employee from directing the workforce, recommending discipline, conducting an investigation which may result in disciplinary action, or advising the employee of any disciplinary action when so assigned by the Employer.

18.3 An employee shall have the right, upon request, to have the Union Steward and/or Union Representative present at any meeting during which an employee reasonably believes the meeting might result in disciplinary action; provided, that nothing herein shall be construed as prohibiting, limiting or restricting the Employer's right to discuss with any employee performance and/or other work-related issues which will not result in any formal disciplinary action.

18.4 An employee shall be provided a copy of any document to be placed in the employee's personnel file that relates to disciplinary action and shall be given an opportunity to acknowledge, by signature, such document. Should the employee refuse to sign such document, a notation to that effect shall be made and witnessed prior to filing.

18.5 INVESTIGATIONS — An employee who is the subject of an investigation which may result in disciplinary action shall be provided written notice of the investigation prior to being interviewed or questioned in conjunction with such investigation, which notice shall advise the employee of the nature of the investigation and the fact that the employee is a subject of the investigation.

18.6 Any interview of an employee shall be at a reasonable hour, when the employee is on duty unless the exigencies of the investigation dictate otherwise. Where practicable, interviews shall be scheduled for the daytime.

18.7 All employee interviews shall take place at an Employer's facility, except when impractical. Where an employee is the subject of an investigation, the employee shall be afforded opportunities and facilities to contact and consult privately with the Union Steward or Union Representative before being interviewed. Upon the employee's request, the Union Steward or a Union Representative shall be present during the interview, if requested, and may provide the employee with full representation.

18.8 The interview shall not be overly long and the employee shall be entitled to such reasonable intermissions as the employee shall request for personal necessities, telephone calls, and conference with Union officials.

18.9 The employee shall not be subjected to any offensive language, nor shall the employee be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain the employee's resignation, nor shall the employee be intimidated in any other manner; provided, however, that nothing herein shall be construed as prohibiting the Employer from advising the employee as to contemplated or potential disciplinary action as set forth in a written notice of pre-disciplinary hearing and anticipated disciplinary action. No promises or rewards shall be made as an inducement to answer questions.

18.10 Any employee who is the subject of an investigation may request an attorney of their choosing to be present during such investigation; provided, that such request shall not unreasonably delay or hinder the Employer's investigation. The cost of such attorney shall be paid by the employee requesting such attorney.

18.11 POLYGRAPH TESTS — No employee shall be required to take or be subjected to any polygraph as a condition of continued employment.

18.12 SUBSTANCE ABUSE TESTS — Employees shall be subject to random alcohol and/or drug testing, as required by federal, state and/or local law. The Employer may also require that an employee submit to post-accident and reasonable suspicion alcohol and/or drug testing. Except as set forth herein and in return-to-work agreements, no employee shall be required to take or be subject to any random alcohol and/or drug testing as a condition of continued employment.

ARTICLE 19 ....DISCIPLINE & DISCHARGE PROCEDURES

19.1 It is understood by the parties that the purpose of discipline is to change behavior. All discipline for regular employees shall be for just cause. The following procedure of progressive discipline shall be applied by the Employer; provided, that the Employer need not follow progressive discipline before suspension of any length or discharge if the suspension or discharge is for: theft; deliberate damage or sabotage to City property; gross insubordination; physical violence and/or threats of physical violence; violation of conflicts of interest laws; unlawful harassment and/or discrimination; or similar offenses. It is recognized that this list is not exhaustive and does not include all offense/violations for which the Employer need not follow progressive discipline.

19.2 For those offenses not warranting an immediate suspension and/or discharge, the Employer may implement disciplinary action for just cause according to the following progression:

19.2.1 Verbal warning. At the Employer's discretion, the Employer shall verbally warn the employee and shall counsel the employee as to areas of needed improvement. The employee will be provided with written documentation of the areas of improvement discussed in the verbal warning.

19.2.2 Written reprimand. At the Employer's discretion, the Employer may issue a written reprimand to the employee.

19.2.3 Suspension. At the Employer's discretion, the employee shall be suspended without pay for up to three (3) days, depending upon the nature of the offense, to be reasonably determined by the Employer.

19.2.4 Further suspension or discharge. At the Employer's discretion, the Employer may impose a further suspension without pay, or may alternatively discharge the employee for just cause.

19.3 The Employer shall document the disciplinary action implemented by placing a written copy of such disciplinary action in the employee's personnel file, which shall include the date, nature and details of the offense for which the disciplinary action is issued, and the name of the supervisor implementing the disciplinary action. The employee shall be given the opportunity to acknowledge receipt of the written copy.

19.4 Notwithstanding the progressive disciplinary procedure set forth herein, the Employer may elect to impose a lesser form of discipline than that allowed pursuant to this Agreement; provided, that such election shall not be construed as compromising the Employer's rights to subsequently implement discipline in accordance with this schedule.

19.5 All levels of discipline shall be subject to the terms of the grievance procedure in Article 4, provided that verbal warnings may not be pursued to Arbitration.

ARTICLE 20 ....LEAVE OF ABSENCE

20.1 MEDICAL LEAVE — An employee who becomes disabled (as defined by applicable federal, state, and/or local law) due to illness, injury or pregnancy, or an employee who suffers an industrial injury or illness shall be granted a medical leave of absence without pay effective the first day of absence from work as required by law or the terms of this Agreement; provided, that the employee shall submit to the Employer as soon as reasonably practical a written claim of such illness or injury along with supporting medical documentation as required by law. The Employer may, at its sole cost and expense, require a second opinion of a doctor of its own choosing to verify illness or injury, and a doctor's statement of fitness to return to work. This does not preclude an employee from using accrued sick leave or vacation pay during medical leave.

20.2 FAMILY AND MEDICAL LEAVE — Leave taken pursuant to the federal Family and Medical Leave Act (FMLA) is without pay, except that FMLA leave shall run concurrently with use of accrued leave. Employees may use accrued, unused sick leave, and shall use accrued unused vacation time, comp time and/or other paid time while on FMLA leave. In the event the employee's accrued leave(s) do not extend for the entire FMLA- qualifying absence, the balance of the FMLA leave shall be unpaid.

20.2.1 An employee on FMLA leave who is using paid leave shall continue to accrue leave and seniority benefits.

20.2.2 An employee on unpaid FMLA leave shall not accrue leave while on unpaid leave.

20.2.3 An employee on FMLA at the same time as PFML does not use accrued paid leave because they receive pay from the State of Washington.

20.3 PROLONGED DISABILITY — An employee shall not be terminated by the Employer because of a non-job-related injury or prolonged continuous illness or injury, provided; that the period of disability is not longer than six (6) months, and provided, further that on or before the expiration of said six (6) month period, the employee will be able to perform the essential functions of the employee's job. Upon being certified as physically or mentally fit to return to work by the employee's doctor and, if deemed necessary, the Employer's doctor(s), the employee shall be reinstated to the same or substantially equivalent classification if such classification exists. Such employees on prolonged disability shall continue to accumulate seniority during such disability, except that seniority shall not apply towards advancement through the wage step program.

20.3.1 An employee on prolonged absence because of occupational illness or injury incurred in the service of the City, shall not be terminated by the Employer because of such absence for a period of twelve (12) months; provided, that on or before the expiration of such twelve (12) month period the employee will be able to perform the essential functions of the employee's job. Such employees on prolonged disability shall continue to accumulate seniority during such disability, except that seniority shall not apply towards advancement through the wage step program.

20.3.2 Prolonged disability leave shall not be taken more than once in a five-year period, unless mutually agreed upon by the parties.

20.4 MILITARY LEAVE — Every full-time regular employee shall be entitled to and shall be granted military leave of absence, in accordance with applicable law. During a period of military leave taken pursuant to RCW 38.40.060, the employee shall receive from the Employer their normal pay for a period not exceeding twenty-one (21) working days during each twelve (12) month period from October 1 through September 30.

20.5 JURY DUTY — Employees who are required by due process of law to render jury service shall receive their regular pay during such period. If any payment, excluding travel pay, is received for jury duty, such pay will be reimbursed to the Employer or deducted from the employee's paycheck.

20.6 BEREAVEMENT LEAVE — All employees who suffer a death in their immediate family shall be compensated for and given up to three (3) days off with full pay per incident. Up to an additional two (2) days of bereavement leave may be approved by a supervisor if the employee must travel more than 180 miles one way to attend the funeral service. The Employer may approve additional leave, which shall be deducted from accrued vacation, sick leave, or compensatory time, or which shall be leave without pay.

20.6.1 Immediate family shall be defined as spouse, domestic partner, child, parent, sibling, son-in-law, daughter-in-law, parent-in-law, sister-in-law, brother-in-law, stepson, stepdaughter, stepparents, grandchildren and grandparents on both sides, aunts, uncles, nieces, and nephews. "Child" includes an employee's ward or any person over whom the employee has legal custody.

20.6.2 When an employee participates in a funeral or memorial ceremony for a person other than those in the immediate family the employee may, subject to the approval of the Employer, be granted reasonable vacation, or compensatory time off.

20.7 LEAVE OF ABSENCE WITHOUT PAY – An employee may apply to the City Manager or their designee for a leave of absence without pay. The City Manager or their designee shall have sole discretion whether to grant the request, including but not limited to the duration of the leave of absence. A leave of absence without pay may be used only after all other accrued leave has been used except for Union business leave of two (2) weeks or less in duration. Unless otherwise required by law or the terms of this Agreement, an employee shall not receive any benefits and/or wages/pay/compensation nor accrue seniority during such leave of absence. The Employer reserves the right to recall any employee from a previously authorized leave of absence.

ARTICLE 21 ....HEALTH AND BENEFITS

21.1 MEDICAL — The Employer shall make available the Regence HealthFirst and Kaiser medical insurance plans for all full-time regular employees, employee's spouse/domestic partner, and qualified dependents. The HealthFirst plan offered will be the HealthFirst 250 Plan, and the Kaiser plan offered will be the Kaiser 200 Plan. The Employer shall continue to make available the AWC Regence High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) and the AWC Kaiser High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The Employer and employee shall share the costs of the medical insurance premiums in accordance with the following:

For the non-HDHP Regence HealthFirst and Kaiser plans, each employee shall pay fifteen percent (15%) of the medical insurance premiums for the employee's spouse/domestic partner and qualified dependents via payroll deduction. Each employee shall pay five percent (5%) of medical insurance premium for coverage of themselves, not to exceed a maximum of sixty dollars ($60) per month, via payroll deduction.

For the HDHP plans, the Employer will pay 100% of the medical insurance premiums for the employee, the employee's spouse/domestic partner and qualified dependents. In addition, the Employer will contribute into the employee’s Health Savings Account the following amount per year paid on a monthly basis, provided that the contribution into the HSA cannot exceed the Affordable Care Act excise tax threshold:

$2250 for an employee with no dependents

$3250 for an employee with 1-2 dependent.

$4250 for an employee with 3 or more dependents

HSA contributions will be prorated for partial-year enrollment.

To begin building funds in a HSA, an employee may elect to have up to $1000 (employee only) or $2000 (employee plus one or more dependents) cashed out from accrued vacation or comp time and transferred into the employee’s HSA on the first January payday of the first year the employee enrolls in the HDHP, provided that the employee’s vacation does not fall below 80 hours. HSA contributions may not exceed IRS limits.

If a health plan offered by the Employer is going to be eliminated or will trigger the Affordable Care Act excise tax, the parties will meet and bargain economics and available plans. If no agreement is reached in time to ensure employees’ continuous insurance coverage, the Employer will move employees to the next available plan that does not trigger the excise tax and continue to bargain over the economics and available plans.

21.2 DENTAL — The Employer shall make available the Delta Dental of Washington Plan F plus Orthodontia Rider Plan V for all full-time regular employees, and shall pay one hundred percent (100%) of the premiums for employee, employee's spouse and qualified dependents.

21.3 VISION — The Employer shall make available the AWC Vision Services Plan for all full-time regular employees, and shall pay one hundred percent (100%) of the premium.

21.4 LIFE — The Employer shall make available the Standard Insurance Life Insurance Plan ($40,000) for all regular employees, and shall pay one hundred percent (100%) of the premium. Life insurance benefits decrease when employees are age 65 and older per the AWC Employee Benefits Trust rules.

21.5 LONG TERM DISABILITY – The Employer shall make available the Standard Insurance Long Term Disability Insurance Plan for all full-time regular employees. The Employer shall pay one hundred percent (100%) of the premium.

21.6 EMPLOYEE ASSISTANCE PROGRAM — The Employer shall make available the AWC Employee Assistance Plan (EAP) for all regular employees and shall pay one hundred percent (100%) of the premium.

21.7 WASHINGTON STATE PAID FAMILY AND MEDICAL LEAVE PROGRAM – Eligible employees are covered by Washington’s Paid Family and Medical Leave Program, RCW 50A.04. Premiums for benefits are established by law. Employees will pay the identified employee’s share of premiums through payroll deduction. The Employer will pay the employer’s share of premiums.

ARTICLE 22 .....................INDEMNIFICATION OF CITY EMPLOYEES

22.1 The City defends and indemnifies City employees in accordance with RCW 4.96.041.

ARTICLE 23 .....................SUBCONTRACTING

23.1 The Employer shall not subcontract Bargaining Unit work without negotiating the decision and impacts in compliance with the law.

ARTICLE 24 ....OUT OF CLASS PAY

24.1 WORK OUT OF CLASSIFICATION — Employees who are assigned to work in any higher classification other than their current classification for eight (8) hours or more shall receive a five percent (5%) increase in pay over and above their current pay for all hours so assigned, provided such assignments are in writing and signed by the Employer.

ARTICLE 25 ....EDUCATION INCENTIVE

25.1 In the sole discretion of the City Manager or designee, the City Manager or designee may authorize an employee to take college classes and upon receiving a passing grade ("C" or better) the Employer shall reimburse the employee for tuition and book expenses associated with the authorized class. The authorization must be in writing and received prior to enrollment in order to be eligible for tuition and book reimbursement.

ARTICLE 26 ....ALLOWANCES AND REIMBURSEMENTS

26.1 CLOTHING ALLOWANCE —The Employer will provide an annual clothing allowance of four hundred dollars ($400) to each qualified employee in Public Works and Planning who primarily work in the field. Supervisors will determine which employees are qualified for this allowance. The annual clothing allowance will use a calendar year for definition. The clothing purchased will be appropriate work attire for the employee's job duties, as determined by the supervisor, and shall consist of coats, shirts, pants, and hats. Coats and shirts will be black, blue, brown or a high-visibility color. Pants will be blue jean-style. The allowance will be paid to employees in the first pay period of September each year. Employees who leave employment with the City will not be required to pay back the allowance. New employees will receive the allowance upon hire and every September thereafter.

26.2 EMPLOYER-PROVIDED CLOTHING/EQUIPMENT – The Employer will provide reflective vests, ear plugs, eye protection, rain gear, gloves, rubber boots, hard hats and any other required safety equipment as needed, as determined by supervisors.

26.2.1 The Employer will provide coveralls for employees in the Mechanic and Treatment Plant Operator classification series for use on a daily basis, and will maintain a stock of coveralls for other employees to use on an as-needed basis. The Employer will pay to have the coveralls laundered.

26.2.2 The Employer shall provide employees in the Parking Enforcement Officer classification with uniforms and equipment necessary to perform the job duties. The type and/or brand of specific uniform items shall be determined by the Employer.

26.2.3 Should any items listed in section 26.2 and its subsections become unserviceable due to service-related activity or normal wear and term, said items shall be replaced by the Employer. Should any of the items listed above become unserviceable due to a negligent act of the employee, said item shall then be replaced at the employee's expense. Any changes or additions to the uniform required by the Employer shall be purchased by the Employer. All issued items are the property of the Employer and shall be returned to the Employer upon the employee's separation from employment.

26.3 CLOTHING REIMBURSEMENT – The Employer will provide reimbursement to employees in classifications within the Public Works Engineering division and the Planning and Community Development department of up to two hundred-fifty dollars ($250) per calendar year for clothing irreparably damaged while performing City duties. Employees shall be reimbursed upon presentation of the damaged item(s) and providing the Employer with the necessary receipt(s).

26.4 BOOT REIMBURSEMENT – The Employer shall provide an annual boot reimbursement of up to two hundred and fifty dollars ($250) to employees who are regularly in situations where safety boots are required. Any unspent funds from one year may be carried over to the next year, for a maximum reimbursement of five hundred dollars ($500) in a given year, provided that carryover shall cease on December 31, 2026. Employees shall be reimbursed upon presentation of the necessary receipts and proof of ASTM International standard (or its successor). Supervisors shall determine which employees are qualified to receive this reimbursement.

The Police Department will provide boots to eligible Police Department employees in lieu of an annual boot reimbursement.

26.4.1 Should an employee's boots become unserviceable/irreparably damaged due to service-related activity within the first ninety (90) days after purchase, the supervisor may authorize reimbursement for the purchase of replacement boots of equal or lesser value.

26.5 TOOLS– The Employer shall provide an annual tool allowance of eight hundred and fifty dollars ($850) to all employees in the Mechanic classification series, to be paid with the first pay period each January.

26.5.2 Employees will update their tool inventory annually by January 31 and submit it to the Finance Department. The inventory shall include a good faith tool cost estimate. The Employer will provide insurance coverage for tools listed on the employee's tool inventory and located on City property, subject to the terms of the insurance plan. Should a tool be stolen from City property, the employee will obtain a police report.

26.5.3 If a tool on an employee's tool inventory is stolen from City property or breaks when in use in the workplace, the Employer will reimburse the employee the replacement cost, provided the tool is not covered under a manufacturer's warranty, is below the insurance deductible limit, and is not covered under the terms of the insurance plan.

26.6 VISION REIMBURSEMENT – The Employer shall pay a replacement cost equal to the vision care replacement cost, per incident, for prescription lenses/frames which are lost or damaged while performing City duties, provided that the employee shall submit to the Employer a written request for replacement, along with an explanation of occurrence and proof of loss.

ARTICLE 27 ....SAVINGS CLAUSE

27.1 Should any term or provision of this Agreement be in conflict with any State or Federal statute or other applicable law or regulation binding upon the Employer, such law or regulation shall prevail. In such event, however, the remaining terms and provisions of this Agreement will continue in full force and effect. No City ordinance or resolution shall modify or change any Article of this Agreement during the life of this Agreement, unless mutually agreed by the Employer and the and provisions of this Agreement will continue in full force and effect. No City ordinance or resolution shall modify or change any Article of this Agreement during the life of this Agreement, unless mutually agreed by the Employer and the Union.

27.2 If any Article or Section of this Agreement shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section shall be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE 28 ....COMPLETE AGREEMENT

28.1 The Agreement expressed herein in writing constitutes the entire Agreement between the parties. All matters not specifically covered in the Agreement shall be deemed to have been raised and disposed of as if specifically covered herein. It is agreed that this document contains a full and complete Agreement on all bargainable issues between the parties hereto and for all whose benefit this Agreement is made, and no party shall be required during the term of this Agreement to negotiate or bargain upon any issue specified herein. While those Memorandums of Understanding executed concurrent with this Agreement are not specifically part of this Agreement, they represent a continuing intent of the Employer to abide with their terms during this Agreement.

ARTICLE 29 ....TERM OF AGREEMENT

29.1 This Agreement shall remain in full force and effect from January 1, 2026 through December 31, 2028; provided, however, that this Agreement shall be subject to change or modification as may be mutually agreed upon by the parties hereto.

DATED this _____ day of ________________, 2026

CITY OF BAINBRIDGE ISLAND	INTERNATIONAL ASSOCIATIONS OF MACHINISTS AND AEROSPACE WORKERS DISTRICT LODGE 160
By________________________________	By *[signature]* ________________________________
Ellen Schroer, Interim City Manager	Steve Miller, Business Representative

EXHIBIT A

2026 IAM Pay Scale

Wage rates, effective first pay period after ratification of this Agreement by both parties

Range	Position	min				Steps				max	
		1	2	3	4	5	6	7	8	9	
11	Parking Enforcement Officer	5,017	5,162	5,310	5,462	5,619	5,780	5,946	6,118	6,292	Monthly
		28.94	29.78	30.64	31.51	32.42	33.34	34.30	35.29	36.30	Hourly
12	Treatment Plant Operator I, Judicial Specialist, Administrative Specialist II	5,520	5,679	5,841	6,007	6,183	6,359	6,542	6,728	6,922	Monthly
	Facilites Maintenance Technician I, Utilities Technician I, Maintenance Technician I	31.85	32.76	33.70	34.66	35.67	36.68	37.74	38.82	39.94	Hourly
13	Senior Judicial Specialist, Payroll Specialist, Senior Accounting Technician, Administrative Specialist III	6,070	6,246	6,425	6,612	6,800	6,994	7,193	7,401	7,615	Monthly
	Permit Specialist, Police Records Specialist, Evidence Technician, Signs and Markings Specialist I	35.02	36.03	37.07	38.14	39.23	40.35	41.50	42.69	43.93	Hourly
14	Code Compliance Officer, Building Inspector/Plans Examiner, GIS Technician, Contract Coordinator, Storm and Surface Water Technician, Arborist, Planner	6,679	6,871	7,068	7,271	7,478	7,694	7,914	8,143	8,379	Monthly
	Deputy City Clerk, Accountant, Treatment Plant Operator II, Utilities Technician II, Facilities Maintenance Technician II, Maintenance Technician II	38.53	39.64	40.78	41.94	43.14	44.39	45.66	46.98	48.34	Hourly
15	Senior IT Specialist, GIS/CAD Specialist, Community Health Navigator II	7,346	7,557	7,773	7,996	8,227	8,463	8,708	8,957	9,214	Monthly
	Mechanic II, Signs/Markings Specialist II, Associate Planner, Construction Inspector	42.38	43.60	44.85	46.13	47.46	48.82	50.23	51.67	53.16	Hourly
16	Treatment Plant Operator III, Ground and Surface Water Specialist, Senior Planner, Utilities Technician III, Facilities Maintenance Technician III	8,081	8,312	8,553	8,796	9,050	9,310	9,578	9,852	10,136	Monthly
	Stormwater Management Program Coordinator, Project Manager I, Maintenance Technician III, Mechanic III	46.62	47.95	49.34	50.75	52.21	53.71	55.25	56.83	58.47	Hourly
17	Engineer I	8,888	9,145	9,408	9,678	9,954	10,240	10,534	10,835	11,145	Monthly
	Project Manager II	51.28	52.76	54.28	55.83	57.42	59.07	60.77	62.51	64.30	Hourly
18	Engineer II	9,779	10,058	10,349	10,644	10,952	11,265	11,588	11,921	12,262	Monthly
		56.41	58.03	59.70	61.41	63.18	64.99	66.85	68.77	70.74	Hourly

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (7:50 pm) Consider Request from Councilmember Lant to Add Consideration of City Contribution to YWCA ALIVE Shelter to a Future City Council Meeting

Department: City Council

Agenda Section: Communications

Estimated Time: 5 Minutes

Recommendation:

Discussion and potential placement on a future Council agenda.

Narrative:

Councilmember Lant has requested that consideration of a City contribution to YWCA ALIVE Shelter be added to a future Council meeting. Her request is attached.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. Request from Councilmember Lant for Agenda Item_YWCA ALIVE Shelter

From: Lara Lant <llant@bainbridgewa.gov>
Sent: Monday, April 13, 2026 10:30 AM
To: Clarence Moriwaki <cmoriwaki@bainbridgewa.gov>; Kirsten Hytopoulos <khytopoulos@bainbridgewa.gov>; Ellen Schroer <eschroer@bainbridgewa.gov>
Subject: Agenda Item Request - Consideration of City Contribution to YWCA ALIVE Shelter

Dear Mayor, Deputy Mayor, and Interim City Manager,

I request that consideration of a financial contribution to the YWCA ALIVE Shelter be added to an upcoming study session.

Bainbridge Island does not have temporary shelter options for individuals experiencing domestic violence. As a result, local police and court personnel refer those in need to the ALIVE Shelter, which operates at a confidential location in Kitsap County. The City's own website directs community members to the shelter as a primary resource. On February 19, the shelter was severely damaged by a fire, displacing both residents and the staff who provide 24-hour support. This incident has disrupted access to essential services for survivors throughout Kitsap County, including those from Bainbridge Island.

As the only state-certified domestic violence service provider in the county, the ALIVE Shelter plays a critical role in supporting vulnerable individuals. Given the City's reliance on this resource, I ask the Council to consider contributing funds to support its recovery and continued operations.

Respectfully,

Lara Lant

CITY OF BAINBRIDGE ISLAND
Lara Lant
Councilmember, North Ward District 7
llant@bainbridgewa.gov
www.bainbridgewa.gov
206-677-5346

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (7:55 pm) Consider Request from Councilmember Schneider to Add an Agenda Item to Vote on Creating a Subcommittee to Collaborate with Washington Department of Transportation (WSDOT) on Highway 305/High School Road Roundabout Options

Department: City Council

Agenda Section: Communications

Estimated Time: 5 Minutes

Recommendation:

Discussion and potential placement on a future Council agenda.

Narrative:

Councilmember Schneider has asked Council to consider a future agenda item to vote on creating a subcommittee to collaborate with Washington Department of Transportation (WSDOT) on Highway 305/High School Road roundabout options. Her request is attached.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. Request from Councilmember Schneider for Agenda Item_Hwy 305 Roundabout Subcommittee

From: Leslie Schneider <lschneider@bainbridgewa.gov>
Sent: Monday, April 20, 2026 10:04 PM
To: Ellen Schroer <eschroer@bainbridgewa.gov>
Subject: Agenda item to vote on creating a subcommittee to collaborate with WA DOT re: roundabout options

Hi Ellen,

Please add an agenda item to ask council if we want to consider creating a council subcommittee that will explore options for the proposed roundabout at Hwy 305/High School Road.

Background:
Councilmember Schneider had some unanticipated but very positive conversations with various WA DOT engineers at the recent Bike Walk Roll conference regarding the roundabout in Winslow being designed. It seems likely that collaboration is still possible, for mutual understanding of the challenges and creative options for meeting those challenges not currently being considered.

Subcommittee work plan could include:

- Asking for the report that details the nature of the serious injuries and deaths at that intersection
- Asking to meet with members of the WA DOT team and others who might have input on unique challenges at this intersection
- Recommending a solution to council that hopefully is an outcome of a successful collaboration with WA DOT; an unsuccessful outcome would confirm the need for a resolution that states council's rejection of the WA DOT design, as was requested from staff recently.

Thanks,
Leslie

"If you plan a city for cars and traffic, you get cars and traffic. If you plan for people and places, you get people and places."

Fred Kent, founder and former president of the Project for Public Spaces

CITY OF BAINBRIDGE ISLAND
Leslie Schneider
Councilmember, Central Ward
www.bainbridgewa.gov
facebook.com/citybainbridgeisland/
206.200.4502

CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill
Tuesday, April 28, 2026

Agenda Item: (8:00 pm) Consider Request from Councilmember Nelson to Add an Agenda Item on Amending Resolution No. 2025-18 to Extend the Deadline for Final Adoption of the Comprehensive Plan to August 18, 2026

Department: City Council

Agenda Section: Communications

Estimated Time: 5 Minutes

Recommendation:

Discussion and potential placement on a future Council agenda.

Narrative:

Councilmember Nelson has asked to add a discussion on amending Resolution No. 2025-18 to extend the deadline for final adoption of the Comprehensive Plan to August 18, 2026, to a future Council meeting. His request is attached.

Fiscal Impact:

Community Engagement and Outreach:

Attachments:

1. 4-21-2026 Agenda Item Request Amendment to Resolution 2025-18

CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

TO: City Council

FROM: Mike Nelson, Councilmember

SUBJECT: Agenda Item Request – Amendment of Resolution 2025-18

DATE: April 21, 2026

I am requesting an agenda item to discuss amending Resolution 2025-18 to extend the deadline for final adoption of the Comprehensive Plan Update to August 18, 2026.

The City of Bainbridge Island just received a letter from the Department of Commerce, dated April 20, 2026. That letter encloses a preliminary report on the Department of Commerce's review of the City's draft housing element and development regulations in connection with the audit of Bainbridge Island under the Housing Accountability Act. That letter provides a viable path forward for Bainbridge Island to update its Comprehensive Plan to come into compliance with Washington State law.

The letter from the Department of Commerce finds a number of deficiencies that need to be corrected in our Comprehensive Plan Update and gives the City until August 18, 2026 to update our Comprehensive Plan. Importantly, the letter states that Bainbridge Island "will remain out of compliance until it amends its housing element and/or housing development regulations to be consistent with the requirements in RCW 36.70A.835(7) and Commerce issues a decision of compliance." This is important because even if we were to submit our Comprehensive Plan Update by June 30, 2026, we will still be out of compliance until the Department of Commerce reviews it and issues a decision of compliance. If we were not currently being audited under the Housing Accountability Act, our Comprehensive Plan would be assumed compliant upon adoption.

With this in mind, the June 30, 2026 deadline we have set for ourselves in Resolution 2025-18 no longer makes sense. I propose that we extend that deadline until August 18, 2026, which is the deadline set by the Department of Commerce, and include in the go forward work changes necessary to correct the deficiencies noted in the Department of Commerce's letter.